

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

(804) 541-2408

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## CITY COUNCIL

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

Rita Joyner, Vice Mayor, Ward #1

Michael B. Harris, Councilor, Ward #2

Ronnie Ellis, Councilor Ward #4

Susan Daye, Councilor, Ward #5

Yolanda W. Stokes, Councilor, Ward #6

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

Dr. Concetta Manker, City Manager

Anthony R. Bessette, City Attorney

Brittani Williams, City Clerk

Sade' Allen Deputy City Clerk

March 25, 2025

REGULAR MEETING

Closed Session – 5:00 PM

Work Session – 7:00 PM

Open Session – 7:30 PM

5:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

**SUGGESTED MOTION:** Move to go into a closed meeting under Va. Code § 2.2-3711 (A)(1) to discuss and consider personnel matters, including board and commission appointees (City Clerk Contract, city clerk, city manager, city attorney performance evaluation process, Planning Commission, Keep Hopewell Beautiful, Architectural Review Board, Hopewell Water Renewal, District 19, Hopewell Redevelopment and Housing Authority, and Community Policy and Management Team) Va. Code § 2.2-3711(A)(29) and (8) to discuss the award of a public contract where discussion in an open session would adversely affect the City's bargaining position and to consult with legal counsel regarding specific legal matters (Discussion of an unsolicited offer of real estate property, Insurance contract); and Va. Code § 2.2-3711 (A)(8) (Treasurer's and Director of Finance's duties; Code of Conduct)

### 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 the closed meeting?

### WORK SESSION

1. Fire Budget Presentation – Chief Ruppert, Chief of Fire
2. Expenditures, CIP, and outside agencies – Stacey Jordan, Finance Director

## **REGULAR MEETING**

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

### **Roll Call**

Prayer by Pastor Blowe, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Partin.

**SUGGESTED MOTION: To amend/adopt Regular Meeting Agenda Roll Call**

## **CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered routine by the 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:** March 11, 2025
- C-2 **Pending List:**
- C-3 **Information for Council Review:** Tax Rate Approval
- C-4 **Personnel Change Report & Financial Report:**
- C-5 **Public Hearing Announcements:** Tax Rates public hearing – April 8, 2025
- C-6 **Routine Approval of Work Sessions:**
- C-7 **Ordinances on Second & Final Reading:**
- C-8 **Routine Grant Approval:**

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

## **COMMUNICATIONS FROM CITIZENS**

**CITY CLERK:** *A Communication 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 the Council shall approach the microphone, give their 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 the Council as a body; any questions must be asked through the presiding officer. 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)*

## **REGULAR BUSINESS**

**R-1 – Health Insurance Adoption** – Yaosca Smith, HR Director

**R-2 – HUD Hopewell Community Center Improvements** – Charles Bennett, Economic Development Director

**R-3 – Earmark Miscellaneous pump station replacement city-wide** – Michael Crocker, Public Works Director

**R-4 – Earmark Flock expansion technology** – Donald Reid, Deputy Chief of Police

**R-5 – Re-Allocation of local funds to city-wide project pavement** – Michael Crocker, Public Works Director

**R-6 – Prince George – Hopewell Water renewal agreement** – James Gaston, Deputy City Manager and HDR Engineering Inc.

### **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**

Board of Building Code and Fire Prevention Code Appeals – 4 Vacancies

Keep Hopewell Beautiful – 5 Vacancies

Recreation and Parks – 3 Vacancies

Library Board – 1 Vacancy

Department of Social Services – 2 Vacancies

District 19 – 2 Vacancies (Currently has no active members; Requirement of 2)

Dock Commission – 2 Vacancies

Board of Zoning Appeals – 2 Vacancies

Bright Point Community College Local Board – 1 Vacancy

Architectural Review Board – 2 Vacancies



**CLOSED  
MEETING**

RECONVENE OPEN MEETING

# BUDGET WORK SESSION



# FY26 Budgeted Expense

March 25, 2025 -- Proposed

# Primary City Programs and Funds

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## General Gov't



- General Fund
- Judicial Administration
- Recreation
- Economic Development
- Capital Projects
- Grants
- Marina
- Perpetual Care

## Enterprises



- Regional Water
- Sewer
- Refuse
- Storm Water

## Health & Welfare



- Social Services
- Children's Services Act
- Healthy Families
- Special Welfare

## Schools



- General Support
- Textbooks
- Cafeteria
- Bldg/Bus Replacement

## Debt

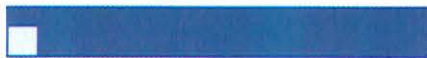


- General Gov't
- HWR
- Sewer
- Schools

# Who Makes Expense Forecasts

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Personnel Costs



Budget Office

HR

Services & Supplies



Departments

Capital



Departments

Schools



Develops own budget

# Expense Strategy for FY26

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1. **Maintain operations** at current levels
2. **Fund needed** capital with remaining funds – if available
3. **Build reserves** if revenue left after funding capital
4. **Class & Compensation Implementation** Public Safety and Recreation
5. **Health Insurance** Increase of 12% or \$600K
6. **COLA** 3% across the board
7. **State (DSS, Constitutional)** 3% across departments

Long-term strategy should include developing priorities for budget funding that will match resources to needs



# Expense Assumptions | Draft Budget

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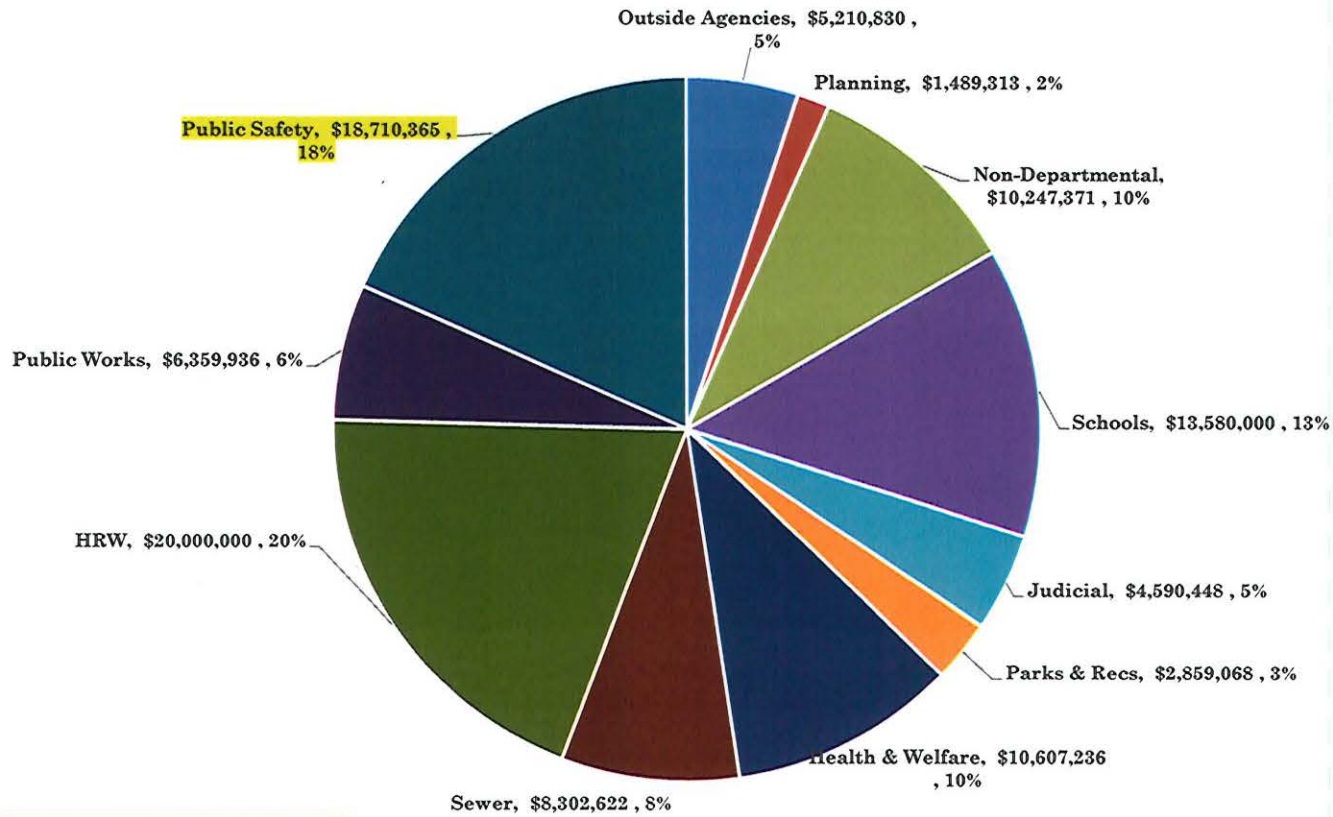
- **Employee Salaries** – 3% COLA increases outside of Public Safety, Class and Compensation implementation for Public Safety and Park & Recs
- **Health Insurance** – City to absorb 80% increase roughly \$500K
- **Departmental increases** – Presented March 20<sup>th</sup> to Council
- **Capital** – As determined by departments. Actual funding will be based on available revenue other funding sources. It is recommended that all expenses in the coming year be funded from new revenues and not depend on reserves or accumulated revenue until all financial reports are complete.

Decisions on CAPITAL fundings will be the most difficult for the FY26 budget



# Expenses | by Category

Expense by Function

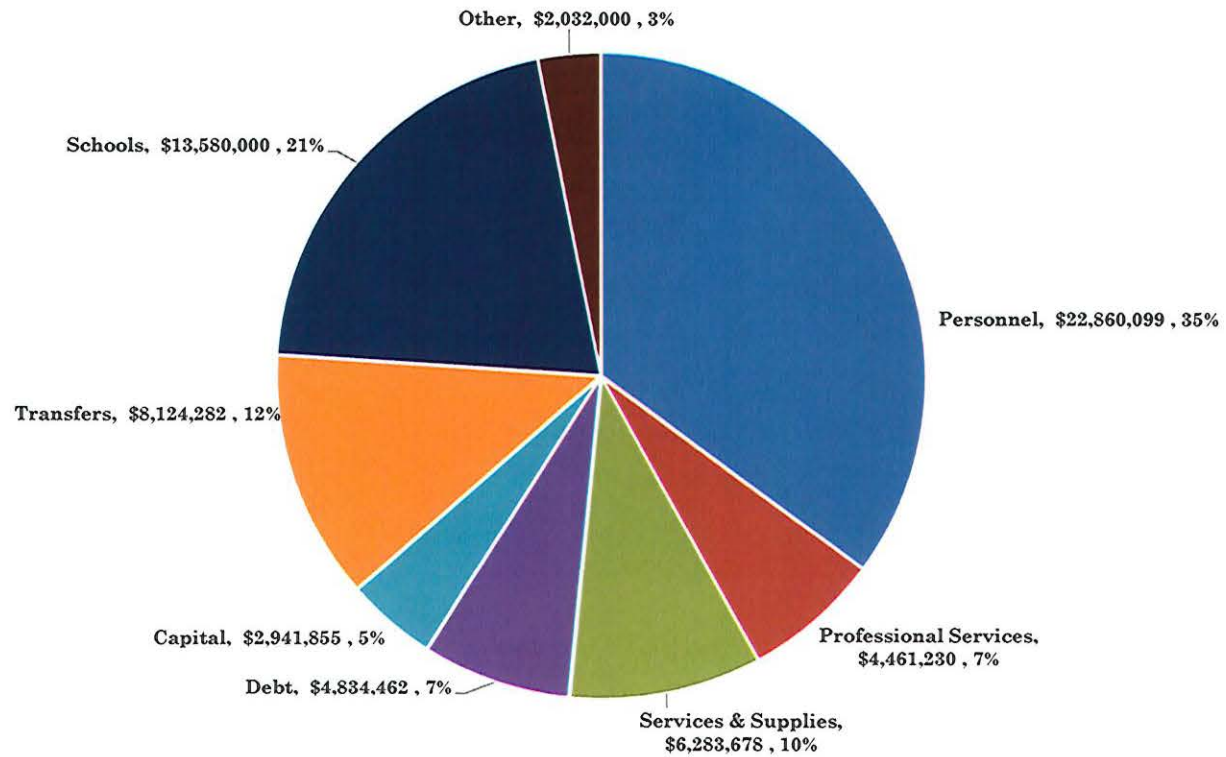


Public Safety includes: Police & Fire

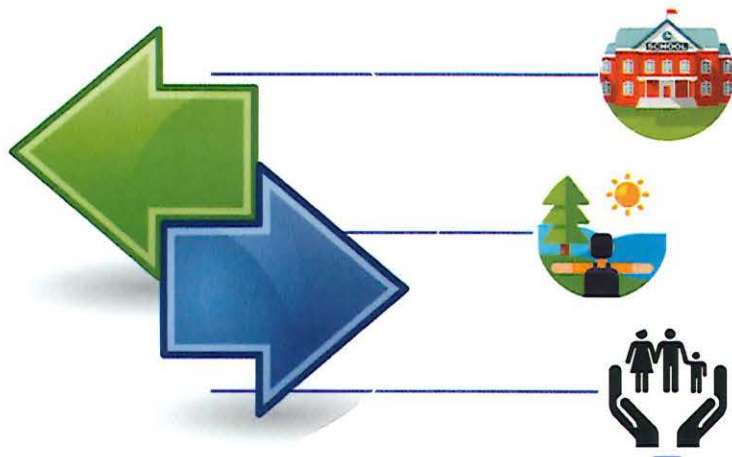
# Expenses | by Type

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Expense by Spending General Fund



# Transfers/Grant Match/City Share | General Fund Expenses



DEPARTMENT	FY26
CITY SHARE VPA (DSS)	\$ 1,166,002
TRANSFER SCHOOLS	\$ 13,580,000
CITY SHARE CSA & CPMT	\$ 1,010,992
TRANSFER RECREATION	\$ 2,101,000
TRANSFER CAPITAL PROJECTS	\$ 2,032,000
SUPPORT ECONOMIC DEVELOP (EDA)	\$ 20,000
TRANSFER SELF INSURANCE	\$ 600,000
TRANSFER DEBT SERVICE	\$ 852,321
MATCH FOR HEALTHY FAMILIES GRANT REQUIREMENT	\$ 341,967
<b>TOTAL</b>	<b>\$ 21,704,282</b>

# Outside Agencies

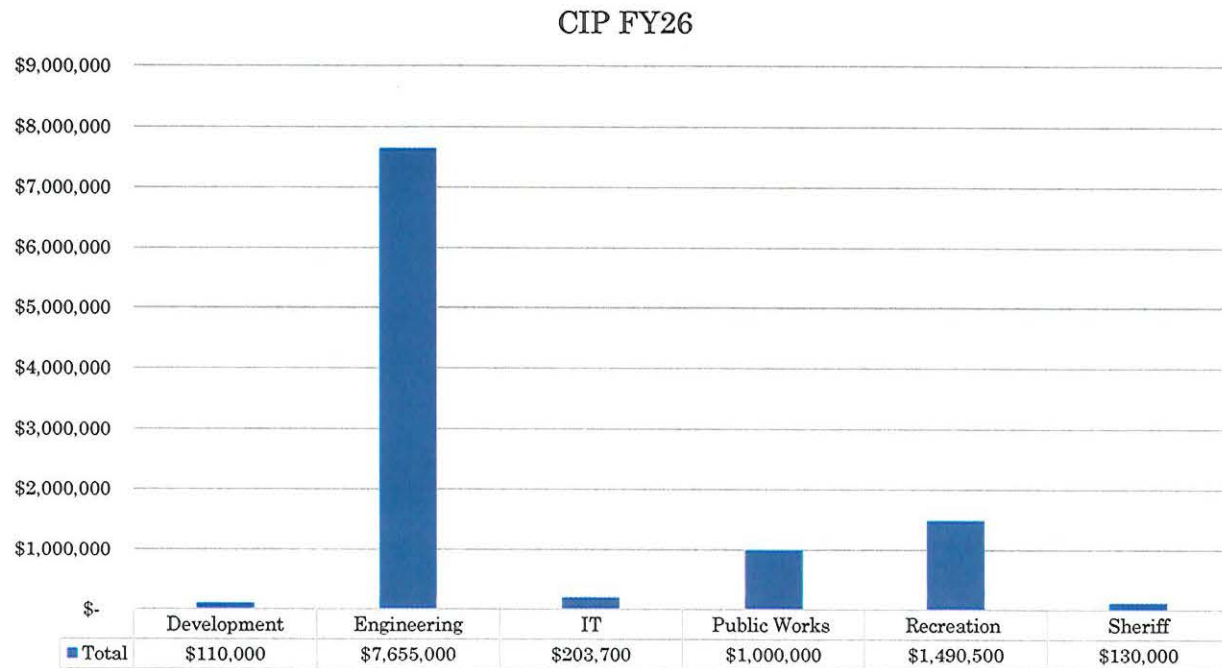
- The contributions to outside agencies has been an ongoing investment in the community
- Many of the largest contributions—Jail, transit, library—are not discretionary

<u>Agency/Department</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>COMMENTS</u>
<b>Required Contributions</b>					
Crater Detention	\$ 355,410	\$ 394,000	\$ 313,069	\$ 331,515	Slight increase Increase of \$280K
Riverside regional jail	\$ 2,163,618	\$ 2,532,000	\$ 2,470,145	\$ 2,753,122	
Riverside Criminal (Probation)	\$ 127,771	\$ 207,227	\$ 207,227	\$ 207,227	
Health Department	\$ 185,079	\$ 191,813	\$ 191,843	\$ 191,813	
Mental Health	\$ 133,106	\$ 150,309	\$ 150,309	\$ 150,309	
Library	\$ 675,407	\$ 702,423	\$ 738,382	\$ 760,057	
FOLAR	\$ -	\$ 5,500	\$ 5,500	\$ 5,500	
Crater Planning District Comm	\$ 18,657	\$ 24,971	\$ 24,971	\$ 24,971	
Winter Shelter	\$ 67,054	\$ 189,997	\$ 175,000	\$ 120,000	
<b>Total</b>	<b>\$ 3,726,102</b>	<b>\$ 4,398,240</b>	<b>\$ 4,276,446</b>	<b>\$ 4,544,514</b>	
<b>Strongly Recommended</b>					
Hopewell/PG Chamber of Comm	\$ 46,440	\$ 52,805	\$ 52,805	\$ 52,805	
Petersburg Transit	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	
Hopewell Food Pantry	\$ 15,000	\$ 15,000	\$ 25,000	\$ 25,000	
VA Gateway Region Dues	\$ 49,607	\$ 62,275	\$ 62,275	\$ 62,275	
City of Refuge	\$ 50,000	\$ 120,000	\$ 50,000	\$ 50,000	
Beacon Theatre 2012 LLC	\$ 170,000	\$ 150,000	\$ 150,000	\$ 150,000	
<b>Total</b>	<b>\$ 551,047</b>	<b>\$ 620,080</b>	<b>\$ 560,080</b>	<b>\$ 560,080</b>	
<b>Discretionary</b>					
Longwood SBDC Contribution	\$ 6,845	\$ 6,845	\$ 6,845	\$ 6,845	
Petersburg Symphony	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	
Ridefinders	\$ 500	\$ 500	\$ 500	\$ 500	
LambArt	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	
Crater Workforce Development	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	
Tyler Community College	\$ 2,811	\$ 2,821	\$ 2,891	\$ 2,891	
Historic Hopewell	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Hopewell Downtown Partnership	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	
Feedmore	\$ -	\$ -	\$ -	\$ 2,000	
<b>Total</b>	<b>\$ 94,156</b>	<b>\$ 104,166</b>	<b>\$ 104,236</b>	<b>\$ 106,236</b>	
<b>Grand Total</b>	<b>\$ 4,371,305</b>	<b>\$ 5,122,486</b>	<b>\$ 4,940,762</b>	<b>\$ 5,210,830</b>	

# Capital | General Fund

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- Capital amounts shown include required funding from the General Fund
- Other revenue sources are included for public works and shown in the attached CIP sheet





# Capital Projects

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## Impact on Operating Budget

The relationship between the CIP and the operating budget is carefully considered during the operating budget process. The CIP has 3 direct impacts on the operating budget:

- Any projects funded with general fund resources must be evaluated and prioritized with other needs for the competing resources for that year;
- Operating life cycle costs from implementation, such as staffing and maintenance costs.

## Potential Finding Sources for a CIP

General Fund – Direct payments (roll over) from the City’s operating revenue.

Long-Term Debt – Provides current financial resources to government funds, while the repayment of the principal and interest of long-term debt consumes the current financial resources of government funds.

Revenue Bonds – Payments from the proceeds of the sale of Revenue Bonds. These bonds pledge the revenue generating potential of a facility or utility.

State and Federal Grants – Payments from the State and Federal Government to provide facilities promoted by the State and Federal agencies.

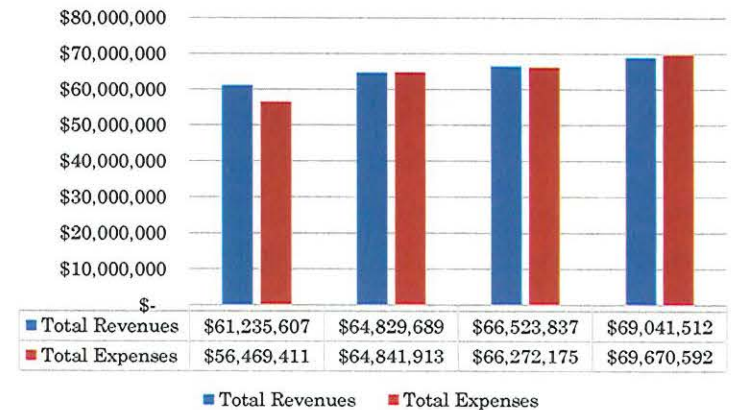


# General Fund

# All General Fund | Operations

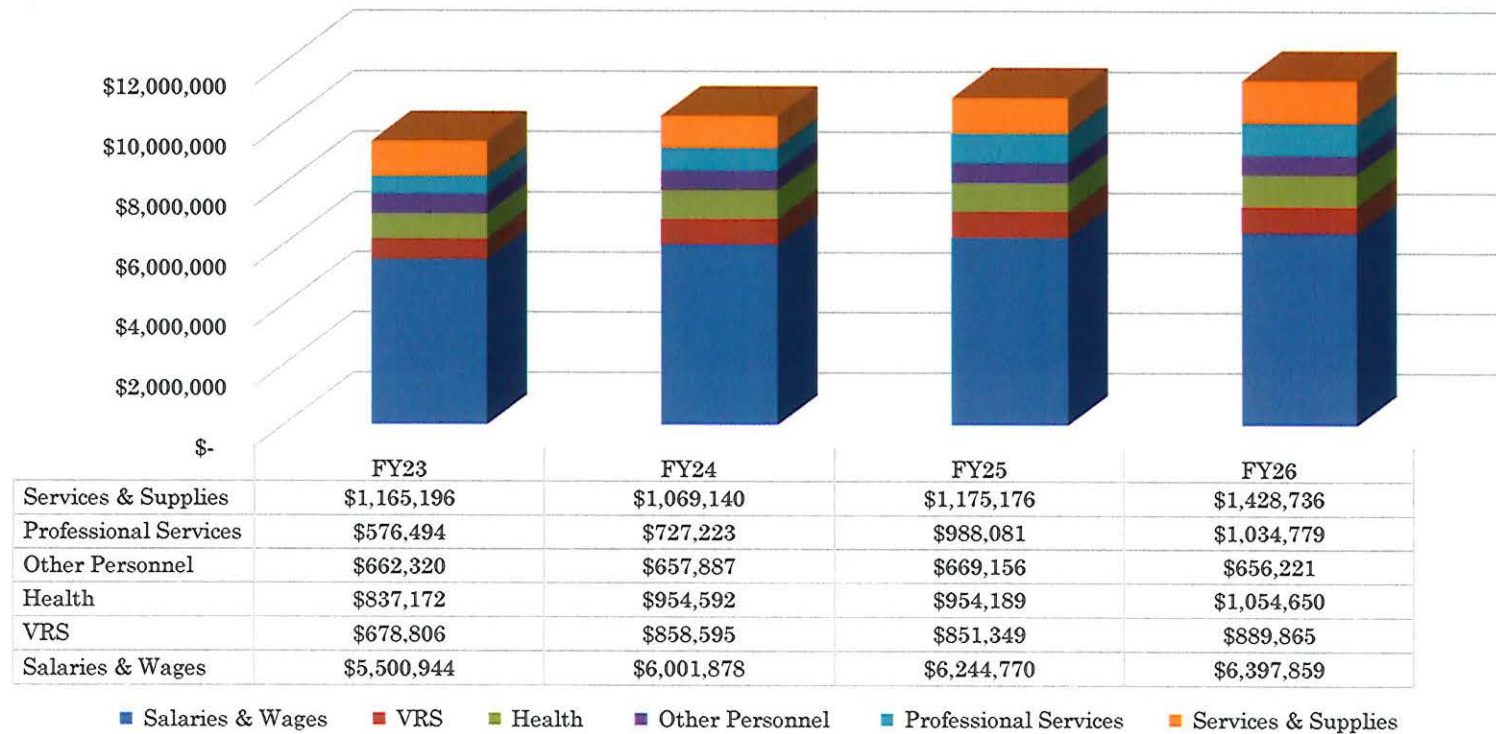
Revenues				
	FY23 Actual	FY24 Actual	FY25 Adopted	FY26 Proposed
Taxes	\$ 42,658,727	\$ 44,925,397	\$ 48,305,388	\$ 50,627,679
Users Charges	\$ 5,627,870	\$ 5,017,600	\$ 5,874,450	\$ 4,886,992
Intergovernmental - State	\$ 9,321,455	\$ 9,615,040	\$ 10,458,657	\$ 10,800,341
Intergovernmental - Federal	\$ 1,883,861	\$ 1,939,976	\$ 390,000	\$ 350,000
Transfers	\$ 1,009,000	\$ 1,009,000	\$ 1,009,000	\$ 1,391,500
Other	\$ 734,694	\$ 749,043	\$ 486,342	\$ 985,000
Use of Surplus	\$ -	\$ 1,573,633	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 61,235,607</b>	<b>\$ 64,829,689</b>	<b>\$ 66,523,837</b>	<b>\$ 69,041,512</b>
Expenses				
	FY23 Actual	FY24 Actual	FY25 Adopted	FY26 Proposed
Salaries & Wages	\$ 16,790,298	\$ 19,788,542	\$ 20,740,069	\$ 22,976,165
Retirement	\$ 2,065,953	\$ 2,743,381	\$ 2,784,036	\$ 3,162,808
Health	\$ 3,206,011	\$ 3,554,595	\$ 3,883,973	\$ 4,278,459
Other Personnel Cost	\$ 2,124,682	\$ 2,358,030	\$ 2,437,451	\$ 1,795,169
Services & Supplies	\$ 4,931,846	\$ 6,793,624	\$ 6,103,766	\$ 6,081,649
Professional Services	\$ 3,669,392	\$ 4,577,258	\$ 4,974,996	\$ 4,461,230
Outside Agencies	\$ 8,397,794	\$ 9,527,515	\$ 9,542,846	\$ 9,850,791
Other Transfers	\$ 1,703,360	\$ 1,918,968	\$ 2,225,038	\$ 3,484,321
School Contribution	\$ 13,580,075	\$ 13,580,000	\$ 13,580,000	\$ 13,580,000
<b>Total Expenses</b>	<b>\$ 56,469,411</b>	<b>\$ 64,841,913</b>	<b>\$ 66,272,175</b>	<b>\$ 69,670,592</b>

General Fund Revenues vs Expenses



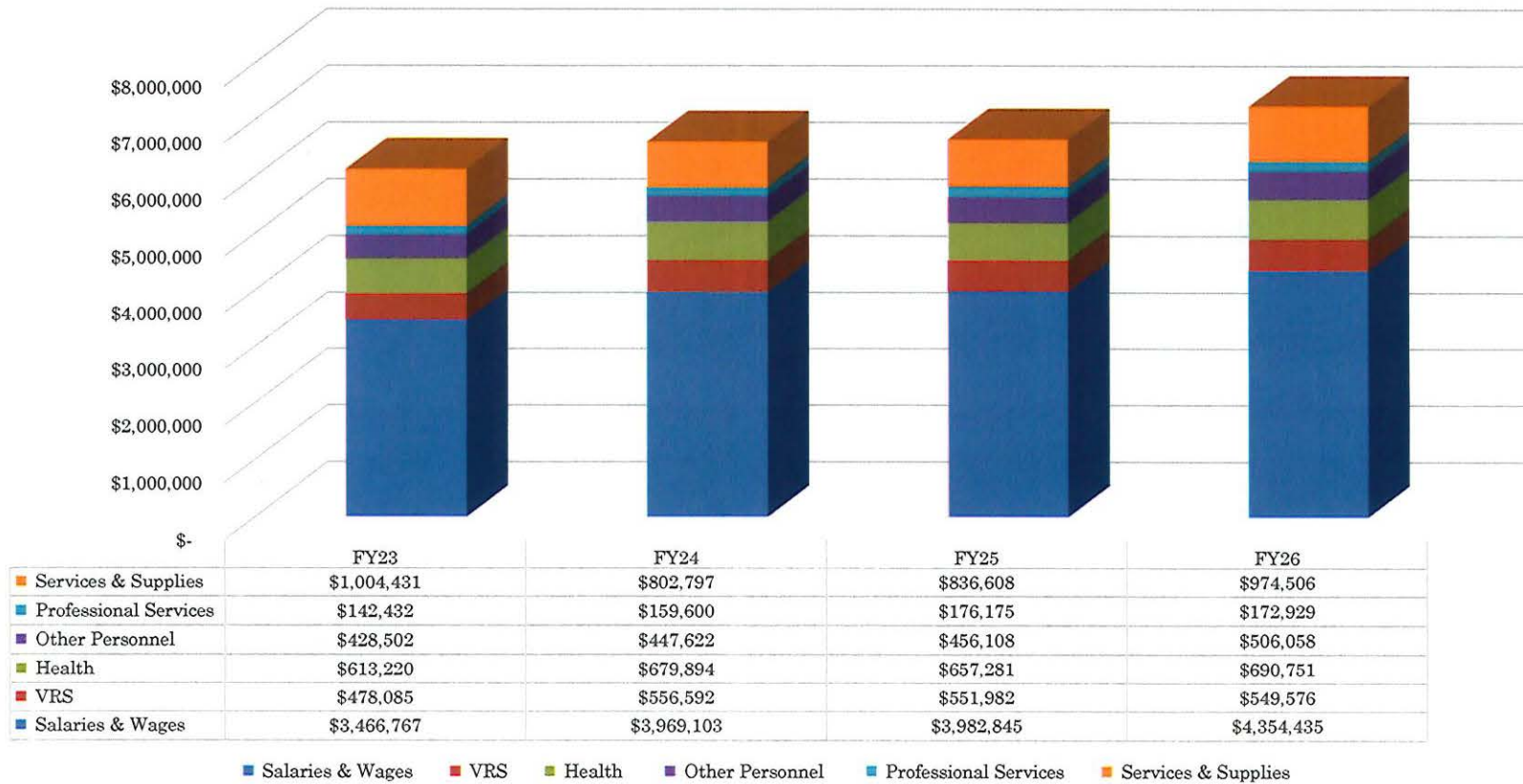


# Police Expenses | Operations

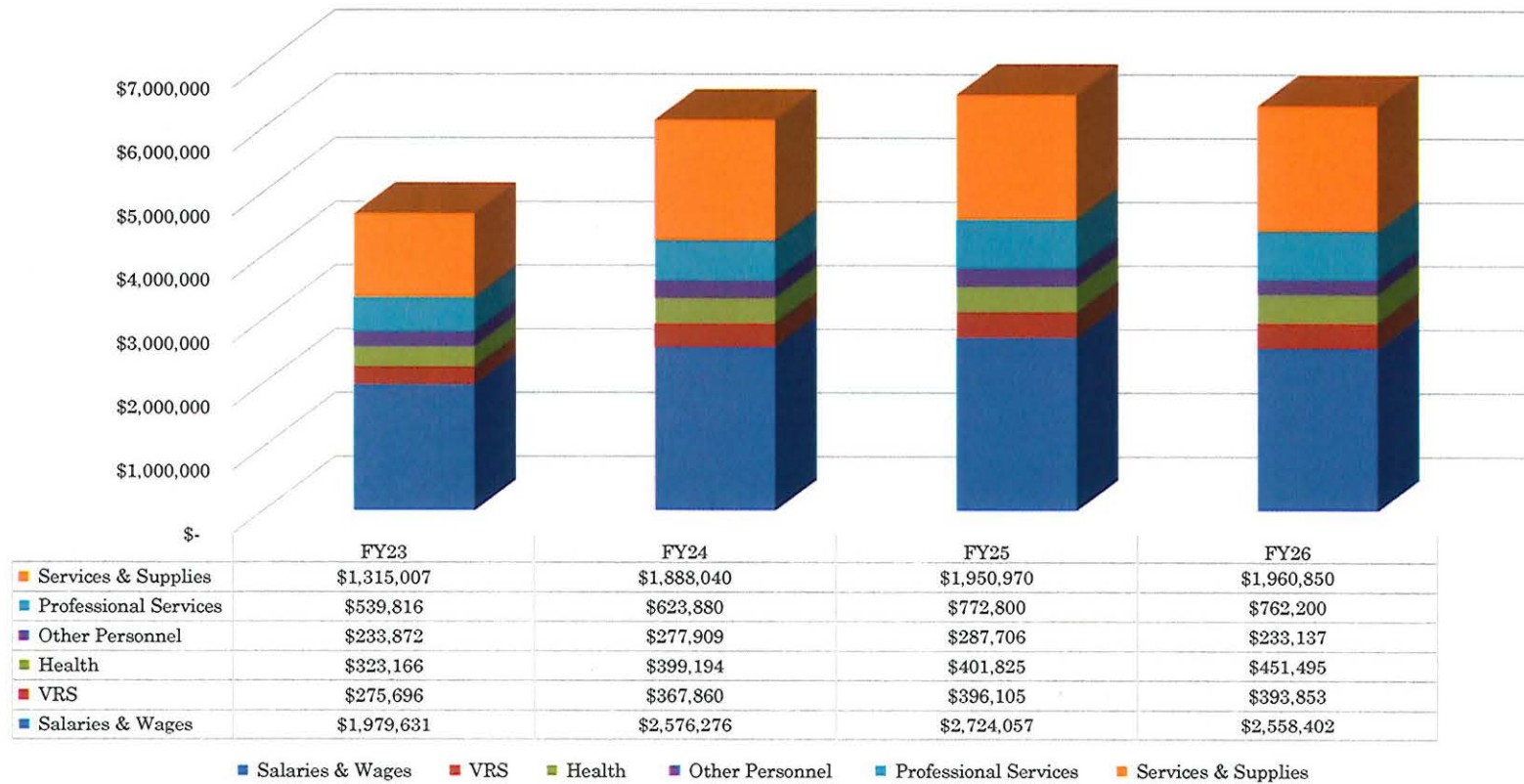


Police includes: Admin, Command, Patrol, Detectives, Property, Records, Communications and Animal Control

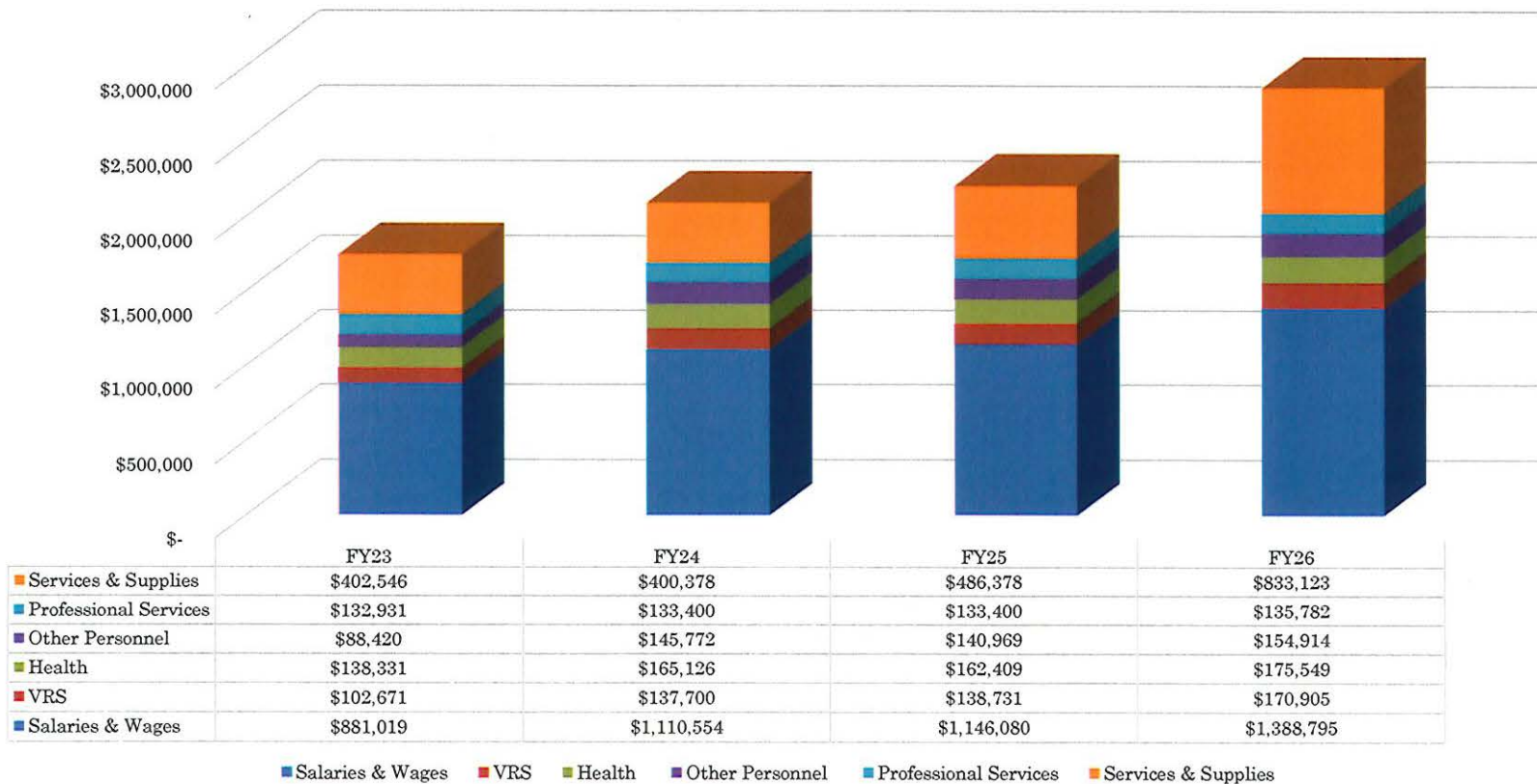
# Fire Expenses | Operations



# Public Works | Operations

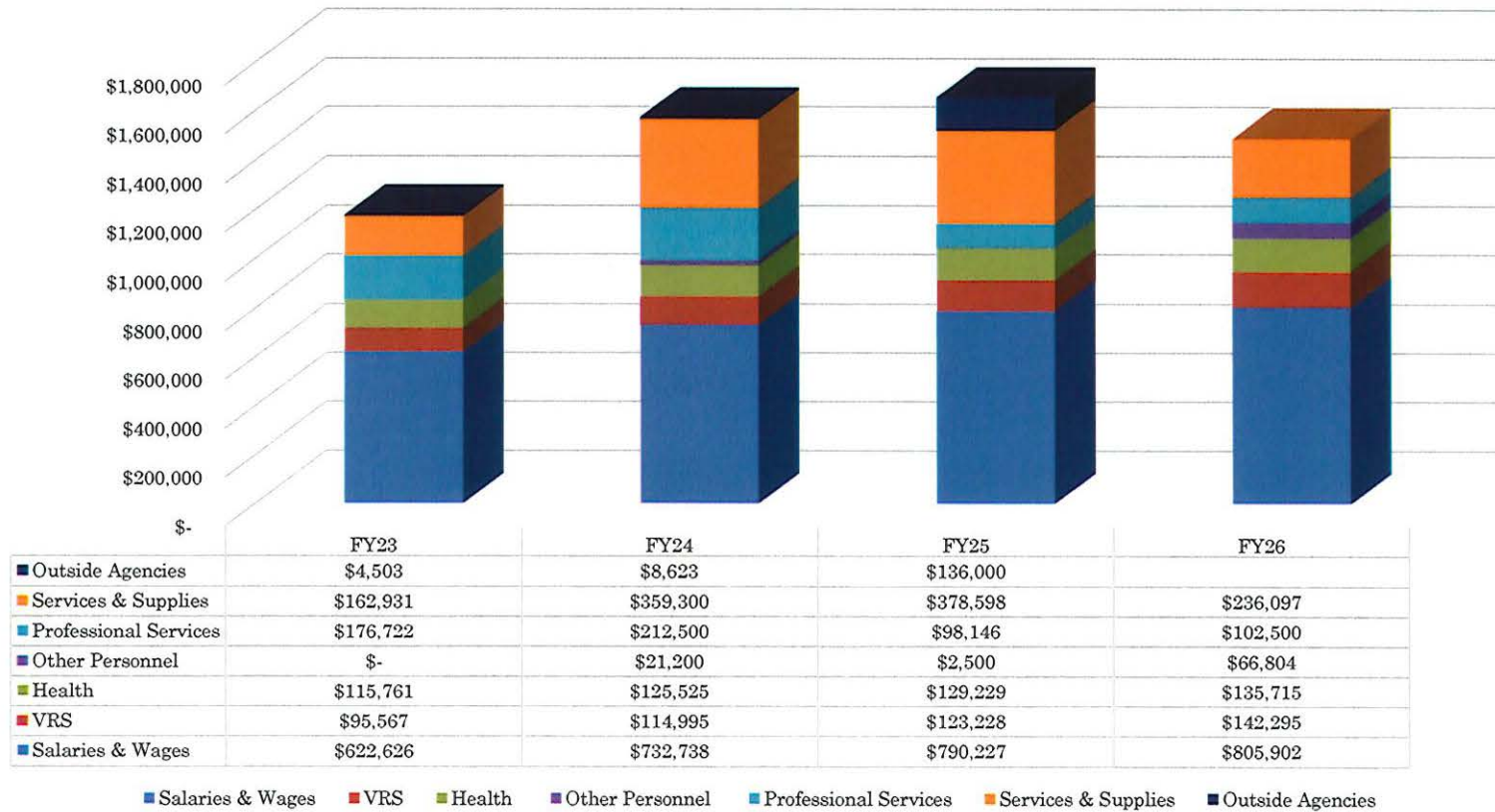


# Recreation | Operations

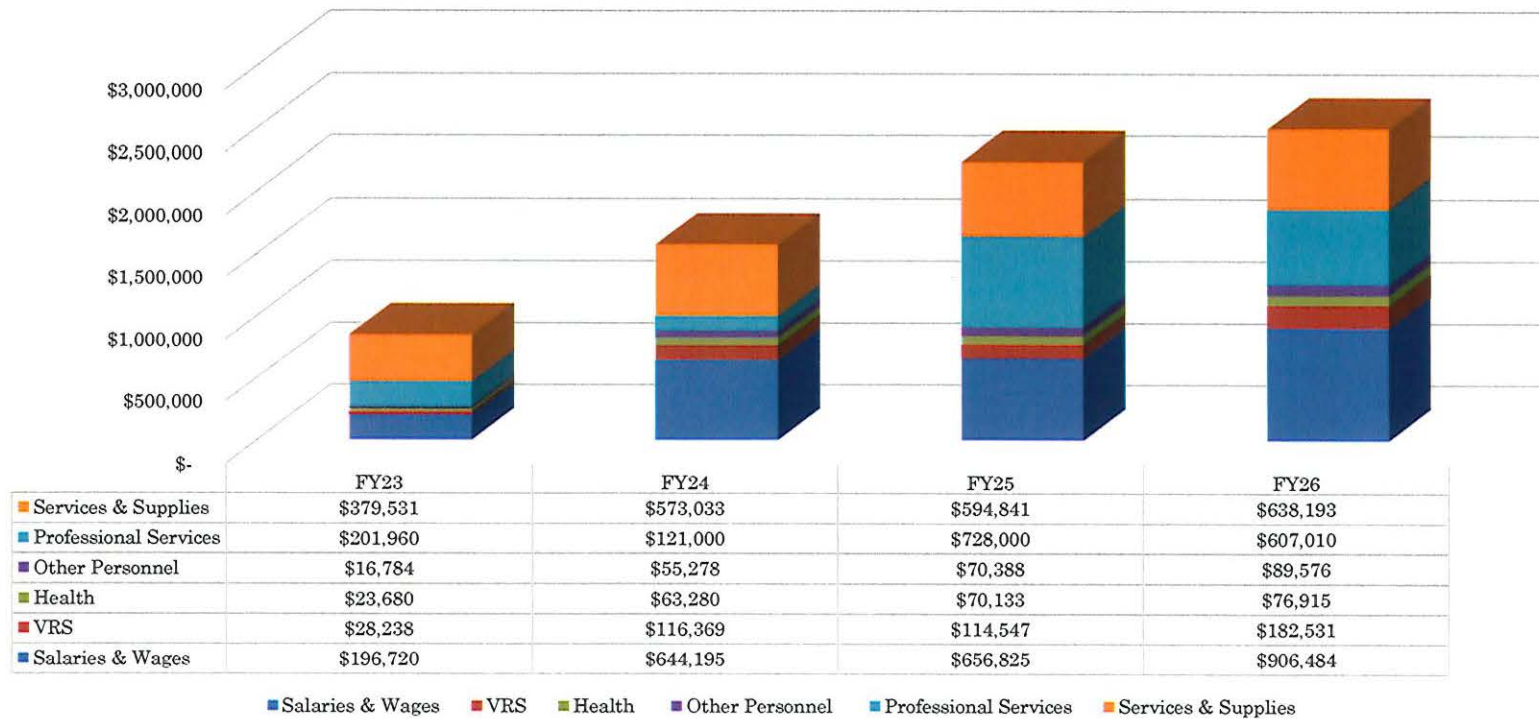




# Development | Operations

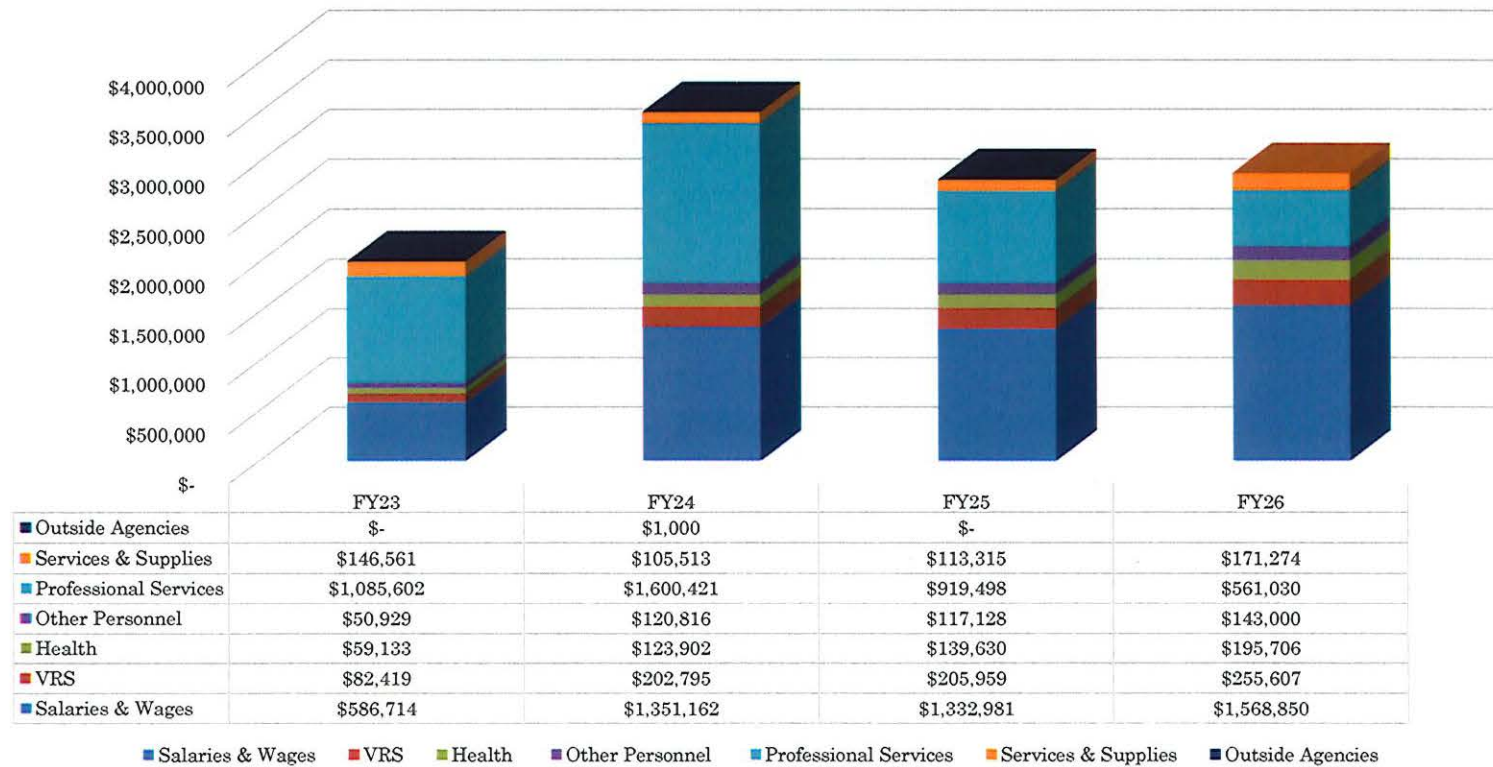


# City Manger | Operations



Note: Includes City Manager and Assistant City Manager, Economic Development, Communications (Governmental Affairs)  
 FY24 includes addition of the (1) EcDev and (1) Governmental Affairs

# Finance | Operations





# Enterprise Funds



# Hopewell Water Renewal | Expenses

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## Rates to Industry and City pay for:

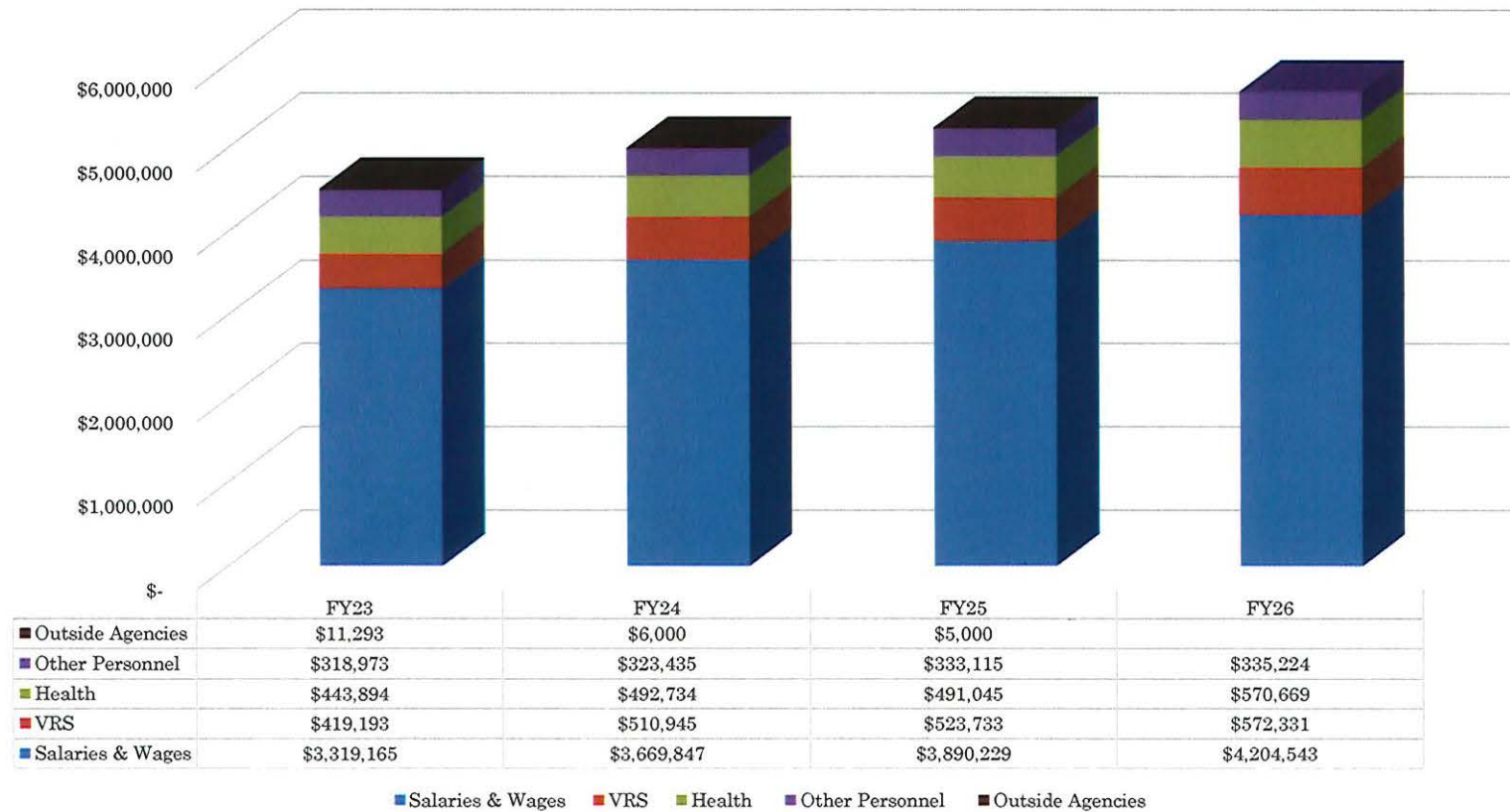
- Operations
- Debt Service
- Administrative Fees

## Capital Investment paid for through combination of:

- Hauled Waste revenues (unpredictable)
- User charges or direct payment

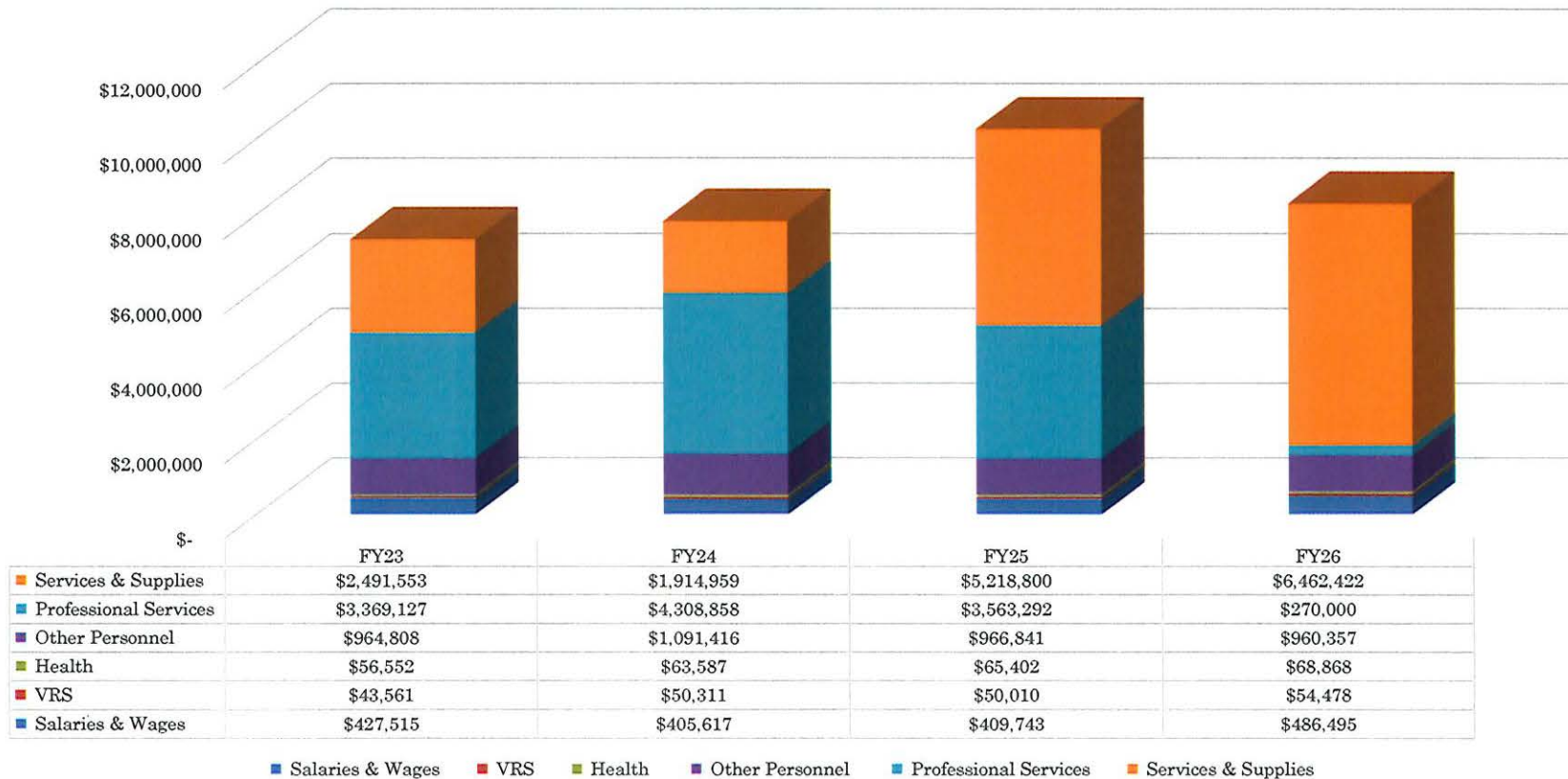
HWR budget to go to the Commission in early April – will come back to Council for approval after

# HWR Expense | Operations

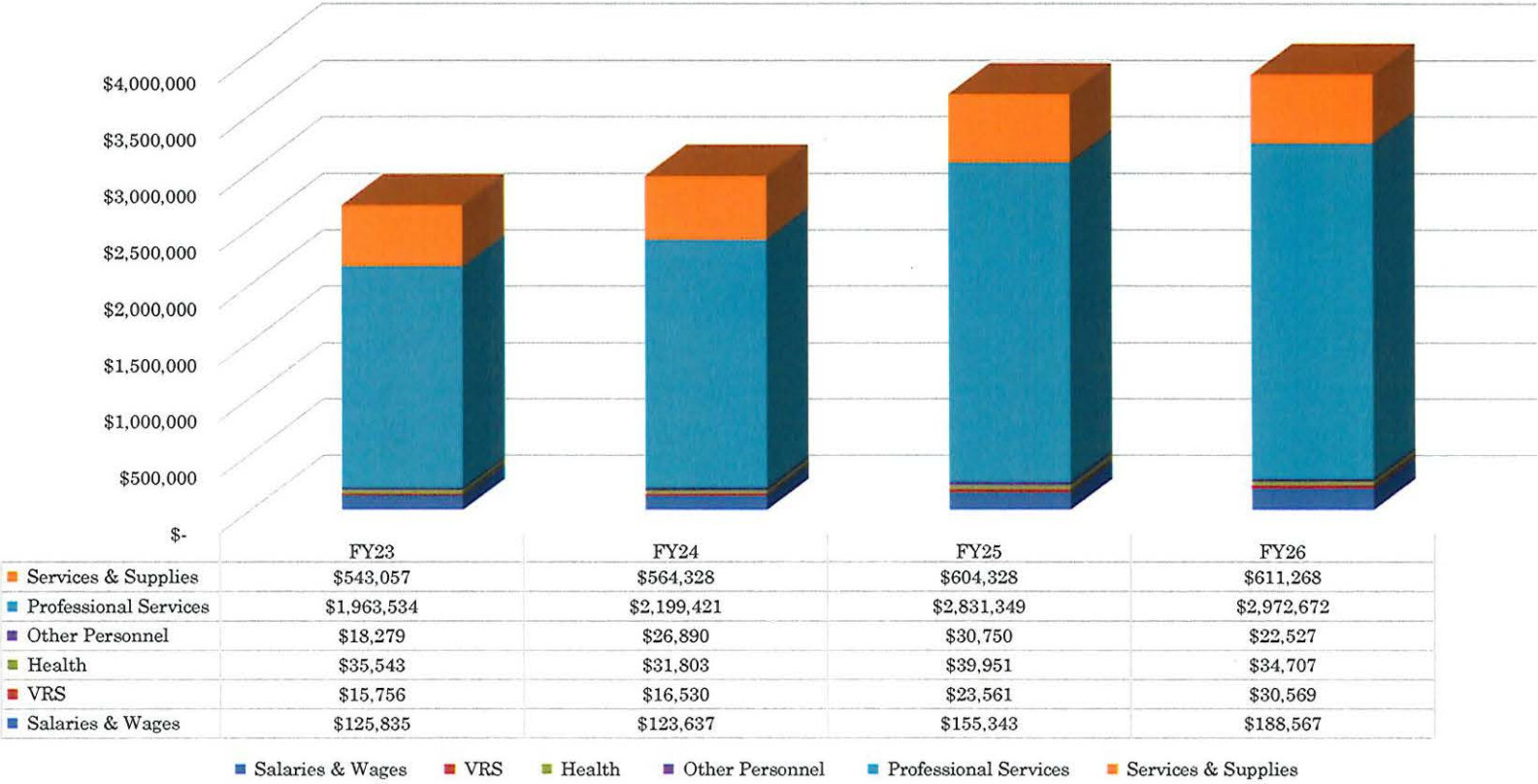


Estimate Budget meeting with Commission March 20th

# Sewer Expenses | Operations

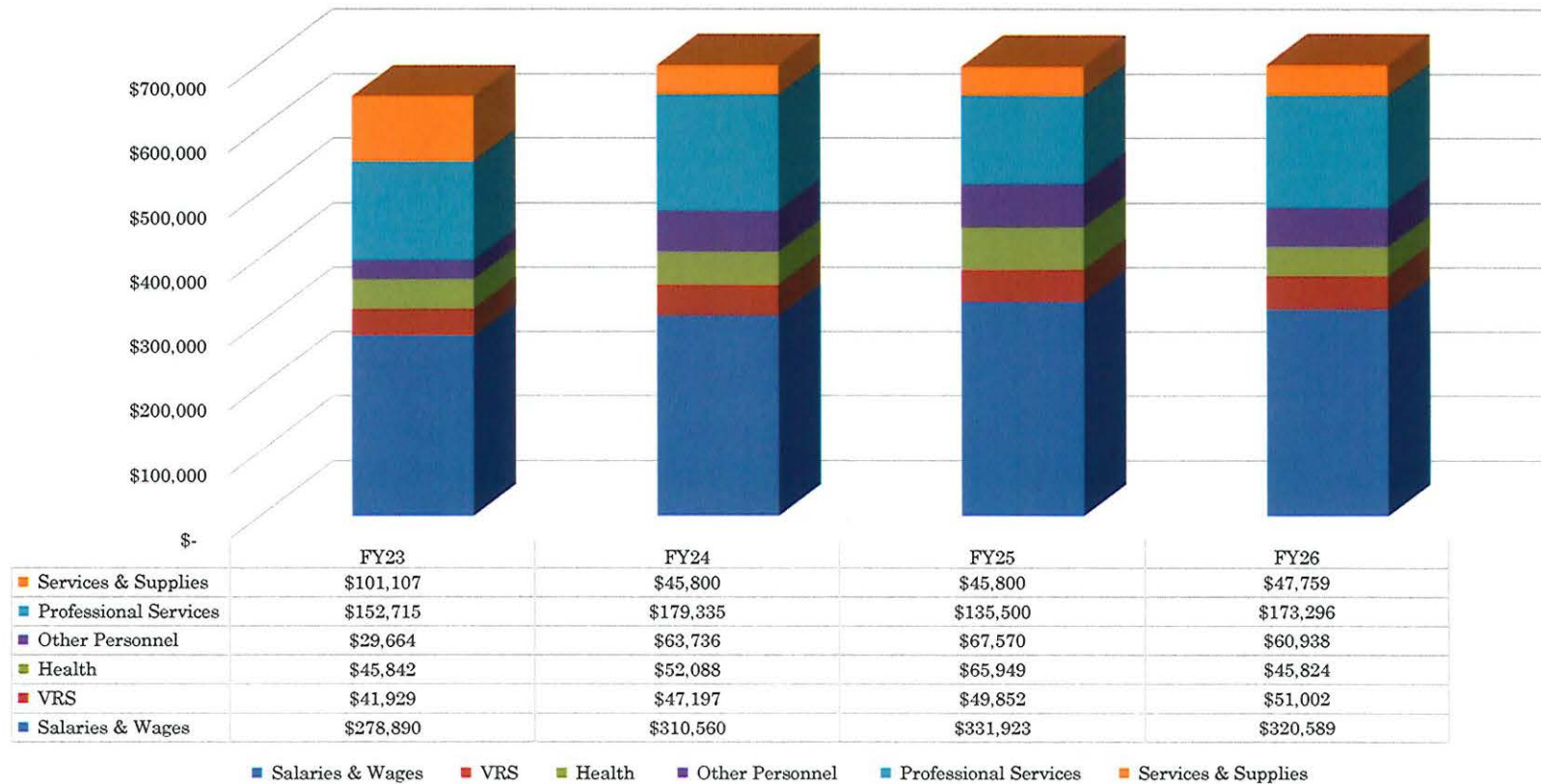


# Refuse Expenses | Operations





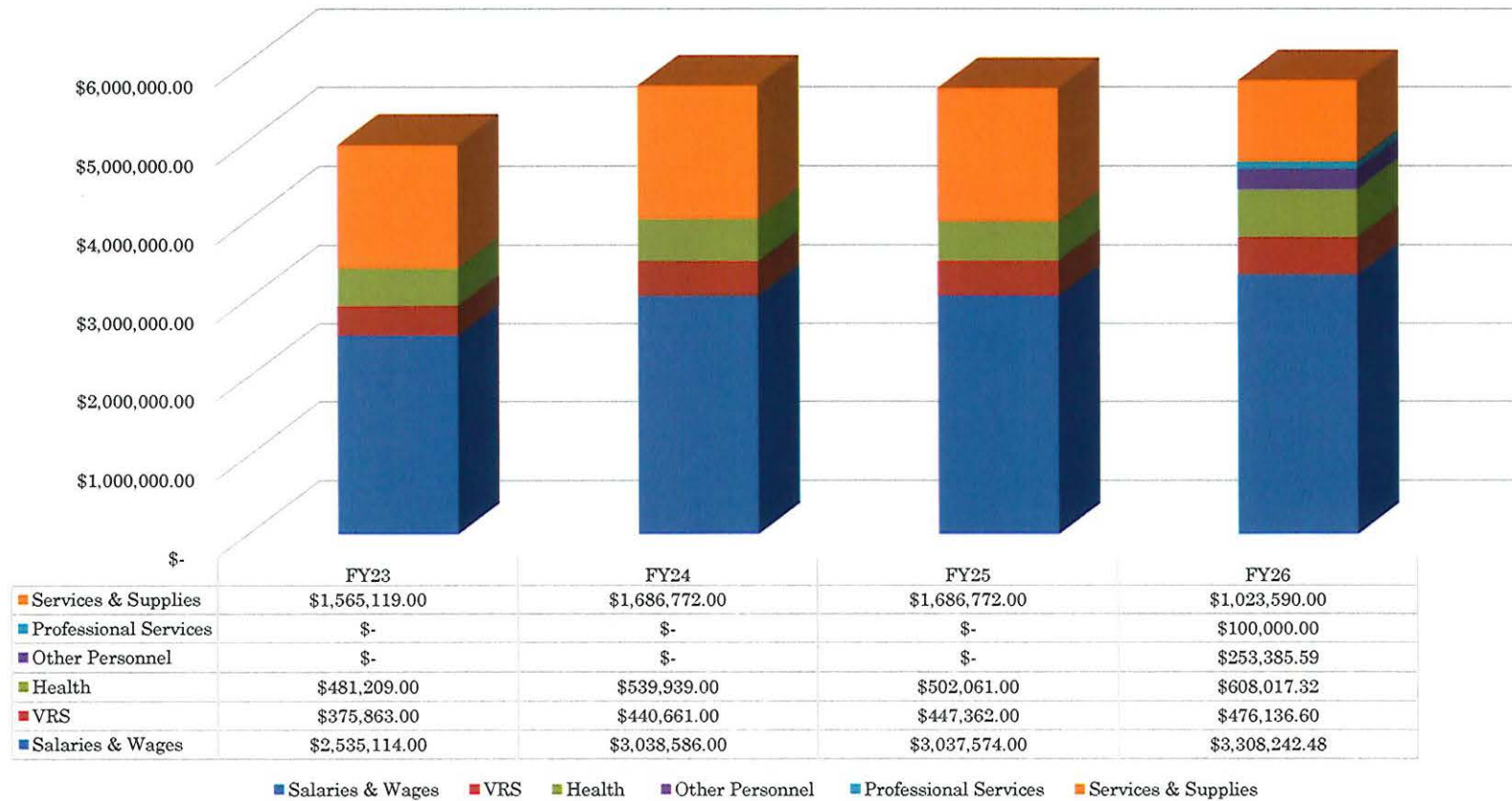
# Storm Water Expenses | Operations



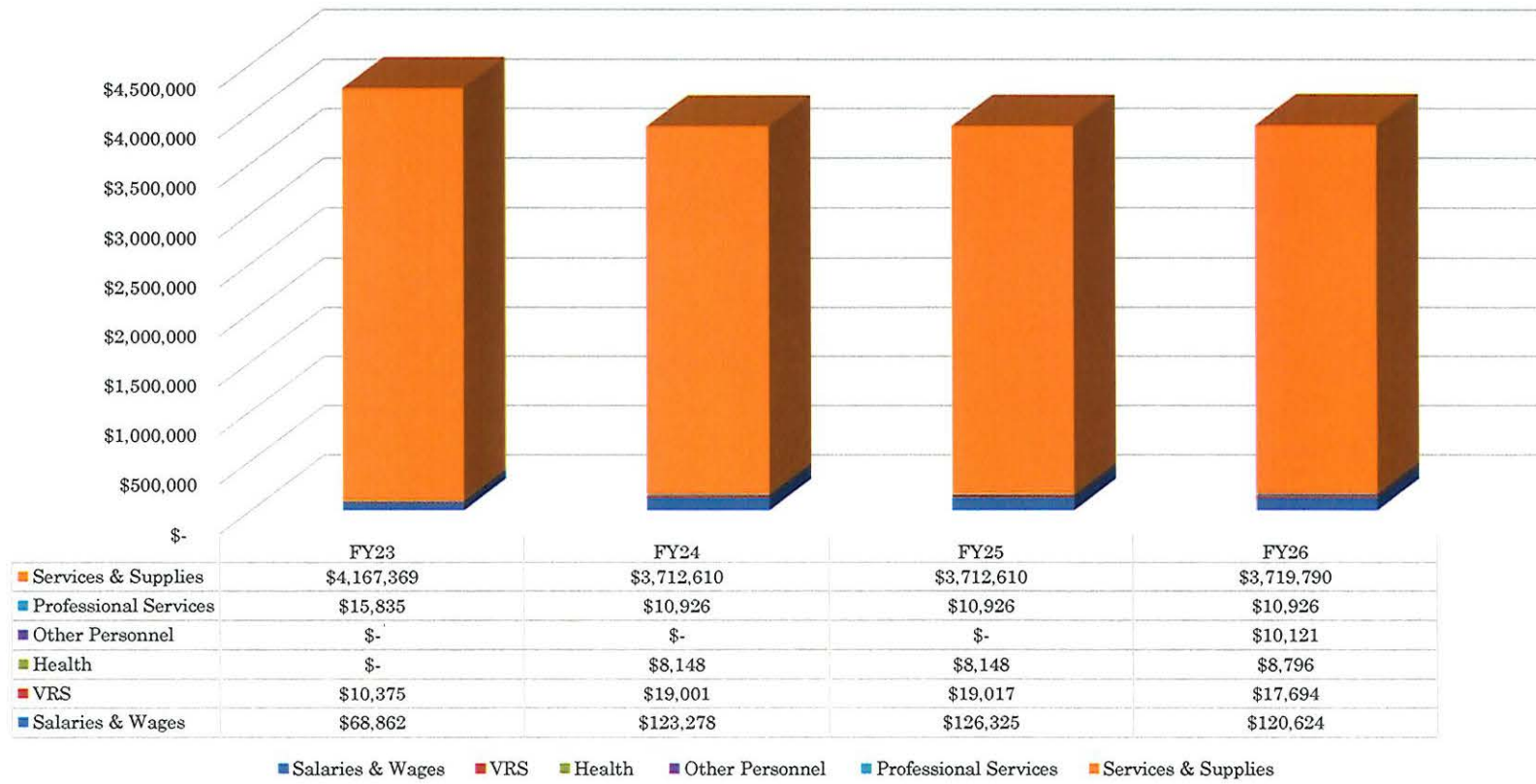


# Health & Welfare

# Social Services Expense | Operations

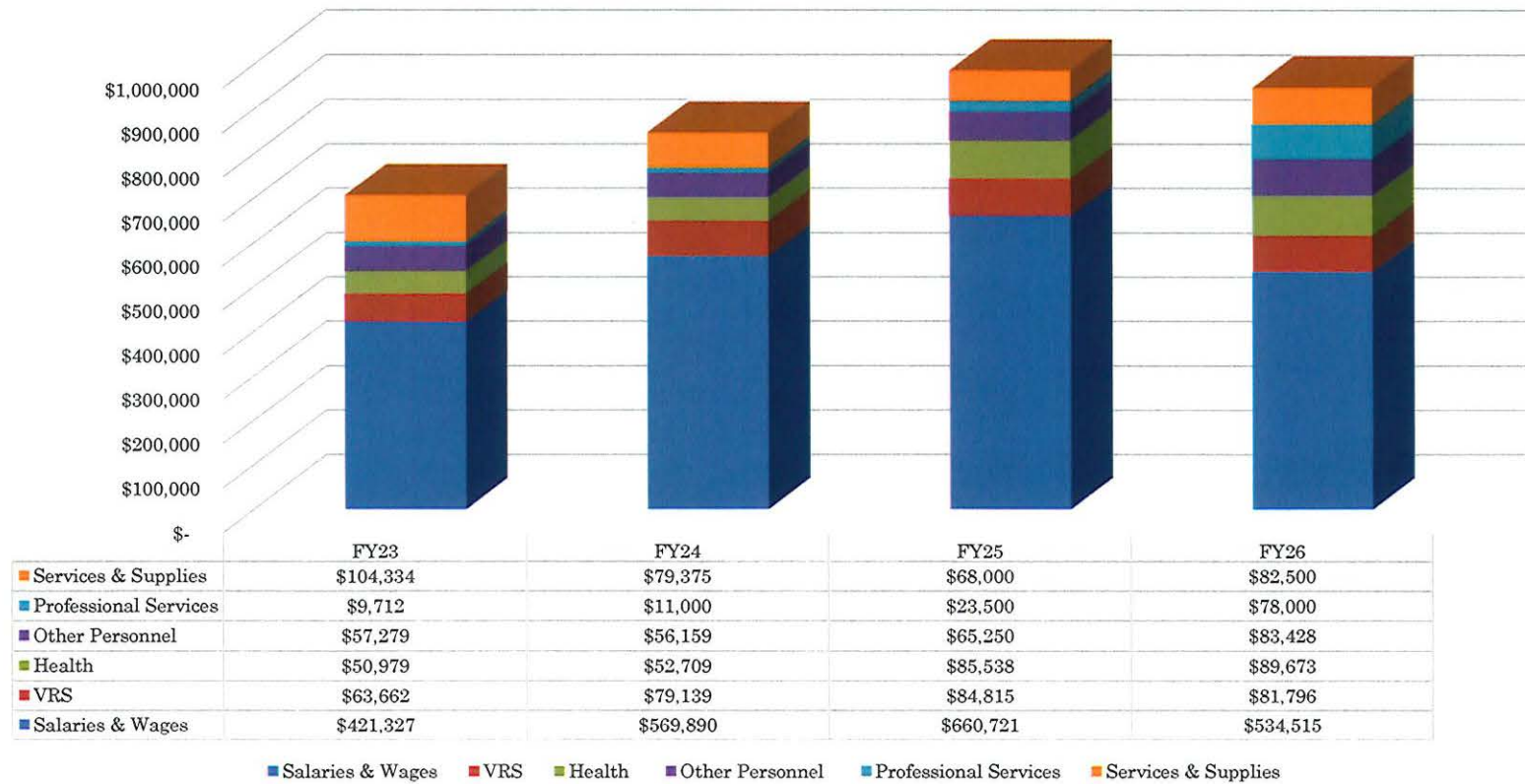


# CSA Expense | Operations





# Healthy Families Expense | Operations



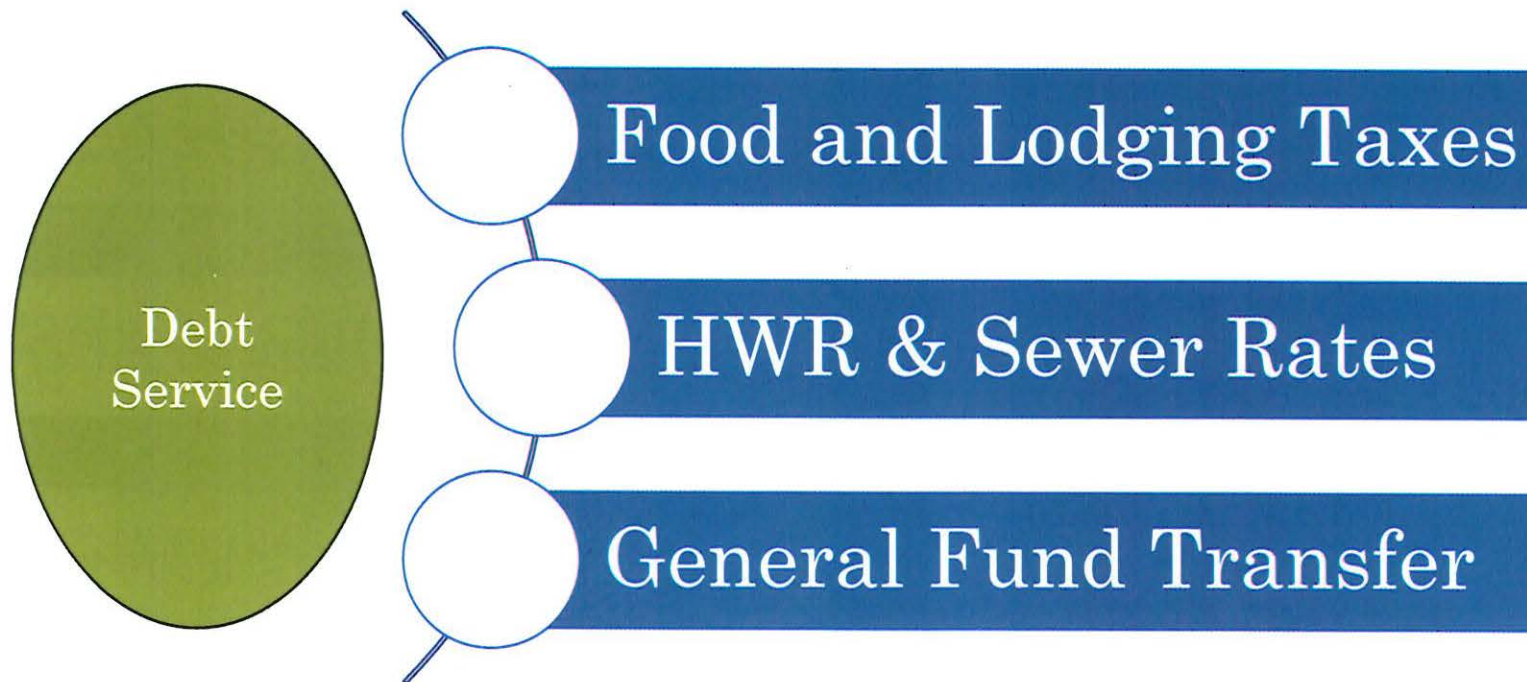
**\$461,244 FY26 Grant Award; Supplemental Revenue \$123,460**



# Debt

# Debt Service | Sources of Payment

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# Debt Service Issues | by Beneficiary

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## HWR



- 2015 – Oct 2025
- 2014 – Oct 2044

## Sewer



- 2011A – July 2042
- 2010 – July 2041

## Schools



- 2015B – July 2034
- 2005D – July 2025
- 2009 QZAB – Dec. 2024
- 2010 QSCB – June 2027
- 2011 QSCB – June 2027
- Series 2011 – May 2036

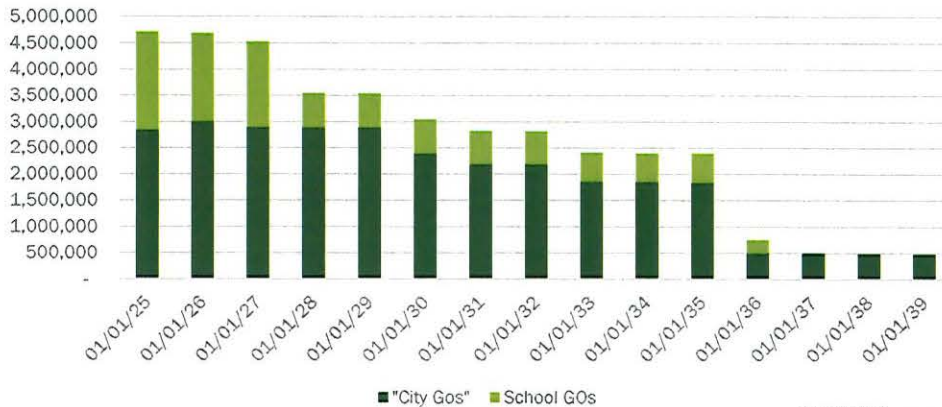
## General Fund



- 2013A – July 2028
- 2013B – July 2028
- 2015B – July 2034
- 2013C – July 2038
- 2008B – July 2028

# Debt Service Costs

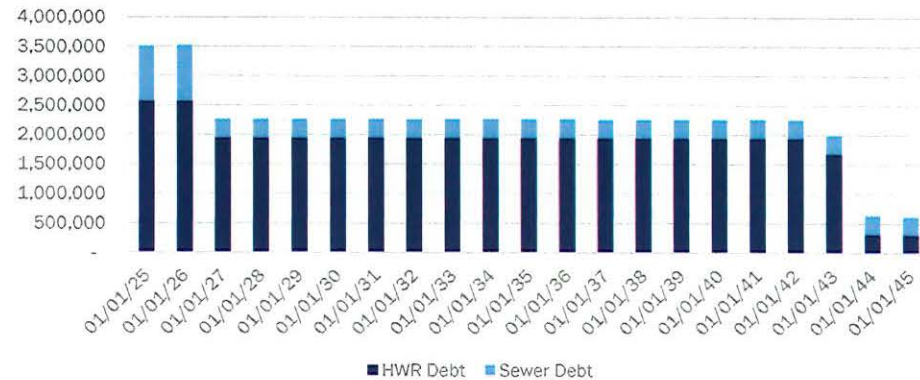
Tax-Supported Debt Service Payments



- HWR debt decreases in 2027, providing room for additional debt, if needed
- Sewer debt drops slightly in 2027, then remains constant through 2043

- School debt will drop by \$1 Million per year after the June 2027 debt payment
- City GO cost will increase in 2026

Utility Debt Service Payments

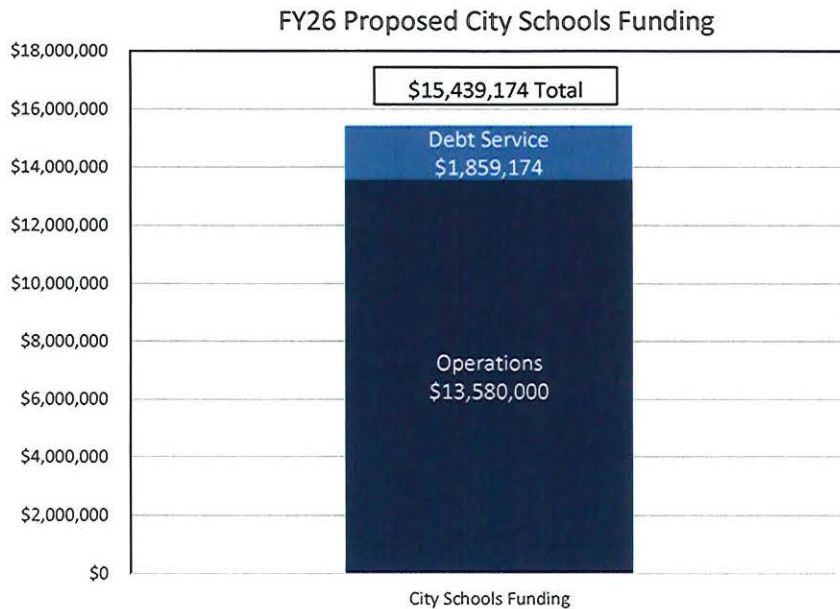




# Schools



# Schools Funding | City Contributions



City contribution in Schools budget matches funds provided in FY24 and FY25

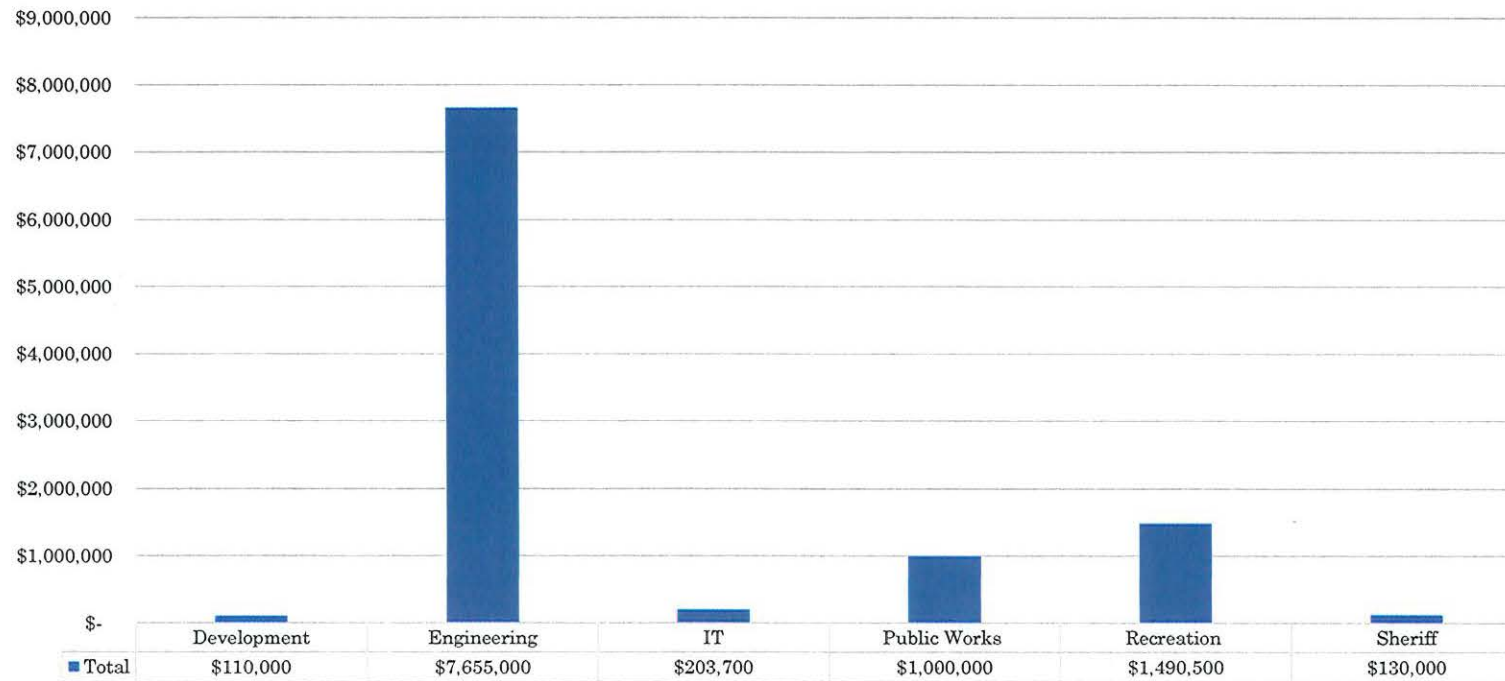


# Capital Detail

# CIP FY26

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CIP FY26



# CIP FY26-FY30

Department	Project Name/Description	Prior FY's Rollover	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Future Years	Project Total
Development	City-Wide Wayfinding	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 300,000
Development	Downtown Design Guidelines grant match	\$ -	\$ 15,000	-	-	\$ -	-	\$ -	\$ 15,000
Development	Tree Canopy Project Maintenance	\$ -	\$ 10,000	\$ 10,000	-	\$ -	-	\$ -	\$ 20,000
Development	Rt. 36 Small Area Plan grant match	\$ -	\$ 10,000	-	-	\$ -	-	\$ -	\$ 10,000
Development	Update to Comprehensive Plan	\$ -	-	\$ 75,000	\$ 75,000	-	-	\$ -	\$ 150,000
Development	Downtown CPTED Study	\$ -	\$ -	\$ 35,000	-	\$ -	-	\$ -	\$ 35,000
Development	200 Block E. Povthress St. engineering/design	\$ -	\$ -	-	\$ 15,000	\$ -	-	\$ -	\$ 15,000
Development	Gateway Façade Design Services	\$ -	\$ -	-	\$ 20,000	\$ 20,000	-	\$ -	\$ 40,000
Development	Housing & Neighborhood Plan	\$ -	\$ -	-	-	\$ 50,000	\$ 50,000	\$ -	\$ 100,000
Development	Update to Downtown Plan	\$ -	\$ -	-	-	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
IT	Server Replacment	\$ -	\$ 39,850	\$ 39,850	\$ -	\$ -	\$ -	\$ -	\$ 79,700
IT	Core Switch Replacement	\$ -	\$ 39,850	\$ 39,850	\$ -	\$ -	\$ -	\$ -	\$ 79,700
IT	Office 365	\$ -	\$ 124,000	\$ 124,000	\$ 124,000	\$ 124,000	\$ 124,000	\$ -	\$ 620,000
Recreation	Hopewell Community Center-HVAC		\$ 825,000	\$ 200,000	\$ -	\$ -	\$ -		\$ 1,025,000
Recreation	Mathis Field Improvements		\$ 28,500	\$ -	\$ 200,000	\$ 450,000	\$ -		\$ 678,500
Recreation	Riverwalk Phase III-Design		\$ 224,000	\$ 1,200,000	\$ 150,000	\$ -	\$ -		\$ 1,574,000
Recreation	Hopewell Community Center- Restrooms & Locker Rooms		\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -		\$ 450,000
Recreation	Park Pavillion Renovations		\$ 175,000	\$ 75,000	\$ 60,000	\$ 60,000	\$ 60,000		\$ 430,000
Recreation	Atwater Park		\$ -	\$ 450,000	\$ -	\$ -	\$ -		\$ 450,000
Recreation	Hopewell Community Center Pool		\$ 30,000	\$ 145,775	\$ 199,428	\$ -	\$ -		\$ 375,203
Recreation	Shop Improvements		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Recreation	Resurfacing of Courts and Surfaces		\$ 58,000	\$ 146,000	\$ 146,000	\$ 61,000	\$ -		\$ 411,000
Recreation	Parking Lots Improvements and Resurfacing		\$ -	\$ 2,010,000	\$ 84,386	\$ 51,286	\$ 45,000		\$ 2,190,672
Sheriff	Radio Communications Equipment		\$ 30,000						\$ 30,000
Sheriff	Verkota Camera System		\$ 100,000						\$ 100,000



# CIP FY26-FY30

Department	Project Name/Description	Prior FY's Rollover	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Future Years	Project Total
Public Works	Dump truck- Asphalt	\$ -	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ -	\$ 265,000
Public Works	Dump truck - Concrete	\$ -	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ -	\$ 230,000
Public Works	Leaf Vacuum Truck	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ -	\$ 425,000
Public Works	Backhoe-Asphalt	\$ -	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ -	\$ 180,000
Public Works	Library Roof Repairs	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Public Works	Street Light Improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Public Works	ADA Master Plan	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Public Works	HVAC upgrade-Social Services	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Public Works	Roof Replacement-Old Social Services	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000
Public Works	Construct/Purchase	\$ -	\$ 500,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000		\$ 1,380,000
Engineering	UPC 110840 - Rte 156 - Intersection Improvements at Berry St - HSIP	\$ 321,000	\$ 377,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 698,000
Engineering	UPC 110846 - Rte 156 - Intersection Improvements at Berry St- HSIP	\$ 515,000	\$ 1,325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,840,000
Engineering	UPC 110842 - SOUTH MESA DR - IMPROVE PEDESTRIAN ACCOMMODATIONS - HSIP	\$ 480,000	\$ 555,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,035,000
Engineering	UPC 122203 - W. Randolph Shared Use Path - Smart Scale	\$ 3,223,000	\$ 1,611,000	\$ 1,611,000	\$ -	\$ -	\$ -	\$ -	\$ 6,445,000
Engineering	UPC 123291 - Courthouse Road Ped Improv-VDOT Admin*	\$ 4,160,000	\$ 240,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
Engineering	UPC 117064 - Hill Avenue & Hooker St. Recon - Rev. Share	\$ 452,000	\$ -	\$ 1,360,000	\$ 1,361,000	\$ -	\$ -	\$ -	\$ 3,173,000
Engineering	UPC 117066 - Wagner Ave & Hooker St. Recon - Rev. Share	\$ 450,000	\$ -	\$ 1,306,000	\$ 1,306,000	\$ -	\$ -	\$ -	\$ 3,062,000
Engineering	UPC 117065 - Pave Rehab Var. Locations - Rev. Share 21	\$ 829,000	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,114,000
Engineering	UPC 121404 - Pave Rehab Var. Locations - Rev. Share 23	\$ 992,000	\$ 496,000	\$ 496,000	\$ -	\$ -	\$ -	\$ -	\$ 1,984,000
Engineering	UPC 121405 Richmond St & Petersburg St D&R Improv	\$ -	\$ -	\$ 1,800,000	\$ 1,693,000	\$ 1,693,000	\$ -	\$ -	\$ 5,186,000
Engineering	DOT Grant - SS4A (Safe Streets for All)	\$ 246,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 246,000
Engineering	Hank's Pond	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Engineering	Heretick Avenue Drainage Project	\$ 214,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,514,000
Engineering	Wagner Road Storm Lining Project	\$ 69,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,000
Engineering	Riverside Avenue Rehab 30% Plans - Preliminary Engineering	\$ 102,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,000
Engineering	Pavement Preservation Arterials	\$ 466,000	\$ 466,000	\$ 466,000	\$ 466,000	\$ -	\$ -	\$ -	\$ 1,864,000
Engineering	Courthouse Parking Lot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	Cattail Creek Drainage Crossing	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
<b>Total</b>		\$ -	\$ 10,589,200	\$ 12,854,475	\$ 6,564,814	\$ 3,024,286	\$ 769,000	\$ 50,000	\$ 47,380,775



Questions?



# REGULAR MEETING

**CONSENT  
AGENDA**

C-1

**MINUTES OF THE MARCH 11, 2025, CITY COUNCIL REGULAR MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday, March 11, 2025, at 5:00 p.m.

**PRESENT:**

John B. Partin, Mayor (Late)  
Rita Joyner, Vice Mayor  
Michael Harris, Councilor  
Ronnie Ellis, Councilor  
Susan Daye, Councilor (Late)  
Yolanda Stokes, Councilor  
Dominic Holloway, Councilor

Councilor Holloway makes a motion to allow Councilor Stokes to participate remotely. Councilor Harris seconds the motion.

**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Absent
Councilor Ellis-	Yes
Councilor Daye-	Absent
Councilor Stokes-	Abstain
Councilor Holloway-	Yes

**Motion Passes 4-0**

**CLOSED MEETING**

Councilor Holloway makes a motion to go into a closed meeting under Va. Code §2.2-3711 (A)(1) to discuss and consider personnel matters, including board and commission appointees (City Clerk Contract, city clerk, city manager, city attorney

performance evaluation process, Planning Commission, Economic Development Authority), Va. Code§ 2.2-3711(A)(29) and (8) to discuss the award of a public contract where discussion in an open session would adversely affect the City's bargaining position and to consult with legal counsel regarding specific legal matters (Discussion of an unsolicited offer of real estate property); and Va. Code§ 2.2-3711 (A)(8) (Treasurer's and Director of Finance's duties) Councilor Ellis seconds the motion.

**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Absent
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes

**Motion Passes 6-0**

Vice Mayor Joyner makes a motion to reconvene open meeting. Councilor Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Abstain
Councilor Stokes-	Yes
Councilor Holloway-	No

**Motion Passes 5-1**

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**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes

**Motion Passes 7-0**

Vice Mayor Joyner makes a motion to appoint Mr. Arnold Daye to the Planning Commission. Councilor Ellis seconds the motion.

During the meeting, Councilor Holloway expressed a concern regarding a potential conflict of interest involving Mr. Daye, given that his wife serves on the city council. Holloway sought clarification from the City Attorney to ensure there was no conflict before proceeding. He questioned whether Mr. Daye could be selected without any issues. It was confirmed that there was no conflict of interest, as no personal benefit would result from the vote. Holloway also briefly considered the implications for future votes, including those related to the planning commission. However, after some clarification, Holloway acknowledged that the vote at hand was in the public's best interest, which resolved his concerns. He concluded that the issue of conflict was no longer a concern and expressed that his initial worry was alleviated.

**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Abstain
Councilor Stokes-	No
Councilor Holloway-	Yes

**Motion Passes 5-1**



## WORK SESSION

### WS -1- Right of Way Vacation Request for 319 Maryland Ave- Chris Ward, Director of Planning and Development

Chris Ward presented a request for the vacation of a public right of way adjacent to 319 Maryland Avenue, identified as Parcel 0240510024030. The parcel in question is approximately 746 square feet and is located in an R-2 zoning district. The request was submitted by the West End Presbyterian Church of Hopewell, seeking to vacate this section of the public right of way, which is enclosed by two properties. Ward explained that, like other right of way vacation requests, the proposal was reviewed by various city departments to ensure there were no existing utilities or easements in the area. According to Water Renewal, Public Works, and Storm Water staff, there are no utilities or easements, and they have recommended approval for the vacation. Additionally, the right of way dead-ends and obstructs the church's ability to expand its facilities. As a result, staff is recommending approval of the vacation request. Ward offered to answer any questions, but no further questions were raised, and the session concluded.

### WS -2 - MOU for NOVA South - Tabitha Martinez, Recreation and Parks Director

Speaker Tabitha Martinez addressed the City Council regarding the Nova South agreement, which had been discussed at a previous meeting. She presented a modified version of the original Memorandum of Agreement (MOA) for council consideration. Martinez emphasized that while staff still recommended the original MOA, the modified version responded to some of the Swim Team's requests. The key difference in the modified version was that the Swim Team would have access to four lanes instead of five on Tuesdays and Thursdays but would receive additional lane access on Mondays, Wednesdays, and Fridays. She highlighted the financial implications of these changes, with the cost of operating outside normal hours totaling \$1,162.80 per week. To make the modified MOA feasible, Martinez requested funding for an Aquatics Program Specialist, amounting to \$18,720 for the remaining four months of the fiscal year.

Martinez discussed the difficulties in balancing the needs of the swim team with the city's obligation to provide access to its facilities for residents. She expressed concern over the possibility of losing the Swim Team altogether if a middle ground could not be reached. Council members engaged in a discussion about the importance of preserving the Swim Team while ensuring the community's needs were met. Some council members felt that the process had not been handled with the level of communication and respect expected, particularly regarding reaching

out to Nova South for further discussions. The mayor expressed he would reach out to a NOVA representative for further information regarding the MOU.

Martinez also explained that hiring an additional Aquatics Program Specialist would help accommodate the extra hours required by the Swim Team. There was confusion around the details of the MOA and the costs involved, as some members believed certain budget details had not been properly communicated. The conversation concluded with a sense of urgency to resolve the matter and bring Nova South back for further discussions to reach an agreeable solution that would balance both the Swim Team's needs and the city's obligations to its residents.

### **REGULAR MEETING**

#### **PRESENT:**

John B. Partin, Mayor  
Rita Joyner, Vice Mayor  
Michael Harris, Councilor  
Ronnie Ellis, Councilor  
Susan Daye, Councilor  
Yolanda Stokes, Councilor (Virtual)  
Dominic Holloway, Councilor

Prayer by Evangelist Wright followed by the Pledge of Allegiance by Councilor Daye.

Councilor Holloway makes a motion to adopt the regular meeting agenda. Vice Mayor Joyner seconds the motion.

#### **ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes

**Motion Passes 7-0**

Councilor Daye makes a motion to adopt the consent agenda. Mayor Partin seconds the motion.

**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes

**Motion Passes 7-0**

**INFORMATION/PRESENTATIONS**

**1. HUD Earmark for Hopewell Community Center** - Charles Bennett, Economic Development Director, Tabitha Martinez, Recreation and Parks Director

Charles Bennett addressed the Mayor, Vice Mayor, and City Council members to provide an informational update without requesting any immediate action. He explained that in two weeks, he and Director Martinez would return to request a letter of support for an earmark they are pursuing. This Earmark funding, which comes from the HUD Community Development Earmark Program, is targeted for upgrades at the Hopewell Community Center. These upgrades would include improvements to the air conditioning and ventilation systems, as well as updates to the locker rooms to improve accessibility. Bennett highlighted that the city's economic development plan emphasizes the importance of lifestyle and amenities, and the community center is central to this effort, serving all city residents. He mentioned ongoing collaboration with Director Martinez and the grant writers to ensure the project aligns with funding opportunities. If successful, the earmark funding would reduce the need for internal revenue sources to finance these improvements. Bennett also referenced the city's capital plan and how the proposed project fits into broader recreational goals. He closed by emphasizing the importance of the community center, sharing a personal anecdote about how it was where he learned vital life skills, like how not to drown. He then opened the floor for any questions, but none were raised.

## **2. Earmark Funding Request - Michael Crocker, Public Works Director (Water Department)**

Michael Crocker addressed the Mayor, Vice Mayor, and City Council, following up on a presentation by Charles Bennett about a funding opportunity through earmarks. Crocker explained that earmarks offer a chance to use federal funding to replace local dollars for projects. He shared that the city is currently pursuing a water project, which would typically cost around \$2 million or less. However, this project would require 20% of the funding to come from the city itself. The project is planned to start by the end of 2026, and Crocker mentioned that, while they do not have a specific project ready yet, they will return in two weeks with a formal proposal that will need approval. He emphasized that the current discussion was informational only. A comment from the council mentioned additional federal funding opportunities, particularly through Congresswoman Jennifer McClellan's office. Crocker confirmed that the city's grant writer has been in contact with McClellan's staff. He also mentioned a pending earmark for a separate project, though he was unsure of its outcome. A discussion then shifted to the Heretic project, where Crocker explained that the costs have increased significantly since the initial estimate, likely exceeding \$2 million due to factors like COVID-19 and supply chain issues. The conversation also turned to the possibility of receiving principal forgiveness for loans to help fund projects in disadvantaged areas like Hopewell, with Crocker noting that such funding could be tied to the city's sewer rates. A final suggestion was made about conducting "spot audits" to assess whether Hopewell could qualify for such funding, but Crocker clarified that a full audit would be necessary for eligibility. He closed by reaffirming his commitment to pursuing these funding opportunities creatively and thanked the council.

## **3. Earmark Funding Request - Donald Reid, Police Department**

Major Donald Reid presented a request for federally earmarked funding to enhance the city's public safety technology, specifically through a system called Flock. This system would provide full city coverage for gunshot detection and license plate recognition (LPR) and integrate with the 911 dispatch system, allowing officers to receive live call information and view nearby camera footage when responding to incidents. The project is designed to improve investigative capabilities, reduce response times, and address rising violence in the city. The funding request totals \$999,000, with the primary sources being COPS Technology and BURN Grant funding. Reid emphasized that this system would function as a real-time crime

center, integrating various technologies like body-worn cameras, drones, and shot detection and allowing for citizen and business-approved cameras to be added to expand coverage. He noted that the ongoing costs for maintaining this system would be around \$500,000 per year starting in 2029, but this amount could decrease if certain technologies, like the Raven gunshot detection system, are scaled back based on data-driven decisions. The proposal is aimed at significantly reducing crime and improving public safety, which would also positively impact housing and property values. Reid clarified that the council was not being asked for approval tonight but rather to provide the necessary support to pursue this funding when the opportunity opens. The council discussed the cost and benefits of the system, with members expressing support for the project's potential to reduce crime in the city.

### **PUBLIC HEARING**

#### **PH-1 - Community Development Block Grant 5-Year Consolidated Plan -** Chris Ward, Director of Planning and Development

Chris Ward shared with council during the public hearing to solicit comments on the city's priorities for the Community Development Block Grant (CDBG) program, in preparation for the new five-year consolidated plan. He explained that as an entitlement community, Hopewell automatically receives CDBG funding from the U.S. Department of Housing and Urban Development (HUD) without needing to apply. The annual funding amount is typically around \$245,000. The CDBG program's mission is to create strong, sustainable, and inclusive communities with affordable housing. Ward highlighted that CDBG funds must meet one of three national objectives: benefiting low- to moderate-income individuals, preventing slums and blight, or addressing urgent needs like federally declared disasters. Over the past seven years, the city has received approximately \$1.5 million in CDBG funds. Historically, half of the funds have been used for emergency home repairs for low- to moderate-income homeowners, with about 15% allocated for public services. Other expenditures have included infrastructure improvements and city park upgrades. In the current year, the city funded a second emergency home repair provider. The city's current plan lists key funding goals, including owner-occupied housing rehabilitation, homelessness prevention, recreational facilities, employment training, and services for seniors and youth.

Vice Mayor Joyner makes a motion to extend the meeting until the Finance meeting is finished. Councilor Holloway seconds the motion.



**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes

**Motion Passes 7-0**

Mr. Ward continued his presentation on the Community Development Block Grant (CDBG) priorities, outlining some of the key funding areas of the city's current consolidated plan, which include services for victims of domestic violence, childcare, neighborhood cleanups, public infrastructure, and food banks. He emphasized that this meeting was the first step in soliciting public comments for the development of the new five-year plan and that further opportunities for feedback would be available through surveys, consultations with service providers, the city website, social media, and direct contact with the department. Ward clarified that no action was required from the city council at this time, as the focus was on informing them about the start of the plan's development and gathering input. He also invited questions from the council members.

When asked about the possibility of adding schools to the funding priorities, Ward explained that CDBG funds typically do not cover capital needs for schools but noted that the city has supported schools in other ways, such as funding the "HES Rocks and Rulers" program, which teaches high school students about entrepreneurship. He explained that while direct funding for school capital projects isn't possible under CDBG, the city could support educational programs that might help save resources for future capital projects. Ward also emphasized that emergency home repair programs have been very successful in Hopewell and should continue to be a priority in the new plan. He added that youth services would likely remain a key funding goal in the next five-year plan. No public comments were made during the public hearing, and the meeting moved forward with no further actions required at that time.

## REGULAR BUSINESS

### R-1- School Board Appropriation Resolution - Dr. Manker, City Manager

Dr. Maker introduced a discussion on the annual reappropriation of unspent funds for Hopewell Public Schools. The city had previously discussed the issue with the schools and had asked the City Attorney and City Manager to draft a resolution. The resolution sought approval to reappropriate unused funds back to the school system to be used for capital needs. Councilor Holloway expressed concern about the recurring surplus in the school system's budget, questioning whether it was necessary to continue reappropriating these funds when they are not being fully utilized, especially given the city's own pressing capital needs, such as those of the fire and police departments. Holloway pointed out that every year, a significant amount—around \$1 million or more—was rolled over and requested for the next year but often went unused.

In response, the City Manager explained that the surplus funds had historically been used to cover the school system's operating budget, not specifically for capital projects. However, the schools had recently presented a significant list of capital needs, including some urgent projects. The city provides more than the required local match for state funding to the school system each year, and the schools have asked for additional funds to address these capital projects. Despite the surplus, Dr. Manker emphasized the importance of ensuring that the funds were directed toward real capital projects, which were necessary for the school system's maintenance and improvement.

Council members debated whether to approve the reappropriation, with some expressing frustration over the recurring surplus and others acknowledging the need for capital improvements within the school system. The conversation shifted towards the importance of using the funds to address immediate capital projects, such as infrastructure repairs, which could prevent larger problems in the future. Councilors agreed that if the funds were reappropriated, they should be used for capital projects and not remain in a cycle of unused surpluses. Ultimately, the discussion reflected a balance between supporting the school system's needs and ensuring responsible use of city funds for essential capital improvements.

### **ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes

Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes

**Motion Passes 7-0**

**R-2 - Opioid Abatement Agreement** - James Gaston Ill, Deputy City Manager, Susan Fierro, Prince George

Mr. Gaston addressed the City Council regarding an opioid project in collaboration with Surry, Prince George, and Dinwiddie. He explained the concept of an "opioid GO Team," which would respond to opioid crises within 24 hours in the participating jurisdictions. Gaston emphasized that the funding for this project is not related to the direct opioid settlement funds the city is already receiving but rather comes from a separate pool of money that would be forfeited to the Commonwealth if not utilized. The application for the funding is due by April 1st, and Gaston sought approval from the City Council to allow the group to apply for and use the funds for the project.

Councilor Holloway then made a motion to approve the recommendation to enter into a cooperative partnership agreement with District 19 Community Services and surrounding localities for the purpose of creating a mobile overdose response unit and approving \$41,317 of opioid funding for the project, covering fiscal years 2026 through 2030. Councilor Harris seconds the motion.

Vice Mayor Joyner asked for clarification on the source of the \$41,000, to which Gaston responded that it is part of the opioid settlement agreement with the Commonwealth and comes from state funds. He further explained that there are three buckets of opioid-related funding: direct funding, which the city will continue to receive, and two additional funds that must be used in cooperation with other jurisdictions for initiatives like recovery courts or the GO Team. If these funds are not used, they will be returned to the Commonwealth. Gaston concluded by confirming that the other jurisdictions had approached Hopewell to collaborate and prevent the funds from going unused.

**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes

Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes

**Motion Passes 7-0**

**FINANCE MEETING**

**1. Finance Committee Report - CFO - Stacey Jordan, Finance Director**

Stacey Jordan opened the Finance Committee meeting by providing an update on the city's financial status for February. She reported that citywide revenues were trending 0.29%, or \$3.5 million higher, compared to the previous year, while expenses had increased by 1.2 million, or 4.5%. She noted that the next key due date for the city was June 2nd and referred the council to page four for a more detailed breakdown of the budget's trends, including areas where revenues were increasing, decreasing, or remaining consistent.

A discussion arose when a council member asked about the delay in receiving personal property tax bills, which caused some residents to pay later than usual. Stacey confirmed that the due date had been extended to March 7th, which contributed to the lower-than-expected revenue for February, but expected revenue to pick up in March as more payments were made.

The general fund for February showed a 6.5% decline in revenues compared to last year, amounting to \$601,000 lower than in 2024. This decrease was mainly due to the delayed receipt of personal property penalties and interest, which should be corrected by March. Expenses for the General Fund were 1.4 million, or 4.9%, higher than last year. She indicated that a key due date for this fund was in June.

Regarding the Enterprise Fund, Stacey shared that February revenues were 2% higher than the same period in 2024, while expenses had decreased by 3.6%, or \$957,000, primarily due to a reduction in emergency repairs. Similarly, the Schools Fund showed a small increase in revenues, up by 2.2%, or \$303,000, compared to last year, with expenses trending slightly higher at 0.04% or \$1.9 million.

Stacey also reported that the city's accounts payable team had processed 1,114 invoices in February, totaling \$5 million, and that the sewer debt had been paid on

time. She projected a cash flow of approximately \$20 million by the end of the fiscal year, June 30, 2025, based on current projections.

Stacey also addressed the progress of the Fiscal Year 2021 Comprehensive Financial Report (CFR), stating that the primary delay was due to the schools, which had not yet submitted all necessary documents. The city had submitted their part in October, and a consultant had visited the schools on the 19th, with plans to return the following week. She assured the committee that the city's finances were in good shape and that the delay was isolated to the schools' portion of the report. David, the city's finance lead, was confident that the city would meet the March 31st deadline for the report, as they had already completed their portion and were only waiting on the schools.

Stacey agreed to send an email detailing the outstanding items needed from the schools for the fiscal report, which she would follow up on with a broader email to keep everyone updated. She also mentioned a possible discussion at the budget presentation later in the meeting.

## **2. Treasurer's Report** - Mya Bolling, Treasurer Department

Mayor Partin noted that no representative from the Treasurer's Office was present despite the fact that the extension had been made into the Finance Committee meeting. Stacey Jordan inquired if everyone had received the packet from the Treasurer's Office and reminded the committee that any questions regarding the packet could be directed to her or Ms. Bolling. With that, Jordan moved on to the next item on the agenda.

## **3. Revenue Report** - Stacey Jordan, Finance Director

Ms. Jordan then begins her revenue budget report. In the meeting, Ms. Jordan discussed the primary city programs and funds, which include General Government, Enterprise, Public Services, and Schools. The General Government budget covers the General Fund, Recreation, Economic Development, Capital Projects, Debt, and Grants, while the Enterprise Fund encompasses Regional Water, Sewer, Refuse, and Stormwater. Public Services include programs like Social Services, CSA, Healthy Families, and Special Welfare. The school's fund consists of its operational budget, textbooks, and cafeterias. She explained that revenue forecasting comes from various sources, including the Real Estate Assessor's Office, the Commissioner of the Revenue, state and federal departments, and schools. User charges are generated by departments such as

Refuse, Stormwater, and HRW, while transfers and grants are also included, subject to Council approval. The budget process for the upcoming fiscal year began in January 2024, with departmental budget requests, the first revenue forecast, and meetings with the City Manager. Public hearings and budget-related meetings will occur throughout March and April, culminating in the adoption of the budget ordinance by May 27th. Ms. Jordan shared that the city's real estate assessment came in at an 11% increase, which is favorable, especially considering it is not a reassessment year. She also mentioned that healthcare costs are expected to rise by 12%, and the city is working on implementing a class and compensation study. She emphasized the importance of adopting a structurally balanced budget, noting that if revenues are insufficient, expenses will need to be reduced. Tax rates are expected to remain flat for Fiscal Year 2026, with transfers possibly inflating the total revenue figures, as they often represent movement between funds. She provided an overview of the revenue sources for the city, including real estate tax, public service corporations, state and local revenues, charges for services, and other miscellaneous taxes. Revenues will be allocated across various sectors, including the General Fund, Social Services, Schools, Debt, Capital, and Self-Insurance. Ms. Jordan also highlighted that while the budget currently allocates 2% to capital improvement, there is a push to increase this allocation in future budgets to better address the city's infrastructure needs. Council members expressed concern about the capital needs, particularly regarding roads, utilities, vehicles, and public safety equipment. Ms. Jordan acknowledged this and noted that department heads have been instructed to seek funding from sources beyond the General Fund for capital projects. She reported that the General Fund has grown moderately in line with inflation, with an expected increase in Fiscal Year 26. The revenue forecast for the General Fund in FY 25 was \$66.5 million, and for FY 26, it is projected to be \$69 million, reflecting positive growth. Real estate taxes have increased by 8% or \$2.8 million, primarily due to a reassessment year, which led to a boost in residential and commercial property values. The total revenue from real estate taxes will be approximately \$25.4 million, up from the previous year's \$22 million. Despite concerns raised about the tax rate increases, particularly for real estate, the city's response included the implementation of a cigarette tax that helped balance out losses in machinery and tools, as well as depreciation in personal property taxes. This has allowed the city to meet necessary funding increases, such as the 12% rise in healthcare costs and the implementation of a class and compensation study. Additionally, personal property taxes for FY 25 were assessed at \$7.5 million, rising to \$8.2 million in FY 26. Machinery and tools taxes have



decreased slightly, from \$9.5 million in FY 25 to \$9.3 million in FY 26. Public service taxes are also slightly down from \$5.1 million in FY 25 to \$4.9 million in FY 26. Local sales taxes saw a slight increase, rising from \$2.7 million in FY 25 to \$2.79 million in FY 26. The city also noted that the business license tax revenue, which had been omitted from the FY 25 budget presentation, was included in the FY 26 revenue estimates, contributing approximately \$2.1 million to the total. This, combined with the \$675,000 in revenue from the newly implemented cigarette tax, explains the significant increase in "Other Local Taxes" from \$3.2 million in FY 25 to \$5.6 million in FY 26. The meeting also discussed non-tax revenues, such as user charges and fees, which represent the largest portion of non-tax revenues. For FY 26, user charges and fees are projected at \$2.7 million, with other revenues like grants, fines, and property use contributing additional funds. In the meeting, it was discussed that the General Fund transfers revenues to various other funds, which are then reflected as revenue in those respective funds. For example, schools will receive \$13.5 million, recreation and public services will each receive \$2.1 million, debt will receive \$1 million, and insurance will receive \$600,000, resulting in a total of \$19.4 million in transfers. The city's enterprise funds, including HRW (Historical Revenue), have remained consistent, with a projected revenue of \$16.5 million for FY 26, up from \$15 million in prior years. Miscellaneous revenues are expected to be zero, and this excludes capital, focusing solely on user charges. For the enterprise funds, sewer revenues for FY 25 were \$3.79 million, and in FY 26, they are expected to decrease slightly by about \$3. For refuse services, user charges are projected to increase to \$8.3 million, up from \$7.09 million in FY 25, while the use of money remains consistent at \$5,000. Stormwater revenues are expected to experience a small decrease, with a slight drop of \$745, aligning with past collections within the system. The overall revenue projections for stormwater services were kept in line with actual revenue receipts, totaling \$745,000 instead of an inflated projection of \$904,000. During the meeting, the discussion focused on the funding for various public services, including social services, CSA, special welfare, and healthy families. For social services, the transfers are projected at \$1.1 million, with a 17% contribution from the General Fund and state funding expected at \$2.9 million. The CSA will receive \$1 million in transfers, with state funding of \$2.8 million. Healthy Families, which is a grant-funded program, will not receive transfers but will have grant funding of \$143,000 and state funding of \$461,000 for FY 26. It was also clarified that last year's funding for Healthy Families was allocated through the General Fund. For debt revenues, which are supported by food and laundry taxes, HRW, sewer rates,

and General Fund transfers, the transfers are expected to remain steady at \$1.1 million for FY 26, with estimated revenue from the mills tax at \$2.5 million. The school funding from the state has not yet been finalized, as the state budget for 25-26 is still pending. Historically, the city has contributed around \$13.5 million to schools annually, and the local match requirement for FY 24 was \$8.6 million. Additionally, the city contributes an extra \$5 million beyond the local match for school assistance. The General Fund's projected revenue for FY 26 is now expected to total \$71.87 million, up from the initial \$69 million due to increases in real estate tax revenues. A breakdown of all the funds includes a total of \$215.6 million, but after accounting for transfers and capital, the effective budget is \$183.2 million. The implementation of the FY 26 budget will begin on July 1, 2025, and finance staff will prepare for budget rollovers and distribution by June 30, 2025.

#### **4. Budget Presentations - Dr. Manker, City Manager**

During a budget discussion led by Dr. Manker, the City Clerk's department's budget was reviewed. Dr. Manker explained that no additional funding was requested for the department but emphasized that the Clerk manages the Council's budget. The detailed budget was presented, which includes individual allocations for each council member, travel and transportation costs of \$10,500, and a communication budget of \$3,000. The mayor suggested reducing the travel and communication expenses, citing the need for cuts due to a tight budget season, and recommended rolling the savings into the Capital Improvement Fund.

However, Councilor Holloway and Vice Mayor Joyner disagreed with the Mayor's proposal. Councilor Holloway emphasized that the city had a balanced budget, pointing out that the surplus from the real estate reassessment helped cover costs like health insurance and class compensation. Holloway stressed the importance of travel and communication expenses, particularly for new council members, to access valuable information through conferences. Vice Mayor Joyner also argued against reducing the travel budget too much, suggesting that the amount allocated was excessive, though it should be reduced to a reasonable amount, given that no one had spent close to the full amount in the previous year.

The conversation continued with a suggestion to lower the travel allocation to \$2,500, with the idea that online courses or bringing in experts to the city could provide more cost-effective ways to acquire necessary information. Several council members voiced their opinions on balancing the need for education and travel with

fiscal responsibility. Ultimately, a consensus emerged to reduce the budget for travel and public transportation to \$2,500, with further adjustments and discussions needed as the budget process progressed.

Mayor Partin has two request options for Dr. Manker. The first option is to calculate the cost of \$2,500 per counselor, which would include savings. The second option involves estimating the total cost of attending one conference, including expenses for lodging, per diem (daily allowances for food and other expenses), and other associated costs. The total figures for both options need to be provided and brought back for review. The final information is expected to be presented at the next budget meeting on the 20th.

### **ADJOURNMENT**

Respectfully Submitted,

---

**Johnny Partin, Mayor**

---

**Brittani Williams, City Clerk**

C-3

# Revenue/Tax Rates

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The City is not recommending any updated to the current tax rates for FY26. The rates are as follows:

## **2026 RE Tax Rate**

- \$1.17/per \$100 assessed value

## **Cigarette Tax**

- \$0.40/pk

## **Sales Tax**

- Meals 6%
- Lodging 10%

## **Personal Property Tax**

- \$3.50 per \$100 assessed value (Auto, Trucks, Boats, Trailers, Motorcycles)

## **Machinery and Tools Tax**

- \$3.10 per \$100 at 25% original cost

## **Utility Taxes**

- Gas \$1.40 / Month
  - Water and Electric \$2 / Month
  - Phone \$2 / Month
  - Cellular \$3 / Month
- 

C-5



# NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The City of Hopewell proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 11.88 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$1.05 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The City of Hopewell proposes to adopt a tax rate of \$1.17 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.12 per \$100, or 10 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the City of Hopewell will exceed last year's by 10 percent.

A public hearing on the increase will be held on April 8, 2025 at 7:30 p.m. in the City Council Chambers located in the Municipal Building at 300 N. Main Street, Hopewell, VA.

# COMMUNICATIONS FROM CITIZENS

# REGULAR BUSINESS

**R-1**



# 2025-2026 Renewal Recommendations

March 25, 2024





## Renewal Summary

- The Local Choice (TLC) renewal is calling for a 12% increase
- Medicare eligible retirees Medicare Supplement with dental and vision rates are increasing from \$218 to \$232
- OneDigital's analysis of the claims experience and the market study suggests that the TLC renewal is fair
  - OneDigital's renewal projection is calling for 13.9% increase



## Option A The City and Employees Share the Renewal Increase

Option A	Plan 1	Plan 2	Plan 3	Total Premium	Cities Premium Contributions	Employee Premium Contributions
Current	HDHP \$3,000/20%	Key Advantage 500	Key Advantage 250	\$5,171,376	\$4,235,537	\$935,839
Renewal	HDHP \$3,000/20%	Key Advantage 500	Key Advantage 250	\$5,791,764	\$4,743,661 (\$508,124)	\$1,048,103 (\$112,264)

Total Premium Increase: \$620,388

Total increase to the City \$508,124

Total increase to the employees \$112,264

## Option B The City Absorbs the Renewal Increase

Option A	Plan 1	Plan 2	Plan 3	Total Premium	Cities Premium Contributions	Employee Premium Contributions
Current	HDHP \$3,000/20%	Key Advantage 500	Key Advantage 250	\$5,171,376	\$4,235,537	\$935,839
Renewal	HDHP \$3,000/20%	Key Advantage 500	Key Advantage 250	\$5,791,764	\$4,855,925 (\$620,388)	\$935,839 (\$0.00)

Total Premium Increase: \$620,388

Total increase to the City \$620,388

Total increase to the employees \$0.00

# July 2025 TLC Plan Modifications

- **HDHP Deductible** – In accordance with IRS regulations, the In Network deductibles will be changed from \$3,200/\$6,400 to \$3,300 Single / \$6,600 Family.
  - Family (the out-of-pocket maximums will remain at \$5,000 Single / \$10,000 Family)
- **Renewal Selections**
  - All groups are required to submit their renewal selections via Cardinal
  - Due by April 1, 2025
- **Open Enrollment**
  - Open enrollment will occur May 1, 2025 – May 15, 2025. Education can happen prior to May 1<sup>st</sup> but you must allow open enrollment submissions May 1<sup>st</sup> – 15<sup>th</sup>
  - This will not be a complete re-enrollment, only changes will need to be submitted.



# Next Steps



- Continue with TLC offering the three current plan options to active employees and pre-Medicare eligible retirees.
  - HDHP
  - Key Advantage 250
  - Key Advantage 500
- Approve City contributions
  - Share or absorb the renewal increase with employees.

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:**

**Request for Support of application for HUD Earmark “Community Development Fund” for the Hopewell Community Center**

**ISSUE:** The City of Hopewell Community Center is over 40 years old and is in dire need of system upgrades and improvements. There are two major areas of need; Installation of HVAC ventilation systems, and renovations of locker areas.

**RECOMMENDATION:** Approve: RESOLUTION IN SUPPORT OF THE EARMARK REQUEST FOR THE FY2026 FEDERAL HUD “COMMUNITY DELVELOPMENT FUND”

**TIMING:** Earmark request estimated due April 2025.

**BACKGROUND:** In 2021, Congress reinstated earmarks following a nine-year ban. While earmarks have been used by Congress since the 1st Congress in 1789, the 112th Congress (2011-12) put a moratorium on this practice. In 2021, a bipartisan group of lawmakers successfully pushed to bring back earmarks, but with increased levels of transparency and accountability. The reforms require a comprehensive review of all proposed earmarks, that lawmakers attach their names to their requests, official disclosures that representatives and their immediate family members will not personally benefit from the project, assurances that the earmark request is not creating unauthorized spending, and the use of eligibility criteria that projects must meet to qualify for various funds. Of note, only units of local government, non-profits, and educational organizations may receive an earmark. The grant writing consultant team, S2 Sustainable Strategies DC who engaged by the City of Hopewell has identified the HUD “Community Development Fund” as a earmark opportunity for the City of

**SUMMARY:**

Y N

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

Y N

- Councilor Sandra Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7



Hopewell Community Center. The earmark request proposed is to install air conditioning and ventilation in the building and upgrade the locker room facilities.

**ENCLOSED DOCUMENTS:**

- RESOLUTION IN SUPPORT OF THE EARMARK REQUEST FOR THE FY2026 FEDERAL HUD “COMMUNITY DELVELOPMENT FUND”

**STAFF:** Tabitha Martinez, Director of Recreation and Parks and  
Charles Bennett, Director of Economic Development and Tourism

**FOR IN MEETING USE ONLY**

**MOTION: Approve the RESOLUTION IN SUPPORT OF THE EARMARK REQUEST FOR THE FY2026 FEDERAL HUD “COMMUNITY DELVELOPMENT FUND”**

**Roll Call**

---

**SUMMARY:**

**Y N**

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

**Y N**

- Councilor Sandra Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

**RESOLUTION IN SUPPORT OF THE EARMARK REQUEST FOR THE FY2026  
FEDERAL HUD “COMMUNITY DELVELOPMENT FUND”**

**WHEREAS**, the City Council of Hopewell, Virginia supports the earmark request for the FY2026 Federal HUD “Community Development Fund” for the system upgrades and improvements of the City of Hopewell Community Center; and

**WHEREAS**, the Council is committed to the continued health and wellness of Hopewell and believes that the proposed earmark supports the Hopewell Community Center’s goals to build stronger and more resilient communities through its programing; and

**WHEREAS**, the Council understands that the earmark funds requested would be used to mitigate the impact outdated HVAC systems and facility amenities have on the City; and now therefore,

**BE IT RESOLVED** that the Council does hereby authorize and support the earmark request for the FY2026 Federal HUD “Community Development Fund” on behalf of the City.

Witness this signature and seal

---

Johnny Partin, Mayor  
Hopewell City Council, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

---

Brittani Williams, City Clerk

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:** Federal Earmark Funding FY2026- Hopewell Water Renewal

**ISSUE:** Resolution for Federal Earmark Funding opportunities

**RECOMMENDATION:** Approve resolution

**TIMING:** Urgent- Applications due the beginning of April 2025

**FISCAL IMPACT:** Each Federal budget cycle our there are opportunities for the City to receive funding through Congressionally Directed Spending. Staff presented the concept previously and is asking for approval of the resolution in order to move forward with the earmark application. The proposed project will include pump station and sewer collection system improvements throughout the City. These needs have previously been identified and any grant funding obtained would reduce the burden on the sewer utility to carry these costs. Total project cost up to \$2M with a 20% match required (up to \$400k max).

**ENCLOSED DOCUMENTS:** Resolution

**STAFF:** Michael Crocker, Director of Public Works, Interim Director of HWR

### FOR IN MEETING USE ONLY

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

\_\_\_\_\_

### Roll Call

**SUMMARY:**

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

**RESOLUTION IN SUPPORT OF THE EARMARK REQUEST FOR THE FY2026  
FEDERAL EPA "STATE AND TRIBAL ASSISTANCE GRANTS"**

**WHEREAS**, the City Council of Hopewell, Virginia supports the earmark request for the FY2026 Federal EPA "State & Tribal Assistance Grants" for citywide improvements to pump stations and improvements to the collection system infrastructure; and

**WHEREAS**, the Council is committed to the continued health and safety of Hopewell and believes that the proposed supports the City's goals of managing wastewater and ensuring the protection of public and environmental health; and

**WHEREAS**, the Council understands that the earmark funds requested would be used to mitigate the impact inadequate infrastructure may have on the City; and

**WHEREAS**, the Council pledges to a 20% match in the projected amount of \$400,000 if the federal funding is approved; and now therefore,

**BE IT RESOLVED** that the Council does hereby authorize and support the earmark request for the FY2026 Federal EPA "State and Tribal Assistance Grants" on behalf of the City.

Witness this signature and seal

---

Johnny Partin, Mayor  
Hopewell City Council, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

---

Brittani Williams, City Clerk

R-4





# 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: Federal Earmark Funding - PD.**

**ISSUE:** The Hopewell Police Department has the opportunity through federal earmark funding, to improve and enhance public safety technology citywide. This enhancement would centralize all current technology for our staff to include; drones, flock LPR, verkada products, CAD, fixed video, boundaries, floor plants, BWC, etc. Additionally, it would allow officers to hear live 911 calls and read transcripts, improving outcomes and response times. This enhancement includes two mobile trailer security units that can be deployed quickly to address ongoing issues, at special events and has the same LPR and video technology. This package includes citywide gunshot detection coverage, integrating our LPR and live feed cameras to automatically detect the vehicles in the area of the gunshots.

**RECOMMENDATION:** Staff recommends that the Hopewell Police Department pursue federal earmark funding to enhance public safety technology throughout the City of Hopewell.

**TIMING:** Deadline to apply April 2025 – date TBD.

**FISCAL IMPACT:** No fiscal impact for two years, 100 percent reimbursement grant.

**ENCLOSED DOCUMENTS:** Earmark Funding – Public Safety Technology Enhancement.

**STAFF:** Deputy Chief, Donnie Reid

**FOR IN MEETING USE ONLY**

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

**SUMMARY:**

**Y N**

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

**Y N**

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

**RESOLUTION IN SUPPORT OF THE EARMARK REQUEST FOR THE FY2026  
FEDERAL DEPARTMENT OF JUSTICE “COPS LAW ENFORCEMENT  
TECHNOLOGY”**

**WHEREAS**, the City Council of Hopewell, Virginia supports the earmark request for the FY2026 Federal Department of Justice “COPS Law Enforcement Technology” account to improve and enhance public safety technology citywide; and

**WHEREAS**, the Council is committed to the continued public safety of Hopewell and believes that the proposed earmark supports the enhancement and centralization of current technology in the Hopewell Police Department; and

**WHEREAS**, the Council understands that the earmark funds requested would be used to deter and detect criminal activity in the City; and now therefore,

**BE IT RESOLVED** that the Council does hereby authorize and support the earmark request for the FY2026 Federal DOJ “COPS Law Enforcement Technology” on behalf of the City.

Witness this signature and seal

\_\_\_\_\_  
Johnny Partin, Mayor  
Hopewell City Council, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: \_\_\_\_\_

Brittani Williams, City Clerk



# Police - Earmark Funding Request

- Request cycle opens: Early – Mid April 2025
- Money rewarded: Mid – Late 2026 (If selected)
- Request through Congresswoman McClellan; Senators Kaine & Warner
  
- Our Request is for Enhancing Public Safety Technology in the City of Hopewell
- Amount: \$999,700.00 (no match required)
  - FlockOS Elite Package
  - Enhanced LPR Upgrade
  - Flock911
  - 2 – Flock Mobile Security Trailers (3 Cameras each)
  - Flock Safety Video Integration (700 video feeds)
  - Video Integration Gateway 2.0 (8 streams per box – 15 boxes)
  - Flock Safety Gunshot Detective (10 units – covering 10 square miles)



R-5



# 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:** Streets projects funding reallocation to paving projects

**ISSUE:** Resolution to reallocate projects funding to paving projects

**RECOMMENDATION:** Approve resolution

**TIMING:** Paving to occur late spring/early summer

**FISCAL IMPACT:** Currently there are two VDOT revenue sharing projects on the books for which the estimates are outdated; Hill Ave & Hooker St reconstruction and Wagner Ave and Hooker St reconstruction (Total Project Estimate \$3,173,000 & \$3,063,000 respectively). Should we proceed forward with the projects the City would be responsible for any budget overrun. We are not currently meeting the schedule for these VDOT projects due to various reasons including cost. It is recommended that we reallocate budgeted funds in the amount of \$452,000 to the VDOT revenue sharing paving projects that will occur this year. This additional funding will allow us to accomplish more paving in the identified project areas. The two VDOT revenue sharing paving projects have also encountered cost conditions higher than when the applications were made and this funding will help to supplement the current allocated funding.

**ENCLOSED DOCUMENTS:** Resolution

**STAFF:** Michael Crocker, Director of Public Works, Interim Director of HWR

### FOR IN MEETING USE ONLY

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

**SUMMARY:**

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7



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## Roll Call

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### SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7


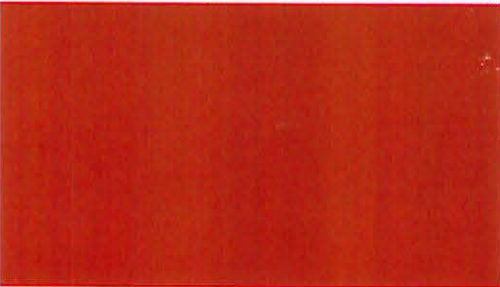
R-6





**HWR Prince George County  
Flow Request Evaluation  
DRAFT**

*Hopewell, Virginia*  
January 23, 2025





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# 1 INTRODUCTION AND BACKGROUND

Hopewell Water Renewal (HWR) is evaluating the available capacity of its publicly owned treatment works (POTW) to determine its ability to treat additional influent flows from Prince George County. This assessment will estimate the current available plant capacity by comparing current influent flows and loads to the design capacity. This estimated available capacity will be compared to the design basis loads for existing dischargers established as part of the Alternative 4A-1 Light design to determine the feasibility of accepting additional flows from Prince George County.

This evaluation is based on the Alternative 4A-1 Light, Phase 2 design capacity of the existing facility. No upgrade, expansion, or rerating of the existing facility beyond the current capacity of 50 MGD is considered. Ongoing issues associated with the solids handling processes at HWR and the impact of associated recycle streams are negatively impacting plant performance and available capacity. This evaluation will not assess or propose any improvements to solids handling. It is assumed that the solids handling system will be upgraded and stabilized prior to receiving any additional influent flows. Leachate receipt and treatment were not considered in the design of the existing treatment plant and this evaluation assumes that leachate deliveries will be terminated if additional flow from Prince George County is authorized. A detailed capacity assessment of the existing wastewater collection and conveyance system is not included in this evaluation.

It is also important to note that recently implemented water quality regulatory changes in Virginia have resulted in more stringent water quality standards for ammonia which are reflected in the proposed limits in HWR's most recent VPDES permit. The existing facility was not designed to achieve, and is not capable of meeting, the limits proposed in the VPDES permit.

This Technical Memorandum (TM) summarizes current influent flows and loads to the HWR treatment facility and compares these values to the design basis. Using guidance from the City of Hopewell Department of Economic Development, the capacity required to accommodate growth and development within the City of Hopewell is also estimated. With this information, the feasibility of accepting additional flows from Prince George County is discussed.

## 1.1 HWR Treatment Process Overview

HWR is a publicly-owned treatment works providing physical and biological treatment of domestic and industrial wastewater. HWR has a design average capacity of 50 million gallons per day (mgd). Industrial flows account for over 70 percent of current average influent flow.

High temperatures and other characteristics of the predominantly industrial wastewater flow to HWR make nutrient removal at the plant a significant challenge. The current HWR treatment process, known as Alternative 4A-1 Light, is the culmination of over 20 years of engineering studies and analyses to identify the most effective approach to achieving nitrification at HWR. Shown schematically in Figure 1-1, Alternative 4A-1 Light provides segregated treatment for nitrification and partial denitrification of domestic wastewater and a portion of the industrial flow from AdvanSix, followed by combined biological treatment of the segregated and main industrial flow stream for additional denitrification and BOD removal in the UNOX process. Alternative 4A-1 Light was designed to achieve the following effluent concentrations at the 50 mgd design condition (projected 2040 flows and loads):

- Annual average total nitrogen (TN) of 15 mg/l

- Monthly average ammonia of 14 mg/l
- Daily Maximum ammonia of 21 mg/l

Alternative 4A-1 Light is not designed for phosphorus removal. The industrial wastewater flows to HWR are phosphorus deficient, and supplemental phosphorus must be added to support biological growth in the combined segregated/industrial treatment in process. Effluent phosphorus concentrations are highly variable and are impacted by high effluent total suspended solids (TSS) concentrations (as recognized in the high effluent TSS limits in the HWR discharge permit), variability in industrial loadings, and limitations in controlling supplemental phosphorus dosing. Based on these factors, HWR is capable of meeting an annual average effluent phosphorus concentration of 1 to 3 mg/l.

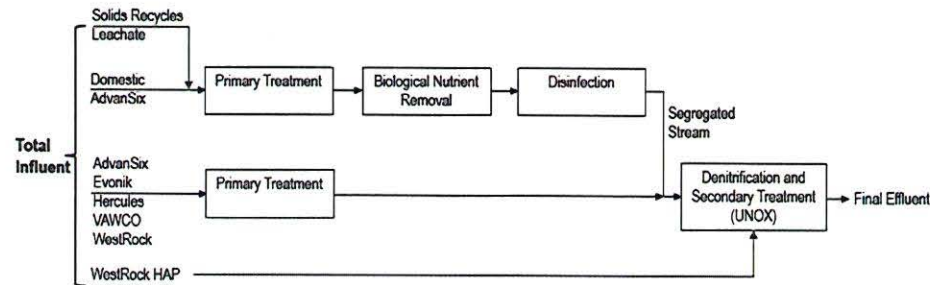


Figure 1-1: Alternative 4A-1 Light Simplified Process Flow Diagram

## 1.2 Current Conditions Evaluation Overview

The current conditions evaluation consisted of a review and analysis of recent plant data, nutrient removal performance for segregated treatment, and final plant effluent. Key elements of the current conditions evaluation include the following:

- Summarize current influent flows and loads from domestic and industrial sources and compare to Alternative 4A1-Light design basis flows and loads.
- Assess and summarize current plant performance in terms of segregated and final effluent BOD, TSS, ammonia, TKN, and TP concentrations and compare to Alternative 4A1-Light “best achievable treatment” and current and proposed VPDES permit limits.

Outcomes and findings of the current conditions evaluation are used to establish current available capacity at the HWR treatment facility.

## 2 INFLUENT FLOWS AND LOADS

### 2.1 Design Basis

The design basis flows and loads for Alternative 4A1-Light are listed in Table 2-1. These loads are based on the projected 2040 design average flow of 50 mgd and are maximum monthly average values. Current conditions are compared to these design basis loads in the next section.

**Table 2-1: 4A1-Light Design Basis Influent Flows and Loads, 2040 Projected**

Source	Flow, mgd	BOD, lb/day	TSS, lb/day	TKN, lb/day	NOX, lb/day
Domestic	14.7	23,576	25,828	3,990	81
AdvanSix	9.3	35,480	2,751	8,064	512
Ashland	3.2	38,510	4,732	492	7,370
Evonik	0.1	3,690	304	351	1
VAWCO	1.3	0	14,503	74	13
West Rock	17	28,457	92,945	464	61
West Rock HAP	0.7	26,414	35	1,392	51
Unallocated Industrial	3.6	0	0	0	0
Total Industrial	35.2	132,551	115,270	10,837	8,008
Total	50	156,127	141,098	14,827	8,089

### 2.2 Current Conditions

Current HWR flows and loads are summarized in Table 2-2. Domestic and industrial loads are monitored separately, and therefore the total plant loads were calculated as the sum of these sources. Domestic loads were calculated based on the out-plant data because the in-plant data for segregated influent includes plant recycles and leachate, and therefore cannot be used to accurately determine the domestic loads. Industrial loads were calculated based on the in-plant industrial influent plus HAP flow to UNOX and AdvanSix flow to segregated treatment. Additionally, the average industrial load was also calculated as the sum of each industrial source. Refer to Sections 2.2.1 and 2.2.2 for additional graphs and discussion of the domestic and industrial sources, respectively.



**Table 2-2: Current Influent Flow (2021-2024)**

Source	Flow, mgd	BOD, lb/day	TSS, lb/day	TKN, lb/day	NOX, lb/day	TP, lb/day
<u>Domestic<sup>1</sup></u>						
Annual average	6.2	14,087	20,384	1,953	10	NR
Max month	9.0	18,969	37,307	2,404	39	NR
Max day <sup>2</sup>	15.1	30,728	171,081	3,677	81	NR
<u>Industrial</u>						
Annual average <sup>3</sup>	18.5	70,958	65,715	4,994	764	NR
Annual average <sup>4</sup>	24.3	79,583	72,973	6,074	407	2930 <sup>5</sup>
Max month <sup>4</sup>	36.9	140,553	167,142	11,268	1,717	745 <sup>5</sup>
Max day <sup>2,4</sup>	40.4	185,492	521,830	14,931	6,520	1,762 <sup>5</sup>
<u>Domestic + Industrial<sup>6</sup></u>						
Annual average	30.5	93,245	95,699	8,054	356	NR
Max month	43.4	154,240	204,661	13,385	1,291	NR
Max day <sup>2</sup>	48.2	202,609	562,063	15,215	3,361	NR

<sup>1</sup> Domestic flow and loads calculated based on sum of 1<sup>st</sup> Street and Bailey's pump stations data, 6/2021 – 5/2024.

<sup>2</sup> Maximum day values are based on 99.7<sup>th</sup> percentile

<sup>3</sup> Industrial annual average load based on sum of all industrial sources from out-plant data and HAP, 6/2021 – 5/2024.

<sup>4</sup> Industrial values were indicated are based on the sum of plant industrial influent, HAP, and AdvanSix to segregated treatment, 6/2021 – 5/2024.

<sup>5</sup> Industrial influent phosphorus loads where indicated are based on in-plant data Industrial Influent 6/2021 – 5/2024, and do not include portion of AdvanSix flow directed to MBBR.

<sup>6</sup> Domestic + Industrial values are based on the sum of plant industrial influent, HAP, AdvanSix to segregated treatment, 1<sup>st</sup> Street PS, and Bailey's PS. Leachate is not included.

Maximum month loads from each source along with corresponding percentages of Alternative 4A-1 Light design average (maximum month) loads from Table 2-1, are listed in Table 2-3. Annual average and maximum day loads from each source are also provided for reference in Table 2-3 and Table 2-5, respectively.



**Table 2-3: Current Flows by Source, Maximum Month**

Source	Flow		BOD		TSS		TKN		NOX	
	mgd	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>
Domestic <sup>2</sup>	9.0	61%	18,969	80%	37,307	144%	2,404	60%	39	49%
Total Industrial <sup>3</sup>	36.9	106%	140,553	106%	167,142	145%	11,268	104%	1,746	22%
Total Industrial <sup>4</sup>	21.0	60%								
Total Industrial <sup>**</sup>	22.4	64%	124,862	94%	143,234	124%	8,458	76%	2,590	32%
AdvanSix	7.9	85%	48,011	135%	2,128	77%	4,953	61%	74	14%
Ashland	1.6	51%	24,873	65%	4,607	97%	1,348	274%	2,457	33%
Evonik	0.1	81%	4,597	125%	485	160%	343	98%	0.6	57%
VAWCO	1.5	115%	NR	-	38,435	265%	720	973%	3.0	23%
West Rock	10.6	62%	28,926	102%	97,529	105%	341	73%	33	54%
West Rock HAP	0.7	101%	18,455	70%	51	145%	754	54%	22	43%
Domestic <sup>2</sup> + Industrial <sup>3</sup>	43.4	87%	154,240	99%	204,661	145%	13,385	90%	1,291	16%

<sup>1</sup> Percentage of Alternative 4A-1 Light design loads

<sup>2</sup> Domestic flow and load calculated based on sum of 1<sup>st</sup> Street and Bailey's pump stations data, 6/2021 - 5/2024.

<sup>3</sup> Total Industrial values where indicated are based on the sum of plant industrial influent, HAP, and AdvanSix to segregated treatment, 6/2021 - 5/2024.

<sup>4</sup> Total Industrial values where indicated are based on compilation of individual industrial sources where data are available for all major load contributors.

**\*\* This is a sum of the individual industrial source values listed and is not an actual maximum month value. Each industrial source does not peak simultaneously.**

**Table 2-4: Current Flows by Source, Annual Average**

Source	Flow		BOD		TSS		TKN		NOX	
	mgd	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>
Domestic <sup>2</sup>	6.2	-	14,087	-	20,384	-	1,953	-	10	-
Total Industrial <sup>3</sup>	24.3	-	79,583	-	72,973	-	6,074	-	407	-
Total Industrial <sup>4</sup>	18.5	-	70,958	-	65,715	-	4,993	-	764	-
AdvanSix	6.5	-	21,667	-	1,265	-	3,381	-	22	-
Ashland	1.2	-	14,335	-	1,903	-	455	-	722	-
Evonik	0.1	-	1,927	-	151	-	174	-	0.3	-
VAWCO	1.2	-	NR	-	12,628	-	162	-	1.4	-
West Rock	9.1	-	19,538	-	49,749	-	232	-	12	-
West Rock HAP	0.4	-	13,491	-	19	-	589	-	5.3	-
Domestic <sup>2</sup> + Industrial <sup>3</sup>	30.5	-	93,254	-	95,699	-	8,054	-	356	-
Domestic <sup>2</sup> + Industrial <sup>4</sup>	24.6	-	85,046	-	86,100	-	6,946	-	774	-

<sup>1</sup> Percentage of Alternative 4A-1 Light design loads (maximum month basis) not applicable to annual average.

<sup>2</sup> Domestic flow and load calculated based on sum of 1<sup>st</sup> Street and Bailey's pump stations data, 6/2021 – 5/2024.

<sup>3</sup> Total Industrial values where indicated are based on the sum of plant industrial influent, HAP, and AdvanSix to segregated treatment, 6/2021 – 5/2024.

<sup>4</sup> Total Industrial values where indicated are based on sum of individual industrial sources shown in the table.

**Table 2-5: Current Flows by Source, Maximum Day**

Source	Flow		BOD		TSS		TKN		NOX	
	mgd	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>
Domestic <sup>2</sup>	15.1	-	30,728	-	171,081	-	3,677	-	81	-
Total Industrial <sup>3</sup>	40.4	-	185,492	-	521,830	-	14,931	-	6,520	-
Total Industrial <sup>4</sup>	26.1	-		-		-		-		-
Total Industrial**	29.0	-	235,587	-	560,976	-	14,396	-	7,031	-
AdvanSix	9.2	-	70,772	-	7,469	-	6,292	-	407	-
Ashland	3.2	-	50,206	-	7,061	-	2,485	-	6,494	-
Evonik	0.2	-	6,791	-	1,692	-	1,307	-	1.1	-
VAWCO	3.2	-	0	-	242,890	-	2,255	-	6.0	-
West Rock	12.5	-	72,866	-	301,765	-	1,102	-	86	-
West Rock HAP	0.8	-	34,951	-	100	-	955	-	37	-
Domestic <sup>2</sup> + Industrial <sup>3</sup>	48.2	-	202,609	-	562,063	-	15,215	-	3,361	-

<sup>1</sup> Percentage of Alternative 4A-1 Light design loads (maximum month basis) not applicable to maximum day.

<sup>2</sup> Domestic flow and load calculated based on sum of 1<sup>st</sup> Street and Bailey's pump stations data, 6/2021 - 5/2024.

<sup>3</sup> Total industrial values where indicated are based on the sum of plant industrial influent, HAP, and AdvanSix to segregated treatment, 6/2021 - 5/2024.

<sup>4</sup> Total industrial values where indicated are based compilation of individual industrial sources where data are available for all major load contributors.

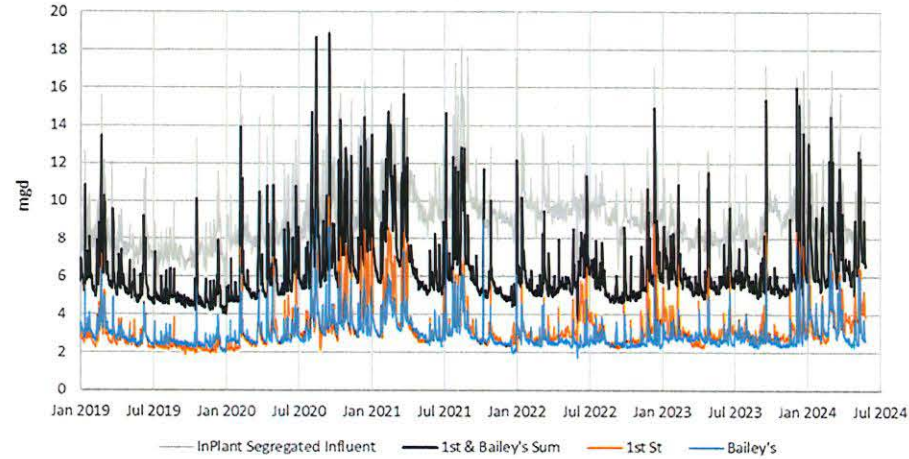
\*\* This is a sum of the individual industrial source values listed and not an actual maximum day. Each industrial source does not peak simultaneously.

The values presented in Table 2-3 are most relevant for evaluating current influent flows and loads compared to the design basis. Key observations and notes are provided below:

- Several TSS measurements were removed from the Bailey's or 1<sup>st</sup> Street PS data set because they could be deemed outliers relative to the in-plant segregated influent measurements. However, many other high TSS measurements remain, as shown in Figure 2-2). While it is possible that these are outliers, it cannot be confirmed since the in-plant segregated influent also includes solids recycles. A few outliers were removed from the industrial data where the outlier could be confirmed by a comparison to the plant industrial influent and to other analysis of the same sample.
- While domestic flow, BOD load, TKN load and NOx-N load are below the design basis, the domestic TSS load is nearly 50% higher than the design basis load.
- Maximum month influent loads for several industries are at or exceeding their design basis loads. While the maximum months influent loads presented for the various industries are not concurrent, the degree to which some individual industries are exceeding their design basis may warrant further investigation. Of particular note are the BOD load for AdvanSix, the TKN load for Ashland, the TSS and BOD loads for Evonik, and the TSS and TKN loads for VAWCO.

### 2.2.1 Domestic Sources

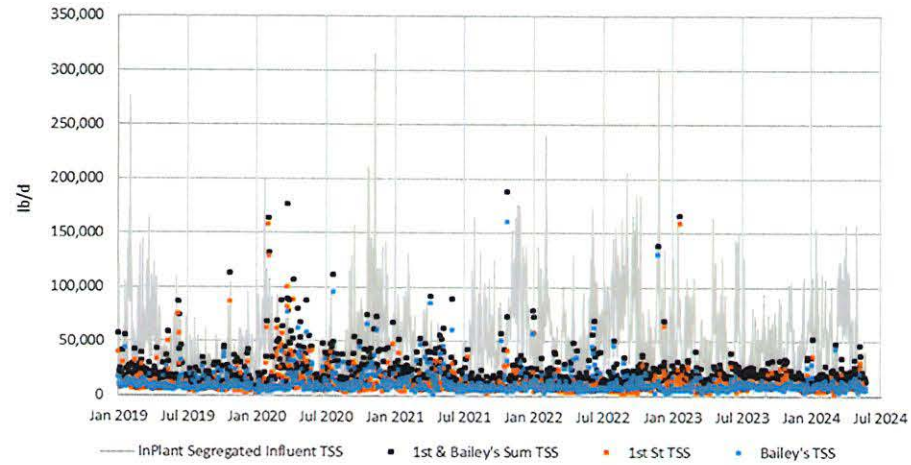
Domestic flows are shown in Figure 2-1. The sum of 1<sup>st</sup> Street PS and Bailey's PS flows can be compared to the segregated influent flow, which includes plant recycles with leachate and AdvanSix flow to segregated treatment.



**Figure 2-1: Domestic Flows**

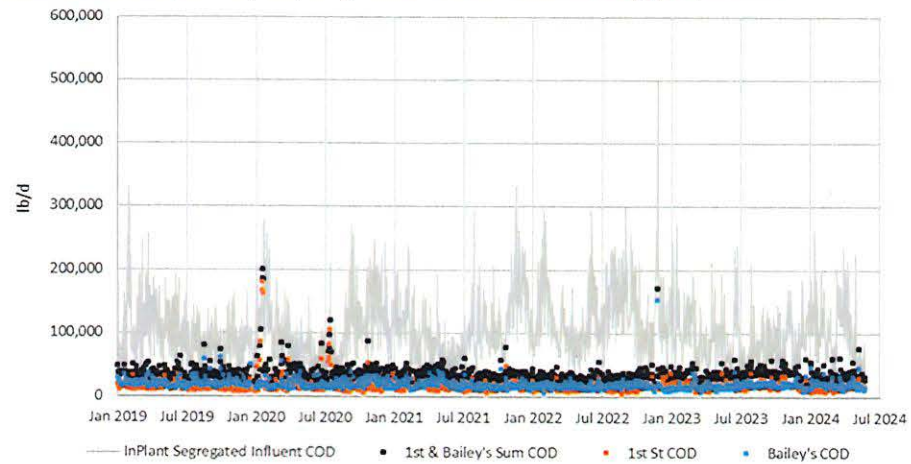
Domestic and segregated TSS loads are plotted in Figure 2-2. The data from 1<sup>st</sup> Street and Bailey's PS includes a number of high TSS values after removing extreme outliers. There are also spikes in the segregated influent TSS load, which show that solids were being recycled to the segregated influent.





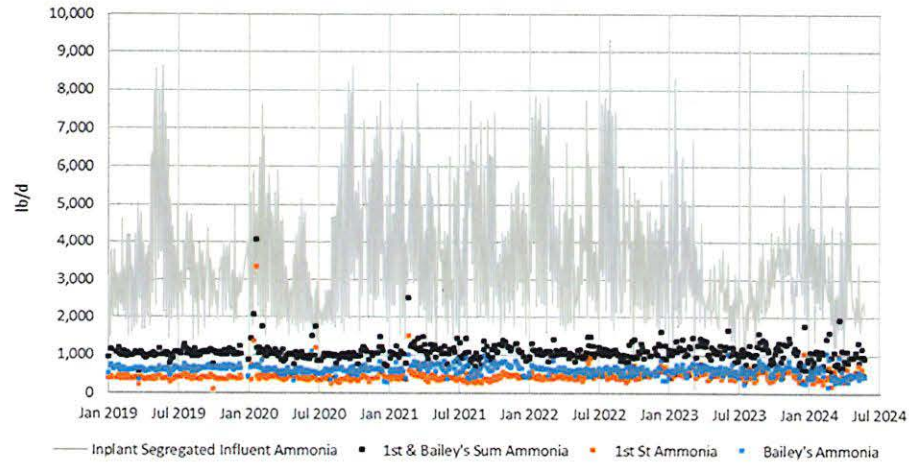
**Figure 2-2: Domestic and Segregated Influent TSS Loads**

The recycle load from solids processing is also evident in Figure 2-3, which shows the segregated influent COD load (with recycles) is higher than that of the contributing pump stations.



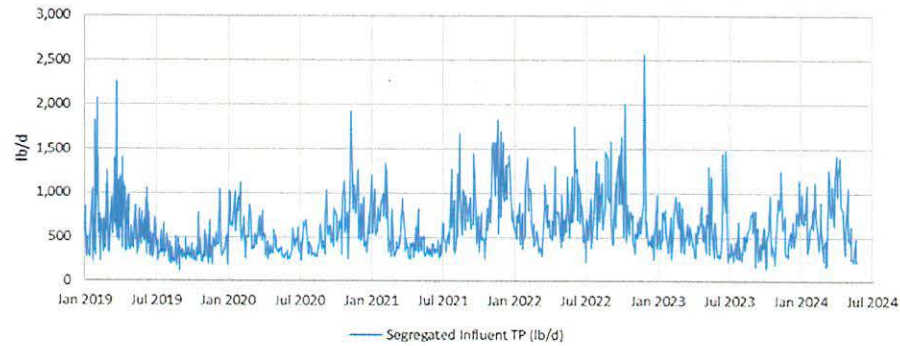
**Figure 2-3: Domestic and Segregated Influent COD Loads**

Domestic and segregated influent ammonia are shown in Figure 2-4. The segregated influent ammonia load is higher than the load from the pump stations due to AdvanSix flow to segregated treatment, leachate, and plant recycles.



**Figure 2-4: Domestic and Segregated Influent Ammonia Loads**

Segregated primary influent total phosphorus loads are shown in Figure 2-5. Phosphorus is not reported in the out-plant data and therefore are not shown. Periods of elevated total phosphorus occur during periods of heavy solids recycle loads.



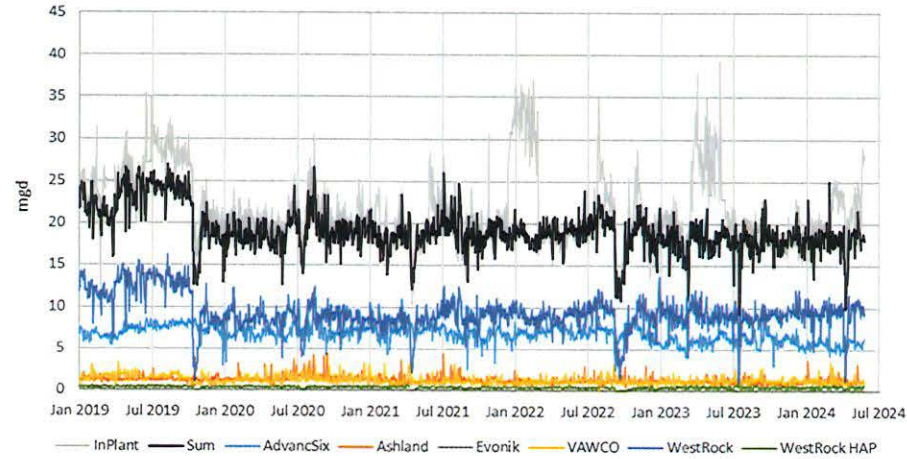
**Figure 2-5: Segregated Influent Phosphorus Loads**

### 2.2.2 Industrial Sources

Figure 2-6 shows the flow from each industrial source, the sum of these individual sources, as well the in-plant industrial influent flow. The in-plant industrial influent includes all the industrial sources

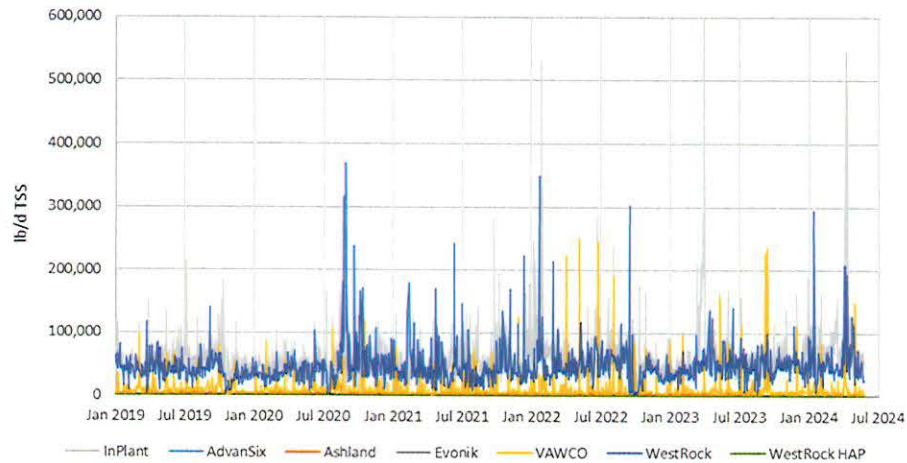


except the portion of AdvanSix flow directed to segregated treatment and HAP, which is added directly to the UNOX process downstream.



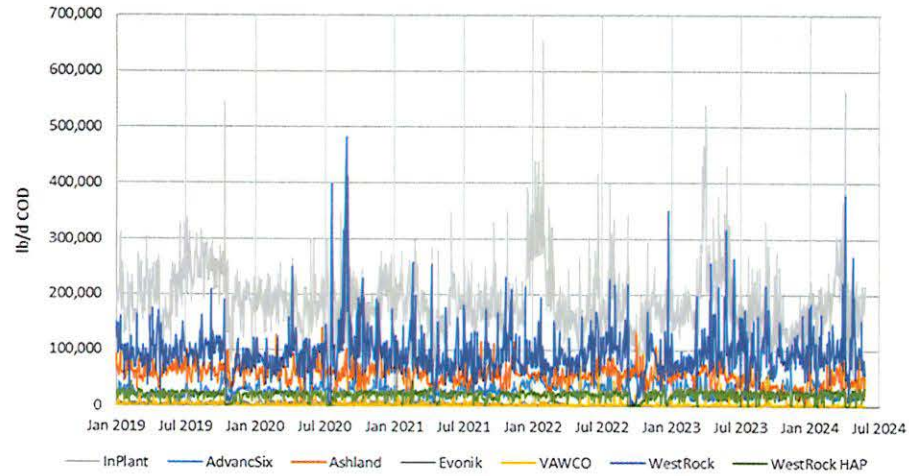
**Figure 2-6: Industrial Flows**

The industrial TSS loads are shown in Figure 2-7. While WestRock is the largest contributor of TSS, both WestRock and VAWCO have similar day-to-day variation in TSS loading.

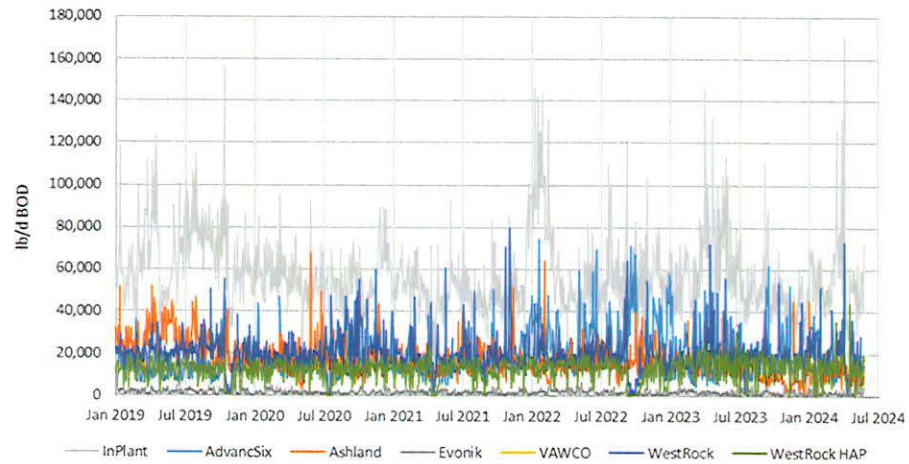


**Figure 2-7: Industrial TSS Loads**

Industrial COD and BOD loads are shown in Figure 2-8 and Figure 2-9, respectively.

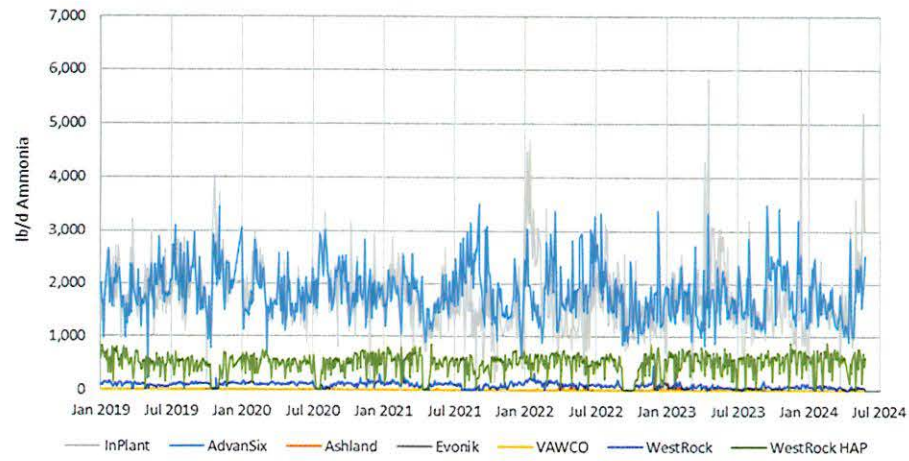


**Figure 2-8: Industrial COD Loads**

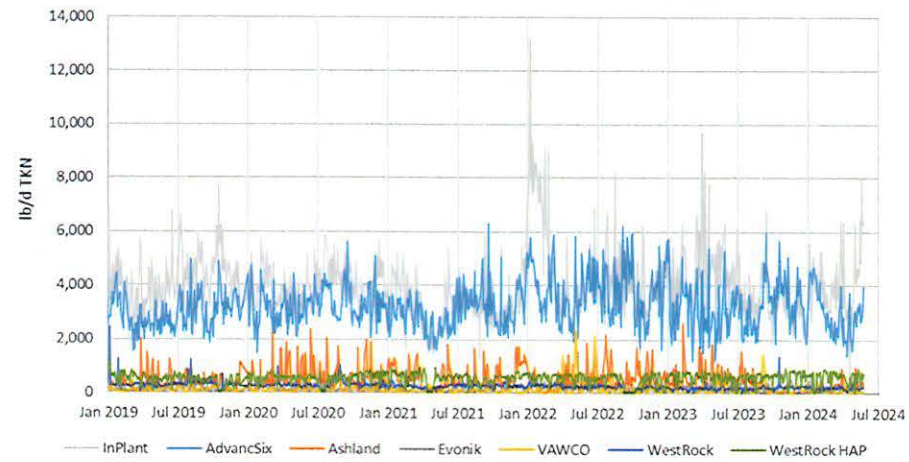


**Figure 2-9: Industrial BOD Loads**

Industrial ammonia and TKN loads are shown in Figure 2-10 and Figure 2-11, respectively. AdvanSix is the major contributor of nitrogen. The AdvanSix TKN concentration has more variability than the flow (standard deviations are 14% for flow, 30% for TKN concentration, and 29% for TKN load).

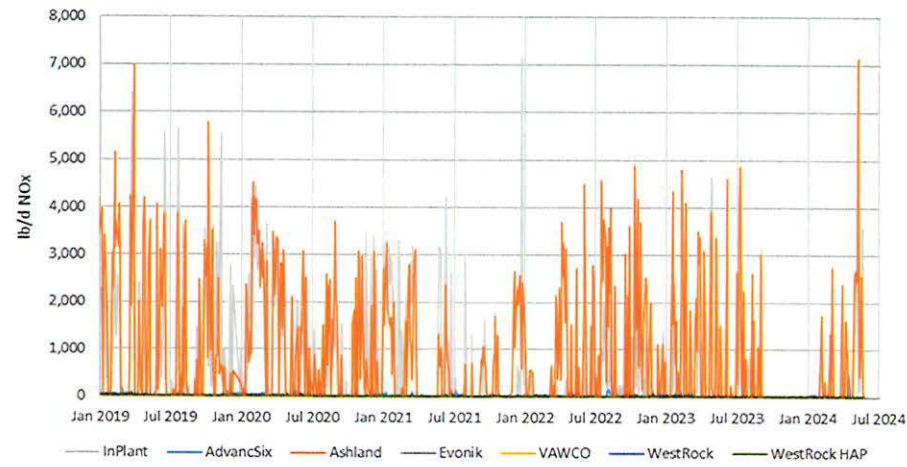


**Figure 2-10: Industrial Ammonia Loads**



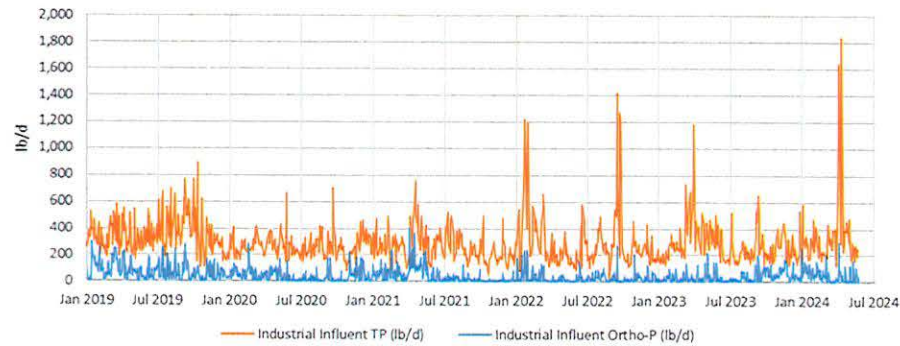
**Figure 2-11: Industrial TKN Loads**

The nitrate load to the plant is highly variable, as shown in Figure 2-12.



**Figure 2-12: Industrial NOx Loads**

The industrial influent total phosphorus and ortho-phosphorus are also quite variable, as shown in Figure 2-13. Phosphorus is not reported in the out-plant data and therefore is only shown as the combined industrial influent.



**Figure 2-13: Industrial Phosphorus Loads**



### 3 PROCESS PERFORMANCE

#### 3.1 Current Final Effluent Performance

The current effluent plant performance is summarized in Table 3-1 along with current effluent permit limits.

**Table 3-1: Plant Effluent Performance (6/2021 – 5/2024) and Permit Limits**

Parameter	Plant Data				Current Permit Limits				
	Average	Max Day	Max Month		Monthly Average		Weekly Average		Maximum
	mg/L	mg/L	mg/L	lb/day	mg/L	lb/day	mg/L	lb/day	mg/L
Flow (mgd)	23.1		27.8		NA		NA		NA
TN	11.9		27.4		15 Annual	NA	NA		NA
Ammonia	5.7	20.3	11.9	2,338	19.6 (interim), 2.32 (final)	5,732 (interim), 679 (final)	NA		27 (interim), 4.8 (final)
NOx	0.3		2.9		NA		NA		NA
Total Phosphorus	0.7		2.0		2.0	NA	NA		NA
cBOD	14		29	2,647	42	12,500	54	15,873	NA
TSS <sup>1</sup>	31		67	13,775	110	33,069	140	41,887	NA
Secondary effluent TSS <sup>1</sup>	75		302	53,500	NA		NA		NA
Secondary effluent COD	247		478		NA		NA		NA
Secondary effluent sCOD	146		195		NA		NA		NA

<sup>1</sup> Final effluent TSS is analyzed and reported once monthly, whereas secondary effluent is analyzed daily.

Plant effluent flows are plotted in Figure 3-1. The measured flow rates in Figure 3-1 show that the sum of industrial influent flow and segregated influent flow is higher than the final effluent flow. Possible explanations for this could be that the industrial influent flow is reading high, or the final effluent flow is reading low.

The data presented in Table 3-1 show that the HWR treatment facility successfully met current (interim for ammonia) permit limits during the three-year period evaluated (June 2021 – May 2024). However, the facility is unable to meet the proposed final limits for ammonia.



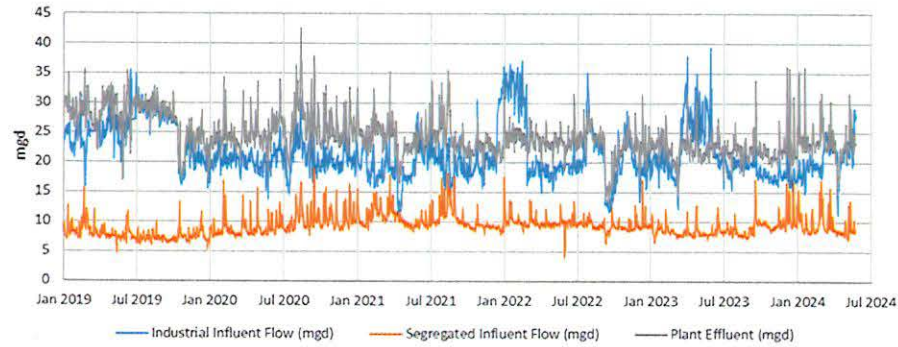


Figure 3-1: Plant Flows

## 3.2 Current Segregated Treatment Operations

### 3.2.1 Key Process Parameters

2040 design average (maximum month) for flow to the MBBR, as well as corresponding annual averages for reference to current conditions, are shown in Table 3-2. The MBBR system was designed to treat all domestic flow, internal recycle flows, and up to 40% of AdvanSix flow. This corresponds to AdvanSix flow comprising 19% (2040 design average) to 23% (2040 annual average) of the total MBBR influent flow. Limiting AdvanSix flow to the MBBR as a portion of the total flow to the MBBR is based on testing which showed inhibition of nitrification and more frequent nitrification upsets at higher AdvanSix flows. There is also a risk of nitrogen limitation in the UNOX process if a high fraction of AdvanSix flow is directed to the MBBR.





**Table 3-2: MBBR Influent Design Loads, Projected 2040**

Source	Flow, mgd	BOD, lb/day	TSS, lb/day	TKN, lb/day	NOX, lb/day	Alkalinity, lb/day
<b>Design Average</b>						
Domestic Primary Effluent	16	24,539	19,531	6,290	81	23,907
AdvanSix to Segregated Treatment	3.7	14,218	1,100	3,226	205	4,948
MBBR Influent	19.7	38,757	20,631	9,516	285	28,855
<b>Annual Average</b>						
Domestic Primary Effluent	10.7	16,726	13,003	4,642	24	15,938
AdvanSix to Segregated Treatment	3.2	10,152	723	2,326	61	4,276
MBBR Influent	13.9	26,878	13,726	6,968	85	20,214

Current MBBR performance was evaluated using annual average flows and loads. Average MBBR influent loads from 6/2021 through 5/2024 are shown in Table 3-3. Note that the percentages shown in Table 3-3 are percentages of the design average (maximum month) flows and loads shown in Table 3-2, to provide a direct comparison to MBBR design capabilities. MBBR influent data between 1/17/2020 and 2/7/2020 were omitted from this analysis; while there was clearly a process upset event, values were not in a reasonable range (e.g., MBBR influent TSS values far exceeded segregated influent).

**Table 3-3: MBBR Influent Current Average Loads**

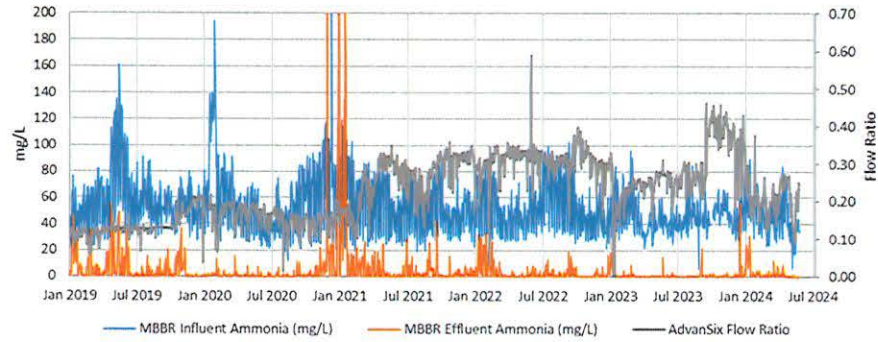
Source	Flow		BOD		TSS		TKN		NOX	
	mgd	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>
Domestic Primary Effluent <sup>2</sup>	6.8	43%	17,641	71%	27,226	139%	4,544	72%	115	153%
AdvanSix to Segregated Treatment <sup>3</sup>	2.7	72%	8,853	62%	517	47%	1,382	43%	10	5%
MBBR Influent <sup>3</sup>	9.5	48%	26,314	68%	27,743	134%	5,926	62%	125	44%

<sup>1</sup> Percent of MBBR design average loads.

<sup>2</sup> Domestic Primary Effluent values back calculated from MBBR influent load minus AdvanSix. This includes leachate.

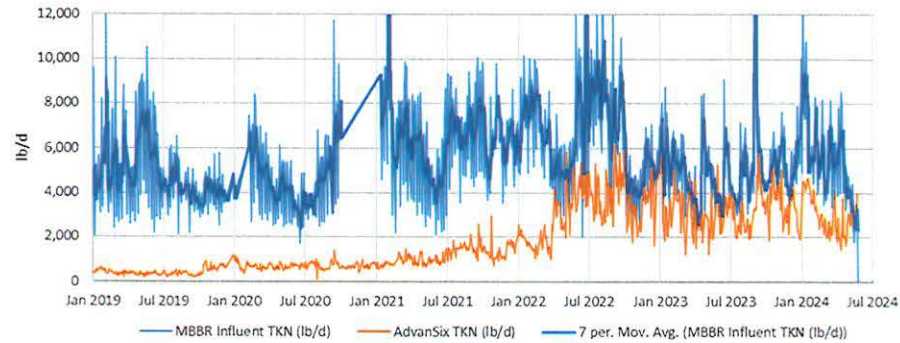
<sup>3</sup> AdvanSix and MBBR Influent values are based on 1/2018 - 5/2020 data.

On average the AdvanSix flow was 20% of the MBBR influent but has at times been significantly higher as shown in Figure 3-2.



**Figure 3-2: MBBR AdvanSix Flow Ratio and Ammonia Concentrations**

TKN loads by source are trended in Figure 3-3.



**Figure 3-3: MBBR TKN Loads**

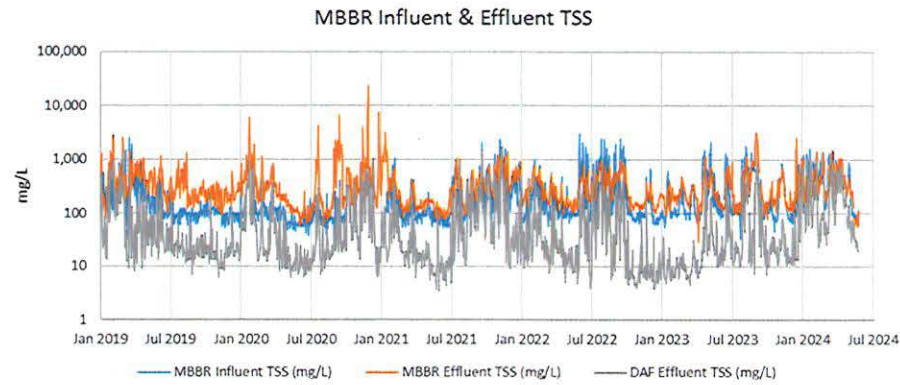
Average MBBR performance is shown in Table 3-4. Median values are also included to illustrate that performance metrics are skewed by process upsets, which appear to be related to solids recycle loads.

**Table 3-4: MBBR Performance**

Source	Average	Median	Design Value
MBBR Effluent Ammonia-N (mg/L)	2.4	0.3	<1
MBBR Effluent NOx-N (mg/L)	21	21	<30
DAF Effluent TSS (mg/L)	101	26	<30

MBBR performance is based on 1/2018 – 5/2020 data.

The high solids loading events are further illustrated by Figure 3-4, which shows TSS concentrations across the process. Note that a log scale is used due to the extreme variability in the TSS values.



**Figure 3-4: MBBR TSS Concentrations**

### 3.3 Discussion

The MBBRs are currently at 62% of design TKN loading and 134% of design TSS loading. Solids loading to the MBBR has been elevated at times, which appears to be due to recycle loads from solids processing or lack of sufficient dewatering capacity. Based on median effluent values, the MBBR performance is in-line with the design criteria. However, during periods of high solids loading the system does not meet the target effluent nitrogen and TSS. Recently the system has been performing well with AdvanSix flow comprising about 30% of the MBBR influent, which is higher than the design ratio of AdvanSix to total MBBR influent (19%).

## 4 GROWTH FORECAST

### 4.1 Basis for Future Flows from City of Hopewell

According to the City of Hopewell Department of Economic Development, expected growth over the next 15 to 20 years will include:

- 1,000 – 1,500 residential units
- 350 – 500 hotel/extended stay lodging units
- 5 – 10 restaurants
- 10 – 20 commercial establishments
- 1 industry/ manufacturing site.

Of these new connections, it was indicated that approximately 10 percent are expected to occur within the next five years. It is assumed that development of the new industrial site would not occur in the next five years.

The Virginia Sewage Collection and Treatment (SCAT) Regulations were used to quantify the flow and loads associated with future development (Section 9 VAC 25-790-460, Table 3). Relevant design guidelines from the SCAT Regulations are presented in Table 4-1.

**Table 4-1: Contributing Sewage Flows Estimates to be Used as a Design Basis for New Sewage Works (adapted from Section 9 VAC 25-790-460, Table 3)**

Discharge Facility	Contributing Design Units	Flow, gpd	BOD, lb/day	TSS, lb/day
Dwellings	Per person	100	0.2	0.2
	Per dwelling <sup>1</sup>	241	0.482	0.482
Hotel/Extended Stay Lodging Units	Per room	130	0.26	0.26
Restaurants	Per seat	50	0.2	0.2
	Per restaurant <sup>2</sup>	2,500	10.0	10.0
Commercial Establishments	Per 1,000 square feet	200-300	0.1	0.1
	Per establishment <sup>3</sup>	625	0.25	0.25

<sup>1</sup> According to the United States Census Bureau, the average household in the City of Hopewell from 2019-2023 included 2.41 persons.

<sup>2</sup> Assumes 60 seats per restaurant.

<sup>3</sup> Assumes 2,500 square feet per commercial establishment.

Table 4-2 presents the total expected flows and loads from the forecasted connections over the next 15 to 20 years. Table 4-3 presents the expected flows and loads within the next 5 years.



**Table 4-2: City of Hopewell Growth Forecast for the Next 15-20 years**

Discharge Facility	Quantity	Flow, gpd	BOD, lb/day	TSS, lb/day
Dwellings	1,500	361,500	723	723
Hotel/Extended Stay Lodging Units	500	65,000	130	130
Restaurants	10	30,000	120	120
Commercial Establishments	20	12,500	5	5
Total (annual average)	-	456,500	973	973
Adjusted Total (design average) <sup>1</sup>	-	662,000	1,265	1,265

<sup>1</sup> Maximum month to annual average peaking factors based on historical domestic flow and load data were used to estimate the maximum month (design average) flows and loads for subsequent capacity assessment.

**Table 4-3: City of Hopewell Growth Forecast for the Next 5 Years**

Discharge Facility	Quantity	Flow, gpd	BOD, lb/day	TSS, lb/day
Dwellings	150	36,150	72	72
Hotel/Extended Stay Lodging Units	50	6,500	13	13
Restaurants	1	3,000	12	12
Commercial Establishments	2	1,250	0.5	0.5
Total (annual average)	-	45,650	97	97
Adjusted Total (design average) <sup>1</sup>	-	66,193	126	126

<sup>1</sup> Maximum month to annual average peaking factors based on historical domestic flow and load data were used to estimate the maximum month (design average) flows and loads for subsequent capacity assessment.



## 5 CURRENT AVAILABLE CAPACITY AND FEASIBILITY OF ACCEPTING ADDITIONAL PRINCE GEORGE FLOW

### 5.1 Estimated Available Capacity

Prince George County has requested that Hopewell Water Renewal evaluate the feasibility of accepting additional flow. In the 5-year horizon, it is anticipated that an additional 2 MGD of capacity would be needed, with an ultimate need for 5 MGD. The first step in this feasibility analysis was to determine whether the additional flow would be included with the industrial influent or the segregated influent. It was determined that this flow must be introduced to the segregated treatment system for the following reasons:

- The additional flows from Prince George would be a mixture of domestic and light industrial.
- Since the additional wastewater flow would contain domestic wastewater, it would require disinfection for pathogen reduction. As shown in Figure 1-1, disinfection is only provided in the segregated treatment process. The addition of a new disinfection facility on the industrial side would come at a significant cost (both capital and operational) and meeting permit limits for *E. coli* would be challenging due to the high effluent TSS and the associated impact on disinfection performance.
- The segregated treatment design concept is based on directing the influent wastewater sources with the highest total nitrogen loading to a process designed for biological nitrification and nitrogen removal. The industrial treatment process cannot nitrify, so the only ammonia removal is associated with assimilation for biomass growth and BOD removal. The characteristics of the additional Prince George flow would be similar in composition to the current domestic wastewater with a relatively low BOD to TKN ratio. If this flow were to be directed to industrial treatment, there would be a corresponding increase in effluent ammonia which will put HWR at risk of permit violations.
- According to the industrial data reviewed from June 2021 through May 2024, the industrial loadings are either at or approaching the maximum month design basis.

Table 5-1 and Table 5-2 summarize current and projected maximum month domestic flows and loads and compares them to the design basis to estimate the available capacity for receiving additional flows from Prince George over the next five years and 15 years, respectively.





**Table 5-1: Flows to Segregated Treatment by Source, 2030 Maximum Month**

Source	Flow		BOD		TSS		TKN		NOX	
	mgd	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>
<b>Domestic</b>										
Design Basis <sup>2</sup>	14.7		23,576		25,828		3,990		81	
Current <sup>3</sup>	9.0	61%	18,969	80%	37,307	144%	2,404	60%	39	49%
Future (from Hopewell)	0.07		126		126		16		0	
5-year Forecast <sup>4</sup>	9.1	62%	19,095	81%	37,433	145%	2,420	61%	39	49%
Available Capacity	5.6	38%	4,481	19%	-11,605	-45%	1,570	39%	42	51%

<sup>1</sup> Percentage of Alternative 4A-1 Light design loads

<sup>2</sup> Alternative 4A-1 Light design average (maximum month) loads

<sup>3</sup> Domestic flow and load calculated based on sum of 1<sup>st</sup> Street and Bailey's pump stations data, 6/2021 - 5/2024.

<sup>4</sup> Refer to Section 4 for basis.

Based on the data presented in Table 5-1, the forecasted City of Hopewell domestic flows will use 62% of the available flow capacity on a maximum month basis, which leaves approximately 5.6 MGD of available capacity in terms of flow. TKN capacity is approximately proportional to flow. In terms of BOD and TSS loading, however, forecasted domestic flows use 81% and 145% of the available segregated treatment capacity. It is important to recognize that the values presented here represent maximum month conditions, so the available capacity should be interpreted accordingly. Assuming the maximum month to annual average peaking factor for additional flows match the current domestic peaking factors, the resulting available capacity in terms of annual average flow is approximately 4.0 MGD.

**Table 5-2: Flows to Segregated Treatment by Source, 2040 Maximum Month**


Source	Flow		BOD		TSS		TKN		NOX	
	mgd	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>	lb/day	% <sup>1</sup>
<b>Domestic</b>										
Design Basis <sup>2</sup>	14.7		23,576		25,828		3,990		81	
Current <sup>3</sup>	9.0	61%	18,969	80%	37,307	144%	2,404	60%	39	49%
Future (from Hopewell)	0.7		1,265		1,265		161		3	
5-year Forecast <sup>4</sup>	9.7	66%	20,234	86%	38,572	149%	2,565	64%	42	52%
Available Capacity	5.0	34%	3,342	14%	-12,744	-49%	1,425	36%	39	48%

<sup>1</sup> Percentage of Alternative 4A-1 Light design loads

<sup>2</sup> Alternative 4A-1 Light design average (maximum month) loads

<sup>3</sup> Domestic flow and load calculated based on sum of 1<sup>st</sup> Street and Bailey's pump stations data, 6/2021 - 5/2024.

<sup>4</sup> Refer to Section 4 for basis.



Based on the data presented in Table 5-2, the forecasted City of Hopewell domestic flows will use 66% of the available flow capacity on a maximum month basis, which leaves approximately 5.0 MGD of available capacity in terms of flow. TKN capacity is approximately proportional to flow. In terms of BOD and TSS loading, forecasted domestic flows use 86% and 149% of the available segregated treatment capacity. It is important to recognize that the values presented here represent maximum month conditions, so the available capacity should be interpreted accordingly. Assuming the maximum month to annual average peaking factor for additional flows match the current domestic peaking factors, the resulting available capacity in terms of annual average flow is approximately 3.6 MGD.

## 5.2 Feasibility Discussion

In terms of domestic TSS loading, there is no available capacity to accept additional domestic flows and the associated loads. As discussed in Section 2.2.1, solids data for the 1<sup>st</sup> Street and Bailey's pump stations are considerably higher than would be expected for domestic wastewater. The root cause of this is unclear, but the high TSS loading will limit the ability of the HWR treatment facility to accept additional flows to the segregated treatment system. The TSS concerns are exacerbated by the current solids handling issues which are resulting in a significant solids load associated with the plant recycles which are returned upstream of the segregated treatment preliminary treatment facility. The high TSS load to the domestic primary clarifiers has resulted in significant operational issues, including floating solids accumulation on the clarifier surface, broken chains and flights, and poor capture rates in the segregated primary clarifiers which results in high segregated primary effluent/MBBR influent TSS which consistently exceeds the design basis MBBR influent TSS loading and adversely impacts the operations and performance of the MBBR and DAF processes.

Significant improvements to the solids handling facilities and the domestic primary clarifiers would be necessary to accept any additional flow from Prince George County without compromising the ability of the treatment facility to maintain compliance. A preliminary analysis suggests that if the TSS loading from recycles can be reduced (solids handling improvements) and segregated primary clarifier capture rates can be increased (primary clarifier improvements), then it should be possible to achieve the design basis domestic primary effluent TSS loads. Improvements to address TSS load would also help to reduce BOD loading to segregated treatment.

If the TSS loading issues can be addressed, the capacity limiting factors will be flow and TKN. In terms of these parameters, the HWR treatment facility appears to have adequate capacity to accept additional flow from Prince George as follows:

- Within 5-years:
  - 5.6 MGD maximum month
  - 4.0 MGD annual average
- Within 15-years:
  - 5.0 MGD maximum month
  - 3.6 MGD annual average

To accept any flows beyond those presented above, improvements to the segregated treatment system would be required which would include, at a minimum:



- Upgrade the segregated treatment preliminary treatment facility.
- Expand the segregated primary clarifiers (complete retrofit to demolish the abandoned chlorine contact basins and regain surface area for primary clarification).
- Upgrade the MBBR influent pump station.
- Upgrade or expansion of the segregated treatment nitrogen removal process. The MBBR structure was not designed to easily accommodate an expansion (additional train), so the specific upgrade required would need to be further investigated.
- Upgrade the Dissolved Air Flotation Thickeners.
- Upgrade the Chlorine Contact Tanks.

ADJOURNMENT