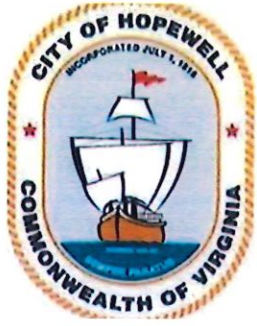


AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

Dominic R. Holloway, Sr., Councilor, Ward #7

Dr. Concetta Manker, City Manager

Danielle Smith, City Attorney

Brittani Williams, City Clerk

Bridetta Williams, Deputy Clerk

May 8, 2024

SPECIAL MEETING

Special Meeting- 6:30 PM

6:30 p.m.

Call to order, roll call, and welcome to visitors

REGULAR MEETING

R1 – Water Renewal Budget – Dickie Thompson, Hopewell Water Renewal Director

R2 – Capital Budget Adjustments – Russ Branson, Interim Finance Director

R3 – Budgetary updates from Hopewell City School – Dr. Manker, City Manager

BOARD/COMMISSION VACANCIES

Architectural Review Board – 3 Vacancies

Downtown Design Review – 2 Vacancies

Board of Building Code and Fire Prevention Code Appeals – 5 Vacancies

Keep Hopewell Beautiful – 1 Vacancy

Recreation and Parks – 4 Vacancies

Library Board – 1 Vacancies

DSS – 7 Vacancies

Healthy Families – 3 Vacancies (3 pending applications)

District 19 – 2 Vacancies

Adjournment

REGULAR MEETING

R-1



CITY OF HOPEWELL
CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hopewell Water Renewal FY25 Proposed Budget

ISSUE: FY25 Proposed Budget.

RECOMMENDATION: Staff is asking City Council to adopt the FY25 Proposed HWR Operations and Maintenance (O&M) as well as Capital Improvement Plan (CIP) Budgets as presented for the fiscal year 2025.

TIMING: Action is requested at the May 8, 2024 council meeting.

BACKGROUND: Hopewell Water Renewal staff held a meeting with the HWR Commission Technical Advisory Committee (TAC) on April 25, 2024, to discuss the capital improvement projects as presented in the enclosed budget presentation. HWR met with and presented the FY25 O&M and CIP to the HWR Commission on April 30, 2024. This budget, as presented to City Council on May 8, 2024, was voted on and approved by the Commission.

ENCLOSED DOCUMENTS: HWR FY25 Budget Request PowerPoint Presentation.

STAFF: Dickie Thompson, Hopewell Water Renewal

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

Roll Call

SUMMARY:

Y N

- Councilor Rita Joyner, Ward #1
- Councilor Michael Harris, Ward #2
- Mayor John B. Partin, Ward #3
- Vice Mayor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

BUDGET REQUESTS

FISCAL YEAR 2025

HOPEWELL WATER RENEWAL



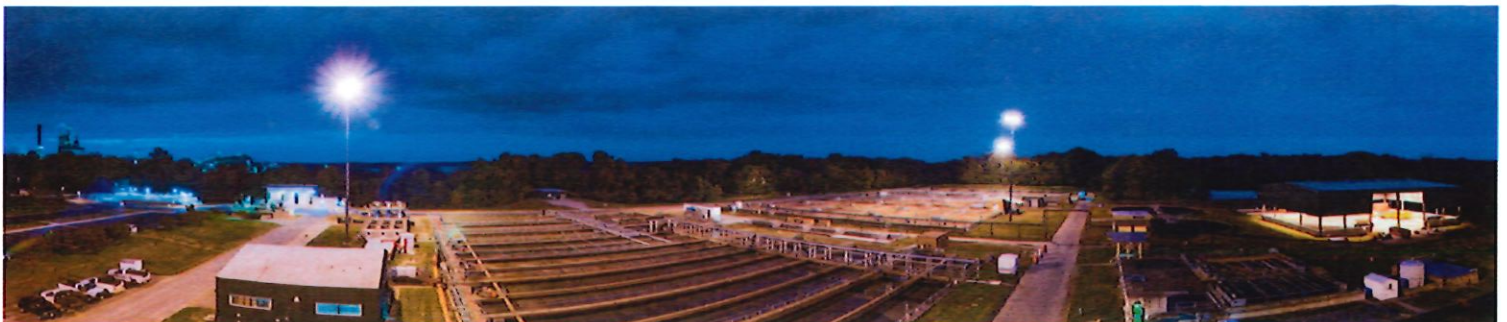
Hopewell Water Renewal

Hopewell Regional Wastewater Treatment Facility (renamed Hopewell Water Renewal 'HWR' in 2016) began in 1975 and the plant was placed into operation in 1977 with the mission of reducing the oxygen-consuming pollutants in the area's domestic and industrial wastewaters. A unique partnership between the City and its large industrial users developed a Hopewell Regional Wastewater Treatment Facility Commission (renamed the Hopewell Water Renewal Commission) and an agreement signed between the entities. This agreement sets out the fiscal responsibilities of the Commission members in paying for the operational and maintenance costs of the plant.

HWR treats about 27 million gallons of wastewater a day, coming from the City of Hopewell, Fort Lee, the Federal Corrections Complex, portions of Prince George County, and four major industries - AdvanSix Hopewell Plant, WestRock, Ashland, and the Virginia American Water Company.

The City maintains contracts with Prince George County for 2.0 million gallons per day (MGD) of capacity, Fort Lee for 2.5 MGD of capacity, and the Federal Correctional Complex for 0.5 MGD of capacity. The remaining sewer capacity is shared by the four major industries previously mentioned in addition with the City of Hopewell's wastewater contribution.

Performance Indicators	FY 23-24 Projected	FY 24-25 Projected
Total Nitrogen Discharged (pounds)	794,454	<1,827,336
Total Phosphorus Discharged (pounds)	47,047	<61,749
Discharge Flow (Annual Daily Average MGD)	22.39	25.0
Percent Compliance	100	100
Permit Violations	0	0



HWR FUND 32 OPERATING BUDGET SUMMARY

Current FY24 Total: \$17,338,732
 Requested FY25 Total: \$30,997,449 (includes capital improvement expenses)
 Requested Increase: \$13,658,717

HWR Division	Requested Increases	Justification
Administration	\$15,240.00	Inflationary increase for office supplies and cell phone stipend for additional staff.
Laboratory	\$146,000.00	Inflationary increases for consulting, laboratory supplies, training, and service/maintenance contracts. Maintain regulatory compliance.
Maintenance	\$860,000.00	Increased needs in repair/maintenance to aging equipment in addition to establishing Preventative Maintenance Contracts for critical components. Ensure proper operation of facility equipment.
Operations	\$1,436,180.00	Inflationary increases of treatment chemicals to maintain regulatory compliance and protect the environment. Licensing and testing fee increases for licensed operators.
Overhead	\$1,115,500.00	Inflationary increases to utilities (gas, oil, water, electricity) in addition to inflationary increases to routine contracting and consulting services.
Warehouse	\$10,000.00	Repairs to restrooms facilities in the HWR warehouse.

HWR REVENUE SUMMARY (Includes CIP)

Current FY Estimate: \$21,538,732
 FY25 Estimate: \$30,997,449
 Increase: \$9,458,717

HWR FUND 41 OPERATING BUDGET SUMMARY

Current FY24 Total:	\$7,835,228
Requested FY25 Total:	\$8,905,407
Requested Increase:	\$1,070,179

- Increase request to cover City's Share of HWR Fund 32 in FY25.
- Revenue to cover increase request is anticipated through sewer rate increases or using accumulated sewer revenues.

HWR CAPITAL PROJECTS SUMMARY

Project Name	Previously Requested	Request
Industrial Fine Screen Rehab	Yes	\$400,000
Replace Incinerator CEMS	No	\$250,000
Oxygen Plant 5 Year Turnaround	No	\$1,700,000
PLC Upgrade	No	\$200,000
Gravity Thickener Rehab	No	\$350,000
Phosphoric Acid Monitoring/Control Pilot	No	\$200,000
Ash Bucket Elevator	Yes	\$937,000
Switchgear Replacement	Yes	\$3,000,000
Incinerator Feed Pump/Install	Yes	\$1,667,000
Leachate Station Upgrade	Yes	\$282,000
Admin Building Repairs	Yes	\$650,000
Total		\$9,636,000



R-2



FY25 Budget Changes

(from 4/23 presentation)

May 8, 2024

Change in FY25 Budget Forecast

Revenues

- Cigarette tax (\$700,000)

Expenses

- Moved Heretick Ave and Warner Road project to “unfunded” (\$724,000)

**FY25 Proposed Capital Improvement Projects
FUNDED CIP REQUESTS & SOURCE OF FUNDING**

	Public Works	Fire	Police	Recreation	IT	Total
Critical Funding Needs -- Cost						
Public Works						
Rte 156 - Intersection Imp	\$121,000					\$121,000
Rte 156 - Intersection Imp	\$75,000					\$75,000
SOUTH MESA DR - PED Imp	\$262,000					\$262,000
W. Randolph Shared Use Path - Smart Scale	\$1,612,000					\$1,612,000
Hill Avenue & Hooker St. Recon - Rev. Share	\$226,000					\$226,000
Wagner Ave & Hooker St. Recon - Rev. Share	\$226,000					\$226,000
Pave Rehab Var. Locations - Rev. Share 21	\$285,000					\$285,000
Pave Rehab Var. Locations - Rev. Share 23	\$496,000					\$496,000
Carryover from FY24 CIP	\$1,000,000					\$1,000,000
Pavement Preservation Arterials	\$466,000					\$466,000
Recreation						
Community Center HVAC				\$50,000		\$50,000
Community Center Fitness Equipment				\$55,000		\$55,000
Mathis Field Improvements				\$13,000		\$13,000
IT						
Host Servers					\$44,000	\$44,000
Core Switches					\$35,700	\$35,700
Total CIP -- Initial Funding	\$4,769,000	\$0	\$0	\$118,000	\$79,700	\$4,966,700
Funding Sources						
Federal-Aid (VDOT Smart Scale 100/0)	\$1,611,000					\$1,611,000
VDOT HSIP 100/0	\$267,000					\$267,000
Storm Water Fees (proposed)	\$904,000					\$904,000
General Fund	\$1,987,000	\$0	\$0	\$118,000	\$79,700	\$2,184,700
Total Funding	\$4,769,000	\$0	\$0	\$118,000	\$79,700	\$4,966,700

Funded Capital Projects

- All projects using **State/Federal funding** are funded
- **Storm Water fees** include to-be-increased fees
- **General Fund transfer** from increased Real Estate and Hotel taxes and overall net revenue from departmental expense reductions

Storm Water fees will be used for road projects as a part of storm water remediation

Additional Capital Needs

FY25 Proposed Capital Improvement Projects

ADDITIONAL REQUESTS -- Cost (Not Funded in Proposed Budget)

	Public Works	Fire	Police	Recreation	IT	Development	Total
Public Works							
Hank's Pond	\$122,742						\$122,742
Heretick Avenue Drainage Project	\$704,000						\$704,000
Wagner Road Storm Lining Project	\$20,000						\$20,000
Courthouse Parking Lot	\$205,371						\$205,371
Fire							
Fire Boat Replacement		\$44,302					\$44,302
City Hall Generator		\$373,500					\$373,500
Recreation							
Community Center HVAC				\$660,000			\$660,000
Community Center Fitness Equip				\$55,000			\$55,000
River Walk -- Phase II				\$1,480,000			\$1,480,000
Westwood Park				\$200,000			\$200,000
3 1/2 Street Playground - Phase II				\$125,000			\$125,000
IT							
Microsoft Office					210,000		\$210,000
Managed Print Solution					36,750		\$36,750
Development							
Wayfinding						52,000	\$52,000
Total Additional Requests	\$1,052,113	\$417,802	\$0	\$2,520,000	\$246,750	\$52,000	\$4,288,665

General Fund Balance

- Small tweaks in the budget have resulted in some additional room in the currently-proposed GF balance - (e.g., use of 3-year interest-free lease for IT projects reduces cost)

General Fund positive balance of
\$130,000

Regional Water Renewal

- **Operating budget of \$18.9 Million** approved by HWR Commission on 5/2/2024 meeting
 - No changes from staff proposal
- **Capital budget of \$11.6 Million** reduced by \$2 Million for weirs – will be revisited at mid-year

Sewer Budget

- **Budget is balanced assuming**
 1. Implementation of new rates in FY25 – rate study is needed
 2. Potential use of accumulated revenue for capital projects
- **Sewer budget funds City share of wastewater treatment costs by HWR**
- **This impact sewer from both the increase in overall costs as well as potential true-up costs**
 - City is working on true-up cost proposals that will come back to Council once firmed up

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hopewell City School Presentation - The ‘Well

ISSUE: The City has a General Fund positive balance of \$130,000. Hopewell City Public Schools estimate \$89,240 of unspent end-of-year fiscal year.

RECOMMENDATION: Staff recommends continuing with funding the Program Manager salary (\$75,000) and the supplies and materials of (\$75,000) for a total of \$150,000. Staff also recommends that any end-of-year unspent funding (\$89,240) be reallocated back to Hopewell City Schools to offset any related costs.

TIMING: Take action on May 8, 2024

BACKGROUND: On April 30, 2024 a joint meeting was held with Hopewell City School. During this meeting, the school board requested continued funding for the ‘Well. City council requested funding options for them to consider at the next budget work-session.

ENCLOSED DOCUMENTS: Budgetary Information Worksheet

STAFF: Dr. Concetta Manker, City Manager

SUMMARY:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- Councilor Rita Joyner, Ward #1
- Councilor Michael Harris, Ward #2
- Mayor John B. Partin, Ward #3
- Vice Mayor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

Budgetary Information and Updates for City Council Response to Requests from April 30, 2024 Joint Meeting

WELL Budget Portion Requested from the City

The total amount we are requesting from the city is \$275,893 for support of the WELL in the 2024-2025 school year. This includes all of the expenses noted below. Please note that at the joint meeting on 4/30, we had also included one other full-time position. However, we have reflected on this further and since that position supports the administration of not only the WELL but also our other evening instructional programs at the high school and New Hope Academy, we will look to absorb all of the costs associated with that position into our budget and remove it from the request from the City.

Expense	Cost
2 full-time and 3 part-time positions	\$200,893
Supplies and materials	\$75,000
Total Request of the City for the WELL	\$275,893

Please note that while we are requesting these funds from the City to operate the WELL, HCPS contributes the following estimated in-kind costs:

- Administrative oversight = \$107,045
- Transportation = \$45,000
- Security = \$9,000
- Utilities = \$15,000
- TOTAL = \$176,045

In the meeting, there was also a question about the number of students that can be supported at different levels of staffing. The following represents the number of students we can support based on reasonable staff ratios. (These numbers can vary based on volunteers, absences, etc.)

Number of Students Able to Be Served Daily	Number of Staff (if no one is absent)
45	3
60	4
75	5
90	6

Current Estimated End-Of Year Funding Available from HCPS

As of May 1, 2024, HCPS estimates \$89,240 will be unspent at the end of the fiscal year. There are a number of elements that can change, and this final balance estimate reflects what remains after funding some long-deferred smaller cost projects that are greatly needed.

OVERALL PROPOSED REQUEST

As a proposal to the City regarding the WELL, HCPS asks for a commitment of \$275,893 (as noted above). However, we are willing to have this amount reduced by any amount left unspent by HCPS at the conclusion of the FY24 year, which the City can then use to offset the WELL costs. Under our current estimates, that balance would be \$186,653. We request the \$275,893 for now, with our commitment to work to have this amount less due to funds that may be available at the end of the school year.

ADJOURNMENT