

**MINUTES OF THE DECEMBER 13, 2023 CITY COUNCIL SPECIAL  
MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Wednesday December, 2023 at 6:00 p.m.

**PRESENT:** John B. Partin, Mayor(Virtual, Closed session)  
Jasmine Gore, Vice Mayor  
Rita Joyner, Councilor  
Michael Harris, Councilor(Virtual, Closed session)  
Janice Denton, Councilor  
Brenda Pelham, Councilor  
Dominic Holloway, Councilor(Absent)

Council Joyner moves to make a motion to allow Mayor Partin and Councilor Harris to participate virtually. Councilor Denton seconds the motion.

<b>ROLL CALL:</b>	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Vice Mayor	Yes
	Councilor Denton	Yes

**Motion Passes 4-0**

**CLOSED MEETING:**

Councilor Denton Moves to go into closed meeting pursuant to Va. Code § 2.2 - 3711(A) (1) to discuss or consider personnel matters, including board and

commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby. Councilor Joyner seconds the motion.

<b>ROLL CALL:</b>	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Mayor Partin	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes

**Motion Passes 5-0**

**RECONVENE OPEN MEETING:**

Councilor Denton moves to make a motion to reconvene open meeting.  
Councilor Joyner seconds the motion.

<b>ROLL CALL:</b>	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes

**Motion Passes 4-0**

**CERTIFICATION:**

Immediately thereafter, council responded to the question pursuant to Virginia § 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.

<b>ROLL CALL:</b>	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes

### **REGULAR BUSINESS**

**R-1- Finance Status Report-** Robert Bobb Group. Ms. Heather presents the finance report. Reconciliations for Fixed Assets for FY 2020. Work is ongoing in the reconciliation of Tax Receivables and bank statements. Reconciliation of the School Accounts Payable for FY 2020 is approximately halfway complete. However, it has been observed the check registers for these school accounts are more complex than those of the City Register. The complexity is causing the reconciliation process to be more time-consuming than initially anticipated. Investment account updates: The team developed a standardized template to facilitate the reconciliation of investment accounts. The template is designed to systematically organize and compare financial data from various sources, ensuring all investment transactions are accurately recorded and reconciled. A detailed examination of the cash movements with the investment accounts was performed, focusing on accuracy, compliance, and the efficiency of financial management. The team is meticulously analyzing transaction histories reconciling account balances and reviewing the alignment of these flow with the City's financial strategies and objectives. MUNIS Interactions involve matching deposits with the MUNIS General Ledger (GL) accounts to bank statements. Completed Mapping of MUNIS General Ledger accounts to the corresponding physical investment accounts. Ms. Heather discussed in detail the standard operating procedure progress. MUNIS Actions- Testing and Confirmation of FY25 Budget Projection in Tyler MUNIS Following the receipt of necessary clarifications from Tyler Technologies, a comprehensive testing was completed on the FY25 budget projection creation within the Tyler MUNIS ERP system. The Objective was to confirm the system's functionality and timing for reporting purposes. The list

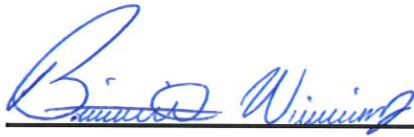
includes Training Session Planning with Tyler Technologies, Licensing status update with Tyler Technologies, contract review and service quotes request. The reviewing Wastewater treatment plant Year-End adjustment for FY2018-2023. Robert Bobb Group has received and reviewed FY2020, FY2021, and working on FY2018 and FY2019. Both years used miscellaneous Revenue for the Capital Program and split the remaining funds between the WWTP and Partners. This is not to be inconsistent with City Attorney finding that these funds were not restricted to the WWTP and partners. The City is responsible for credits to Industry Partners for the remainder of the Leachate Funds. Staffing shortages have delayed the completion and submitting of remaining years of adjustments. The city needs to clarify whether these revenues, which surpass capital expenditures, are restricted to Water Treatment operations or can be considered s unrestricted revenue available to the city. This matter necessitates prompt resolution to ensure appropriate allocation and use of these funds. The team working with the industry pointed the following: Classification of Leachate Funds, the initial step is to establish a consensus on whether Leachate funds are classified as “miscellaneous plant revenue.” According to the 1995 agreement, if Leachate fund are deemed miscellaneous revenues, they should be allocated for maintenance and works on the plant. Legal Opinion on Revenue Usage: There exists a legal opinion, authorship unspecified, suggesting that these revenues may be freely used by the City, indicating a belief that they do not constitute “miscellaneous revenues.” Treatment in Reconciliations: In the Financial reconciliations conducted, staff have treated these funds as restricted to the plant. Net Steps- Finalizing the FY2020 Audit Package and provide it to the external auditors. The focus will be on advancing the reconciliation of Fixed Assets, Enterprise Receivables, and Accounts Payable for FY2020. In addition, the reconciliation of Bank Accounts and Tax Receivables will persist. Continue to draft future state Standard Operating Procedures, target completion and of January. Test Pooled Cash Functionality with Tyler MUNIS for June 30, 2024, implementation. Plan and schedule targeted MUNIS training in 2024. Continue to lead with a sense of urgency, coaching the Treasurer and Wastewater Treatment Plant Billing personnel to process deposit urgently-potentially utilizing temporary resources. Consolidated Hopewell Renewal water treatment facility reconciliations of arrive at a clean summary of existing funds and past and needed future capital expenditures.

#### **ADJOURNMENT:**

Vice Mayor Gore motions to adjourn,

Yes 4

No 0



**Brittani Williams, City Clerk**

  
**Johnny Paktin, Mayor**