



CITY OF HOPEWELL
Hopewell, Virginia 23860

CITY COUNCIL

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

AGENDA

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Mark A. Haley, City Manager
Stefan M. Calos, City Attorney

Date: April 4, 2017

MUNICIPAL BUILDING

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

OPEN MEETING

6:30 p.m. Call to order, roll call, and welcome to visitors

MOTION: To amend/adopt agenda.

MOTION: To go into closed meeting for (1) discussion of appointment of specific appointees of city council (city clerk); and (2) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code sections 2.2-3711 (A) (1) and (7), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

CERTIFICATION 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?

Roll Call

WORK SESSION

WS Overview of fiscal year 2017-2018 budget development.

REGULAR MEETING

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

Moment of silence in honor of Ross A. Kearney, III, former Hopewell City Clerk

Prayer by Mr. Herbert Bragg, followed by the Pledge of Allegiance to the Flag of the United States of America.

Consent Agenda

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

- C-1 **Minutes:** November 9, 2016
- C-2 **Pending List:** Updated as of March 17, 2017
- C-3 **Routine Approval of Work Sessions:** April 11, 2017 @ 6:00 PM – Hopewell Redevelopment and Housing Authority; Economic Development Authority
- C-4 **Personnel Change Report & Financial Report:** None
- C-5 **Ordinances on Second & Final Reading:** None
- C-6 **Routine Grant Approval:** None
- C-7 **Public Hearing Announcement:** April 11, 2017 – city tax rate
- C-8 **Information for Council Review:** Appomattox River Regional Park 2nd Annual 5K trail run (FOLAR); Big Brothers Big Sisters mentoring program
- C-9 **Resolutions/Proclamations/Presentations:** The James House proclamation declaring April as Sexual Violence Awareness Month; Freedom Support Center presentation

Regular Business

Reports of City Manager:

- R-1 **CAFR update by Cherry Bekaert**
- R-2 **Presentation regarding notice of assessed value of real estate**
- R-3 **OneDigital Health Care consultant presentation on plans and rates available to employees and retirees**
- R-4 **Update on rental inspection program**
- R-5 **Spot blight program presentation**
- R-6 **Approval and appropriation of grant funds from Virginia Department of Environmental Quality**

ISSUE: Accepting grant funds of \$45,000 to assist with the Comprehensive Plan and Chesapeake Bay Preservation Area Ordinance update.

MOTION: To adopt budget amendment resolution accepting the \$45,000 grant from DEQ .

Roll Call

R-7 City Council approval and designation of spring clean-up week.

ISSUE: City Council has historically approved an annual spring clean-up week.

MOTION: **To approve and designate the week of Saturday, April 15 through and including Saturday, April 22, 2017, as Spring Clean-Up Week.**

Roll Call

Other Council Communications

Adjournment

CONSENT AGENDA

DRAFT

MINUTES OF THE CITY COUNCIL MEETING HELD NOVEMBER 9, 2016

A regular meeting of the City Council of Hopewell, Virginia, was held Tuesday, November 9, 2016, at 6:00 p.m. in Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Brenda S. Pelham, Mayor
Arlene Holloway, Councilor
Anthony Zevgolis, Councilor
Jasmine Gore, Councilor
Wayne Walton, Councilor
Jackie Shornak, Councilor

Mark Haley, City Manager
Stefan Calos, City Attorney
Ronnieye Arrington, Acting City Clerk

ABSENT: Christina Luman-Bailey, Vice Mayor

ROLL CALL

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

Mayor Brenda S. Pelham	-	present
Vice Mayor Luman-Bailey	-	absent
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Gore	-	present
Councilor Walton	-	present
Councilor Shornak	-	present

Motion was made by Councilor Zevgolis to amend the agenda to add a presentation to the Consent Agenda. No vote occurred as there was an additional amendment to the agenda.

A **substitute motion** was made by Councilor Gore and seconded by Councilor Walton to revise the agenda to include a presentation by Councilor Zevgolis and to include the selection of members of an ad hoc committee with the School Board. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	yes

DRAFT

CLOSED MEETING

Motion was made by Councilor Gore and seconded by Councilor Zevgolis to go into closed meeting for (I) discussion of specific appointees of City Council (Economic Development Authority, Hopewell Redevelopment & Housing Authority, District 19 Community Services Board, Council members to serve on ad hoc committee with School Board members, City Clerk, Freedom of Information Officer designee); and (II) consultation related thereto and other specific legal matters (including code enforcement) requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A)(1) and (7), respectively. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	yes

OPEN MEETING

Council came out of Closed Meeting at 7:31 p.m. Councilors were asked if they complied with Virginia Code § 2.2-3712(D), namely, that only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion were discussed in closed meeting, to which they all responded yes.

Roll call was taken as follows:

Mayor Pelham	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Gore	-	present
Councilor Walton	-	present
Councilor Shornak	-	present

REGULAR MEETING

Prayer by Rev. Darrel Bogs, senior pastor of First Baptist Church, followed by the Pledge of Allegiance to the Flag of the United States of America.

DRAFT

CONSENT AGENDA

Motion was made by Councilor Walton and seconded by Councilor Zevgolis to approve the Consent Agenda—Public hearing announcement: November 22, 2016; budget amendment; VOT appropriation for signal upgrades; disposition of land; ordinance amending chapter 18 of the zoning code; Presentation by Historic Hopewell Foundation; Presentation from Major General Darryl Williams. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	yes

PUBLIC HEARINGS - NONE

COMMUNICATIONS FROM CITIZENS – Harry L. Clary, Jr. of the 3rd ward, spoke regarding trouble at the polls and issues regarding a home invasion. He noted that the police had handled the matter excellently. There being no other citizen comments, communications from citizens was closed at 7:58 p.m.

UNFINISHED BUSINESS - NONE

REGULAR BUSINESS

R-1 PRESENTATION FROM DIRECTOR OF PARKS AND RECREATION

Presentation was made by Aaron Reidmiller, Director of Parks and Recreation using photos and posts from the Parks & Recreation Facebook page, regarding past and future special events.

This presentation was for informational purposes only and required no action from Council.

R-2 UPDATE ON COMPREHENSIVE ANNUAL FINANCIA REPORT (CAFR)

Presentation was made by Jerry L. Whitaker, Finance Director, regarding the status of the CAFR, next steps to continue toward finalization, and response to questions from Council.

This presentation was for informational purposes only and required no action from Council.

DRAFT

R-3 PRESENTATION ON STATUS OF SAFETY BUILDING PROJECTS

Presentation was made by Edward Watson, Director of Public Works, with input and remarks by the City Manager regarding the status of the proposed police station and fire station. Mr. Watson's report indicated that additional funds would be needed to complete both projects, and absent additional cash, only one project may be completed at this juncture.

This presentation was for informational purposes only and required no action from Council.

R-4 PRESENTATION ON STATUS OF THE BEACON THEATRE

Presentation was made by Laurin Willis, Manager of the Beacon Theatre, with remarks by the City Manager regarding the financial status of the Beacon. Mr. Willis provided documentation concerning the Beacon's current finances, which are the most profitable genres, which are the least profitable, the likelihood of more performing arts being featured, and plans for continued improvement of the Beacon's finances and performers.

This presentation was for informational purposes only and required no action from Council.

R-5 REQUEST FOR REZONING LOTS 5, 6, 7, & 8, BLOCK 3, BUREN HOMESTEAD ADDITION

Presentation was made by Tevya Griffin, Director of Development, concerning a request from Victoria Goodwin & Christina Callis to rezone and amend the zoning district map for Lots 5, 6, 7, & 8, Block 3, Buren Homestead Addition Subdivision, also identified as parcel 023-0230, from Residential High Density (R-3) to Limited Commercial District (B-2).

Motion was made by Councilor Walton and seconded by Councilor Gore to approve the requested rezoning. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	no
Councilor Holloway	-	no
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	no

The vote was tied thus the motion failed.

DRAFT

R-6 REQUEST TO REINSTATE/APROVE THE POSITION OF ZONING INSPECTOR

Presentation was made by Tevya Griffin and Lynn Underwood, Building Inspector, detailing the reasons why the position of Zoning Inspector is needed, including enforcement of the zoning and inoperable vehicle ordinances, and to handle the collection and disposal of refuse.

Motion was made by Councilor Walton and seconded by Councilor Gore to approve the requested position of Zoning Inspector. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	yes

The motion passed unanimously.

R-7 REQUEST FOR CITY COUNCIL TO APPROVE AGREEMENTS BETWEEN VDOT AND THE CITY

- A.** Standard Project Administration Agreement to use **VDOT Smart Scale** program funds to construct curb & gutter, new street cross sections, sidewalks, retaining walls, pavement structure and/or various road section drainage improvements
- B.** Standard Project Administration Agreement, to use **VDOT Revenue Sharing** program funds to construct curb & gutter, new street cross sections, sidewalks, retaining walls, pavement structure and/or various road section drainage improvements, as described in the approved FY18 VDOT Revenue Sharing Program allocations.
- C.** Project Endorsement Agreement to use **Highway Safety Improvement Program (HSIP) FY18** funds to construct curb & gutter, new roadway traffic islands, sidewalks, enhanced pavement markings, and/or traffic signal equipment.

Presentation was made by City Engineer Johnnie Butler, with remarks by City Manager detailing requests A through C.

DRAFT

Motion was made by Councilor Shornak and seconded by Councilor Holloway to approve projects R-7 A through C, and to approve the City Manager signing all appropriate documents related thereto. Upon the roll call, the vote resulted.

Mayor Brenda S. Pelham	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	yes

The motion passed unanimously.

R-8 APPOINTMENT OF COUNCIL MEMBERS TO SERVE ON AD HOC COMMITTEE

Motion was made by Mayor Pelham to appoint Councilor Gore and Councilor Zevgolis to serve on the ad hoc committee to work with the school board regarding the Mallonee Gym project. This motion failed for lack of a second.

Motion was made by Councilor Walton and seconded by Councilor Gore to appoint Councilors Shornak and Gore to serve as members of the school board ad hoc committee. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	no
Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	yes

The motion passed.

Mayor Pelham submitted a Transactional Disclosure Statement because she works for the school system.

REPORTS OF THE CITY ATTORNEY:

Stefan Calos advised that he attended the Loving movie premier at the Byrd Theatre in Richmond, Virginia. Loving was filmed largely in Hopewell. Specifically, the old jail, and lawyer and press conference scenes were filmed in Mr. Calos' Hopewell office. Mr. Calos recommends the movie.

DRAFT

REPORTS OF THE CITY CLERK:

Motion was made by Councilor Zevgolis and seconded by Councilor Holloway to reappoint Johnny Jones to the Housing Authority, to reappoint Deborah Randolph to the Economic Development Authority, to appoint Joan Bossier to the Economic Development Authority, and to appoint Brian Silver to the Keep Hopewell Beautiful Committee. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	no
Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Councilor Gore	-	yes
Councilor Walton	-	yes
Councilor Shornak	-	yes

The motion passed with a four to two vote.

Mayor Pelham asked if there were additional openings in the boards and committees, to which the acting clerk responded there were openings in the Economic Development Authority, Keep Hopewell Beautiful and the Board of Zoning Appeals.

REPORTS OF CITY COUNCIL: NONE

CITIZEN/COUNCILOR REQUESTS:

CCR-1 Vice-Mayor Luman-Bailey was absent so her report will be moved to the next agenda.

Unnumbered Mayor Pelham asked the City Attorney if there was any rule regarding abstaining from voting. Stefan Calos advised that abstaining is not allowed under the rules of city council unless there is a conflict of interest, and silence is considered to be an affirmative vote. Mayor Pelham said she would like for that to change. Mr. Calos advised that, as part of his ongoing revisions to City Council rules, he already struck through that provision in the rules, and that Mayor Pelham's change will be part of the suggested update of the rules.

CCR-2 Councilor Shornak stated that, per the entry on the agenda, she would schedule a monthly appointment with the Assistant City Manager to receive updates. Mr. Dane advised that it was not necessary to make an appointment—she could just call him for an update, and he further advised that the same was true for all council.

Roll Call

DRAFT

Mayor Pelham questioned the appearance of the phrase “roll call” after each CCR. It was explained that this was in accordance with council’s request to be able to take action on CCR’s and move them as active item on the agenda. Further discussion ensued regarding the newly-formatted agenda, and how the agenda will be formatted going forward.

Motion was made by Councilor Walton and seconded by Councilor Shornak to adjourn the meeting pursuant to the Rule that council meetings are to end at 10:30 p.m. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	no
Councilor Holloway	-	no
Councilor Zevgolis	-	yes
Councilor Gore	-	no
Councilor Walton	-	yes
Councilor Shornak	-	yes

Motion failed.

Councilor Shornak requested to be excused and left the meeting.

Mr. Calos explained that since the motion to adjourn failed, a new motion was needed to extend the meeting.

Motion was made by Councilor Zevgolis, and seconded by Councilor Gore to extend the meeting beyond the 10:30 p.m. deadline. Upon the roll call, the vote resulted:

Mayor Brenda S. Pelham	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Councilor Gore	-	yes
Councilor Walton	-	no

The motion passed.

CCR-3 Shornak – Request an update on Hopewell Downtown Partnership

Motion was made by Councilor Gore and seconded by Councilor Walton to add an update by Hopewell Downtown Partnership Executive Director Evan Kaufman to the 11/22/16 agenda. The resulting vote was:

Mayor Brenda S. Pelham	-	aye
Councilor Holloway	-	aye
Councilor Zevgolis	-	aye
Councilor Gore	-	aye
Councilor Walton	-	aye

DRAFT

REPORTS OF CITY COUNCIL

Councilor Zevgolis congratulated Mayor Pelham, Councilor Gore and Councilor-Elect Denton on their victories at the poll. He also offered deep congratulations to Pastor Franklin, Mr. Howard, Mr. Bennett and Mr. Silvestro for putting themselves forward in the race. Councilor Zevgolis also mentioned that he had numerous complaints about the streets not being paved.

Mayor Pelham added her congratulations to Councilor Gore and Councilor-Elect Denton. She also noted that there were many streets not yet paved in Hopewell.

ADJOURN

At 10:45 p.m., Councilor Walton made a **motion** to adjourn the meeting, which was seconded by Councilor Zevgolis, and unanimously passed.

Brenda S. Pelham, Mayor

Ronnieye Arrington, Acting City Clerk

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
1.	<p>Beacon Update; RFP; Marketing Plan; Beacon LLC City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17 2-21-17</p>	<p>Date when LLC can be dissolved Mayor requested Plan when submitted.</p>	<p>Mark Haley Stefan Calos</p>	<p>ONGOING 1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option. So, no earlier than 2/1/2018, if notice is given on the first possible business day of the year. 2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.</p>

2.	<p>Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17 2-21-17 3-13-17</p>	<p>Council to review Code of Ethics & City Attorney to review Code of Ethics Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat. City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>Mark Haley Stefan Calos City Clerk</p>	<p>ONGOING City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review. Ms. St. Claire will return and facilitate the review at a future retreat.</p>
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3.	Cost update on City taking control of Mallonee Gym	<p>2/10/15 3-15-16 2-7-17</p> <p>2-21-17</p> <p>2-23-17</p>	<p>Data Sheet</p> <p>Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson & requested City Manager to provide those quotes to her and the members of Council.</p>	<p>Mark Haley Ed Watson</p>	<p>ONGOING</p> <p>Pro-Elite Met w/ Youth Coordinator and did not present a plan as requested. Seemed they wanted City to fund them and Youth Coordinator requested they put everything in writing and present to her.</p> <p>Waiting on MOU</p> <p>No quote received yet but PW is now working on it but until the use is clearly defined HVAC design can't proceed.</p>
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4.	Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding	5/12/15 3-15-16 2-7-17 2-21-17	Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.	Mark Haley	PENDING City Manager to email council the list of City logos Haley will issue RFP re branding - Hopewell logo Mr. Haley to provide RFP to City Council.
5.	Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17 2-21-17	Letter/Email Request and CC City Council Clerk to meet with Mayor for review of completed DRAFT letter.	City Clerk	ONGOING Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required.
6.	National Park Service – Marketing battlefields at City Point to highlight Hopewell	Regular Meeting 2-7-17 2-28-17		Aaron Reidmiller H/PG Chamber of Commerce	ONGOING H/PG Chamber to provided update @ the 2-28-17 Council Meeting and is marketing Hopewell, City Point & Battlefields

7.	Council requested update for Public Safety Buildings. Mayor Shornak requested photo with new plan showing parking for new police department and fire station.	2-9-16 3-21-17	Request for copy of plan for police station Cost study for demolition of houses v. moving houses Update provided to Council and Council to inform City Manager as to when to put on the Agenda for Discussion and Vote.	Ed Watson City Manager City Council	ONGOING Update to be provided at Council work Session on 3-21-17. Council to report back to City Manager as to when to place on upcoming Agenda for a discussion & vote.
8.	Gore requested that department heads review the strategic plan and advise as to the status of specific tasks (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17 3-17-17	Update of comprehensive plan and staff tasks. Provided @ Retreat	Mark Haley Department Heads	ONGOING Provided @ Retreat 3-17-17.
9.	Council requested a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	Mark Haley Department Heads	ONGOING Asst. City MGR reported a DRAFT would be presented during the Budget Session
10.	Fees for Planning Commission	Work Session 2/17/15 2/7/17		Tevya Griffin	ONGOING Look at during Budget Meetings 16-17.
11.	HRHA	2-7-17 2-21-17	WS scheduled April 11, 2017.	Clerk	ONGOING WS to be set for April 2017
12.	ARB & Streetscaping	2-7-17	Schedule joint WS w/City Council	Horace Wade	PENDING

13	Street Paving	2-7-17	Update on Paved Streets & Update on upcoming projects	Johnny Butler, Austin Anderson Mark Haley	ONGOING Mr. Butler Updated Council and provided Council with schedule and overview of paving projects at the 2-28-17 Council Meeting. Street Paving still in progress.
		2-28-17	Update provided along with list of upcoming projects.		
14	Youth Commission	2-7-17	Continue to Accept TBR's, Hold on interviews until NEW Ordinance is reviewed by Council, Legislative Committee and passed.	Mark Haley Charles Dane Stefan Calos City Clerk	ONGOING Ordinance revised and emailed on 3-13-17 to City Council and the Legislative Committee for review; Legislative Committee & Council now to review and report back to City Attorney and City Manager with any suggested revisions; Council then to Vote on Ordinance; Then City Clerk will schedule Interviews for Committee Members & provide them with copy of Ordinance during the interview process.
		2-21-17	Final revisions were received on 2-21-17; City Attorney is rewriting and will provide DRAFT to Council & Legislative Committee		
		3-13-17	City Attorney emailed to Council & Legislative Committee for review.		

15	Cultural Resource Management Plan	2-21-17	Councilor Luman-Bailey	City Manager Tevya Griffin ARB DDRC Planning Commission	ONGOING City Manager and Mrs. Griffin to supply the Cultural Resource Management Plan to the ARB; DDRC & Planning Commission for Financial Grants available to them and the City.
16	City Wide Tree Ordinance	2-21-17	City Wide Tree Ordinance	Tevya Griffin Mark Haley	PENDING Mrs. Griffin is working on an overall City Tree Ordinance and is collecting the said information to present to Council.
17	Hopewell Emergency Crew Board	2-21-17	VM Gore & Councilor Luman-Bailey selected to meet with the Hopewell Emergency Crew Board	Chief Hunter Mark Haley	PENDING VM Gore & Councilor Luman-Bailey to meet with Hopewell Emergency Crew Board before March 31, 2017 and report back to Council.



Appomattox River Regional Park

2nd Annual 5K TRAIL RUN



Saturday, April 8, 2017 at 9:00am
Appomattox River Regional Park, N. Prince George, VA

Participants at all levels are encouraged to come out and enjoy the festivities.
All proceeds go toward Special Olympics and Friends of the Lower Appomattox River (FOLAR).

AWARDS

Top 3 Overall -- Male & Female
First Master -- Male & Female
Top 3 in each Age Group -- Male & Female
Top 3 Teams (Individual Awards) -- Co-Ed
Finishing prize to all in children's events.

FEES

Individual - \$20 (T-shirts to all registrants received by March 31st)
TCRR Members - \$17 if received by March 31st, \$20 if received after March 31st
Students (thru grade 12) - \$ 12
Couples registration - \$30 before March 31st, \$35 if received after March 31st

EVENT TIMES *Rain or shine*

7:45 AM: Registration
9:00 AM: 5K Run/5K Walk
10:00 AM: Children's Fun Run (**FREE** for Ages 14 and younger). **Register on Race Day.**
10:30 AM: Awards Ceremony

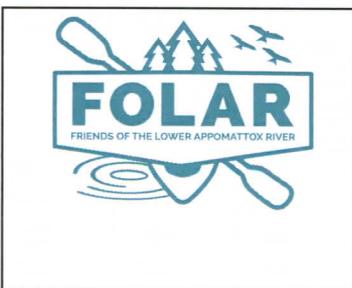
Short Sleeve T-shirts to all registrations received no later than March 31st
(T-shirts not guaranteed on race day, sizes limited!)

PROCEEDS

Prince George Parks and Recreation, the Riverside Regional Jail, and the Friends of the Lower Appomattox River (FOLAR) are proud to host the 2nd Annual Appomattox River Regional Park 5K Trail Run (800 FOLAR Trail, N. Prince George, VA 23860)! All proceeds from the event will be split between the Special Olympics of Virginia and FOLAR.



Riverside Regional Jail Authority has been a longtime supporter of the Law enforcement Torch Run for Special Olympics Virginia. The Law Enforcement Torch Run unites officers from law enforcement agencies and corrections departments across the state in an effort to raise funds and awareness for Special Olympics Virginia.



The Friends of the Lower Appomattox River (FOLAR) is the only organization in the region dedicated to conserving and protecting the natural, cultural, and recreational resources along the Lower Appomattox River. FOLAR has served the region as a registered 501c3 nonprofit organization since 2001. Proceeds from this event will help FOLAR create access to the river, improve parks, establish trails, and protect special places along the river for all to enjoy.

**BY: Prince George Parks and Recreation, the Riverside Regional Jail,
the Friends of the Lower Appomattox River (FOLAR) and TCRR!**

CO-ED TEAMS – Running or walking

Organize a team of 3 to 5 members. Scoring is by the lowest cumulative time for the fastest 3 finishers on each team. Awards will go to the top 3 Co-Ed teams (must have at least one male and one female on each team). Please give your team a name and mail entries together. NO RACE DAY Team Registrations!! Team members are eligible for individual awards.

AGE GROUPS

12 & under, 13-15, 16-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70 & Over

REGISTRATION

You can register by returning the entry form to Prince George Parks and Recreation, P.O. Box 68, Prince George, VA 23875

OR you can register on-line at <https://runsignup.com/arrp-5k>.

Race day registration 7:45-8:30 AM, April 8th.

Please make checks payable to "Prince George Parks and Recreation".

CONTACTS For Running, Walking, Teams and Children’s Fun Run

Debbie Lafland dlafland@princegeorgecountyva.gov 804-458-6164

DIRECTIONS

From I-95, take exit 54, turn right to take Route 144/Temple Ave. south and follow for 3.1 miles. Turn left onto Route 645/River Road and follow for 3.2 miles. Turn left onto FOLAR Trial, follow for .75 miles to the parking area.

----- (Detach Here) -----

I know that running a road race is a potentially hazardous activity. I should not enter and run unless I am medically able and properly trained. I agree to abide by the decision of a race official relative to my ability to safely complete the run. I assume all risks associated with running in this event including, but not limited to: falls, contact with other participants; the effects of the weather, including high heat and humidity; traffic and the conditions of the road; all such risks being known and appreciated by me. Having read the waiver and knowing these facts, and in consideration of your accepting my entry, I, for myself and anyone acting on my behalf, waive and release the Tri-Cities Road Runners Prince George County, Riverside Regional Jail, and all sponsors and their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event. As a condition to me being allowed to participate in this race and in recognition of the safety concerns involved, I agree not to use headphones, participate with a dog, even one on a leash, or a baby stroller, and I agree that if I violate any of these commitments, I, and I alone, will be financially responsible for any and all injuries or damages caused by my actions. Furthermore, if I violate any of these commitments, I will indemnify and hold the race sponsors, organizers, and volunteers harmless from all liabilities arising from my actions. In addition, I grant permission to TCRR and Prince George County to use any photographs, motion pictures, recordings, or any other record of this event for any legitimate purpose.

RUNNER’S SIGNATURE _____ DATE _____

(If runner is 18 years of age or younger, a parent or guardian must sign)



Big Brothers Big Sisters

Learn more about **MENTORING with BBBS!**

Join BBBS Staff and Current 'Bigs' at the Hopewell Library to learn more about what it's like to be a School-based mentor in the Tri-Cities.

Be a BIG in 2017-2018

March 30, 2017 (Thursday)

5:15-6:15pm

209 E. Cawson Street

HMA Meeting Room

Light Refreshments served

RSVP – Leanne Lytle

(804) 319-5198

LLytle@bigbrobigsis.com

MENTORING

can start something

Big

- Literacy
- Self Esteem
- Social Skills
- Sparks

Start Something for Kids in our Community.



Start Something

Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



JAMES HOUSE

A Proclamation Declaring April As Sexual Violence Awareness Month

Whereas, sexual violence is widespread and affects millions of Americans each year; and

Whereas, children who grow up in violent homes are abused and neglected at a rate higher than the national average; and

Whereas, sexual violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, sick leave, absenteeism, and non-productivity; and

Whereas, only a coordinated community effort will put a stop to this crime; and

Whereas, Sexual Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing sexual violence and to show support for James House, the accredited, non-profit crisis center that provides cost-free, confidential support, advocacy, and education for people in Hopewell affected by sexual violence,

NOW, THEREFORE, the Mayor and City Council of the City of Hopewell proclaim the month of April as Sexual Violence Awareness Month and urge the citizens of Hopewell to work together to eliminate sexual violence from our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell, in the Commonwealth of Virginia this ____ day of April, 2017.

Jackie M. Shornak
Mayor of the City of Hopewell



Freedom Support Center
32 W. Washington Street
Petersburg, Virginia 23803

February 7, 2017

City of Hopewell
Ross A. Kearney III, City Clerk of Council
300 North Main Street
Municipal Building Room 217
Hopewell, Virginia 23860

Dear Clerk of Council:

The Freedom Support Center (FSC) is an innovative program of the *FLITE* (Freedom Legacy Inspired Team Efforts) *Foundation*, a non-profit 501 (c)(3) organization to serve veterans, military retirees and their families. FSC's customized wrap-around services afford residents in the Commonwealth of Virginia the best opportunities possible for **free**. Our "ONESTOP" continues to address community needs to combat homelessness, enhance job readiness, reduce financial strain and enable access to healthcare.

I am humbly requesting to make a 7-10 minute presentation to City Council on Tuesday, March 28, 2017. The information will explain the purpose and services of the program including eligibility, walk-in/appointment procedure and collaborations that continue to cultivate this public and private partnership. We want individuals who live and work in Hopewell to be fully aware of this available local resource.

If you have any questions or need further information, please feel free to contact me via email tanderson@petersburg-va.org or phone (804) 451-0205. Thank you for considering this request to share this information with the great City of Colonial Heights!

Sincerely,

Tara D. Anderson
Executive Director



Freedom Support Center

"Proudly Serving"

Overview

Mission: To serve those who risked their lives for the protection of our freedom and love of their country.

Vision: To serve as a benchmark facility of highly collaborative public-private sponsored services.

Background: Freedom Center is an initiative of the FLITE Foundation (Freedom Legacy Inspired Team Efforts), a 501(c)(3) non-profit organization.



Who do we serve?



Freedom Support Center

S. WASHINGTON

ONE WAY
→

832



Services



- ◆ Compensation Filing
 - ◆ Job Readiness
- ◆ Document Retrieval
 - ◆ Housing
 - ◆ Education Benefits
- ◆ VA Eligibility & Enrollment
 - ◆ Mental Health Support
 - ◆ Transportation



Community Support

- ◆ Outreach
- ◆ Special Activities
- ◆ Partnerships
- ◆ Donations



VIRGINIA
**supportive
housing**

Onsite Partners



Virginia Department of Veterans Services



Quick Stats

- ◆ In 2016 FSC served 1,709 non-duplicated individuals
 - 57.2% Petersburg Residents (**zip code reallocation included*)
 - 15.3% Hopewell Residents
 - 9.2% Colonial Heights Residents
 - 8.8% Prince George Residents
- ◆ Average 20 clients per day (*new & repeat*)
- ◆ 81% reported success rate for services rendered



Contact Information

Freedom Support Center
32 W. Washington Street
Petersburg, Virginia 23803

(804) 451-0205 phone

(804) 835-9172 fax

website: www.veteransfsc.com



**REGULAR
BUSINESS
REPORTS OF
THE CITY
ATTORNEY**

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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Cherry Bekaert Presentation on FY 2015 Audit & CAFR

ISSUE: Current Status of Completing Annual Audit Process & CAFR Document for FY 2015

RECOMMENDATION: N/A

TIMING: CAFR submission due date to APA (Auditor of Public Accounts) for the Commonwealth of Virginia was November 30, 2015 (16-Month Delay)

BACKGROUND: Credit Rating Agencies, Institutional Investors, & Federal/State Agencies need CAFR document for Bond (Credit) Rating, Bondholder Market, & Regulatory Compliance

FISCAL IMPACT: Current and future Federal/State funding levels for the city may be at risk of being reduced or delayed due to late issuance and submission of FY 2015 CAFR Document

ENCLOSED DOCUMENTS: "Preliminary Draft" of FY 2015 CAFR Document or, if unavailable, a Summary of FY 2015 Financial Position & Results per MUNIS General Ledger

STAFF: Mark Haley, City Manager
Lance W. Wolff, Interim Director of Finance

SUMMARY: Cherry Bekaert to discuss highlights of FY 2015 Audit Comments & Findings

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Mayor, Jackie M. Shornak Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina Luman-Bailey, Ward #1

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6

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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Presentation of Real Estate Notice of Assessed Value

ISSUE: Process & Timing of Real Estate Notice of Assessed Value within Budget Calendar

RECOMMENDATION: Receive & File Draft of Real Estate Notice of Assessed Value Form

TIMING: Real Estate Notice of Assessed Value Forms must be mailed by March 31, 2017, since a 3-month extension of the December 31st statutory due date was granted to the city.

BACKGROUND: Real Estate Notice of Assessed Value is a requirement per the Code of Virginia (Title 58.1, Chapter 32, section 58.1-3330) for the issuance of Real Estate Tax bills

FISCAL IMPACT: Real Estate Tax bills are calculated using Real Estate Assessed Values

ENCLOSED DOCUMENTS: Draft of Real Estate Assessment Notice Form

STAFF: Lance Wolff, Interim Director of Finance
Patrizia Waggoner, Real Estate Assessor

SUMMARY: Real Estate Assessed Value Forms are ready to be mailed on March 29, 2017

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Mayor, Jackie M. Shornak Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina Luman-Bailey, Ward #1

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6

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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: The Local Choice (TLC) - 2017 Open Enrollment for health care.

ISSUE: OneDigital- HealthCare Consultant presentation on the healthcare plans and rates available to employees and retirees.

RECOMMENDATION: Approve healthcare rates in time for the April 2017 Open Enrollment period.

TIMING: Immediate

BACKGROUND: The City currently uses The Local Choice, (TLC) as its health care provider. Every year the City offers an Open Enrollment period to allow employees the opportunity to update or change their health care plans. This is a routine presentation to provide council with information on the current health care plans and rates available to employees and retirees.

FISCAL IMPACT: 3.8% healthcare rate

ENCLOSED DOCUMENTS: Presentation/Handouts from OneDigital

STAFF: Renia Coles, HR Director and Mary Jones, OneDigital Senior Consultant

SUMMARY: Mary Jones to present an overview of The Local Choice (TLC) health care plans and rates for employees and retirees in time for roll out of the 2017 Open Enrollment.

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Mayor, Jackie M. Shornak Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina Luman-Bailey, Ward #1

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6

Medical Renewal FY 17/18

CITY OF HOPEWELL

April 4, 2017

Presented by:
Mary Jones, Senior Consultant at
OneDigital

Renewal Summary and Market

- The Local Choice(TLC) renewal is calling for a 3.8% increase to current for the active employees and pre-Medicare eligible retirees; Medicare eligible retiree Medicare supplement rates are remaining flat
 - Moved to TLC July 1, 2015 resulting in a 13.2% average decrease to the active employees
 - July 1, 2016 – June 30, 2017 TLC renewal resulted in a 0% increase to the active employees
- OneDigital's analysis of the claims experience suggests that the TLC renewal is fair
- Reviewed the SB 364 Local Option which is an option that would closely mimic the benefit plan options available to State employees
 - This option is coming in 24.3% higher than the TLC renewal
 - Allows for two plan options
 - Basic \$300 deductible and HDHP
 - Pricing doesn't included enhanced dental, vision, hearing and out-of-network benefits that are included with The Local Choice program.
 - Routine vision & hearing option available for \$20-\$54 on the basic plan. Not available on the HDHP
 - 4 EAP visits, diagnostic and preventive dental services included on both plans
 - Enhanced dental buy-up available for \$31-84 on both plans

Recommendation

- Continue with TLC offering the three current plan options to active employees and pre-Medicare eligible retirees
 - HDHP
 - Key Advantage 250 Plan
 - Key Advantage Expanded Plan
- Contribution strategy
 - Shift contribution strategy so that the City is giving the same amount regardless if you participate in the Key Advantage 250 or Key Advantage Expanded plan.
 - Employees will still have the option to participate in the Key Advantage Expanded plan; however, they will pay a higher premium to do so
 - Keep the same contribution percentages on the HDHP plan as current
 - Continue contributions to the Health Savings Accounts of \$174 monthly
 - These adjustments would result in the following for the employees:
 - Average increase to the employees enrolled on the HDHP or KA 250 of 3%
 - Average increase to the active employees enrolled in the KA Expanded of 8.4%

Current Rates(FY 16/17)

HDHP	Emp - PER PP	Emp - MONTH	City - MONTH	Total Premium
EE ONLY	\$34.28	\$68.55	\$360.45	\$429.00
EE + SPOUSE	\$97.18	\$194.35	\$599.65	\$794.00
EE + CHILD	\$80.28	\$160.55	\$633.45	\$794.00
EE + CHILDREN	\$80.28	\$160.55	\$997.45	\$1,158.00
EE + FAMILY	\$160.42	\$320.84	\$837.16	\$1,158.00
Key Advantage 250	Emp - PER PP	Emp - MONTH	City - MONTH	Total Premium
EE ONLY	\$53.64	\$107.27	\$489.73	\$597.00
EE + SPOUSE	\$145.88	\$291.75	\$812.25	\$1,104.00
EE + CHILD	\$116.70	\$233.40	\$870.60	\$1,104.00
EE + CHILDREN	\$116.70	\$233.40	\$1,378.60	\$1,612.00
EE + FAMILY	\$247.08	\$494.16	\$1,117.84	\$1,612.00
Key Advantage Expanded	Emp - PER PP	Emp - MONTH	City - MONTH	Total Premium
EE ONLY	\$72.77	\$145.53	\$504.47	\$650.00
EE + SPOUSE	\$205.12	\$410.24	\$792.76	\$1,203.00
EE + CHILD	\$160.25	\$320.50	\$882.50	\$1,203.00
EE + CHILDREN	\$160.25	\$320.50	\$1,434.50	\$1,755.00
EE + FAMILY	\$327.43	\$654.85	\$1,100.15	\$1,755.00

Proposed Base Rates (FY 17/18)

HDHP	Emp - PER PP	Emp - MONTH	City - MONTH	Total Premium
EE ONLY	\$35.63	\$71.27	\$374.73	\$446.00
EE + SPOUSE	\$100.95	\$201.89	\$623.11	\$825.00
EE + CHILD	\$83.40	\$166.80	\$658.20	\$825.00
EE + CHILDREN	\$83.46	\$166.93	\$1,037.07	\$1,204.00
EE + FAMILY	\$166.80	\$333.59	\$870.41	\$1,204.00
Key Advantage 250	Emp - PER PP	Emp - MONTH	City - MONTH	Total Premium
EE ONLY	\$50.50	\$101.00	\$518.00	\$619.00
EE + SPOUSE	\$151.31	\$302.62	\$842.38	\$1,145.00
EE + CHILD	\$121.04	\$242.08	\$902.92	\$1,145.00
EE + CHILDREN	\$120.98	\$241.95	\$1,429.05	\$1,671.00
EE + FAMILY	\$256.11	\$512.22	\$1,158.78	\$1,671.00
Key Advantage Expanded	Emp - PER PP	Emp - MONTH	City - MONTH	Total Premium
EE ONLY	\$79.00	\$158.00	\$518.00	\$676.00
EE + SPOUSE	\$204.31	\$408.62	\$842.38	\$1,251.00
EE + CHILD	\$174.04	\$348.08	\$902.92	\$1,251.00
EE + CHILDREN	\$197.98	\$395.95	\$1,429.05	\$1,825.00
EE + FAMILY	\$333.11	\$666.22	\$1,158.78	\$1,825.00

Retiree Premiums Effective 7/1/2017

- Totally monthly premiums for retirees that are pre-Medicare eligible (typically 65) are as follows:

HDHP	Total Premium
EE ONLY	\$446.00
EE + SPOUSE	\$825.00
EE + CHILD	\$825.00
EE + CHILDREN	\$1,204.00
EE + FAMILY	\$1,204.00
Key Advantage 250	Total Premium
EE ONLY	\$619.00
EE + SPOUSE	\$1,145.00
EE + CHILD	\$1,145.00
EE + CHILDREN	\$1,671.00
EE + FAMILY	\$1,671.00
Key Advantage Expanded	Total Premium
EE ONLY	\$676.00
EE + SPOUSE	\$1,251.00
EE + CHILD	\$1,251.00
EE + CHILDREN	\$1,825.00
EE + FAMILY	\$1,825.00

Totally monthly premium for retirees that are post-Medicare Eligible remain at \$201 per person per month

Retiree Benefits

Study

- OneDigital assisted with conducting a benchmark of local governments and schools in VA to determine the following:
 - How many entities currently have an active retiree class?
 - Of those that have an active retiree class:
 - How long can retirees remain on the plan?
 - Does the entity pay a portion or all of the premiums on behalf of the retiree?
 - Is the retiree class extended to spouses of retirees?
 - Does the entity pay a portion or all of the premiums on behalf of the spouse?
 - Are reimbursements provided to retirees participating in plans outside of the plans offered through the group?

Study continued

- Results of the Study

- 18 local governments and/or schools were included in this study
- 15 entities have an active retiree class
- 15 entities allow retirees to remain on their plans until they become eligible for Medicare (typically age 65)
 - 5 entities don't provide contributions to the pre Medicare eligible retirees
- 13 entities provide access to post Medicare retirees
 - 7 entities don't provide contributions to the post Medicare eligible retirees

Study continued

- Results of the Study

- 15 entities allow spouses to have access to coverage through their group plans
 - 14 entities only allow spouses to have access to their group plans until they become eligible for Medicare
 - 3 entities make premium contributions toward spouses until they become eligible for Medicare
- No entity other than the City of Hopewell allows reimbursement for plans obtained outside of the group offered plans.

Considerations

- Effective July 1, 2017, our recommendation to the City is to discontinue contributions for the spouses of retirees regardless of whether they are pre or post Medicare eligible
- Current policy for spouses: City currently offers coverage to spouses of retirees (with a city contribution) for those that retired BEFORE January 1, 2004
- Proposed change: Effective July 1, 2017 the City discontinues contributions for the spouses of retirees regardless of whether they are pre or post Medicare eligible.
 - Currently there are 32 spouses of retirees receiving contributions from the City which is approximately savings of \$100,000 annually.
 - Spouses may remain on the plan but will be responsible for the premiums as of July 1, 2017.

R-4

ARTICLE VIII. RENTAL INSPECTION PROGRAM

Sec. 19-181. Definitions.

As used in this article, the following terms shall be defined as indicated:

Building code means the applicable provisions of the Virginia Uniform Statewide Building Code.

Dwelling unit means a building or structure or part thereof that is used for a home or residence by one (1) or more persons who maintain a household.

Follow-up inspection means the inspection of a property made to determine if violations previously cited have been abated.

Initial inspection means the first inspection of a residential rental dwelling unit subject to this article.

Owner means the person shown on the current real estate assessment books or current real estate assessment records.

Periodic inspection means an inspection of a residential rental dwelling unit conducted upon the expiration of any exemption period for the unit, or after a follow-up inspection which revealed abatement of cited violations.

Residential rental dwelling unit means a dwelling unit that is leased or rented to one (1) or more tenants. Residential rental dwelling units shall include trailers, mobile homes, and modular homes used for residential rental purposes. Residential rental dwelling units shall not include travel trailers, recreational vehicles, hotel and motel rooms, and state licensed nursing homes, retirement homes or assisted living facilities. However, a dwelling unit occupied in part by the owner thereof shall not be construed to be a residential rental dwelling unit unless a tenant occupies a part of the dwelling unit which has its own cooking and sleeping areas, and a bathroom.
(Ord. No. 2005-12, § 1, 9-13-2005)

Sec. 19-182. Rental inspection district boundaries.

(a) There is hereby created a rental inspection district within the City of Hopewell with boundaries as follows: All of the land lying and situate in the City of Hopewell, Virginia, that falls within the 2000 United States Census Tract Numbered 8201, being that land lying and situate in the City of Hopewell, Virginia, bound on the North/West by the waters of the Appomattox River, on the North/East by the waters of the James River, and then South/East along Poythress Run Creek to its intersection with Station Street, following Station Street South/West to its intersection with Hopewell

Street, and then along Hopewell Street North to the Appomattox River, such area being more commonly known as City Point. There is hereby created an additional rental inspection district within the City of Hopewell with boundaries as follows: Beginning at a point at the intersection of the City's Corporate Limits and Hopewell Street extended traveling south along Hopewell Street to a point at the intersection of Hopewell Street extended and the Norfolk-Southern Railroad tracks; proceeding west along the Norfolk-Southern Railroad tracks to its intersection with Sixth Avenue; north along Sixth Avenue to its intersection with West Broadway; then west along West Broadway to the intersection with the ravine just west of Monticello Avenue; then north along the ravine to the Appomattox River and the Corporate Limits; then east along the Corporate Limits to the intersection with Hopewell Street extended, the beginning point (as indicated on the attached map).

(b) City council may alter the boundaries of the rental inspection district, provide for additional rental inspection district areas, or provide for the inspection of residential rental dwelling units outside of designated rental inspection districts, in compliance with Va. Code § 36-105.1:1, and any amendments thereto.
(Ord. No. 2005-12, § II, 9-13-2005)

Sec. 19-183. Enforcement and notifications.

(a) *Enforcement.* Enforcement of this article shall be the responsibility of the code enforcement department. However, the city manager is authorized to delegate the authority to enforce this article to any city department, employee, agent or representative.

(b) *Notification to owners of residential rental dwelling units.* The code enforcement department shall make reasonable efforts to notify owners of residential rental dwelling units in the designated rental inspection district, or their designated managing agents, and provide information and an explanation of the rental inspection ordinance and the responsibilities of the owner thereunder.

(c) *Notification by owners of dwelling units to the city.* The owners of the residential rental dwelling units located in the rental inspection district shall notify the code enforcement department in writing if the dwelling unit is or becomes used for residential rental purposes. There shall be no fee associated with this notification and registration requirement. Such notification and registration shall be provided by owners within ninety (90) days after the adoption of this ordinance, or within thirty (30) days after the property becomes a residential rental dwelling unit, whichever is later. Failure to comply with this notification and registration requirement, within ten (10) days after personal or written notice to the property owner of the requirement, shall be punished by a civil penalty of fifty dollars (\$50.00). Notice sent by regular first class mail to the last known address of the owner of the residential rental dwelling unit as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed sufficient personal or written notice to the property owner of the

notification and registration requirements of this section.
(Ord. No. 2005-12, § III, 9-13-2005)

Sec. 19-184. Inspections.

(a) *Initial inspections.* The code enforcement department may, in conjunction with the written notifications provided for in section 19-183 above, proceed to inspect dwelling units in the designated rental inspection district to determine if the dwelling units are being used as residential rental property and for compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants of such property.

(b) *Initial and periodic inspections of multifamily dwelling units.* If a multifamily development has more than ten (10) dwelling units, in the initial and periodic inspections, the code enforcement department shall inspect only a sampling of dwelling units, of not less than two (2) and not more than ten (10) percent of the dwelling units, whichever is greater, of a multifamily development, which includes all of the multifamily buildings which are part of that multifamily development. If the code enforcement department determines upon initial or periodic inspection of the sampling of dwelling units in a multifamily development that there are violations of the building code that affect the safe, decent and sanitary living conditions for the tenants of such development, the code enforcement department may inspect as many dwelling units as necessary to enforce the building code, in which case, the fee shall be based upon the charge for inspection per dwelling unit inspected.

(c) *Follow-up inspections.* Upon inspection of a residential rental dwelling unit subject this article, the code enforcement department has the authority under the building code to require the owner of the dwelling unit to submit to such follow-up inspections of the dwelling unit as the code enforcement department deems necessary, until such time as a follow-up inspection reveals that the dwelling unit has been brought into compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants.

(d) *Periodic inspections.* Except as provided under subsection (c) above, following the initial inspection of a residential rental dwelling unit subject to this article, the code enforcement department may inspect such unit, not otherwise exempted in accordance with this article, no more than once each calendar year.

(e) *Scheduling of inspections.* Any owner of a residential rental dwelling unit in the rental inspection district who is notified by the code enforcement department that the unit is subject to inspection under this article shall, within ten (10) days from such notification, contact the code enforcement department to schedule such inspection.
(Ord. No. 2005-12, § IV, 9-13-2005)

Sec. 19-185. Exemptions.

Upon the initial or periodic inspection of a residential rental dwelling unit in the rental inspection district for compliance with the building code, provided that there are no violations of the building code that affect the safe, decent and sanitary living conditions for the tenants of such residential rental dwelling unit, the code enforcement department shall provide, to the owner of such residential rental dwelling unit, an exemption from the rental inspection ordinance for four (4) years. Upon the sale of a residential rental dwelling unit, the code enforcement department may perform a periodic inspection as provided in subsection 19-184(b) above, subsequent to such sale. If a residential rental dwelling unit has been issued a certificate of occupancy within the last four (4) years, an exemption shall be granted for four (4) years from the date the certificate was issued. If a residential rental dwelling unit becomes in violation of the building code during any exemption period, the code enforcement department may revoke the exemption previously granted hereunder.
(Ord. No. 2005-12, § V, 9-13-2005)

Sec. 19-186. Fees.

There shall be no fee due and payable for initial and periodic inspections of residential rental dwelling units within the rental inspection district. There shall be assessed a fee of fifty dollars (\$50.00) for each follow-up inspection of residential rental dwelling units within the rental inspection district. Failure to schedule a required follow-up inspection shall result in the assessment of an administrative fee of fifty dollars (\$50.00) on the owner of the unit, in addition to the follow-up inspection fee.
(Ord. No. 2005-12, § VI, 9-13-2005)

Sec. 19-187. Violations and penalties.

(a) No residential rental dwelling unit within the rental inspection district shall be occupied unless the unit is in compliance with this article and the provisions of the Virginia Uniform Statewide Building Code, Va. Code § 36-97, et seq., and any amendments thereto.

(b) Failure to abate any violation cited during an inspection of a residential rental dwelling unit within the rental inspection district within thirty (30) days from the citation shall constitute a violation of this article.

(c) The penalties for a violation of this article, unless otherwise provided herein, shall be the same as the penalties provided in the Virginia Uniform Statewide Building Code, Va. Code § 36-97, et seq., and any amendments thereto.

(d) The provisions of this article shall not alter the duties or responsibilities of the local building department and code official to enforce the Building Code pursuant to Va. Code § 36-105, and any amendments thereto. Nothing in this article shall relieve the obligation of property owners and tenants in the rental inspection district, and elsewhere in the city, to comply with all applicable building codes. Penalties for violation of this article shall be in addition to any penalties for violation of applicable building codes.

(Ord. No. 2005-12, § VII, 9-13-2005)

CODE CITY OF HOPEWELL, VIRGINIA (1981)

www.HopewellVa.net

OVERVIEW OF THE RENTAL INSPECTION PROGRAM

1. How are buildings placed into the Rental Inspection Program

- The State Code will allow a Rental Inspection Programs to be implemented in a rental inspection districts and/or for individual buildings outside of a district.
- However, the entire City cannot be declared a district.
- In order to declare an area within a part of the Rental Inspection Program, the local governing body must see a need to protect the public health, safety and welfare of the occupants of dwelling units inside the designated rental inspection district.
- **The dwelling units within a designated district** must be
 - blighted or in the process of deteriorating, or
 - the residential rental dwelling units are in the need of inspection by the building department to prevent deterioration, taking into account the number, age and condition of residential dwelling rental units inside the proposed rental inspection district; and
 - the inspection of residential rental dwelling units inside the proposed rental inspection district is necessary to maintain safe, decent and sanitary living conditions for tenants and other residents living in the proposed rental inspection district.
- **An individual residential rental dwelling unit outside of a designated rental inspection** district is made subject to the rental inspection ordinance based upon a separate finding for each individual dwelling unit by the local governing body that (i) there is a need to protect the public health, welfare and safety of the occupants of that individual dwelling unit; (ii) the individual dwelling unit is either (a) blighted or (b) in the process of deteriorating; or (iii) there is evidence of violations of the Building Code that affect the safe, decent and sanitary living conditions for tenants living in such individual dwelling unit.

2. Adding Rental Inspection Districts or individual dwelling units

If Council chooses to designate additional Rental Inspection Districts they can consider high rental areas with multiple citations for code violations. They may also consider individual multifamily apartment units. These areas are located throughout the City, but Development Staff can provide specific areas and multifamily dwelling units if preferred. Property owners within the districts and or individual multifamily dwelling units, per the State Code, would be notified, and a public hearing approving an ordinance must be held. This would require additional staffing dependent upon the increase in districts. It is safe

to say that at least one full-time person should be added and possibly a part-time position. The paperwork and follow up inspections are tedious.

3. Things you should know about the Rental Inspection Program
 - a. Penalties are fixed at \$50 per the State Code.
 - b. There is currently no consequence for not paying the \$50 civil penalty for not getting property inspected.
 - c. If property passes inspection, another inspection is not required for another 4 years.
 - d. While an additional inspection outside of the 4 years can be conducted, staffing levels don't permit this activity
 - e. The City Council can develop a fee structure for the initial inspection, follow-up inspections and periodic inspections.
 - f. The Rental Inspection Program regulates minimum standards. It does not speak to aesthetics, i.e. architecture, color of dwelling

Rental Inspection Program Checklist

Below is a checklist that may help you in a review of your property. Remember, this is a MINIMUM checklist. You may want to take additional actions that will further enhance your property.

- ___ **Sanitation:** All exterior property shall be maintained in a clean, safe and sanitary condition.
- ___ **Sidewalks and Driveways:** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
- ___ **Exhaust Vents:** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors, or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.
- ___ **Accessory Structures:** All accessory structures including detached garages, fences and walls shall be maintained structurally sound and in good repair.
- ___ **General:** The exterior of a structure shall be maintained in a good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare.
- ___ **Exterior Painting:** All wood and metal surfaces, including but not limited to, window frames, doors, door frames, cornices, porches and trim shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. (This does not include masonry surfaces)
- ___ **Street Numbers:** Each structure to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in arabic numerals at least 4 inches high and ½-inch stroke.
- ___ **Structural Members:** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
- ___ **Foundation Walls:** All foundation walls shall be maintained plumb and free from cracks and breaks and shall be kept in a condition free of holes so as to prevent rat infestation.
- ___ **Exterior Walls:** All exterior walls shall be free from holes, breaks, loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.
- ___ **Roofs and Drainage:** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.
- ___ **Decorative Features:** All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

- _____ **Overhang/Extensions:** All canopies, marquees, signs metal awnings, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair.
- _____ **Stairways, Decks, Porches and Balconies:** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting imposed loads.
- _____ **Chimneys and Towers:** All chimneys, cooling towers, smoke stacks and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic painting.
- _____ **Handrails and Guards:** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. Guard height now needs to be 42 inches in height and the balusters must prevent a 4 inch round object from passing through the balusters.
- _____ **Window and Door Frames:** Every window, door and frame shall be kept in sound condition, good repair and weather tight. **Grates or bars are not allowed on bedroom windows if they cannot be opened easily from the inside.** All windows must be capable of being opened and remain open without the use of props etc.
- _____ **Doors:** All exterior doors and hardware shall be maintained in good condition. Locks are required at all entrance doors and doors to the exterior. **Double cylinder or keyed dead bolts are not allowed on any ingress or egress door.**
- _____ **Interior walls, Ceilings and Floors:** All walls, floors and ceilings are to be maintained in good condition free of holes and cracks and free of loose and peeling paint. Floors with carpeting or coverings are to be free of tears, holes and in good condition. Floors of the kitchen and bathrooms are to be water resistant.
- _____ **Water Heating:** Water heaters that are capable of providing hot water in sufficient supply at a temperature of at least 120 degrees F in good condition are required for all dwelling units. All water heaters are to be equipped with a pressure relief valve and this valve shall be equipped with a discharge tube that terminates no less than 6 inches from the floor. Water heaters that use any gas, liquid or solid fuel shall not be located in a bathroom or bedroom. The flues for the water heaters shall be of an approved material and configuration and all joints shall be tight allowing no escape of gases.
- _____ **Heating Facilities:** Heating equipment capable of heating all habitable rooms to a temperature of 65 degrees F with an outside temperature of 30 degrees F are required for all dwelling units. This equipment shall be in operation from October 1 to May 1 of the following year. All equipment, piping, flues and chimneys are to be in good working condition.
- _____ **Electric:** All wiring, fixtures, switches, outlets, and other equipment are to be installed and maintained in good working condition in accordance with the National Electric Code. All connections are to be tight and all cover plates are to be installed. The electric system is to be attached to an approved electrical source.

- ___ **Plumbing:** All piping, fixtures, valves, and other equipment are to installed and maintained in good working condition and free of leaks. One tub/shower, one hand sink, one kitchen sink and one commode per dwelling unit are required. All of these fixtures are required to be connected to an approved potable water source and connect to an approved sewage disposal system.
- ___ **Smoke Detectors:** Each dwelling unit is to be provided with smoke detectors as required by the Uniform Statewide Building Code. Regardless of the type installed, a battery backup must be in each device.
- ___ **Storage:** In apartment buildings and commercial operations the storage of any materials in the common halls or under stairs is prohibited. All exit aisles are to be free of any item that could restrict movement or serve as fuel for a fire.
- ___ **Window and Door Screens:** From April 1 to December 1, all windows and doors used for ventilation in habitable of food preparation areas must have insect screens. These screens shall be tight fitting and of not less than 16 mesh wire. Doors shall have self-closing devices.
- ___ **Ventilation:** All habitable rooms shall have at least one window or door opening to the exterior whose size equals or is greater than 8 per cent of the floor area of the room for ventilation purposes.
- ___ **City Code Accumulation of Rubbish or Garbage:** All exterior property and premises and the interior of every structure shall be free of any accumulation of rubbish or garbage.
- ___ **Sign Maintenance:** All signs, including those exempt from this code for permits shall be maintained in good condition at all times. All signs shall be kept neatly painted, including all metal parts and supports thereof that are not galvanized or of rust-resistant material. The building official or his designee shall have the authority to order the painting, repair, alteration or removal of a sign which is defective, damaged or deteriorated and to remove any sign not brought into compliance with his order.
- ___ **Other**

If you have any questions regarding the above or the City's Rental Inspection Program, please contact the Division of Code Enforcement, Department of Development at (804) 541-2226.



Declaration and Exemption Form Rental Inspection Program

Division of Code Enforcement
City of Hopewell
300 N. Main Street, Room 321
Hopewell, VA 23860

The person signing this form acknowledges that this property is subject to the City of Hopewell Residential Rental Inspection Program in accordance with the provisions of § of the Code of the City of Hopewell. By signing this form, the owner and their designated agent acknowledge that each is aware of the City's Building and Zoning codes and the legal ramifications for violating said codes. The Division of Code Enforcement should be notified by letter should this property change from rental to owner occupied.

A. GENERAL PROPERTY INFORMATION:

Location Address: _____

Owner's Name: _____

B. OWNER INFORMATION:

Name: _____ Phone Number: _____

Home Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Is the current owner an entity other than an individual? Yes No

If yes, what type of ownership entity?

- Company
- Limited Liability Corporation
- Business Trust
- Limited Partnership
- Partnership
- Registered Limited Liability Partnership
- Other

Name of Registered Agent: _____

Registered Agent Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

C. OWNER'S DECLARATION:

- This unit is being used as an owner occupied unit
- This unit is being used as a residential rental unit
- This is a new residential rental unit (Complete section "C" below)
Date of Certificate of Occupancy _____
- This is a substantially reconstructed residential rental unit (Complete section "C" below)
Date of new Certificate of Occupancy _____

D. OWNER'S CERTIFICATION:

By signing this form, I certify the above information is correct:

Owner's Signature: _____

Owner's Name: _____
(Print)

Date: _____

The owner is required to return this form by Friday, August 21, 2015 of to the Division of Code Enforcement, Department of Development of the City of Hopewell, Virginia at the above address. Likewise, when the conversion of the unit to rental uses occurs the owner must notify this same department and schedule a rental inspection. Failure of an owner of a dwelling to comply with these requirements shall be a civil penalty of \$50.00.

§ 36-105.1:1. Rental inspections; rental inspection districts; exemptions; penalties

A. For purposes of this section:

"Dwelling unit" means a building or structure or part thereof that is used for a home or residence by one or more persons who maintain a household.

"Owner" means the person shown on the current real estate assessment books or current real estate assessment records.

"Residential rental dwelling unit" means a dwelling unit that is leased or rented to one or more tenants. However, a dwelling unit occupied in part by the owner thereof shall not be construed to be a residential rental dwelling unit unless a tenant occupies a part of the dwelling unit which has its own cooking and sleeping areas, and a bathroom, unless otherwise provided in the zoning ordinance by the local governing body.

B. Localities may inspect residential rental dwelling units. The local governing body may adopt an ordinance to inspect residential rental dwelling units for compliance with the Building Code and to promote safe, decent and sanitary housing for its citizens, in accordance with the following:

1. Except as provided in subdivision B 3, the dwelling units shall be located in a rental inspection district established by the local governing body in accordance with this section, and
2. The rental inspection district is based upon a finding by the local governing body that (i) there is a need to protect the public health, safety and welfare of the occupants of dwelling units inside the designated rental inspection district; (ii) the residential rental dwelling units within the designated rental inspection district are either (a) blighted or in the process of deteriorating, or (b) the residential rental dwelling units are in the need of inspection by the building department to prevent deterioration, taking into account the number, age and condition of residential dwelling rental units inside the proposed rental inspection district; and (iii) the inspection of residential rental dwelling units inside the proposed rental inspection district is necessary to maintain safe, decent and sanitary living conditions for tenants and other residents living in the proposed rental inspection district. Nothing in this section shall be construed to authorize one or more locality-wide rental inspection districts and a local governing body shall limit the boundaries of the proposed rental inspection districts to such areas of the locality that meet the criteria set out in this subsection, or
3. An individual residential rental dwelling unit outside of a designated rental inspection district is made subject to the rental inspection ordinance based upon a separate finding for each individual dwelling unit by the local governing body that (i) there is a need to protect the public health, welfare and safety of the occupants of that individual dwelling unit; (ii) the individual dwelling unit is either (a) blighted or (b) in the process of deteriorating; or (iii) there is evidence of violations of the Building Code that affect the safe, decent and sanitary living conditions for tenants living in such individual dwelling unit.

For purposes of this section, the local governing body may designate a local government agency other than the building department to perform all or part of the duties contained in the enforcement authority granted to the building department by this section.

C. 1. Notification to owners of dwelling units. Before adopting a rental inspection ordinance and establishing a rental inspection district or an amendment to either, the governing body of the locality shall hold a public hearing on the proposed ordinance. Notice of the hearing shall be published once a week for two successive weeks in a newspaper published or having general circulation in the locality.

Upon adoption by the local governing body of a rental inspection ordinance, the building department shall make reasonable efforts to notify owners of residential rental dwelling units in the designated rental inspection district, or their designated managing agents, and to any individual dwelling units subject to the rental inspection ordinance, not located in a rental inspection district, of the adoption of such ordinance, and provide information and an explanation of the rental inspection ordinance and the responsibilities of the owner thereunder.

2. Notification by owners of dwelling units to locality. The rental inspection ordinance may include a provision that requires the owners of dwelling units in a rental inspection district to notify the building department in writing if the dwelling unit of the owner is used for residential rental purposes. The building department may develop a form for such purposes. The rental inspection ordinance shall not include a registration requirement or a fee of any kind associated with the written notification pursuant to this subdivision. A rental inspection ordinance may not require that the written notification from the owner of a dwelling unit subject to a rental inspection ordinance be provided to the building department in less than 60 days after the adoption of a rental inspection ordinance. However, there shall be no penalty for the failure of an owner of a residential rental dwelling unit to comply with the provisions of this subsection, unless and until the building department provides personal or written notice to the property owner, as provided in this section. In any event, the sole penalty for the willful failure of an owner of a dwelling unit who is using the dwelling unit for residential rental purposes to comply with the written notification requirement shall be a civil penalty of up to \$50. For purposes of this subsection, notice sent by regular first class mail to the last known address of the owner as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed compliance with this requirement.

D. Initial inspection of dwelling units when rental inspection district is established. Upon establishment of a rental inspection district in accordance with this section, the building department may, in conjunction with the written notifications as provided for in subsection C, proceed to inspect dwelling units in the designated rental inspection district to determine if the dwelling units are being used as a residential rental property and for compliance with the provisions of the Building Code that affect the safe, decent and sanitary living conditions for the tenants of such property.

E. Provisions for initial and periodic inspections of multifamily dwelling units. If a multifamily development has more than 10 dwelling units, in the initial and periodic inspections, the building department shall inspect only a sampling of dwelling units, of not less than two and not more than 10 percent of the dwelling units, of a multifamily development, which includes all of the multifamily buildings which are part of that multifamily development. In no event, however, shall the building department charge a fee authorized by this section for inspection of more than 10 dwelling units. If the building department determines upon inspection of the sampling of

dwelling units that there are violations of the Building Code that affect the safe, decent and sanitary living conditions for the tenants of such multifamily development, the building department may inspect as many dwelling units as necessary to enforce the Building Code, in which case, the fee shall be based upon a charge per dwelling unit inspected, as otherwise provided in subsection H.

F.1. Follow-up inspections. Upon the initial or periodic inspection of a residential rental dwelling unit subject to a rental inspection ordinance, the building department has the authority under the Building Code to require the owner of the dwelling unit to submit to such follow-up inspections of the dwelling unit as the building department deems necessary, until such time as the dwelling unit is brought into compliance with the provisions of the Building Code that affect the safe, decent and sanitary living conditions for the tenants.

2. Periodic inspections. Except as provided in subdivision F 1, following the initial inspection of a residential rental dwelling unit subject to a rental inspection ordinance, the building department may inspect any residential rental dwelling unit in a rental inspection district, that is not otherwise exempted in accordance with this section, no more than once each calendar year.

G. Exemptions from rental inspection ordinance.

1. Upon the initial or periodic inspection of a residential rental dwelling unit subject to a rental inspection ordinance for compliance with the Building Code, provided that there are no violations of the Building Code that affect the safe, decent and sanitary living conditions for the tenants of such residential rental dwelling unit, the building department shall provide, to the owner of such residential rental dwelling unit, an exemption from the rental inspection ordinance for a minimum of four years. Upon the sale of a residential rental dwelling unit, the building department may perform a periodic inspection as provided in subdivision F 2, subsequent to such sale. If a residential rental dwelling unit has been issued a certificate of occupancy within the last four years, an exemption shall be granted for a minimum period of four years from the date of the issuance of the certificate of occupancy by the building department. If the residential rental dwelling unit becomes in violation of the Building Code during the exemption period, the building department may revoke the exemption previously granted under this section.

2. The local governing body may exempt a residential rental unit otherwise subject to a rental inspection ordinance provided such unit is managed by (i) any person licensed under the provisions of § 54.1-2106.1;(ii) any (a) property manager or (b) managing agent of a landlord as defined in § 55-248.4;(iii) any owner of a publicly traded entity that manages its own multifamily residential rental units; or (iv) any owner or managing agent who, in the determination of the local governing body, has achieved a satisfactory designation as a professional property manager.

H. A local governing body may establish a fee schedule for enforcement of the Building Code, which includes a per dwelling unit fee for the initial inspections, follow-up inspections and periodic inspections under this section.

I. The provisions of this section shall not, in any way, alter the rights and obligations of landlords and tenants pursuant to the applicable provisions of Chapter 13 (§ 55-217 et seq.) or Chapter 13.2 (§ 55-248.2 et seq.) of Title 55.

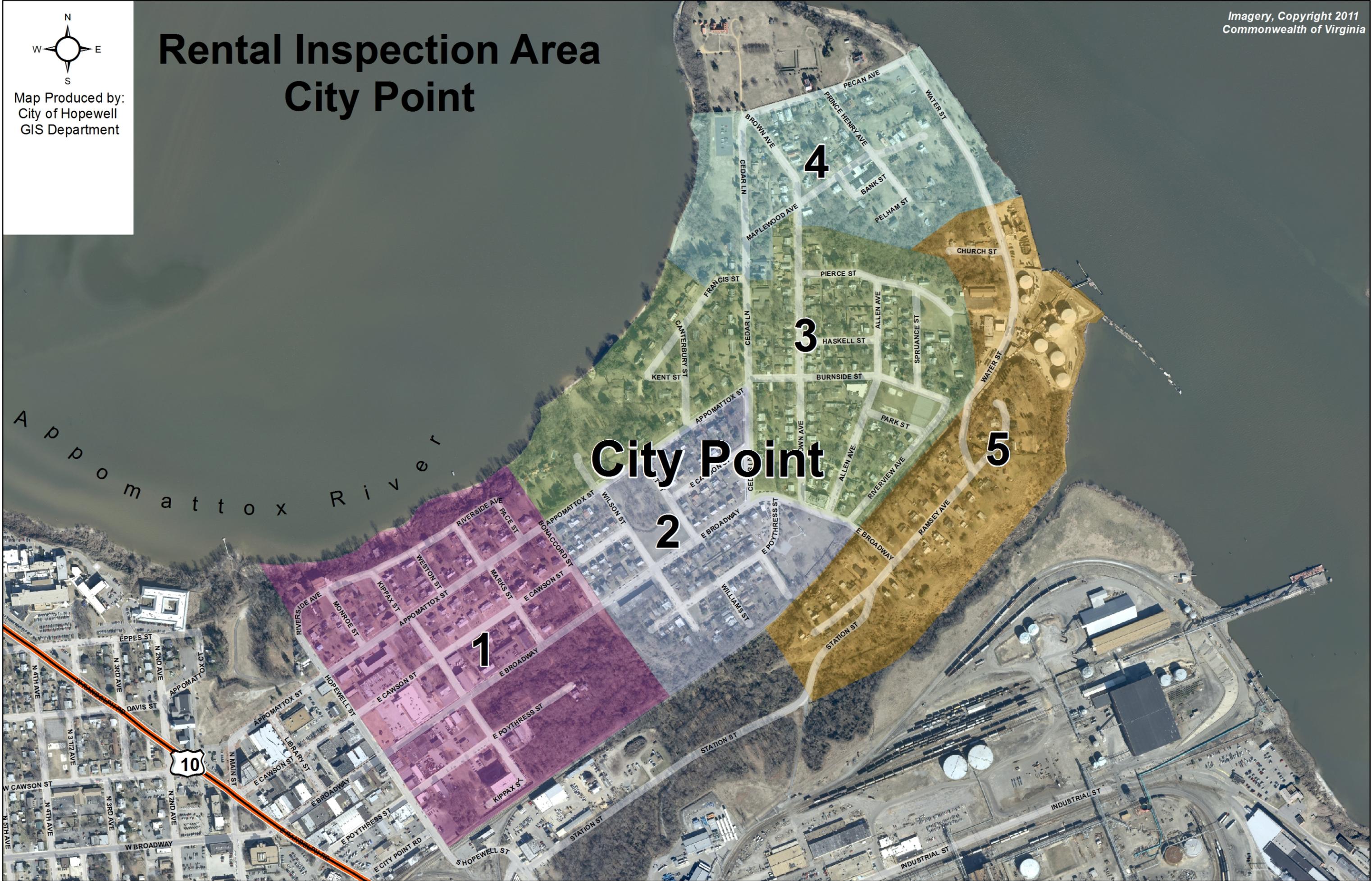
J. The provisions of this section shall not alter the duties or responsibilities of the local building department under § 36-105 to enforce the Building Code.

K. Unless otherwise provided in this section, penalties for violation of this section shall be the same as the penalties provided in the Building Code.

2004, c. [851](#);2009, c. [663](#);2016, c. [338](#).

Rental Inspection Area City Point

N
W E
S
Map Produced by:
City of Hopewell
GIS Department



R-5



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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Spot Blight Program Presentation

ISSUE: City Staff has reviewed twelve properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance.

RECOMMENDATION: Administration recommends review of the twelve structures on the spot blight list and request Council hold a public hearing in April 2017 to consider citizen comments. An ordinance would need to be passed by City Council in order for any action to be taken.

TIMING: None

BACKGROUND: The Spot Blight Ordinance was adopted September 9, 2014. The approval of the Spot Blight Ordinance was an action identified in the City Council's Strategic Plan. The proposed list was gathered through past derelict building inventory the vacant building registry.

FISCAL IMPACT: Improve property values in immediate neighborhood by removing blighted properties.

ENCLOSED DOCUMENTS: Spot Blight Program Ordinance
Background information on twelve structures

STAFF: Tevya W. Griffin, Director, Neighborhood Assistance & Planning
Lynn Underwood, Building Official
Alen Hodzic, Combination Building Inspector

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor K. Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			



300 North Main Street *Hopewell, VA 23860 * Building Inspections/Code Enforcement
(804) 541-2226 * Fax (804) 541-2318

MEMORANDUM

TO: Honorable Mayor Shornak and City Council members
FROM: Tevya Griffin, Director Development
DATE: March 22, 2017
SUBJECT: Spot Blight Cases

The Spot Blight Rating Team met on March 7, 2017 and considered several cases of spot blight. The team (City Planner, Building Official, Combined Building Inspector, Fire Marshall, and Director Development) used the rating system and scored each property independently after informal discussion of the subject property. The scores were averaged and then ranked in order based on public safety, structural integrity, fire hazard, context in neighborhood, attractive nuisance and general appearance. The recommended priority by the team is as follows:

1	623 Atwater	45.8
2	1304 Arlington	45.5
3	2400 Oaklawn	45.2
4	1811 Dinwiddie	45
5	1710 Danville	44.8
6	2408 Waverly	43.6
7	2330 Dellrose	42.6
8	2313 Dellrose	40.8
9	3925 Courthouse	40.6
10	3505 Sussex	36.5
11	311 Cedar	32.5
12	801 Winston Churchill	32.8

All properties are in private ownership. Per the ordinance, certified letters were mailed to all property owners. There was no response from any of the twelve property owners. Addresses were verified prior to mailing. At this time, the City Manager is declaring the first nine (9) addresses as blighted. The recommended Spot Blight Abatement Plan is to demolish structures ranked at 40 or above and rehabilitate the structures ranked below 40. Staff is in conversation about possible rehabilitation programs, but none has been finalized at this time.

The next step is to hold a public hearing to consider citizen comments regarding the Spot Blight Abatement Plan. If Council agrees with the Plan it must declare and approve it by ordinance adoption.



Spot Blight Scoring

- **623 Atwater**

- Letter #1 12.7.2016

Average 45.8





Spot Blight Scoring

• 1304 Arlington

- Letter #1 9.12.16
- Letter 11.29.16

Average 45.5





Spot Blight Scoring

- 2400 Oaklawn
 - Letter 12.7.2016

Average 45.2





Spot Blight Scoring

- 1811 Dinwiddie
 - Letter 11.9.2016

Average 45





Spot Blight Scoring

- **1710**

- **Danville**

- Letter #1 10.6.2016

Average 44.8





Spot Blight Scoring

- 2408 Waverly
 - Letter 11.9.2016

Average 43.6





Spot Blight Scoring

- **2330 Dellrose**

Average 42.6

- Letter #1 10.26.2016





Spot Blight Scoring

● **2313**
Dellrose

● Letter #1 7.12.2016

Average 40.8





Spot Blight Scoring

- **3925**
Courthouse

- Letter #1 10.26.2016

Average 40.6





Spot Blight Scoring

- 3505 Sussex
 - Letter 10.26.2016

Average 36.5





Spot Blight Scoring

- 801 Winston Churchill
 - Letter 11.15.2016

Average 32.8





Spot Blight Scoring

- **311 Cedar**

- Letter #1 10.26.2016

Average 32.5



SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: _____

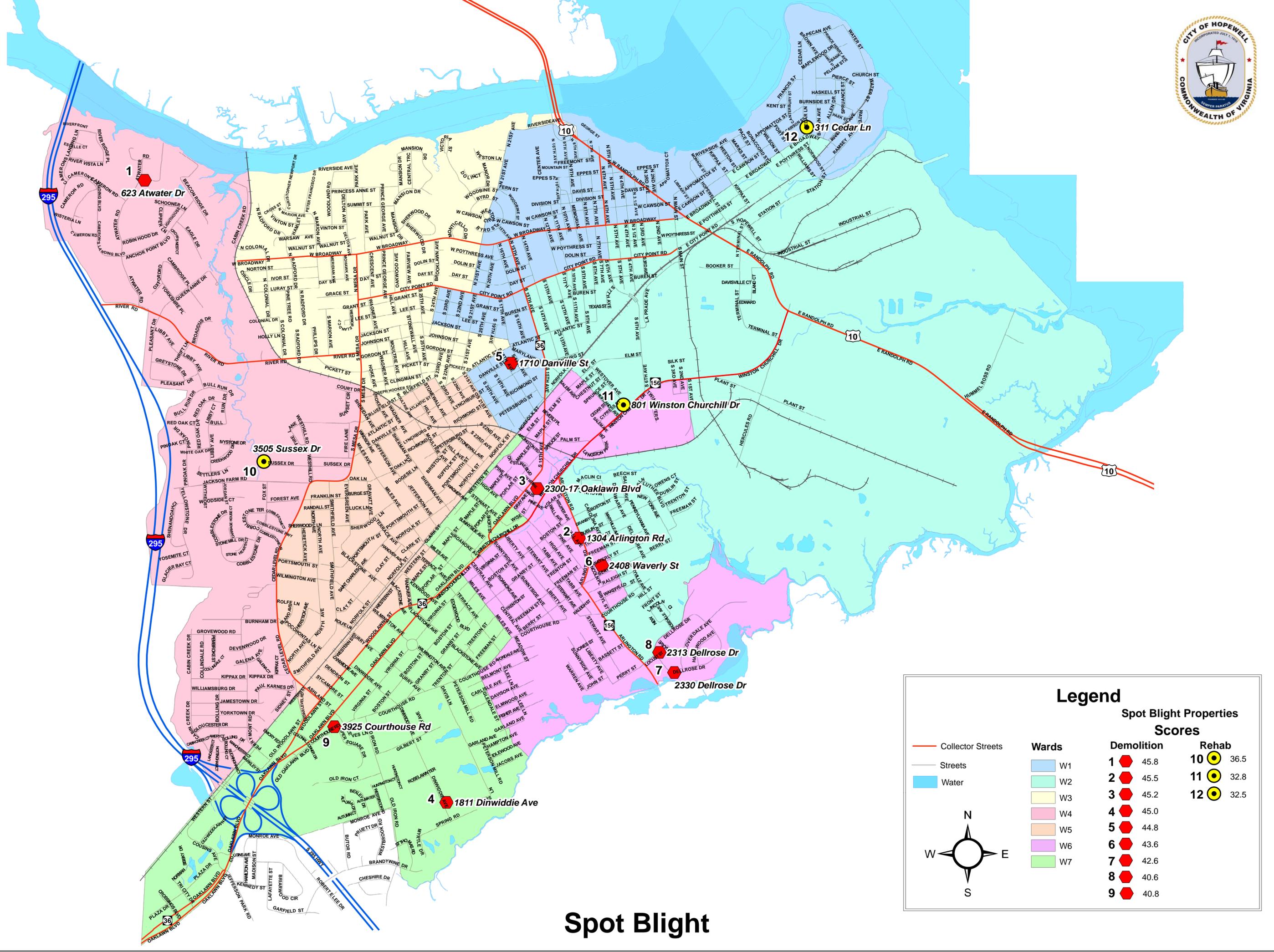
TODAY'S DATE: _____ COUNCIL AGENDA TARGET DATE: _____

Characteristic	Scoring Range (1 – 10) 1 = best condition/10 = worst condition
<ul style="list-style-type: none"> • Public Safety- <i>Does the building represent a potential danger to occupants or the public?</i> 	
<ul style="list-style-type: none"> • Structural integrity - <i>Is the building in jeopardy due to structural issues?</i> 	
<ul style="list-style-type: none"> • Fire hazard - <i>Does the building represent a fire hazard to surrounding buildings?</i> 	
<ul style="list-style-type: none"> • Context - <i>Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i> 	
<ul style="list-style-type: none"> • Attractive Nuisance - <i>Is the building open and accessible and does it attract an illicit activity?</i> 	
<ul style="list-style-type: none"> • General Appearance - <i>The general appearance of the building and its surrounding appurtenances.</i> 	
Objective Score: Cumulative score (6-60)	

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)
- City Planner
- Office of the City Manager

NOTES:



Legend

Spot Blight Properties Scores

Demolition	Rehab
1 45.8	10 36.5
2 45.5	11 32.8
3 45.2	12 32.5
4 45.0	
5 44.8	
6 43.6	
7 42.6	
8 40.6	
9 40.8	

Wards

- W1
- W2
- W3
- W4
- W5
- W6
- W7

Collector Streets
Streets
Water

Spot Blight



Spot Blight Scoring

- **623 Atwater**

- Letter #1 12.7.2016

Average 45.8



- **1304 Arlington**

- Letter #1 9.12.16
- Letter 11.29.16

Average 45.5



Spot Blight Scoring

- 2400 Oaklawn
 - Letter 12.7.2016

Average 45.2



- 1811 Dinwiddie
 - Letter 11.9.2016

Average 45



Spot Blight Scoring

- **1710**

- **Danville**

- Letter #1 10.6.2016

Average 44.8



- **2408 Waverly**

- Letter 11.9.2016

Average 43.6



Spot Blight Scoring

- **2330 Dellrose**

Average 42.6

- Letter #1 10.26.2016



- **2313 Dellrose**

- Letter #1 7.12.2016



Average 40.8



Spot Blight Scoring

- **3925
Courthouse**

- Letter #1 10.26.2016

Average 40.6



- **3505 Sussex**
 - Letter 10.26.2016

Average 36.5



Spot Blight Scoring

- 801 Winston Churchill
 - Letter 11.15.2016

Average 32.8



- 311 Cedar
 - Letter #1 10.26.2016

Average 32.5

R-6



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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Designate Spring Clean Up Week

ISSUE: To have City Council approve and designate the week of Saturday, April 15, 2017 to Saturday, April 22, 2017 as Spring Clean-Up Week.

RECOMMENDATION: The City Administration recommends that City Council resolve to approve Saturday, April 15, 2017 to Saturday, April 22, 2017 as Spring Clean-Up Week.

TIMING: City Council action is requested on April 4, 2017.

BACKGROUND: Spring Clean- Up Week is a Hopewell tradition that affords residents the opportunity to clean around their neighborhood and dispose of unwanted belongings to the Hopewell Convenience Center free of charge. *See attached flyer for exceptions*

FISCAL IMPACT: None.

ENCLOSED DOCUMENTS: Spring Clean Up Week Flyer

STAFF: Mark A. Haley, City Manager
Charles E. Dane, Assistant City Manager
Tevya W. Griffin, Director of Neighborhood Assistance & Planning

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor K. Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony J. Zevgolis, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine E. Gore, Ward #4 | | | |



City of Hopewell



SATURDAY, APRIL 15, 2017 - SATURDAY, APRIL 22, 2017

Keep Hopewell Beautiful in partnership with the Hopewell Public Works Department has scheduled Spring Citywide Clean-up from Saturday, April 15th to Saturday, April 22nd.

Hours of operation during “Spring Clean-Up” at the Citizen Convenience Center are 12:30 p.m. to 6:00 p.m. Monday-Friday, and Saturday from 8:00 a.m. to 6:00 p.m. Citizens are encouraged to participate in this effort by cleaning around their homes and along their streets. During this week, Hopewell residents may dispose of trash at no charge at the Citizen Convenience Center located at 507 Station Street, behind Fire Station #1. There will be the usual \$10.25 fee for the removal of freon to dispose of appliances.

The following items will not be accepted at the Citizen Convenience Center: concrete, masonry, garbage (items normally disposed of in your trash toter), paint of any kind, batteries, automobile motors, and hazardous waste materials. Tires are limited to four (4) per citizen, and they must be separated from the rim. There can be no more than eight (8) tires per household.

Firestone Tire located in the Cavalier Square Shopping Center is partnering with the City and will also accept up to four (4) tires per person and batteries (no limit) during Spring Clean-Up Week.

Remember, “Spring Clean-Up” activities apply to Hopewell residents only.

Help make your neighborhood and city clean and beautiful.



For additional information contact:

Department of Development
300 North Main Street, Suite 300
Hopewell, VA 23860
(804) 541-2220



Register your clean up event on the Keep Hopewell Beautiful Facebook Page. Take pictures of the event and upload.

R-7



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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Accept and appropriate \$45,000 grant from Virginia Department of Environmental Quality [DEQ] for update to Comprehensive Plan relative to the Chesapeake Bay Preservation Requirements & update to the Chesapeake Bay Preservation Area Ordinance located within the Hopewell Zoning Ordinance.

ISSUE: Accepting grant fund of \$45,000 to assist with the Comprehensive Plan and Chesapeake Bay Preservation Area Ordinance update.

RECOMMENDATION: Staff recommends accepting grant from DEQ.

TIMING: City Council action is requested on April 4, 2017.

BACKGROUND: City staff has been diligent in working with a consultant on the Comprehensive Plan Update. While updating the Plan, staff noticed additional requirements of the Code of Virginia relative to the Chesapeake Bay. A section regarding Chesapeake Bay is already included in the Comprehensive Plan. This grant will ensure that all required information is within the plan including Intensely Developed Areas (IDA's). This is extremely important as the City moves forward with development of our waterfront.

FISCAL IMPACT: Appropriation of \$45,000 grant

ENCLOSED DOCUMENTS: Contract from Virginia Department of Environmental Quality

STAFF: Tevya W. Griffin, Director, Neighborhood Assistance & Planning
Horace H. Wade III, City Planner

- | | | |
|--------------------------|--------------------------|---|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Jackie M. Shornak Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, Ward #1 |

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |

BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2017-2018

WHEREAS, at the meeting April 4, 2017 Hopewell City Council meeting, an amendment to the FY 2017-2018 budget was introduced to appropriate \$45,000 in additional funds for the Chesapeake Bay area designation process, and

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

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

\$45,000 be appropriated from the General Fund to Planning Operations, as follows:

General Fund-011:

Resources:

Fund Balance..... \$45,000

Appropriations:

Planning Operations \$45,000



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY
Street address: 629 East Main Street, Richmond, Virginia 23219
Mailing address: P.O. Box 1105, Richmond, Virginia 23218
www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

March 24, 2017

City of Hopewell
Attn: Horace Wade III
300 North Main Street
Hopewell, VA 23960

Re: Contract No. 16487
Update to Comprehensive Plan/Chesapeake Bay Preservation Area Ordinance

Dear Mr. Wade:

Attached is the proposed contract between the City of Hopewell and the Virginia Department of Environmental Quality (DEQ). If you concur with the terms and conditions, please print, sign and return two (2) original sets of the contract to me. I will then obtain the appropriate DEQ signature, and return a fully executed contract to you for your records.

If you have any questions, you may contact me at (804) 698-4196.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keisha Haymon", with a long horizontal flourish extending to the right.

Keisha Haymon, VCO
Contract Officer

TO: Horace Wade III
Name
City Planner
Title
City of Hopewell
Government Agency or Organization

SUBJECT: 16487
Contract Number

(For Interagency Contracts)

QUALIFIED CERTIFICATION OF VENDOR RELATIONSHIP

I certify that all of the funds from the proposed project provided by the Department of Environmental Quality to _____ should be classified by _____ as a Vendor Relationship, for the sale of goods or services to the Department of Environmental Quality.

(For Grant Contracts)

CERTIFICATION OF SUB-RECIPIENT RELATIONSHIP

I certify that all of the funds provided by the Department of Environmental Quality to the City of Hopewell for the attached proposed project should be classified by the City of Hopewell as sub-recipient grants, not as sales of goods or services to the Department of Environmental Quality.

If certified as a sub-recipient, indicate whether fund is:

\$ _____ Sub-Recipient Non Federal Match \$45,000 Federal

If Federal:

CFDA Number 66.466

Federal Sponsor: EPA

Signature _____ Date _____

Valerie E. Thomson
Deputy Director of Administration and Non-Regulatory Programs
Telephone: (804) 698-4157

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT CONTRACT**

This grant award contract is made by and between the **Department of Environmental Quality** (hereinafter referred to as the “Department”) and the **City of Hopewell** (hereinafter referred to as the “Grantee”). The parties to this grant award contract, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

PROJECT DESCRIPTION: The Grantee shall carry out the project as set forth in the Contract Documents.

PROJECT PERIOD: The project shall commence on March 1, 2017 and shall terminate no later than December 31, 2017, the period of performance being 10 months.

PAYMENTS: The Department shall pay the Grantee quarterly] on reimbursement basis not to exceed \$45,000.00 for the project. The said sum shall include all expenses of the project. Payment shall be made upon submission of invoices and/or other appropriate documentation of program expenditures, and progress reports and their acceptance by the Department. Such invoices and reports shall be submitted within 15 days of the quarterly report and shall be detailed in accordance with the Grant Proposal to show what tasks have been completed and to compare the time of completion with the proposed time of completion. Such reports and copies of invoices shall be sent to:

Pre-Award Costs: The Department will pay pre-award costs for eligible activities / components specified in the Scope of Work approved by the Department, and subsequent to January 1, 2017. The Grantee shall report on all DEQ approved all pre-award activities / components in accordance with the “Reporting” requirements specified in the “Contract Documents”; and shall report all approved pre-award activities / components with the first required report submittal.

The Department is under no obligation to reimburse unauthorized work performed after the expiration of the contracted time of performance. The Department reserves the right to withhold a minimum of 5% of the Grantee's total grant allocation until the final grant report and all services, reports and deliverables are received and approved by the Department.

Acceptance of work completed under this grant award contract shall be decided at the sole discretion of the Department and shall be final. The Grantee shall spend the funds according to the specified categories of the grant award contract budget set forth in the Attachments A and B. Minor shifts of the funds among categories by the Grantee, not to exceed 10% of any budget line item are permissible. Shifts in funds exceeding 10% of budget line items must be approved in writing by the Department. Any cost overruns incurred by the Grantee during the time of performance shall be the responsibility of the Grantee.

INVOICE ORIGINALS SHALL BE SENT TO:
 DEPARTMENT OF ENVIRONMENTAL QUALITY
 ATTENTION: ACCOUNTS PAYABLE
 P.O. BOX 1105
 RICHMOND, VIRGINIA 23218-1105

THE REPORTING REQUIREMENTS ARE AS FOLLOWS:

<u>Quarter Duration</u> Quarterly Reports/Final Report	<u>Report Due Date</u> Per the “Project Workplan”
EPA Form 5700-52A, MBE/WBE Utilization	Completion of Project

THE CONTRACT DOCUMENTS SHALL CONSIST OF:

- (1) This signed form;
- (2) The Project Workplan (to include, as approved by the Department, the following documents: “Scope of Service”; “Quarterly Progress Report Summary:/ “Attachment A: Narrative Progress Report”; “Project Financial Report – Attachment B”; “Milestone Table” / “Attachment C”; “NPS Best Management Practices – Pollution Reduction Tracking Data Form (for BMPs)” / “Attachment D.”
- (3) EPA Grant Agreement (as it applies to subawards / subrecipients; and to include, as applicable the Subaward Policy) #: CB-963284-01-2 (available at <http://www.deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/CBIG/FY16%20CBIG%20II%20EPA%20Final%20Grant%20Agreement%20CB-963284-01-2.pdf?ver=2016-12-13-143611-967>)
- (4) The EPA General Terms and Conditions (effective March 29, 2016, or later (as they apply to subawards / subrecipients); available at: <https://www.epa.gov/grants/grant-terms-and-conditions>).
- (5) The General Terms and Conditions (“Rev. 12-15-2016”; available at: <http://www.deq.virginia.gov/AboutUs/Procurement/GrantDocuments.aspx>; Note: references to “Recipient” and “Subrecipient” therein shall apply to the “Grantee”).
- (6) The Special Terms and Conditions.

PRECEDENCE OF TERMS: In the event of a conflict between or among terms in the documents included in this contract, the following documents control in order from the most important to the least important: EPA Grant Agreement; EPA General Terms and Conditions; Special Terms and Conditions; General Terms and Conditions; the signed Grant Contract form; and the Project Workplan / Scope of Work.

IN WITNESS THEREOF, the parties have caused this grant award contract to be duly executed intending to be bound thereby.

GRANTEE

_____ Date

DEPARTMENT OF ENVIRONMENTAL QUALITY

Valerie E. Thomson Date
Deputy Director of Administration and Non-
Regulatory Programs

Scope of Service

Grantee:	City of Hopewell		Contact Person:	Horace Wade III
DUNS #:	100601010000		Phone Number:	(804) 541-2221
Federal ID #:	54-6001354		Email:	hwade@hopewellva.gov
Mailing Address:	300 North Main Street		Invoice Payable To:	City of Hopewell
City, State, Zip:	Hopewell, VA 23960		Checks Payable To:	
Project Title:	Update of Comprehensive Plan/Chesapeake Bay Preservation Area Ordinance			
Grant Period:	Start:	3/1/2017	End:	12/31/2017
DEQ Project Manager:	Heather Mackey		Project Manager Email:	Heather.Mackey@deq.virginia.gov
CBIG Funds:	\$45,000.00		Match Funds:	n/a

DEQ has received grants from the United States Environmental Protection Agency under the Chesapeake Bay Implementation Grant (CBIG), Catalog of Federal Domestic Assistance Number 66.466. This Agreement is a sub-grant award, from DEQ to the Grantee, of said federal grant funds. As a sub-grant award, this contract is subject to applicable EPA statutory and regulatory provisions pursuant to Title 40 CFF chapter 1 parts 1-49 and the cost principles enumerated in the appropriate code of federal regulations.

A) PROJECT ABSTRACT

Funding is being sought to assist with updates to key environmental provisions of the City of Hopewell’s Comprehensive Plan and amendments to the City’s Chesapeake Bay Preservation Area zoning ordinance. The grant will enable the City to prepare a level of advanced site plan criteria and water quality regulations that otherwise would not have been economically feasible.

B) GENERAL PROVISIONS

The Grantee shall provide the services to DEQ set forth in the Agreement documents and, specifically, as defined in this Scope of Service and the accompanying Milestone Table (Attachment C). All deliverables shall conform to accepted standards and practices.

In addition to the signed contract, the Agreement documents shall consist of:

- 1) Scope of Service (this document)
- 2) Attachment A – Quarterly Progress Report Summary
- 3) Attachment B – Project Financial Report

- 4) Attachment C – Milestone Table
- 5) Attachment D – NPS Pollution Tracking Data Form for BMPs

C) TIME OF PERFORMANCE

Upon signature by the Grantee and the director of DEQ, the services of the Grantee shall be for the period from, **March 1, 2017** through **December 31, 2017**, unless otherwise altered through provisions of this Agreement or extended by written authorization of DEQ. All time limits stated are essential to this Agreement. Every effort must be made to complete the work on time. All project expenses and use of match funds must be completed during the time of performance.

D) REPORTING

The Grantee shall provide DEQ with quarterly reports and a final report, in narrative and financial report form, detailing the progress of work set forth in the Agreement documents. Incomplete or inaccurate reports may result in reimbursement delays. These reports shall be certified by an authorized agent of the Grantee as being true and accurate to the best of the Grantee's knowledge, as indicated by their signature on Financial Report (Attachment B). Each quarterly report, due on the 15th of the month following the completion of each quarter, shall contain the following:

- 1) **Quarterly Progress Report Summary (Attachment A):** The Grantee shall report progress to DEQ through a narrative summary of accomplishments that relate to the Scope of Service and any key Milestones. Using the "Quarterly Progress Report Summary" (Attachment A), describe the progress in fulfilling the Project Objectives and activities for each deliverable listed in the Milestone Table. Provide information regarding accomplishments, challenges, and progress status.
- 2) **Project Financial Report (Attachment B):** The Grantee will summarize expenses incurred in the appropriate columns under "DEQ Funds" and Grantee contributions under "Match Funds." This form also serves as the reimbursement request, or invoice, for the Grantee; therefore, only electronic copies with the original authorized signature will be accepted by DEQ. Original Attachment Bs must be kept on file by the Grantee for a minimum of 5 years. Reimbursement requests should be based upon actual expenditures and need to relate to the grant scope of work to be authorized. If a reimbursement request includes funding for meeting refreshments, appropriate documentation justifying these expenses as described in the terms and conditions of this grant agreement must be included. If reimbursement for staff expenditures is included, appropriate documentation of staff time is required, as described in the terms and conditions of this grant agreement.

Reimbursement requests shall:

- Be submitted for the Grantee's actual costs
- Be submitted in accordance with the "General Terms and Conditions," as applicable, for "Food/Refreshments" and/or "Employee Administration and Costs"

- Be for a minimum of \$1,000 (i.e. an aggregate of all applicable budget categories / line items). The DEQ will not process a reimbursement request for less than \$1,000.
- As applicable, shall not exceed the current Commonwealth of Virginia (“COVA”; refer to the “Commonwealth Accounting Policies and Procedures (CAPP) Manual”/ “Travel Regulations” at http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Alpha_Listing.cfm/ local per diem schedule;
- Relate to the grant scope of work
- Be included in the Grantee’s Financial Narrative

The DEQ will not reimburse the Grantee for any unauthorized expense.

- 3) **Financial Narrative:** The Grantee shall submit a financial narrative that includes itemized details of expenditures by budget category. This narrative may be submitted in lieu of receipts; however, DEQ may request receipts and detailed financial accounting if the financial narrative does not provide enough detail to justify expenditures. The financial narrative should include any required employee time reporting forms required to meet federal reporting rules as outlined in the available Grant Project Management Manual <http://www.deq.virginia.gov/programs/water/cleanwaterfinancingassistance/nonpointsourcefunding/grantprojectmanagementmanual.aspx>
- 4) **Milestones Table (Attachment C):** The Grantee shall enter “Actual Completion Date” for specific tasks on the table and provide relevant notes. The Grantee shall inform DEQ of any expected delays in accomplishment of milestones and provide revised completion dates.
- 5) **NPS Pollution Tracking Data for BMPs (Attachment D):** If the project is paying for the implementation of BMPs or activities that could produce pollution reductions, then this form must be filled out. The Grantee shall document BMP installation and shall ensure that required Operation and Maintenance Plans and Landowner Agreements are developed and submitted to DEQ if applicable.

Submission Requirements: The Grantee shall submit all quarterly reports and forms (including grant invoices [Form B] and reimbursement requests):

- a. Via email to DEQ’s Office of Financial Management at OFM@DEQ.virginia.gov with a carbon copy to the assigned DEQ project manager, Heather Mackey (heather.mackey@deq.virginia.gov) and Eileen Periverzov (eileen.periverzov@deq.virginia.gov); the email shall include the grant agreement (contract) number in the subject line
- b. A cover memo shall be included, followed by the Project Financial Report (Attachment B)
- c. According to the following schedule:

<u>SUBMITTAL DATE</u>	<u>PERIOD COVERED</u>
June 15, 2017	March 1, 2017 – May 31, 2017
October 15, 2017	June 1 – September 30, 2017

January 15, 2018

October 1 – December 31, 2017

The final report shall summarize all major project accomplishments and challenges, as well as expenditures and matching contributions during the period after the project began through the completion of all required work. The final reimbursement request must be submitted with the final report. DEQ will not reimburse any requests received more than 30 days after the Agreement termination date.

E) COMPENSATION:

DEQ shall release the grant award to the Grantee on a cost-reimbursement basis upon receipt and approval of the Grantee's quarterly and final reports and deliverables as required by this Agreement and in the associated Milestone Table (Attachment C), or at other times agreed to by DEQ.

This agreement provides a grand total of **\$45,000** in Chesapeake Bay Implementation Grant funding (*matched by \$0 in other funds*) to the Grantee through December 31, 2017. All expenditures and reimbursement requests should follow the budget narrative included in Section I (Budget Narrative) of this Scope of Service and should utilize the Project Financial Report (Attachment B) included in this contract. Shifts of the funds among budget line items and categories by the Grantee must be approved in writing by DEQ.

Any unspent funding remaining on December 31, 2017 will **revert to DEQ**. *All projects, practices and activities must be installed, completed, and paid by December 31, 2017.* Any cost overruns incurred by the Grantee during the time of performance shall be the responsibility of the Grantee.

Interim Reimbursement Requests: Under situations of hardship, as agreed to and approved by DEQ in advance, the Grantee may submit an 'Interim Reimbursement Request' in between submission of quarterly reports, on a case-by-case basis for the reimbursement of BMP cost share expenditures. Interim Reimbursement Requests shall follow the same reporting requirements and procedures, outlined herein, as Quarterly Reports. Interim reporting shall only be used in cases of financial strain or hardship on the part of the Grantee for which reimbursement cannot wait until the 15th day following the end of a calendar quarter. Procedures for requesting an interim reimbursement request and approval are described in the Grant Project Management Manual which can be found on the DEQ website:

<http://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/NonpointSourceFunding/GrantProjectManagementManual.aspx>.

F) MATCHING FUNDS:

If this Agreement is contingent upon cash and in-kind contributions by the Grantee to the project, the required amount of matching funds will be indicated on the Project Financial Report Form, Attachment B. Matching contributions, if applicable, must reflect expenses directly related to the implementation of this project and incurred only during the time of performance listed in this Agreement. The decision of DEQ with respect to approval of matching funds shall be final.

Matching funds must be tracked and reported to DEQ in the quarterly and final reports described above.

G) SATISFACTORY PROGRESS

There will be a satisfactory progress review of the Grantee's performance, if necessary, which will be held no later than August 1, 2017.

H) PROGRAM OBJECTIVES, DELIVERABLES, AND TIMELINE

Task 1

Objectives: A key component of the Comprehensive Plan update is an update of the Chesapeake Bay Act requirements. Those items that will be addressed in the Comprehensive Plan update must include an evaluation of the water resource information, review and enhancement of existing water quality policies, and thorough implementation measures that reflect current conditions. Among the details that the Grantee will address are the following:

- 1) A more detailed and exhaustively mapped location and extent of Chesapeake Bay Preservation Areas;
- 2) More comprehensive assessment of the physical constraints to development, including soil limitations;
- 3) Integration of prior studies related to the protection of potable water supply, including groundwater resources and threats to the water supply or groundwater resources from existing and potential pollution sources;
- 4) Policies and initiatives that address the desired relationship of land use to commercial and recreational fisheries and other aquatic resources;
- 5) Mapping of the character and location of commercial and recreational fisheries and other aquatic resources;
- 6) Updated assessment and identification of shoreline and streambank erosion problems;
- 7) Documentation of CBPA relationship and impact on existing and proposed land uses;
- 8) Updated catalog of existing and potential water pollution sources;
- 9) Review of public and private waterfront access areas and effect on water quality;
- 10) Review of siting of docks and piers;
- 11) Inclusion of mapping for specific locations of and documentation of policies for Intensely Developed Areas;

- 12) Advanced mapping to accurately depict the above study objectives.

The policy items addressed in the Comprehensive Plan will contain a discussion of the scope and importance of the issue, the policy to be adopted by the City for that issue, and how City's policy will be implemented.

Deliverables and Timeline: The anticipated deliverable is the updated Comprehensive Plan – with sections focusing on the Chesapeake Bay Act – with a targeted final City Council adoption date not later than December 30, 2017. However, it is the City's goal that the full documentation for the Comprehensive Plan, including those items mentioned herein above, be achieved in the Spring, 2017.

Staff Roles/Responsibilities: Tevya Griffin, Director of Development for the City of Hopewell, is the project manager for the City of Hopewell's Comprehensive Plan update. Horace Wade III, City Planner is assisting Mrs. Griffin with managing and updating the Comprehensive Plan. Mrs. Griffin and Mr. Wade have been working on the update of the City of Hopewell's Comprehensive Plan since April 2014.

Contractor Selection: The City of Hopewell is a previous recipient of a grant from the Chesapeake Bay Local Assistance Department of the Commonwealth of Virginia in 2001. The City utilized the grant of \$25,000 at that time with a \$25,000 City match to produce a Comprehensive Plan. The City has not updated its Comprehensive Plan since 2001, and because of this, City staff identified a need to update the Plan [Per VA Code Section § 15.2-2230] and obtained City Council approval to seek a consultant to assist with the Comprehensive Plan update.

A Request for Proposals was issued for selection of a qualified consultant with a closing date of May 2015. After receiving several proposals and interviewing several qualified consultants, the City selected The Cox Company as its consultant for the Comprehensive Plan. The City has been diligently and successfully working on the update with The Cox Company since August 2015. The Cox Company consists primarily of two (2) project managers: Frank D. Cox, Jr. PE AICP and Todd Gordon, AICP. The company has over 40 years of relevant experience in preparing comprehensive plans, design guidelines, and growth management regulations in cities similar in size, and has a strong working knowledge of local planning processes and Virginia law.

Task 2

Objectives: The City's goal is to concurrently update its zoning and site development regulations while completing work on the Comprehensive Plan. This will include enhanced zoning ordinance provisions (to be coordinated with the Plan as well as the subdivision ordinance) that ensure water quality protection through creative means to achieve reduced impervious cover, preservation of indigenous vegetation, and minimizing land disturbance.

The proposed ordinance amendment will advance compliance with 9 VAC 25-830-190 (2) and (3) of the Chesapeake Bay Preservation Act Regulations and the plan and plat notation requirements outlined in 9 VAC 25-830-190 (4) and (5).

Deliverables and Timeline: The City does not currently have adequate environmental design standards that are sufficient to address contemporary approaches to urban development. The proposed Zoning Ordinance amendment will result in substantially enhanced ordinance provisions that promote the protection of water quality through reducing impervious cover and also taking into account other sections of the Zoning Ordinance and providing guidance to developers seeking to develop within the City limits.

The anticipated deliverable is the updated Chesapeake Bay Preservation Area Ordinance with an adoption date of not later than December 30, 2017. From a practical standpoint, the Grantee would like to coordinate both zoning and planning activities to ensure that the draft is completed in Spring 2017.

Staff Roles and Responsibilities: As stated in Task 1, Tevya Griffin, Director of Development and Horace Wade III, City Planner will serve as the City of Hopewell's Project Manager for the update of the City's Zoning Ordinance. Staff and the Planning Commission identified a need to update the Zoning Ordinance prior to engaging in dialogue with our Comprehensive Plan consultant. After reviewing the City Zoning Ordinance, the consultant agreed with the assessment of a need for a new and revised Zoning Ordinance.

Over the past three years, Horace Wade and Tevya Griffin have been constantly amending the City's Zoning Ordinance in an attempt to accommodate emerging land use trends and demands. This has created frustration and lack of administrative effectiveness that has been clearly revealed with our current planning process (see Task 1 herein above.) After identifying that the entire ordinance needs to be updated, the City has been in discussion with its Comprehensive Plan consultant, The Cox Company, to revise and update the current Zoning Ordinance to optimally meet the new goals and objectives of the new comprehensive plan.

The Cox Company, in addition to updating comprehensive plans for numerous communities, has completed zoning ordinance and subdivision ordinance updates, including environmental design and urban site development guidelines. The City is confident that a consultant and staff will provide a successful update to the development ordinances that meet the requirement of the state and federal government.

I) PROJECT BUDGET NARRATIVE

Budget Category	Total	Grant Amount
Personnel (positions and hourly rates)		
Subtotal:	\$0.00	\$0.00
Fringe		
Subtotal:	\$0.00	\$0.00
Contractual Services' (list by type)*		
Consultant services for Comprehensive Plan Update	\$125,000.00	\$23,000.00
Consultant services for Zoning Ordinance	\$37,000.00	\$22,000.00
Subtotal:	\$162,000.00	\$45,000.00
Equipment		
Subtotal:	\$0.00	\$0.00
Supplies (Itemized by categories)		
Subtotal:	\$0.00	\$0.00
Travel (at current IRS rates)		
Subtotal:	\$0.00	\$0.00
Other Direct Costs		
Subtotal:	\$0.00	\$500.00
Indirect Costs		
Subtotal:	\$0.00	\$0.00
Total Project Costs	\$162,000.00	\$45,000.00

Attachment A: Narrative Progress Report

Chesapeake Bay Implementation Grant Project

Please submit this form electronically, along with the rest of the quarterly report material to DEQ Office of Financial management (OFM@deq.virginia.gov) and CC your DEQ Project Manager.

Project Title	Update of Comprehensive Plan/Chesapeake Bay Preservation Area Ordinance		
Grant #	16487		
Reporting Period	Choose an item.	Choose an item.	
Organization	City of Hopewell		
Name & Title of Individual Reporting		Date:	Click here to enter a date.

Quarterly Progress Summary:

Provide a description of activities (from the Milestones Table, Attachment C) that have been completed to date. Include information about contracted and completed projects, meetings, and ongoing initiatives. Describe outputs and outcomes of these activities. Note any challenges or setbacks that have arisen.

COMMONWEALTH OF VIRGINIA - DEPARTMENT OF ENVIRONMENTAL QUALITY

Project Financial Report Form - Attachment B

Chesapeake Bay Implementation Grant (CBIG)

DEQ Grant Agreement: DEQ 16487

Grantee:	City of Hopewell	Contact Person:	Horace Wade III
DUNS #:	100601010000	Phone Number:	(804) 541-2221
Federal ID #:	54-6001354	Email:	hwade@hopewellva.gov
Mailing Address:	300 North Main Street	Invoice Payable To:	City of Hopewell
City, State, Zip:	Hopewell, VA 23960	Checks Payable To:	
Project Title:	Update of Comprehensive Plan/Chesapeake Bay Preservation Area Ordinance		
Grant Period:	Start:	March 1, 2017	End: December 31, 2017

Reporting Schedule: _____ March - June 2017 (submit by July 15, 2017)
 _____ July - September 2017 (submit by October 15, 2017)
 _____ October - December 2017 (submit by January 15, 2018)

DEQ Funds (Federal)	Project Budget	Current Expenditures	Cumulative Expenditures	*Unexpended Project Balance
Personnel				\$ -
Fringe				\$ -
Travel				\$ -
Equipment				\$ -
Supplies				\$ -
Contractual	\$ 45,000.00			\$ 45,000.00
Other Direct				\$ -
Indirect (23%)				\$ -
*TOTAL	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00

Total Reimbursement Request: \$ _____

Authorized Signature: _____

Date: _____

*For an electronic copy of this form contact the DEQ Project Manager

FOR DEQ PURPOSES ONLY:

INVOICE NUMBER: _____

CFDA	Fund/Detail	Cost Code	FY(State)	Amount
66.466	1000	609	17	
Object	Program	Project/Task/Phase		
1441	51502	617100816		

<u>Fund Type</u>	<u>Budget</u>	<u>Total Request</u>	<u>Balance</u>
	\$ 45,000.00	\$ -	\$ 45,000.00

*For an electronic copy of this form contact the DEQ Project Manager

Milestone Table
(Attachment C)
16487

Grantee: City of Hopewell

Project: Update of Comprehensive Plan/Chesapeake Bay Preservation Area Ordinance

NOTE: For an electronic copy of this form contact Eileen Periverzov, eileen.periverzov@deq.virginia.gov, 804-698-4128

Milestone	Responsible Party	Target Completion Date	Key Deliverable	Progress
Submit quarterly budget and project narrative reports and required forms to DEQ by the 15 th day following the end of each calendar quarter. Progress report includes: narrative, updated milestone table, project financial report, financial narrative		Quarterly through December 31, 2017	3 quarterly reports	Ongoing.
Programmatic:				
Complete 5 septic pump-outs for low/moderate income households.	Contractor	12/31/17	5 septic systems pumped-out	
Adoption of updated Comprehensive Plan and CBPA ordinance by City Council	City of Hopewell	12/31/17	Adopted Comp Plan and CBPA Ordinance	.
Administrative:				
Draft revised language to update CBPA components of the City's Comprehensive Plan and CBPA Ordinance.	City of Hopewell, Contractor	7/31/17		

Milestone Table
(Attachment C)
16487

Submit draft language for review by the Department of Environmental Quality (DEQ).	City of Hopewell	8/1/17	Draft Comp Plan and CBPA Ordinance	
Address any comments/feedback provided by DEQ after review.	City of Hopewell	9/30/17	Final Comp Plan and CBPA Ordinance	

NPS Best Management Practices - Pollution Reduction Tracking Data Form

Attachment D

Project Title:	Award Year	Funding Program	Chesapeake Bay Implementation Grant (CBIG)		Contract #	16487		
	Update of Comprehensive Plan/Chesapeake Bay Preservation Area Ordinance		Project Sponsor:	City of Hopewell		Grant Period	Start	3/1/2017
						End	12/31/2017	
BMP #	[1] Installation Date ^(a) mm/dd/yyyy	[2] Name of BMP Installed (dropdown list) ^(a)	[3] Project Location Description or Site Name ^(a)	[4] City or County ^(a)	*[5] NWBD Code (Hydrologic Unit) ^(a)	[6] Site Location in Decimal Degrees ^(c)		
						+Latitude	-Longitude	
1		Septic: Septic Tank Pumpout						
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

**SPECIAL TERMS AND CONDITIONS
FOR FEDERALLY FUNDED CBIG GRANT CONTRACTS**

1. **CONTRACTOR RATES:** The use of federal funds in this Agreement in the salary rate (excluding overhead) paid to individual consultants retained by the Grantee or by the Grantee's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2017, the limit is \$622.64 per day and \$77.83 per hour. This rate does not include transportation and subsistence costs for travel performed (the Grantee or subcontractor will pay these in accordance with its normal travel reimbursement practices). See 40 CFR 31.36 or 30.27 for more information.
2. **FEDERAL EMPLOYEE COSTS:** The Grantee understands that the funds for this project may not be used to pay for the travel of federal employees, or for other costs associated with Federal participation in this project unless the federal agency is performing special technical assistance to the Grantee as allowed under the provisions of the Intergovernmental Cooperation Act.
3. **MANAGEMENT FEES:** The Grantee agrees that management fees or similar charges in excess of the direct costs and approved indirect rates (if applicable) are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this Agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work (Attachment A).
4. **ACKNOWLEDGMENTS:** The role of DEQ and the Environmental Protection Agency (EPA) must be clearly stated in all press releases, news articles, and requests for proposals, bid solicitations, and other documents describing this project, whether funded in whole or in part. Acknowledgment of financial assistance, with the DEQ logo, must be printed on the cover of all reports, studies, web sites, map products or other products supported by this award or any sub-award. The Grantee is responsible for contacting DEQ staff in adequate time to obtain the logo in camera-ready or digital form. Prior to production, DEQ project management staff must approve the final draft.

The acknowledgment should read:

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 963284 to the Virginia Department of Environmental Quality. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.

5. **MATCHING FUNDS:** If this Agreement is contingent upon cash or in-kind contributions by the Grantee to the project, the required amount of matching funds will be indicated on the Project Financial Report Form, Attachment B, of these Agreement documents. Matching contributions, if applicable, must reflect expenses directly related to the implementation of this project and incurred only during the time of performance listed in this Agreement. The decision of DEQ with respect to approval of matching funds shall be final. Matching funds must be tracked and reported to DEQ in the quarterly and final reports described below, both in narrative summary and on Attachment B.
6. **QUALITY ASSURANCE/QUALITY CONTROL PROJECT PLANS:** Within 60 days of the effective date of this Agreement and if required in the Scope of Service (Attachment A) of this Agreement, the Grantee will submit to DEQ, for review and approval, a Quality Assurance/Quality Control Project Plan (QA/QC or QAPP). No water quality monitoring activities or data generation activities shall be initiated

until the QA/QC has been approved by DEQ. The Grantee shall implement the approved QA/QC in performing environmental monitoring activities. Modifications of the approved QA/QC must be approved by DEQ in writing. DEQ will not reimburse for any activities that do not have the required DEQ approved QAPP

7. **OPERATION AND MAINTENANCE:** Within sixty (60) days of the effective date of this Agreement, the Grantee will submit to DEQ, for review and approval, an Operation and Maintenance Plan for Best Management Practices and other on-the-ground implementation aspects of this project. The Grantee will operate and maintain the project, or secure the operation and maintenance of the project through landowner agreements, in a manner consistent with the plan as approved by DEQ. (Adherence to DCR's Virginia Cost-Share Guidelines and BMP specifications is considered an adequate Operation and Maintenance Plan.). DEQ and EPA respectively reserve the right to periodically inspect a practice during the lifespan identified in the Operation and Maintenance Plan to ensure that operation and maintenance are occurring. Please note that the enforceable length for this term and condition with the length of period identified in the operation and maintenance Plan (e.g. 10 years).

In the event that the Grantee fails to comply, DEQ shall give written notice specifying the failure to comply and shall give the Grantee the time to correct such failure as provided for herein with respect to a breach of this Agreement. For nonpoint source Best Management Practice installations funded through this Agreement, if the Grantee does not comply within ninety (90) days of receipt of written demand from DEQ, the Grantee shall repay an amount, calculated on a straight line pro-rated basis, of the grant funds used for the installation. Enforcement action for BMPs funded through the DCR's Virginia Cost-Share Program will be in accordance with DCR's Virginia Cost-Share Program Guidelines. The grantee and any sub-grantee and DEQ must agree to any transfer the O&M responsibility and the transferee must be determined by DEQ to be eligible to participate in the Section 319 grant program. DEQ may require the grantee or sub-recipient of grant funds for eligible BMPs to refund all or a portion of grant funds if the owner of the property hosting the BMP sells or loses control of the land under which a grant funded project is associated.



LOBBYING AND LITIGATION CERTIFICATION FOR GRANTS AND COOPERATIVE AGREEMENTS*

INSTRUCTIONS:

*At project completion, complete this form pursuant to the 2001 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Act, Public Law 106-377, Section 424 and 2000 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Act, Public Law 106-74, Section 426 and any other subsequent Appropriation Act requirements.

Please mail this form to your DEQ Grants Manager within 5 days of project completion. DO NOT send this information to the Office of Management & Budget.

Assistance Agreement Number(s):

I hereby certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.

Signature of the Chief Executive Officer

Date

Print Name

Burden Statement - The annual public reporting and record keeping burden for this collection of information is estimated to average 5 minutes per respondent. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Regulatory Information Division, U.S. Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, N.W., Mail Code 3213A, Washington, DC 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, N.W., Washington, DC 20503, Attention: Desk Officer for EPA. Include the EPA ICR number and OMB control number in any correspondence.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2017-2018

WHEREAS, at the meeting of the City Council of the City of Hopewell held on April 4, 2017, a budget amendment was introduced to appropriate additional funds for the FY 2017-2018 budget, to provide for the Chesapeake Bay area designation process,

WHEREAS, a budget amendment to appropriate funds in the amount of \$45,000 to complete the Chesapeake Bay area designation process from the Unassigned Fund Balance for the FY 2017-2018 budget was introduced and,

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

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

The following designated funds and accounts shall be appropriated in the amount of \$45,000 for the Chesapeake Bay area designation process from the General Fund Unassigned Fund Balance.

General Fund-011:

Resources:

Fund Balance..... \$45,000

Appropriations:

Planning Operations \$45,000

**COUNCIL
COMMUNICATIONS**

ADJOURN