

# AGENDA



## CITY OF HOPEWELL

Hopewell, Virginia 23860

### AGENDA

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### CITY COUNCIL

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

John M. Altman, Jr., City Manager  
Stefan M. Calos, City Attorney  
Ronnieye L. Arrington, City Clerk

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Date: April 9, 2019

MUNICIPAL BUILDING

Closed Meeting: 5:30 p.m.  
Regular Meeting: 7:30 p.m.

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### OPEN MEETING

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

**SUGGESTED MOTION:** To go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion, consideration and interviews of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) discussion concerning a prospective business or industry where no previous announcement has been made of the business's interest in locating its facilities in the community (Project Laguna); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body (registrar, BEC appeal); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters, requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (5), (7), and (8), respectively.

Roll Call

### CLOSED MEETING

### 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

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

Roll Call

**REGULAR MEETING**

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

Prayer by J. Jefferson Butler, past of Woodlawn Presbyterian Church, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Randolph.

**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:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:** Joint Work Session with School Board – 4-10-19; FY20 Budget Calendar
- C-4 Personnel Change Report & Financial Report:** attached
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:** Project Laguna and Amendment of FY20 School Board Budget – April 23, 2019; FY20 tax rates – May 7, 2019 (Special Meeting called by City Manager)
- C-8 Information for Council Review**
- C-9 Resolutions/Proclamations/Presentations:** Child Abuse Awareness; Month of the Military Child
- C-10 Additional Announcements:**

**Public Hearings**

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

**NONE**

**Communications from Citizens**

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

**NONE**

**Regular Business**

**Reports of City Manager:**

**R-1 Spring Clean Up Week**

**ISSUE:** Request for City Council to approve and designate the week of Saturday, April 13, 2019 to Saturday, April 20, 2019 as Spring Clean-Up Week.

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

**Roll Call**

**R-2 DCJS Spring 2019-2020 School Resource Officer Grant**

**ISSUE:** The Hopewell Police Department is requesting approval to apply for a grant, which will allow them to continue the School Resource Officer position at Hopewell High School. School Resource Officers are pivotal in reducing (or preventing) student altercation, altercations involving adults, and vandalism of school property.

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

**Roll Call**

**R-3 Recreation and Parks appropriation of \$14,563 from auction**

**ISSUE:** Recreation and Parks Department is requesting the appropriation of surplus property auction revenue in the amount of \$15,970. These funds will be used towards operating expenses related to maintenance and recreational programming.

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

**Roll Call**

**Reports of the City Attorney:** Council rules

**Reports of the City Clerk:** Boards, Committees, Commissions Vacancies

<b>Board, Commission, Committee</b>	<b>Current members</b>	<b>Vacancies</b>
Ashford Civic Plaza	1	6
Board of Building Code and Fire Prevention Code Appeals	2	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5

Economic Development Authority	3	4
Historic Preservation Committee	5	2
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	4
Virginia Gateway Region	1	1

**Reports of City Council:**

**Committees**

- **Establish and appoint members to the City Council Retreat Committee**
- **Establish and create Census Committee**

**Individual Councilors**

Item No.	Councilor	Item Description
IR-1	Pelham	2017-8-19 Budget Resolution- In previous years City Council regulated the transfer of funds between accounts and appropriations. Request City Council reinstate the practice that the City Manager and Finance Director shall come before City Council to transfer funds between funds, accounts and departments over \$25,000 in the budget Resolution. (return item)
IR-2	Gore	<b>Request amendment to Council rules</b> (return item)
IR-3	Gore	<b>ClearGov follow up</b> – thirty-day report out (return item)
IR-4	Randolph	<b>Limiting agenda IR and CCR’s</b> for each council meeting. In order to keep the regular agenda from continually going into the early hours of the next day and having constituents leaving or turning council off, I would like to propose that we limit per councilor and per meeting the number of IRs and CCRs. While suggesting a total for both IR and CCR per meeting at a total of 8 or per councilor a total per meeting of 2, I am also looking for suggestions from the other councilors as to what we all feel is reasonable.
IR-5	Denton Partin	<b>Public Declaration of Personal and Economic Interests--</b> The City of Colonial Heights has a section on their agendas where city councilors publicly declare any personal or economic interests they may have on agenda items. We would like council to add this to all agendas and place it after adopting the consent agenda and before the public hearings. We believe this will improve the professionalism of council meetings and increase transparency.
IR-6	Partin	<b>5 Year Plan to Raise the City's Rainy Day Fund to 15%</b> -- The City of Hopewell currently has a rainy day fund that is approximately 10% of the budget. The idea is to increase the "rainy day fund" by 1% for the next consecutive five years, so that by the fiscal year 2025 the city will have a rainy day fund that is 15% of the budget. I am asking council to allow the city manager to research this idea and to bring back a proposal for city council to consider.

- |       |          |   |
|-------|----------|---|
| IR-7  | Gore     | <b>Request changes to Council Rules 406 and 203.</b> Change Rule 406 to limit Council’s ability to make personal, impertinent, abusive or slanderous statements, or incite disorderly conduct. Change 203 to limit discussion to ensure that the Council meetings are more efficient.   |
| IR-8  | Denton   | <b>Mayor’s Office</b>   |
| IR-9  | Partin   | <b>Reducing our Debt to Budget Ratio</b><br>Currently I believe our city has a long-standing debt to budget ratio of 10% and has used this as a standard practice in order to ensure the city does not take on more debt than it can handle. By reducing this ratio and continuing to strengthen our fiscal policy, we can potentially improve our bond rating, and demonstrate to outside developers, business owners, and potential new residents that Hopewell is a sound place to invest and reside. I am requesting that the City Manager and his staff research and bring back an analysis and proposal to determine if council should reduce this ratio to 8% and adopt this as our new standard practice. |
| IR-10 | Partin   | <b>Semi-Annual/Quarterly "Employee Day to Serve"</b><br>Prince George County does an Annual "Employee Day to Serve", where a group of county employees go out into different areas of the county to pick up trash in order to tackle the litter problem they are facing. For years, Hopewell has talked about this multi-decade long problem. This initiative will continue to show that the City of Hopewell is very serious about cleaning up the community. I am requesting that council allow the City Manager to look into having Semi-Annual or Quarterly Employee Days to Serve in order to further tackle the growing litter problem that our city faces  |
| IR-11 | Randolph | <b>Town Hall Meetings</b>   |
| IR-12 | Gore     | <b>Access to Munis/Budget Reporting</b>   |

**Citizen/Councilor Requests**

**Other Council Communications**

**Adjournment**

# **REGULAR MEETING**

# **CONSENT AGENDA**

# **ROUTINE APPROVAL OF WORK SESSIONS**

**Joint work session with School Board  
April 10, 2019**

## Proposed City Budget Calendar for FY 2020

- April 5, 2019:** Advertise Public Hearing (5-7-2019) on Tax Rate in Newspapers
- April 9, 2019:** Notice of Public Hearing on Tax Rate (5-7-2019) on Consent Agenda
- April 10, 2019:** Joint City Council/School Board Budget Meeting
- April 12, 2019:** Advertise Public Hearing (5-14-2019) on FY 2020 School Division Budget  
Advertise Public Hearing (5-14-2019) on City Budget in Newspapers
- April 16, 2019:** Discussion of City Manager's Budget Objectives  
Budget Work Session on City Manager's Proposed FY 2020 Budget
- April 23, 2019:** Notice of Public Hearing (5-14-2019) on FY 2020 School Division Budget on Consent Agenda  
Notice of Public Hearing (5-14-2019) on City FY 2020 Budget on Consent Agenda
- April 30, 2019:** Budget Work Session on City Manager's Adjusted FY 2020 Budget
- May 7, 2019:** Work Session on FY 2020-2025 Capital Improvement Plan  
*Special Meeting* - Public Hearing on FY 2020 Tax Rates and Approval on 1<sup>st</sup> Reading
- May 8, 2019:** Begin Preparation of Tax Bills
- May 14, 2019:** Public Hearing on FY 2020 School Division Budget  
Adoption of FY 2020 School Division Budget on First Reading  
Public Hearing and Approval on 1<sup>st</sup> Reading of the FY 2020 City Budget  
Adoption of the Tax Rate Resolution
- May 15, 2019:** Tax Bill Mailing Date
- May 21, 2019:** Work Session on FY 2020 Budget and Capital Improvement Plan (if needed)
- May 28, 2019:** Approval on Second Reading of the FY 2020 City Budget  
Approval on Second Reading of FY 2020 School Division Budget
- June 5, 2019:** Real Estate Tax Bill Payments Due

**PERSONNEL  
CHANGE  
REPORT**

**DATE:** April 2, 2019  
**TO:** The Honorable City Council  
**FROM:** Michelle Ingram, Human Resources Specialist  
**SUBJECT:** Personnel Change Report – March 2019

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**ADDITIONS (Regular FT and PT positions only)**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>POSITION</b>	<b>DATE</b>
<b>Daugherty, Kourtney</b>	<b>Police</b>	<b>Police Officer</b>	<b>3/27/2019</b>
<b>Dobbs, Matthew</b>	<b>Police</b>	<b>Police Officer</b>	<b>3/27/2019</b>
<b>Griffith, Alison</b>	<b>Water Renewal</b>	<b>SCADA Administrator</b>	<b>3/13/2019</b>
<b>Richardson, Amethyst</b>	<b>Police</b>	<b>Police Officer</b>	<b>3/27/2019</b>
<b>Sherard, Tiffany</b>	<b>Police</b>	<b>Police Officer</b>	<b>3/27/2019</b>
<b>St. Charles, William</b>	<b>Police</b>	<b>Police Officer</b>	<b>3/27/2019</b>
<b>Wood, Joshua</b>	<b>Police</b>	<b>Police Officer</b>	<b>3/27/2019</b>
<b>Worrell, Andrew</b>	<b>Police</b>	<b>Police Officer</b>	<b>3/27/2019</b>

**SEPARATIONS**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>POSITION</b>	<b>DATE</b>
<b>Hair, Robin</b>	<b>Finance</b>	<b>Accounting Tech</b>	<b>3/26/2019</b>
<b>Houts, Thomas</b>	<b>Fire</b>	<b>ALS/Firefighter</b>	<b>3/16/2019</b>
<b>Moore, Cameron</b>	<b>City Manager</b>	<b>Youth Coordinator</b>	<b>3/08/2019</b>
<b>Stokes, Yolanda</b>	<b>Voter Regis</b>	<b>Registrar</b>	<b>3/06/2019</b>
<b>Taylor, Gregory</b>	<b>Police</b>	<b>Police Capt.</b>	<b>3/01/2019</b>
<b>Williams-Eldridge, Phyllis</b>	<b>Social Services</b>	<b>Ben. Program Spec II</b>	<b>3/29/2019</b>
<b>Woodcock, Sandra</b>	<b>Treasurer</b>	<b>P/T Gen Clerk</b>	<b>3/06/2019</b>

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

Concetta Manker, IT Director  
Jay Rezin, IT  
Carol Scarbrough, Parks & Rec  
Kim Hunter, Payroll

# **PUBLIC HEARING ANNOUNCEMENTS**

**April 23, 2109 - Project Laguna and Amendment of  
FY20 School Board Budget**

**May 7, 2019 - FY20 Tax rates - (Special meeting  
called by City Manager)**

**PROCLAMATIONS**

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**RESOLUTIONS**

§

**PRESENTATIONS**

# Proclamation

OFFICE OF MAYOR JASMINE E. GORE

*City of Hopewell, Virginia*

## MONTH OF THE MILITARY CHILD



*Whereas,* Defense Secretary Caspar Weinberger was responsible for establishing April as the Month Of The Military Child in 1986, and the Department of Defense has honored his initiative ever since; and

*Whereas,* There are approximately 1.9 million military children, ranging in ages from newborn to 18 years old, 1.3 million military children are school-aged.; and

*Whereas,* 765,000 of our military children have Active duty parents, and approximately 225,000 have a parent who is currently deployed; and

*Whereas,* More than 700,000 children have experienced the deployment of one or more parents since 2001; and

*Whereas,* Our military children are resilient and proud of their service, and they deserve our support. The Month of the Military Child; a time to honor the sacrifices made by military families worldwide, with an emphasis on the experience of the dependent children of military members serving at home and overseas; and

*Whereas,* Since the debut of the original Month of The Military Child, there are a growing number of activities both on military bases and in local military communities; and

*Whereas,* April 10, 2019 is "Purple Up! For Military Kids" is a day to wear purple to show support and thank military children for their strength and sacrifices. Purple indicates that all branches of the military are supported; Air Force blue, Army green, Navy blue, Marine red, and Coast Guard blue all thought to combine together as a single color, purple; and

*Whereas,* Wearing purple is a visible way to show support and thank military youth for their strength and sacrifices; and

*Whereas,* Military children bear a difficult burden; and

*Whereas,* The children of a parent or parents serving full-time in the United States Armed Forces are sometimes referred to as "military brats;" and

*Whereas,* Many military dependents wear the term "military brat" like a badge of honor, often because of the moves, stressors and cultural experiences that make them more resilient than their civilian counterparts; and

*Whereas,* Military brats move an average of 10 times while growing up, and some have moved as many as 36 times. They don't always fully understand what's going on when the parents deploy or get re-assigned or they remain stateside while their parents sever overseas; and

*Whereas,* Sometimes the entire family packs up and moves, other times the military member goes on assignment or a deployment without the family; and

*Whereas,* There are many obstacles and challenges that fall in between; the military child is expected to support the mission by understanding the needs of the parents to deploy, to relocate, and to put the family's needs second to the call of duty; and

*Whereas,* The frequent moves, exposure to different cultures and languages and immersion in military customs are all common, life-defining experiences in the military brat subculture.

**NOW, THEREFORE, I, Jasmine E. Gore, do hereby proclaim April as the Month of the Military Child, and I call this observance to the attention of all our citizens.**

**I** **N WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 9<sup>th</sup> day of April, 2019.

Jasmine E. Gore  
Mayor of the City of Hopewell

# Proclamation

OFFICE OF MAYOR JASMINE E. GORE

*City of Hopewell, Virginia*



We all play a role  
when it comes to  
the healthy development  
of our nation's children.

- Whereas,* children are vital to our city's future success, prosperity and quality of life as well as being our most vulnerable assets; and
- Whereas,* all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and
- Whereas,* the City of Hopewell protects our children with services provided by City Departments, state agencies, Hopewell Public Schools, Hopewell Health Families, non-profits, faith based groups, medical facilities, elected leaders, businesses, and community partners; and
- Whereas,* As partners, we work together to strengthen and support families and protect children from abuse and neglect; and
- Whereas,* child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and
- Whereas,* communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and
- Whereas,* effective child abuse prevention strategies succeed of those that provide services, notice and report dangerous situations and intervene to save children lives; and
- Whereas,* During National Child Abuse Prevention Month, we recognize the importance of all Americans working together each day in defense of the most vulnerable among us — our children.

**NOW, THEREFORE,** I, Jasmine E. Gore, do hereby proclaim April as Child Abuse Prevention Month and call upon all citizens, local government and everyone within our community to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live, and I call this observance to the attention of all our citizens.

**I** **N WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 9<sup>th</sup> day of April, 2019.

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Jasmine E. Gore  
Mayor of the City of Hopewell

# **PUBLIC HEARINGS**

**NONE**

**COMMUNICATIONS  
FROM CITIZENS**

# **REGULAR BUSINESS**

**REPORTS  
OF THE  
CITY  
MANAGER**

**R-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Designate Spring Clean Up Week

**ISSUE:** To have City Council approve and designate the week of Saturday, April 13, 2019 to Saturday, April 20, 2019 as Spring Clean-Up Week.

**RECOMMENDATION:** The City Administration recommends that City Council resolve to approve Saturday, April 13, 2019 to Saturday, April 20, 2019 as Spring Clean-Up Week.

**TIMING:** City Council action is requested on April 9, 2019.

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

**FISCAL IMPACT:** None.

**ENCLOSED DOCUMENTS:** Spring Clean Up Week Flyer

**STAFF:** Ed Watson, Director, Public Works  
Monique Robertson, Administrative Support Manager  
Tevya W. Griffin, Director of Neighborhood Assistance & Planning

**SUMMARY:**

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

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



# City of Hopewell



**SATURDAY, APRIL 13, 2019 - SATURDAY, APRIL 20, 2019**

Keep Hopewell Beautiful in partnership with the Hopewell Public Works Department has scheduled Spring Citywide Clean-up from Saturday, April 13th to Saturday, April 20th.

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

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

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

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

Help make your neighborhood and city clean and beautiful.



For additional information contact:

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



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

**R-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:** DCJS Spring 2019-2020 School Resource Officer Grant

**ISSUE:** Hopewell Police Department has an opportunity to continue the second grant funded School Resource Officer position at Hopewell High School. The total grant award allowable (includes state funds and local match) is \$70,000 and covers salaries and benefits only. A 20.32% cash match is required. This cash match is based on the Virginia Department of Education’s 2018-2020 Composite Index of Local Ability to Pay scale. The funding period is twelve months July 1, 2019 to June 30, 2020.

Our goals and objectives for this continuation grant are: to reduce the incidence of student altercations; to reduce the incidence of altercations involving adults; and to reduce the incidence of property crimes. School Resource Officers will continually conduct formal and informal assessments of school safety conditions, apply Crime Prevention Through Environmental Design principles to improve school safety and participate in activities and events that promote school safety.

**RECOMMENDATION:** Authorize Hopewell Police to apply for \$62,177 in School Resource Officer grant funding. This is the cost of the salary and benefits for a Police Officer, Grade 25.

**ENCLOSED DOCUMENTS:**

- DCJS Grant Application
- DCJS Itemized Budget
- \*DCJS SRO/SSO Incentive Grant Program Guidelines

**STAFF:**

Kamran Afzal, Chief of Police  
 Kimberly Parson, Administrative Support Manager

**SUMMARY:**

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





**Commonwealth of Virginia**  
**Virginia Department of Criminal Justice Services**  
**Grant Application**

<b>Grant Program:</b>	School Resource Officer	<b>Congressional District(s)</b>	4 <sup>th</sup>
<b>Applicant:</b>	Hopewell Police Department	<b>Faith Based Organization?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicant Federal ID Number:</b>	54-6001354	<b>Best Practice?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Jurisdiction(s) Served and Zip Codes:</b>	City of Hopewell, 23860		
<b>Program Title:</b>	School Resource Officer	<b>Certified Crime Prevention Community?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Grant Period:</b>	July 1, 2019 to June 30, 2020	<b>DUNS NUMBER:</b>	010060101
<b>Type of Application:</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number <u>19-A4564FR19</u> <input type="checkbox"/> Revision of Grant Number _____		<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban

<b>Project Director</b>		<b>Project Administrator</b>		<b>Finance Officer</b>	
<b>Name:</b>	Kamran Afzal	John M. Altman, Jr.		Michael Terry	
<b>Title:</b>	Chief of Police	City Manager		Finance Director	
<b>Address:</b>	300 N. Main Street Hopewell, VA 23860	300 N. Main Street Hopewell, VA 23860		300 N. Main Street Hopewell, VA 23860	
<b>Phone:</b>	804-541-2282	804-541-2243		804-541-2306	
<b>Fax:</b>	804-541-2248	804-541-2348		804-541-2318	
<b>E-Mail:</b>	kafzal@hopewellva.gov	maltman@hopewellva.gov		mterry@hopewellva.gov	

**Signature of Project Administrator:**

**Brief Project Description:**

Hopewell Police Department will continue to staff Hopewell High School with a second grant funded School Resource Officer. Our goals and objectives for this position are to continue to reduce the incidence of student altercations; to continue to reduce the incidence of altercations involving adults; and to continue to reduce the incidence of property crimes. The School Resource Officer will continually conduct formal and informal assessments of school safety conditions, apply Crime Prevention Through Environmental Design principles to improve school safety and participate in activities and events that promote school safety.

<b>Project Budget</b>	<b>DCJS Funds</b>		<b>Local Match</b>	<b>Total Requested</b>
	<b>Federal</b>	<b>State</b>		
<b>Personnel</b>		<b>\$49,741</b>	<b>\$12,435</b>	<b>\$62,177</b>
<b>Consultants</b>				
<b>Travel</b>				
<b>Equipment</b>				
<b>Supplies/Other</b>				
<b>Indirect Costs</b>				
<b>Total Requested</b>		<b>\$49,741</b>	<b>\$12,435</b>	<b>\$62,177</b>

# ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
School Resource Officer	SRO	\$46,056.76	2080		\$36,845	\$9,211		\$46,057
								\$0
								\$0
								\$0
								\$0
<b>TOTAL</b>				\$0	\$36,845	\$9,211	\$0	\$46,057
<b>b. Fringe Benefits</b> \$16,119.87								\$0
FICA % = 7.65%					\$2,819	\$705		\$3,523
RETIREMENT = 14.6%					\$5,379	\$1,345		\$6,724
OTHER (Itemize) = 12.75% Health Insurance, WC, STD, LTD					\$4,698	\$1,174		\$5,872
<b>TOTAL</b>				\$0	\$12,896	\$3,224	\$0	\$16,120
<b>TOTAL PERSONNEL (A+B)</b>				\$0	\$49,741	\$12,435	\$0	\$62,177

2. Consultants (including Travel and Subsistence)		DCJS FUNDS		APPLICANT MATCH		TOTAL
		FEDERAL	STATE	CASH	IN-KIND	
<b>a. Individual Consultants</b>						\$0
Type						\$0
Hours Devoted:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>b. Organizations and Associations</b>						\$0
Type:						\$0
Fee:						\$0
Time Devoted:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>c. Consultants' Subsistence and Travel</b>						\$0
Number of Days:						\$0
Rate/Day:						\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CONSULTANTS (a+b+c)</b>		\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
a. Local Milage = No. of Miles X Rate Per mile	X						\$0
b. Non Local Milage = No. of Miles X Rate Per mile	X						\$0
c. Subsistence = number of days X rate per day	X						\$0
d. Air or other fares							\$0
<b>TOTAL TRAVEL:</b>			\$0	\$0	\$0	\$0	\$0





**Spring 2019–2020  
School Resource Officer  
School Security Officer  
Incentive Grant Program**

**GUIDELINES AND APPLICATION  
PROCEDURES**

***Application Deadline  
April 26, 2019***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

**Issued March 26, 2019**

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering a new cycle of state grants through the School Resource Officer Grants Program and Fund to establish new School Resource Officer (SRO) positions in local law enforcement agencies and School Security Officer (SSO) positions in local school divisions to continue SRO or SSO positions currently funded by DCJS. A primary goal of this grant program is to establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions. The application deadline is April 26, 2019, with a 12-month grant period of July 1, 2019 to June 30, 2020.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund, links to the required grant application forms, and instructions for completing and submitting your application.

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

A "School Security Officer" is defined as an individual who is employed by a local school board for the purpose of maintaining order and discipline, preventing crime, investigating violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events. A SSO may be a full-time or part-time employee. Localities are encouraged to consider School Security Officer positions when additional security presence is merited yet the full functions of a School Resource Officer may not be necessary.

These guidelines include several significant changes from prior grant solicitations.

- A locality may provide an **in-kind match** to meet the required local match based on the 2018–2020 Composite Index of Local Ability to Pay. **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.
- The total grant award allowable, including the state funds and local match, has been increased to \$70,000 for an SRO position and \$35,000 for a SSO position.
- An SRO may be a full-time or part-time employee assigned to provide coverage during routine school hours or after school activities.

## II. Eligibility

### I

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

### III. Priorities

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

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

### IV. Grant Writing Guidance

For guidance on preparing and submitting a grant application, please refer to the contacts listed under Technical Assistance in Section XIV.

### V. Grant Application Deadline

**Applications must be emailed and received by DCJS no later than 5:00 p.m. on Friday, March 8, 2019.** Email the application packet (saved as one PDF document) to:

[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

**Applications received later than 5:00 p.m. on April 26, 2019 will not be considered.**

### VI. Amount Available

The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO or SSO positions to provide coverage during routine school hours or after school activities. The total amount requested in an application may not exceed \$70,000 per SRO position or \$35,000 for an SSO position, including the state funds requested and the required local in-kind match.

### VII. Grant Period

Grants will be awarded on a competitive basis for one (1) 12-month period beginning July 1, 2019 and ending on June 30, 2020.

### VIII. Match Requirement

**A local match is required. Localities may use In-kind contributions 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.

Applicants should use the Virginia Department of Education’s “**2018–2020 Composite Index of Local Ability-to-Pay**” to determine the amount of their grant match requirement, which must be based on the locality’s 2018–2020 Composite Index.

[www.doe.virginia.gov/school\\_finance/budget/compositeindex\\_local\\_abilitypay/2018-2020/compositeindex1820.pdf](http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/2018-2020/compositeindex1820.pdf) (link)

Grant applicants must provide the local cash match or in kind match from non-federal sources. Failure to accurately calculate the required amount of local match will likely result in your grant application not being considered for funding. The following example shows how the required amount of local match for each line item should be calculated on the **DCJS Itemized Budget Form**.

**EXAMPLE**

The town of Virginiaville’s established annual salary rate for a full-time SRO is \$62,500 with fringe benefits equaling \$7,500. Virginiaville’s 2018–2020 Composite Index of Local Ability-to-Pay is .3032. Calculate the amount of required local match by multiplying the total salary and benefits by the locality’s composite index (.3032) and repeat this process for each line item.

Total per line item x Composite Index (\$70,000 x .3032) = Total Local in-kind match of \$21,224.

The total budget for an SRO position must not exceed \$70,000 and the total budget for a SSO position must not exceed \$35,000.

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		
a. Names of Employee	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	Total
Dep. J. Smith	SRO	\$62,500	2080		\$43,500		\$18,950	\$62,500
<b>TOTAL:</b>					\$43,500		\$18,950	\$62,500
<b>b. Fringe Benefits</b>		<b>\$5,000</b>						
FICA % =10%					\$523		\$227	\$750
Retirement = 20%					\$1,045		\$455	\$1,500
Other (itemize) = 70%					\$3,658		\$1,592	\$5,250
					\$5,226		\$2,274	\$7,500
<b>TOTAL PERSONNEL (a + b):</b>					\$48,776		\$21,224	\$70,000

**IX. Restrictions**

- ☐ These grant funds are to be used to establish new SRO or SSO positions or to continue SRO or SSO positions currently funded by DCJS.
- ☐ The state grant funds cannot be used to supplant or replace state or local funds that are allocated by a local unit of government to fund an SRO or SSO position.
- ☐ Localities may request multiple SRO and SSO positions in one grant application, but should rank them in order of preference to be funded.
- ☐ The state grant funds can only be used for salary and fringe benefits for full or part-time SROs and SSOs.

- ☐ The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- ☐ The in-kind match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SRO or SSO position.
- ☐ Level annual funding of up to four years (provided funds are available) is the maximum length of time that grant funds may be awarded to support an SRO or SSO position in any school.

## **X. Availability of Continuation Funding**

The award of an SRO/SSO grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements and any special conditions placed on the grant are key factors in determining eligibility for continuation funding.

## **XI. Application Requirements**

- A.** *School Resource Officer (SRO)* positions must be based on the [Virginia School – Law Enforcement Partnership Guide](#) and incorporate the following components:
1. SROs must be certified, sworn law enforcement officers as defined in § 9.01-101, and employed by a lawfully established public police department or sheriff's office.
  2. SROs must have at least three (3) years of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
  3. SROs must have attended a DCJS approved SRO Basic Training course or attend one within the first four months of the grant period.
  4. Each SRO must be assigned to one designated school, but are allowed to provide assistance to other schools.
  5. For SRO positions, there must be a Memorandum of Understanding (MOU) between the School Division and the Law Enforcement agency. While it is not required that agencies use the specific language in the DCJS Model MOU, it is expected that the principles expressed in the MOU regarding the role of the SRO and school administrator are consistent with the intent of the DCJS Model MOU. The MOU must include provisions that recognize that the SRO shall not be involved in enforcing school discipline rules and the principal will consider alternatives to suspension for incidents of student misconduct.
  6. If a MOU is not in place at the time of application submission, the applicant must submit letters signed by the Chief of Police or Sheriff and the School Superintendent indicating the intent to have a MOU in place within 30 days after the grant start date. The executed MOU must be received by DCJS within 30 days of the grant start date.

7. SROs shall adhere to the tenets of the MOU signed by their school divisions and law enforcement agencies. SROs shall also fulfill the roles of the SRO as outlined below:

- **Law enforcement officer**

As a sworn public law enforcement officer, the SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student involvement with the juvenile justice system and divert students from the courts when possible.

- **Law-related educator**

SROs should strive to assist with presentations for school personnel on law-related topics such as law enforcement practices, relevant laws, crime trends, crime prevention, school safety, and crisis response procedures. SROs may also provide law-related education to students using approved lessons or curricula. In all cases, responding to incidents or conducting investigations will take precedence over making of educational presentations.

- **Informal mentor and role model**

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for student behavior. Students who may need additional assistance should be encouraged to seek the help of available school or community resources.

**B. *School Security Officer (SSO)*** positions must comply with requirements set out in the [Virginia Administrative Code, Title 6, Agency 20, Chapter 240: Regulations for School Security Officers](#).

An SSO is an individual who is responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in his/her assigned school and is employed by the local school board to:

- Maintain order and discipline
- Prevent crime
- Investigate violations of school board policies
- Detain students violating the law or school board policies on school property or at school-sponsored events

## XII. Application Forms and Instructions

Each application for new or continuation SRO or SSO funding must contain the following items in the order listed below. **Please submit the grant application by email as one PDF file. Do not send multiple documents.** Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

**Grant Application Form:** The first page of the application is the [Grant Application Form](#), a one-page form. Please do not alter this form. It is extremely important that you provide contact information for each person listed. Use the following table to assist you in completing the Grant Application Form.

Information Block	Content
Grant Program	“School Resource Officer Grants Program and Fund ”
Congressional District	Indicate the Congressional District(s) in which the project will operate.
Applicant	Name of the locality applying.
Faith Based organization?	Select “No”.
Applicant FIN	Provide applicant’s Federal Identification Number.
Best Practice?	Leave blank.
Jurisdiction(s) Served and Zip Codes	List all jurisdictions and Zip Codes in which the project will operate.
Program Title	“School Resource Officer” or “School Security Officer”
Grant Period	“July 1, 2019 to June 30, 2020”
DUNS Number	Provide your locality’s or organization’s Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number issued by Dun and Bradstreet. If you do not have a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> . <b>Only those applications with a current and correct DUNS Number will be considered for funding.</b>
Type of Application	Select the appropriate checkbox.
Rural, Urban, Suburban	Select the check the box that best describes your locality.
Project Director	Name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	Name and contact information of the person who has the authority to commit the locality to comply with the terms of the grant application. This must be the local unit of government’s chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School Superintendent).
Finance Officer	Name and contact information for the person responsible in the locality for fiscal management of the funds associated with this grant.
Signature of Project Administrator	The County Administrator, City Manager, Town Manager or Mayor <b>must</b> sign the application in the designated location.
Brief Project Description	In 100 words or less, provide a description of the proposed project. Include the name of the school in which the SRO/SSO will be working.
Project Budget Summary	This grant only provides salary and fringe benefits. Budget figures should be in the Personnel category only. Figures on this form must match those on the “Itemized Budget” form. Please round figures to the nearest dollar.

- A. Itemized Budget Form:** You must submit the [DCJS Itemized Budget](#), a two-page form that lists all proposed project expenditures including local in-kind matching funds. On the Itemized Budget Form, provide line item breakdowns of salary and benefit figures, listing the figures in the “State” column under “DCJS Funds” and in the “Applicant Match” column provide the in-kind match amounts. The proposed grant budget must reflect local match on a line-by-line basis. The Itemized Budget Form is an Excel spreadsheet that will automatically calculate the totals by line and column.

On the Itemized Budget Form:

**1. Personnel/Employees**

- a. Salaries:** list the position(s) by title and provide the name of the SRO(s) or SSO(s) designee(s), if known. Insert “To Be Determined” if the name is not known at the time of the application. Show the proposed local annual salary rate for a full-time SRO/SSO and the number of weekly work hours for full-time or part-time SRO or SSO positions. SRO and SSO job descriptions and qualifications should be on file at the implementing agency.
- b. Fringe Benefits:** Indicate each type of fringe benefit that the grant-funded SRO/SSO will receive, calculating the state funds and local in-kind match line-by-line.
- B. Budget Narrative:** In addition to completing the Itemized Budget Form, provide a separate Word document titled “**Budget Narrative**” with two subheadings: 1) Personnel/Employees and 2) Fringe Benefits; which describes and justifies each budget item and the basis for the amounts requested.
- C. Needs Assessment:**
- Describe the nature and extent of the school safety, security and juvenile delinquency issues that exist in the school or schools for which grant funds are being requested.
  - Describe your existing resources and services that are available to address the identified school safety and security problems, and state why those resources and services are not adequate to address your school safety issues.
  - Factors such as response times to remote school facilities, factors in the community surrounding a school building or other issues may be used to address the need for grant-funded positions.

**D. 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.
- The project description should tie implementation activities to project goals and objectives.
- Identify the school(s) where the activities will take place and any key community partners supporting the proposed project.
- If a locality is applying for both SRO and SSO positions, this section must address how SRO and SSO positions will be coordinated to work together to meet the locality’s overall goal of improving school safety.

**E. [Project Goals and Objectives Form](#)**

- Describe the proposed SRO/SSO project in the specified school(s) for 2019–2020.
- Failure to provide specific, measurable objectives and performance measures may result in the elimination of your application from consideration.

To assist you in filling out the form, please refer to the following chart.

<b>1. Purpose Area</b>	“School Safety”
<b>2. Goal</b>	Complete the “Goal” section of the Project Goals and Objectives Form; include the full name of the school(s) where the SRO/SSO project will occur. <b>Sample Goal Statement</b> “The police department and public school system will continue their partnership to promote school safety and reduce juvenile violence through the assignment of a new School Resource Officer at XYZ High School.”
<b>3. Objective</b>	Objectives identify the project’s focus and targeted outcomes. Objectives should address safety, security and juvenile delinquency issues identified in the Project Narrative. Number each objective. Objectives must be <b>Specific, Measurable, Achievable, Related to the goal and Time-bound (SMART)</b> .
<b>4. Start/End Dates</b>	July 1, 2019 to June 30, 2020.
<b>5. Activities</b>	Provide a specific list of measureable activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully.
<b>6. Implementation Steps</b>	The Implementation Steps section should include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity.

**F. Additional requirements for SRO or SSO Applications:**

- 1. SRO Memorandum of Understanding for 2019–2020:** Applicants requesting funds for one or more SRO positions must submit an up-to-date [Memorandum of Understanding \(MOU\)](#) (link) between the local law enforcement agency and the school division per the SRO guidelines. This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.

The MOU should at a minimum include the following:

- a description of the chain of command for the SRO(s);
- definitions of the roles and responsibilities of school officials and of law enforcement officers;
- communication between the SRO(s) and the school, the SRO(s) and the parent law enforcement agency, and the school and the law enforcement agency;
- language about the role of the SRO that is consistent with DCJS’s Model MOU and section IX of these grant guidelines;
- dates for reviewing and renewing the MOU and date the MOU is effective; and
- signatures of authorized officials representing all parties to the agreement.

- 2. SRO Departmental General Order:** Applicants must submit a law enforcement agency departmental general order that outlines the operation of their SRO program.
- 3. SRO Training Certification Form** indicating dates the designated SRO attended a DCJS-approved SRO Basic Training or dates the designated SRO will attend training within the first four months of the grant cycle. Grants may be special conditioned to ensure training and certification requirements are met. The DCJS SRO Basic Training link is [SRO Basic Training](#).

4. **SRO or SSO Sustainment Plan** to support the grant funded position after grant funding ends.
5. **SRO or SSO Assigned School:** Name of school(s) where the position(s) will be assigned must be included in the application.

### **XIII. Reporting Requirements**

Grant recipients must submit Quarterly Financial and Progress Reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant-reporting requirements at the time of grant award.

### **XIV. How and Where to Submit Application**

The completed DCJS Grant Application packet must be **received by 5:00 p.m. on Friday, April 26, 2019.** Applications received after the deadline will not be considered. The application packet (one PDF document versus numerous attachments) must be emailed to:

[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

Please put the name of your locality in the subject line of the email. You will receive an automated reply once you email your grant. Early submissions are appreciated.

All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF document with the name of your locality as the title of the PDF document. (i.e., "Richmond NEW"). Number all pages and submit the application packet components in the following order:

#### **Grant Application Components**

- Grant Application Face Sheet: [DOC](#) (DCJS online form)
- Itemized Budget Form: [XLS](#) (DCJS online form)
- Budget Narrative
- Needs Assessment
- Project Description
- Project Goal and Objectives Form: [DOC](#) (DCJS online form)
- SRO Memorandum of Understanding
- SRO Departmental General Orders
- SRO Training Certification Form
- SRO or SSO Sustainment Plan

Links to grant preparation instructions:

- Grant Application Instructions: [DOC](#)
- Itemized Budget Instructions: [DOC](#)

**The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.**

## XV. Technical Assistance

Please contact one of the following DCJS staff for questions regarding your SRO grant application.

Patrick Harris: email [patrick.harris@dcjs.virginia.gov](mailto:patrick.harris@dcjs.virginia.gov) or telephone (804) 786-5367

James Christian: email [james.christian@dcjs.virginia.gov](mailto:james.christian@dcjs.virginia.gov) or telephone (804) 357-0967

## XVI. Grant Application Checklist

- Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors]
- Have all applicable parts of the Grant Application Itemized Budget been completed?
- Does each entry on the Itemized Budget form show the state fund amount and local in-kind match amount as well as the total?
- Was the "2018–2020 Composite Index of Local Ability-to-Pay" used to calculate the local match?
- Has a Budget Narrative been provided, explaining each item in the Itemized Budget?
- Is your **total** grant budget within the budget limits: SRO \$70,000 and SSO \$35,000? Applications which exceed these budget limits will not be considered for funding.
- Need Assessment (no more than three pages)
- Project Description (no more than three pages)
- Name of the School (s) where the position (s) will assigned
- Goals and Objectives Forms
- SRO Memorandum of Understanding for 2019–2020 (SRO positions only)
- SRO Departmental General Order (SRO positions only)
- SRO Training Certification Form (SRO positions only)
- SRO or SSO Sustainment Plan

## XVII. Grant Review Process

DCJS staff uses a standardized rating form to review and rate grant applications. At least two DCJS staff members review each application. An application can earn a maximum score of 65 points. The grant program elements are evaluated based on staff ratings of Excellent, Acceptable, Marginal, or Unacceptable. The rating points that can be awarded for each grant program element are: Itemized Budget 0–6 points, Budget Narrative 0–9 points, Needs Justification 0–12 points, Project Description 0–12 points, Goals and Objectives 0–9 points, Implementation Steps 0–9 points and Technical Compliance Elements 0–3 points.

Applications from communities where the law enforcement agency has been accredited by the Virginia Law Enforcement Accreditation Program receive three (3) bonus points and applications from Certified

Crime Prevention Communities receive two (2) bonus points. An applicant locality can claim both categories of bonus points if they have been certified by both programs. If an applicant has achieved either or both of these certifications, it should be noted on the application face sheet.

After DCJS staff have rated the applications, applications will be reviewed based on the priorities outlined above. After DCJS staff have reviewed and rated each application, funding recommendations are forwarded to the Grants Committee of the Criminal Justice Services Board, which will, in turn, make recommendations to the full Board. Final grant approval is at the discretion of the Criminal Justice Services Board.

## **XVIII. Grant Submission Advisory**

**Please read all grant guidance carefully. Because funding is limited, the following technical errors in grant preparation and/or submission will likely result in your grant application not being considered for funding.**

- Failing to provide all requested grant components.
- Failing to designate the correct official as the Program Administrator.
- Failing to correctly calculate the required local match based on the 2018–2020 Composite Index of Local Ability to Pay.
- Not providing the signature of the designated Program Administrator.
- Exceeding the budget limits established for the SRO (\$70,000) and SSO (\$35,000) positions.
- Requesting budget items other than personnel and benefits.
- Submitting your grant application after the posted grant application deadline (5:00pm on March 8, 2019).

**R-3**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Request to appropriate Surplus Property Auction revenue to the Department of Recreation and Parks.

**ISSUE:** The Department of Recreation and Parks conducted the Surplus Property Auction on November 17, 2018, earning \$8,052. Additionally, two fire apparatus were sold at public auction on March 19, 2019 earning \$6,511. Traditionally, revenues generated from the sale of surplus property have been appropriated to the Recreation and Parks Department to offset regular operating expenditures.

**RECOMMENDATION:** The City Administration recommends that revenue generated from the sale of surplus property be appropriated to the Department of Recreation and Parks in the amount of \$14,563.

**TIMING:** City Council action is requested on April 9, 2019.

**BACKGROUND:** None.

**FISCAL IMPACT:** The appropriation of auction revenue to the Department of Recreation and Parks will assist with regular operating expenses including program expenditures, park improvements, and equipment purchases.

**ENCLOSED DOCUMENTS:** None.

**STAFF:** Aaron Reidmiller, Director of Recreation and Parks

**SUMMARY:**

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



BUDGET AMENDMENT RESOLUTION  
FISCAL YEAR 2018

WHEREAS, at the April 9, 2019 Hopewell City Council meeting, a FY 2019 budget amendment was introduced to appropriate \$14,563 in revenue generated by the sale of surplus City property to the Department of Recreation and Parks to assist with regular operating expenses and capital improvements, and

WHEREAS, revenue generated from the sale has traditionally been used to offset the expenditures of programming and facility needs of the Department of Recreation and Parks,

BE IT RESOLVED by the Hopewell City Council that the following unassigned revenues are hereby appropriated and transferred to the Department of Recreation and Parks in support of regular operating expenses and capital improvements.

Recreation Fund 035:

Resources:

35101600 479901 Miscellaneous Revenue .....	\$14,563
---	----------

Appropriations:

35711171 506013 Center-Education/Recreation Supplies.....	\$14,563
---	----------

**REPORTS  
OF THE  
CITY  
ATTORNEY**

## Ronnieye Arrington

---

**From:** Calos, Stefan M. <scalos@sandsanderson.com>  
**Sent:** Thursday, March 21, 2019 3:51 PM  
**To:** Ronnieye Arrington  
**Cc:** John M. Altman; Debbie Pershing; Charles E. Dane  
**Subject:** RE: City Attorney Reports--Council Rules  
**Attachments:** Rules of Procedure, City Council, Rule 422, current (none) and proposed, clean only, by smc 3.21.19.pdf

Ronnieye, in follow up to the below, I attach proposed Rule 422, for inclusion in the first available packet, open or closed, whether for the upcoming meeting or thereafter. Thank you,

### Stefan M. Calos

Attorney

### Sands Anderson PC

1111 East Main Street, Suite 2400 | P.O. Box 1998 | Richmond, VA 23218-1998  
(804) 783-7215 Direct | (804) 648-1636 Main | (804) 783-7291 Fax  
[www.SandsAnderson.com](http://www.SandsAnderson.com) | [scalos@sandsanderson.com](mailto:scalos@sandsanderson.com) | [Bio](#) | [vCard](#)

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**From:** Calos, Stefan M.  
**Sent:** Thursday, March 21, 2019 10:26 AM  
**To:** 'Ronnieye Arrington'  
**Cc:** 'John M. Altman'; Debbie Pershing ([dpershing@hopewellva.gov](mailto:dpershing@hopewellva.gov)); 'Charles E. Dane'  
**Subject:** City Attorney Reports--Council Rules

Ronnieye,

As we discussed, in follow up to the March 5, 2019 city council meeting, I attach an updated draft of all rules approved through that date. It remains four pages. Please keep them together, as one document. The document now includes:

- Rule 405 (*Communications from Citizens and Others*). The approved version was the second of the three options city council had directed me at the February 26 meeting to present on March 5. Once adopted, the rule will permit citizen communications regarding items already on the agenda. (The first option, like the current rule, would have prohibited communications on agenda items; the third option would have permitted communications on agenda items, but only upon affirmative waiver of the rule by a two-thirds vote of councilors present.)

Please include this explanatory email in the March 26 agenda packet for the open meeting, along with the attached document.

Thank you,

### Stefan M. Calos

Attorney

**Sands Anderson PC**

1111 East Main Street, Suite 2400 | P.O. Box 1998 | Richmond, VA 23218-1998  
(804) 783-7215 Direct | (804) 648-1636 Main | (804) 783-7291 Fax  
[www.SandsAnderson.com](http://www.SandsAnderson.com) | [scalos@sandsanderson.com](mailto:scalos@sandsanderson.com) | [Bio](#) | [vCard](#)

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## HOPEWELL CITY COUNCIL RULES OF PROCEDURE

*These rules are authorized by the Hopewell Charter, Chapter IV, Section 4*

### **CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY**

- 101. Robert’s Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert’s Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chair (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved); for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 102. Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The city clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the city clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

- 103. Temporary Chair** – In the absence of the mayor and vice mayor, the city clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chair until the mayor or vice mayor appears.

- 104. Appeals** – See Rule 101.

[Rules 102 - 104 approved 9.11.18; addition of "city" before "clerk" per 1.22.19 council meeting; for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 105. Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (*Robert's Rules*), a councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

[Approved 10.9.18]

- 106. Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is

designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—  
MEMBERS OF COUNCIL**

- 201. Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; most-recent past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. If the vice mayor is the most-recent past mayor, then the next-most-recent past mayor sits to the right of the mayor. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

**Sample Seating Chart**

Asst. City Clerk	City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
------------------------	---------------	---------------------	---------------------	-------------------------------	-------	---------------	---------------------	---------------------	-----------------	------------------

[podium]

[Approved 2.26.19]

- 202. Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager."

[Approved 10.9.18]

- 203. Discussion Limitation** – No member speaks for longer than ten minutes on any item or more than twice on any item (*Robert's Rules*), and not until every other councilor has had an opportunity to speak.

[Approved 1.22.19]

- 204. Voting Order** – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward 7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

[Approved 9.11.18]

- 205. Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).

[Approved 1.22.19]

**206. RESERVED**

[Approved 1.22.19, with this notation: No changes proposed at this time. Council would continue to reserve this number for a future rule. The familiar numbering of current rules would remain.]

**207. Dissent or Protest** – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

**208. Attendance** – Councilors notify the city clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The city clerk promptly notifies all councilors of the absence, if a quorum might not be present.

[Rules 207 and 208 approved 1.22.19]

**209. Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

[Approved 10.9.18]

**REGULAR AND SPECIAL MEETINGS; AGENDA**

**301. Regular Meetings** – Regular meetings are held in the council chamber, third floor of the Municipal Building, beginning at 7:30 p.m., at least once each month (Charter IV.6), on such days and at other times or places established at council's annual meeting (Va. Code § 15.2-1416).

**302. Special Meetings** – Special meetings are called by the city manager, the mayor, or any other councilor (Charter IV.6), upon notice that is reasonable under the circumstance (Va. Code § 2.2-3708.2) but no less than 12 hours. The city clerk immediately notifies, in addition to the public, the city manager, the city attorney, and each councilor by electronic mail or other writing if previously requested by the councilor, of the meeting time and place, and the specific items of business. No other items are considered unless all councilors are present and unanimously consent. Notice is waived if all councilors attend the meeting or sign a waiver (Va. Code § 15.2-1418).

[Rules 301 and 302 approved 2.26.19]

**403. Minutes; Recordings** – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, minutes contain a record of what was done at the meeting. A councilor may, however, direct through the mayor that the draft minutes of the meeting include a brief summary of the councilor's remarks regarding an agenda item. Such direction must be given at the same meeting in which the remarks were made and prior to the next agenda item.

[Approved 2.12.19]

- 405. Communications from Citizens and Others** – The communications from citizens portion of the regular-meeting agenda is limited to three minutes per speaker and 30 minutes total. Speakers may contact the clerk in advance of, or sign up in person at, the meeting. They are called in the order they signed up, before others in the audience speak. Each person addressing council approaches the podium, and gives name and, if a Hopewell resident, ward number. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. The presiding officer, subject to free-speech considerations as determined by the city attorney, has the authority to deem a matter inappropriate. Upon motion of any councilor, a majority of councilors present may allow the speaker to continue.

[Approved 3.5.19]

- 406. Decorum** – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.

[Approved 10.9.18]

*Current . . .*

- 422.** *This rule number does not exist in the current rules of city council. At its March 5, 2019 meeting, city council directed the city attorney to incorporate its proclamation and related guidelines into the rules. Although city council previously reserved Rule 207 for a future rule, that section of the rules governs the conduct of meetings, which is inapplicable to the proposed rule.*

*Proposed . . .*

- 422.** **Proclamation, Certificate, and Letterhead Guidelines** – Council as a body issues proclamations, certificates of recognition or condolence, and congratulatory letters, in conformance with the attached guidelines. Such proclamations, certificates, and letters are signed by the mayor or, in the absence or disability of the mayor, the vice mayor (Charter IV.5). For personal communications or statements, an individual councilor may use letterhead incorporating the city logo and indicating they are "from the desk of" the councilor. No communication or statement issued by an individual councilor is or may be deemed an official act of the council, the city of Hopewell, or its agencies.

**REPORTS  
OF THE  
CITY CLERK**

# **REPORTS OF THE CITY COUNCIL**

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**

**IR-1**

Sec. 1 (*Appropriation of Funds*)

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department ~~or appropriation function/category. The City Manager may transfer up to \$25,000. from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category.~~ No more than one transfer may be made for the same item causing the need for a transfer.

Sec. 5 The City Manager may increase appropriations for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
- b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$25,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2018 shall be re-appropriated to the 2018-19 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary counting transfers between funds to enable the capital projects to be accounted for in the correct manner, with *City Council approval*. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2018 and appropriations in the 2018-19 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual

contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the Project with *City Council approval*.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action. City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds *within the applying department* towards any local match required.

Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation. The City Manager may reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner, *with approval of City Council*. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2018 and appropriations in the 2018-19 budget year.

Sec. 12 The City Manager may appropriate both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency *with approval of City Council*.

Sec. 14 The Director of Finance is authorized to make transfers to the various funds for which there are transfers budgeted *and adopted by City Council*. The Director shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfer are to be made.

Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.

Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.

Sec. 17 The City Manager may appropriate revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2018, and all funds received in the 2018-19 budget year, shall not lapse but be carried forward into the next fiscal year.

Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may increase appropriations or authorize transfers of existing appropriation at June 30 as follows:

a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.

b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2018, and all funds received in the 2018-19 budget year.

Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to appropriate bond interest earning to minimize arbitrage rebates/penalties up to \$25,000. No more than one transfer may be made for the same item causing the need for a transfer. ~~This authority would include the appropriation of transfers among funds to accomplish such reallocation.~~ Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on-hand in at June 30, 2018 and all funds received in the FY 2018-19 budget year.

Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Comprehensive Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized to disburse state Four-For-Life Program funding to the Hopewell Emergency Crew for authorized expenditures or to disburse funds between the Hopewell Emergency Crew and the Hopewell Bureau of Fire, all in the best interest of providing emergency services to Hopewell. Amount of funds authorized to be disbursed shall not exceed the state funding award.

Sec. 23 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 24 ~~Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and~~ All transfer activity is to be reported to Council on a monthly basis.

~~Sec. 25 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.~~

Sec. 26 Effective July 1, 2018, the following will be the City share of health care cost from The Local Choice (Anthem): (*CHART*)

Retirees hired before 7/1/03 retiring after 1/1/04:

Council authorizes and directs a policy change, effective July 1, 2017, that the City will continue to pay health insurance for the three spouses currently under the age of 65 until those spouses turn 65. The City will then cease payment of their health insurance. Also effective July 1, 2017, the City will continue to pay for the health care for the spouses of retirees until July 2018. Effective July 1, 2018, the City will pay 50% of the spousal coverage until June 30, 2019. Council authorizes and directs that effective July 1, 2019; the City will no longer pay any portion of health insurance costs for the spouses of any retirees. Any city retiree eligible for Virginia Retirement System health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The VRS health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.

City Manager is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who is sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 27 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date. For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account; to include employee and child or employee and spouse, paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of month credit for that month is given, after 15th of month credit and contribution payments shall begin the following month, to the employee HSA established at the city bank of record for HAS accounts.

Sec. 28 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2018 Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the assumption of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employee.

Sec. 29 City Council authorizes a 2% cost-of -living pay increase, across the board, to all full-time employees, including the constitutional officers and their employees. Permanent part-time employees shall be awarded a 2% cost-of-living pay increase as well.

Seasonal part-time employees are not eligible.

Sec. 30 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

**IR-2**

**REQUEST #1-** Propose that Council limit City Council discussion per person to 5 minutes. For the reasoning, the current limit of 10 minutes creates a lengthy Council Meeting. 7 Councilors speaking for 10 minutes on each topic is 70 minutes, which equates to 1 hour and 10 minutes per agenda topic. Councilors should be precise and concise with their comments during discussion the purpose of the meeting if for Council to take action. Members of Council should state their position and vote on the matters.

**REQUEST #2-** Propose amendment to rule 406.

406-Decorum. I would like to add verbiage such as, "Councilors stating what he/she perceives to be the "intention" of other members of Councilor to speak as other Councilors "representative" or on behalf of another Councilor, the entire Governing Body or any portion thereof" before the word "or" in the following rule. For the reasoning, Councilors comments should be related to the facts at hand and should reflect his/her personal opinion on each matter. Comments should not include giving the public what any Councilor perceives to be or wishes to distribute as fact, as it relates to another member of Council's intentions, reasoning or actions. Members of Council allowed to make personal, impertinent, abusive or slanderous comments that are delivered in that fashion are allowed to circumvent this rule and it's intent. Furthermore, comments such as these are another reason why Council meetings are prolonged and arguments ensue. This is because Councilors have to defend themselves against false statements and/or spend time during the meeting to correct the public record.

406. Decorum - Council Members and Administration shall be addressed to Title or Mr., Mrs., or Miss during meetings. Any person making personal, impertinent, abusive or slanderous statements, or who shall incite disorderly conduct while addressing Council or present in Council Chamber shall be reprimanded by the Mayor and may be barred from further audience before Council. A second occurrence shall require removal from the meeting and subsequent meetings except by petition to Council which must be approved by majority vote. Any Council member making personal, impertinent, abusive or slanderous statements, or who shall incite disorderly conduct shall be reprimanded by the Mayor and may be removed from the meeting, but only upon a majority vote of the members of Council, not including the member being so reprimanded.

406. Decorum - Council Members and Administration shall be addressed to Title or Mr., Mrs., or Miss during meetings. Any person making personal, impertinent, abusive or slanderous statements, or who shall incite disorderly conduct while addressing Council or present in Council Chamber shall be reprimanded by the Mayor and may be barred from further audience before Council. A second occurrence shall require removal from the meeting and subsequent meetings except by petition to Council which must be approved by majority vote. Any Council member making personal, impertinent, abusive or slanderous statements, Councilors stating what he/she perceives to be the "intention" of other members of Councilor to speak as other Councilors "representative" or on behalf of another Councilor, the entire Governing Body or any portion thereof, or who shall incite disorderly conduct shall be reprimanded by the Mayor and may be removed from the meeting, but only upon a majority vote of the members of Council, not including the member being so reprimanded.

***\*\*Determine ways to include the use of Social Media and tagging City Staff on social media posts speaking about City Business/staff and elected officials in a negative and disparaging manner.***

**IR-3**

*“We have received nothing but positive feedback from the public on our new ClearGov profile. It has helped us communicate our financials in a user-friendly and interactive way... It will be great to see how this will help save time and resources with public information requests moving forward.”*



**John Frye**  
Financial Services Director

## PRIMARY OBJECTIVE:

Easily communicate financial trend data and adhere to the North Carolina municipal transparency laws

### Challenge:

The Village of Pinehurst, NC has been looking for a way to provide their financial information to the public in an easy to understand format.

“Before ClearGov, our financial data was published once a year,” said John Frye, Financial Services Director in Pinehurst. “It was also not interactive and no live peer comparisons could be made, making it difficult for users to see trends since only one year could be viewed at a time.”

Having this data easily accessible would help reduce the number of public information requests, which can take a great deal of time and incur significant costs.

Additionally, North Carolina passed a law in 2015 that required all municipalities to create transparency websites. “Although the state has not yet enforced this requirement, we wanted to be proactive and have a site in place when they did,” said Frye.



### Solution:

“We uploaded all of our line item revenue and expenditure data since 2011 into the ClearGov system. Having seven years of data provides users with a clear picture of where we have come financially over that time, particularly how we have recovered from the Great Recession of 2008,” said Frye.

Pinehurst took their transparency a step further and created a custom peer group that compares their finances to cities in the state that provide similar services.

“ClearGov having the baseline data for the non-subscribing cities and the US Census data is what really makes the system great. This allows for comparisons with peers at a department level cost,” said Frye.

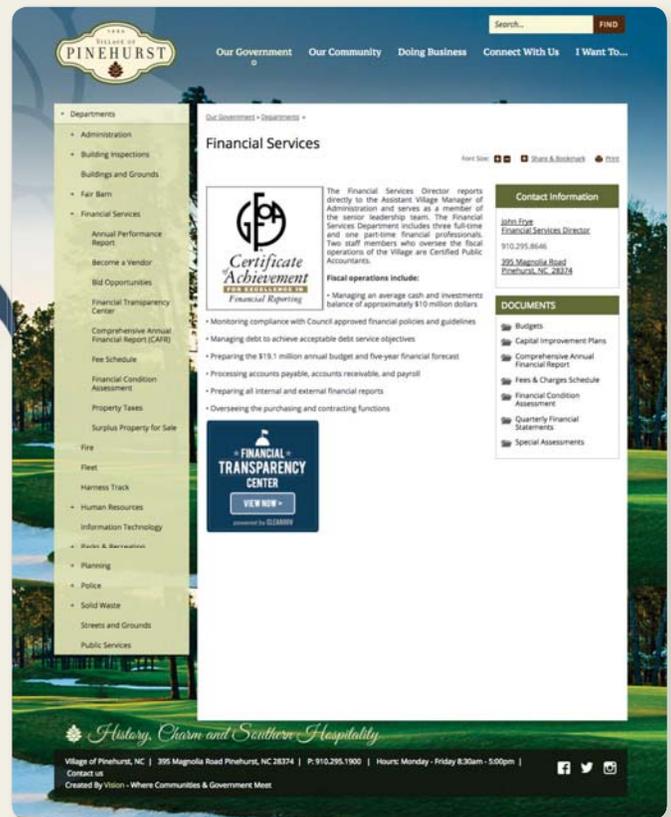
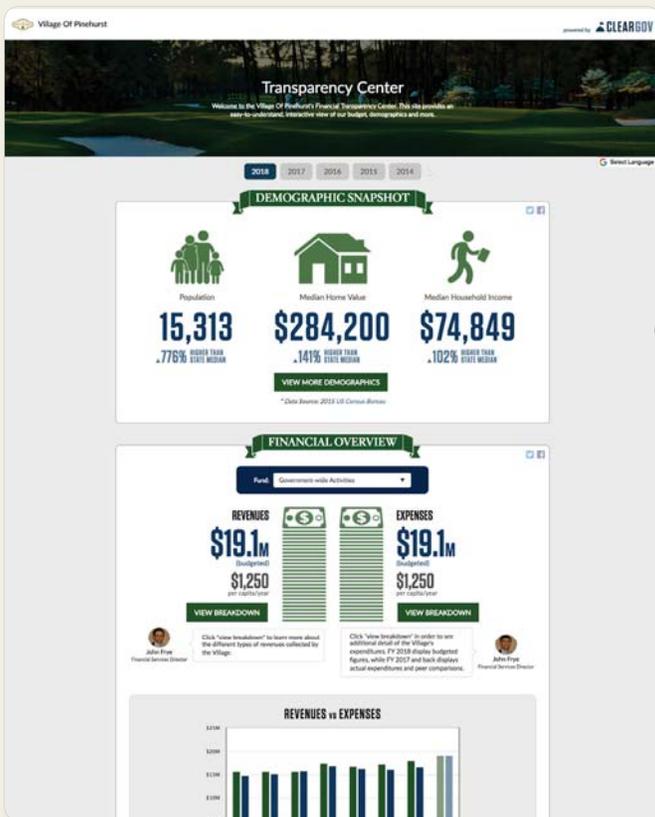
Over time, the dashboard will reduce the number of public information requests and increase public trust in their financial operations.

“ClearGov having the baseline data for the non-subscribing cities and the US Census data is what really makes the system great. This allows for comparisons with peers at a department level cost.”

John Frye  
Village of Pinehurst, Financial Services Director

CLEARGOV PAGE: VILLAGE OF PINEHURST

VILLAGE OF PINEHURST WEBSITE



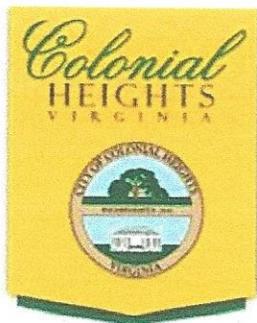
**CLICK TO VISIT**  
ClearGov Transparency Page

**CLICK TO VISIT**  
Village of Pinehurst Website

ClearGov has become an invaluable tool to help the Village of Pinehurst educate and engage with everyone in the community.

**IR-4**

**IR-5**



**COLONIAL HEIGHTS  
CITY COUNCIL  
AGENDA  
REGULAR MEETING  
CITY HALL**

**Council Members**

Michael A. Cherry  
Kenneth B. Frenier  
W. Joe Green, Jr.  
John E. Piotrowski  
John T. Wood  
Elizabeth G. Luck, Vice-Mayor  
T. Gregory Kochuba, Mayor

DATE: February 12, 2019

TIME: 7:00 PM

1. Call To Order

2. Roll Call

3. Devotion - The Honorable John E. Piotrowski

4. Pledge Of Allegiance

5. Adoption Of Agenda

6. Declarations Of Personal Interest

7. Commendations And Presentations

A. A PROCLAMATION

Recognizing Barrett Porter Smith Upon His Attaining Rank of Eagle Scout

Documents:

[PROC.EAGLESCOUT.BARRETTSMITH.PDF](#)

B. American Legion Post 284 Recognition

Documents:

[EX SUM AMERICAN LEGION 284.PDF](#)

C. Presentation Of The City's Annual Donation For The Colonial Heights High School After Prom Celebration

D. New Employee Introduction

Introduction Of New City Employee Hired By The Police Department.

Documents:

[EX SUMMARY NEW EMP INTRODUCTION.PDF](#)

8. Reading Of Manner Of Addressing Council.

ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.

9. Written Petitions And Communications

- A. Milton E. Freeland, Jr., Hanover Avenue - Update On Phase IV Of The Appomattox River Walk Trail
- B. Presentation By Warren Hammond Of The Colonial Heights Food Pantry
- 10. Advertised Public Hearings
- 11. Hearing Of Citizens Generally On Non-Agenda Items
- 12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda
  - A. AN ORDINANCE NO 19-FIN-1  
(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in the aggregate amount of \$9,642 to appropriate 1) \$5,872 of assigned fund balance for the Office on Youth programs; 2) \$2,470 in donations to the Sheriff's Department; and 3) \$1,300 in prior year donations reserved for the police K9 program for K9 expenditures.

Documents:

[EX SUMMARY ORD 19-FIN-1.PDF](#)  
[BUDGET AMENDMENT JAN FY19.PDF](#)  
[SHERIFF DONATIONS.PDF](#)  
[AN ORDINANCE NO 19-FIN-1.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

- A. AN ORDINANCE NO 19-FIN-2  
(*First Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in the aggregate amount of \$39,050 to appropriate 1) \$1,500 in sanctions relinquished to the Police Department and City Attorney; 2) \$2,000 in donations from the Southside Virginia Association of Realtors to the Police and Fire & EMS Departments; and 3) \$35,550 in Rescue Squad Assistance Grant Funds to the Fire & EMS Department.

To amend the Capital Projects Fund Budget by \$1,000,000 to appropriate State of Good Repair Funding from the Virginia Department of Transportation for the resurfacing of Temple Avenue.

Documents:

[EX SUMMARY ORD 19-FIN-2.PDF](#)  
[SANCTIONS MEMO.PDF](#)  
[RSAF GRANT AWARD.PDF](#)  
[TEMPLE AVE PROJECT WORKSHEET.PDF](#)  
[AN ORDINANCE NO19-FIN-2.PDF](#)

14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

- A. AN ORDINANCE NO 19-2

(*Second Reading*) Amending §98-1 of Chapter 98, Animals, of the Colonial Heights City Code to specify which birds shall be considered a "Companion Animal".

Documents:

[EX SUMMARY ORD 19-2.PDF](#)  
[AN ORDINANCE NO 19-2.PDF](#)

- B. Update On Matters Relating To Cal's

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. General Activity Report

Documents:

EX SUM CM ACTIVITY REPORT.PDF  
DATES OF INTEREST - FEBRUARY 2019.PDF

2. City Attorney

3. Director Of Planning And Community Development

16. Adjournment

**IR-6**

**IR-7**

**IR-8**

**IR-9**

**IR-10**

**IR-11**

**ADJOURN**