

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 Manker, Interim City Manager

Danielle Smith, City Attorney

M. Jackson, A. Reyna, Interim City Clerks

March 14, 2023

REGULAR MEETING

Closed Meeting: 6:00 PM

Work Session: 7:00 PM

Regular Meeting: 7:30 PM

6:00 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) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel and to the extent such discussion will be aided thereby, (A)(7) 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 Mayor Johnny Partin.

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: 12/14/2021

C-2 Pending List:

C-3 Information for Council Review:

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

1. Finance Report - Michael Terry, Finance Director
2. Police Report - Major Donald Reid
3. Project Review, Engineering - Maurice Wilkins

PUBLIC HEARINGS

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

REGULAR BUSINESS

RI- DCJS ARPA Equipment Grant- Major Donald Reid

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

BOARD/COMMISSION VACANCIES

Architectural Review Board: 1 Vacancy
Board of Equalization/Board of Zoning Appeals: 1 Vacancy
Community Policy and Management Team: 3 Vacancies
Crater District Area Agency on Aging: 1 Vacancy
District 19 Community Services Board: 1 Vacancy
Dock Commissions: 1 Vacancy
Downtown Design Review Committee: 2 Vacancies
Historic Preservation Committee: 5 Vacancies
Hopewell Redevelopment and Housing Authority: 1 Vacancy

Keep Hopewell Beautiful: 1 Vacancy
Recreation Commission: 5 Vacancies
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

CONSENT AGENDA

C-1

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD DECEMBER 14, 2021

A special council meeting of the Hopewell City Council was convened Tuesday, December 14, 2021, 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)
Jasmine E. Gore, Councilor, Ward 4 (Remote)
Janice B. Denton, Councilor, Ward 5
Brenda S. Pelham, Councilor, Ward 6 (Remote)

John M. Altman, Jr., City Manager
Peter Eliades, Acting City Attorney
Mollie P. Bess, City Clerk

ROLL CALL

Mayor Bennett opened the meeting at 5:34 PM. Roll call was taken, as follows:

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

Quorum established

Councilors Holloway, Denton, and Gore were to be called in for closed session.

Vice Mayor Partin moved to go into Closed Meeting, 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 (HRHA, School Board, KHB, DDRC, City Clerk, City Attorney) 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 Pelham.

Roll call:

Vice Mayor Partin	-	yes
Councilor Pelham	-	yes
Mayor Bennett	-	yes
Councilor Randolph	-	yes

Motion passed 4-0

RECONVENE OPEN MEETING

Vice Mayor Partin motioned to reconvene open meeting. This was seconded by Councilor Pelham.

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

Motion passed 5-0

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:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	yes

Motion passed 5-0

Councilor Gore clarified for the record that she was present for the last 15 minutes of closed session. Mayor Bennett stated that she had not entered closed session regarding the interview of the HRHA candidate, and would be abstaining from a vote on the subject.

WORK SESSION

WS-1 Mr. Johnnie Butler presented an overview of the status of the Stormwater Resilience Plan and detailed how stormwater drainage improvement projects were placed into five (5) different categories. Mr. Butler reviewed projects that had recently been completed, projects scheduled for construction, and projects that were in the planning phase. After his presentation, Councilor Gore thanked Mr. Butler for the clarification on the adoption of projects, stating that she had received complaints of neighborhood flooding in the past. She noted that Mr. Butler had answered her question of whether these complaints had been addressed or not. Councilor Gore asked Mr. Butler if the Stormwater team needed any assistance applying for grants to fund upcoming projects; Mr. Butler noted that any help would be appreciated.

Upon the completion of the work session, Council took a 15 minute break.

RECONVENE

Roll call:	Vice Mayor Partin	-	present
	Councilor Gore	-	present
	Councilor Pelham	-	present

Mayor Bennett	-	present
Councilor Randolph	-	present

Quorum established

A prayer and the Pledge of Allegiance were led by Councilor Pelham.

Vice Mayor Partin moved to approve the appointments of Devin Klinewell, Stephanie Dayberry, and Stephanie Klinewell to Keep Hopewell Beautiful, and David Sylvestroe and Andrew Dayberry to the Downtown Design Review Committee. Councilor Pelham seconded the motion.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	no (not present for discussion)
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	yes

Motion passed 4-1

Vice Mayor Partin moved to appoint David Sylvestroe to the Hopewell Redevelopment and Housing Authority. The motion was seconded by Councilor Pelham. Mayor Bennett excused herself from voting due to a conflict of interest. Councilor Randolph noted that in Councilors Denton and Holloway's absence, and Councilor Gore and Mayor Bennett excusing themselves from the vote would automatically lead the vote to fail. Councilor Randolph suggested that council wait to vote on the matter until their next meeting on Thursday, December 16. Vice Mayor Partin withdrew the motion.

AMEND/ADOPT AGENDA

Councilor Pelham motioned to amend the agenda to move R-3 and R-4 for regular business to the top of the Reports of the City Manager. Vice Mayor Partin seconded the motion.

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

Motion passed 5-0

AMEND/ADOPT CONSENT AGENDA

Vice Mayor Partin moved to adopt the consent agenda, and was seconded by Councilor Pelham.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes

Councilor Pelham	-	yes
Mayor Bennett	-	yes
Councilor Randolph	-	yes

Motion passed 5-0

INFORMATION/PRESENTATIONS

Heather Lyne, Director of the Hopewell Downtown Partnership began her presentation by noting that it was the 10 year anniversary of the committee. She noted her presentation was primarily a report out to highlight downtown and share feedback from merchants for the year 2021, and detail some projects in 2022. May through October the City held weekly Farmer’s Markets with media coverage, and every third Thursday of the month the City held festivals. The City of Hopewell also partnered with Virginia Tourism Corporation on a project called “Five and Dine”, designed to attract tourism from Route 5. Heather Lyne explained what guides the Hopewell Downtown Partnership and layout new projects by describing Transformation Strategies. She noted that these strategies were defined by focus groups, looking at Hopewell history, and taking note of projects that have worked in other communities.

Some of the 2022 Projects Heather Lyne described included the Alleyway Transformation Project, and the Community Business Launch Grant; a \$30,000 grant for business owners who want to open a second location in downtown Hopewell. Through the annual end of year roundtable, the consensus with Downtown Hopewell business owners was a need for signage to point travelers towards local businesses. Heather Lyne noted that there were some improvements needed with safety, lighting, and parking.

Mayor Bennett asked speaker Heather Lyne and Director Teyva Griffin who would be funding the signage, whether or not it would need to be funded via grants or through the City budget. Director Griffin stated that the Department of Planning were in preliminary stages for landscaping, and had provided \$6,000. She noted that funding had not been discussed for the wayfinding signage at that time.

Councilor Randolph asked why revitalization was not part of the Downtown Partnership’s transformation strategy. Heather Lyne explained that the three strategies have the area goal of revitalization and will work well with ongoing efforts. Councilor Randolph stated that the Department of Parks and Rec had an active focus on outdoor recreation in the downtown area. Heather Lyne indicated that the Downtown Partnership was trying to market to a potential crowd looking for things to do downtown. Councilor Randolph asked whether the Downtown Partnership was working with the Department of Planning and the EDA to develop Hopewell congruently. Heather Lyne indicated that they were working together.

Councilor Gore asked how much wayfinding would cost the City of Hopewell. Teyva Griffin indicated that the cost would be between \$300,000 and \$500,000. Councilor Gore indicated that figure was what she remembered as well, and that City Council has previously supported the project. Heather Lyne indicated that just an increase in signage might cost between \$50,000 and \$60,000, and that range may be more manageable to City Council. She notified City Council that she had requested this amount from the City Manager from ARPA funds. Councilor Gore then asked whether Heather Lyne received the results of the parking study. Heather Lyne indicated yes, she had received it.

Councilor Gore asked about the artwork downtown and whether Heather Lyne could expand the Ashford Civic Plaza committee to focus on all of downtown, and indicated that the answer could be provided at a later time. Councilor Gore then asked if Speaker Lyne could forward any data in regard to Hopewell's use of SWAM businesses. Speaker Lyne agreed to supply any information she had.

Vice Mayor Partin asked whether there had been discussions with Mr. Anderson, Mr. Butler, or Jerry Byerly to see if Hopewell had the wastewater infrastructure to support growth downtown. She indicated that she had not spoken to them at the time of the meeting, but understood that their input would be needed for such projects. Mayor Bennett thanked Heather Lyne for her time.

PUBLIC HEARING

PH-1 Director Tevya Griffin, Department of Development, presented to City Council a request to vacate a portion of undeveloped right of way on Jones Street. Director Griffin explained that Jones Street is an undeveloped paper street in Ward 6 that was not in use. Joseph Walton, the applicant, was requesting to combine the lot parcel 034-0110 and 1899 Liberty Avenue. She explained that half of the lot was vacated in 1995, the other half was a flat and wooded area and was used by the owners of 1899 Liberty Avenue as parking. A public hearing was held with the planning commission, and the vacation was requested by the owners of 1899 Liberty Avenue. Mr. Walton was present at the meeting.

Vice Mayor Partin moved to extend the meeting until the completion of R-5. Councilor Pelham seconded the motion.

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

Motion passed 5-0

Joseph Walton explained that Mr. Bailey received 2500 square feet in 1995 which is half the lot. Mr. Walton was requesting the other half of the lot. After no further questions, Mayor Bennett closed the public hearing.

Councilor Pelham motioned to approve the vacation of property sub-parcel 034-0110 portion of Jones Street in the approximate square footage of 2500 feet. The motion was seconded by Mayor Bennett.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes

Councilor Pelham	-	yes
Mayor Bennett	-	yes
Councilor Randolph	-	yes

Motion passed 6-0

PH-2 Director Griffin read the following: “In accordance with § 22.1-29.1 of the Code of Virginia, at least seven days prior to the appointment of any school board member City Council shall hold one or more public hearings to receive the views of citizens within the school division. Public notice of the hearing shall be given at least ten (10) days prior to any hearing in a newspaper having a general circulation within the school division. No nominee or applicant whose name has not been considered at a public hearing shall be appointed as a school board member.”

Mayor Bennet opened the public hearing for the public to speak; nobody did. She closed the hearing as a result. Councilor Pelham moved to close the nominations for school board appointments. The motion was seconded by Councilor Gore. The names of the nominations were read by the City Clerk as follows:

Debra Marks
 Heather Ann Bennett
 Dreama Collins Williamson
 Yolanda Roman
 Catherine Williams Amos
 Frenchie Watts Kemp
 Susan Diane Temple

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

Motion passed 6-0

UNFINISHED BUSINESS

UB-1 City Council had asked the City Manager to provide them with proposed amendments to the residency requirements of City Code § 2-4.

- Scenario 1 – Keep residency requirements the same
- Scenario 2 – Require the City Manager, Assistant City Manager, Fire Chief, Chief of Police, and the Director of Public Works to reside within the city
- Scenario 3 – Require the Assistant City Manager and all directors to live within 30 miles of City limits

Councilor Randolph expressed that she was unsure where the choices of City Manager, Assistant City Manager, Fire Chief, Chief of Police, and Director of Public works came from, but felt there should be consistency across the board for all directors. She mentioned that there was currently no system in place to confirm residency for the directors, and that not all of them in the past have been honest about their residency. She explained that her constituents had expressed that as taxpayers, they believe higher paid City employees should have to live in the city limits because they would be more invested if they lived here. She then said that, in the interest of her constituents, she would have to vote against making any changes.

Councilor Gore stated that she had heard about directors violating the residency requirements, and expressed that because of the way the ordinance is worded, there were no repercussions for violating it. She motioned to investigate, with documentation in writing, those reported to be in violation of the City Code, and for Council to provide recommendations to the City Attorney as to the repercussions for violators to be placed in the City Code.

Councilor Randolph expressed reluctance to head hunting and suggested speaking privately to the City Attorney to explore adding consequences to the City Code for future incidences.

Mayor Bennett clarified for the record that every director needed to be examined to confirm whether they had moved or not rather than just those alleged, so that the application is fair across the board. She stated that City Council should be mindful that people have spouses and family that need to be considered, and said that work/life balance is hindered by imposing this requirement.

City Attorney, Peter Eliades, cited the opinion of the Attorney General, that City Council only has say regarding the employment of the City Manager, City Attorney, and City Clerk. The opinion was that City Council did not have authority to manage any other employees. He suggested the first task is to determine whether City Council has the authority.

Councilor Randolph made the distinction that the City Manager could have the authority to carry out such a policy, but City Council could not.

Councilor Gore said that City Council had just reworded the ordinance in 2019 and the previous City Attorney did not have the same opinion that Mr. Eliades had, and did not advise City Council of the same. She requested to see the Attorney General's opinions he was referring to. She also confirmed that this was the first time that he had shared this legal advice with City Council. She also clarified that she did not request anyone's termination. She stated that the problem lied with employees violating the current law without consequences. She said if residency was the current policy, something had to be done.

Mayor Bennett asked Mr. Eliades if the City Code is wrong, why it was worded so that violators are reported to City Council.

Councilor Pelham noted that the City Manager had the responsibility to develop a human resources manual and the City Manager reports to City Council, therefore the Attorney General's opinion is correct, but does not speak to the exact form of government the City of Hopewell had.

Peter Eliades conceded that the City Manager may have the authority to require residency, and was merely saying that City Council did not have that authority.

Councilor Gore motioned to have the City Attorney to explore City Council's authority as it pertains to the residency requirement in the City Code and City Charter as written by the City Manager. Councilor Partin seconded the motion.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	(hung up during roll call)
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	no

Motion passed 4-1

COMMUNICATIONS FROM CITIZENS

Shamika Lewis, citizen, wanted to set up a strategic plan with community leaders to address some of the community concerns. She noted that some citizens felt their concerns were not being heard, and would like to set a meeting within the next quarter.

REGULAR BUSINESS

R-1 Michael Terry, Director of Finance, stated for City Council that Council had given the City Manager the authority to enter into an agreement with a bank to obtain a certificate of deposit (CD) to cover the city's cost for underground storage tank. The CD was deposited with the Department of Environmental Quality (DEQ).

Councilor Pelham asked when Mr. Terry became aware of the issue. Mr. Terry replied that he was made aware on October 18, 2021. He then began the process of speaking with bond counsel and gathering more information. He also spoke with DEQ to find out what the issue was, and maintained communication with the City Manager to attempt to get into compliance. Bond counsel stated that the City of Hopewell needed to pay \$20,000 to DEQ.

Mr. Terry explained that localities must show that they have the ability to pay their obligation on a \$1,000,000 DEQ evaluation. City of Hopewell's evaluation of obligation was \$20,000 as deductible for the state funds which would cover the City if there was a liability to be taken from the \$1,000,000 fund. He reiterates that the City had not been fined, the \$20,000 is just a deductible.

It is required that the CFO for localities must write a letter to DEQ for locality's agreed upon procedures annually. The letter would demonstrate the city's ability to handle any proposed liability; this is called a CFO letter.

Councilor Pelham asked for clarification if the City's contribution was \$20,000 or \$1,000,000. Mr. Terry confirmed that the DEQ required the City of Hopewell to provide \$20,000 as its deductible to access \$1,000,000 of the fund. Mr. Terry explained that City was using a certificate of deposit as the mechanism

to pay that money to the DEQ. He said specifically that the City Manager and Finance Director were looking for the authority to obtain the CD from a bank to deposit with the DEQ.

Councilor Randolph said she viewed the issue as insurance, because the involvement of the DEQ is due to the nature of the contents of the underground storage tank being hazardous. She noted that the city only had to pay the \$20,000 deductible portion once as insurance, and noted that the reason for opting for the CD was to assure the funds could not be used for anything else. Councilor Randolph asked if this was the only tank, or if there were others to be paid for. Mr. Terry stated that there is only one, the one that the DEQ policy. Councilor Randolph wanted assurance that there were policies and procedures in place so that the City of Hopewell wouldn't have to rush to come up with \$20,000. It was agreed upon that the City Manager, Finance Director, and Treasurer needed clearer communication regarding DEQ.

Councilor Gore stated she was contacted by Mayor Bennett to verify if she was aware of the issue, and said she was never told about DEQ regarding underground tanks. Councilor Gore said she knew someone working with DEQ and reached out to them. It was discovered that communications between DEQ and the City of Hopewell stemmed back to 2019 to the City Manager and the Finance team; specifically Mr. Terry, Dipo Muritala, and Gregor. Councilor Gore addressed Councilor Randolph's questions, answering that there is more than one tank, and that the CD would need to be renewed at the date of maturity. Councilor Gore stated her contact at DEQ had an Excel spreadsheet that included the person he had spoken to with the City of Hopewell, the topic of discussion, and the date and time of contact. Conversations between DEQ and City of Hopewell dated back to 2019, and during that time the City Treasurer was not included in the conversation until August 2021. Councilor Gore expressed that her issue with the matter involved the truthfulness of the finance team and the City Manager, and noted that the City Manager was not present at the meeting to explain his actions. Mayor Bennett began reading excerpts with dates and times from the contact with DEQ to Michael Terry and finance staff.

- A. 12/09/2019 – Email to Michael Terry asking for CFO letter
- B. 12/27/2019 – Spoke to Jack Georgia and requested CFO spreadsheet
- C. 1/20/2020 – Responded to Michael Terry about CFO letter
- D. 2/3/2021 – Email from Michael Terry to DEQ about CAFR (comprehensive annual financial report)

Etc.

Councilor Gore asked why there was discussion with DEQ about the 2019 audit when the audit was never one of the options to make the City of Hopewell in compliance with DEQ's requirements for the CFO letter.

Mayor Bennett noted that Mr. Terry had said at the beginning of the presentation to City Council that there was nothing he or his team would do without discussing with the City Manager, which the Mayor found concerning. Mayor Bennett was informed by the contact at DEQ that there were several other options other than a CD, such as local government funds. These options were never brought by Mr. Terry or the City Manager to City Council. Mayor Bennet expressed no desire to sign a certificate authorizing the City Manager to do whatever was necessary to comply with DEQ requirements as there had been a lack of truthfulness. Mayor Bennet expressed her disappointment, and indicated she would not be voting for this request. She expressed frustration with Mr. Terry and his team, and noted that the DEQ contact had given her an email from Mr. Terry stating that audits would be caught up by May, 2021. This was not true, as the City was still behind.

Councilor Gore asked Mr. Terry if the City Manager was involved in those conversations. Mr. Terry stated that when he was made aware of the issue in September, 2021, he spoke with the City Manager. He explained that the emails that City Council are referring to are out of context and the subject matters are out of context. He noted he would provide an explanation to Mayor Bennett in writing.

Councilor Pelham stated that if the Finance Director and the City of Hopewell had the CAFR up to date, then this would not have happened. She noted that the CAFR needed to be updated, and City Council should hold a meeting to discuss the issue with the City Manager and staff.

Councilor Randolph motioned to table the issue for the night's meeting so that the topic could be discussed in a special meeting in January 2022 or another time, but that City Council could not imply that Michael Terry or anyone else had not provided the full scope of information. Vice Mayor Partin seconded the motion.

In discussion, Councilor Gore stated that there was no confusion and offered access to her emails as a FOIA for further proof of the subject. She said she did not believe in sweeping any issue under the rug, and noted that the communication between DEQ and the City of Hopewell staff needed to be addressed. Councilor Randolph reminded Councilor Gore that Council was in a vote.

The motion was suspended due to discussion becoming unruly.

Mayor Bennet moved to take a 5 minute recess. Councilor Pelham motioned the recess. Councilor Gore seconded the motion.

Roll call:	Vice Mayor Partin	-	no
	Councilor Gore	-	no
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	yes

Motion passed 3-2

Mayor Bennett resumed the City Council and advised that members did not conduct any meeting business in the conference room. She noted that City Attorney was present solely for a parliamentary inquiry. Mayor Bennett called for the question of the previous motion.

Councilor Gore asked Tevya Griffin to have the City Manager and Michael Terry to prepare a memo as to why the other available options were not explored, and why the CD was selected instead of the line item "local government fund". Councilor Gore also wanted the City Manager to answer when communications with DEQ began with city staff, if anyone was notified, and how many years the City of Hopewell was delinquent.

The motion was restated: Table the issue to a special meeting at a later date and have the City Manager respond to questions from City Council about why particular options were not selected, to secure \$20,000 and how long City of Hopewell Staff have been communicating with DEQ, and to confirm how many years delinquent the City is delinquent.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	(left the meeting)

Motion passed 4-0

SHERRIF’S OFFICE SALARY INCREASE REQUEST

Motion to move the Sherriff’s item and Department of Public Works items on the agenda to the special meeting on December 16, 2021 made by Councilor Gore. Vice Mayor Partin seconded the motion.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes

Motion passed 4-0

Vice Mayor Partin moved to amend the agenda to include only the subdivision of 310 Stonewall Avenue and the presentation for 2022 redistricting. Councilor Gore seconded the motion.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes

Motion passed 4-0

SUBDIVISION OF 310 STONEWALL AVENUE

Tevya Griffin presented to City Council regarding the request of subdivision of 310 Stonewall Avenue into three (3) separate parcels. She noted that the Planning Commission reviewed the requirements, and the plan for subdivision of the property met all requirements. Ms. Griffin explained that the land is zoned as R-2, needing only 7,500 square feet to subdivide, and the property had 30,012 square feet. All three proposed parcels met the property requirements. Staff recommendation was the same as the Planning Commission, to approve the subdivision as proposed.

Councilor Pelham asked if a public hearing was necessary before action was taken. Tevya Griffin explained that in that zoning district, it was not required.

Vice Mayor Partin motioned to approve the subdivision request submitted by FedCo Properties LLC. Mayor Bennett second the motion.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes

Councilor Pelham	-	yes
Mayor Bennett	-	yes

Motion passed 4-0

REDISTRICTING

Development Director, Tevya Griffin, began a brief overview of the redistricting process at Councilor Pelham’s request. She noted that David Thompson, GIS engineer, was responsible for the redistricting and data review. Ms. Griffin explained that one year after a census is taken, local governments are required to re-examine boundaries to create voting balance. The presentation was an introduction to future work sessions to address boundaries to make decisions as to what was to be provided to the Department of Justice (DOJ). Ms. Griffin stated that wards must be re-drawn every ten (10) years and must be done in such a way as to avoid racial packing/concentrations or watering down. Each ward should get an average of 3,290, with a standard deviation of ± 5%. (Population as of 2020, 23,033) A current ward map was shown to City Council via PowerPoint.

Councilor Pelham asked if those were the new boundary lines. Ms. Griffin indicated that they were not.

Breakdowns were also given by race, but did not differentiate between “African-American” and “Other” initially. David Thompson was able to separate these values eventually.

Tevya Griffin notified City Council that the redistricting map must be adopted 90 days prior to the November 2022 election. David Thompson said that he hoped to have everything completed by March 2022. He explained that following submission, the DOJ must vet it, which could take two (2) weeks or longer. Mr. Thompson indicated that one of the biggest problems between Ward 6 and Ward 2 were huge blocks of voter blocks that may or may not be divided. Tevya Griffin suggested a work session so that a round table with City Council members may be more helpful to council than viewing it on a screen. A work session was to be scheduled the week of January 17, 2022 by Tevya Griffin and circulated among City Council.

Councilor Gore motioned to adjourn. Vice Mayor Partin seconded the motion.

Roll call:	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes

Motion passed 4-0

The meeting was adjourned.

Alyson Reyna, City Clerk Pro Tem

Mayor Johnny Partin

C-4

DATE: March 09, 2023
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – February 2023

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
BENNETT, CHARLES	CITY MANAGER	DIRECTOR OF ECONOMIC DEV&TOUR	02/01/2023
WARREN, SHAWN	SHERIFF	SHERIFF DEPUTY FT	02/01/2023
LEWIS, SHELLEY	RECREATION	PT CUST SVC AGNT	02/08/2023
CHAPMAN, WAYNE	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	02/08/2023
JORGE-ALICEA, LIZMARIE	SOCIAL SERVICES	FAM SRV SPEC IV	02/08/2023
ROSS, CAROLYN	HOPEWELL WATER RENEWAL	ACCOUNTING TECHNICIAN	02/08/2023
DAVIS, KELLY	DEVELOPMENT/NEIGHBORHOOD SVS	SENIOR PLANNER	02/22/2023

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
DOLAN, ANITA	PUBLIC WORKS	EXEC ASST	02/09/2023
YOUNG, BEVERLY	TREASURER	DELIQ TAX COLL	02/10/2023
DAVIS, JOHN	POLICE	POLICE OFFICER NON CAR DEV	02/15/2023
TUCK, DARREN	HOPEWELL WATER RENEWAL	WWT OPERATOR III	02/15/2023
WAGGONER, PATRIZIA	FINANCE	RE ASSESSOR	02/17/2023
QUINONES, LILYBELL	TREASURER	DEPUTY TREAS I	02/17/2023
CARTER, DOROTHY	POLICE	PT SCH GUARD	02/21/2023
GARDLER, ANDREW	GENERAL DISTRICT COURT	ADMIN ASSISTANT	02/24/2023
NICHOLS, KYLE	POLICE	POL SGT	02/26/2023

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.

INFORMATION/ PRESENTATION

FINANCE REPORT

**City of Hopewell, VA
Finance Department**

**Financial Report
03.14.2023**

<u>Topic</u>	<u>Section</u>
• Financial and Compliance Reporting	1
• Operations and Assignments	2
• Budget FY2023-2024	3
• Internal Reporting	4

Section 1

Financial and Compliance Reporting

City and Schools Progress Fiscal Year 2019

Audit Status:

The Auditor advised that five (5) audit engagement staff members assigned to the City of Hopewell to complete the Fiscal Year 2019 audit had severe COVID -19 experiences. The completion of field work and audit report issuance was not able to be done by the end of February 2023.

The combination of recovery and deployment of other available audit staff, the finalization of field work and report issuance has begun as of March 1st.

Note: Attachment A provides additional information

- Closing, Reporting and Audit Workflow (CRAW) Process
- LEG.APA002 Audit Delay Notification

Section 1

Financial and Compliance Reporting (continued)

City and Schools Fiscal Year 2020

Pre-Audit Project:

During the 02.09.2023 Special Meeting City Council authorized the Finance Director to identify seven (7) temporary accounting professionals that would be available to assist the City and/or Schools to prepare their financial records and documents for the Fiscal Year 2020 audit.

Three (3) pre-audit accounting professionals were identified as available and commenced working at the City by the end of the month of February 2023.

Efforts to bring on the remaining four (4) pre-audit accounting professionals is in process.

Attachment A

City of Hopewell, Virginia
Closing, Reporting and Audit Workflow (CRAW)

Date Start	Date Due	% Completion Status	Comment(s)
------------	----------	---------------------	------------

Project Planning - Addendum

Fiscal Year Ended June 30, 2019	02.01.22	12.31.22	95%	Overall estimated % of completion as of 02.28.23
<u>Phase:</u>				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			100%	Complete 12.31.22
Beginning general ledger balance reconciliation			100%	Complete 12.31.22
Year end closing process			100%	Complete 12.31.22
Fund Balance classifications			100%	Complete 12.31.22
Pension Plan			100%	Complete 12.31.22
Other Postemployment Benefits (OPEB)			100%	Complete 12.31.22
Government Wide Reconciliations			25%	Pending Auditor
Financial Statement Preparation			20%	Pending Auditor
Auditor of Public Accounts (APA) Report			0%	Pending Auditor
Single Audit Report			0%	Pending Auditor



City of Hopewell

300 North Main Street
Hopewell, VA 23860

City of Hopewell

Annual Comprehensive Financial Reports

The City of Hopewell's remediation implementation plan to bring current Annual Comprehensive Financial Reports (ACFR) --- Status Update:

- FY 15-16 ACFR – Completed 10.24.2018
- FY 16-17 ACFR – Completed 06.10.2019
- FY 17-18 ACFR – Completed 10.22.2021
- FY 18-19 ACFR – Estimated completion 03.31.2023
- FY 19-20 ACFR – Estimated completion 03.31.2023
- FY 20-21 ACFR – Estimated completion 05.31.2023

Delays due to:

- Post implementation system issues
- Finance Department staff turnover and transition
- COVID 19

Section 2

Operations and Assignments

- Accounts Payable
- Payroll
- Accounting
- Procurement
- Real Estate Assessor
- Financial Reporting and Budget
- Fiscal Services and Compliance

Section 2

Operations and Assignments

Accounts Payable:	Number	Amount
Process Invoices	1503	\$ 4,419,459
Created Purchase Orders by AP	55	\$ 2,197,181
Printed Checks/Wires/EFT	714	\$ 4,419,459
Payroll:	Gross Pay	Employees
02.09.2023	\$ 961,239	439
02.23.2023	\$ 949,007	428
Note A: City's Monthly & Quartely Payroll Reporting (Federal & State) is Current.		

Section 2

Operations and Assignments (Continued)

Accounting:

Coordinated with Treasurer Office, Information Technology, Water Renewal and other the Departments on timely & accurate accounting and recording of transactions in Munis.

Procurement:

Automated Clearing House / Electronic Funds Transfer (ACH/EFT) Program Update:

The total active vendors – 3915

Since 07.2022 to 02.28.2023 the Finance Department has increased the amount of ACH/EFT vendors from 55 to 316.

The vendors that are not being paid by ACH/EFT include the following:

- Utility companies- due to sending remits for individual accounts (Dominion Electric, Verizon, Sprint, etc.)
- One Time payees- Recreation Refunds, Courts, etc.
- Insurance payments for health care, etc.
- Credit Card payments- not allowed
- Certain Bond Payments- not allowed

Section 2

Operations and Assignments (Continued)

Real Estate Assessor:

Assessor and our external contractors completed the reassessment process (residential and industrial properties).

Financial Reporting and Budget:

- Continued assistance to Departments with FY2023 budget inquiry and assistance.
- Continued to provide technical support and guidance pertaining to the FY2024 Operating and Capital Budget process.

Section 2

Operations and Assignments (Continued)

Fiscal Services and Compliance:

Finance Director in conjunction with Truist complied with the City of Hopewell Landfill 2022 Solid Waste Financial Assurance Review Reporting to DEQ.

Section 3

Budget FY 2023-2024

Budget Development Tasks FY 2023-2024	Date Start	Date Due	% Completion Status	Comment(s)
<u>Perform Assessment & Planning Requirements for FY 2023 - 2024 Budget Development:</u>	11.01.22	11.30.22	100%	Task completed 11.30.22
Annual Operating Capital Project Capital Improvement Plan (CIP)				
<u>Draft Proposed City Budget Calendar for FY 2023 - 2024</u> City Manager City Attorney City Administration & Staff School Administration & Staff City Council School Board	01.06.23	01.31.23	100%	Task completed 01.31.23
<u>Communicate Draft to Stake Holders:</u>	01.31.23	02.20.23	100%	Task completed 01.31.23
<u>Finalize City Budget Calendar for FY 2023 - 2024</u>	02.21.23	02.28.23	100%	Task completed 01.31.23
<u>Implement City Budget Calendar for FY 2023 - 2024</u>	03.01.23	05.26.23	30%	Work in Process 02.28.23
<u>Prepare the approved FY24 City Budget for loading to the City's accounting administrative system (MUNIS)</u>	06.15.23	06.19.23		
<u>Review & verify the loaded approved FY24 City Budget to the City's accounting administrative system (MUNIS)</u>	06.21.23	06.23.23		
<u>Confirm & verify City departments having access to their loaded approved FY24 City Budget to the City's accounting administrative system (MUNIS)</u>	06.26.23	06.28.23		
Finance Department preparing DRAFT FY 2023-2024 Financial Plan (i.e. City budgetary document)	07.14.23	09.29.23		
New format online FY2024 Financial Plan posted to City Web Site				

Section 4

Internal Reporting

City Manager's Report on Transfers 07.01.2022 to 02.28.2023					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
7/1-31/2022	Recreation Department Recreation Department	Rec Fund Rec Fund	\$ 4,000	\$ 4,000	Transfer for Pool Mgmt Co. to supplement life guard staff
8/1-31/2022	City Manager Transfers for Reporting Period-None				
9/1-30/2022	City Manager Transfers for Reporting Period-None				
10/1-31/2022	City Manager Transfers for Reporting Period-None				
11/1-30/2022	City Manager Transfers for Reporting Period-None				
12/1-31/2022	City Manager Transfers for Reporting Period-None				
01/1-31/2023	Economic Development Voter Registrar	General Fund General Fund	\$ 35,000	\$ 35,000	Transfer for Special Election (February 21, 2023)
02/1-28/2023	City Manager Transfers for Reporting Period-None				

POLICE REPORT

Hopewell Police Department Crime Summary

March 14, 2023



HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY

Reporting Date: March 7, 2023

Year-to-Date Comparison	Thru March 5th				5 Year Average	% Change to Average
	2022	2023	#	% Change		
MURDER	1	4	3	300%	1	233%
FORCIBLE RAPE	0	0	0	#DIV/o!	1	-100%
ROBBERY	4	2	-2	-50%	5	-62%
AGGRAVATED ASSAULT	7	11	4	57%	12	-8%
Violent Crime Total	12	17	5	42%	19	-11%
ARSON	0	1	1	#DIV/o!	0	150%
BURGLARY	9	8	-1	-11%	18	-55%
LARCENY	54	44	-10	-19%	78	-44%
MOTOR VEHICLE THEFT	9	10	1	11%	15	-33%
Property Crime Total	72	63	-9	-13%	111	-43%
Total Major Crime	84	80	-4	-5%	130	-39%

Murder, Rape, Assault by # of Victims, All others by # of Incidents

5 Year Average to 3/31

HOPEWELL POLICE DEPARTMENT
Reporting Date: March 6, 2023

Suspected Opioid Overdoses 3/31							
	2018	2019	2020	2021	2022	2023	Grand Total
Fatal	1	5	3	5	3	5	22
Non-fatal	7	11	12	17	14	16	77
Grand Total	8	16	15	22	17	21	99

Subject to change as
forensic results are returned

Technology Success



- 3/6/2023 Call for attempted larceny of catalytic converter
- Offender fled but citizen was able to get license plate
- Traffic stop made and driver Cory MCCOLLUM (pictured) found to be in possession of saws and narcotics and was arrested.

Tri-cities Policing Initiative

- On March 11, 2023, Hopewell Police Department worked collaboratively with ATF, DEA, USMS, VSP, Prince George, Colonial Heights, and Petersburg PD to address violent crime and drug activity through focused policing strategies.
- UPDATE on activities –
- UPDATE on VCTF and VSP partnership – VSP has had a presence in our city daily, and has provided multiple nights of coverage with their interdiction team.

PROJECT REVIEW



DEPARTMENT OF ENGINEERING

PROJECT OVERVIEW

MAURICE WILKINS, M.P.A.

Project	Agreement Date	Agency	Revenue Share Agency/Local	Status	Anticipated Completion Date
Moultrie Ave Reconstruction & Drainage Improvements	11/21/2017	VDOT	20/80	Under Construction	1/31/2024
Bike Lanes Connections	9/11/2018	VDOT	80/20	Under Construction	10/27/2023
Cattail Creek Tributary Stabilization	6/8/2021	FEMA	75/25	Entering Construction	9/1/2023
Cattail Creek Drainage Crossing Improvements	6/8/2021	FEMA	75/25	Pre-Engineering	9/20/2025
LED Conversion Program	9/1/2022	LOCAL/AARPA		Under Construction	10/1/2024
S. Mesa Dr. Reconstruction	12/22/2020	VDOT	100/0	ROW	TBD
High Ave & Berry St. Reconstruction	12/22/2020	VDOT	100/0	ROW	TBD
High Ave & Freeman St. Reconstruction	12/22/2020	VDOT	100/0	ROW	TBD
Hill Ave & Hooker St. Reconstruction	9/25/2019	VDOT	50/50	VDOT Administration	TBD
Wagner Ave & Hooker St. Reconstruction	9/25/2019	VDOT	50/50	VDOT Administration	TBD
Pavement Rehabilitation	9/28/2021	VDOT	50/50	VDOT Administration	TBD
Richmond St & Petersburg St Drainage and Roadway Improvements	9/28/2021	VDOT	50/50	VDOT Administration	TBD
Lynchburg St & Richmond St Drainage and Roadway Improvements	9/28/2021	VDOT	50/50	VDOT Administration	TBD
Ashland St. Extension Converted to Courthouse Rd. Improvements	TBD	MPO/VDOT	100/0	VDOT Administration	TBD
Safety Action Grant	TBD	Safe Streets and Roads for All SS4A	100	Federal Administration	TBD
Courthouse Rd Pedestrian Improvements Program	7/10/208	Federal Earmark	80/20	Federal Administration	TBD
VDOT Oaklawn Reconstruction	3/1/2023	VDOT	100/0	VDOT Administration	6/1/2024
W. Randolph Shared Use Path	TBD	VDOT	TBD	VDOT Administration	TBD

REGULAR BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: DCJS ARPA Law Enforcement Equipment Grant

ISSUE: Hopewell Police Department has been allocated \$633,000 in no match ARPA grant funding by DCJS for law enforcement efforts to reduce violent crime and gun violence. Law enforcement equipment that improves or enhances the delivery of daily law enforcement services to the community and/or ensures the safety of citizens and officers is to be purchased. Equipment must be cost reasonable.

RECOMMENDATION: Authorize Hopewell Police to apply for \$633,000 in ARPA grant funding. There is no cash match required.

TIMING: Application deadline is March 24, 2023.

BACKGROUND: Hopewell Police Department has successfully managed DCJS grants for more than 15 years. Presently, the department is managing two competitive DCJS grants totaling more than \$250,000.

ENCLOSED DOCUMENTS:

DCJS ARPA Law Enforcement Equipment Grant Program Guidelines

DCJS ARPA Decision Matrix Localities

STAFF: Donald E. Reid, Jr. Deputy Chief of Police

Kim Parson, Administrative Support Manager

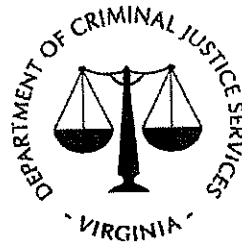
FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | |
|--------------------------|--------------------------|-----------------------------------|
| Y | N | |
| <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 |

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



ARPA

Law Enforcement Equipment Grant Program

Guidelines and Application Procedures

Application Due Date
March 24, 2023, 5:00pm

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

Issued: February 24, 2023

ARPA Law Enforcement Equipment Grant Program

Guidelines and Application Procedures

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DCJS ARPA Law Enforcement Equipment Grant Program

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of federal American Rescue Plan Act (“ARPA”) funds for law enforcement efforts to reduce violent crime and gun violence, which has disproportionately increased in due to the pandemic and impacted communities.

“Treasury recognizes the importance of comprehensive approaches to challenges like violence. The final rule includes an enumerated eligible use for community violence intervention programs in all communities, not just the disproportionately impacted communities eligible under the interim final rule. Given the increased rate of violence during the pandemic, Treasury has determined that this enumerated eligible use is responsive to the impacts of the pandemic in all communities. The final rule incorporates guidance issued after the interim final rule on specifically types of services eligible, including:

- Evidence-based practices like focused deterrence, street outreach, violence interrupters, and hospital-based violence intervention models, complete with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance; and
- Capacity-building efforts at community violence intervention programs like funding more intervention workers, increasing their pay, providing training and professional development for intervention workers, and hiring and training workers to administer the programs.”¹

The Virginia State Budget allocated \$75,000,000 in ARPA funds in the first year to the Virginia Department of Criminal Justice Services “to make one-time grants to state and local law enforcement agencies located in the Commonwealth, including colleges and universities, local and regional jails for the purpose of training and purchasing equipment and supplies to support law enforcement related activities, excluding equipment for which one-time equipment grants were appropriated from the general fund in Item 406, Chapter 552, 2021 Acts of Assembly (Body Worn Camera Grant Program). Of the amount provided, no less than \$60,000,000 shall be provided for the support of local law enforcement agencies. Of the amount provided, the Director, Department of Criminal Justice Services, is authorized to recover reasonable, one-time costs related to administering this grant program. Any distribution made to a local law enforcement agency shall not require a local match. The Department shall report on the distributions made to the Governor, the Chairs of the House Appropriations and the Senate Finance and Appropriations Committees, and the Secretary of Finance by November 1, 2023.”

Approved applications for this non-competitive funding opportunity will be awarded upon approval of the Criminal Justice Services Board on **May 11, 2023**, and any pending approvals necessary from the Department of Accounts.

¹ <https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds>

DCJS ARPA Law Enforcement Equipment Grant Program

II. Focused Funding Areas

DCJS has identified the following project/program area as a priority for funding through this solicitation.

Law Enforcement Equipment: Applicants are invited to purchase equipment that improves or enhances the delivery of daily law enforcement services to the community and/or ensures the safety of citizens and officers. Equipment purchased and projects should seek to decrease violent crime within their communities.

Applicants are also invited to request funding for equipment that will improve and reduce violent crime within their locality. Funding may be used to invest in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in gun violence resulting from the pandemic, for example technology to assist in the identification of guns whose serial numbers have been damaged. Along with being responsive to harm, equipment must be cost reasonable.

An example of items that can be purchased through this funding include, but are not limited to, the following:

- Virtual simulation equipment
- Crime mapping
- Real time crime center platforms
- Forensic equipment
- Video equipment
- Artificial intelligent cameras
- Tactical equipment to include armor, electronics, etc.
- Ballistics Technology
- Investigative platforms
- Bikes and Vehicles to assist with crime reduction
- License plate recognition system
- Regular vehicles up to \$70,000 (i.e. standard law enforcement vehicles)

Unallowable Purchases

Be advised that bear cats, armored vehicles, multi-use evidence vehicles and body worn cameras will not be allowable under this funding opportunity.

III. Eligibility

This grant announcement is open to all local law enforcement agencies. Entities may only submit one application in response to this solicitation. This grant program is a formula-based grant opportunity. Many factors were taken in account, including crime rates, population, financial stress, and police officer population, to determine the maximum amount of the award for each locality.

DCJS ARPA Law Enforcement Equipment Grant Program

IV. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 24, 2023. The system will not allow applications to be submitted after the deadline, therefore, late applications 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 in this document. If you have not already done so, it is recommended that you register for OGMS as soon as possible as the registration process can take several days.

V. Amount Available

Each locality is eligible for funding and is receiving an award based on a formula previously mentioned. Refer to the attached spreadsheet to determine the amount allocated to your locality and use this amount when developing your budget throughout your application.

Final funding amounts may be impacted or limited due to pending changes in the state budget. Applications will be accepted within the current stated limits but subject to change after the May 11th meeting of the Criminal Justice Services Board. Grantees will be notified by DCJS of any changes to the amount of their grant in their award letter.

VI. Grant Period

Grants will be awarded for a two (2) year period July 1, 2022, through June 30, 2024. The Grant funding period is retroactive to July 1, 2022. Localities will be able to apply for previously purchased items that meet the funding focused areas, but any previous purchases will need to be approved through your application prior to any reimbursement claims being submitted and processed.

VII. Match Requirement

There is no match requirement with this grant program.

VIII. Restrictions

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.
- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures.**
- Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.
- Transactions occurring outside of the grant period will not be eligible for reimbursement.

DCJS ARPA Law Enforcement Equipment Grant Program

IX. Availability of Continuation Funding

ARPA funds are currently set to expire by June 30, 2024. There will not be a continuation of funds after the grant program ends.

X. Application Forms and Instructions

Each application for Law Enforcement Equipment Grant Program funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The Application Creation Wizard will assist you in completing the application's General Information form.

Step 1: The Wizard requires an application title and a primary contact. The application title should include the grant program and the agency's name (e.g., ARPA ABC City).

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded.

Step 2: Under this step, an Application ID will be assigned, and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for whom you will be submitting this application. Click "Save Form Information" to start Step 3.

Step 3: Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). No information can be released to an individual not associated with the grant in OGMS. Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you can complete the application in any order or save to return at another time.

Face Sheet: Required

- **Congressional District:** Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- **Best Practice:** This does not apply to the ARPA Grant Program (it is only required of JJDP programs).
- **Jurisdiction(s) Served:** Select all jurisdiction(s) served.
- **Program Title:** Provide a program title that includes the agency's name and the grant program (e.g., ARPA ABC City).
- **Certified Crime Prevention Community:** Click the hyperlink on the form to see if your

DCJS ARPA Law Enforcement Equipment Grant Program

locality is certified.

- *VLEPSC or CALEA Accredited:* Yes or No
- *Type of Application:* For this funding opportunity, you will choose "New."
- *Community Setting:* Check the box(es) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator:* Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable.
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Project Narrative: All questions in this section are required.

- *Demonstration of Need:* Provide a description of your agency and a description of how violent crime has increased in your locality since the beginning of the pandemic. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs (maximum of 5000 characters).
- *Project Description:* Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project. (Maximum of 5000 characters).
- *Service Area Demographic/Target Population:* Provide a brief description of the target population to be served by your organization (maximum of 5000 characters).

Budget: Required

- *Budget:* Click "Edit Grid" and enter your requested state amount under the "Federal" column.

Equipment:

**Uniform Administrative Requirements (2CFR 200.1) defines equipment as tangible property having a useful life of more than one year and a per-unit cost of \$5,000 or more. If an item is less than \$5,000 then it should be listed under the Supplies and Other component in the grant application.*

- Indicate if equipment is included in your budget: yes or no. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description and justification for each item. Justification should illustrate and demonstrate the need for the equipment for the law enforcement agency. All equipment costs should be reasonable. **Additional Documentation:** Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click "Add New Attachment" and upload the file. In the description box, indicate the equipment

DCJS ARPA Law Enforcement Equipment Grant Program

item and explain what information the file is providing.

Supplies and Other:

- Indicate if supplies and other included in your budget: yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description and justification for each item. Justification should illustrate and demonstrate the need for the equipment for the law enforcement agency. All costs should be reasonable.

Attachments:

- Please upload any additional attachments required by this funding opportunity here.

General Conditions and Assurances:

- This section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds give assurances and certifies that the grant will follow federal conditions.

Lobbying Disbarment:

- This section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grantee will follow the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace”.

Authority Certification:

- This section is **required** under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be submitted under Attachments.

XI. Reporting Requirements

Grant recipients must submit quarterly financial and status reports online to DCJS until such time that the funds are spent, and the grant is closed. Failure to comply in a timely manner may result in DCJS requesting repayment of grant funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant award.

In addition to quarterly reporting, grant recipients may be required to provide data on an automated schedule to the Office of Data Governance and Analytics (“ODGA”) for the Operation Bold Blue Line dashboard. These types of data include but are not limited to violent crime counts (to include homicide, rape, robbery, aggravated assault, with and without a firearm) as well as Law Enforcement Officer count data. ODGA will work with recipients to facilitate data collection and entry to simplify these efforts.

Grantees will also need to provide data necessary for DCJS’ centralized Law Enforcement recruiting platform, including but not limited to vacancy information, open position postings, and salary and benefit information.

DCJS ARPA Law Enforcement Equipment Grant Program

XII. How and Where to Submit Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 24, 2023. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIII. Grant Application Review Process

All applications will be reviewed as part of a review process. External/non-DCJS staff and DCJS staff will rate each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at the meeting on May 11, 2023.** Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Please contact the following staff for questions regarding your ARPA Grant Program application:

rr-learpagrants@dcjs.virginia.gov

For questions and technical assistance relating to the OGMS system, contact ogmssupport@dcjs.virginia.gov. Please include your grant program area in the Subject line.

A remote training will be made available to all eligible applicants on the following dates:

- Monday, March 6, 2023 - 3:00 pm –5:00 pm
- Tuesday March 7, 2023 - 9:00am –11:00 am.

A link to the remote training will be sent out and posted on the DCJS website.

DCJS ARPA Decision Matrix – Localities

Determination of Base Allocations

Counties, cities, and towns with 3 Full Time Law Enforcement Officers or fewer *and* a population of fewer than 1,000, are eligible to apply for this grant up to \$10,000.

Contributing Factors to Allocations

For counties, cities, and towns with more than 3 Full Time Law Enforcement Officers *and* a population greater than 1,000, these factors contributed to determination of the allocation:

- 1) *Financial Stress* – This factor is based on the percentage of the population below the poverty level (POV), median household income (MHI) and median value of owner-occupied housing units (MVOOH).
- 2) *Law Enforcement Need* – This factor is based on the number of sworn law enforcement officers per 1,000 population, the number of sworn law enforcement officers per Violent IBR Index Offense, and the IBR Violent Offense Rate per 100,000 population.
- 3) *Arrest Response Need* – This factor is based on the average number of pretrial commitments to jail for violent felonies per 100,000 population, average number of pretrial commitments to jail for drug felonies per 100,000 population, and average number of pretrial commitments to jail for violent misdemeanors per 100,000 population.
- 4) *Total Population* – This factor was used to contribute to the overall distribution of available funds relative to the size of all localities.

Place Name	Finalized Allocation (Rounded)
Abingdon Town	\$ 98,000.00
Accomack County	\$ 427,000.00
Albemarle County	\$ 222,000.00
Alberta Town	\$ 10,000.00
Alexandria City	\$ 309,000.00
Alleghany County	\$ 415,000.00
Altavista Town	\$ 213,000.00
Amelia County	\$ 263,000.00
Amherst County	\$ 279,000.00
Amherst Town	\$ 92,000.00
Appomattox County	\$ 266,000.00
Arlington County	\$ 389,000.00
Ashland Town	\$ 158,000.00

Augusta County	\$ 267,000.00
Bath County	\$ 154,000.00
Bedford County	\$ 263,000.00
Bedford Town	\$ 157,000.00
Berryville Town	\$ 55,000.00
Big Stone Gap Town	\$ 155,000.00
Blacksburg Town	\$ 255,000.00
Blackstone Town	\$ 153,000.00
Bland County	\$ 196,000.00
Bloxom Town	\$ 10,000.00
Bluefield Town	\$ 155,000.00
Boones Mill Town	\$ 10,000.00
Botetourt County	\$ 164,000.00
Bowling Green Town	\$ 10,000.00
Boydton Town	\$ 10,000.00
Boykins Town	\$ 10,000.00
Bridgewater Town	\$ 57,000.00
Bristol City	\$ 477,000.00
Broadway Town	\$ 94,000.00
Brookneal Town	\$ 10,000.00
Brunswick County	\$ 205,000.00
Buchanan County	\$ 629,000.00
Buckingham County	\$ 267,000.00
Buena Vista City	\$ 407,000.00
Burkeville Town	\$ 10,000.00
Campbell County	\$ 301,000.00
Cape Charles Town	\$ 91,000.00
Caroline County	\$ 220,000.00
Carroll County	\$ 336,000.00
Cedar Bluff Town	\$ 111,000.00
Charles City County	\$ 257,000.00
Charlotte County	\$ 322,000.00
Charlottesville City	\$ 447,000.00
Chase City Town	\$ 212,000.00
Chatham Town	\$ 91,000.00
Chesterfield County	\$ 555,000.00
Chilhowie Town	\$ 152,000.00
Chincoteague Town	\$ 93,000.00
Christiansburg Town	\$ 173,000.00
Clarke County	\$ 100,000.00
Clarksville Town	\$ 111,000.00

Clifton Forge Town	\$ 214,000.00
Clifton Town	\$ 10,000.00
Clinchco Town	\$ 10,000.00
Clintwood Town	\$ 111,000.00
Coeburn Town	\$ 212,000.00
Colonial Beach Town	\$ 214,000.00
Colonial Heights City	\$ 418,000.00
Courtland Town	\$ 10,000.00
Covington City	\$ 366,000.00
Craig County	\$ 195,000.00
Crewe Town	\$ 362,000.00
Culpeper County	\$ 182,000.00
Culpeper Town	\$ 130,000.00
Cumberland County	\$ 260,000.00
Damascus Town	\$ 10,000.00
Dayton Town	\$ 52,000.00
Dickenson County	\$ 622,000.00
Dinwiddie County	\$ 218,000.00
Drakes Branch Town	\$ 10,000.00
Dublin Town	\$ 213,000.00
Dumfries Town	\$ 96,000.00
Eastville Town	\$ 10,000.00
Elkton Town	\$ 153,000.00
Essex County	\$ 318,000.00
Exmore Town	\$ 361,000.00
Fairfax City	\$ 74,000.00
Fairfax County	\$ 1,000,000.00
Falls Church City	\$ 65,000.00
Farmville Town	\$ 217,000.00
Fauquier County	\$ 152,000.00
Floyd County	\$ 265,000.00
Fluvanna County	\$ 177,000.00
Franklin City	\$ 318,000.00
Franklin County	\$ 359,000.00
Frederick County	\$ 278,000.00
Fredericksburg City	\$ 578,000.00
Front Royal Town	\$ 165,000.00
Galax City	\$ 617,000.00
Gate City Town	\$ 152,000.00
Giles County	\$ 260,000.00
Glade Spring Town	\$ 91,000.00

Glasgow Town	\$	10,000.00
Glen Lyn Town	\$	10,000.00
Gloucester County	\$	229,000.00
Goochland County	\$	75,000.00
Gordonsville Town	\$	91,000.00
Grayson County	\$	264,000.00
Greene County	\$	211,000.00
Greensville County	\$	261,000.00
Gretna Town	\$	301,000.00
Grottoes Town	\$	53,000.00
Grundy Town	\$	10,000.00
Halifax County	\$	335,000.00
Halifax Town	\$	151,000.00
Hanover County	\$	252,000.00
Harrisonburg City	\$	302,000.00
Haymarket Town	\$	12,000.00
Haysi Town	\$	10,000.00
Henrico County	\$	524,000.00
Henry County	\$	361,000.00
Herndon Town	\$	135,000.00
Highland County	\$	112,000.00
Hillsville Town	\$	153,000.00
Honaker Town	\$	10,000.00
Hopewell City	\$	633,000.00
Hurt Town	\$	10,000.00
Independence Town	\$	10,000.00
Isle of Wight County	\$	178,000.00
James City County	\$	228,000.00
Jonesville Town	\$	10,000.00
Kenbridge Town	\$	151,000.00
Kilmarnock Town	\$	111,000.00
King & Queen County	\$	317,000.00
King George County	\$	177,000.00
King William County	\$	204,000.00
La Crosse Town	\$	10,000.00
Lancaster County	\$	199,000.00
Lawrenceville Town	\$	261,000.00
Lebanon Town	\$	153,000.00
Lee County	\$	480,000.00
Leesburg Town	\$	158,000.00
Lexington City	\$	157,000.00

Loudoun County	\$ 473,000.00
Louisa County	\$ 226,000.00
Louisa Town	\$ 112,000.00
Lunenburg County	\$ 259,000.00
Luray Town	\$ 155,000.00
Madison County	\$ 164,000.00
Manassas City	\$ 193,000.00
Manassas Park City	\$ 167,000.00
Marion Town	\$ 216,000.00
Martinsville City	\$ 23,000.00
Mathews County	\$ 139,000.00
McKenney Town	\$ 10,000.00
Mecklenburg County	\$ 331,000.00
Middleburg Town	\$ 10,000.00
Middlesex County	\$ 201,000.00
Middletown Town	\$ 51,000.00
Montgomery County	\$ 342,000.00
Mt. Jackson Town	\$ 212,000.00
Narrows Town	\$ 152,000.00
Nelson County	\$ 265,000.00
New Kent County	\$ 133,000.00
New Market Town	\$ 92,000.00
Newport News City	\$ 46,000.00
Northampton County	\$ 219,000.00
Northumberland County	\$ 262,000.00
Norton City	\$ 364,000.00
Nottoway County	\$ 260,000.00
Occoquan Town	\$ 11,000.00
Onancock Town	\$ 211,000.00
Onley Town	\$ 10,000.00
Orange County	\$ 220,000.00
Orange Town	\$ 155,000.00
Page County	\$ 415,000.00
Parksley Town	\$ 10,000.00
Patrick County	\$ 328,000.00
Pearisburg Town	\$ 93,000.00
Pembroke Town	\$ 10,000.00
Pennington Gap Town	\$ 362,000.00
Petersburg City	\$ 43,000.00
Pittsylvania County	\$ 307,000.00
Pocahontas Town	\$ 10,000.00

Poquoson City	\$	162,000.00
Pound Town	\$	10,000.00
Powhatan County	\$	140,000.00
Prince Edward County	\$	414,000.00
Prince George County	\$	233,000.00
Prince William County	\$	623,000.00
Pulaski County	\$	482,000.00
Pulaski Town	\$	219,000.00
Purcellville Town	\$	59,000.00
Quantico Town	\$	10,000.00
Radford City	\$	476,000.00
Rappahannock County	\$	97,000.00
Remington Town	\$	10,000.00
Rich Creek Town	\$	10,000.00
Richlands Town	\$	215,000.00
Richmond County	\$	157,000.00
Roanoke County	\$	339,000.00
Rockbridge County	\$	332,000.00
Rockingham County	\$	253,000.00
Rocky Mount Town	\$	215,000.00
Rural Retreat Town	\$	10,000.00
Russell County	\$	481,000.00
Salem City	\$	215,000.00
Saltville Town	\$	152,000.00
Scott County	\$	478,000.00
Scottsville Town	\$	10,000.00
Shenandoah County	\$	337,000.00
Shenandoah Town	\$	152,000.00
Smithfield Town	\$	119,000.00
Smyth County	\$	481,000.00
South Boston Town	\$	218,000.00
South Hill Town	\$	215,000.00
Southampton County	\$	146,000.00
Spotsylvania County	\$	290,000.00
St. Paul Town	\$	10,000.00
Stafford County	\$	307,000.00
Stanley Town	\$	152,000.00
Staunton City	\$	336,000.00
Stephens City Town	\$	92,000.00
Strasburg Town	\$	157,000.00
Suffolk City	\$	434,000.00

Surry County	\$ 197,000.00
Sussex County	\$ 201,000.00
Tappahannock Town	\$ 212,000.00
Tazewell County	\$ 634,000.00
Tazewell Town	\$ 154,000.00
Timberville Town	\$ 153,000.00
Victoria Town	\$ 152,000.00
Vienna Town	\$ 66,000.00
Vinton Town	\$ 158,000.00
Virginia Beach City	\$ 649,000.00
Warren County	\$ 216,000.00
Warrenton Town	\$ 60,000.00
Warsaw Town	\$ 52,000.00
Washington County	\$ 353,000.00
Waynesboro City	\$ 332,000.00
Weber City Town	\$ 151,000.00
West Point Town	\$ 93,000.00
Westmoreland County	\$ 325,000.00
White Stone Town	\$ 10,000.00
Williamsburg City	\$ 265,000.00
Winchester City	\$ 488,000.00
Windsor Town	\$ 153,000.00
Wise County	\$ 635,000.00
Wise Town	\$ 153,000.00
Woodstock Town	\$ 156,000.00
Wythe County	\$ 328,000.00
Wytheville Town	\$ 158,000.00
York County	\$ 220,000.00

ADJOURNMENT