

CITY OF HOPEWELL<br>Hopewell, Virginia 23860

AGENDA
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
(804) 541-2408
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Dr.Concetta Manker, City Manager Danielle Smith, City Attorney Brittani Williams, City Clerk
Bridetta Williams, Deputy Clerk

March 14, 2024
SPECIAL MEETING

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

## SPECIAL MEETING

SUGGESTED MOTION: Move to go into Special Meeting Pursuant to VA Code §2.2-3707(E), for the FY2025 Proposed Budget Revenue Work Session for the City of Hopewell.

Roll Call

## Reports of City Manager:

Reports of City Attorney:
Reports of City Clerk:

## Councilors Pending Request

# Presentations from Boards and Commission 

## Other Council Communications

## 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

FY25 Budgeted
Revenue
March 14, 2024 DRAFT

## Primary City Programs and Funds

| General Gov't | Enterprises | Public Services | Schools |
| :--- | :--- | :--- | :--- |
| $\square$ | $\square$ | $\square$ | $\square$ |
| $\square$ General Fund | $\square$ Regional Water | $\square$ Social Services | $\square$ General Support |
| $\square$ Judicial Administration | $\square$ Sewer | $\square$ Children's Services Act | $\square$ Textbooks |
| $\square$ Recreation | $\square$ Refuse | $\square$ Healthy Families | $\square$ Cafeteria |
| $\square$ Economic Development | $\square$ Storm Water | $\square$ Special Welfare | $\square$ Bldg/Bus Replacement |
| $\square$ Capital Projects |  |  |  |
| $\square$ Debt |  |  |  |
| $\square$ Grants |  |  |  |
| $\square$ Marina |  |  |  |
| $\square$ Perpetual Care |  |  |  |

## Who Makes Revenue Forecasts

| Iaxes | State/Red | User Charoes |  |
| :--- | :--- | :--- | :--- |
| $\square$ | $\square$ | $\square$ | $\square$ ORer |
| $\square$ Assessor - Real Estate | $\square$ Departments | $\square$ Departments | $\square$ Transfers - Budget Staff |
| $\square$ COR - All other taxes | $\square$ Schools | $\square$ Schools | $\square$ Grants - only accepted |

## Important Context

- Revenue gains full meaning when compared to expenses
- Expense presentation on March $21^{\text {st }}$
- Revenues may change before approval by Council - Changes will be identified
- Most changes will be in enterprises who set user charges to cover expenses
- If revenues are insufficient to fund desired services, either revenues must be increased or expenses must be reduced


## Sources of Revenue



## How Revenues are Applied



## Items to Be Aware of

- Transfers - Revenue moved from one fund to another. Transfers can make total revenue appear higher than it really is. For example, a transfer from the General Fund to Recreation increases "total revenue" but it only represents a shift of revenue from the GF
- Use of Surplus - The City has a common practice of carrying over funding for capital projects that are approved but not yet completed. This shows up as "use of surplus." This will not happen in FY25 due to the lack of knowledge about where "surplus" monies are allocated
"Use of Surplus" should not be used until the City is fully aware of current fund balances. This will occur when all financial audits are complete


## General Fund

## General Fund Revenues



## General Fund Growth

- The General Fund has grown at a moderate pace, in line with recent inflation growth
- FY25 revenue increases occur primarily in different tax categories



## Real Estate Taxes

- Increased with the reassessment in January of 2023
- Real estate taxes for FY25 are forecast to remain flat if no increase in rate is approved
- If a proposed rate increase from $\$ 1.13 / \$ 100 \mathrm{AV}$ to $\$ 1.20$ is approved, an additional $\$ 1.4 \mathrm{M}$ of revenue will be generated

Proposed Real Estate Tax Rates and Comparisons to Nearby Jurisdictions


City Real Estate Taxes


## Machinery \& Tools Tax

- Impacted by rate of tax charged and new or upgraded equipment in local businesses
= If current Mach \& Tool tax of 3.1\% is increased to $3.6 \%$, it will generate $\$ 1.3 \mathrm{M}$ of additional revenue




## Personal Property Tax

- This is a tax on tangible personal property (e.g., vehicles)
- Current rate is $\$ 3.5 / \$ 100$ assessment. The proposed increase to $\$ 4.00 / \$ 100$ assessment will generate an additional $\$ 970,000$ in revenue


Personal Property Taxes


## Public Services Corp. Tax

- This is a tax on public corporations in the City, including electric, gas, telecommunications and water companies
- The tax rate is set by the State Corporation Commission

Public Services Corporation Taxes


## Local Sales Tax

- The City collects a $1 \%$ sales tax on taxable purchases
- This rate is set by the State and cannot be altered by the City



## Other Local Taxes

- These revenues include:
- Utility taxes
- Payment in-lieu of taxes (PILOTs)
- Consumption taxes
- Railroad taxes
- Recordation fees
- Food taxes
- Lodging taxes
- Utility taxes and PILOTs comprised $71 \%$ of these revenues


Note: Food and Lodging are in the Debt section

## Non-Tax Revenues

= User Charges and Fees are the largest segment of non-tax revenues

- The "use of surplus" in FY23 is to pay the remediation work from remaining ARPA funds



## Recreation

- Recreation continues to be funded by the General Fund (94.5\% in FY25)
= This fund will be merged into the General Fund in the coming fiscal year
Historical
Recreation Funding



## General Fund Transfers

- Revenue to the General Fund is transferred out to other funds, which then shows up as revenue in those funds

General Fund Transfers
by Fund


General Fund Transfers

| Transfers To: | FY25 |
| :--- | ---: |
| Schools | $\$ 13,580,000$ |
| Recreation | $\$ 2,088,196$ |
| Public Services | $\$ 2,494,418$ |
| Debt Services | $\$ 1,227,038$ |
| Insurance Fund/Other | $\$ 620,000$ |
| Total GF Transfers Out | $\mathbf{\$ 2 0 , 0 0 9 , 6 5 2}$ |

## GF Tax Allowances

- Supplements and abatements are provided by law
- Allowance for uncollected accounts provides a buffer in case of high delinquent collections
- The City's collection experience is generally positive

FY25 Allowances for Non-Collection of Taxes and Supplements \& Abatements


# Enterprise Funds 

## Hopewell Water Renewal \| Revenue



## HWR Historical Revenue

" Over the last several years, capital and negative fund balances have been covered by the accumulated "Miscellaneous Revenue"

User Charges


[^0]Miscellaneous Revenue


[^1]
## Sewer/Refuse/Storm Water



# Public Services 

## Public Services | Combined Revenues

- Includes:
- Social Services
- CSA
- Special Welfare
- Healthy Families
- Primary funding from State and Federal sources
- Ongoing General Fund transfers up in first cut of FY25 budget - Will be looking at reducing this transfer amount

Public Services


## Public Services | by Department





| Healthy |
| :--- |
| Families |
| became a full |
| City |
| Department in |
| FY23 |

Debt

## Debt Service



# Schools 

## Schools Funding

- Schools state funding has not been determined, so FY25 Revenues are not in the MUNIS system yet
= Assumed City contribution of $\mathbf{\$ 1 3 . 6 M}$ matches the FY23 and FY24 amounts

City contribution in Schools budget matches funds provided in FY23 and FY24

Schools Funding
Through FY24


# FY25 Draft Revenues Detailed Tables 



City of Hopewell Revenues

|  | General Fund | Recreation | Enterprise* | Public Services | Capital | Debt | Other Funds | Schools | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| State \& Federal Revenue |  |  |  |  |  |  |  |  |  |
| State Revenue | \$7,239,209 | \$0 | \$0 | \$6,241,012 | \$0 | \$0 | \$0 | \$39,351,282 | \$52,831,503 |
| Federal Revenue | \$350,000 | \$0 | \$0 | \$3,117,059 | \$0 | \$0 | \$0 | \$13,980,744 | \$17,447,803 |
| Total State \& Federal Revenue | \$7,589,209 | \$0 | \$0 | \$9,358,072 | \$0 | \$0 | \$0 | \$53,332,026 | \$70,279,307 |
| Other Revenue |  |  |  |  |  |  |  |  |  |
| Use of Property and Money | \$356,000 | \$26,500 | \$300,000 | \$0 | \$0 | \$5,000 | \$140,200 | \$0 | \$827,700 |
| Donations | \$0 | \$0 | \$0 | \$74,000 | \$0 | \$0 | \$0 | \$0 | \$74,000 |
| Miscellaneous | \$28,000 | \$750 | \$370,916 | \$0 | \$0 | \$152,424 | \$0 | \$5,023,384 | \$5,575,474 |
| Grants | \$1,629,448 | \$0 | \$0 | \$14,400 | \$0 | \$0 | \$0 | \$0 | \$1,643,848 |
| other | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$0 | \$25,000 |
| Transfers | \$1,009,000 | \$2,088,196 | \$7,801,601 | \$2,494,418 | \$0 | \$1,227,038 | \$620,000 | \$13,580,000 | \$28,820,253 |
| USE OF SURPLUS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Other Revenues | \$3,037,448 | \$2,115,446 | \$8,472,517 | \$2,582,818 | \$0 | \$1,384,462 | \$770,200 | \$18,603,384 | \$36,966,276 |
| Grand Total | \$66,523,837 | \$2,210,846 | \$49,461,830 | \$11,940,890 | \$0 | \$4,834,462 | \$780,200 | \$71,935,410 | \$207,687,475 |

General Fund Revenue Summary


| Category | FY23 Budget | FY24 Budget | $\begin{gathered} \text { FY24 YTD - Thru } \\ \text { Feb } \end{gathered}$ | FY25 <br> Proposed <br> Budget |
| :---: | :---: | :---: | :---: | :---: |
| Taxes |  |  |  |  |
| Real Esate Taxes | \$16,048,566 | \$20,979,167 | \$9,718,682 | \$20,722,409 |
| Machinery \& Tool Tax | \$8,984,873 | \$8,783,500 | \$6,761,197 | \$9,586,049 |
| Personal Property Tax | \$4,177,900 | \$3,941,800 | \$3,596,936 | \$5,361,000 |
| P/P STATE REIMBURSEMENT | \$3,313,030 | \$3,313,030 | \$2,978,518 | \$3,313,030 |
| Local Sales Tax | \$2,300,000 | \$2,350,000 | \$1,827,028 | \$2,700,000 |
| Public Services Corp | \$4,201,137 | \$4,100,000 | \$4,861,887 | \$5,100,000 |
| Consumption Tax | \$822,000 | \$850,000 | \$611,901 | \$1,020,000 |
| Communications Tax | \$750,000 | \$725,000 | \$370,172 | \$575,000 |
| Other Tax Related | \$541,999 | \$566,505 | \$521,481 | \$640,750 |
| Total Taxes | \$41,139,505 | \$45,609,002 | \$31,247,801 | \$49,018,238 |
| Non-Tax Revenues |  |  |  |  |
| Fees \& Charges | \$6,193,148 | \$6,156,319 | \$3,748,309 | \$6,878,942 |
| State \& Federal Revenue | \$6,103,442 | \$8,485,573 | \$5,696,472 | \$7,589,209 |
| Other Revenues | \$3,008,889 | \$3,067,385 | \$1,809,139 | \$3,037,448 |
| Total Non-Tax Revenues | \$15,305,479 | \$17,709,276 | \$11,253,920 | \$17,505,599 |
| Use of Reserves | \$5,618,698 | \$1,573,633 | \$0 | \$0 |
| Total Revenues | \$62,063,682 | \$64,891,911 | \$42,501,721 | \$66,523,837 |

City of Hopewell Revenues

| Category | FY23 Budget | FY24 Budget | $\begin{gathered} \text { FY24 YTD - Thru } \\ \text { Feb } \end{gathered}$ | FY25 <br> Proposed Budget |
| :---: | :---: | :---: | :---: | :---: |
| Taxes |  |  |  |  |
| Real Esate Taxes | \$16,048,566 | \$20,979,167 | \$9,718,682 | \$20,722,409 |
| Machinery \& Tool Tax | \$8,984,873 | \$8,783,500 | \$6,761,197 | \$9,586,049 |
| Personal Property Tax | \$4,177,900 | \$3,941,800 | \$3,596,936 | \$5,361,000 |
| P/P STATE REIMBURSEMENT | \$3,313,030 | \$3,313,030 | \$2,978,518 | \$3,313,030 |
| Local Sales Tax | \$2,300,000 | \$2,350,000 | \$1,827,028 | \$2,700,000 |
| Consumption Tax | \$822,000 | \$850,000 | \$611,901 | \$1,020,000 |
| Communications Tax | \$750,000 | \$725,000 | \$370,172 | \$575,000 |
| Food Taxes | \$0 | \$0 | \$0 | \$0 |
| Room Taxes | \$0 | \$0 | \$0 | \$0 |
| Tax Penalties | \$230,000 | \$252,000 | \$311,685 | \$315,000 |
| Other Taxes | \$230,750 | \$255,750 | \$134,783 | \$285,750 |
| Public Services Corp | \$4,201,137 | \$4,100,000 | \$4,861,887 | \$5,100,000 |
| Refunds | \$81,249 | \$58,755 | \$75,012 | \$40,000 |
| Total Taxes | \$41,139,505 | \$45,609,002 | \$31,247,801 | \$49,018,238 |
| Fees \& Charges |  |  |  |  |
| Admin Fees | \$12,500 | \$12,500 | \$115,263 | \$115,000 |
| Charges for Service | \$114,888 | \$112,749 | \$46,763 | \$120,000 |
| Debt Payment | \$142,168 | \$146,508 | \$0 | \$150,968 |
| Payments in Lieu | \$1,257,500 | \$1,257,500 | \$943,125 | \$1,257,500 |
| Licenses \& Permits | \$2,474,100 | \$2,416,600 | \$572,352 | \$2,461,450 |
| Planning Fees | \$10,000 | \$10,000 | \$7,145 | \$16,500 |
| Police Fees | \$34,000 | \$34,000 | \$44,838 | \$49,000 |
| Judicial Fees | \$1,003,000 | \$1,038,000 | \$1,003,403 | \$1,442,500 |
| DMV Fees | \$47,150 | \$55,150 | \$44,110 | \$45,150 |
| EMS | \$401,000 | \$401,000 | \$514,624 | \$551,000 |
| Fees | \$140,000 | \$135,000 | \$87,944 | \$135,000 |
| Cost Recovery | \$556,842 | \$537,312 | \$368,742 | \$534,874 |
| Total Fees \& Charges | \$6,193,148 | \$6,156,319 | \$3,748,309 | \$6,878,942 |

City of Hopewell Revenues
General Fund Revenue By Category

| Category | FY23 Budget | FY24 Budget | FY24 YTD - Thru Feb | FY25 Proposed Budget |
| :---: | :---: | :---: | :---: | :---: |
| State \& Federal Revenue |  |  |  |  |
| State Revenue | \$5,968,457 | \$6,590,820 | \$3,701,699 | \$7,239,209 |
| Federal Revenue | \$134,985 | \$1,894,753 | \$1,994,773 | \$350,000 |
| Total State \& Federal Reven | \$6,103,442 | \$8,485,573 | \$5,696,472 | \$7,589,209 |
| Other Revenue |  |  |  |  |
| Use of Property and Money | \$295,500 | \$300,500 | \$341,616 | \$356,000 |
| Donations | \$225,501 | \$13,316 | \$9,096 | \$0 |
| Miscellaneous | \$69,315 | \$139,848 | \$118,648 | \$28,000 |
| Grants | \$1,409,072 | \$1,599,220 | \$886,376 | \$1,629,448 |
| other | \$500 | \$5,500 | (\$303,347) | \$15,000 |
| Transfers | \$1,009,000 | \$1,009,000 | \$756,750 | \$1,009,000 |
| USE OF SURPLUS | \$5,618,698 | \$1,573,633 | \$0 | \$0 |
| Total Other Revenues | \$8,627,587 | \$4,641,018 | \$1,809,139 | \$3,037,448 |
| Grand Total | \$62,063,682 | \$64,891,911 | \$42,501,721 | \$66,523,837 |



## Enterprise Funds

## Refuse Revenues

| Category | FY23 Budget | FY24 Budget | FY24 YTD - <br> Thru Feb | FY25 Proposed Budget |
| :---: | :---: | :---: | :---: | :---: |
| Charges for Service | \$2,488,354 | \$2,962,609 | \$940,201 | \$3,685,282 |
| Debt Payment | \$0 | \$0 | \$0 | \$0 |
| Payments in Lieu | \$0 | \$0 | \$0 | \$0 |
| Use of Property and Money | \$0 | \$0 | \$0 | \$0 |
| Miscellaneous | \$0 | \$0 | \$0 | \$0 |
| Use of Surplus | \$0 | \$0 | \$0 | \$0 |
| Total | \$2,488,354 | \$2,962,609 | \$940,201 | \$3,685,282 |

## Storm Water Revenues

|  |  |  |  |  |
| :--- | ---: | ---: | ---: | ---: |
|  |  |  | FY24 YTD- | FY25 Proposed |
| Category | FY23 Budget | FY24 Budget | Thru Feb | Budget |
| Charges for Service | $\$ 904,000$ | $\$ 904,000$ | $\$ 399,984$ | $\$ 904,000$ |
| Debt Payment | $\$ 0$ | $\$ 0$ | $\$ 0$ | $\$ 0$ |
| Payments in Lieu | $\$ 0$ | $\$ 0$ | $\$ 0$ | $\$ 0$ |
| Use of Property and Money | $\$ 0$ | $\$ 0$ | $\$ 0$ | $\$ 0$ |
| Miscellaneous | $\$ 0$ | $\$ 0$ | $\$ 0$ | $\$ 0$ |
| Use of Surplus | $\$ 0$ | $\$ 0$ | $\$ 0$ | $\$ 0$ |
| Total | $\$ 904,000$ | $\$ 904,000$ | $\$ 399,984$ | $\$ 904,000$ |

## Public Service Funds

| Social Services Revenues |  |  |  |  | us |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Category | FY23 Budget | FY24 Budget | FY24 YTD Thru Feb | FY25 Proposed Budget | Category | FY23 Budget | FY24 Budget | FY24 YTD Thru Feb | FY25 Proposed Budget |
| Federal Revenue | \$3,050,302 | \$3,129,978 | \$3,526,185 | \$3,117,059 | Federal Revenue | \$0 | \$0 | \$0 | \$0 |
| State Revenue | \$2,741,844 | \$2,896,007 | (inc. above) | \$2,884,054 | State Revenue | \$105,000 | \$407,000 | \$139,932 | \$480,000 |
| Charges for Service | \$0 | \$0 | \$0 | \$0 | Charges for Service | \$3,000 | \$68,000 | \$51,740 | \$74,000 |
| Grants | \$0 | \$0 | \$0 | \$0 | Grants | \$0 | \$55,000 | \$2,147 | \$14,400 |
| Donations | \$0 | \$0 | \$0 | \$0 | Donations | \$37,000 | \$37,000 | \$0 | \$0 |
| Miscellaneous | \$0 | \$0 | \$2,289 | \$0 | Miscellaneous | \$0 | \$4,500 | \$0 | \$0 |
| Transfers | \$1,062,465 | \$1,105,358 | \$829,019 | \$1,100,796 | Transfers | \$149,774 | \$302,252 | \$226,689 | \$382,799 |
| Total | \$6,854,610 | \$7,131,343 | \$4,357,493 | \$7,101,909 | Total | \$294,774 | \$873,752 | \$420,508 | \$951,199 |

CSA Revenues

| Category | FY23 Budget | FY24 Budget | FY24 YTD Thru Feb | FY25 Proposed Budget |
| :---: | :---: | :---: | :---: | :---: |
| Federal Revenue | \$0 | \$0 | \$0 | \$0 |
| State Revenue | \$2,521,194 | \$2,874,496 | \$814,967 | \$2,876,958 |
| Charges for Service | \$0 | \$0 | \$14,371 | \$0 |
| Grants | \$0 | \$0 | \$0 | \$0 |
| Donations | \$0 | \$0 | \$0 | \$0 |
| Miscellaneous | \$0 | \$0 | \$0 | \$0 |
| Transfers | \$840,398 | \$1,009,958 | \$757,468 | \$1,010,823 |
| Total | \$3,361,592 | \$3,884,453 | \$1,586,807 | \$3,887,781 |

## ADJOURNMENT


[^0]:    User Charges are collected for operational expenses, and may include capital charges as well

[^1]:    By Council policy, Hauled-Waste charges (primary Misc. Rev. source) are used for capital costs

