

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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### CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3  
Jasmine E. Gore, Vice Mayor, Ward #4  
Rita Joyner, Councilor, Ward #1  
Michael B. Harris, Councilor, Ward #2  
Janice B. Denton, Councilor, Ward #5  
Brenda S. Pelham, Councilor, Ward #6  
Dominic R. Holloway, Sr, Councilor, Ward #7

Dr. Concetta Manager, Interim City Manager  
Danielle Smith, City Attorney  
M. Jackson, A. Reyna, Interim City Clerks

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February 28, 2023

REGULAR MEETING

Closed Meeting: 6:30 PM  
Regular Meeting: 7:30 PM

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

### CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council; and to the extent such discussion will be aided thereby, (A)(4) for the protection of the privacy of individuals personal matters not related to public business.

Roll Call

### RECONVENE OPEN MEETING

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

Roll Call

### WORK SESSION

**REGULAR MEETING**

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

Prayer by Reverend Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Michael B. Harris.

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

**Roll Call**

**Consent Agenda**

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

**C-1 Minutes:** 1/11/2022, 2/9/2023, 2/14/2023

**C-2 Pending List:**

**C-3 Information for Council Review:**

**C-4 Personnel Change Report & Financial Report:** Personnel Report January 2023

**C-5 Public Hearing Announcements:**

**C-6 Routine Approval of Work Sessions:**

**C-7 Ordinances on Second & Final Reading:**

**C-8 Routine Grant Approval:**

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

**Information/Presentations**

**Public Hearings**

**PH-1** B1 Zoning Amendment Request - Chris Ward

## COMMUNICATIONS FROM CITIZENS

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

### Unfinished Business

UB-1 Ring Cameras for Citizens - Dr. Concetta Manker

### Regular Business

R-1 Grant Approval - Fire Chief Benjamin Ruppert

R-2 SRO Continuation Grant Approval - Kim Parson

### Reports of City Manager:

### Reports of City Attorney:

### Reports of City Clerk:

### Board/Commission: Vacancies

Architectural Review Board: 2 Vacancies  
Ashford Civic Plaza Commission: 2 Vacancies  
Board of Equalization/Board of Zoning Appeals: 2 Vacancies  
Community Policy and Management Team: 2 Vacancies  
Crater District Area Agency on Aging: 1 Vacancy  
District 19 Community Services Board: 1 Vacancy  
Dock Commissions: 3 Vacancies  
Downtown Design Review Committee: 2 Vacancies  
Historic Preservation Committee: 4 Vacancies  
Hopewell Redevelopment and Housing Authority: 2 Vacancies

**Recreation Commission: 1 Vacancy - HHS Senior Class Representative**  
**School Board: 1 Vacancy**  
**Social Services Advisory Board: 2 Vacancies**

**Reports of City Council:**

**Committees**

**Councilors Request**

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**

# CLOSED MEETING

C-1

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JANUARY 11, 2022**

A special council meeting of the Hopewell City Council was convened Tuesday, January 11, 2022, in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:**

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

John M. Altman, Jr., City Manager  
Cynthia E. Hudson, Acting City Attorney  
Mollie P. Bess, City Clerk

**ROLL CALL**

Mayor Bennett opened the meeting at 6:30 PM.

<b>Roll call:</b>	Mayor Bennett	-	present
	Vice Mayor Partin	-	present
	Councilor Randolph	-	present
	Councilor Holloway	-	remote
	Councilor Denton	-	present
	Councilor Pelham	-	remote
	Councilor Gore	-	remote

Mayor Bennett asked the City Clerk if the absent Councilors would be joining the Council Meeting, Ms. Bess explained that they would be present in Closed Session for convenience purposes.

Vice Mayor Partin moved to go into Closed Session pursuant to Va. Code Section § 2.2-3711 (A)(1) for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (School Board, City Clerk) and for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected. The motion was seconded by Councilor Denton.

<b>Roll call:</b>	Councilor Randolph	-	yes
	Vice Mayor Partin	-	yes
	Councilor Denton	-	yes
	Mayor Bennett	-	yes

**Motion passed 4-0**



**RECONVENE OPEN MEETING**

Motion to come out of closed session made by Vice Mayor Partin, which was seconded by Councilor Denton.

**Roll call:** Councilor Randolph - yes  
Councilor Holloway - yes  
Vice Mayor Partin - yes  
Councilor Gore - yes  
Councilor Denton - yes  
Councilor Pelham - yes  
Mayor Bennett - yes

**Motion passed 7-0**

**CERTIFICATION**

Pursuant to Va. 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:** Councilor Randolph - yes  
Councilor Holloway - yes  
Vice Mayor Partin - yes  
Councilor Gore - yes  
Councilor Denton - yes  
Councilor Pelham - yes  
Mayor Bennett - yes

**Certification passed 7-0**

Mayor Bennett moved to go into open meeting. Roll call responses were recorded as follows:

**Roll call:** Councilor Randolph - present  
Councilor Holloway - present  
Vice Mayor Partin - present  
Councilor Gore - present  
Councilor Denton - present  
Councilor Pelham - present  
Mayor Bennett - present

**AMEND/ADOPT AGENDA**

Councilor Pelham moved to amend the agenda to discuss the declaration of local emergencies. The motion was seconded by Councilor Gore. Before the vote was taken, Councilor Randolph moved to amend the agenda under Regular Business; item **C-6 Routine Approval of Work Sessions** to include a work session

for redistricting on February 3, 2022 at 6:00 PM for Council to discuss redistricting with the City Manager. Councilor Randolph’s motion was seconded by Councilor Denton. Mayor Bennett suggested voting on the amendments separately. Councilor Pelham asked for clarification from Mr. Altman when the due date to have the redistricting completed is. Mr. Altman stated that while redistricting is only due 60 days prior to the election, the City would like to have the issue addressed as soon as possible so that potential candidates for Council are aware of the ward parameters prior to June.

Mayor Bennett suggested voting on the regular meeting agenda before addressing consent agenda items. The decision to include declaration of local emergencies was to be placed under information and presentations before Mr. Michael Terry’s Financial Report, if the vote passed. Councilor Randolph expressed that she would like Council to discuss with the City Attorney whether or not the declaration was necessary. Mayor Bennett stated that the City Attorney’s advice on the topic would be sought if the motion passed to place the item on the agenda.

<b>Roll call:</b>	Councilor Randolph	-	no
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	no
	Councilor Gore	-	yes
	Councilor Denton	-	no
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes

**Motion passed 4-3**

**AMEND/ADOPT CONSENT AGENDA**

To address Councilor Randolph’s motion to amend under **C-6 Routine Approval of Work Sessions** to include a work session for redistricting, the consent agenda was voted on before the start of the regular session.

<b>Roll call:</b>	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes

**Motion passed 7-0**

**INFORMATION/PRESENTATIONS**

**City Council Calendar** – Mayor Bennett introduced two versions of City Council calendar proposals, the first featuring one Regular Council Meeting per month – the minimum requirement per the City Charter – every second Tuesday of each month. The second calendar featured Regular Council Meetings on the second and fourth Tuesday of each month.

Councilor Denton, stated that she was in favor of adopting the one meeting per month schedule. She cited that meetings could always be added should the need arise. She also stated that it would give the City Manager and the City Clerk more time to put the agenda together. Councilor Pelham disagreed, stating that rarely is Council able to maintain just two meetings per month, often needing to schedule additional sessions to address City issues. Councilor Randolph agreed with Councilor Pelham that there are many items are being removed from the agenda or continued to a later date. Councilor Pelham also stated that City Council cannot afford to meet once a month. She also suggested that for the months of November and December there only be one meeting per month due to the holiday season. Councilor Partin moved to amend the Council Calendar, eliminating a second meeting during summer months to allow for family vacations, removing the meeting on dates 6/28/22, 7/26/22, 8/23/22, 11/22/22, and 12/27/22 from the calendar. Mayor Bennett called for the vote.

<b>Roll call:</b>	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	no
	Councilor Pelham	-	no
	Mayor Bennett	-	no

**Motion passed 4-3**

**Broadband Coverage & Munis for Schools Update** – Dr. Concetta Manker began her presentation, highlighting the process through which the City was helping Hopewell schools implement Munis and the timeline that was followed leading up to the acceptance of the contract with Munis, choosing their opting for the SaaS option. While Council had a number of questions from security revolving around cloud-based server hosting to clarification regarding budget dollar allocation, Dr. Manker was able to address concerns of the Council with some assistance from Mr. Altman.

Councilor Gore motioned to extend the meeting until completion of R-1. The motion was seconded by Mayor Bennett.

<b>Roll call:</b>	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes

**Motion passed 7-0**

Dr. Manker then moved the presentation over to address Broadband for Hopewell Communities, highlighting some of the perks, thanking the businesses hosting the equipment necessary to offer public Wi-Fi, and demonstrating how the program positively affects the community.

Councilor Pelham inquired about the ongoing cost to continue to provide this program, and Mr. Altman answered; they both agreed they could discuss more in depth over budget works sessions.

Councilor Gore brought up, after Dr. Manker had left the podium, she had advocated to hire a broadband manager when the next budget session comes around.

### **Declaration of Local Emergency**

Councilor Randolph was hesitant to adopt the declaration of local emergency, because she felt that the constituents would have limited access to speak with their councilors, if they were going to attend Council Meetings via phone or Zoom attendance.

Councilor Denton expressed fears regarding the risks surrounding COVID-19, and that she would prefer not declare local emergency.

Councilor Gore noted that the purpose of declaring local emergency was not to deny citizens access to Council, but to allow council to attend council meetings via Zoom. She cited the continued risk of COVID-19, and noted that if citizen engagement was the concern that IT could become involved and generate more options for remote engagement.

Mayor Bennett followed up on Councilor Gore's concerns, noting that Council could not meet a quorum if City Council members contracted COVID-19 or be exposed. The declaration of local emergency would allow council to meet even in the event of one or more Council members needed to quarantine.

Cynthia Hudson, Acting City Attorney, then explained the legality and potential necessity for the declaration.

Councilor Pelham explained that she was in favor of the declaration, mentioning that regarding her involvement in education, she encountered a lot of high risk groups and did not care to potentially expose herself or the children to COVID-19 unjustly. She also noted that the council sessions were available to the citizens electronically and their involvement was not hindered in any way.

Councilor Partin and Councilor Pelham asked Mrs. Hudson for clarification if the declaration would interfere with Council policy to require at least four Councilors present physically on the dais to reach a quorum; Mrs. Hudson stated that she would have to review the information and return with an answer.

Councilor Gore pointed out that the Declaration of Local Emergency would eliminate the necessity for four councilors be present on the dais, as was the case during the height of the pandemic, and that no further information would be needed to vote on the matter. As a result, Councilor Gore moved to authorize the city of Hopewell's Director of Emergency Management to execute the local declaration of emergency in response to COVID-19 and all active COVID-19 variants as written. The motion was seconded by Councilor Pelham.

<b>Roll call:</b>	Councilor Randolph	-	no
	Councilor Holloway	-	yes

Vice Mayor Partin	-	yes
Councilor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Mayor Bennett	-	yes

**Motion passed 5-2**

**Financial Report**

Finance Director, Michael Terry delivered the financial report. Councilor Pelham asked that he provide the status of the FY2019 audit, and asked when the audit for 2018 would be complete. Mr. Terry directed City Council members to the agenda packet which contained a draft of FY2018 which had a projected date of completion of January, 2022. Councilor Pelham asked if working with an auditor for FY2019 would assist. City Manager, March Altman stated that no work had been done on that yet. Michael Terry continued his presentation, and that the audit process was delayed by school system because they had to re-do an entire fiscal year of work.

Mr. Terry briefly reviewed the upcoming fiscal years and concluded his report. Councilor Randolph motioned for Council to consider having Mr. Altman to invite the Treasurer and School Superintendent to the March 8, 2022 City Council meeting to give updates on status of 2019 audits. Vice Mayor Partin seconded the motion.

**Roll call:**

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

**Motion passed 7-0**

After some discussion amongst Council regarding the expenditure of COVID relief funds, Councilor Gore motioned to hold a work session on March 22<sup>nd</sup>, 2022 to review past budget resolutions/ordinances to discuss authority in limitations as it relates to transferring city funds. Councilor Randolph seconded the motion.

**Roll call:**

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

**Motion passed 7-0**

**Rental Inspection Program**

Tevya Griffin, Director of Planning and Development, began her presentation on the Rental Inspection Program Update. The program was first initiated in 2005, and there was no penalty fee, no initial inspection, and no periodic inspections. She addressed the exemption of rental inspection for family members – addressing that there was no way to prove familial relation. She proposed a number of fees and possible liens for the City to be able to collect monies based on the program.

After Director Griffin’s presentation, Councilor Randolph asked why the part time assistant to collect these fees had such little experience. Ms. Griffin explained that the employee in question was one of a few applicants, and had Munis experience. Councilor Randolph then asked about certificates of compliance, and enforcement regarding renting to new tenants. Mrs. Griffin stated that the inspections would likely have to be requested by incoming tenants, noting that many landlords likely wouldn’t request the inspection on their own. Councilor Gore thanked Mrs. Griffin and stated that she would have the City Attorney get in contact with her to flesh out the legality and enforcement of the penalties. City Manager March Altman then offered that the rental community would like be upset, and asked City Council not to back down on the program.

Councilor Gore moved that Director Griffin provide documentation to City Attorney to draft an ordinance for council to review. Councilor Randolph seconded the motion.

<b>Roll call:</b>	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes

**Motion passed 7-0**

Per the vote to adjourn at the completion of R1, the Meeting was adjourned.

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Johnny Partin, Mayor

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Alyson Reyna, Clerk Pro Tem

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD FEBRUARY 14, 2023**

A regular council meeting of the Hopewell City Council was convened on Tuesday, February 14, 2023, in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:**

- John B. Partin, Jr., Mayor, Ward 3
- Jasmine E. Gore, Vice Mayor, Ward 4
- Rita Joyner, Councilor, Ward 1
- Michael Harris, Councilor, Ward 2
- Janice B. Denton, Councilor, Ward 5
- Brenda S. Pelham, Councilor, Ward 6
- Dominic Holloway, Councilor, Ward 7
  
- Dr. Concetta Manker, Interim City Manager
- Danielle Smith, City Attorney
- Alyson Reyna, Myasia Jackson, City Clerks Pro Tem

**ROLL CALL**

Mayor Partin opened the meeting at 6:30 PM. Roll call was taken, as follows:

- Mayor Partin - present
- Vice Mayor Gore - present
- Councilor Joyner - present
- Councilor Harris - present
- Councilor Denton - present
- Councilor Pelham - present
- Councilor Holloway - present

**Quorum established**

Councilor Holloway moved to go into Closed Session pursuant to Va. Code Section § 2.2-3711 (A) to discuss and consider business contracts and personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council; and to the extent of such discussion will be aided thereby, (A)(4) for the protection of the privacy of individuals personal matters not related to public business. The motion was seconded by Councilor Denton.

**Roll call:**

- Councilor Joyner - yes
- Councilor Harris - yes
- Mayor Partin - yes
- Vice Mayor Gore - yes
- Councilor Denton - yes
- Councilor Pelham - yes
- Councilor Holloway - yes

**Motion passed 7-0**

**RECONVENE OPEN MEETING**

Vice Mayor Gore moved for Council to come out of Closed Session, seconded by Councilor Joyner. Councilor Harris was not present on the dais at the time of roll call.

<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	
	Mayor Partin	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Councilor Holloway	-	yes

**Motion passed 6-0**

**WORK SESSION**

**WS-1:** Chris Ward began his presentation on the Zoning Amendment Request to add “Boarding Kennel” use to a pet shop in the B1 zoning district. He indicated that, in addition to holding a public hearing and sending letters to adjacent property owners of the requesters of the Conditional Use Permit, staff and the Planning Commission were both in favor of the zoning amendment request. Councilor Pelham asked, for point of reference, what Mr. Ward meant by “individual CUP”; Mr. Ward explained that the zoning amendment request, if adopted, would allow any business, not just the requesters, to add “Boarding Kennel” to use of “Pet Shop.” Councilor Joyner commented, speaking highly of the business that initiated the process, as did Councilor Denton.

**WS-2:** Stephen Edwards began his presentation about the Stormwater Resilience Plan and Overview, he highlighted his team, their completed and current projects, an overview of the scope of their duties and responsibilities within the City, and mentioned the community outreach they have achieved. Mr. Edwards also noted some deficiencies within the Stormwater team such as staffing, funding, and oversight of code violations. Councilor Gore asked for point of clarity, what was stopping them from addressing their supervisors directly regarding code violations and the necessary repairs needed. Mr. Edwards responded that, under previous management, his staff had faced retaliation. Vice Mayor Gore recommended seeing the City Manager about such problems. Councilor Pelham asked how projects were adopted, and Mr. Edwards explained that they are moved through the process via bid.

Councilor Denton asked for point of clarity on the creation of a Stormwater division as a separate entity from Public Works. Mr. Edwards again explained it was to defend his team against previous retaliation, and stated that Vice Mayor Gore’s solution of speaking to the City Manager would likely suffice in response to the issue. Councilor Holloway asked if the Stormwater projects were done on a priority basis. Mr. Edwards confirmed that often times the projects are considered emergencies and handle them based on severity.

**AMEND/ADOPT AGENDA**

Vice Mayor Gore moved to adopt the agenda. The motion was seconded by Councilor Denton.



<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	yes
	Mayor Partin	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	
	Councilor Holloway	-	yes

**Motion passed 6-0**

**AMEND/ADOPT CONSENT AGENDA**

Councilor Joyner moved to adopt the consent agenda. The motion was seconded by Councilor Denton.

<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	yes
	Mayor Partin	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Councilor Holloway	-	yes

**Motion passed 7-0**

**INFORMATION/PRESENTATIONS**

**Community Crime Update**

Police Chief, AJ Starke presented the monthly crime summary. Chief Starke gave an overview of YTD crime statistics, and highlighted the number of violent crimes, as well as drug crimes and overdoses. He mentioned the various solutions that Hopewell Police Department have explored, including assistance from State Police, partnership with the US attorney’s office, citizen’s academy, neighborhood watch programs, and the Violent Crime Taskforce.

**Financial Report**

Finance Director, Michael Terry began his monthly financial report. He stated that the FY2019 auditor had been working on a draft, and the projected completion would be by the end of February, 2023. Mr. Terry noted that the FY2023-2024 budget was upcoming and informed City Council that as of the time of presentation, the budget timeline was on track.

**PUBLIC HEARINGS**

**PH-1** Chris Ward presented a public hearing for the Conditional Use Permit for Cedar Lane. He explained that the initial work session regarding the CUP was in October, 2022 and denial was recommended at the time. Contact with the applicant was attempted on several occasions with no response, explaining the gap in time since the first work session. Denial was recommended due to the style of the proposed house being out of character in comparison to others in the neighborhood. Councilor

Harris asked what constitutes out of character. Chris Ward explained that characteristics such as size, style, and building materials determine what is characteristic/uncharacteristic. Councilor Joyner noted that the lot in question was in her ward, and agreed that the house would be out of character.

Wayne Stewart, citizen of Ward 1, came to speak at the podium that he was in favor of City Council voting to deny the application and that he would like to see a house similar to others in the neighborhood. Diane Stewart, citizen of Ward 1, stated that she volunteered at the local food pantry, and that she had seen the owner of the lot working there after not seeing him for a few months; suggesting perhaps he had been in legal trouble and was serving community service.

Councilor Denton moved to deny the request. Vice Mayor Gore seconded the motion.

<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	yes
	Mayor Partin	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Councilor Holloway	-	yes

**Motion passed 7-0**

**PH-2** Chris Ward began his second public hearing regarding the Spot Blight ordinance. He explained an overview of the program, how scoring worked, the wording of the ordinance, and abatement plans.

Councilor Holloway moved to declare 905 Arlington Rd, 3104 St. Charles St, and 1800 Trenton Ave., as blighted, and the approval of demolition as an effective abatement plan for each property. The motion was seconded by Councilor Denton.

<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	yes
	Mayor Partin	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Councilor Holloway	-	yes

**Motion passed 7-0**

**COMMUNICATION FROM CITIZENS**

Iry Chandler, citizen, Ward 5, expressed concern with her personal property tax doubling. She explained that as a senior citizen on a fixed income, and that she had to split her payments just to meet the deadline. Mayor Partin noted that the deadline had been extended, but that he understood her frustrations. Ms. Chandler asked Council to explain why the tax rates were suddenly so high. Mayor Partin suggested she speak with the Commissioner of Revenue regarding assessment rates. Ms. Chandler said that she had been to the Commissioner's office and still did not understand. Mayor Partin explained that it was up to the Commissioner to explain and give an understanding. Ms. Chandler asked if there was tax relief for seniors and various council members confirmed that there is a program in place. Vice Mayor Gore

clarified on Mayor Partin's suggestion to see the Commissioner of Revenue, indicating that position was a state position and was the reason City Council could not provide more information.

Earline Allen, citizen, Ward 6, stated she had an issue with standing water in her driveway. She noted that this had been an issue for over a year, despite having reached out to the City regarding the issue. She indicated that this created a dangerous situation for herself, as she was elderly. Mayor Partin introduced Mr. Stephen Edwards in the pews for Ms. Allen and stated that he would be happy to help. Ms. Allen expressed that she was also upset by personal property taxes and that her taxes went up \$200 from last year. Mayor Partin suggested she set an appointment with the Commissioner of Revenue.

Ed Houser, citizen, Ward 5, expressed dissatisfaction with personal property tax increases and stated that his home value was assessed 226% higher than his last assessment. Mr. Houser then stated that he had been to the City Council meeting on February 9 regarding OneHopewell, and questioned council on the funds for the program.

## **REGULAR BUSINESS**

**R-1** Stormwater Manager, Stephen Edwards presented to City Council the possibility of rolling stormwater fees into personal property taxes. He explained that, through data integrators, a percentage of stormwater fees paid by citizens are not collected by the City. Vice Mayor Gore noted that the topic of bringing stormwater fee collection in house had been discussed various times throughout the years. She asked Dr. Manker to look into all revenue sources with the contractor, then asked Mr. Edwards if he meant just his part of the contract or ending business with the contractor altogether. Dr. Manker noted that no action was required at the time of the presentation, it was simply a way to explore various options to improve revenue. Councilor Harris asked Mr. Edwards if he thought it was in the best interest of the citizens to add to real estate taxes at such a volatile time surrounding the issue. Councilor Denton was skeptical about being able to collect 100% of the tax, and expressed the need for a way to charge the owner of the property, not the tenant of the property. She also expressed that it would need to be looked at more broadly regarding the full scope of the contract, rather than just the stormwater fee.

Councilor Holloway agreed with Councilor Denton, noting that property owners had already been burdened in recent times and would likely pass the fee along to their tenants. He felt that it would be best for council to look at the whole contract and not just stormwater if it were pursued. Councilor Pelham agreed with Councilor Holloway that property owners would likely pass the fees to their tenants, but that she was in favor of taking the billing in house. Vice Mayor Gore stated that she had asked for the contract to be reviewed previously, because while the contractor's function was to collect revenue, if revenue was being lost during the collection, then it would be best to end the contract. Councilor Joyner thanked Mr. Edwards and stated that she was in favor of the idea. Mayor Partin thanked Mr. Edwards, and noted that any recaptured funds could be used for infrastructure products. He noted that the fee should be charged to the homeowner, because that is the person creating the impervious cover, creating runoff.

**R-2** Interim City Manager, Dr. Concetta Manker presented to City Council a staff recommendation for the allocation of salary savings for the purchase of additional police uniforms. Vice Mayor Gore moved to approve the allocation. Councilor Joyner seconded the motion. Councilor Pelham asked if it was necessary to spend salary savings. Dr. Manker stated that it was ideal, as the funds had already been appropriated in the salary line item. After some discussion amongst Council, it's decided that further breakdown of budgetary discussion should be addressed in Closed Session. Councilor Holloway expressed some concern about utilizing salary savings, suggesting that council should be wary of departments seeking excess funding at the start of a fiscal year and misappropriating it later.

<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	yes
	Mayor Partin	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	yes
	Councilor Pelham	-	no
	Councilor Holloway	-	yes

**Motion passed 6-1**

**REPORTS OF THE CITY MANAGER**

Interim City Manager, Dr. Concetta Manker, presented to City Council options for bringing utility payments in-house. At 9:30, Councilor Holloway motioned to adjourn. Due to unfinished business items, Councilor Holloway withdrew the motion. Dr. Manker highlighted some options for citizens to make their payments, detailing the cost of each option. Vice Mayor Gore asked council and Dr. Manker if they were open to the idea of going for a bid to explore collection options, stating that the current contract was not written well enough to collect the full amount of money, delinquent payments in particular. Mayor Partin asked if Council had interest in taking just the stormwater fee and applying it to the real estate tax, to which a few councilors said no. He asked if there was interest in bidding and lowering the contract amount. Dr. Manker noted that this had been explored previously, and was found to be more expensive than the current contract. Councilor Holloway inquired about a line item in the presentation, noting that it would cost \$50,000 more to bring payments in-house. Vice Mayor Gore noted that, despite the increase, it will likely allow the City to capture more of the total revenue. Councilor Denton stated that she liked the idea of citizens having a place to go and pay their bill, but was unhappy with the potential cost of \$1,000,000 and would prefer to table the discussion until next year's budget works.

Vice Mayor Gore moved to extend the meeting to finish the utility payment item. Mayor Partin seconded the motion.

<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	yes
	Mayor Partin	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	no
	Councilor Pelham	-	yes
	Councilor Holloway	-	yes

**Motion passed 6-1**

Vice Mayor Gore asked Dr. Manker to clarify for the record what the line item was for \$464,000. Dr. Manker explained that this was already money being paid to the contracting service to perform administrative services, including collecting payments. Citizens have made complaints about not reaching customer service, not receiving bills, and not having a physical location to pay. Vice Mayor Gore asked council if there was a consensus that all were in favor of Dr. Manker pursuing the rental option in more detail, all in favor.

**ADJOURN**

Councilor Holloway motioned to adjourn.

Ayes – 7

Nays – 0

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Johnny Partin, Mayor

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Alyson Reyna, City Clerk Pro Tem

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD FEBRUARY 9, 2023**

A special council meeting of the Hopewell City Council was convened on Thursday, February 9, 2023, in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** John B. Partin, Jr., Mayor, Ward 3  
Jasmine E. Gore, Vice Mayor, Ward 4  
Rita Joyner, Councilor, Ward 1  
Michael Harris, Councilor, Ward 2  
Janice B. Denton, Councilor, Ward 5  
Brenda S. Pelham, Councilor, Ward 6  
Dominic Holloway, Councilor, Ward 7  
  
Dr. Concetta Manker, Interim City Manager  
Danielle Smith, City Attorney  
Alyson Reyna, Myasia Jackson, City Clerks Pro Tem

**ROLL CALL**

Vice Mayor Gore opened the meeting at 6:30 PM.

Mayor Partin	-	absent
Vice Mayor Gore	-	present
Councilor Joyner	-	present
Councilor Harris	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Councilor Holloway	-	present

**Quorum established.**

Councilor Joyner moved to go into Closed Session pursuant to Va. Code Section § 2.2-3711 (A) to discuss and consider business contracts and personnel matters and to the extent of such discussion will be aided thereby, (A)(4) for the protection of the privacy of individuals personal matters not related to public business. The motion was properly seconded by Councilor Pelham.

**Roll call:** Vice Mayor Gore - yes  
Councilor Joyner - yes  
Councilor Harris - yes  
Councilor Denton - yes  
Councilor Pelham - yes  
Councilor Holloway - yes

**Motion passed: 6-0**

An attempt to reach Mayor Partin via telephone was made, but he did not answer on the dais.

**CERTIFICATION**

Certification pursuant to Va. Code § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

**Roll call:** Vice Mayor Gore - yes  
Councilor Joyner - yes  
Councilor Harris - yes  
Councilor Denton - yes  
Councilor Pelham -  
Councilor Holloway - yes

**Motion passed: 5-0**

Councilor Harris moved to authorize the City’s Finance Director to repurpose funds related to the City’s second audit and the assessor project to support a plan to address our audit deficits to make the city current. The motion was seconded by Councilor Denton. The first amount \$181,000 for the second is amount is of \$303,000 for the assessor’s project. For clarification for the public, Vice Mayor Gore explained the monies are to be used for the finance department to provide additional financial support to become current with the audit and to separate every-day finance services from those from the auditing team. This will allow the support and resources to focus on the audit with a separate wing of staff.

**Roll call:** Vice Mayor Gore - yes  
Councilor Joyner - yes  
Councilor Harris - yes  
Councilor Denton - yes  
Councilor Pelham -  
Councilor Holloway - yes

**Motion passed: 5-0**

**RECONVENE OPEN MEETING**

Councilor Denton motioned for Council to come out of Closed Session. Councilor Holloway seconded the motion.

**Roll call:** Councilor Joyner - yes  
Councilor Harris - yes  
Vice Mayor Gore - yes  
Councilor Denton - yes  
Councilor Pelham -  
Councilor Holloway - yes

**Motion passed: 5-0**

## REGULAR BUSINESS

**R-1** Jennifer Murphy-James presented regarding OneHopewell. She introduced herself as the contractor program manager for OneHopewell, a community health and enhancement initiative. Mrs. Murphy-James explained an overview of the program and reviewed what benefits and implementations would follow with the start of the program.

Shanika McClelland, a program officer with LISC Virginia, stated that in the last fiscal year, LISC was able to help over 700 individuals via their financial opportunity centers, through employment, financial, and income supports. She explained the importance of financial opportunity centers in regards to helping individuals find resources to improve their financial wellbeing.

Mrs. Kelly Evans explained why community health workers are important to the health of the community, and she stated that they are available to assist individuals with access to community programs and benefits assistance.

Dr. Cliff Morris, a cardiologist, described “Blue Zones”, which are areas where the average lifespan is 10-15 years longer than the national average. He mentioned a potential partnership with the Blue Zone organization and OneHopewell to provide community engagement and improve the health of citizens.

Jennifer Murphy-James noted that one of the partners that would be part of the Community Resources building was Virginia State University’s corporate extension of their Family Nutrition Program. Their goal would be to educate individuals on nutrition and how to prepare nutritious meals. Mrs. Murphy-James stated that OneHopewell was seeking 501(c)(3) charitable organization status, and achieving this would allow the program future grants and funding. She noted the partner organizations that would be in the Community Resources building, including District 19 Community Services board, Department of Veterans Services, Commonwealth Catholic Charities, LISC, Central Virginia Health Services, Central Virginia Legal Aid Services, and Homebase Credit Union.

Jennifer Murphy-James reviewed the line items for the budget, giving a brief overview of the necessity of each. Vice Mayor Gore noted that the funding would be appropriated from American Rescue Plan Act funds that had not yet been used. She stated that the \$107,000 requested from the City of Hopewell would likely be the last of the necessary funding for OneHopewell, with the organization being close to 501(c)(3) status, and would be using grant funding moving forward.

Councilor Holloway spoke in favor of the program, and clarified for citizens the eligible uses of ARPA funds for revenue replacement for provisions of government services to the extent of reduction of revenue and COVID-19, relative to revenues collected in the most recent fiscal year and prior. These funds are also used for expenditures for negative economic impacts, including assistance to small businesses and households, for the purpose of economic recovery. He stated that he felt it was the right thing to do for the citizens, and asked his fellow Council members to vote in favor of the program.

Councilor Denton thanked Mrs. Murphy-James, but stated that she was hesitant for council to be spending any money before the FY2023-2024 budget was completed. She asked Mrs. Murphy-James if the \$107,000 was a one time commitment or if it would be committing the city to future obligations. Mrs. Murphy-James explained that the money would not be a commitment, noting that it would merely be to cover expenses until non-profit status was achieved.



Mrs. Murphy-James asked if she could state something for the record and council agreed. She stated that the City of Hopewell's comprehensive plan addresses health and healthy equity in detail, adding that OneHopewell is the City's way of addressing that. Councilor Denton stated that she still could not support the funding allocation.

Vice Mayor Gore clarified that the program was designed for working families whose income was too high for government aid. She noted that poverty and crime rate correlate, and that the solution would be to provide citizens with the OneHopewell program.

Councilor Holloway noted that the funds for the program would come out of ARPA monies and would not affect the normal yearly budget. Councilor Holloway motioned to authorize OneHopewell to appropriate American Rescue Plan funds in the amount of \$107,000. Councilor Joyner seconded the motion.

<b>Roll call:</b>	Councilor Joyner	-	yes
	Councilor Harris	-	yes
	Vice Mayor Gore	-	yes
	Councilor Denton	-	no
	Councilor Pelham	-	yes
	Councilor Holloway	-	yes

**Motion passed: 5-1**

Councilor Pelham thanked Jennifer Murphy-James for her time.

### ADJOURN

Councilor Denton motioned to adjourn the meeting. Councilor Holloway seconded the motion.

**Aye – 6**

**No – 0**

The meeting was adjourned.

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Johnny Partin, Mayor

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Alyson Reyna, City Clerk Pro Tem

C-4

**DATE:** February 10, 2023  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Director of Human Resources  
**SUBJECT:** Personnel Change Report – January 2023

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
HOLLOWAY, DOMINIC	CITY COUNCIL	COUNCIL MEMBER	01/01/2023
JOYNER, RITA	CITY COUNCIL	COUNCIL MEMBER	01/01/2023
HARRIS, MICHAEL	CITY COUNCIL	COUNCIL MEMBER	01/01/2023
LYON, KIMBERLY	HUMAN RESOURCES	HR ASSISTANT	01/25/2023
HAUSER, AUSTIN	INFORMATION TECHNOLOGY	IT SUPPORT SPEC	01/25/2023
RANEY, KRISTEN	HOPEWELL WATER RENEWAL	MAINT PLANNING AND LOG SUPV	01/25/2023
ABRAMS, WILLIAM	POLICE	POLICE OFFICER NON CAR DEV	01/11/2023
STAPELTON, KIMBERLY	POLICE	POLICE OFFICER NON CAR DEV	01/11/2023
AKREMI, VICKIE	FINANCE	RE APPRAISER	01/25/2023
BRADLEY, LORENZO	RECREATION	REC PROGRAM MANAGER	01/25/2023
SASSER, AMBER	POLICE	RECORDS MANAGEMENT COORDINATOR	01/11/2023
FORD, CHRISTOPHER	SHERIFF	SHERIFF DEPUTY FT	01/04/2023

**SUSPENSIONS:** 0 (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
TILLEY, KIMBERLY	COMMONWEALTH ATTORNEY	VICT WITNESS PROGRAM ASSISTANT	01/05/2023
MURITALA, OLADIPO	FINANCE	ASSISTANT FINANCE DIRECTOR	01/31/2023
ADAMS, DWAYNE	FIRE	FIREFIGHTER II/MEDIC	01/12/2023

ENNAS, JOSEPH	HOPEWELL WATER RENEWAL	ELEC & INST TECH SENIOR	01/02/2023
POLOMBO, ANNA- CHRISTIN	POLICE	POLICE OFFICER NON CAR DEV	01/26/2023
COLGIN, BRANDY	POLICE	ANIM CONTROL OFF	01/13/2023
FERNETTE, JOHN	PUBLIC WORKS	PW MAINT SPEC	01/20/2023
MONTGOMERY, STELLA	RECREATION	PT LIFEGUARD	01/10/2023
REED, CHARLENE	SOCIAL SERVICES	FAM SERV SUP	01/13/2023
HILL, KEVIN	SOCIAL SERVICES	FAMSERVSPEC II	01/03/2023

CC: Concetta Manker, Interim City Manager  
Jay Rezin, IT  
Laura Guglielmo, Sr. Executive Assistant  
Kim Hunter, Payroll  
Michael Terry, Finance Director

Arlethia Dearing, Customer Service Mgr.

# PUBLIC HEARING

PH-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Approval of request to add ‘Pet Shop, with incidental Boarding Kennel, with Conditional Use Permit’ as an allowable use to the Downtown Central Business Zoning District (B-1)

**ISSUE:** Overnight boarding kennels are not currently allowed in the B-1 zoning district and an established downtown business requests to add this use to the district to expand services requested by its customers.

**RECOMMENDATION:** The City Administration recommends adding ‘Pet Shop, with incidental Boarding Kennel, with Conditional Use Permit’ to the B-1 Zoning District.

**TIMING:** City Council action requested on Tuesday, February 28, 2023 as authorized by the required advertisements that ran on February 14 and 21, 2023.

**BACKGROUND:** This zoning amendment request is to add the proposed use to the B-1 Zoning District and does not relate to a specific address or location. If approved, the use will be allowed throughout the B-1 Zoning District. By requiring a Conditional Use Permit, City Council will have the ability to assess the compatibility of a boarding kennel use with a specific location.

**ENCLOSED DOCUMENTS:** Staff Report, Zoning Amendment Application, Presentation

**STAFF:** Christopher Ward, Director of Development

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

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**SUMMARY:**

- |                          |                          |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4  |

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <b>Y</b>                 | <b>N</b>                 |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |





**Zoning Ordinance Amendment  
Article IX-A, Downtown Central Business  
District (B-1)  
Section A. Use Regulations  
Adding 'Boarding Kennel' incidental to 'Pet  
Shop'**

*Staff Report prepared for the Hopewell City Council Public  
Hearing, February 28, 2023*

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*This report is prepared by the City of Hopewell Department of Development Staff to provide information to the City Council to assist them in making an informed decision on this matter.*

**I. TENTATIVE MEETING SCHEDULE:**

Planning Commission	February 2, 2023	Public Hearing
City Council	February 14, 2023	Work Session
City Council	February 28, 2023	Public Hearing

**II. PUBLIC NOTIFICATION**

Legal ads ran in the Progress-Index on February 14 and 21, 2023 for the City Council public hearing.

**III. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	No Change Requested
Existing Zoning:	B-1, Downtown Central Business District
Election Ward:	Ward 1 / Ward 2
Land Use Plan Recommendation:	Downtown Commercial Mixed Use

**IV. EXECUTIVE SUMMARY:**

The City has received a request from Downtown Pups, LLC to amend Article IX-A of the Hopewell Zoning Ordinance to add 'Boarding Kennel' as an incidental use to 'Pet Shop' which is currently a permitted use in the B-1 District. The store, Downtown Pups, is currently located at 222 E. Broadway and is planning to move to a larger location at 246 E. Broadway. They would like to add boarding kennel as an allowable use in the B-1 district because they have many current customers requesting the service.

**V. APPLICANT'S REQUEST:**

Downtown Pups, LLC is requesting the addition of boarding kennel to the B-1 zoning district. As a result of discussions with Development Staff, the applicant has modified the request to include the requirement of a Conditional Use Permit approval.

**VI. RELEVANT ZONING ORDINANCE LANGUAGE:**

Staff provides the following relevant references to future land use planning and zoning district amendments.

**Article XXI, Amendments, Section B**

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.
2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

Staff also provides the following language, also from Article XXI, Amendments.

***E. Not Provided For:***

1. If, in any district established under this ordinance, a use is not specifically permitted and an application is made by a property owner to the administrator for such use, the administrator shall refer the application to the planning commission. The planning commission shall make its recommendations to the governing body within sixty (60) days as to whether (a) to amend the ordinance to allow the unrestricted use in that district, (b) to amend the ordinance to allow the use with a conditional use permit, (c) to amend the ordinance by rezoning the district and thereby allow the use, or (d) to deny the use in that district. The planning commission may hold a separate public hearing or a joint public hearing, as provided by law, with the governing body.

2. If, after sixty (60) days, after the first meeting of the planning commission, no public hearing has been set or no recommendation has been made, the governing body may assume that the Planning Commission concurs with the applicant.

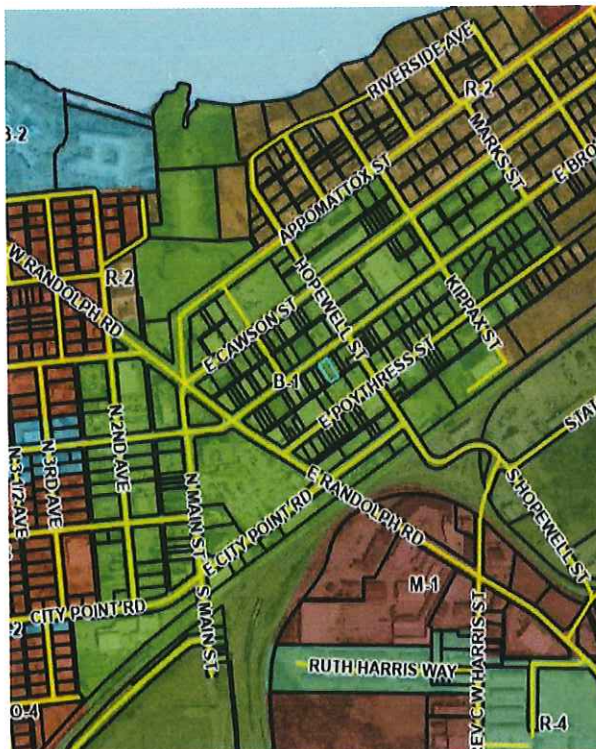
**Article IX-A: Downtown Central Business District**

**Statement of Intent (the following statement is located in the Zoning Ordinance and provides the purpose of the B-1 District)**

The district is intended to provide for an urban mix of retail, office, service, hotel, residential and civic functions for the city's historic downtown business core. The location of the district requires that uses be compatible with nearby residential housing and with the area generally. The district is intended to be a predominantly pedestrian area with shops and storefronts close to the road, pedestrian in scale, and having street trees and limited off-street parking. The history of the area will be retained with the preservation of historic structures and the replication of historic styles in additions and expansions. The core of the downtown district should exude the vitality of the interaction of people and activities.

This district is intended for the conduct of business to which the public requires direct and frequent access, but which is not characterized either by constant heavy truck traffic, other than stocking and delivery of light retail goods, or by any other nuisance factors other than those occasioned by incidental light and noise from the congregation of people, passenger vehicles, business offices, newspaper offices and restaurants.

**VII. 2028 COMPREHENSIVE PLAN ANALYSIS:**

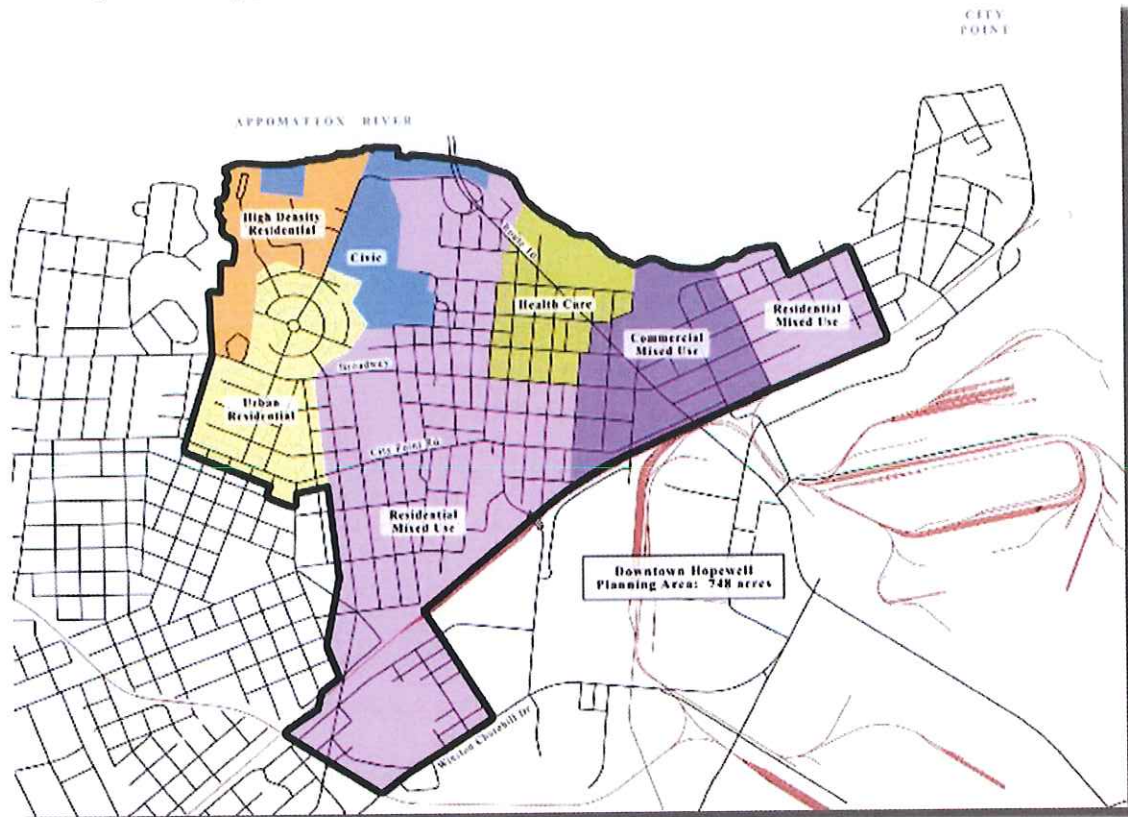


The Hopewell Comprehensive Plan offers guidance regarding future uses in the Downtown Central Business District (B-1). The Future Land Use Map separates the downtown B-1 area into two different, yet closely related land uses: Downtown Commercial Mixed-Use and Downtown Residential Mixed-Use categories. The Comprehensive Plan reads:

The Downtown Commercial/Business Mixed-Use category is a companion to the Downtown Residential Mixed-Use category. The differences are subtle, but important. Both would encourage mixed-use projects and be regulated by a form-based development code. The former category prioritizes commercial activities over residential uses in the

downtown core area, while the latter promotes higher density residential on the periphery of the core central business area (pg. 106)

The applicant property is located along E. Broadway, which is located in the Downtown Commercial Mixed-Use area. The Downtown area is also addressed under Priority Planning Area #1 (pg. 126).



The Downtown Hopewell Planning Area Future Land Use Map  
Source: 2028 Hopewell Comprehensive Plan, Chapter 6, page 136

The Priority Planning Area 1 Action Plan identifies the '(e)nhancement of downtown mix of uses with the continued revitalization of East Broadway and contiguous blocks.' The expansion of an established downtown business who will offer additional services to its customers supports this ideal.

Recall that the Future Land Use Map categories outline future uses of property and sets the vision for development/redevelopment. The Zoning Ordinance is the legal document that sets the rules to implement the vision of the Comprehensive Plan. The City has not yet undergone a complete update of the Zoning Ordinance to reflect the vision of the 2028 Comprehensive Plan, although incremental updates have taken place since the Comprehensive Plan's adoption in April 2018. However, these amendments were not made in the B-1 District. Therefore, the current B-1 District is not necessarily reflective of the 2028 Plan.

## **VIII. STAFF ANALYSIS:**

When reviewing a request for an amendment to the Zoning Ordinance, Staff must determine if the use is compatible with the current zoning district and how it aligns with the Future Land Use Map. Although the impetus for the request to amend the Zoning Ordinance is to allow the use for a particular property, the decision to allow or disallow a use affects all parcels within the entire zoning district.

The applicant currently operates a pet store in the downtown area that offers pet supplies and services including dog grooming. Customers with dogs patronize the store Monday through Friday from 8:00AM to 5:00PM. When the business first opened, they offered dog day care but stopped offering that service due to limited space. The applicant has been in business since 2019 and has established a loyal customer base that is requesting additional services including overnight kenneling. As a result, the applicant has identified a new, larger business location within the downtown area that will allow them to offer additional services.

The Downtown Commercial Mixed Use land category supports retail and personal services. The pet store located in the downtown area provides area residents with convenient access to services for their pets, a service that may be equally accessed as often as a hairdresser or barber.

Boarding kennel presents two challenges in a mixed-use environment, specifically relative to potential odor from the outdoor dog run area and noise from barking dogs.

Although these challenges can have negative impacts, primarily on the residents living in and around the kennel operation, Staff believes that adequate measures can be required to mitigate these impacts through the Conditional Use Permit process. Such measures may include soundproofing, limited hours for outdoor use, and daily deodorization of the dog run.

## **IX. STAFF RECOMMENDATION:**

Staff recommends approval of the addition of the 'Boarding Kennel use with Conditional Use Permit approval' incidental to the permitted use of 'Pet Shop' in the Downtown Central Business District (B-1) for the following reasons:

- The Comprehensive Plan supports the expansion of personal services in the Downtown Commercial Mixed Use land category. Staff considers pet grooming and dog day care/boarding kennel as a personal service.
- Conditions can be set that require soundproofing and odor elimination to mitigate any potential negative impacts.
- The applicant and property owner understand the potential negative impacts of odor and noise and have agreed to undertake measures to mitigate these impacts.

- A 'sunset' provision can be set as a condition of approval requiring the applicant to re-apply for boarding kennel approval after a certain amount of time. This sunset provision will allow City Council to reconsider approval based on any complaints or other issues that may have arisen during the boarding kennel time of operation.

### **VIII. PLANNING COMMISSION RECOMMENDATION**

The Hopewell Planning Commission recommended with a vote of 4-0 to amend Article IX-A Downtown Central Business District (B-1), Section A, to add 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit' as an Allowable Use.

City of Hopewell, VA  
Permits / Inspect... 202210351Z00 - 2022  
09/21/2022 0000 0000 0000 12/15/2022 01:33PM  
CITY OF HOPEWELL  
ZONING ORDINANCE AMENDMENT - REVIEW  
Payment Amount: 300.00  
Contracted Amount: 300.00  
CHECK # 1059

Application #: 2022 1035

Permit #: \_\_\_\_\_



The City  
of  
Hopewell, Virginia

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

### ZONING ORDINANCE AMENDMENT/USES NOT PROVIDED FOR APPLICATION

Application fee: \$300

The Hopewell Planning Commission meets the 1<sup>st</sup> Thursday of each month. The deadline for submittal of a Hopewell Zoning Ordinance Amendment application is shown in the attached Planning Commission calendar. This amendment application, the fee, any supporting documentation and any other information deemed pertinent or necessary by the Zoning Administrator for the Planning Commission to make their decision are required to be submitted jointly. If any of these items are not included, it is considered an incomplete application and will not be accepted.

I (we) the undersigned do hereby respectfully petition and make application to the Hopewell City Council to amend the City of Hopewell Zoning Ordinance text as hereinafter requested, and in support of this application, the following facts are shown.

APPLICANT: Downtown Pups, LLC

ADDRESS: 246 E. Broadway  
Hopewell, VA 23860

PHONE #: (804)-446-3592 FAX #: \_\_\_\_\_

EMAIL: info.downtownpups@gmail.com

\*\*\*\*\*

1) I (WE) WISH TO PROPOSE THAT THE FOLLOWING SECTION(S) OF THE HOPEWELL ZONING ORDINANCE BE AMENDED.

"51. Pet Shops"

\_\_\_\_\_

- 2) I (WE) WISH TO PROPOSE THAT THE TEXT BE REVISED TO ACCOMPLISH THE FOLLOWING PURPOSES (S) AND/OR TO READ AS FOLLOWS: (ATTACH ADDITIONAL SHEETS IF NECESSARY)

"51. Pet shops, to include boarding with a conditional use permit"

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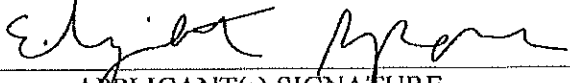
- 3) PLEASE DEMONSTRATE HOW THE AMENDMENT WILL BE IN HARMONY WITH THE PURPOSE OF THE SPECIFIC DISTRICT IT WHICH IT WILL BE ADDED.

The amendment of the existing zoning to including boarding as part of a pet shop will be in harmony with the Downtown Central Business District (B-1) zoning. This amendment will contribute to the district's intended purposes by specifically expanding the retail and service business in the downtown business core. This Amendment will continue to show the vitality of Hopewell as an interactive place for people and their pets.

- 4) PLEASE GIVE THE REASON FOR FILING THE PROPOSED ZONING ORDINANCE AMENDMENT.

As a growing responsible local business, we have been requested by our clients to expand our service offering to include pet boarding. This is the logical expansion of our pet shop business, to service this client demand. We are requesting zoning change to allow boarding with a conditional use permit. As there is not boarding in the immediate area, this change will increase the vitality of Hopewell by bringing more people, pets, foot traffic, activities and business.

*AS OWNER OF PROPERTY IN THE CITY OF HOPEWELL OR THE AUTHORIZED AGENT THERFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.*

  
APPLICANT(S) SIGNATURE

12/06/2022

DATE

Elizabeth Spence

APPLICANT(S) PRINTED NAME

---

---

OFFICIAL USE ONLY

DATE RECEIVED: \_\_\_\_\_ DATE OF FINAL ACTION: \_\_\_\_\_

ACTION TAKEN:

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_ APPROVED WITH THE FOLLOWING CONDITIONS:

---

---





City of Hopewell, VA  
Dept. of Code Enforcement  
300 N. Main Street  
Hopewell, VA 23860  
804-541-2220  
Welcome

12/13/2022 01:33PM debra m.  
019913-0004 000175625  
Payment Effective Date 12/13/2022

PERMITS / INSPECTIONS

OWNER

ZONING ORDINANCE

AMENDMENT - REVIEW

2022 Item: 20221035170A 300.00

Payment Id: 285121

-----  
300.00

Subtotal 300.00

Total 300.00

CHECK 300.00

Check Number 1054

Change due 0.00

Paid by: OWNER



Thank you for your payment.

CUSTOMER COPY

**ZONING AMENDMENT REQUEST  
to add Boarding Kennel use incidental to  
a Pet Shop in B-1**

CITY COUNCIL PUBLIC HEARING

February 28, 2023

## ZOA REQUEST: Boarding Kennel incidental to Pet Shop in B-1

- APPLICANT: Downtown Pups, LLC
- WARDS: 1 & 2
- CURRENT ZONING: B-1 allows 'Pet Shop' but not kenneling
- REQUEST: Add 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit'
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners



## ZOA REQUEST: Boarding Kennel incidental to Pet Shop in B-1

- PET SHOPS are currently permitted in B-1.
- Downtown Commercial Mixed-Use designation supports retail and personal services.
- Pet boarding is considered a personal service for pet owners.
  - Use may present challenges in a mixed-use environment such as odor and noise.
  - Conditions could be imposed through the requirement of a Conditional Use Permit to mitigate potential impacts such as sound proofing, hour limitations, deodorization.
  - Furthermore, a 'sunset' clause could be established that requires the review and re-approval of any CUP to permit a boarding kennel.

## Staff Recommendation

Staff recommends adding 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit' for the following reasons:

- The proposed use complies with the Comprehensive Plan.
- Boarding kennel use would only be permitted with CUP approval and when the primary use is Pet Shop.
- Requiring CUP approval will allow review of each individual application where conditions may be imposed to address potential impacts for the incidental boarding kennel use.

## Planning Commission Recommendation

Planning Commission recommends (4-0) adding 'Pet Shop, with incidental Boarding Kennel with Conditional Use Permit' for the following reasons:

- The proposed use complies with the Comprehensive Plan.
- Boarding kennel use would only be permitted with CUP approval and when the primary use is Pet Shop.
- Requiring CUP approval will allow review of each individual application where conditions may be imposed to address potential impacts for the incidental boarding kennel use.

# ZOA REQUEST: Boarding Kennel incidental to Pet Shop in B-1

QUESTIONS?

The Applicants

Elizabeth Spence

Kayla Walker



# UNFINISHED BUSINESS



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**    **Ring Doorbells for Citizens**

**ISSUE:**    Council requested proposal for consideration regarding the requirements for providing Ring Doorbells for Citizens

**RECOMMENDATION:**    Discussion

**TIMING:**    No Action

**BACKGROUND:**    The neighborhood watch meeting discussed solutions for possibly providing Ring doorbell cameras to citizens. This prompted an internal discuss with various councilors.

Attached is the Ring Cost analyst for providing a Ring doorbell to citizens.

**ATTACHMENT(S):**

**Cost Analysis**

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

**SUMMARY:**

- | Y                        | N                        |                                   | Y                        | N                        |  |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1    | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6         |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3     | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4  |                          |                          |  |



Dr. Concetta Manker  
Interim City Manager

[cmanker@hopewellva.gov](mailto:cmanker@hopewellva.gov)

P: (804) 541-2243

F: (804) 541-2248

300 North Main Street,  
Suite 216

Hopewell, VA 23860

[www.hopewellva.gov](http://www.hopewellva.gov)

## Memorandum:

To: Hopewell City Council

From: Dr. Manker, Interim City Manager 

Date: 02/09/2023

City Council requested options for council to consider providing doorbell cameras to citizens. Below are items to consider.

1. A Ring Doorbell requires wifi to see video, use two-way talk, and receive notifications, alerts and updates. You can't use a Ring Doorbell without both wifi and a stable Internet connection. <https://gambrick.com/can-you-use-ring-doorbell-without-wifi/>
2. If citizens do not have home wifi, then this would not be a good solution for them.
3. The City should consider developing criteria regarding the eligibility of receiving a free Ring door device, because if they are without home wifi services, the citizen should not receive this technology.
4. Council should consider a sign agreement between the citizen and the city regarding the usage of the product and the police accessibility of the product when needed.
5. Additional cost may be required if council decides to move forward with a wired video doorbell versus a wireless one. This will require a contractor to go out to each home to wire the doorbell. Public works does not have the bandwidth to wire homes and if citizens are renting their homes, then a wireless option would be the better option.
6. IT and Police is currently researching Neighbors by Ring and Furis Technology. It's a community developed by Ring for a community where you can share with Public Safety. <https://ring.com/neighbors>
7. The Police has created a real time crime center to manage all the data and video from all the technologies being deployed. This will require a technical analyst or technical personnel in the police department to monitor, interpret, and communicate this information to the chief and his leadership staff

## Ring Doorbells for Citizens

### Video Doorbell Wired plus Chime

<u>#number of cameras</u>	<u>Cost per Calendar</u>	<u>cost</u>
30	\$ 63.99	\$ 1,919.70
50	\$ 63.99	\$ 3,199.50
70	\$ 63.99	\$ 4,479.30
100	\$ 63.99	\$ 6,399.00
150	\$ 63.99	\$ 9,598.50
200	\$ 63.99	\$ 12,798.00

\*Requires an existing doorbell wiring for power supply.

\*Public Works or a contractor would have to install and rewired door bell

### Video Doorbell Wireless + No Drill Mount

<u>#number of cameras</u>	<u>Cost per Calendar</u>	<u>Cost</u>
30	\$ 112.99	\$ 3,389.70
50	\$ 112.99	\$ 5,649.50
70	\$ 112.99	\$ 7,909.30
100	\$ 112.99	\$ 11,299.00
150	\$ 112.99	\$ 16,948.50
200	\$ 112.99	\$ 22,598.00

### Basic Service/ Video Storage - Monthly Cost

<u>#number of cameras</u>	<u>Cost</u>	<u>Monthly Cost</u>	<u>Yearly Cost</u>
30	\$ 3.99	\$ 23.94	\$ 287.28
50	\$ 3.99	\$ 199.50	\$ 2,394.00
70	\$ 3.99	\$ 279.30	\$ 3,351.60
100	\$ 3.99	\$ 399.00	\$ 4,788.00
150	\$ 3.99	\$ 598.50	\$ 7,182.00
200	\$ 3.99	\$ 798.00	\$ 9,576.00

# REGULAR MEETING

R-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Approve Grant Funding Appropriation

**ISSUE:** The Emergency Management Office of the Fire & EMS Department applied for and was successfully funded in the amount of \$115,329 for upgrading equipment on the Hazmat and HTR teams. This funding was obtained through the competitive State Homeland Security Grant Program process. We are now seeking council appropriation for the spending down of these funds (no match required).

**RECOMMENDATION:** Staff recommends Council appropriate \$115,329 to Hopewell Fire & EMS for the spending down of these grant funds.

**TIMING:** City Council action is requested on February 28<sup>th</sup> 2023

**BACKGROUND:** In 2022 \$3.2 Million in State Homeland Security Grant Program funds was made available through a competitive grant process statewide. This process included the development and submittal of project proposals to the Virginia Department of Emergency Management (VDEM). These proposals were then peer reviewed, scored, and ranked by VDEM. In total, 121 proposals were submitted for a total of \$11.8 million in total requests statewide. Based on the \$3.2 million in available funding, 47 projects were funded. Hopewell is the recipient of two of those projects totaling \$115,329.

**ENCLOSED DOCUMENTS:**

- 2022 SHSGP grant agreements.

**STAFF:** Robert Williams, Coordinator of Emergency Management, Benjamin Ruppert, Fire Chief

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			



Virginia Department of Emergency Management

9711 Farrar Court, Suite 200  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 1 of 3

1. SUBRECIPIENT NAME AND ADDRESS:

**Hopewell, City of**  
300 N. Main Street  
Hopewell, Virginia 23860

4a. SUBAWARD ID NUMBER: 65

4b. Federal Award ID: EMW-2022-SS-00082

5. SUBAWARD DATE: Feb 17, 2023

6. PROJECT PERIOD: Oct 1, 2022 to Jun 30, 2024

BUDGET PERIOD: Oct 1, 2022 to Jun 30, 2024

7. TOTAL AMOUNT OF THIS SUBAWARD:

\$60,000.00

2. SUBRECIPIENT UEI Number:

D314GNJPS269

SUBRECIPIENT EIN:

54-6001354

8. FEDERAL AMOUNT OF THIS SUBAWARD:

\$60,000.00

9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: \$0.00

10. INDIRECT COST RATE (If applicable):

3. PASS-THROUGH ENTITY:

Virginia Department of Emergency Management

SUBAWARD NAME:

**FY2022 State Homeland Security Grant Program**

CFDA:

97.067 - State Homeland Security Grant Program SHSP

U.S. Department of Homeland Security (DHS)

Federal Emergency Management Agency (FEMA)

11. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the 2022 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions found here [DHS Terms and Conditions 2022](#)

12. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2022 (Public Law No. 117-103)*.

13. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

**AGENCY APPROVAL**

**SUBRECIPIENT ACCEPTANCE**

14. NAME AND TITLE OF APPROVING VDEM OFFICIAL

Cheryl Adkins  
Chief Financial Officer

16. NAME AND TITLE OF AUTHORIZED OFFICIAL

Concetta Manker  
Interim City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

*Cheryl Adkins*

17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

18. DATE:





Virginia Department of  
Emergency Management  
9711 Farrar Court, Suite 200  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 2 of 3

Sub Award Name: **FY2022 State Homeland Security Grant Program**

Sub Award Date: Feb 17, 2023

**SPECIAL CONDITIONS**

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#), and adopted by DHS at [2 CFR Part 3002](#) and the U.S. Department of Homeland Security Grant Program (HSGP) Notice of Funding Opportunity ([NOFO](#)).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#).
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of [2 CFR § 200.414](#). With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
5. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, the Subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.
6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.



Virginia Department of Emergency Management

9711 Farrar Court, Suite 200  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 3 of 3

Sub Award Name: **FY2022 State Homeland Security Grant Program**

Sub Award Date: Feb 17, 2023

8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.
12. National Incident Management System (NIMS) Implementation Compliance  
  
In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.
13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. Failure to do so will result in a delay of payment until received.
14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference [2 CFR 200.403](#), in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative ([http://www.dhs.gov/files/programs/gc\\_1200693579776.shtm](http://www.dhs.gov/files/programs/gc_1200693579776.shtm)).



Virginia Department of Emergency Management

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North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 1 of 3

1. SUBRECIPIENT NAME AND ADDRESS:

**Hopewell, City of**  
300 N. Main Street  
Hopewell, Virginia 23860

4a. SUBAWARD ID NUMBER: 17

4b. Federal Award ID: EMW-2022-SS-00082

5. SUBAWARD DATE: Feb 17, 2023

6. PROJECT PERIOD: Oct 1, 2022 to Jun 30, 2024

BUDGET PERIOD: Oct 1, 2022 to Jun 30, 2024

7. TOTAL AMOUNT OF THIS SUBAWARD:

\$55,329.00

2. SUBRECIPIENT UEI Number:

D314GNJPS269

SUBRECIPIENT EIN:

54-6001354

8. FEDERAL AMOUNT OF THIS SUBAWARD:

\$55,329.00

9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: \$0.00

10. INDIRECT COST RATE (If applicable):

3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management  
SUBAWARD NAME: **FY2022 State Homeland Security Grant Program**  
CFDA: 97.067 - State Homeland Security Grant Program SHSP  
U.S. Department of Homeland Security (DHS)  
Federal Emergency Management Agency (FEMA)

11. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

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12. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2022 (Public Law No. 117-103)*.

13. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

**AGENCY APPROVAL**

**SUBRECIPIENT ACCEPTANCE**

14. NAME AND TITLE OF APPROVING VDEM OFFICIAL

Cheryl Adkins  
Chief Financial Officer

16. NAME AND TITLE OF AUTHORIZED OFFICIAL

Concetta Manker  
Interim City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

*Cheryl Adkins*

17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

18. DATE:



Virginia Department of  
Emergency Management  
9711 Farrar Court, Suite 200  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 2 of 3

Sub Award Name: **FY2022 State Homeland Security Grant Program**

Sub Award Date: Feb 17, 2023

**SPECIAL CONDITIONS**

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#), and adopted by DHS at [2 CFR Part 3002](#) and the U.S. Department of Homeland Security Grant Program (HSGP) Notice of Funding Opportunity ([NOFO](#)).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#).
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of [2 CFR § 200.414](#). With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
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6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.



Virginia Department of Emergency Management

9711 Farrar Court, Suite 200  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 3 of 3

Sub Award Name: **FY2022 State Homeland Security Grant Program**

Sub Award Date: Feb 17, 2023

8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.
12. National Incident Management System (NIMS) Implementation Compliance  
  
In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.
13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. Failure to do so will result in a delay of payment until received.
14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

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R-2



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: School Resource Officer FY24 Continuation Grant**

**ISSUE:** Hopewell Police Department has an opportunity to continue the grant funded School Resource Officer position at Carter G. Woodson High School. The total grant award allowable (includes state funds and local match) is \$125,000 and covers salaries and benefits only. A 20.22% cash match is required. This cash match is based on the Virginia Department of Education’s 2022-2024 Composite Index of Local Ability to Pay scale. The twelve-month funding period is July 1, 2023 to June 30, 2024. The title and grade for this position is Police Officer, Grade 26, Step 13. Current FY23 grant award is for \$98,546. No match was required for the FY23 grant award.

**RECOMMENDATION:** Authorize Hopewell Police to apply for \$78,620 in School Resource Officer grant funding. City of Hopewell’s cash match requirement is \$19,926. Total budget costs for this position is \$98,546.

**TIMING:** Application deadline is March 10, 2023.

**BACKGROUND:** Hopewell Police Department has successfully managed School Resource Officer grants for more than 15 years, hiring 5 new officers as required per grant application guidelines. School Resources Officers serve Hopewell High School and Carter G. Woodson Middle School.

**ENCLOSED DOCUMENTS:** DCJS FY24 SRO Grant Program Guidelines

Draft FY24 SRO Grant Application

**STAFF:** Antonio Starke, Chief of Police and Kim Parson, Administrative Support Manager

**FOR IN MEETING USE ONLY****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			

# 508847 - City of Hopewell-SRO-Continuation

## Application Details

**Funding Opportunity:** 507934-FY24 SRO- SRO Incentive Grant Program  
**Funding Opportunity Due Date:** Mar 10, 2023 5:02 PM  
**Program Area:** School Resource Officers  
**Status:** Editing  
**Stage:** Final Application

**Initial Submit Date:**  
**Initially Submitted By:**  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name\*:** Mrs. Kimberly Middle Name Parson Suffix  
Salutation First Name Last Name  
**Title\*:** Administrative Support Manager  
**Email\*:** kparson@hopewellva.gov  
**Address\*:** 150 W Randolph Road

**Phone\*:** Hopewell Virginia 23860 2721  
City State/Province Postal Code/Zip Zip +4  
804-541-2272 Ext.  
Phone  
###-###-####  
**Fax:** 804-541-2345  
###-###-####

### Organization Information

**Federal ID Number\*:** 546001354  
**Organization Name\*:** Hopewell  
**Organization Type\*:** City Government  
**Unique Entity Identifier (UEI):** D314GNJPS269  
**SAM Validation:** Yes  
**SAM Expiration Date:** 2023-11-17  
**SAM Type:**  
**Restricted Expiration Date:**  
**Organization Website:** For example: <http://www.dcls.virginia.gov>



Address\*: City of Hopewell  
 300 N. Main Street

Hopewell Virginia 23860 Zip +4  
 City State/Province Postal Code/Zip

Phone\*: (804) 541-2306 Ext.  
 ###-###-####

Fax: ###-###-####

Faith Based Organization\*: No

FIPS Code (Only Required for Local Government): 670-Hopewell

## Face Sheet

### Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)\*: 4th  
 Choose all that apply.

Best Practice?: No  
 For JJDJ programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served\*: HOPEWELL  
 Choose all that apply

Program Title: FY 24 School Resource Officer

[Click here](#) to see if you are certified.

Certified Crime Prevention Community?: No

Type of Application\*: Continuation of Grant

If Continuation or Revision of a grant,

Grant Number: 23-1012-E

If Continuation of a grant,

### Performance Statement:

This grant year, the School Resource Officer has actively engaged with students in the school as a Lunch Buddy, as an Intercession Program co-facilitator, and as a sponsor of the Police Explorer Program; about 25 youth have been directly supported.

Check the box(s) that best describes the applicant service area.

Community Setting\*: Urban

In this space, provide a short description of the project.

### Brief Project Overview\*:

Hopewell Police Department will staff Carter G. Woodson Middle School with a School Resource Officer. Our goals and objectives for this position are to reduce the number of student on student assaults, to reduce the number of student on staff assaults and to reduce the number of property crimes at Carter G. Woodson Middle School.

### Project Director

Name: Mrs. Kimberly M. Person Suffix  
 Prefix First Name Middle Name Last Name

Title\*: Administrative Support Manager

Address\*: 150 W Randolph Road  
 Address Line 2

Hopewell Virginia 23860 2721  
 City State Zip Code +4

Phone Number\*: 804-541-2272  
Fax Number: 804-541-2345  
Email Address\*: kparson@hopewellva.gov

Is the mailing address the same as the physical address?

Mailing Address\*: Yes

Mailing Address:

Address Line 2  
City State 0 +4  
Zip Code

**Project Administrator**

Name: Mrs. Concetta Middle Name Manker Suffix  
Prefix First Name Last Name

Title\*: Interim City Manager

Address\*: 300 N. Main Street

Address Line 2  
Hopewell Virginia 23860 2721  
City State Zip Code +4

Phone Number\*: 804-541-2243

Fax Number: 804-541-2348

Email Address\*: cmanker@hopewellva.gov

Is the mailing address the same as the physical address?

Mailing Address\*: Yes

Mailing Address:

Address Line 2  
City State 0 +4  
Zip Code

**Finance Officer**

Name: Mr. Michael Middle Name Terry Suffix  
Prefix First Name Last Name

Title\*: Finance Director

Address\*: 300 N. Main Street

Address Line 2  
Hopewell Virginia 23860 2721  
City State Zip Code +4

Phone Number\*: 804-541-2306

Fax Number: 804-541-2318

Email Address\*: mteny@hopewellva.gov

Is the mailing address the same as the physical address?

Mailing Address\*: Yes

Mailing Address:

Address Line 2  
City State 0 +4  
Zip Code

**Budget**

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$78,620.00	\$19,926.00	\$0.00	\$98,546.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$78,620.00</b>	<b>\$19,926.00</b>	<b>\$0.00</b>	<b>\$98,546.00</b>

**Match Percentage**

Match Percentage: 20.22%

**Funds From Other Sources**

Source	Amount
No Data for Table	

**Priority Areas**

**SRO Program Information**

How many SROs are in the agency/s program?

Number of SROs\*: 2.00

How many of the SROs in your program are currently funded by DCJS grants?

DCJS Funded\*: 1.00

Is this application for the continuation of a grant funded SRO position(s) whose 4-year grant cycle ended?

Continuation Funding\*: Yes

Provide a brief description of attempts to seek other funding for this position and how those attempts were unsuccessful.

**Description:**

No attempts to seek other funding for this position have been made. This is Hopewell's second SRO continuation funding application; the original grant having ended in June 2022.

**School Information**

School Name	Type of School	Grade Levels	Number of assigned SROs
Hopewell High School	High	9-12	1.00
Carter G. Woodson Middle School	Middle	7-8	1.00

**DCJS Funded SRO(s)**

First Name	Last Name	Grant Number
James	Finch	23-1012-E

**Project Targets**

**Law Enforcement Activities**

Crime Prevention Type	Target: number of times performed
School safety/security assessment	4
Apply CPTED principles	2
Review of school policies/procedures	2
Student crime prevention project	1
Crisis planning/management	2
School patrol/security checks	160
Drills	4
Traffic control/pick up/drop off monitoring	160

**Law Related Educator**

Audience Type	Target: number of presentations
Students	6
Faculty/staff	2
Parents/community members	2

**Informal Mentor**

Activity	Target: number of times performed
Classroom visits (engaging in classroom activities not including instruction)	160
Tutoring	0
Reading to students	0
Home visits	10
Meal delivery	0
Student/SRO lunch programs	10
Police/school sponsored clubs/activities/groups	10
Police sponsored athletic activities	0
Meet & greet with students	2
In school career fair	2
Informal counseling/guidance	10
Other mentoring activities not listed above (grant funded)	0

**Personnel and Employee Fringe Benefits**

**Requested**

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?  Yes

**Personnel**

Employee Name	Position Title	Date of DCJS certification in the category of Assigned law enforcement	School Name	School of	Position	Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Total Annual Salary on the Grant requested	Percent being requested	Number of Grant-Funded Hours per year	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	
James Finch	School Resource Officer	03/19/2010	Carter G. Woodson Middle School	Middle School	Full Time	40	2080	\$66,254.24	\$66,254.24	100.00%	2080	No	\$0.00	\$0.00	\$52,857.24	\$13,397.00	\$
						40	2080	\$66,254.24	\$66,254.24		2080		\$0.00	\$0.00	\$52,857.24	\$13,397.00	\$

**Employee Fringe Benefits**

Employee Name	Group	Health	Workers?	Requested Employee Fringe						Total	Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total	
				FCARetirement	Life Insurance	Comp	Unemployment	Disability	Other									
James Finch				\$5,068.00	\$10,329.00	\$429.00	\$13,685.00	\$2,584.00	\$0.00	\$197.00	\$0.00	\$32,292.00	\$0.00	\$0.00	\$25,763.00	\$6,529.00	\$0.00	\$32,292.00
				\$5,068.00	\$10,329.00	\$429.00	\$13,685.00	\$2,584.00	\$0.00	\$197.00	\$0.00	\$32,292.00	\$0.00	\$0.00	\$25,763.00	\$6,529.00	\$0.00	\$32,292.00

**Position and Justification**

Employee Name	Description of Position	Justification for Position
James Finch	The SRO is a full time police officer with primary duty assignment at Carter G. Woodson Middle School and at off campus areas where students and staff attend school functions. The SRO program is a partnership between Hopewell Police Department and Hopewell Public Schools which supports a collaborative, problem solving approach to school safety. The SRO will assist school administration with maintaining safety at the school. The SRO will primarily handle all police calls for service and coordinate the response of other police resources for the school. The SRO will also be responsible for assisting with law related education courses.	Crime is rising in our schools and in many instances, the presence of a School Resource Officer is a deterrent to criminal behavior on school property. The School Resource Officer assigned to Carter G. Woodson Middle School has more than 15 years of law enforcement experience and is paid in accordance with City of Hopewell pay scales at a grade and step commensurate with his time in service as a City of Hopewell Police Officer.

**Personnel and Employee Fringe Benefits Totals**

**DCJS FUNDS**

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$78,620.24
Match Funds	
Cash Match:	\$19,926.00
In-Kind Match:	\$0.00

Personnel/Fringe Total

**TOTAL:** \$98,546.24

**Travel**

**Requested**

If this is not requested, please indicate that here and then mark this form as complete.

Is Travel being requested?\*: No

**Local Mileage**

Number of Miles	Mileage Rate	Total Local Mileage	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Local Mileage Total
No Data for Table								

**Non-Local Mileage**

Number of Miles	Mileage Rate	Total	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Non-Local Mileage Total
No Data for Table								

**Mileage Description and Justification**

Type	Description of Mileage	Justification for Mileage
No Data for Table		

**Travel Totals**

**DCJS FUNDS**

Federal Funds: \$0.00  
 State Funds: \$0.00  
 Special Funds: \$0.00

**Match Funds**

Cash Match: \$0.00  
 In-Kind Match: \$0.00

**Travel Total**

**TOTAL:** \$0.00

**Subsistence/Other Travel Costs**

**Requested**

If this is not requested, please indicate that here and then mark this form as complete.

Are Subsistence/Other Travel Costs being No requested?\*

**Subsistence**

Event Title	Number of People Attending	Number of Nights	Lodging Rate Total	Number of Days	Per Diem Rate Total	Total Subsistence	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Subsistence Total
No Data for Table												

**Subsistence Description and Justification**

Event	Description of Costs	Justification for Costs
No Data for Table		

**Other Travel Costs**

Event Title	Number of People Attending	Number of Airfare Tickets	Airfare Rate	Total Airfare	Other Travel Costs	Total Cost for Air and Other Fares	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Other Travel Costs Total
No Data for Table												

**Other Travel Costs Description and Justification**

Event	Description of Other Costs	Justification for Other Costs
No Data for Table		

**Subsistence/Other Travel Costs Totals**

**DCJS FUNDS**

Federal Funds: \$0.00  
 State Funds: \$0.00  
 Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
In-Kind Match: \$0.00

Subsistence/Other Travel Costs Total

TOTAL: \$0.00

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?: No

Equipment

Table with columns: Equipment Item, Cost Per Item/Monthly Rate, Total Number of Items/Number of Months, Total Cost, Federal Funds, State Funds, Special Funds, Cash Match, In-Kind Match, Equipment Total. Content: No Data for Table

Equipment Description and Justification

Table with columns: Equipment Item, Description of Equipment, Justification for Equipment. Content: No Data for Table

Additional Documentation

Table with columns: Description, File Name, Type, Size, Upload Date. Content: No files attached.

Equipment Totals

DCJS FUNDS

Federal Funds: \$0.00
State Funds: \$0.00
Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
In-Kind Match: \$0.00

Equipment Total

TOTAL: \$0.00

Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested?: No

Supplies & Other Expenses

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
No Data for Table									

**Supply/Item Requested Description and Justification**

Supply/Item	Description of Supply/Item	Justification for Supply/Item
No Data for Table		

**Supplies & Other Expenses Totals**

**DCJS FUNDS**

<b>Federal Funds:</b>	\$0.00
<b>State Funds:</b>	\$0.00
<b>Special Funds:</b>	\$0.00
Match Funds	
<b>Cash Match:</b>	\$0.00
<b>In-Kind Match:</b>	\$0.00
Supplies & Other Expenses Total	
<b>TOTAL:</b>	\$0.00

**Attachments**

**Attachments Required?**

Are additional attachments required by the funding opportunity?\*

**Attachments**

Description	File Name	Type	Size	Upload Date
No files attached.				

**Non-Supplantation**

**Non-Supplantation**

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

**Certification\*:**

**Project Administrator\*:**

First Name  
Last Name

Title  
Date

**Authority Certification**



***Authority Certification***

**Authorized Individual\*:**

First Name

Last Name

Title

Date

# 507934 - FY24 SRO- SRO Incentive Grant Program

## Funding Opportunity Details

### School Resource Officers

**Final Application Deadline: Mar 10, 2023 5:02 PM**

**Status:** Posted  
**Posted Date:** Feb 1, 2023 2:08 PM  
**Award Amount Range:** Not Applicable  
**Project Dates:** 07/01/2023 - 06/30/2024  
**Award Announcement Date:**

**Program Officer:** Michelle Miles  
**Phone:** (804) 225-1846 x  
**Email:** michelle.miles@dcjs.virginia.gov

## Description

### *Description*

\*Review all guidelines and instructions for changes that were made for FY24.

#### I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering a new cycle of state grants to continue funding and establish new funding for School Resource Officer (SRO) positions to establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions.

A "School Resource Officer" means a certified law enforcement officer hired by a local law enforcement agency to provide law enforcement and security services to Virginia public schools. An SRO may be a full-time or part-time employee of a law enforcement agency.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting your application. **Applications for new SRO positions must be submitted separately from continuation applications.**

The purpose of a continuation grant application is to:

- Report on the progress of the project during the current state fiscal year.
- Provide a work plan (inclusive of program and evaluation activities) for the upcoming state fiscal year.
- Provide a detailed budget and budget narrative justification for the upcoming year.

#### II. Eligibility

These instructions are applicable to current School Resource Officer Grant Program grantees and new applicants to provide guidance on the preparation and submission of a grant application.

This funding is available for new SRO positions on a 4-year grant cycle. Continuation applications are also being accepted for grantees whose 4-year grant cycle ended. These applications must be submitted on an annual basis and will be awarded based on the availability of funding, with priority given to new positions. Grantees whose funding ended prior to FY22 can apply for a new 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO position(s). If the locality is applying for a new SRO position and a continuing position, then they must be on separate applications.

On continuation grants, DCJS reserves the right to change program budgets to remove positions that remained vacant in the FY23 grant year.

Units of local government are eligible to apply for and receive these funds. A police department or sheriff's office will manage an SRO position; however, the grant application must be submitted by, and the funds awarded to, a local unit of government.

#### III. Grant Application Deadline

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 10, 2023.** The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

#### IV. Amount Available

The total amount requested in an application may not exceed \$125,000 per SRO position, including the state funds requested and the required local cash or in-kind match. The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO positions to provide coverage during routine school hours, which does not include school-sponsored activities outside the instructional day.

Grant awards are contingent on the availability of funding within the SRO fund as appropriated by the state budget bill.

#### V. Priorities for New Applications

Priority will be given to localities that meet one or more of the following criteria:

- Localities requesting SRO positions for middle schools and high schools.
- Localities requesting SRO positions in a school where no such personnel are currently in place.
- Localities without existing positions currently funded by this grant program.

#### VII. Grant Period

Successful applicants will be funded for a period not to exceed a total of 48 months (45 months for FY23 Round 3 grants) including current and prior years' funding. After which, continuation applications will be accepted for grantees whose funding ended. These applications must be submitted on an annual basis and will be awarded based on the availability of funding, with priority given to new positions. For grantees whose funding ended in FY23, continuation is on an annual basis, as funding is available, but priority is given to new positions.

Continuation funding is subject to program performance and the availability of state funding. Continuation grants will be awarded in 12-month cycles, with fiscal year 2024 beginning July 1, 2023, and ending on June 30, 2024. Grants for the first year will be awarded on a competitive basis for one (1) 12-month period beginning July 1, 2023 and ending on June 30, 2024.

Under this funding opportunity, **grants that started the same fiscal year**, under one locality, are encouraged to submit one grant application, combining those grants. Contact your grant monitor to see if your grants are eligible to be combined.

#### III. Match Requirement

A **local match is required**. Localities may use in-kind contributions or cash to meet the requirement. **"In-kind Match"** is the value of an item or service received or provided that pertains to, or directly supports, the specific project activities funded by the grant. **"Cash Match"** is the locality's own funds allocated for the project.

Applicants should use the Virginia Department of Education's **"2022–2024 Composite Index of Local Ability-to-Pay"** to determine the amount of their grant match requirement, which must be based on the locality's 2022–2024 Composite Index.

#### VI. Grant Requirements and Instructions

The grant guidelines are in the attachments section of this funding opportunity and on the DCJS website. Please read it in its entirety for grant requirements and application instructions.

### Attachments

#### Attachments

Description	File Name	Type	Size	Upload Date
FY24 SRO Grant Application Requirements and Instructions	FY24_SRO_FO_FINAL.pdf	pdf	862 KB	02/01/2023 01:57 PM
Presentation: Grant Application Guidelines and Procedures	OGMS_FY24_Webinar_Final.pptx	pptx	3 MB	02/15/2023 10:22 AM

### Website Links

#### Website links

Description	Link
Virginia School-Law Enforcement Partnership Model Memorandum of Understanding (MOU)	<a href="https://www.dcls.virginia.gov/sites/dcls.virginia.gov/files/law-enforcement/files/vcscs/step_model_mou_5.pdf">https://www.dcls.virginia.gov/sites/dcls.virginia.gov/files/law-enforcement/files/vcscs/step_model_mou_5.pdf</a>
VCSCS Training and Events; SRO and School Administrator Basic Course	<a href="https://www.dcls.virginia.gov/virginia-center-school-and-campus-safety/training">https://www.dcls.virginia.gov/virginia-center-school-and-campus-safety/training</a>
SRO/SSO Incentive Grant Program DCJS website	<a href="https://www.dcls.virginia.gov/virginia-center-school-and-campus-safety/public-safety/grants/sroso-incentive-grant-program">https://www.dcls.virginia.gov/virginia-center-school-and-campus-safety/public-safety/grants/sroso-incentive-grant-program</a>
Virginia School-Law Enforcement Partnership Guide	<a href="https://www.dcls.virginia.gov/sites/dcls.virginia.gov/files/publications/law-enforcement/virginia-school-law-enforcement-partnership-guide.pdf">https://www.dcls.virginia.gov/sites/dcls.virginia.gov/files/publications/law-enforcement/virginia-school-law-enforcement-partnership-guide.pdf</a>
2022-2024 Composite Index of Local Ability-to-Pay	<a href="https://www.doe.virginia.gov/home/showpublisheddocument/38159/638061045008930000">https://www.doe.virginia.gov/home/showpublisheddocument/38159/638061045008930000</a>

# ADJOURNMENT