

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

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CITY COUNCIL

Jasmine E. Gore, Mayor, Ward #4
Patience Bennett, Vice Mayor, Ward #7
Debbie Randolph, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
John B. Partin, Jr., Councilor, Ward #3
Janice Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager
Sandra. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

April 23, 2020

ELECTRONIC MEETING

Special Meeting: 6:30 PM

OPEN SPECIAL MEETING

6:30 p.m. Call to order, roll call, and welcome to visitors

SPECIAL MEETING

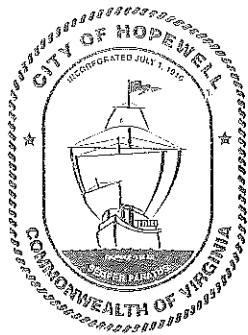
Special Business

SB-1 Proposed FY21 Budget Overview and Revenue Work Session

Adjournment

SPECIAL BUSINESS

SB-1



April 1, 2020

The Honorable City Council
City of Hopewell, Virginia

Dear City Council Members:

Each individual Council member, as well as, a collective body I hope will agree COVID 19 has a substantial impact on an international, national, state and local level. With that in mind our administration and staff are mindful of the potential economic challenges now and those to be anticipated over the next fiscal year. Yet the mandate to maintain excellent services to the Citizens of Hopewell is ever before us.

Therefore, the attached proposed Fiscal Year 2020-2021 (FY 2021) Operating & Capital Budget has been prepared for Council's consideration. The FY 2021 budget addresses the operational and capital needs required for the operation of City services in the amount of \$174,040,349. The General Operating Fund is recommended for funding of \$52,619,876, an increase of \$316,847 or .61% over current FY 2019-2020. This increase is primarily due to costs of existing service contracts. It should be further noted that the proposed budget does not include any adjustment to current tax rates (Real Estate, Personal Property, Machinery & Tools and Meals Tax).

It is the hope of this Administration that in the Fall of this calendar year that we meet with Council to review areas that may require change in current budget practices to that of best practices and discuss those agreed upon ideas that will guide future budgets.

Guidelines

Constitutional Officers and Department Directors were provided guidelines for their submission, with the understanding the City has a set timeline to complete the FY 2021 budget, inclusive through adoption ascribed by state law. Specifically, FY 2021 proposed budget submission were to be based on the baseline budget equal to the amount of the department adopted budget for FY 2020. Expected expenditures exceeding the baseline required an explanation and justification to be included in the department's submission. Other matters guiding the development of the proposed budget were that the City will continue the fiscally responsible practice of:

- adopting a structurally balance budget that does not require a draw from Unassigned Fund Balance (UAFB) in order to address core service needs. This is especially critical as the City seeks to complete the remaining one

John M. Altman, Jr.
City Manager

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(FY 2018) of the three prior years (FY 2016, FY 2017 & FY 2018) CAFRs and the related audits, which upon such completion a more accurate position of UAFB will be known,

- no tax rate adjustment
- anticipating contingencies/litigation/risks/revenue decrease-stabilization and a financial plan to address the aforementioned, and
- ensuring the existing employee workforce are preserved & fiscally sustainable for their ongoing valued service they provide on behalf of the City to its citizens.

Highlights of the Proposed FY 2021 Budget

The proposed budget includes the following:


- Health Care cost increase absorbed by the City
- Mandated Services Funding (Social Services)
- No new positions
- No new projects
- No new debt
- School Funding \$12,242,921 (consistent with FY 2020 proposed funding level)

Also, prepared for your information and consideration are the following attachments:

- Proposed FY 2021 Budget Calendar
- Proposed Tax Rates
- City Manager's Revenue Committee
- Proposed Estimated Revenues & Appropriations by Fund

In summary, this proposed budget for FY 2021 provides adequate funding that will enable the City Departments to fulfill their mission in rendering of service to the citizens of Hopewell during this challenging time for our nation.

Respectfully,


John M. Altman, Jr.
City Manager

Proposed City Budget Calendar for FY 2021

- February 28, 2020:** Deadline for MUNIS Close Out of FY 2018
- March 10, 2020:** Deadline for MUNIS Entry of FY 2021 Budget Requests by Departments
- April 1, 2020:** City Manager's Proposed FY 2021 Budget to City Council
- April 3, 2020:** Advertise Public Hearing (5-12-2020) on Tax Rate in Newspapers
- April 7, 2020:** Work Session on Revenue Projections and Department Requests
- April 10, 2020:** Advertise Public Hearing (5-12-2020) on FY 2021 School Division Budget
Advertise Public Hearing (5-12-2020) on City Budget in Newspapers
- April 14, 2020:** Notice of Public Hearing on Tax Rate (5-12-2020) on Consent Agenda
- April 15, 2020:** Joint City Council/School Board Budget Meeting
- April 21, 2020:** Discussion of City Manager's Budget Objectives
Budget Work Session on City Manager's Proposed FY 2021 Budget
- April 28, 2020:** Notice of Public Hearing (5-12-2020) on FY 2021 School Division Budget on Consent Agenda
Notice of Public Hearing (5-12-2020) on City FY 2021 Budget on Consent Agenda
Budget Work Session on City Manager's Adjusted FY 2021 Budget
- May 5, 2020:** Work Session on FY 2021-2026 Capital Improvement Plan
- May 8, 2020:** Begin Preparation of Tax Bills
- May 12, 2020:** Public Hearing on FY 2021 School Division Budget
Adoption of FY 2021 School Division Budget on First Reading
Public Hearing and Approval on 1st Reading of the FY 2021 City Budget
Adoption of the Tax Rate Resolution
- May 15, 2020:** Tax Bill Mailing Date
- May 19, 2020:** Work Session on FY 2021 Budget and Capital Improvement Plan (if needed)
- May 26, 2020:** Approval on Second Reading of the FY 2021 City Budget
Approval on Second Reading of FY 2021 School Division Budget
- June 15, 2020:** Real Estate Tax Bill Payments Due

City of Hopewell, VA
FY 2020-2021
Proposed Tax Rates

- Real Estate Tax Rate -- **\$1.13** per \$100 of assessed value
- Personal Property Tax Rate -- **\$3.50** per \$100 of assessed value
- Machinery & Tools Tax Rate -- **\$3.05** per \$100 of assessed value
- Meals Tax Rate -- **6.0%**

City of Hopewell, VA
FY 2020-2021 Proposed Budget
City Manager's Revenue Committee

- City Manager
- Assistant City Manager
- Commissioner of Revenue
- Treasurer
- Real Estate Assessor
- Finance Director
- Budget Analyst

PROPOSED BUDGET FISCAL YEAR 2020-21

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	34,331,597.63
Other Local Taxes.....	6,078,000.00
Licenses, Permits, Fees.....	862,300.00
Fines & Forfeitures.....	901,826.99
Use of Money/Property.....	62,500.00
In-Lieu of Taxes.....	923,500.00
Other Local Revenues.....	330,085.00

Estimated Revenues:

State Sources.....	7,518,567.00
Federal Sources.....	220,000.00
Transfers & Fund Balance	
Cost Recovery from Dept of Social Services	507,000.00
Cost Recovery from Solid Waste-030.....	502,000.00
Cost Recovery from Sewer Services-041.....	382,500.00
Total Revenues.....	52,619,876.62

Appropriations:

Legislative:

City Council.....	282,686.88
City Clerk.....	159,698.47
City Attorney.....	413,057.63

Constitutional/Courts:

Clerk of Circuit Court.....	476,886.03
Commonwealth Attorney.....	657,256.79
Commissioner of Revenue.....	538,905.25
City Treasurer.....	533,937.01
Electoral Board/Registrar.....	235,785.10
City Sheriff.....	1,585,729.47
Circuit Court.....	111,116.04
General District Court.....	149,301.15
Court Services.....	7,000.00
VJCCA Grant.....	158,107.37
Crater Detention Center.....	306,206.97
Riverside Regional Jail.....	2,441,220.00

PROPOSED BUDGET FISCAL YEAR 2020-21

Administration:

City Manager.....	1,177,698.34
Intergovernmental Affairs.....	116,605.50
Human Resources.....	449,607.79
Finance.....	1,566,452.27
Information Technology.....	1,354,147.06
Development.....	1,048,817.87
Police.....	8,024,075.38
Victim-Witness Grant.....	187,079.97
Fire.....	5,086,112.06
Public Works.....	5,178,893.14
Health/Outside Agencies.....	1,907,557.00
Non-Departmental.....	932,500.00
Operating Transfers.....	17,533,436.08
Total Appropriations.....	52,619,876.62

Social Services Fund-012:

Estimated Revenues:

From State Sources.....	2,276,429.62
From Federal Sources.....	3,066,620.40
Transfer from General Fund-011.....	890,859.71
Total Revenues.....	6,233,909.73

Appropriations:

Administration.....	1,213,784.03
Eligibility Services.....	5,020,125.70
Total Appropriations.....	6,233,909.73

Children's Services Act Fund-015:

Estimated Revenues:

From State Sources.....	2,500,912.50
Transfer from General Fund-011.....	608,227.00
Total Revenues.....	3,109,139.50

Appropriations:

Administration.....	157,382.58
Direct Services.....	2,951,756.92
Total Appropriations.....	3,109,139.50

PROPOSED BUDGET FISCAL YEAR 2020-21

Recreation Fund-035:

Estimated Revenues:

Fees & Charges.....	173,050.00
Transfer from General Fund-011.....	1,715,560.18
Total Revenues.....	1,888,610.18

Recreation Center Div.....	638,040.96
Community Div.....	155,351.52
Athletics Div.....	149,101.44
Seniors Div.....	141,544.78
Pool Div.....	236,166.73
Parks Div.....	568,404.75
Total Appropriations.....	1,888,610.18

Harbor Fund-038:

Estimated Revenues:

Rental.....	25,000.00
Total Revenues.....	25,000.00

Appropriations:

Insurance.....	3,250.00
Operating Expenses.....	21,750.00
Total Appropriations.....	25,000.00

Anti-Litter Fund-053:

Estimated Revenues:

From State Sources.....	6,063.00
Total Revenues.....	6,063.00

Appropriations:

Operating Expenses.....	6,063.00
Total Appropriations.....	6,063.00

PROPOSED BUDGET FISCAL YEAR 2020-21

Economic Development Fund - 075:

Estimated Revenues:

Transfer from General Fund-011..... 38,440.00
Total Revenues..... 38,440.00

Appropriations:

Operating Expenses..... 38,440.00
Total Appropriations..... 38,440.00

Self Insurance Fund-076:

Estimated Revenues:

Transfer from General Fund..... 500,000.00
Total Revenues..... 500,000.00

Appropriations:

Property/Liability Insurance Premiums..... 500,000.00
Total Appropriations..... 500,000.00

Cemetery Fund-003:

Estimated Revenues:

Interest Income..... 13,500.00
Charges for Services 39,000.00
Total Revenues..... 52,500.00

Appropriations:

Repairs..... 21,500.00
Grass Cutting..... 27,000.00
Miscellaneous..... 4,000.00
Total Appropriations..... 52,500.00

Healthy Families Fund-090:

Estimated Revenues:

Donation..... 157,500.00
Transfer from General Fund-011..... 137,724.69
Total Revenues..... 295,224.69

Appropriations:

Appropriations..... 295,224.69
Total Appropriations 295,224.69

PROPOSED BUDGET FISCAL YEAR 2020-21

School Operating Fund-014:

Estimated Revenues:

From State Sources.....	34,610,869.00
From Federal Sources.....	5,067,289.00
Other Revenue.....	1,906,323.00
Transfer from General Fund.....	12,242,921.00
Total Revenues.....	53,827,402.00

Appropriations:

Non-Categorical.....	53,827,402.00
Total School Appropriations.....	53,827,402.00

School Textbook Fund-056:

Estimated Revenues:

From State Sources.....	500,000.00
Total Revenues.....	500,000.00

Appropriations:

Text Book Purchases.....	500,000.00
Total Appropriations.....	500,000.00

School Cafeteria Fund-057:

Estimated Revenues:

From State Sources.....	57,087.00
From Federal Sources.....	2,400,000.00
Other Revenue.....	1,203,776.00
Total Revenues.....	3,660,863.00

Appropriations:

Operating Expenses.....	3,660,863.00
Total Appropriations.....	3,660,863.00

School Bus/Building Replacement Fund-063:

Estimated Revenues:

Other Revenue.....	47,180.00
Total Revenues.....	47,180.00

Appropriations:

Operating Expenses.....	47,180.00
Total Appropriations.....	47,180.00

Solid Waste Fund-030:

Estimated Revenues:

Fees & Charges.....	2,465,232.67
Total Revenues.....	2,465,232.67

Appropriations:

Curb-Side Pickup.....	2,285,244.31
Convenience Center.....	179,988.36

Total Solid Waste Fund.....	2,465,232.67
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Sewer System Revenue Fund-040:

Estimated Revenues:

Charges for Services.....	9,791,351.52
Total Revenues.....	9,791,351.52

Appropriations:

Transfer to Sewer System Operating Fund-041.....	8,154,980.52
Transfer to Sewer System Bond Fund-043.....	1,636,371.00
Total Appropriations.....	9,791,351.52

Sewer System Operating Fund-041:

Estimated Revenues:

Transfer f/ Sewer System Revenue Fund-040.....	8,154,980.52
Interest Income.....	280,000.00
Total Revenues.....	8,434,980.52

Appropriations:

Maintenance & Inspections.....	1,346,567.59
City Pump Stations.....	5,058,412.93
Capital.....	2,030,000.00
Total Appropriations.....	8,434,980.52

Sewer System Bond Fund-043:

Estimated Revenues:

Transfer f/ Sewer System Revenue Fund-040.....	1,636,371.00
Total Revenues.....	1,636,371.00

Appropriations:

Bond Principal.....	550,000.00
Bond Interest.....	1,086,371.00
Total Appropriations.....	1,636,371.00

Storm Water Fund -048:

Estimated Revenues:

Storm Water Fees.....	904,000.00
State Funds.....	916,964.00
Total Revenues.....	1,820,964.00

Appropriations:

Operating Expenses.....	1,820,964.00
Total Appropriations.....	1,820,964.00

Storm Water Fund -049:

Estimated Revenues:

Storm Water Fees.....	10,000.00
Total Revenues.....	10,000.00

Appropriations:

Operating Expenses.....	10,000.00
Total Appropriations.....	10,000.00

Water Renewal Fund-032:

Estimated Revenues:

Industrial User Charges.....	20,710,115.90
Total Revenues.....	20,710,115.90

Appropriations:

Operating Expenses.....	20,710,115.90
Total Appropriations.....	20,710,115.90

Debt Service Fund-070:

Estimated Revenues:

Fund-070 Revenue.....	1,283,805.00
Room Tax Revenue.....	800,000.00
Food Tax Revenue.....	2,000,000.00
Transfer from GF (011).....	1,083,320.00
Total Revenues.....	5,167,125.00

Appropriations:

Debt Service.....	5,167,125.00
Total Appropriations.....	5,167,125.00

Capital Projects Fund-071:

Estimated Revenues:

State Funds.....	1,000,000.00
Transfer from GF-295	200,000.00
Total Revenues.....	1,200,000.00

Appropriations:

Capital Projects.....	1,200,000.00
Total Appropriations.....	1,200,000.00

Total Budget **\$174,040,349.33**

ADJOURN