



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

Dr. Concetta Manker, City Manager
Danielle Smith, City Attorney
Brittani Williams, City Clerk
Bridetta Williams, Deputy Clerk

December 13, 2023

SPECIAL MEETING

Closed Meeting: 6:00 PM

Regular Meeting: 8:00 PM

6:00 p.m. Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby.

Roll Call

RECONVENE OPEN MEETING

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

REGULAR BUSINESS

R-1 – Finance Status Report – Robert Bobb Group

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Councilors Request:

Presentations from Boards and Commission

Other Council Communications

BOARD/COMMISSION VACANCIES

Hopewell Economic Development Authority: 1 Vacancy

Planning Commission: 1 Vacancy

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

Adjournment

City of Hopewell

Project Management Office and
Accounting Remediation Services

December 13, 2023



Agenda

- Progress to Date & Recent Successes
 - Accounting Remediation / Reconciliation Team
 - Project Management Office Team
 - Standard Operating Procedures
 - Enterprise Resource Management
 - Industry
- Next Steps and Issues Potentially Preventing Progress

Accounting Remediation / Reconciliation Team

Reconciliations

- The team has initiated the reconciliation of Fixed Assets for FY 2020, Enterprise Receivables for FY 2020, and Accounts Payable 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 (through December). However, it has been observed that the check registers for these school accounts are more complex than those of the City register. This complexity is causing the reconciliation process to be more time-consuming than initially anticipated.

Investment Account Updates

- Investment Account Reconciliation Template
 - 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.
- Investment Account Cash Flow Analysis
 - A detailed examination of the cash movements within 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 flows with the City's financial strategies and objectives.

MUNIS Interactions

- Matching Deposits within the MUNIS General Ledger (GL) accounts to bank statements.
- Completed Mapping of MUNIS General Ledger (GL) Accounts to the corresponding physical investment accounts.

Project Management Office (PMO) Team

Standard Operating Procedures

Standard Operating Procedure Progress

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Community Development Block Grant (CDBG)	Finalized	Draft - In Process	Draft - In Process
Machinery and Tools Tax	Finalized	Draft - In Process	Draft - In Process
Food and Beverage Tax	Finalized	RBG Review - In Process	Draft - In Process
Business License Tax	Finalized	Future State Review - In Process	Draft - Complete
Public Service Tax	Finalized	Future State Review - In Process	Draft - In Process
Procurement	Finalized	Future State Review - In Process	Draft - Complete
Payroll	Finalized	Updates - In Process	Updates - In process
Accounts Payable	Finalized	Updates - In Process	Updates - In process
Budget	Finalized	Updates - Complete	Draft - Complete
Business Property Tax	Finalized	Updates - Complete	Updates - In process
State Income Tax	Finalized	Not Started	Not Started
Asset Forfeiture	Finalized	Not Started	Not Started

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Bank Franchise Tax	Finalized	Not Started	Not Started
Estimated Income Tax	Finalized	Not Started	Not Started
Hopewell Regional Water Treatment Facility (HRWTF)	Finalized	Not Started	Not Started
Parks and Recreation	Finalized	Not Started	Not Started
Children Service Act	Finalized	Not Started	Not Started
Real Estate Tax	Finalized	Not Started	Not Started
Special Welfare	Finalized	Not Started	Not Started
MUNIS Employee Expense Reimbursement Module	Finalized	Not Started	Not Started
Personal Property Tax	Finalized	Not Started	Not Started
Emergency Medical Services (EMS)	Finalized	Not Started	Not Started
Data Integrators	Finalized	Not Started	Not Started

Enterprise Resource Planning (ERP)

MUNIS Actions

- Testing and Confirmation of FY 2025 Budget Projection in Tyler MUNIS
 - Following the receipt of necessary clarifications from Tyler Technologies, a comprehensive testing was completed on the FY 2025 budget projection creation within the Tyler MUNIS ERP system. The objective was to confirm the system's functionality and timing for reporting purposes.
- Training Session Planning with Tyler Technologies
- License and Contract Review
 - Licensing Status Update with Tyler Technologies
 - Tyler Licensing and Service Quotes Request

Industry

Capital Reserve/Leachate Funds

- Tasked with Reviewing Wastewater Treatment Plant (WWTP) Year-End Adjustments for FY 2018 – 2023.
 - Received and Reviewed FY 2020, FY 2021, working on FY 2018 & FY 2019.
 - Both years used Miscellaneous Revenue (Leachate Funds) for the Capital Program and split the remaining funds between the WWTP partners.
 - This is noted to be inconsistent with City Attorney Finding that these funds were not to restricted to the WWTP and partners.
 - As such, the City is responsible for credits to Industry Partners for the remainder of the Leachate Funds (Liability for FY 2020, FY 2021).
 - Staffing shortages have delayed the completion and submitting of remaining years of adjustments.

High Level Risk

Utilization of excess Leachate revenues at the Regional Treatment Facility

- The city needs to clarify whether these revenues, which surpass capital expenditures, are restricted to Water Treatment operations or can be considered as 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."
 - Use of Miscellaneous Revenues: According to the 1995 agreement, if Leachate funds 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 revenue."
 - Treatment in Reconciliations: In the financial reconciliations conducted, staff have treated these funds as restricted to the plant.

Next Steps & Issues Potentially Preventing Progress

Next Steps

- Finalize the FY 2020 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 FY 2020. In addition, the reconciliation of Bank Accounts and Tax Receivables will persist.
- Continue to draft future state Standard Operating Procedures, target completion end 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 deposits urgently – potentially utilizing temporary resources.
- Consolidate Hopewell Renewal Water Treatment Facility Reconciliations to arrive at a clean summary of existing funds and past and needed future capital expenditures.

Thank you

ADJOURNMENT