

# HOPEWELL VIRGINIA



**2008-2009**

## **FINANCIAL PLAN**

*Providing a VISION for  
Making the community a desired location*





# INTRODUCTION



*City Council*

*Mayor*

*Vice Mayor*



## *Vision Statement*

The City of Hopewell is a dynamic community with a rich history that strives for a high quality of life where neighbors, generations, and cultures connect. We support environmental stewardship and promote a robust and diverse economy. Our community is safe and affordable; a place our children and their children will be proud to call home.



## HISTORY

City Point, the oldest part of Hopewell, was founded in 1613 by Sir Thomas Dale. City Point's location on a bluff overlooking the James and Appomattox Rivers has been an important factor in Hopewell's history for almost four centuries.

The tiny colonial village of City Point saw the Revolutionary War fought on its banks. Later, in 1864-1865, General Ulysses S. Grant directed the 10-month Siege of Petersburg from the grounds of Appomattox Manor. This plantation home is now part of the City Point Unit of Petersburg National Battlefield.

Hopewell was developed by the DuPont Company of Wilmington, Delaware in 1914. This company first built a dynamite factory and then switched to the manufacture of guncotton during World War I.

Although DuPont left Hopewell after the war, many manufacturing giants have since located in the city. These companies have included: Allied Signal, Firestone, Goldschmidt, Hercules/Aqualon, Honeywell and Smurfit-Stone.

Products as diverse as the first automatic dishwasher, the first Kraft paper and cardboard boxes, china and artificial silk have been manufactured in Hopewell.

Since its founding, Hopewell, named after an English ship, has continued its British ties by twinning with the City of Ashford, Kent, England. Hopewell occupies 11 square miles and is bounded by the Appomattox and James Rivers on three sides. The city is 30 minutes from downtown Richmond and 56 miles from Williamsburg.

Hopewell has received the Governor's Clean City Award and is noted for its landscaping and beautification.

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*From the Office of  
Edwin C. Daley, City Manager*

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Underlined parts are new and you need to consider if you want to do.

April 22, 2008

The Honorable Mayor Steve Taylor  
and Council Members  
Hopewell City Council  
300 North Main Street  
Hopewell, Virginia 23860

Dear Mayor Taylor and Council Members:

## **I. INTRODUCTION:**

I am pleased to present the City Manager's proposed FY 2008-2009 Financial Plan. In legal terms, this document fulfills the statutory requirements and my administrative responsibilities under Chapter V, Section 4 (c) of the Code of the City of Hopewell.

The FY 2008-2009 Financial Plan proposes a reasonable allocation of scarce revenues in a manner that enable the City Council to move forward with the implementation of its operating plan.

The FY 2008-2009 Financial Plan consists of the General Fund, School Funds, Social Services Fund, Parks and Recreation Fund, Marina Fund, Comprehensive Services Act Fund, Community Development Block Grant Fund; and enterprise funds including Solid Waste, Sewer Services, and Hopewell Regional Wastewater Treatment Facility. The FY 2008-2009 Financial Plan totals \$83,284,958, without school numbers, which represents an increase of \$6,060,225 or 8% increase over the FY 2007-2008.

The General Fund is the main operating fund of the City and includes most traditional local government programs such as Public Safety and Public Works. The General Fund Budget totals \$40,659,596. This is an increase of \$390,833 or a 1% increase over FY 2007-2008. The School Board approved the Superintendent's proposed FY 2008-2009 Annual Budget totaling \$50,148,845. The city Manager recommends an increase in local funding from \$11,054,749 to \$11,500,000 or \$445,251, which is a 4 % increase over FY 2007-2008. The issue of bus mechanic positions must be addressed if the city public works department is to provide vehicle maintenance (\$445,251-\$100,000= \$345,251).

There are a number of economic development projects ready to occur that will benefit the City of Hopewell. The Assistant City Manager for Development is working earnestly with a major retailer that he should be able to announce soon. In addition, he has assisted Delegate Riley Ingram with our new Walgreens Center and has worked on the new Bojangle's. These stores and the new motels near I-295 should bring new revenue to the City of Hopewell during the next fiscal year. Mr. Altman is also coordinating the review of two other motel sites. He anticipates construction of these facilities in the new fiscal year. They will bring additional real estate tax revenue and generate sales, meals and lodging tax funds.

The Crater Regional Commission estimates that the City of Hopewell loses \$ 7,000,000 in sales tax receipts to other jurisdictions. The City Assessor's records indicate that 75% of our real estate taxes are paid by residents with only 25% of the total coming from commercial and industrial accounts. These two inequities (the loss of sales tax revenue and the excessive property tax burden on residents), can only be corrected by recruiting and facilitating new and expanded professional, commercial and industrial entities to the city. They must be our development priority.

While there are very positive signs for the future, they will generate limited income for the city this next fiscal year. Revenues from two of the motels were budgeted this year based on presentations to city council by the developers. The

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budget therefore does not reflect their likely impact as we will not reach the goals for this year. Mr. Altman has also been working diligently with Osage Energy on the proposal for an ethanol plant. We do not know what revenues this facility will generate for the City of Hopewell and we do not anticipate receiving any tax benefits before 2010. Plans for a downtown hotel have not materialized as of this date although Mr. Altman is to be commended for his diligent efforts to bring this project to fruition.

The budget submitted is minimal as a result of our limited revenue increases. We anticipate \$422,971 in new local tax revenue next year. Providing 40% of this amount to the Hopewell City Schools equates to \$169,188. It is proposed that the city go beyond this amount and provide a 4 % increase to the school system for a total of \$ 445,251. I recognize this is less than the schools request, but available funding is limited. This increase exceeds our entire General Fund increase.

Virginia local governments are faced with the unique mandate of providing funds for state government operations. The General Assembly failed to generate adequate revenues for state services and has instead elected to assess each local government a fee to balance the state budget. The City of Hopewell's assessment for state services is \$207,204. The City can not absorb this mandate and maintain our services. It is therefore recommended that the City increase local real estate taxes by \$0.02 to pay the state subsidy and that this be recognized for what it is – a local payment for state services.

A number of items have been deleted or altered as a result of our resource limitations this next year.

1. The Assistant City Manager for Development position is consolidated with the Business Recruiter position. The Assistant City Manager for Development has been working with the projects discussed above and should complete them this next year. The Business Recruiter position is eliminated from the budget and the city manager's budget is reduced, accordingly.
2. The new 2008 Events Coordinator position is funded with funds remaining from the current year and new funds from the economic development fund. It is anticipated that this effort will encourage additional economic development projects.
3. The new Risk Manager position is funded by the self-insurance fund. It is believed that this position will reduce accidents and injuries to city employees and others and thereby reduce our insurance premiums.
4. The city has been requested to fund an increase in pension benefits for future law enforcement retirees. The Virginia Retirement System has calculated that our annual premium would increase \$120,000 and impact a limited number of employees. We have had an average of .8 law enforcement officers retire in the last five years. These resources could be better utilized to provide a salary increase of one percent for all 350 city employees or to hire two additional law enforcement officers.
5. The city currently provides unequal medical benefits for employees. Employees with family coverage receive more than twice the benefit received by single coverage employees. This means two employees are compensated unequally for the same position and city employees with working spouses tend to put dependents on the City of Hopewell system rather than other employers. It is proposed to reduce this inequity by increasing city payments for single coverage up to 10% annually and for couples and employee plus dependent coverage up to 5% annually until they reach the payment level of family coverage.

There are a number of items that should be funded as listed below if financial resources become available.

1. A two percent cost of living raise for General Fund city employees below the director/assistant city manager for development level – \$186,022.
2. A two performance raise for General Fund city employees below the director/assistant city manager for development level – \$187,505.

Please note that City of Hopewell employees and Hopewell City Schools employees should receive the same percentage raise.

3. Up to five additional police officers at a cost of \$ 50,000 per officer \$ 250,000
4. Up to three additional firefighter/EMS positions at a cost of \$ 50,000 per position \$ 250,000
5. A grants manager position shared with schools \$ 45,000

## **II. FISCAL GOALS:**

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The FY 2008-2009 Financial Plan attempts to balance the needs of the city and the resources for which to pay for those needs. The City must maintain its undesignated General Fund balance at a minimum of 10% of its operating budget and resist any efforts to spend the fund balance below 10%. Adherence to these goals is important to maintain the City's bond rating from the bond rating agencies. The City administration continues to explore cost savings.

### III. ECONOMIC OUTLOOK:

According to the 2003/2004 Composite Fiscal Stress Index, published by the Virginia Commission on Local Government, Hopewell is the 15<sup>th</sup> most fiscally stressed locality in the Commonwealth. However, the City is still classified as a "high stress" community. The continued implication of this ranking underscores the need for increased focus on economic development and redevelopment activities that enhance the City's tax base raise community standards and generate new net revenue.

Calendar year 2007 produced \$18,398,400 in new residential and commercial investment. It is important to note that this value will generate an estimated \$200,000 in new real estate tax revenue on a recurring basis. The city administration expects additional investment opportunities on the Route 36 business corridor as a direct result of the I-295 interchange (Exit-9), and the Base Realignment and Closure (BRAC) changes at Fort Lee. Employment growth in Richmond Metropolitan Statistical area continues to match the state average. Over the next four years, BRAC changes will continue to be implemented. The region stands to gain from the realignment, mainly due to the expansion at Fort Lee. The forecast gain for the region (direct and indirect impact as forecast in the BRAC report) is 11,192 jobs, with over half of these being in the military.

Additional effort is needed to stimulate investment in the downtown area to further enhance the City's tax base and foster community renewal. Several on-going initiatives will serve as catalyst projects to facilitate downtown investment. These initiatives are: (1) redevelopment of Old Patrick Copeland Elementary School site, (2) redevelopment of the Exeter brownfield site, (3) redevelopment of the Butterworth Furniture Store, and (4) development of route 36 corridor.

Several new housing developments, currently under way, represent the most significant opportunity to develop market rate housing in Hopewell since the mid-1980's. The residential growth will generate additional demand and expectations for an improved downtown.

### IV. REVENUE FACTORS:

#### Ad Valorem Taxes

The FY 2008-2009 Financial Plan proposes tax rates for:

- real property in tax year 2008 at \$1.09 per \$100 of assessed value;
- personal property tax rate at \$3.05 per \$100.00 of assessed value;
- machinery and tools tax rate at \$3.05 per \$100 of assessed value.

The General Fund Budget includes \$200,000 in new real estate tax revenues resulting from increase in real estate additions in 2008. The budgeted revenue estimate from real property valuations is based on a 100% collection ratio.

#### Intergovernmental Revenues

- The FY 2008-2009 Financial Plan anticipates \$218,552 or less in Community Development Block Grant funds. The City staff proposes allocating 15% to various organizations to support public service activities, which is the HUD-established maximum amount that can be allocated to such activities. 20% for administration costs of the program and 65% for housing rehabilitation, spot blight, economic development, and/or public facilities/infrastructure that benefit low-moderate income persons.
- The FY 2008-2009 Financial Plan anticipates a modest general revenue source increases in Virginia Department of Transportation Urban Road Funds and a cut to House Bill 599 police funds.

#### Other Revenue

- General Fund surplus balance is recommended to be used to purchase capital equipment:

- Police
  - Five replacement patrol vehicles, had asked for 10, at \$187,185
  - Three replacement detective vehicles, had asked for 5, at \$93,533
  - Police radios at \$27,500
- Fire
  - Emergency Services Coordinator vehicle, not funded
  - Ambulance, apply for 50% grant for \$42,500
  - Building renovation, Fire #2 at \$25,000
- Sheriff
  - One Sheriff vehicle at \$30,000
- Public Works
  - One street sweeper at \$160,000

Total amount to be taken from General Fund surplus balance is \$565,718.

- The Capital Projects Fund revenue estimate includes the estimated increase in lodging tax receipts from the current construction of two new motels in the city. It is estimated that these motels will be open for business by July 1, 2008.

#### Enterprise Funds

- The FY 2008-2009 Financial Plan proposes to continue the Enterprise Fund transfer policy to allow the application of an administrative cost allocation formula. The allocation formula captures administrative cost and charges this cost against the fund. A transfer of \$497,000 from the Solid Waste Fund surplus balance to the General Fund is recommended. Additionally, a transfer of \$326,000 from the Sewer Services Fund from surplus balance to cover administrative costs is recommended.
- The FY 2008-2009 Financial Plan proposes no increase to the Solid Waste Fee. The quarterly residential rate will remain at \$60.83. If city wants to implement curb-side recycling program, then fees will have to be adjusted to generate \$350,000 in “new” revenues, which translates into a fee increase of 20%. The operating budget for the Solid Waste Fund is \$2,203,412. This is an increase of \$136,747 or 7% over the FY 2007-2008 budget.

Also, city administration is recommending that the senior citizen rebate program be terminated for the following: participation in 06-07 was only 115 residents; the total dollar amount refunded was \$3,214.25; the costs in time and management, both of finance and public works employees, exceeds the benefits of the program and city just increased the elderly tax relief program.

- The FY 2008-2009 Financial Plan proposes a Sewer Services Fund budget of \$8,639,493, of which \$3,750,000 is for capital construction. At this time there is no rate increase recommended but because of major environmental regulations that must be met, a future rate increase in the range of 30-50% will have to be studied for future budgets.
- The FY 2008-2009 Financial Plan proposes a HRWTF Fund budget of \$15,978,006. Approximately 18% of this budget is paid by the city and the balance is paid by the industrial customers of the treatment plant. Included within this budget the debt service for revenue bonds issued for capital projects at the plant.

#### **V. EXPENDITURE FACTORS:**

##### School Funding

- The FY 2008-2009 Financial Plan recommends a \$445,251 increase in school funding, less a reduced amount of \$100,000 allocated to the Public Works Department for two auto mechanics if the city will begin providing vehicle maintenance to school buses.
- As a result of this action, \$11,500,000 of local funds is recommended to support the school system. This is an actual increase of \$445,251 over FY 2007-2008. In addition to this allocation, the City continues to include debt service in the City’s capital budget to support the costs of school construction. These improvements were funded with general obligation bonds and literary fund loans at varying interest rates. The debt service for school bonds for FY 2008-2009 is in the amount of \$1,426,522.

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## Outside Agencies

The FY 2008-2009 Financial Plan proposes funding for Community Based Organizations in the amount of \$1,215,745. These organizations requested total funding from the General Fund Budget in the amount of \$1,317,018. Likewise, city manager recommends that the city contribution to John Randolph Foundation be reduced to \$10,000.

Several requests from Community Based Organizations did not receive funding this year. These organizations are: 1) Central Virginia Health Planning Agency (\$2,611); 2) Meals on Wheels (\$3,000); FOLAR (\$2,000); and Science Museum of Virginia (\$5,000). Riverside Criminal Justice Board requested funding of \$96,550 and city manager recommended level funding in the amount of \$43,385.

Constitutional Offices may have their respective budgets cut by the Compensation Board and General Assembly. T city administration will work with these officers to provide citizen services needed should state funds be reduced. Clerk of Circuit Court requested salary stipends for her employees but not funded by city manager.

## Employee Compensation

- The FY 2008-2009 Financial Plan for the proposed General Fund budget does not includes a wage and salary increase for City employees effective the first pay period of July 2008. The proposed budget needs \$186,022 to provide a 2.0% general salary adjustment for the projected cost of labor. This would include \$34,000 for director merit pay plan.
- The proposed General Fund budget does not allocate \$188,505 (\$34,300 would be used to implement the directors merit pay for 08-09) to provide a 2.28% merit step adjustment for all permanent full-time and part-time employees who receive a “meets expectations” evaluation and who have not reached the top of the pay scale.
- Director level positions would not be covered by the above pay changes but governed by new pay plan as defined below.
- City Manager recommends that employee performance bonus policy be discontinued, effective June 30, 2008.
- City Manager recommends that city council authorize an open range pay plan and discontinue the use of a step plan. This change would be accomplished over a three year period. First year, director level positions would be switched to system, second year, all supervisor positions would switched, and third year, all remaining city “authorized” positions would be switched.

The first year pay plan would contain these grades and minimum and maximum pay ranges, effective July 1, 2008 in Exhibit Salary 2008 table below.

- The following formula would be used to implement the city merit pay plan.

By: E. Hager

### Rules

- 1 X% of total salaries makes up merit pool.
- 2 X% individual salary adjustment(minimum %) paid all employees from the merit pool, first.
- 3 X to be determined by city council in the budget process.
- 4 Balance of merit pool to be paid based on share value.
- 5 Method = total all shares awarded/merit pool = per share value.
- 6 Individual # of shares times share value = individual merit pay
- 7 Any individual at top of pay scale shall be paid merit pay as bonus and will not increase base.
- 8 Shares will be awarded using the evaluation system in the HR Manual

< 20 points rated weak	1 share
< 30 but >20 points rated meets	2 shares
<40 but > 30 points rated exceeds	3 shares
> 40 points rated outstanding	4 shares
- 9 Merit based pay changes would be effective the first pay period of July, each year.

Pay Grd	Points	Points	Phase I Merit Open Range Pay Plan			MP Diff	Range Spread
			80% Mid Min	18453 Mid	120% Mid Max		
11	10		\$16,400	\$20,500	\$24,600	9.00%	50%
12	11		\$17,876	\$22,345	\$26,814	9.00%	50%
13	12		\$19,485	\$24,356	\$29,227	9.00%	50%
14	13		\$21,238	\$26,548	\$31,858	9.00%	50%
15	14-15		\$23,150	\$28,937	\$34,725	9.00%	50%
16	16	10	\$25,233	\$31,542	\$37,850	9.00%	50%
17	17	11	\$27,504	\$34,381	\$41,257	9.00%	50%
18	18	12	\$29,980	\$37,475	\$44,970	9.00%	50%
19	19-20	13-15	\$32,678	\$40,848	\$49,017	9.00%	50%
20	21	16-17	\$35,619	\$44,524	\$53,429	9.00%	50%
21	22-23	18-20	\$38,825	\$48,531	\$58,237	9.00%	50%
22	24	21-23	\$42,319	\$52,899	\$63,478	9.00%	50%
23	25	24-25	\$46,128	\$57,660	\$69,192	9.00%	50%
24	26-27	26-27	\$50,279	\$62,849	\$75,419	9.00%	50%
25	28-29	28-29	\$54,804	\$68,505	\$82,206	9.00%	50%
26	30-31	30-31	\$59,737	\$74,671	\$89,605	9.00%	50%
27	32	32	\$65,113	\$81,391	\$97,670	9.00%	50%
28	33	33	\$70,973	\$88,716	\$106,460	9.00%	50%
29	34-35	34-35	\$77,361	\$96,701	\$116,041	9.00%	50%
30	36	36	\$84,323	\$105,404	\$126,485	9.00%	50%
Asst CM & Directors	31	n/a	\$91,912	\$114,890	\$137,869	9.00%	50%

- No action is recommended by city administration to incorporate Constitutional Offices or the Department of Social Services positions into the city pay plan. The salaries for the Constitutional Offices and the Department of Social Services are linked to the compensation adjustment authorized for state employees by the General Assembly. The salaries for these departments will be adjusted after the state budget is adopted. Currently, the state budget proposes a 2% general salary increase, effective December 1, 2008. It is recommended that the incorporation of these positions into the city pay plan be a priority for this next fiscal year, should the officers desire to participate. All city employees should meet the same standards of excellence and be compensated in an equal manner.

Health Insurance

- The Employee Health Insurance Committee unanimously voted to seek bids for group health care coverage for FY 08-09. It is the city manager's recommendation that the bid of health insurance be awarded to United Health Care, Inc.
- The FY 2008-2009 Financial Plan obligates the city to fund its' share of the health insurance premium increase, based on the following allocation by tier per month:

<u>Tier Coverage</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>Change</u>
Single Active Employee	\$336.15	\$369.70	10%
Employee/Dependent(s)	489.75	514.25	5%
Employee/Spouse	629.73	661.20	5%
Family	755.08	755.08	0%

Any premium increase not covered by this increased city share would be passed to employees.

- Retirees 65 and over will continue to participate in the AARP Ovations Program and retirees “ONLY” under age 65 will participate in the City’s retiree plan. It is recommended that City Council continue the existing retiree health insurance benefit policy that was adopted in FY 2003-2004 which froze the City’s share of retiree health insurance premiums prior to January 1, 2004 for retiree retiring prior to January 1, 2004.
- City Manager recommends that the city discontinue the practice of retiree group billing for the AARP Ovations Program. Because of federal laws governing the disclosure of health information and who may act on behalf of individual regarding health related issues, the city cannot control when a retiree either enters the program or terminates from the program.

City administration would refund the city’s share of retiree health insurance premium, directly to retiree upon proper documentation that retiree paid the premium.

This action would remove the city from being a facilitator between the retiree and AARP. The retiree would then deal directly with AARP on any issues concerning their respective health care insurance.

- In addition, city manager recommends that additional action be undertaken to limit the city’s costs of retiree health insurance by establishing a new funding limit for employees hired after July 1, 2008. Employees hired after July 1, 2008 would receive a minimum health insurance contribution based of length of service, with a maximum fixed dollar amount of two hundred dollars (\$200.00) per month towards retiree health insurance costs:

<u>5 years of service</u>	<u>\$50/month</u>
<u>6 – 10 years of service</u>	<u>\$100/month</u>
<u>11 – 20 years of service</u>	<u>\$150/month</u>
<u>20 + years of service</u>	<u>\$200/month.</u>

#### Personnel Requests from City Departments

The FY 2008-2009 Financial Plan had new position requests and funded recommendations are noted.

- Police Department  
Two full-time dispatchers – recommend zero positions  
Five patrol officers – recommend zero positions without additional funding
- Public Works Department  
Two full-time garage mechanics – recommend zero positions unless reduce local school funding by \$100,000
- Fire Department  
Five firefighter positions – recommend zero positions without additional funding  
Building Inspector position – recommend zero position
- Finance Department  
Budget Analyst position – recommend none  
IS Programmer/Web Designer Position – recommend none.  
Risk Manager position – approved
- Recreation and Parks  
Convert 3 P/T positions into one F/T position – no change made  
Add one P/T position at marina at FTE= 50%
- Development  
Changed Assistant City Manager position to ACM-Department of Development position  
Changed Development Director position to Business Recruiter position, Business Recruiter position removed by city manager  
Combined positions of Housing Coordinator and CDBG Housing and Program Coordinator into one position of Housing Coordinator, eliminating one authorized position.

#### **VI. COST AVOIDANCE:**

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### Vacancy Credit

- The FY 2008-2009 Financial Plan proposes the continuation of the Vacancy Credit Savings Policy to increase fiscal flexibility and permit long-range planning opportunities within City departments. The policy applies to all full-time classified positions funded through the General Fund Budget. Until a vacated position is authorized to be filled (60 days) the City will hold the annual rate attached to that position. If a department chooses to leave a position vacant past the approved hire date, they will receive the salary savings based on the original authorized salary not to exceed 6 months or \$30,000. The funds may be used at the discretion of the department with the approval of the Director of Finance and City Manager. As a result of this policy, the anticipated return to the FY 2008-2009 General Fund Budget is \$150,000. Any positions remaining vacant longer than six (6) months will not be funded in future fiscal years.

### GASB 45 Retiree Health Funding

- City Manager recommends that city council authorize a year-end contribution, not to exceed \$1,300,000 less current expenditures for retiree health paid by Hopewell in FY 08-09, into the Hopewell Retiree Health Insurance Trust Fund, if year-end surplus is sufficient to make contribution. Funds other than the General Fund shall be assessed a share of costs based on number of employees times the per employee actuary cost prepared by Wachovia Retirement Services, effective July 1, 2007.

### Risk Management

- City Council has authorized the hiring of a risk manager to implement a risk management plan. This position would be responsible for managing and planning all aspects of insurance, safety programs and safety training programs to result in the city lowering its risk or loss exposure.
- As such, the employee safety award program is terminated and the new risk manager will be charged with developing a “new” safety program to be implemented in FY 08-09 or later.
- Funding for Risk Manager position is to come from the Self-Insurance Fund by transfer to General Fund in the amount of \$85,000.

## **VII. CAPITAL PROJECTS:**

### Capital Projects Fund – Fund 71

The general infrastructure requests for the Capital Improvement Program are contained in Volume II of the FY 2008-2009 Financial Plan.

The Capital Projects Fund for FY 2008-2009 totals \$4,304,330, which consist of debt service of \$3,394,330, capital projects of \$580,000 and tourism related funding of \$330,000. The Capital Projects Fund has a non-recurring fund balance of approximately \$5,950,331 uncommitted as of June 30, 2007. The City Administration recommends the following capital projects:

- The allocation of \$50,000 for the continuation of the City’s Technology Plan to provide for the systematic procurement of software, hardware, and telecommunication equipment necessary to ensure the modernization of the City’s technology infrastructure network.
- The transfer of lodging tax receipts in the amount of \$330,000 to the General Fund to support the Tourism Department.
- The allocation of \$75,000 to fund a Regional Tourism Program to reflect a \$25,000 credit for the city’s regional promotion effort at the tourism center..
- Fund the request from Historic Hopewell Foundation in the amount of \$30,000.
- Fund request for Parks renovation in the amount of \$25,000.
- The allocation of \$400,000 from surplus to expand the city streets overlay program. The streets maintenance budget does not have sufficient funds to make such large capital expenditures.

- 
- The Capital Projects Fund surplus balance would be reduced by \$100,830 if these recommendations are approved and funded.

#### Economic Development – Fund 75

- The economic development expenditures consist of debt service on the Exeter Site bonds and the programs sponsored by the city to promote business development including the Downtown Events Program. The FY 2008-2009 Financial Plan includes: \$370,500 for debt service, \$1,000 for Enterprise Zone, \$2,500 for Business Appreciation Breakfast, and \$1,000 for Hopewell Prince George Chamber of Commerce “Business by the River”, and Downtown Events program of 4107,175. The Economic Development Fund has a non-recurring fund balance of \$1,823,302 uncommitted as of June 30, 2007.
- Hopewell Celebration 2007 was a very successful project. The events attracted many people from the area and other parts of Virginia to Hopewell. It is proposed that the 2008 Downtown Events Program be funded the remainder of funds designated for this program with the remainder coming from the Economic Development Fund. It is anticipated that this will be funded from the tourism department in the future as the purpose of the events program is to attract tourists from within and outside of the Hopewell area.

#### **VIII. NEXT STEPS:**

City Council will need to hold its public hearing on the proposed budget.

It will need to determine if there are any capital requests to fund.

The FY 2008-2009 Financial Plan proposes a reasonable allocation of scarce revenues in a manner that enables the City Council to move forward.

I want to express my sincere appreciation for the cooperation that I received from employees in every department. I want to thank the entire staff for their many hours of hard work and their contribution to the development of this document.

The proposed budget is the first milestone in the annual budget process. The City staff and I look forward to working with you throughout your consideration and the adoption phase of the proposed FY 2008-2009 Financial Plan.

Respectfully submitted,



Edwin C. Daley  
City Manager

## **BUDGET CALENDAR FY 08-09**

<u>DATE</u>	<u>ACTIVITY</u>	<u>COORDINATOR</u>
Nov 21	Distribute Department 2008-09 Budget Notice and Instructions	Director of Finance
Jan 04	Deadline to submit budget requests	Director of Finance
Jan 04	Preliminary Revenue Est.	Director of Finance Comm. of the Revenue Real Estate Assessor
Feb 02	Pers Property and Machinery and Tool Real Estate Tax Projections Final 08-09 School Budget Superintendent of Schools	Comm. of the Revenue Real Estate Assessor Submitted to City Manager
Mar 25	08-09 Budget Revenues Over View/Forecast to City Council	City Manager
Apr 08	08-09 Budget to City Council	City Manager
Apr 08	1st Budget Work Session City Budget Overall Review	
Apr 15	2nd Budget Work Session City Schools Review	City Manager
Apr 16	Advertise Synopsis of Proposed Budget and 2008 Tax Levies for Public Hearing on 2008-09 Budget and 2008 Tax Levies (if rate increase)	Director of Finance
Apr 22	Public Hearing on 2008-09 Budget, and 2008 tax levies First reading of 2008 tax rate ordinance	City Manager
Apr 29	Council Budget Work Session Optional by Council	City Manager
May 13	Adoption of 2008-09 School Budget (Required by May 15), 2008-09 City Budget, and second reading of 2008 tax rate ordinance	City Manager

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**BUDGETARY AND FISCAL  
POLICIES AND PROCEDURES**

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## BUDGETARY AND FISCAL POLICIES AND PRACTICES

### I. BUDGET

#### A. Balanced budget

In accordance with state law, the city must adopt an annual budget. The City Manager is required by city code to prepare and submit an annual budget to City Council where estimated revenues plus fund balance, if used, equals estimated expenditures and be responsible for its administration after the budget is adopted.

#### B. Level of authority

The budget of the City of Hopewell shall be adopted by fund and department/function classification level.

#### C. Budget amendments and transfers

The City Manager is authorized to transfer amounts between line items within a department or fund with limitations adopted in the budget resolution.

Money transfers between funds first must be approved by the City Council prior to the transfer.

Excess funds from approved and completed capital projects budgets shall revert back to the Capital Projects Fund Balance for future consideration.

#### D. Budget Appropriations

Unspent budgeted appropriations elapse at year-end and excess funds revert back to the fund balance. Only if City Council has authorized a department to reserve any unspent budgeted funds will such funds be set aside in the designated reserve account.

#### E. Basis of Budgeting

All funds operated by the city are budgeted on the basis of cash. No attempt is made to account for any accrual or modified accrual item during the budget process. This methodology differs from the modified accrual method used in the audit for the General Fund, Special Funds and Capital Project Funds types. The full accrual method is used for all three enterprise type funds.

#### F. Budget cycle

The budget cycle typically begins in November with budget input instructions released to departments and a deadline set to complete their budget request. Once departments have completed input for their request, the budget director begins review and determining major areas where the city manager will concentrate his effort. Major city departments are given a chance to meet with the city manager on their budget request and review it. Once city manager finishes his department reviews, the budget director begins making estimates on funding sources. After the state General Assembly has passed the state budget, and city manager gets final revenue estimates, the final budget recommendations are completed.

City Manager will deliver his budget recommendations to City Council at its regular second scheduled meeting in March of each year. City Council will set a public hearing on the proposed

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budget and direct that a synopsis of the budget be advertised. A public hearing is held on the budget so council may hear comments from the public. Before and after the public hearing, City Council will be conducting work sessions to review and understand what is in the budget and how it is proposed to be funded. Three or more work sessions by council will take place. Once council agrees on the budget numbers, usually at its first meeting in May, it will approve a budget resolution and set the tax rate.

City budget resolution becomes effective July 1, each year.

## II. FUNDS and ACCOUNTING

### A. Basis of Accounting

The accounts of the City of Hopewell are organized on the basis of funds and account groups. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. The accounting records are maintained on the modified accrual basis of accounting for the General Fund, Special Revenue Funds (Social Services, Recreation, Marina and CDBG), and Capital Projects Fund and on the full accrual basis of accounting for its Enterprise Funds (Solid Waste, Sanitary Sewer and Regional Waste Water Treatment Plant).

### B. Appropriation

Legally the city must appropriate funds for these funds; General Fund, Social Services, Recreation Fund, Marina, CDBG, and Capital Projects Fund. City is not required to appropriate for its enterprise type funds, but it does adopt a budget for the enterprise funds: Solid Waste, Sanitary Sewer and Regional Waste Water Treatment Plant.

### C. Funds

**General Fund-** The General Fund is the general operating fund and is used to account for all financial resources except those required to be accounted for in another fund. This includes most traditional local government programs such as police, fire, public works, general administration and legislative functions.

**Social Services Fund (major)-** The Social Services Fund is used to account for all social and welfare services provided by the city and is reported as a major fund in the city's annual audit. Therefore, this fund is budgeted as a separate special revenue fund.

**Special Revenue Fund (minor) –** Special revenue funds are used to account for certain activities that City Council has established. These are the Recreation Fund, Marina Fund, and CDBG Fund. Each of these funds receives an appropriation by City Council.

**Component Unit-** Component unit reporting is assigned for two separate units of city government. Separate funds are maintained and City Council appropriates monies for each.

**School Funds-** City school funds are used to reflect revenues and expenditures for the operations of the city school system and are reported in separate funds: Operating Fund, Textbook Fund, Cafeteria Fund and Bus & Building Replacement Fund.

**Community Services Act (CSA)-** This fund accounts for the operations of educational and social services needs of children requiring special education, clinical and personal care services.

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Capital Projects Fund- Capital Projects Fund is used to account for financial resources used for the acquisition, design, construction and debt service for major capital facilities (other than those financed by Proprietary Funds).

Enterprise Fund- Enterprise funds are used to account for operations that are financed and operated in a manner similar to the private business enterprises where the intent of the governing body is that the costs of providing services are financed or covered primarily through user charges.

Solid Waste Fund: Accounts for the operations and removal of solid wastes for the city.

Sewer Services Fund: Accounts for the operation and maintenance of the sanitary sewer system.

Wastewater Fund: Accounts for the operations, maintenance and treatment for the regional wastewater treatment plant. This fund serves the major city industrial customers in addition to city residents for final wastewater treatment.

### III. REVENUES

City generated revenues are grouped and budgeted within the respective fund for which they have been designated.

#### A. Major Revenues by Funds

General Fund- Revenues for the General Fund consist of both real and property taxes, state shared revenues, local option taxes (sales tax, utility tax, business license tax, vehicle registration, revenues from the use of property and monies (interest earnings and rental income) and other miscellaneous income. Federal revenues collected by the General Fund are only a small part of the budget.

Social Services Fund- Revenues collected for Social Services Fund consist of three sources: federal, state and local. Because funding is controlled by the federal and state governments, the local funding represents the “local” match requirement for the federal and state dollars. No revenue projections are done because all funding is determined at a higher control level.

Recreation Fund- Revenues for the Recreation Fund come from two sources; fees and charges for recreation activities and General Fund transfer. General Fund support represents over 80% of the budget, while fees and charges account for the remaining budget. Fees and charges are adjusted every two years so that: 1) recreation activities remain competitive and 2) inflation costs are incorporated into recreation charges.

Marina Fund- Revenues for the Marina Fund come from slip rentals and boat ramp fees. These fees are assessed based on charges for similar services at area water access facilities.

CDBG Fund- Revenues are federal entitlement program funds and estimate is used. Funds come directly from federal government appropriation.

Capital Projects Fund- Capital Projects Fund revenues come from: meals and lodging tax, interest income, and General Fund transfer. Meals and lodging tax revenues represent approximately 48% and General Fund transfer accounts for another 50%, leaving approximately 2% from interest income. Forecasting for the meals and lodging revenues is calculated using 5 years of actual collections and applying a growth percentage.

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Enterprise Funds- Revenues for the Enterprise Funds are determined by two methods: for the solid waste and sanitary sewer, a rate study is done every two years to determine demand being placed on the system and based on a classification of users, setting a rate structure for each class of user; the Regional Treatment Plant revenues are based on forecasted loadings from the industrial customers who use the system. Any Regional Treatment Plant excess or deficit in revenue is adjusted once per year when the annual audit is completed and all costs have been determined.

B. Review of fee schedules

All fee schedules and enterprise/user charges are reviewed and adjusted periodically to ensure that rates are equitable and cover the total cost of service or that portion of the total cost deemed appropriate by the City Council.

C. Anticipated grants

Grant funds or similar contractual revenue of a temporary nature is budgeted only if they are contracted and approved by City Council at the time of the recommended budget. Otherwise, separate appropriations will be made during the year as such grants are awarded or contracts made.

The City of Hopewell shall seek its fair share of available State and Federal financial support unless conditions attached to that assistance are contrary to City Council policy.

Prior to applying for and accepting intergovernmental aid, the City Manager will examine the matching requirements so that the source and availability of such funds may be determined before grant application is made.

The City Manager shall seek City Council approval for any grant application requiring local matching funds. Grants requiring "no" local funds may be authorized by the City Manager.

D. Tax Rates

The City Manager shall recommend property tax rates necessary to support the level of city services to be delivered.

E. User fees

The City Manager shall make recommendations to City Council for consideration such user fees and other charges that may support services.

F. Reserve balance limit

The City Council, by ordinance, has established a General Fund Undesignated Reserve Balance requirement equal to ten (10) percent of the General Fund Budget for each budget cycle.

IV. EXPENDITURES

A. Performance Measurers

The City administration attempts to minimize the financial burden on the taxpayer through systematic program reviews and evaluations aimed at improving the efficiency and effectiveness of city services. These periodic reviews consider past trends and experiences elsewhere, and revision to the annual budget guidelines are based on current need and program efficiency. This information becomes an

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important factor in the preparation of the annual budget. (At this time, this effort has not been fully implemented.)

- B. In January, 2006 Hopewell joined with 27 other Virginia local governments to form the ICMA Virginia Performance Consortium. The mission of this consortium is to develop a standard set of performance measures that relate directly to Virginia and have consistency among the measures and local governments who are assisting in their development and reporting.

V. DEBT

- A. Long-term debt

Long-term debt financing will be considered when the circumstances are such that the "pay-as-you-go" philosophy of acquiring capital assets cannot meet demand. Long-term borrowing will be confined to capital improvements that cannot be financed from current re-occurring revenues.

- B. Debt limitation

The City Council has imposed upon itself guidelines to be used in the management long-term debt. Under state law the maximum debt limit is set at ten (10) percent of the city real estate property valuation. City Council has imposed a maximum debt limit of five (5) percent on the same valuation base.

- C. Credit rating

The City of Hopewell will seek to maintain and, if possible, to improve its current A1 bond rating so its borrowing costs are minimized.

- D. Virginia Public Finance Act

This state code section sets forth the policy and procedures whereby the City of Hopewell shall issue bonded indebtedness.

VI. CAPITAL IMPROVEMENTS

- A. Develop a CIP

The City of Hopewell will plan for capital improvements over a multi-year period of time. The Capital Improvements Program will directly relate to the long-range plans and policies adopted by City Council.

- B. Financing method

The City Manager will determine and recommend to the City Council financing methods for all capital projects.

VII. CASH MANAGEMENT/INVESTMENTS

- A. Responsibility

The responsibility for cash management and investments rests with the elected City Treasurer as defined by state code.

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State code defines how and what financial institutions must do to hold public monies. Eligible investments are defined by state code and city investment guidelines.

B. Investment Policy

City has a written investment policy which governs how investment decisions are made. Highlights of this policy are: city established an investment committee, investments limited to those allowed by Virginia Code, security dealers must be registered in the state of Virginia to conduct business, no investment purchased with an interest rate lower than the latest treasury auction, limit commercial paper to 35%, ninety (90) percent liquidity of six months or less, mortgage-backed derivative type investments prohibited, and investment of one million dollars must be done by competitive bid.

C. Review of investments

The city investment committee consists of: City Mayor, City Manager and City Treasurer. The City Clerk acts as recorder.

The investment committee meets quarterly to hear and review the city treasurer's investment report, give guidance or amend investment policy.

VIII. Accounting Practices

A. Accounting systems and GAAP

The City of Hopewell shall maintain the highest level of accounting practices possible. Accounting systems shall be maintained in order to facilitate financial reporting in conformance with General Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board.

"Basis of accounting" refers to when revenues and expenditures are "recognized" in the accounts and reported in the financial statements.

The General Fund and All Special Funds of the City of Hopewell are accounted for during the year on the "modified accrual": basis for accounting. The governmental and agency fund revenues and expenditures are recognized on the modified accrual basis, where revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for un-matured principle and interest on general long-tem debt, which is recognized when due.

The proprietary funds, or enterprise funds, revenues and expenses are recognized on the "full-accrual basis". Under this basis, revenues are recognized in the accounting period when they are earned and expenses are recognized in the period when they are incurred. Unbilled receivables are accrued as revenues and collected unearned revenues are recorded as a liability.

B. Annual audit and independent auditor

An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) each year and will publicly issue an opinion which will be incorporated in the city's Comprehensive Annual Financial Report.

C. Internal control processes

The city will use internal accounting controls to the maximum extent feasible to insure that proper authority is followed in processing all financial transactions.

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IX. RISK MANAGEMENT

A. Insurance coverage

The City Manager will obtain insurance protection for the city thru Virginia Municipal League Insurance Pool. This insurance shall include: property, automobile, equipment, law enforcement, employee honesty bond, general liability, professional liability and excess liability coverage.

All contractors performing services for the city shall carry insurance in the amounts and limits required in the procurement bid.

B. Source of funds

The insurance premiums shall be paid from the Self Insurance Fund except for coverage that can be assigned directly to other managed funds. Specifically, the premiums incurred covering the Social Services Fund, Regional Waster Water Treatment Fund, Recreation Fund, and the City Marina Fund shall be reimbursed by each respect fund.

C. Dividends earned

Any dividends earned and paid by the VML pool shall be returned to the Self Insurance Fund.

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**SUMMARY OF  
LONG-TERM DEBT REQUIREMENTS**

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## **DEBT MANAGEMENT**

Community needs or demands beyond the "CASH" pay-as-you-go philosophy can be met by using long-term debt. Some of the items for which debt may be used are: schools, parks, roads, water and sewer, major equipment and buildings.

Financing of these capital costs can be accomplished through various sources call bonded debt.

The City of Hopewell Council has established a guiding policy in regards to managing debt.

City debt limit may not exceed five (5) percent of the real estate property evaluation.

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### **COMPUTATION OF LEGAL DEBT LIMIT**

#### **Calculation of State Legal Limit**

Assessed Value of Real Property -2008	\$1,148,117,100
Multiplied by State Limit of	10%
DEBT LIMIT	\$ 114,811,710

#### **Calculation of Hopewell Limit**

Assessed Value of Real Property -2008	\$ 1,148,117,100
Multiplied by Council Limit of	5%
DEBT LIMIT	\$ 57,405,855

<b>Total Bonded Debt Outstanding 7-01-08</b>	<b>\$ 39,691,111</b>
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## **FY 2008-2009 Debt Service**

The following table outlines the debt service requirements due for FY 2008-2009 and future years.

<b>Purpose</b>	<b>OutStanding Debt</b>	<b>Principle Due</b>	<b>Interest Due</b>	<b>Total Payment</b>
<b><u>CAPITAL PROJECTS FUND</u></b>				
1989 G O Bonds	\$90,000	\$90,000	\$5,760	\$95,760
1998 G O Bonds	1,485,000	585,000	49,681	634,681
1999 G O Bonds	2,775,000	290,000	129,800	419,800
2002 G O Bonds(75)	2,074,000	190,000	99,890	289,890
2004 G O Bonds Series A- Tax Empt	13,790,000	0	689,500	689,500
2004 G O Bonds Series B- Taxable	6,210,000	0	326,025	326,025
1992 VPSA Bonds	847,744	156,144	48,676	204,820
1994 VPSA Bonds	245,000	130,000	12,443	142,443
2001 VPSA Bonds Series B(63)	3,610,211	219,880	169,435	389,315
2005D VPSA Bonds (63)	791,156	35,871	38,379	74,250
2004 SunTrust Bank Note(75)	1,214,000	0	80,610	80,610
1991 Woodson Literary Loan	167,000	88,500	5,010	93,510
1991 DuPont Literary Loan	525,000	175,000	15,750	190,750
1997 High School Literary Loan	298,500	29,850	5,970	35,820
1997 Copeland Literary Loan	104,500	10,450	2,090	12,540
1997 Woodson Literary Loan	469,500	46,950	9,390	56,340
1997 Woodlawn Literary Loan	119,500	11,950	2,390	14,340
2001 Copeland Literary Loan	<u>875,000</u>	<u>4,375,000</u>	<u>97,500</u>	<u>472,500</u>
Total Debt Service-Capital Projects Fund	\$39,691,111	\$2,434,595	\$1,788,299	\$4,222,894
<b><u>ENTERPRISE FUND</u></b>				
2000 Sewer Revenue Bonds	\$3,705,000	\$185,000	\$208,541	\$393,541
2005D Sewer Revenue Bonds	<u>8,030,000</u>	<u>305,000</u>	<u>354,960</u>	<u>659,960</u>
Total Debt Service-Enterprise Funds	\$11,735,000	\$490,000	\$563,501	\$1,053,501

SUMMARY OF  
LONG-TERM DEBT

**CAPITAL PROJECTS FUND DEBT**

FISCAL YEAR	GENERAL		LITERARY LOAN		TOTAL DEBT		TOTAL
	OBLIGATION BONDS		OBLIGATIONS		DUE		
	Principle	Interest	Principle	Interest	Principle	Interest	
2008-2009	\$1,696,895	\$1,650,199	\$737,700	\$138,100	\$2,434,595	\$1,788,299	\$4,222,894
2009-2010	22,756,472	1,038,294	727,700	120,711	23,484,172	1,159,005	24,643,177
2010-2011	1,163,575	406,696	649,200	103,622	1,812,775	510,318	2,323,093
2011-2012	1,201,407	347,472	474,200	88,888	1,675,607	436,360	2,111,967
2012-2013	1,045,906	277,679	474,200	79,404	1,520,106	357,083	1,877,189
2013-2014	894,890	241,527	474,200	69,920	1,369,090	311,447	1,680,537
2014-2015	933,278	196,334	474,200	60,436	1,407,478	256,770	1,664,248
2015-2016	973,155	149,109	474,200	50,952	1,447,355	200,061	1,647,416
2016-2017	584,443	110,638	474,200	41,468	1,058,643	152,106	1,210,749
2017-2018	317,165	81,322	474,200	31,984	791,365	113,306	904,671
2018-2019	326,344	64,913	375,000	22,500	701,344	87,413	788,757
2019-2020	336,002	48,023	375,000	15,000	711,002	63,023	774,025
2020-2021	343,131	33,663	375,000	7,500	718,131	41,163	759,294
2021-2022	350,634	18,930	0	0	350,634	18,930	369,564
2022-2023	50,140	8,710	0	0	50,140	8,710	58,850
2023-2024	51,503	6,247	0	0	51,503	6,247	57,750
2024-2025	52,870	3,780	0	0	52,870	3,780	56,650
2025-2026	<u>54,301</u>	<u>1,249</u>	<u>0</u>	<u>0</u>	<u>54,301</u>	<u>1,249</u>	<u>55,550</u>
<b>Total</b>	<u>\$33,132,111</u>	<u>\$4,684,785</u>	<u>\$6,559,000</u>	<u>\$830,485</u>	<u>\$39,691,111</u>	<u>\$5,515,270</u>	<u>\$45,206,381</u>

SUMMARY OF  
LONG-TERM DEBT

**SCHOOL PROCEEDS DEBT PAYMENTS**

FISCAL YEAR	GENERAL OBLIGATION BONDS				TOTAL DEBT DUE		
	2001 VPSA B		2005D VPSA		Principle	Interest	TOTAL
	Principle	Interest	Principle	Interest			
2008-2009	\$219,880	\$169,435	\$35,871	\$38,379	\$255,751	\$207,815	\$463,566
2009-2010	224,515	158,670	36,619	36,531	261,134	195,201	456,335
2010-2011	229,109	147,945	37,407	34,643	266,516	182,588	449,104
2011-2012	233,908	137,015	38,236	32,714	272,144	169,729	441,873
2012-2013	238,958	125,834	39,008	30,842	277,966	156,676	434,642
2013-2014	245,172	113,489	39,718	29,032	284,890	142,520	427,410
2014-2015	251,712	100,818	40,566	27,084	292,278	127,902	420,180
2015-2016	258,594	87,805	41,561	24,989	300,155	112,795	412,950
2016-2017	265,836	74,432	42,607	22,843	308,443	97,276	405,719
2017-2018	273,457	60,681	43,708	20,642	317,165	81,322	398,487
2018-2019	281,477	46,530	44,867	18,383	326,344	64,913	391,257
2019-2020	289,916	31,959	46,086	16,064	336,002	48,023	384,025
2020-2021	295,762	19,982	47,369	13,681	343,131	33,663	376,794
2021-2022	301,915	7,699	48,719	11,231	350,634	18,930	369,564
2022-2023	0	0	50,140	8,710	50,140	8,710	58,850
2023-2024	0	0	51,503	6,247	51,503	6,247	57,750
2024-2025	0	0	52,870	3,780	52,870	3,780	56,650
2025-2026	<u>0</u>	<u>0</u>	<u>54,301</u>	<u>1,249</u>	<u>54,301</u>	<u>1,249</u>	<u>55,550</u>
<b>Total</b>	<u>\$3,610,211</u>	<u>\$1,282,295</u>	<u>\$791,156</u>	<u>\$377,044</u>	<u>\$4,401,367</u>	<u>\$1,659,339</u>	<u>\$6,060,706</u>

SUMMARY OF  
LONG-TERM DEBT

**ENTERPRISE FUND DEBT**

FISCAL YEAR	REVENUE BONDS		CAPITAL LEASES		TOTAL DEBT DUE		TOTAL
	Principle	Interest	Principle	Interest	Principle	Interest	
2008-2009	490,000	563,501	0	0	490,000	563,501	1,053,501
2009-2010	510,000	541,903	0	0	510,000	541,903	1,051,903
2010-2011	535,000	519,188	0	0	535,000	519,188	1,054,188
2011-2012	550,000	494,676	0	0	550,000	494,676	1,044,676
2012-2013	575,000	468,097	0	0	575,000	468,097	1,043,097
2013-2014	610,000	439,654	0	0	610,000	439,654	1,049,654
2014-2015	635,000	409,570	0	0	635,000	409,570	1,044,570
2015-2016	670,000	377,772	0	0	670,000	377,772	1,047,772
2016-2017	700,000	343,712	0	0	700,000	343,712	1,043,712
2017-2018	735,000	307,466	0	0	735,000	307,466	1,042,466
2018-2019	770,000	269,034	0	0	770,000	269,034	1,039,034
2019-2020	810,000	228,329	0	0	810,000	228,329	1,038,329
2020-2021	855,000	185,404	0	0	855,000	185,404	1,040,404
2021-2022	900,000	139,636	0	0	900,000	139,636	1,039,636
2022-2023	555,000	102,456	0	0	555,000	102,456	657,456
2023-2024	580,000	74,933	0	0	580,000	74,933	654,933
2024-2025	610,000	46,075	0	0	610,000	46,075	656,075
2025-2026	<u>645,000</u>	<u>15,641</u>	<u>0</u>	<u>0</u>	<u>645,000</u>	<u>15,641</u>	<u>660,641</u>
<b>Total</b>	<u>\$11,735,000</u>	<u>\$5,527,047</u>	<u>\$0</u>	<u>\$0</u>	<u>\$11,735,000</u>	<u>\$5,527,047</u>	<u>\$17,262,047</u>

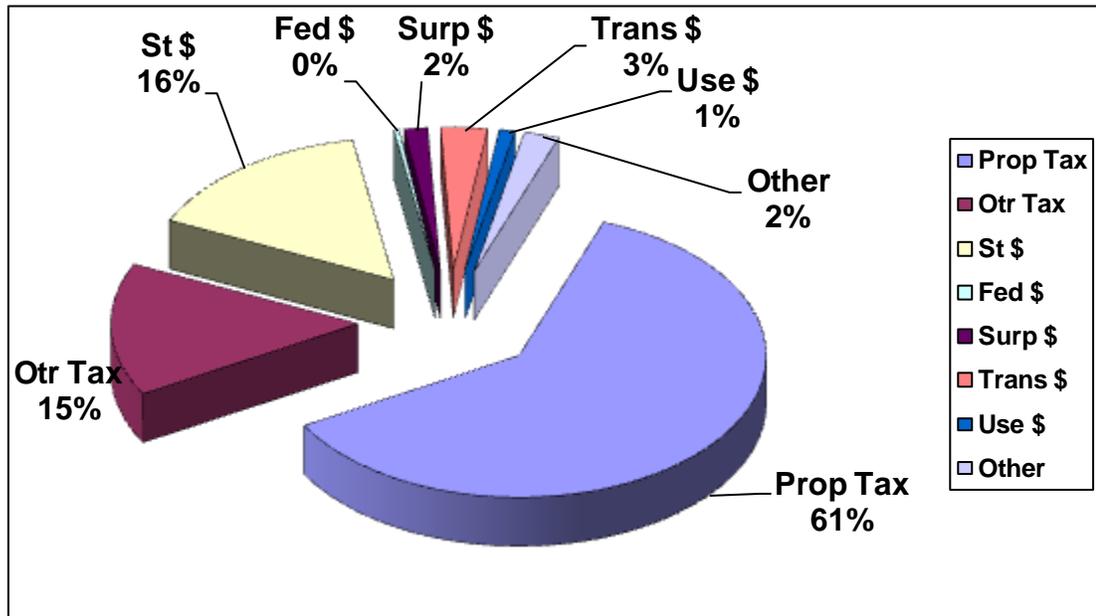
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## **BUDGET APPROACH**

REVENUE SUMMARY ALL FUNDS- FY 08-09						
REVENUES	TOTAL	GENERAL FUND	SPECIAL REVENUE FUNDS	SCHOOL FUNDS	ENTERPRISE FUNDS	CAPITAL PROJECTS FUNDS
<b>Beginning Balance</b>	\$33,261,879	\$3,488,677	\$3,171,509	\$2,516,364	\$16,860,268	\$7,225,061
Ad Valorem Taxes						
-- Real Estate	12,635,000	12,635,000	0	0	0	0
-- Machinery & Tools	4,000,000	4,000,000	0	0	0	0
-- Personal Property	4,100,000	4,100,000	0	0	0	0
-- Public Service Corporation	3,460,000	3,460,000	0	0	0	0
-- Penalties & Interest	700,000	700,000	0	0	0	0
<b>Subtotal Property Taxes</b>	24,895,000	24,895,000	0	0	0	0
Other Taxes						
-- Sales Tax	2,099,000	2,099,000	0	0	0	0
-- Unility Tax	1,470,000	1,470,000	0	0	0	0
-- Business License Tax	1,580,000	1,580,000	0	0	0	0
-- Motor Vehicle License	390,000	390,000	0	0	0	0
-- Franchise Tax	210,000	210,000	0	0	0	0
-- Bank Tax	120,000	120,000	0	0	0	0
-- Recordation /Deeds Tax	250,000	250,000	0	0	0	0
-- Meals & lodging Tax	2,280,000	0	0	0	0	2,280,000
-- E911 Wireless	30,000	30,000	0	0	0	0
<b>Subtotal Other Taxes</b>	8,429,000	6,149,000	0	0	0	2,280,000
Intergovernmental Revenues						
-- State Revenues	37,837,235	6,270,350	3,827,399	27,739,486	0	0
-- Federal Revenues	8,667,856	140,000	3,067,302	5,460,554	0	0
Permits and Fees	150,000	150,000	0	0	0	0
Fines and Violations	361,700	361,700	0	0	0	0
Use Money & Property	1,161,100	420,000	173,600	23,000	0	544,500
Operating Revenues	23,421,491	0	586,635	0	22,834,856	0
Other Revenues	1,735,884	420,800	140,834	1,049,250	0	125,000
<b>Total Revenues</b>	106,659,266	38,806,850	7,795,770	34,272,290	22,834,856	2,949,500
Transfers from Other Funds	19,697,938	1,238,000	2,825,000	14,299,938	0	1,335,000
Fund Balance Use	7,076,600	614,746	397,176	1,576,618	3,986,055	502,005
<b>Total Resources</b>	133,433,804	40,659,596	11,017,946	50,148,846	26,820,911	4,786,505
Less Transfers from Other Funds	-19,697,938	-1,238,000	-2,825,000	-14,299,938	0	-1,335,000
<b>Total Resources net of Transfers</b>	\$113,735,866	\$39,421,596	\$8,192,946	\$35,848,908	\$26,820,911	\$3,451,505
<b>Ending Balance</b>	\$26,185,279	\$2,873,931	\$2,774,333	\$939,746	\$12,874,213	\$6,723,056

## REVENUE SUMMARY

### ALL FUNDS



INDEX-

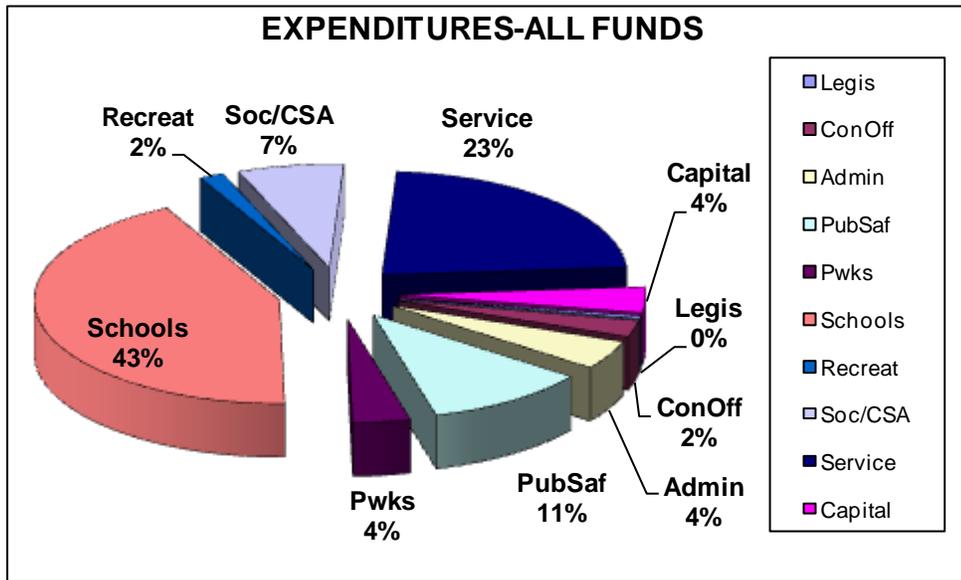
- Prop Tax = All Property Taxes
- Oth Tax = All other Taxes Levied by City
- State \$ = State Revenues
- Fed \$ = Federal Revenues
- Other = Other Miscellaneous Revenues
- Transfer = Funds Transferred between Funds
- Surp = Use of Surplus Fund Balance
- Oper \$ = Operating Revenues generated from the Enterprise Funds

EXPENDITURES SUMMARY ALL FUNDS- FY 08-09

PROGRAMS/ DEPARTMENTS	TOTAL	GENERAL FUND	SPECIAL REVENUE FUNDS	SCHOOL FUNDS	ENTERPRISE FUNDS	CAPITAL PROJECTS FUNDS
Legislative						
-- City Council	\$ 145,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -
-- City Clerk	83,000	83,000	-	-	-	-
-- City Attorney	220,289	220,289	-	-	-	-
Constitutional Offices						
-- Clerk of Circuit Court	331,661	331,661	-	-	-	-
-- Commonwealth Attorney	623,613	623,613	-	-	-	-
-- Commissioner of Revenue	393,422	393,422	-	-	-	-
-- City Treasurer	367,817	367,817	-	-	-	-
-- Electoral Board/Registrar	168,041	168,041	-	-	-	-
-- City Sheriff	708,155	708,155	-	-	-	-
-- Circuit Court	94,877	94,877	-	-	-	-
-- General District Court	66,000	66,000	-	-	-	-
-- Court Services	8,500	8,500	-	-	-	-
-- VJCCCA	188,234	188,234	-	-	-	-
-- Crater Detention Center	375,000	375,000	-	-	-	-
-- Riverside Regional Jail	2,100,000	2,100,000	-	-	-	-
Administration						
-- City Manager/Info Office	430,000	430,000	-	-	-	-
-- Tourism	330,000	330,000	-	-	-	-
-- Finance/Human Resources	1,739,696	1,739,696	-	-	-	-
-- Development	550,699	550,699	-	-	-	-
-- Police	6,194,418	6,194,418	-	-	-	-
-- Fire	3,927,861	3,927,861	-	-	-	-
-- Public Works	4,434,610	4,434,610	-	-	-	-
-- Health/Outside Agencies	1,215,745	1,215,745	-	-	-	-
-- Non-Departmental	455,723	455,723	-	-	-	-
-- Transfers/Contingency	15,507,235	15,507,235	-	-	-	-
-- Social Services	5,254,618	-	5,254,618	-	-	-
-- Comprehensive Services	2,925,531	-	2,925,531	-	-	-
-- Parks & Recreation	1,754,935	-	1,754,935	-	-	-
-- Harbor Master/Marina	130,500	-	130,500	-	-	-
-- CDBG	218,552	-	218,552	-	-	-
-- Self Insurance	668,510	-	668,510	-	-	-
-- Cemetery	59,300	-	59,300	-	-	-
-- School Board	50,148,845	-	-	50,148,845	-	-
-- Solid Waste	2,209,412	-	6,000	-	2,203,412	-
-- Sewer Services	8,639,493	-	-	-	8,639,493	-
-- HRWTF	15,978,006	-	-	-	15,978,006	-
-- Capital Projects/Debt	4,304,330	-	-	-	-	4,304,330
-- Economic Development	482,175	-	-	-	-	482,175
<b>Total Expenditures</b>	<b>\$ 133,433,803</b>	<b>\$ 40,659,596</b>	<b>\$ 11,017,946</b>	<b>\$ 50,148,845</b>	<b>\$ 26,820,911</b>	<b>\$ 4,786,505</b>
Less: Transfer to Other Funds	\$ (16,022,235)	(15,507,235)	(185,000)	-	-	(330,000)
<b>Total Net Expenditures</b>	<b>\$ 117,411,568</b>	<b>\$ 25,152,361</b>	<b>\$ 10,832,946</b>	<b>\$ 50,148,845</b>	<b>\$ 26,820,911</b>	<b>\$ 4,456,505</b>

# EXPENDITURE SUMMARY

## ALL FUNDS



**INDEX-**

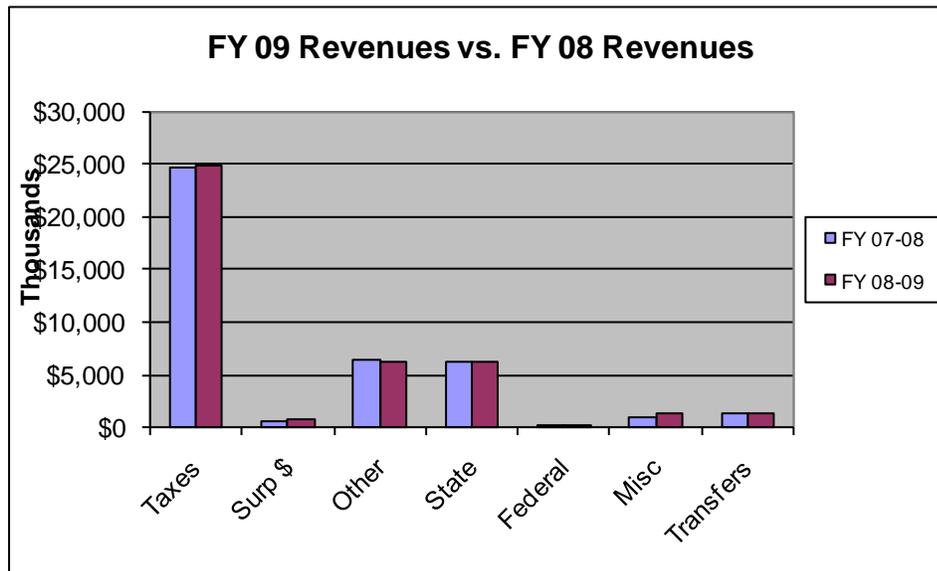
- Legis = Council, City Clerk, City Attorney
- ConOff = Constitutional offices, Registrar, Courts, Jail
- Admin = General Fund departments less: police, Fire, Public Works
- PubSaf = Police and Fire Departments
- Pwks = Public Works Department
- Schools = All School Budgets
- Recreat = Recreation Fund and Harbor Fund
- Soc/CSA = Social Services, CSA Funds
- Services = Enterprise Fund Services
- Capital = Capital Projects Fund

## Overview

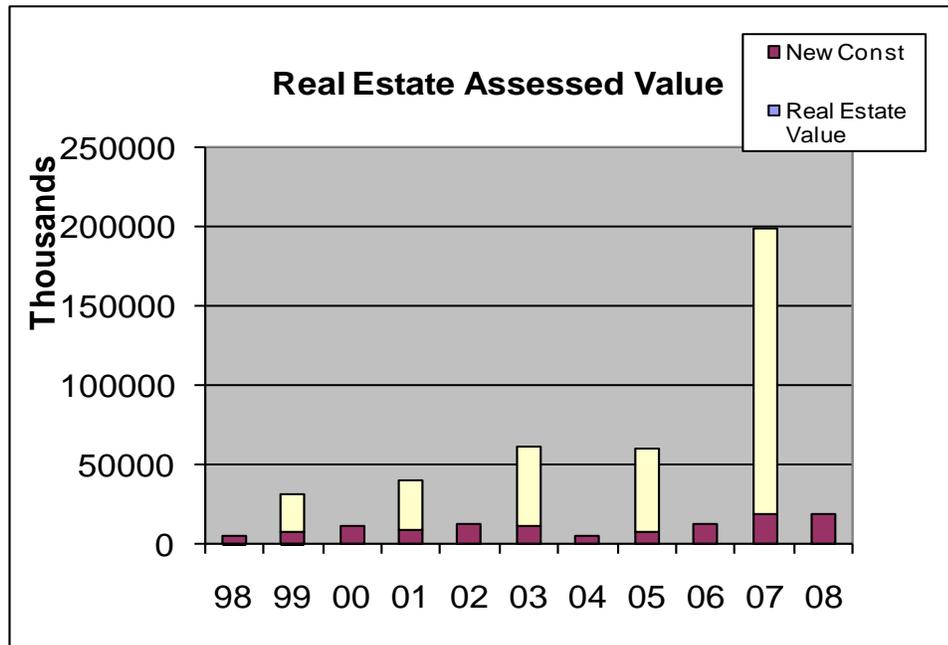
The fiscal condition of the City of Hopewell has a direct impact on the level of services that can be provided its citizens, City revenues indicate a lacking of revenues to pay for the current level of services. This is primarily due to the fact the City has no room for growth. Almost every revenue source available to the city, except for user fees and property taxes, are close to their maximum allowed by Virginia law. The City is limited in what revenue it may levy and the amount of such levies.

## General Fund

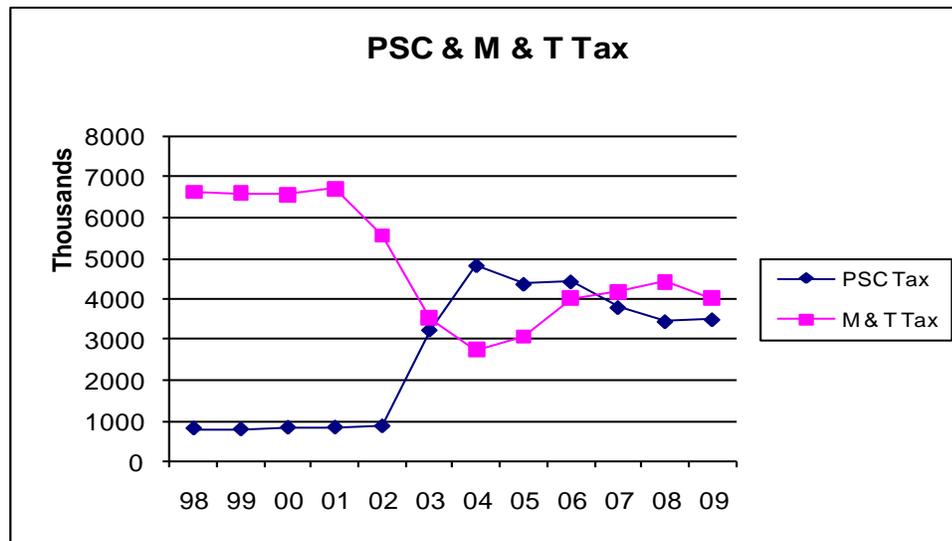
The City General Fund supports many of the basic services associated with local government. These include education, police, fire, recreation, parks, library, social and health services and community development. The demands for services placed on the General Fund continue to rise. Both its citizens and the state general assembly continue to see local government as primary in service delivery. Budgeted revenues for the past two budget years as shown below reflect the limited revenue growth that the city is experiencing.



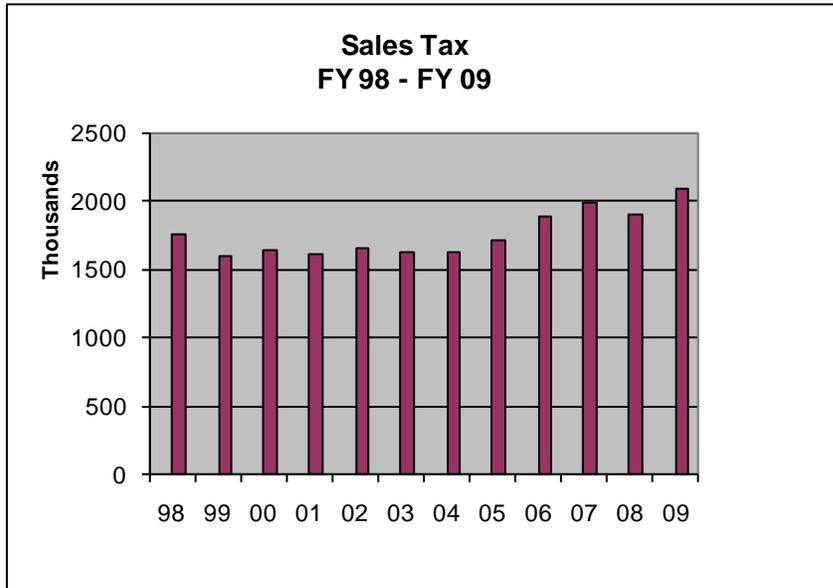
Further analysis of the major revenue categories show that only real taxes are increasing by any significant amount and that can be attributed primarily to reassessment valuations.



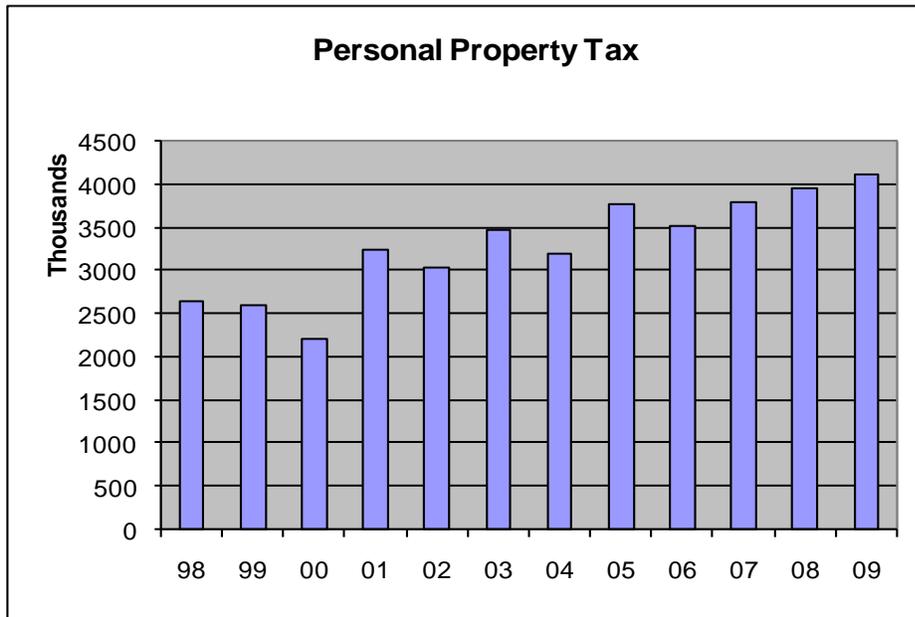
Public Service Corporation taxation took a large jump when the general assembly changed the law on who would assess co-generation power plants in 2002. Up till that year the locality valued such assets as machinery & tools. The city realized a gain in valuation and tax revenues when this took effect.



Local option sales tax revenues have been stagnant for the past several years, but increased in 2006 and are forecasted to continue to increase by modest amounts in 2008 and 2009.



Personal property tax has been increasing in modest increments. The big increase in 2009 is the tax rate change.



<b>ANALYSIS OF AD VALOREM TAX BASE AND LEVY</b>						
<b>Tax Base</b>		<b>Actual 2007</b>	<b>Estimated 2008-09</b>	<b>Final Est. 2008-09</b>		
<b>Valuation</b>						
Real Property Valuation		\$1,125,496,300	\$1,150,000,000			\$1,148,117,100
Personal Property Valuation		\$127,868,900	\$127,868,852			\$130,084,659
Machinery & Tools Valuation		\$144,262,300	\$135,000,000			\$129,508,197
PSC Property Valuation		<u>\$291,666,667</u>	<u>\$297,400,000</u>			<u>\$317,669,725</u>
Total Property Valuation		\$1,689,296,174	\$1,710,268,852			\$1,725,379,681
<b>Tax Rate per \$100 of Value</b>						
Real Property Rate		\$1.09	\$1.09			\$1.09
Personal Property Rate		\$3.05	\$3.05	*		\$3.05
Machinery & Tool Rate		\$3.05	\$3.05			\$3.05
<b>Tax Collections</b>						
Real Estate Tax		\$12,267,910	\$12,535,000			\$12,514,476
Personal Property Tax		\$3,900,001	\$3,900,000			\$3,967,582
Machinery & Tool Tax		\$4,400,000	\$4,117,500			\$3,950,000
PSC Tax		<u>\$3,179,167</u>	<u>\$3,241,660</u>			<u>\$3,462,600</u>
Total Tax Collections		\$23,747,078	\$23,794,160			\$23,894,658
* Recommended personal property tax rate						
<b>Tax Increase of \$0.01 Yields</b>						
Real Estate Dollars		\$112,550	\$115,000			\$114,812
Personal Property Dollars		\$12,787	\$12,787			\$13,008
Machinery & Tool Dollars		\$14,426	\$13,500	**		\$12,951
** Cannot increase M & T without increasing personal property rate						

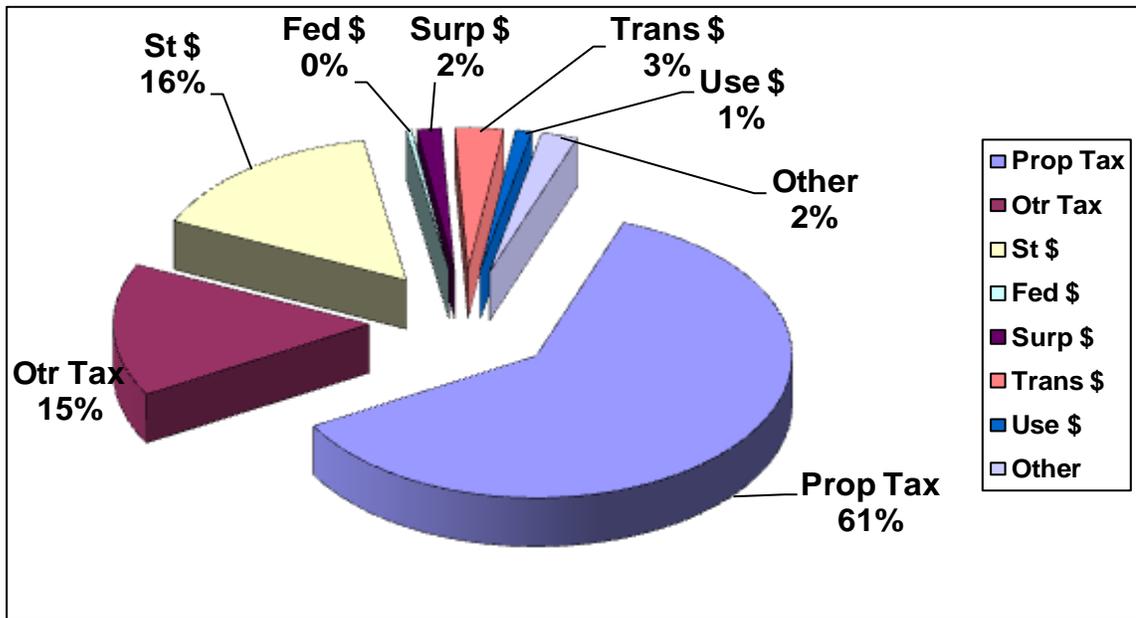
**GENERAL FUND REVENUES**

<b>REVENUES</b>	<b>ACTUAL 05-06</b>	<b>ACTUAL 06-07</b>	<b>BUDGET 07-08</b>	<b>YTD 12/31/07</b>	<b>PROJECTED 06/30/08</b>	<b>08-09 DEPT BUDGET</b>	<b>08-09 CITY MGR BUDGET</b>
Ad Valorem Taxes							
-- Real Estate	\$10,919,101	\$12,031,600	\$12,416,977	\$5,032,535	\$12,416,977	\$12,635,000	\$12,635,000
-- Machinery & Tools	3,998,143	3,501,381	4,400,000	1,662,789	4,400,000	4,117,500	4,000,000
-- Personal Property	3,517,497	3,890,097	3,950,000	1,523,988	3,950,000	3,950,000	4,100,000
-- Public Service Corporation	4,397,175	3,760,085	3,411,700	2,320	3,411,700	3,241,150	3,460,000
-- Penalties & Interest	841,025	741,087	700,000	377,882	700,000	700,000	700,000
<b>Subtotal Property Taxes</b>	<b>23,672,941</b>	<b>23,924,250</b>	<b>24,878,677</b>	<b>8,599,514</b>	<b>24,878,677</b>	<b>24,643,650</b>	<b>24,895,000</b>
Other Taxes							
-- Sales Tax	1,890,963	1,992,011	1,908,514	616,830	1,908,514	2,078,000	2,099,000
-- Utility Tax	1,302,630	1,500,134	1,342,838	507,813	1,342,838	1,464,133	1,470,000
-- Business License Tax	1,541,460	1,537,087	1,515,157	90,337	1,515,157	1,571,905	1,580,000
-- Motor Vehicle License	389,634	325,425	390,959	45,651	390,959	390,000	390,000
-- Franchise Fee	222,690	82,745	150,000	0	150,000	210,000	210,000
-- Bank Tax	106,363	87,538	121,170	0	121,170	120,000	120,000
-- Recordation/Deeds Tax	173,223	226,121	205,000	162,109	205,000	250,000	250,000
-- E911 Wireless	339,760	131,793	318,189	95,639	318,189	30,000	30,000
<b>Subtotal Other Taxes</b>	<b>5,966,723</b>	<b>5,882,854</b>	<b>5,951,827</b>	<b>1,518,379</b>	<b>5,951,827</b>	<b>6,114,038</b>	<b>6,149,000</b>
Intergovernmental Revenues							
-- State Funding	5,604,400	6,073,105	6,236,314	2,894,696	6,236,314	6,279,123	6,270,350
-- Federal Funding	251,067	189,365	140,000	21,479	140,000	140,000	140,000
Permits and Fees	103,544	134,540	119,650	63,225	119,650	127,000	150,000
Fines and Violations	106,795	103,363	105,600	68,908	105,600	107,600	361,700
Use Money & Property	275,938	453,658	410,000	110,747	410,000	420,000	420,000
Other Revenues	825,185	425,576	327,700	385,625	327,700	378,300	420,800
<b>Total Revenues</b>	<b>36,806,593</b>	<b>37,186,711</b>	<b>38,169,768</b>	<b>13,662,573</b>	<b>38,169,768</b>	<b>38,209,711</b>	<b>38,806,850</b>
Transfers from Other Funds	1,295,179	1,128,481	1,216,645		1,216,645	1,226,109	1,238,000
Fund Balance Appropriated	0		629,187	0	629,187	0	614,746
<b>Total Resources</b>	<b>38,101,772</b>	<b>38,315,192</b>	<b>40,015,600</b>	<b>13,662,573</b>	<b>40,015,600</b>	<b>39,435,820</b>	<b>40,659,596</b>
Less Transfers from Other Funds	-1,295,179	-1,128,481	-1,216,645	0	-1,216,645	-1,226,109	-1,238,000
<b>TOTAL NET RESOURCES</b>	<b>\$36,806,593</b>	<b>\$37,186,711</b>	<b>\$38,798,955</b>	<b>\$13,662,573</b>	<b>\$38,798,955</b>	<b>\$38,209,711</b>	<b>\$39,421,596</b>

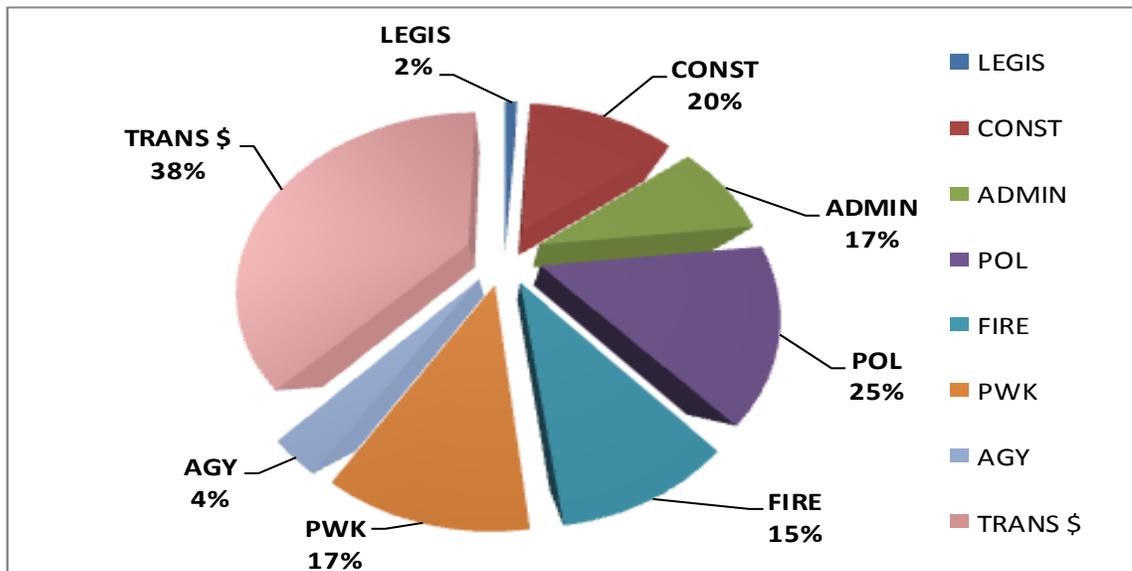
**GENERAL FUND EXPENDITURES**

<b>DEPARTMENT/PROGRAM</b>	<b>ACTUAL 05-06</b>	<b>ACTUAL 06-07</b>	<b>BUDGET 07-08</b>	<b>YTD 12/31/07</b>	<b>PROJECTED 6/30/08</b>	<b>08-09 DEPT BUDGET</b>	<b>08-09 CITY MGR BUDGET</b>
Legislative							
-- City Council	\$109,685	\$141,169	\$144,357	\$63,433	\$144,357	\$146,218	\$145,000
-- City Clerk	69,115	71,288	81,093	33,458	81,093	83,023	83,000
-- City Attorney	<u>193,337</u>	<u>187,139</u>	<u>218,939</u>	<u>89,950</u>	<u>218,939</u>	<u>220,289</u>	<u>220,289</u>
<b>Total Legislative</b>	372,137	399,596	444,389	186,841	444,389	449,530	448,289
Constitutional Offices/Courts							
-- Clerk of Circuit Court	278,317	300,392	327,633	129,595	327,633	331,661	331,661
-- Commonwealth Attorney	421,429	449,104	464,037	194,608	464,037	515,478	623,613
-- Commissioner of Revenue	320,857	332,679	351,743	151,359	351,743	396,222	393,422
-- City Treasurer	311,530	332,914	348,146	149,600	348,146	371,522	367,817
-- Electoral Board/Registrar	128,919	131,412	161,035	58,828	161,035	168,041	168,041
-- City Sheriff	564,937	592,969	620,019	266,649	620,019	708,155	708,155
-- Circuit Court	32,722	39,610	89,480	12,260	89,460	94,877	94,877
-- General District Court	16,998	10,567	13,000	3,401	13,000	73,650	66,000
-- Court Services	5,136	8,065	8,500	5,446	8,500	25,000	8,500
-- VJCCCA Grant	175,295	192,993	189,909	73,220	189,909	188,234	188,234
-- Crater Detention Center	463,360	462,030	375,000	217,764	375,000	375,000	375,000
-- Riverside Regional Jail	<u>1,505,739</u>	<u>2,175,082</u>	<u>2,100,000</u>	<u>734,367</u>	2,100,000	<u>2,481,004</u>	<u>2,100,000</u>
<b>Total Constitutional/Courts</b>	4,225,239	5,027,817	5,048,502	1,997,097	5,048,482	5,728,844	5,425,320
-- City Manager/Info Office	332,448	501,587	577,474	276,954	577,474	630,162	430,000
-- Finance/Human Resources	1,403,065	1,508,746	1,725,433	737,278	1,725,433	1,934,074	1,739,696
-- Development	584,145	43,378	580,393	249,273	580,393	652,515	550,699
-- Tourism	431,593	313,598	399,665	111,333	399,665	403,109	330,000
-- Police	5,292,939	5,751,226	5,941,753	2,659,469	5,941,753	7,141,202	6,194,418
-- Fire	3,255,921	3,203,117	3,824,640	1,480,854	3,824,640	4,490,089	3,927,861
-- Public Works	3,697,536	3,652,608	4,318,698	1,487,444	4,318,698	5,004,711	4,434,610
-- Health/Outside Agencies	1,030,124	1,113,201	1,186,364	681,066	1,186,364	1,315,018	1,215,745
-- Non-Departmental	488,992	498,452	344,999	227,424	344,999	920,860	455,723
-- Transfers	15,012,396	15,100,745	15,220,592	900,740	15,220,592	15,183,190	15,460,000
-- Contingency/COLA/Health Ins						<u>410,100</u>	<u>47,235</u>
<b>Total Expenditures</b>	\$36,126,535	\$37,114,071	\$39,612,902	\$10,995,773	\$39,612,882	\$44,263,404	\$40,659,596
Less: Transfers to Other Funds	<u>-15,012,396</u>	<u>-15,100,745</u>	<u>-15,220,592</u>	<u>-900,740</u>	<u>-15,220,592</u>	<u>-15,183,190</u>	<u>-15,460,000</u>
<b>Total Net Expenditures</b>	<u>\$21,114,139</u>	<u>\$22,013,326</u>	<u>\$24,392,310</u>	<u>\$10,095,033</u>	<u>\$24,392,290</u>	<u>\$29,080,214</u>	<u>\$25,199,596</u>

## GENERAL FUND REVENUES



## GENERAL FUND EXPENDITURES



POSITIONS SUMMARY FY 2008-2009							
	FY 06-07		FY 07-08		FY 08-09		
	Full		Full		Full	New	New
<u>DEPARTMENT</u>	<u>Time</u>		<u>Time</u>		<u>Time</u>	<u>Req</u>	<u>Recommen</u>
City Clerk	1		1		1		
City Manager	4		4		4		
City Attorney	2		2		2		
Personnel	3		3				
Tourism Office	1		1		1		
Finance	14		14		17	3	1
Development	7		7		7	0	0
Police	72		72		72	5	0
Fire	50		50		50	5	0
Public Works	39		40		40	2	0
Sewer Fund	6		6		6		
HRWTF	58		59		59		
Recreation	17		17		17	1	0
CPMT	1		1		1		
Social Services	41		41		41		
Juvenile Court Grant	4		4		4		
Total	320		322		322	16	1
Constitutional Offices:							
Commissioner of Revenue	6		7		7		
City Treasurer	5		5		5		
Commonwealth Attorney	7		7		7		
Clerk of Circuit Court	5		5		5		
City Sheriff	9		9		9		
Electoral Voter Registrar	2		2		2		
Total	34		35		35	0	0
TOTAL ALL CITY POSITIONS	354		357		357	16	1
PER 1,000 POPULATION	15.9		16.0		16.0	0.7	0.0

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## ORGANIZATION UNITS

To better understand the city's budget approach and methodology, the following organization units are outlined and a brief narrative of their purpose is presented.

**General Fund:** used to support those general government type services as listed below

Legislative- provides for the operation of the legislative part of city government.

City Council- elected body

City Clerk- official record keeper for City Council

City Attorney- provide legal services to both City Council and other city departments

Constitutional Offices- provide city government services as defined by the Constitution of Virginia

Clerk of Circuit Court- official record keeper for all court documents/actions

Commonwealth Attorney- city prosecuting attorney in court cases

City Treasurer- tax collections and investment management oversight

Commissioner of Revenue- property tax assessor and business license/excise tax assessment

City Sheriff- responsible for serving court papers and court house security

Electoral Board- oversees and operates voter registration and elections

Courts- provide minimum funding for court services from city government

Detention and Jail- account for expenditures incurred for its juvenile and adult detention facilities

City Administration- provides the general administration and oversight of city government services

City Manager- provide general oversight and day-to-day management of city services and personnel

Human Resources- provide assistance in hiring city workers and manage associated fringe benefits

Tourism- provide services to attract tourism activity within the city

Finance Department- provide financial oversight and management services to city departments

Development Department- provides zoning, land development, economic development assistance

Public Safety- consist of police, fire and emergency services which provides for law enforcement, fire prevention and emergency services in case of an emergency or natural disaster.

Public Works- provide for the construction and repair of roads, streets, manage and operate city buildings, solid waste collection, and vehicle maintenance

Health Department- provide city funding to the regional health district, which the city is a member

Outside Agencies- support provide by the city to community agencies to further their services to citizens

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Non-Departmental- manage and account for certain city government expenditures not included above, i.e. retiree health benefits, city memberships and dues

**Social Services Fund:** used to account for both federal and state restricted funding that provide financial assistance to qualifying city residents

**Comprehensive Services Act Fund:** provide services and programs for at-risk children and families, federal and state funding requiring a local “cash” match requirement

**Recreation and Parks Fund:** used to account for revenues and transfers to operate, manage and organize activities within the recreation resources developed by the city; to include community center, pool, tennis courts, basketball courts, ball fields, parks, and trails

**Enterprise Funds:**

**Regional Wastewater Treatment Facility-**used to account for user fees charged for the treatment of waste water generated by residential, commercial and industrial customers using the system

**Sewer Services-** used to account for all user fees charged for the maintenance of infrastructure and treatment of all residential and commercial waste water generate

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: CITY COUNCIL</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$77,334	\$84,057	\$85,918	\$85,918	2.21%
CONTRACTUAL	\$23,120	\$7,500	\$7,500	\$6,282	-16.24%
OPER and MAINT	\$40,715	\$52,300	\$52,300	\$52,300	0.00%
CAPITAL	\$0	\$500	\$500	\$500	0.00%
<b>TOTAL</b>	\$141,169	\$144,357	\$146,218	\$145,000	0.45%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$141,169	\$144,357	\$146,218	\$145,000	0.45%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	7.00	7.00	7.00	7.00	0.00%
<b>TOTAL</b>	7.00	7.00	7.00	7.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0	0	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
	<b>AMOUNT</b>	<b>AMOUNT</b>			
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
<b>TOTAL</b>	\$0	\$0			
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: CITY CLERK</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$64,088	\$67,643	\$68,823	\$68,823	1.74%
CONTRACTUAL	\$0	\$1,500	\$1,500	\$1,477	-1.53%
OPER and MAINT	\$7,200	\$11,100	\$11,100	\$11,100	0.00%
CAPITAL	\$0	\$850	\$1,600	\$1,600	88.24%
<b>TOTAL</b>	\$71,288	\$81,093	\$83,023	\$83,000	2.35%
<b>REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>NET COST</b>	\$71,288	\$81,093	\$83,023	\$83,000	2.35%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0	0	
<b>TOTAL</b>	1.00	1.00	1	1	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0	0	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		AMOUNT	AMOUNT		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		\$0	\$0		
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: CITY ATTORNEY					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$175,087	\$184,639	\$183,914	\$183,914	-0.39%
CONTRACTUAL	\$3,604	\$15,000	\$15,750	\$15,750	5.00%
OPER and MAINT	\$8,448	\$18,300	\$19,575	\$19,575	6.97%
CAPITAL	\$0	\$1,000	\$1,050	\$1,050	5.00%
TOTAL	\$187,139	\$218,939	\$220,289	\$220,289	0.62%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$187,139	\$218,939	\$220,289	\$220,289	0.62%
POSITIONS:					
FULL-TIME	2	2	2	2	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	2.00	2.00	2.00	2.00	0.00%
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
		AMOUNT	AMOUNT		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
TOTAL		\$0	\$0		
BUDGET NOTES/COMMENTS:					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: CIRCUIT COURT CLERK</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$272,668	\$285,268	\$230,820	\$294,796	3.34%
CONTRACTUAL	\$0	\$3,000	\$3,000	\$3,000	0.00%
OPER and MAINT	\$27,724	\$32,065	\$33,865	\$33,865	5.61%
CAPITAL	\$0	\$7,300	\$0	\$0	
<b>TOTAL</b>	<b>\$300,392</b>	<b>\$327,633</b>	<b>\$267,685</b>	<b>\$331,661</b>	<b>1.23%</b>
REVENUE	\$279,351	\$297,054	\$213,016	\$297,054	0.00%
NET COST	\$21,041	\$30,579	\$54,669	\$34,607	13.17%
<b>POSITIONS:</b>					
FULL-TIME	5	5	5	5	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
	<b>AMOUNT</b>	<b>AMOUNT</b>			
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>			
<b>BUDGET NOTES/COMMENTS:</b>					
<p>I would like you to be aware that if the Governor asks us to cut our budgets 5% that would mean losing a position and taking part of another one. If that happens I would be asking for help in funding these positions. Also I would like for you to consider a \$2,000.00 salary increase per deputy as has been given other deputies of Constitutional Officers. These employees are hard workers and have many responsibilities for what they are getting paid.</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: COMMONWEALTH ATTORNEY</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$403,557	\$435,787	\$483,728	\$483,728	11.00%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$32,110	\$26,750	\$30,250	\$30,250	13.08%
CAPITAL	\$13,437	\$1,500	\$1,500	\$1,500	0.00%
<b>TOTAL</b>	<b>\$449,104</b>	<b>\$464,037</b>	<b>\$515,478</b>	<b>\$515,478</b>	<b>11.09%</b>
REVENUE	\$368,449	\$380,411	\$380,411	\$380,411	0.00%
NET COST	\$80,655	\$83,626	\$135,067	\$135,067	61.51%
<b>POSITIONS:</b>					
FULL-TIME	7	7	7	7	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
Prosecution emphasis, plus initiation of targeted nuisance abatement and elimination Particular focus on civic and law enforcement engagement of child abuse and neglect, details to follow.					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		\$0	\$0		
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: VICTIM-WITNESS PROGRAM</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$87,533	\$102,807	\$109,849	\$100,446	-2.30%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$3,692	\$13,737	\$7,689	\$7,689	-44.03%
CAPITAL	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	\$91,225	\$116,544	\$117,538	\$108,135	-7.22%
<b>REVENUE</b>	\$85,179	\$116,544	\$117,538	\$108,135	-7.22%
NET COST	\$6,046	\$0	\$0	\$0	
<b>POSITIONS:</b>					
FULL-TIME	2	2	2	2	0.00%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
<b>TOTAL</b>	2.50	2.50	2.50	2.50	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
<p>Estimate that state will cut program grant funding by 7%. Assumption is city will not contribute any "cash" match, if required and grant program will terminate. Grant program transferred to Commonwealth Attorney's office in 07-08.</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: SHERIFF					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$474,370	\$520,284	\$589,420	\$589,420	13.29%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$72,228	\$70,100	\$84,100	\$84,100	19.97%
CAPITAL	\$46,371	\$29,635	\$34,635	\$34,635	16.87%
<b>TOTAL</b>	<b>\$592,969</b>	<b>\$620,019</b>	<b>\$708,155</b>	<b>\$708,155</b>	<b>14.22%</b>
<b>REVENUE</b>	<b>\$371,185</b>	<b>\$348,423</b>	<b>\$350,423</b>	<b>\$350,423</b>	<b>0.57%</b>
<b>NET COST</b>	<b>\$221,784</b>	<b>\$271,596</b>	<b>\$357,732</b>	<b>\$357,732</b>	<b>31.71%</b>
<b>POSITIONS:</b>					
FULL-TIME	9	9	9	9	0.00%
PART-TIME-FTE	0.50	4.00	4.00	4.00	0.00%
<b>TOTAL</b>	<b>9.50</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
Began conducting I-295 traffic safety project					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: COMMISSIONER of REVENUE					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	%
					CHANGE
PERSONNEL	\$305,114	\$307,623	\$0	\$0	
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$27,571	\$38,550	\$0	\$0	
CAPITAL	\$0	\$2,000	\$0	\$0	
TOTAL	\$332,686	\$348,173	\$0	\$0	
REVENUE	\$115,294	\$117,170	\$0	\$0	
NET COST	\$217,392	\$231,003	\$0	\$0	
<b>POSITIONS:</b>					
FULL-TIME	6	6	0	0	
PART-TIME-FTE	0.00	0.00	0	0	
TOTAL	6.00	6.00	0	0	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0	0	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: CITY TREASURER</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$282,633	\$308,746	\$326,122	\$328,113	6.27%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$46,202	\$39,400	\$45,400	\$39,400	0.00%
CAPITAL	\$4,079	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$332,914</b>	<b>\$348,146</b>	<b>\$371,522</b>	<b>\$367,513</b>	<b>5.56%</b>
REVENUE	\$111,424	\$129,002	\$162,000	\$129,002	0.00%
NET COST	\$221,490	\$219,144	\$209,522	\$238,511	8.84%
<b>POSITIONS:</b>					
FULL-TIME	5	5	5	5	0.00%
PART-TIME-FTE	1.34	1.34	1.30	1.30	-2.99%
<b>TOTAL</b>	<b>6.34</b>	<b>6.34</b>	<b>6.30</b>	<b>6.30</b>	<b>-0.63%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 To align State positions with City payscale & include in City Pay & Classification Plan.					
2 To continue to improve operational efficiencies with real estate data import thru EGTS.					
3 To explore use of debit card machines &/or lobby ATM as alternative payment methods.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
<p>This budget request includes a proposed memo to include my State employees in the City Pay Plan. It also includes a Request for Job Evaluation to reclass the Deputy IV position from a Grade 18 to 19. Total increase in salaries requested is \$7,328, including fringes. An increase of \$5,000 is requested in service contracts expense to customize EGTS software to import real estate data from Proval as needed vs. once a year to increase efficiency in mailing 2nd half reminders &amp; delinquent notices. An increase of \$500 each is also requested in advertising &amp; telephone expenses due to inflationary costs. It is estimated that State reimbursement will be \$127,000+ in FY09. It is anticipated that administrative fees will increase from about \$13,000 in FY07 to \$40,000 in FY08, &amp; maintain around \$30,000-\$40,000 in FY09; these increased fees will cover the extra \$13,328 above. Net cost continues to decrease.</p>					



The City of Hopewell, Virginia

Teresa L. Batton, Treasurer

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300 N. Main St. Room 109 Hopewell, VA 23860 (804) 541-2240

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April L. Cone, Chief Deputy

LaTonya M. Felton, Deputy

Earline H. Williams, Tax Collector

Sandra B. Woodcock, Clerk

Trina J. Clements, Deputy

Amy N. LeBrun, Clerk

TO: The Honorable Members of Hopewell City Council

Edwin Daley, City Manager

FROM: Teresa L. Batton, Treasurer

DATE: January 4, 2008

SUBJECT: Treasurer's Staff - City Pay and Classification Plan

This memorandum will serve to outline the terms of understanding between the City Council

and Treasurer in regards to including the employees of the Treasurer under the City Pay and Classification Plan.

1. All employees and deputies of the Treasurer, whether funded by the Compensation Board or by the City, shall be placed on the City's pay plan, shall be eligible for the same benefits, and shall receive salary adjustments consistent with those received by other City employees.
2. Treasurer understands that future increases offered by the State through the Compensation Board will not be passed automatically to the staff due to the fact that they would be covered under the City merit/increase system.
  - Regardless of what the City Pay and Classification Plan states, it is understood that the salaries for the Treasurer's staff will be no less than the salaries approved by the Compensation Board as this is required by State law.
3. Treasurer agrees to recruit and employ personnel in accordance with the procedures of the City's Human Resources Department. The employment decision is the sole prerogative of the Treasurer;

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however, the individual hired must meet the minimum qualifications of the job as outlined in the job description.

4. Treasurer agrees to use the City Evaluation and Merit System and to file the evaluations annually in the Human Resources Department.
5. Employees and deputies will be subject to the City's personnel policies and procedures, except as noted below:
  - Treasurer maintains that the inclusion of employees in the City Pay and Classification Plan shall not change the status of such employees as appointees of a constitutional officer who serve at the will and pleasure of the Treasurer concurrent with the Treasurer's term of office, nor shall it deprive the Treasurer of control over the actions of her appointees, but shall serve as the basis for supplementation of salaries as permitted by law.
  - Treasurer does not agree to include appointees under the City's Grievance Policies or Procedures, as the appointees serve as an extension of the Treasurer and derive all powers from the status of the Treasurer as an elected Constitutional Officer. Treasurer does agree to abide by all applicable State and Federal laws regarding FLSA, FMLA, EEO/AA and other such applicable statutes as applied to appointees of elected officials.
6. The terms of the agreement shall be mutually acceptable by both the City Council and Treasurer and shall remain in effect until amended or discontinued by Council or the Treasurer upon 30 days notice by either party. In no case shall the terms and conditions of this agreement extend past the term(s) of office of the current Treasurer but can be revalidated with each successive Treasurer.

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: VOTER REGISTRAR					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$111,060	\$128,256	\$132,232	\$132,232	3.10%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$17,572	\$32,079	\$35,109	\$35,109	9.45%
CAPITAL	\$2,780	\$700	\$700	\$700	0.00%
TOTAL	\$131,412	\$161,035	\$168,041	\$168,041	4.35%
REVENUE	\$49,879	\$50,000	\$50,000	\$50,000	0.00%
NET COST	\$81,533	\$111,035	\$118,041	\$118,041	6.31%
<b>POSITIONS:</b>					
FULL-TIME	2	2	2	2	0.00%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
TOTAL	2.50	2.50	2.50	2.50	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: DISTRICT COURT</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$10,567	\$13,000	\$20,650	\$13,000	0.00%
CAPITAL	\$0	\$0	\$53,000	\$53,000	#DIV/0!
<b>TOTAL</b>	\$10,567	\$13,000	\$73,650	\$66,000	407.69%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$10,567	\$13,000	\$73,650	\$66,000	407.69%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
Filing system			\$53,000	\$53,000	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$53,000	\$53,000	
<b>BUDGET NOTES/COMMENTS:</b>					
I-295 traffic fines expected to provide funds to pay for equipment request.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: CIRCUIT COURT</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$22,083	\$62,000	\$67,397	\$67,397	8.70%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$12,013	\$27,480	\$27,480	\$27,480	0.00%
CAPITAL	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	\$34,096	\$89,480	\$94,877	\$94,877	6.03%
<b>REVENUE</b>	\$0	\$0	\$0	\$0	
<b>NET COST</b>	\$34,096	\$89,480	\$94,877	\$94,877	6.03%
<b>POSITIONS:</b>					
FULL-TIME	0	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	0.00	1.00	1.00	1.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		\$0	\$0		
<b>BUDGET NOTES/COMMENTS:</b>					
Circuit Court Judge wants to keep law intern positon.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: COURT SERVICES</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$0	\$1,500	\$16,500	\$1,500	0.00%
OPER and MAINT	\$8,066	\$7,000	\$8,500	\$7,000	0.00%
CAPITAL	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	\$8,066	\$8,500	\$25,000	\$8,500	0.00%
<b>REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>NET COST</b>	\$8,066	\$8,500	\$25,000	\$8,500	0.00%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Add comm. based alternatives to detention, holding down the costs on secure detention.					
2 To provide a full array of mandated court services.					
3 Add other related services: comm. serv work, grp counseling, drug screen, parent support group					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
The VJCCCA budget covers the Community Supervision Officer Positions which handle community alternatives to detention. This state allocation was cut 51% in 2002 and by 2.5% again this fy. In order to maintain the detention alternative (it costs \$188/day to house a juvenile in secure detention), we are budgeting a small amount to cover equipment costs for FY 2008.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: VJCCCA GRANT					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$143,768	\$151,635	\$134,351	\$158,903	4.79%
CONTRACTUAL	\$34,198	\$23,298	\$43,647	\$29,331	25.89%
OPER and MAINT	\$15,145	\$11,301	\$11,911	\$0	
CAPITAL	(\$110)	\$0	\$0	\$0	
<b>TOTAL</b>	\$193,001	\$186,234	\$189,909	\$188,234	1.07%
<b>REVENUE</b>	\$148,504	\$146,996	\$143,321	\$143,321	-2.50%
<b>NET COST</b>	\$44,497	\$39,238	\$46,588	\$44,913	14.46%
POSITIONS:					
FULL-TIME	4	4	3	3	-25.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	4.00	4.00	3.00	3.00	-25.00%
NEW REQUEST					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			0.00	0.00	
OBJECTIVES/GOALS:					
1 To provide comprehensive community supervision, outreach and electronic monitoring to limit the number of juveniles requiring placement in Crater Detention.					
2 In-Home family intervention & counseling to avoid out-of-home placement.					
CAPITAL REQUEST by PRIORITY:			AMOUNT	AMOUNT	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$0	\$0	
BUDGET NOTES/COMMENTS:					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: CRATER					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$462,030	\$375,000	\$375,000	\$375,000	0.00%
OPER and MAINT	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$462,030	\$375,000	\$375,000	\$375,000	0.00%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$462,030	\$375,000	\$375,000	\$375,000	0.00%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
Last two fiscal years, expenses have been \$460,000+. Current budget not sufficient to meet past actual costs incurred.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: REGIONAL JAIL					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$2,175,082	\$2,100,000	\$2,481,004	\$2,100,000	0.00%
OPER and MAINT	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$2,175,082</b>	<b>\$2,100,000</b>	<b>\$2,481,004</b>	<b>\$2,100,000</b>	<b>0.00%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$2,175,082	\$2,100,000	\$2,481,004	\$2,100,000	0.00%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
Budget forecast from regional jail greater than monies available to budget.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: CITY MANAGER</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$313,115	\$401,836	\$383,880	\$258,357	-35.71%
CONTRACTUAL	\$75,477	\$0	\$50,000	\$0	100.00%
OPER and MAINT	\$39,763	\$71,800	\$90,650	\$70,443	-1.89%
CAPITAL	\$0	\$0	\$1,200	\$1,200	100.00%
<b>TOTAL</b>	<b>\$428,355</b>	<b>\$473,636</b>	<b>\$525,730</b>	<b>\$330,000</b>	<b>-30.33%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$428,355	\$473,636	\$525,730	\$330,000	-30.33%
<b>POSITIONS:</b>					
FULL-TIME	3	3	3	2	-33.33%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>-33.33%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
	<b>AMOUNT</b>	<b>AMOUNT</b>			
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>			
<b>BUDGET NOTES/COMMENTS:</b>					
ACM position returned to director for Development Department.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: PUBLIC INFO OFFICE</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$57,313	\$59,988	\$60,582	\$60,582	0.99%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$15,919	\$43,850	\$43,850	\$39,418	-10.11%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$73,232	\$103,838	\$104,432	\$100,000	-3.70%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$73,232	\$103,838	\$104,432	\$100,000	-3.70%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	1.00	1.00	1.00	1.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
TOTAL		\$0	\$0		
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: HUMAN RESOURCES</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$168,843	\$179,111	\$181,825	\$181,825	1.52%
CONTRACTUAL	\$18,557	\$35,000	\$35,000	\$0	
OPER and MAINT	\$43,018	\$73,099	\$74,377	\$44,377	-39.29%
CAPITAL	\$0	\$500	\$500	\$500	0.00%
TOTAL	\$230,418	\$287,710	\$291,702	\$226,702	-21.20%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$230,418	\$287,710	\$291,702	\$226,702	-21.20%
<b>POSITIONS:</b>					
FULL-TIME	3	3	3	3	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	3.00	3.00	3.00	3.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0	0	
<b>OBJECTIVES/GOALS:</b>					
1. Design and implement a Citywide training program					
2. Revise and implement a Safety Incentive Reward Program					
3. Update the New Hire Orientation Program with new orientation DVD's					
<b>CAPITAL REQUEST by PRIORITY:</b>					
			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: FINANCE DEPT					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$952,327	\$1,057,991	\$1,226,232	\$1,088,877	2.92%
CONTRACTUAL	\$64,462	\$84,406	\$86,160	\$86,160	2.08%
OPER and MAINT	\$261,539	\$293,276	\$327,930	\$335,907	14.54%
CAPITAL	\$0	\$2,050	\$2,050	\$2,050	0.00%
TOTAL	\$1,278,328	\$1,437,723	\$1,642,372	\$1,512,994	5.24%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$1,278,328	\$1,437,723	\$1,642,372	\$1,512,994	5.24%
POSITIONS:					
FULL-TIME	14	15	14	14	-6.67%
PART-TIME-FTE	1.00	1.00	1.00	1.00	0.00%
TOTAL	15.00	16.00	15.00	15.00	-6.25%
NEW REQUEST					
FULL-TIME			3	1	
PART-TIME-FTE			0.00	0.00	
TOTAL			3.00	1.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
	AMOUNT	AMOUNT			
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
TOTAL	\$0	\$0			
BUDGET NOTES/COMMENTS:					
<p>F/T position for <u>budget analyst</u> for transitioning budget process away from Fin Dir. Budget at grade 20, step E to start with all fringes. Office space, computer, office supplies would be covered from existing budget. Salary= 51,931 + 35% fringes 18,175 = \$70,106. F/T position</p> <p>for <u>Programming and web page design/management</u>. Budget at grade 20, step E to start with all fringes. Office space, computer, office supplies would be covered from existing budget. Salary= 51,931 + 35% fringes 18,175 = \$70,106. <u>Risk Manager</u> division added this budget year, funded by transfer from Self-Insurance Fund.</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: ACCOUNTING</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$357,619	\$426,586	\$528,512	\$378,772	-11.21%
CONTRACTUAL	\$54,804	\$83,906	\$81,160	\$81,160	-3.27%
OPER and MAINT	\$32,559	\$37,830	\$36,630	\$36,630	-3.17%
CAPITAL	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$444,982</b>	<b>\$548,322</b>	<b>\$646,302</b>	<b>\$496,562</b>	<b>-9.44%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$444,982	\$548,322	\$646,302	\$496,562	-9.44%
<b>POSITIONS:</b>					
FULL-TIME	5	6	6	5	-16.67%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
<b>TOTAL</b>	<b>5.50</b>	<b>6.50</b>	<b>6.50</b>	<b>5.50</b>	<b>-15.38%</b>
<b>NEW REQUEST</b>					
FULL-TIME			1	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			<b>1.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Continue to ensure fiscal integrity of financial resources					
2 Provide improved customer service					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>		
<b>BUDGET NOTES/COMMENTS:</b>					
Add F/T position for budget analyst for transitioning budget process away from Fin Dir. Budget at grade 20, step E to start with all fringes. Office space, computer, office supplies would be covered from existing budget. Salary= 51,931 + 35% fringes 18,175 = \$70,106. Removed from budget.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: INFO MGT					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$357,421	\$367,131	\$435,988	\$371,350	1.15%
CONTRACTUAL	\$9,658	\$500	\$5,000	\$5,000	900.00%
OPER and MAINT	\$195,542	\$246,668	\$248,000	\$248,000	0.54%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$562,621	\$614,299	\$688,988	\$624,350	1.64%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$562,621	\$614,299	\$688,988	\$624,350	1.64%
POSITIONS:					
FULL-TIME	4	4	4	4	0.00%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
TOTAL	4.50	4.50	4.50	4.50	0.00%
NEW REQUEST					
FULL-TIME			1	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			1.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
	AMOUNT		AMOUNT		
1	\$0	\$0	\$0	\$0	
2	-	-	-	-	
3	-	-	-	-	
4	-	-	-	-	
5	-	-	-	-	
TOTAL	\$0	\$0	\$0	\$0	
BUDGET NOTES/COMMENTS:					
<p>Add F/T position for Programming and web page design/management. Budget at grade 20, step E to start with all fringes. Office space, computer, office supplies would be covered from existing budget. Salary= 51,931 + 35% fringes 18,175 = \$70,106. Removed from budget.</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: PURCHASING</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$54,811	\$62,788	\$63,907	\$63,907	1.78%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$8,330	\$6,900	\$6,900	\$6,900	0.00%
CAPITAL	\$0	\$550	\$550	\$550	0.00%
<b>TOTAL</b>	\$63,141	\$70,238	\$71,357	\$71,357	1.59%
<b>REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>NET COST</b>	\$63,141	\$70,238	\$71,357	\$71,357	1.59%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Insure increased management of Fixed Assets					
2 Increase cost savings for City in daily purchases					
3 Provide procurement training programs for all end users					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: REAL ESTATE					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$182,476	\$201,486	\$197,825	\$197,825	-1.82%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$25,108	\$33,350	\$36,400	\$36,400	9.15%
CAPITAL	\$0	\$1,500	\$1,500	\$1,500	0.00%
TOTAL	\$207,584	\$236,336	\$235,725	\$235,725	-0.26%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$207,584	\$236,336	\$235,725	\$235,725	-0.26%
<b>POSITIONS:</b>					
FULL-TIME	3	3	3	3	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	3.00	3.00	3.00	3.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Complete 2008 Reassessment in a timely manner.					
2 RE data on the City's WEB site.					
3 Provide opportunities for staff to receive educational training.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: DEVELOPMENT					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$225,202	\$428,884	\$382,715	\$385,862	-10.03%
CONTRACTUAL	\$149,191	\$50,000	\$150,000	\$50,000	0.00%
OPER and MAINT	\$117,062	\$101,509	\$118,500	\$113,500	11.81%
CAPITAL	\$1,923	\$0	\$1,300	\$1,337	#DIV/0!
TOTAL	\$493,378	\$580,393	\$652,515	\$550,699	-5.12%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$493,378	\$580,393	\$652,515	\$550,699	-5.12%
<b>POSITIONS:</b>					
FULL-TIME	5	5	5	6	20.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	5.00	5.00	5.00	6.00	20.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
ACM position assigned as Development director; old development director position changed to business recruiter. Business recruiter position eliminated by city mgr. Housing Coord position combined with CDBG position, with CDBG paying \$43,710 towards position costs.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: DEVELOPMENT OFFICE					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$56,153	\$171,956	\$193,227	\$184,592	7.35%
CONTRACTUAL	\$136,942	\$50,000	\$50,000	\$50,000	0.00%
OPER and MAINT	\$42,271	\$53,596	\$52,893	\$52,893	-1.31%
CAPITAL	\$0	\$0	\$500	\$537	#DIV/0!
TOTAL	\$235,366	\$275,552	\$296,620	\$288,022	4.53%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$235,366	\$275,552	\$296,620	\$288,022	4.53%
POSITIONS:					
FULL-TIME	2	2	2	2	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	2.00	2.00	2.00	2.00	0.00%
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
	AMOUNT	AMOUNT			
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
TOTAL	\$0	\$0			
BUDGET NOTES/COMMENTS:					
ACM position assigned as Development director; old development director position changed to business recruiter. Business recruiter position eliminated by city mgr.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: PLANNING					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$57,255	\$127,955	\$113,890	\$113,890	-10.99%
CONTRACTUAL	\$0	\$0	\$100,000	\$0	
OPER and MAINT	\$23,446	\$28,663	\$39,007	\$36,057	25.80%
CAPITAL	\$809	\$0	\$800	\$800	#DIV/0!
TOTAL	\$81,510	\$156,618	\$253,697	\$150,747	-3.75%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$81,510	\$156,618	\$253,697	\$150,747	-3.75%
POSITIONS:					
FULL-TIME	2	2	2	3	50.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	2.00	2.00	2.00	3.00	50.00%
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
	AMOUNT	AMOUNT			
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
TOTAL	\$0	\$0			
BUDGET NOTES/COMMENTS:					
Housing Coord position combined with CDBG position, with CBDG paying \$43,710 towards position costs.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: GIS					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$111,794	\$128,973	\$75,598	\$87,380	-32.25%
CONTRACTUAL	\$12,249	\$0	\$0	\$0	
OPER and MAINT	\$51,345	\$19,250	\$26,600	\$24,550	27.53%
CAPITAL	\$1,114	\$0	\$0	\$0	
TOTAL	\$176,502	\$148,223	\$102,198	\$111,930	-24.49%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$176,502	\$148,223	\$102,198	\$111,930	-24.49%
POSITIONS:					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	1.00	1.00	1.00	1.00	0.00%
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
			AMOUNT	AMOUNT	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
			TOTAL	\$0	\$0
BUDGET NOTES/COMMENTS:					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: TOURISM</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
<b>PERSONNEL</b>	\$146,238	\$152,115	\$153,999	\$153,999	1.24%
<b>CONTRACTUAL</b>	\$14,400	\$31,000	\$31,000	\$31,000	0.00%
<b>OPER and MAINT</b>	\$152,970	\$216,550	\$218,110	\$145,001	-33.04%
<b>CAPITAL</b>	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	\$313,608	\$399,665	\$403,109	\$330,000	-17.43%
<b>REVENUE</b>	\$520,681	\$602,937	\$700,000	\$700,000	16.10%
<b>NET COST</b>	(\$207,073)	(\$203,272)	(\$296,891)	(\$370,000)	82.02%
<b>POSITIONS:</b>					
<b>FULL-TIME</b>	1	1	1	1	0.00%
<b>PART-TIME-FTE</b>	3.50	3.50	3.30	3.33	-4.86%
<b>TOTAL</b>	4.50	4.50	4.30	4.33	-3.78%
<b>NEW REQUEST</b>					
<b>FULL-TIME</b>					
<b>PART-TIME-FTE</b>					
<b>TOTAL</b>			0	0	
<b>OBJECTIVES/GOALS:</b>					
1 Increase lodging tax collections.					
2 Increase visitation to Hopewell Visitor Center.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
1 Tourism Department budget includes City of Hopewell's contribution to Petersburg Area Regional Tourism (PART). 2 Departmental goals may be adversely affected by extenuating factors such as higher gas prices, sub-prime mortgage crisis, credit crunch, inclement weather, etc. and the Tourism Office's available resources (budget and staff). 3 Tourism-driven revenues include In-City Expenditures (made by visitors at hotels, restaurants, gas stations, stores and events); City lodging/meals tax collections; and sales tax collections. CM cut budget by \$73,109.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: POLICE</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$4,644,485	\$4,755,402	\$5,175,740	4,667,791	-1.84%
CONTRACTUAL	\$8,976	\$61,300	\$58,800	7,500	-87.77%
OPER and MAINT	\$932,193	\$1,022,051	\$1,274,464	1,153,409	12.85%
CAPITAL	\$165,572	\$103,000	\$635,198	365,718	255.07%
<b>TOTAL</b>	<b>\$5,751,226</b>	<b>\$5,941,753</b>	<b>\$7,144,202</b>	<b>\$6,194,418</b>	<b>4.25%</b>
REVENUE	\$1,639,288	\$1,718,238	\$1,632,208	\$1,513,300	-11.93%
NET COST	\$4,111,938	\$4,223,515	\$5,511,994	\$4,681,118	10.83%
<b>POSITIONS:</b>					
FULL-TIME	72	72	70	70	-2.78%
PART-TIME-FTE	12.00	12.00	12.00	12.00	0.00%
<b>TOTAL</b>	<b>84.00</b>	<b>84.00</b>	<b>82.00</b>	<b>82.00</b>	<b>-2.38%</b>
<b>NEW REQUEST</b>					
FULL-TIME			7	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			<b>7.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Recruit and retain five new police officers					
2 Recruit, train and retain two new dispatchers					
3 Improve and maintain patrol fleet					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1 Ten patrol vehicles			\$374,375	\$187,185	
2 Five detective vehicles			97,555	\$58,533	
3 Sprinter Van			35,000	35,000	
4 Upgrade/expansion of animal shelter physical			35,000	\$35,000	
5			-	-	
<b>TOTAL</b>			<b>\$541,930</b>	<b>\$315,718</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
CM changes- 5 replacement cars, 3 detective cars, sprinter van, animal shelter.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: ADMINISTRATION</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$186,393	\$281,597	\$252,763	\$213,533	-24.17%
CONTRACTUAL	\$2	\$0	\$0	\$0	
OPER and MAINT	\$213,296	\$182,400	\$243,916	\$236,310	29.56%
CAPITAL	\$6,200	\$1,500	\$2,000	\$2,000	33.33%
<b>TOTAL</b>	<b>\$405,891</b>	<b>\$465,497</b>	<b>\$498,679</b>	<b>\$451,843</b>	<b>-2.93%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$405,891	\$465,497	\$498,679	\$451,843	-2.93%
<b>POSITIONS:</b>					
FULL-TIME	4	4	4	4	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0	0	
<b>OBJECTIVES/GOALS:</b>					
1 Develop and enhance crime analysis strategies and crime prevention techniques					
2 Efficiently manage the department's support operations					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1 Office Equipment		\$1,000	\$1,000		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		<b>\$1,000</b>	<b>\$1,000</b>		
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: COMMAND</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$341,620	\$409,782	\$542,533	\$522,624	27.54%
CONTRACTUAL	\$2,375	\$15,000	\$7,500	\$7,500	-50.00%
OPER and MAINT	\$26,619	\$21,625	\$27,675	\$27,675	27.98%
CAPITAL	\$4,609	\$0	\$11,768	\$0	
<b>TOTAL</b>	<b>\$375,223</b>	<b>\$446,407</b>	<b>\$589,476</b>	<b>\$557,799</b>	<b>24.95%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$375,223	\$446,407	\$589,476	\$557,799	24.95%
<b>POSITIONS:</b>					
FULL-TIME	4	4	4	4	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0	0	
<b>OBJECTIVES/GOALS:</b>					
1 Develop and enhance crime analysis strategies and crime prevention techniques					
2 Efficiently manage the department's support operations					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1 Comm Equipment		\$11,768	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		<b>\$11,768</b>	<b>\$0</b>		
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: PATROL					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$2,867,497	\$2,930,319	\$3,550,771	\$3,285,542	12.12%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$255,904	\$334,974	\$378,357	\$378,357	12.95%
CAPITAL	\$117,707	\$4,500	\$378,875	\$191,685	4159.67%
<b>TOTAL</b>	<b>\$3,241,108</b>	<b>\$3,269,793</b>	<b>\$4,308,003</b>	<b>\$3,855,584</b>	<b>17.92%</b>
REVENUE	\$1,502,736	\$1,595,700	\$1,509,670	\$0	
NET COST	\$1,738,372	\$1,674,093	\$2,798,333	\$3,855,584	130.31%
<b>POSITIONS:</b>					
FULL-TIME	56	56	56	56	0.00%
PART-TIME-FTE	2.00	2.00	2.00	2.00	0.00%
<b>TOTAL</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME			5	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			<b>5.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Recruit and retain five new police officers					
2 Retain current staffing levels					
3 Improve and maintain patrol fleet					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1 Ten patrol vehicles- cut to 5			\$374,375	\$187,185	
2 Com Equipment			3,000	3,000	
3 Office Equipment			1,500	1,500	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$378,875</b>	<b>\$191,685</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
5 police officer positions grd 17A \$233,394					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: DETECTIVES					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$430,121	\$397,273	\$86,324	\$86,324	-78.27%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$20,450	\$41,650	\$108,610	\$52,750	26.65%
CAPITAL	\$0	\$1,000	\$135,055	\$96,033	9503.30%
TOTAL	\$450,571	\$439,923	\$329,989	\$235,107	-46.56%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$450,571	\$439,923	\$329,989	\$235,107	-46.56%
POSITIONS:					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	1.00	1.00	1.00	1.00	0.00%
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1 Investigate major/violent crimes within the City of Hopewell					
2 Disrupt the sale and distribution of drugs within the City of Hopewell					
3 Confiscate illegal weapons within the City of Hopewell					
CAPITAL REQUEST by PRIORITY:			AMOUNT	AMOUNT	
1 Five detective vehicles -cut to 3			\$97,555	\$58,533	
2 Sprinter Van			35,000	35,000	
3 Comm Equipment			1,500	1,500	
4 Office Equipment			1,000	1,000	
5			-	-	
TOTAL			\$135,055	\$96,033	
BUDGET NOTES/COMMENTS:					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: PROPERTY					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$102,979	\$0	\$0	\$0	
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$30,260	\$31,041	\$42,537	\$42,537	37.03%
CAPITAL	\$8,259	\$0	\$0	\$0	
TOTAL	\$141,498	\$31,041	\$42,537	\$42,537	37.03%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$141,498	\$31,041	\$42,537	\$42,537	37.03%
<b>POSITIONS:</b>					
FULL-TIME	1	1	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	1.00	1.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Maintain highest standards of custodial integrity for all property and evidence items					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: RECORDS					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$33,188	\$67,985	\$72,725	\$72,725	6.97%
CONTRACTUAL	\$7,925	\$5,000	\$10,000	\$0	
OPER and MAINT	\$82,114	\$92,800	\$129,550	\$93,050	0.27%
CAPITAL	\$1,911	\$2,500	\$6,500	\$6,500	160.00%
TOTAL	\$125,138	\$168,285	\$218,775	\$172,275	2.37%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$125,138	\$168,285	\$218,775	\$172,275	2.37%
<b>POSITIONS:</b>					
FULL-TIME	1	2	2	2	0.00%
PART-TIME-FTE	1.00	1.00	1.00	1.00	0.00%
TOTAL	2.00	3.00	3.00	3.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Upgrade/maintain RMS and MFR capabilities in support of IBR standards					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1 Office Equipment			\$6,500	\$6,500	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$6,500	\$6,500	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: DISPATCH					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$393,599	\$401,735	\$405,059	\$331,327	-17.53%
CONTRACTUAL	(\$2,115)	\$39,000	\$39,000	\$0	
OPER and MAINT	\$281,148	\$284,389	\$288,730	\$288,730	1.53%
CAPITAL	\$2,000	\$47,000	\$64,500	\$34,500	-26.60%
TOTAL	\$674,632	\$772,124	\$797,289	\$654,557	-15.23%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$674,632	\$772,124	\$797,289	\$654,557	-15.23%
POSITIONS:					
FULL-TIME	7	7	7	7	0.00%
PART-TIME-FTE	1.50	1.50	1.50	1.50	0.00%
TOTAL	8.50	8.50	8.50	8.50	0.00%
NEW REQUEST					
FULL-TIME			2	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			2.00	0.00	
OBJECTIVES/GOALS:					
1 Recruit, train and retain two new dispatchers					
2 Maximize the benefits of the GIS mapping functionalities of CAD					
3 Implement computer telephony functionality					
CAPITAL REQUEST by PRIORITY:			AMOUNT	AMOUNT	
1 Office Equipment			\$7,000	\$7,000	
2 Matching Grant Funds			30,000	-	
3 5 XTS5000 Radios			27,500	27,500	
4			-	-	
5			-	-	
TOTAL			\$64,500	\$34,500	
BUDGET NOTES/COMMENTS:					
4 Continue 800 MHz Radio rebanding initiatives					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: ANIMAL CONTROL</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$153,612	\$163,904	\$155,716	\$155,716	-5.00%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$15,691	\$22,285	\$34,000	\$34,000	52.57%
CAPITAL	\$9,124	\$35,000	\$35,000	\$35,000	0.00%
<b>TOTAL</b>	<b>\$178,427</b>	<b>\$221,189</b>	<b>\$224,716</b>	<b>\$224,716</b>	<b>1.59%</b>
REVENUE	\$5,188	\$5,000	\$5,000	\$5,000	0.00%
NET COST	\$173,239	\$216,189	\$219,716	\$219,716	1.63%
<b>POSITIONS:</b>					
FULL-TIME	3	3	3	3	0.00%
PART-TIME-FTE	1.00	1.00	1.00	1.00	0.00%
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Overhaul the physical plant of the Animal Shelter					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1 Upgrade/expansion of physical plant		\$35,000	\$35,000		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		<b>\$35,000</b>	<b>\$35,000</b>		
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: FIRE DEPT</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$2,737,799	\$3,072,839	3,535,776	3,204,548	4.29%
CONTRACTUAL	\$6,444	\$12,000	12,000	12,000	0.00%
OPER and MAINT	\$349,782	\$425,010	511,679	512,279	20.53%
CAPITAL	\$18,772	\$80,500	430,034	199,034	147.25%
TOTAL	\$3,112,798	\$3,590,349	\$4,489,489	\$3,927,861	9.40%
REVENUE	\$497,650	\$427,120	528,034	551,034	29.01%
NET COST	\$2,615,148	\$3,163,229	\$3,961,455	\$3,376,827	6.75%
<b>POSITIONS:</b>					
FULL-TIME	50	50	50	50	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	50.00	50.00	50.00	50.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME			5	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			5.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1. Enhance training and certification for members.					
2. Increase staffing for fire operation for compliance with national standards.					
3. Provide all hazard training for disaster management.					
<b>CAPITAL REQUEST by PRIORITY:</b>					
	<b>AMOUNT</b>		<b>AMOUNT</b>		
1 New ladder truck.	\$200,000	\$0			
2 New ambulance.	85,000	85,000			
3 New vehicle for Emergency Manager.	32,000	-			
4 Repairs to Fire Station #2.	25,000	25,000			
5	-	-			
TOTAL	\$342,000	\$110,000			
<b>BUDGET NOTES/COMMENTS:</b>					
<p>Increase staffing by five (5) positions to work toward meeting the minimum requirements for deployment of fire suppression personnel. Staffing increase consist of four (4) fire fighters and one (1) deputy chief for \$264,254. This figure is salary and benefits. One new position in Code. This position will be funded from a fee increase in permit charges. Funding for ladder truck consists of \$200,000 in 08/09 budget, \$600,000 from fire equipment fund budget and the remainig from the next year budget. It will take over 12 months for a new ladder truck to be built and delivered to the City.</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: FIRE</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$2,416,921	\$2,716,174	\$2,961,129	\$2,676,376	-1.47%
CONTRACTUAL	\$1,544	\$7,000	\$7,000	\$7,000	0.00%
OPER and MAINT	\$249,380	\$288,950	\$290,165	\$290,165	0.42%
CAPITAL	\$2,800	\$20,000	\$258,000	\$58,000	190.00%
<b>TOTAL</b>	<b>\$2,670,645</b>	<b>\$3,032,124</b>	<b>\$3,516,294</b>	<b>\$3,031,541</b>	<b>-0.02%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$2,670,645	\$3,032,124	\$3,516,294	\$3,031,541	-0.02%
<b>POSITIONS:</b>					
FULL-TIME	42	42	42	42	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>42.00</b>	<b>42.00</b>	<b>42.00</b>	<b>42.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME			5.00	0.00	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			<b>5.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Enhance the capability to mitigate hazardous material incidents.					
2 Provide supervisor courses for professional development.					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1. New ladder truck.			\$200,000	\$0	
2. Building repairs to Station 2.			25,000	25,000	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$225,000</b>	<b>\$25,000</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
Dep Chief position grd 22-H \$98,933, 4 firefighter positions grd 17A \$185,820					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: EMS</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$7,846	\$136,331	\$126,860	\$126,860	-6.95%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$51,014	\$70,040	\$93,140	\$93,140	32.98%
CAPITAL	\$0	\$0	\$85,000	\$85,000	#DIV/0!
<b>TOTAL</b>	\$58,860	\$206,371	\$305,000	\$305,000	47.79%
<b>REVENUE</b>	\$315,495	\$260,000	\$310,000	\$310,000	0.00%
<b>NET COST</b>	\$315,496	(\$53,629)	(\$5,000)	(\$5,000)	-90.68%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Provide additional training for advanced life support providers.					
2 Complete implementation of 12 lead ECG (electro-cardio-gram) technology to comply with regional protocol as it relates to myocardial infraction (heart attack).					
<b>CAPITAL REQUEST by PRIORITY:</b>					
			<b>AMOUNT</b>	<b>AMOUNT</b>	
1 New ambulance			\$85,000	\$85,000	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$85,000	\$85,000	
<b>BUDGET NOTES/COMMENTS:</b>					
Ambulance approved subject to getting 50% grant to help cover costs.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: EMER SERV</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$68,906	\$71,577	\$74,575	\$74,575	4.19%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$21,256	\$21,644	\$46,374	\$46,374	114.26%
CAPITAL	\$205	\$31,030	\$32,000	\$1,000	-96.78%
<b>TOTAL</b>	<b>\$90,367</b>	<b>\$124,251</b>	<b>\$152,949</b>	<b>\$121,949</b>	<b>-1.85%</b>
REVENUE	\$42,958	\$40,000	\$40,000	\$40,000	0.00%
NET COST	\$47,409	\$84,251	\$112,949	\$81,949	-2.73%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Enhance on-scene and EOC response/management capabilities.					
2 Develop and exercise our damage assessment function.					
3 Strengthen Public/private partnerships for disaster response and recovery.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1 New vehicle; replace old one			\$31,000	\$0	
2 Office Equipment			1,000	1,000	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$32,000</b>	<b>\$1,000</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
Vehicle request cut by city mgr.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: FIRE GRANT					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	%
					CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$0	\$0	\$0	\$0	
CAPITAL	\$6,984	\$50,470	\$54,034	\$54,034	7.06%
TOTAL	\$6,984	\$50,470	\$54,034	\$54,034	7.06%
REVENUE	\$54,034	\$50,470	\$54,034	\$54,034	7.06%
NET COST	(\$47,050)	\$0	\$0	\$0	
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: CODE					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$260,634	\$283,772	\$325,776	\$279,301	-1.58%
CONTRACTUAL	\$4,900	\$5,000	\$5,000	\$5,000	0.00%
OPER and MAINT	\$42,316	\$71,200	\$78,400	\$79,000	10.96%
CAPITAL	\$15,762	\$1,300	\$1,000	\$1,000	-23.08%
TOTAL	\$323,612	\$361,272	\$410,176	\$364,301	0.84%
REVENUE	\$124,528	\$111,650	\$123,000	\$123,000	10.17%
NET COST	\$199,084	\$249,622	\$287,176	\$241,301	-3.33%
<b>POSITIONS:</b>					
FULL-TIME	6	6	6	6	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	6.00	6.00	6.00	6.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME			1.00	0.00	
PART-TIME-FTE			0.00	0.00	
TOTAL			1.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Increase the fees for permits and inspections.					
2 Increase certification for inspectors.					
3 Enhance customer satisfaction rating.					
<b>CAPITAL REQUEST by PRIORITY:</b>					
			AMOUNT	AMOUNT	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
Code position grd 17A \$46,475					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: RENTAL</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$52,380	\$46,602	\$47,436	\$47,436	1.79%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$269	\$3,150	\$3,600	\$3,600	14.29%
CAPITAL	\$0	\$400	\$0	\$0	
<b>TOTAL</b>	<b>\$52,649</b>	<b>\$50,152</b>	<b>\$51,036</b>	<b>\$51,036</b>	<b>1.76%</b>
REVENUE	\$950	\$5,000	\$1,000	\$1,000	-80.00%
NET COST	\$51,699	\$45,152	\$50,036	\$50,036	10.82%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Improve the relationship between property owners and Code Enforcement in the Rental Inspection District.					
2 Enhance public education on Property Maintenance and Rental Inspection.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
		<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: PUBIC WORKS</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$88,421	\$2,343,007	\$2,403,387	\$2,513,967	7.30%
CONTRACTUAL	\$35,656	\$52,000	\$18,000	\$62,300	19.81%
OPER and MAINT	\$1,498,524	\$3,956,576	\$1,980,469	\$4,145,056	4.76%
CAPITAL	\$42,451	\$118,757	\$77,300	\$461,800	288.86%
<b>TOTAL</b>	<b>\$1,665,053</b>	<b>\$6,470,340</b>	<b>\$4,479,156</b>	<b>\$7,183,123</b>	<b>11.02%</b>
REVENUE	\$4,579,002	\$4,563,669	\$3,100,000	\$5,043,308	10.51%
NET COST	(\$2,913,949)	\$1,906,671	\$1,379,156	\$2,139,815	12.23%
<b>POSITIONS:</b>					
FULL-TIME	39	40	42	42	5.00%
PART-TIME-FTE	3.50	3.50	3.50	0.00	
<b>TOTAL</b>	<b>42.50</b>	<b>43.50</b>	<b>45.50</b>	<b>42.00</b>	<b>-3.45%</b>
<b>NEW REQUEST</b>					
FULL-TIME			2		
PART-TIME-FTE			0.00		
<b>TOTAL</b>			<b>2.00</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1 Undergo a transparent assumption of maintenance responsibility for School Buses.					
2 Recognize who our customers are and provide the best possible service within our ability.					
3 Continue to demand and ensure a quality product from developers and builders.					
<b>CAPITAL REQUEST by PRIORITY:</b>					
	<b>AMOUNT</b>		<b>AMOUNT</b>		
1 Street Sweeper, replacement for 1992 sweeper	\$160,000	\$160,000			
2 Emergency Generator, PW Building/Garage	65,000	-			
3 Farm Tractor/Bush hog	39,500	-			
4 Replacement vehicle City Engineer	35,000	-			
5 Dump truck w/plow & sand/salt spreader	85,000	-			
<b>TOTAL</b>	<b>\$384,500</b>	<b>\$160,000</b>			
<b>BUDGET NOTES/COMMENTS:</b>					
This budget requests two automotive mechanic positions in order to maintain school board buses. We are requesting \$500,000 in extra funds to resurface streets. If curbside recycling is desired \$100,000 is needed for the initial bin cost and an increase of \$2.00 per month per resident to pay for the collection of the recyclable materials. Our equipment needs are real but PW will defer this FY's request for replacement equipment to aid the budget outlook.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: DIRECTOR					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$582,356	\$445,267	\$522,841	\$522,841	17.42%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$129,052	\$61,600	\$56,600	\$43,905	-28.73%
CAPITAL	\$4,997	\$1,000	\$1,000	\$1,000	0.00%
TOTAL	\$716,405	\$507,867	\$580,441	\$567,746	11.79%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$716,405	\$507,867	\$580,441	\$567,746	11.79%
<b>POSITIONS:</b>					
FULL-TIME	10	10	10	10	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	10.00	10.00	10.00	10.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
<p>Improve and expand training/use of our new Work Order System. Continue and improve, where applicable, service to our customers.</p>					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
		TOTAL	\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: STREET					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$817,519	\$1,117,672	\$1,029,510	\$1,029,510	-7.89%
CONTRACTUAL	\$0	\$0	\$3,000	\$3,000	#DIV/0!
OPER and MAINT	\$1,004,493	\$1,206,300	\$1,244,534	\$1,244,534	3.17%
CAPITAL	\$0	\$0	\$0	\$160,000	#DIV/0!
TOTAL	\$1,822,012	\$2,323,972	\$2,277,044	\$2,437,044	4.87%
REVENUE	\$2,861,546	\$3,000,000	\$3,100,000	\$3,102,000	3.40%
NET COST	(\$1,039,534)	(\$676,028)	(\$822,956)	(\$664,956)	-1.64%
POSITIONS:					
FULL-TIME	16	16	16	16	0.00%
PART-TIME-FTE	2.50	2.50	2.50	2.50	0.00%
TOTAL	18.50	18.50	18.50	18.50	0.00%
NEW REQUEST					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
Install and start utilizing an automated Pavement Management System.					
CAPITAL REQUEST by PRIORITY:			AMOUNT	AMOUNT	
1 Street Sweeper			\$160,000	\$160,000	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$160,000	\$160,000	
BUDGET NOTES/COMMENTS:					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: GARAGE					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$285,821	\$290,058	\$414,025	\$292,374	0.80%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$22,400	\$89,500	\$62,750	\$62,750	-29.89%
CAPITAL	\$14,350	\$10,000	\$10,000	\$10,000	0.00%
TOTAL	\$322,571	\$389,558	\$486,775	\$365,124	-6.27%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$322,571	\$389,558	\$486,775	\$365,124	-6.27%
<b>POSITIONS:</b>					
FULL-TIME	5	5	5	5	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	5.00	5.00	5.00	5.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME			2	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			2.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Move-in and start utilizing the new Garage building extension.					
2 Provide the best possible service to the School Board with maintenance of their buses.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
Mechanic positions not in budget #'s.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: ENGINEERING					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$84,629	\$166,125	\$174,676	\$174,676	5.15%
CONTRACTUAL	\$0	\$15,000	\$15,000	\$15,000	0.00%
OPER and MAINT	\$640	\$34,200	\$50,310	\$40,310	17.87%
CAPITAL	\$0	\$1,200	\$1,200	\$1,200	0.00%
TOTAL	\$85,269	\$216,525	\$241,186	\$231,186	6.77%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$85,269	\$216,525	\$241,186	\$231,186	6.77%
<b>POSITIONS:</b>					
FULL-TIME	2	2	2	2	0.00%
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	2.00	2.00	2.00	2.00	0.00%
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1. Continue work with developers/builders with the end result being quality infrastructure					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
		TOTAL	\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: BLDGS-GROUNDS					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$219,972	\$271,466	\$262,335	\$262,335	-3.36%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$486,420	\$679,900	\$576,275	\$571,175	-15.99%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$706,393	\$951,366	\$838,610	\$833,510	-12.39%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$706,393	\$951,366	\$838,610	\$833,510	-12.39%
<b>POSITIONS:</b>					
FULL-TIME	4	5	5	5	0.00%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
TOTAL	4.50	5.50	5.50	5.50	0.00%
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
Train building mechanics on use and operation of computer controlled HVAC system.					
Continue to increase pro-active level verses reactive.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
	TOTAL		\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: BLDGS-GROUNDS					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$219,972	\$271,466	\$262,335	\$262,335	-3.36%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$486,420	\$679,900	\$576,275	\$571,175	-15.99%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$706,393	\$951,366	\$838,610	\$833,510	-12.39%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$706,393	\$951,366	\$838,610	\$833,510	-12.39%
<b>POSITIONS:</b>					
FULL-TIME	4	5	5	5	0.00%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
TOTAL	4.50	5.50	5.50	5.50	0.00%
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
Train building mechanics on use and operation of computer controlled HVAC system.					
Continue to increase pro-active level verses reactive.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
		TOTAL	\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: HEALTH DEPARTMENT					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$165,896	\$180,069	\$187,457	\$187,457	4.10%
OPER and MAINT	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$165,896	\$180,069	\$187,457	\$187,457	4.10%
REVENUE	\$25,214	\$30,000	\$30,000	\$30,000	0.00%
NET COST	\$140,682	\$150,069	\$157,457	\$157,457	4.92%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: OUTSIDE AGENCIES</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$947,308	\$1,006,295	\$1,129,561	\$1,028,288	2.19%
OPER and MAINT	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$947,308</b>	<b>\$1,006,295</b>	<b>\$1,129,561</b>	<b>\$1,028,288</b>	<b>2.19%</b>
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$947,308	\$1,006,295	\$1,129,561	\$1,028,288	2.19%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
	<b>AMOUNT</b>		<b>AMOUNT</b>		
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>			
<b>BUDGET NOTES/COMMENTS:</b>					
<p>CM reduced Riverside Criminal Justice from \$96,550 to \$43,285. CM reduced funding request for John Randolph Foundation to \$10,000. CM did not fund any "new" agency requests. CM reduced Heritage Gardens request by \$13,500. CM reduced HHF request by \$5,500.A14</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: NON-DEPARTMENTAL					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	%
					CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$498,452	\$344,999	\$920,860	\$402,958	16.80%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$498,452	\$344,999	\$920,860	\$402,958	16.80%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$498,452	\$344,999	\$920,860	\$402,958	16.80%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
CM recommends funding GASB 45 at year-end to fund Retired Retiree health insurance contributions trust.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: TRANSFERS					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	\$1,510,075	\$15,220,592	\$15,593,290	\$15,560,000	2.23%
OPER and MAINT	\$0	\$0	\$0	\$0	
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$1,510,075	\$15,220,592	\$15,593,290	\$15,560,000	2.23%
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$1,510,075	\$15,220,592	\$15,593,290	\$15,560,000	2.23%
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					



**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: SOCIAL SERVICES</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$2,100,033	\$2,554,221	\$2,591,868	\$2,591,868	1.47%
CONTRACTUAL	\$58,605	\$89,809	\$83,988	\$83,988	-6.48%
OPER and MAINT	\$1,820,896	\$1,960,134	\$2,580,332	\$2,575,912	31.42%
CAPITAL	\$44,795	\$3,650	\$2,850	\$2,850	-21.92%
<b>TOTAL</b>	<b>\$4,024,329</b>	<b>\$4,607,814</b>	<b>\$5,259,038</b>	<b>\$5,254,618</b>	<b>14.04%</b>
REVENUE	\$3,486,173	\$3,987,560	\$4,594,618	\$4,594,618	15.22%
NET COST	\$538,157	\$620,254	\$664,420	\$660,000	6.41%
<b>POSITIONS:</b>					
FULL-TIME	41	41	41	41	0.00%
PART-TIME-FTE	13.00	13.00	13.00	13.00	0.00%
<b>TOTAL</b>	<b>54.00</b>	<b>54.00</b>	<b>54.00</b>	<b>54.00</b>	<b>0.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Secure state/local funding for a new human services building					
2 Process 98% of Food Stamp applications in a timely manner.					
3 Conduct six training sessions for agency child care providers & foster parents					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
1. Funding for human services building is included in Capital Outlay budget					
2. Includes a 2% COLA & 2% Merit raise.					
3. Local match request is only \$44,166 more that FY 07/08 allocation					
City mgr reduced local \$ by \$4,420.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: CSA					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$77,277	\$90,620	\$85,842	\$85,842	-5.27%
CONTRACTUAL	\$2,361,407	\$2,434,443	\$2,817,898	\$2,817,898	15.75%
OPER and MAINT	\$93,828	\$21,380	\$26,415	\$21,791	1.92%
CAPITAL	\$0	\$0	\$6,500	\$0	
<b>TOTAL</b>	\$2,532,512	\$2,546,443	\$2,936,655	\$2,925,531	14.89%
<b>REVENUE</b>	\$1,770,225	\$1,794,343	\$2,075,531	\$2,075,531	15.67%
<b>NET COST</b>	\$762,287	\$752,100	\$861,124	\$850,000	13.02%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.75	0.75	0.75	0.75	0.00%
<b>TOTAL</b>	1.75	1.75	1.75	1.75	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
City mgr. reduced adm support.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: PARKS &amp; RECREATION</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
<b>PERSONNEL</b>	\$1,094,247	\$1,160,174	\$1,328,306	\$1,294,927	11.61%
<b>CONTRACTUAL</b>	\$19,753	\$39,085	\$142,130	\$102,130	161.30%
<b>OPER and MAINT</b>	\$504,311	\$545,657	\$510,800	\$556,228	1.94%
<b>CAPITAL</b>	\$26,759	\$12,000	\$32,350	\$39,325	227.71%
<b>TOTAL</b>	\$1,645,070	\$1,756,916	\$2,013,586	\$1,992,610	13.42%
<b>REVENUE</b>	\$361,557	\$496,308	\$525,495	\$570,435	14.94%
<b>NET COST</b>	\$1,283,513	\$1,260,608	\$1,488,091	\$1,422,175	12.82%
<b>POSITIONS:</b>					
<b>FULL-TIME</b>	17	17	17	17	0.00%
<b>PART-TIME-FTE</b>	33.75	33.75	31.29	14.30	-57.63%
<b>TOTAL</b>	50.75	50.75	48.29	31.30	-38.33%
<b>NEW REQUEST</b>					
<b>FULL-TIME</b>			8	1	
<b>PART-TIME-FTE</b>			10.25	0.50	
<b>TOTAL</b>			18.25	1.50	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>					
			AMOUNT	AMOUNT	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
	<b>TOTAL</b>		\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: REC CENTER					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$311,280	\$325,163	\$346,337	\$313,676	-3.53%
CONTRACTUAL	\$3,486	\$2,405	\$3,500	\$3,500	45.53%
OPER and MAINT	\$186,441	\$220,574	\$233,907	\$234,042	6.11%
CAPITAL	\$18,041	\$1,900	\$13,775	\$13,775	625.00%
TOTAL	\$519,248	\$550,042	\$597,519	\$564,993	2.72%
REVENUE	\$253,937	\$387,808	\$148,850	\$439,935	13.44%
NET COST	\$265,311	\$162,234	\$448,669	\$125,058	-22.92%
POSITIONS:					
FULL-TIME	4	4	4	4	0.00%
PART-TIME-FTE	10.00	10.00	10.21	4.17	-58.30%
TOTAL	14.00	14.00	14.21	8.17	-41.64%
NEW REQUEST					
FULL-TIME			6	0	
PART-TIME-FTE			9.00	0.00	
TOTAL			15.00	0.00	
OBJECTIVES/GOALS:					
1. Promote the full use of the center to our community.					
2. Maintain the quality of the facility and programs.					
3					
CAPITAL REQUEST by PRIORITY:			AMOUNT	AMOUNT	
1. Tables and Chairs replaced			\$2,000	\$2,000	
2. Natualis equipment added			3,200	3,200	
3. Continue to replace carpet as it is 1981			8,200	8,200	
3. Looking at lobby area and the two hallways.			-	375	
4			-	-	
TOTAL			\$13,400	\$13,775	
BUDGET NOTES/COMMENTS:					
Revenues are from membership fees, vending machines and the like. We want to convert the three permanent part time Center Supervisor postions to one full time postion. We feel that we need this for better communication and operation of the center in late afternoons and weekends. The only full time postion in the center at night is our Assisant Aquatics Superintendent. And no full time staff member is at the center on the weekends. <u>No change in P/T positions to F/T position approved.</u>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: AQUATICS</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$197,900	\$201,885	\$213,610	\$211,763	4.89%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$18,176	\$17,759	\$26,265	\$25,515	43.67%
CAPITAL	\$218	\$300	\$275	\$275	-8.33%
TOTAL	\$216,294	\$219,944	\$240,150	\$237,553	8.01%
REVENUE	\$0	\$0	\$52,000	\$0	
NET COST	\$216,294	\$219,944	\$188,150	\$237,553	8.01%
<b>POSITIONS:</b>					
FULL-TIME	4	4	4	4	0.00%
PART-TIME-FTE	4.00	4.00	1.00	2.30	-42.50%
TOTAL	8.00	8.00	5.00	6.30	-21.25%
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
TO INCREASE PARTICIPATION IN PROGRAMS AND CLASSES					
TO PROMOTE AQUATIC SAFETY					
TO KEEP A WELL MAINTAINED POOL					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
UNDER OFFICE EQUIPMENT			\$275	\$275	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$275	\$275	
<b>BUDGET NOTES/COMMENTS:</b>					
ESTIMATE REVENUE IN THE AMOUNT OF \$52,000.00 AS WE HAVE INCREASED ON AVERAGE ABOUT A \$1,000.00 EACH YEAR. Slight increase for staffing due to more programs. Also training is needed to keep certification for guards.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: COMMUNITY</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$55,808	\$72,016	\$74,371	\$75,237	4.47%
CONTRACTUAL	\$4,759	\$7,500	\$6,250	\$6,250	-16.67%
OPER and MAINT	\$27,407	\$24,000	\$27,035	\$76,328	218.03%
CAPITAL	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	\$87,974	\$103,516	\$107,656	\$157,815	52.45%
REVENUE	\$0	\$0	\$36,500	\$0	
NET COST	\$87,974	\$103,516	\$71,156	\$157,815	52.45%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	0.75	0.75	0.75	0.50	-33.33%
<b>TOTAL</b>	1.75	1.75	1.75	1.50	-14.29%
<b>NEW REQUEST</b>					
FULL-TIME			0	0	
PART-TIME-FTE			0.00	0.00	
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Plan to add a 2nd & 3rd gade valentine dance					
2 Expand funding for Summer Progam with concession and additional grants					
3 Execute new youth programs and activities throughout the fiscal year					
<b>CAPITAL REQUEST by PRIORITY:</b>					
		<b>AMOUNT</b>	<b>AMOUNT</b>		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		\$0	\$0		
<b>BUDGET NOTES/COMMENTS:</b>					
We did not correctly put in the amount for the Farmer's Market and ask that this be re-instated at the level requested.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: SENIORS</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$111,067	\$114,341	\$123,472	\$123,142	7.70%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$16,555	\$21,679	\$18,950	\$18,700	-13.74%
CAPITAL	\$2,750	\$1,300	\$1,100	\$1,100	-15.38%
TOTAL	\$130,372	\$137,320	\$143,522	\$142,942	4.09%
REVENUE	\$0	\$0	\$35,500	\$0	
NET COST	\$130,372	\$137,320	\$108,022	\$142,942	4.09%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	5.00	5.00	5.00	3.05	-39.00%
TOTAL	6.00	6.00	6.00	4.05	-32.50%
<b>NEW REQUEST</b>					
FULL-TIME			1	0	
PART-TIME-FTE			0.00	0.00	
TOTAL			1.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1 Provide quality & diverse programs, trips, activities and events					
2 Establish computer work station for senior navigator use					
3 Provide quality training for senior division staff					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1 Office equipment, tables & chairs for sr. section			\$1,100	\$1,100	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$1,100	\$1,100	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: ATHLETICS					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$75,633	\$87,927	\$85,525	\$86,032	-2.16%
CONTRACTUAL	\$11,508	\$29,180	\$37,380	\$37,380	28.10%
OPER and MAINT	\$17,939	\$52,015	\$40,013	\$38,763	-25.48%
CAPITAL	\$0	\$0	\$0	\$0	
TOTAL	\$105,080	\$169,122	\$162,918	\$162,175	-4.11%
REVENUE	\$0	\$0	\$107,925	\$0	
NET COST	\$105,080	\$169,122	\$54,993	\$162,175	-4.11%
<b>POSITIONS:</b>					
FULL-TIME	1	1	1	1	0.00%
PART-TIME-FTE	10.00	10.00	10.00	1.03	-89.70%
TOTAL	11.00	11.00	11.00	2.03	-81.55%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1Expand adult programs by adding Tennis, Golf, and Soccer Leagues					
2Expand and increase youth programs with more teams and adding a youth golf league					
3Offer more Tournaments and One-Day Skill Competitions for Youth and Adults					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: PARKS</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$329,019	\$343,742	\$373,994	\$373,227	8.58%
CONTRACTUAL	\$0	\$0	\$0	\$0	
OPER and MAINT	\$107,711	\$116,230	\$117,980	\$116,230	0.00%
CAPITAL	\$5,750	\$8,500	\$15,200	\$0	
<b>TOTAL</b>	<b>\$442,480</b>	<b>\$468,472</b>	<b>\$507,174</b>	<b>\$489,457</b>	<b>4.48%</b>
REVENUE	\$0	\$0	\$14,220	\$0	
NET COST	\$442,480	\$468,472	\$492,954	\$489,457	4.48%
<b>POSITIONS:</b>					
FULL-TIME	6	6	6	6	0.00%
PART-TIME-FTE	3.00	3.00	3.00	1.92	-36.00%
<b>TOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>7.92</b>	<b>-12.00%</b>
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE			0.75	0.00	
<b>TOTAL</b>			<b>0.75</b>	<b>0.00</b>	
<b>OBJECTIVES/GOALS:</b>					
1. To develop & maintain a system of parks & recreational sites for the community's enjoyment t					
2. Update and renovate park sites.					
3. Complete CIP, CDBG, and Capital projects.					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1. Outdoor water fountain - Atwater Soccer			\$3,500	\$0	
2. Replace fence @ Mathis basketball courts.			\$8,300	-	
3. Replace Tot Swing Atwater Park			\$2,500	-	
4. Picnic Table for C. G. Woodson SB Shelter			\$900	-	
5. "100" Parking Blocs for Mathis ( not budgeted)			-	-	
<b>TOTAL</b>			<b>\$15,200</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
Park acreage is 137.3 acres. (not 161 acres).					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: MARINA</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$13,540	\$15,100	\$44,272	\$45,125	198.84%
CONTRACTUAL	\$0	\$0	\$43,000	\$43,000	#DIV/0!
OPER and MAINT	\$130,082	\$93,400	\$20,200	\$20,200	-78.37%
CAPITAL	\$0	\$0	\$0	\$22,175	#DIV/0!
TOTAL	\$143,621	\$108,500	\$107,472	\$130,500	20.28%
REVENUE	\$107,620	\$108,500	\$130,500	\$130,500	20.28%
NET COST	\$36,001	\$0	(\$23,028)	\$0	
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.50	0.50	1.33	1.33	166.00%
TOTAL	0.50	0.50	1.33	1.33	166.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE			0.50	0.50	
TOTAL			0.50	0.50	
<b>OBJECTIVES/GOALS:</b>					
1. Move the facility forward by requesting funding for a revenue bond.					
2. Bring the marina back to full time operation.					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
		<b>TOTAL</b>	\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					
<p>We already have a Marina Manager position and I want to bring this position back to full operation and responsibility as many staff now handle the marina. This position would still be a permanent part time employee as before. By doing so we have removed one of the seasonal positions for the marina as well. Also we need a laborer position down there to oversee cleaning of the restrooms daily and sometimes twice a day, as well as fixing of piers, picking up of trash, possible mowing, removing floating objects, etc. at this site. Bottom line is that we will still bring in more revenue than what we will expend to take this action.</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: 2008 EVENTS</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$0	\$0	\$66,725	\$66,725	#DIV/0!
CONTRACTUAL	\$0	\$0	\$52,000	\$12,000	#DIV/0!
OPER and MAINT	\$0	\$0	\$26,450	\$26,450	#DIV/0!
CAPITAL	\$0	\$0	\$2,000	\$2,000	#DIV/0!
TOTAL	\$0	\$0	\$147,175	\$107,175	#DIV/0!
REVENUE	\$0	\$0	\$0	\$0	
NET COST	\$0	\$0	\$147,175	\$107,175	#DIV/0!
<b>POSITIONS:</b>					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.50	0.50		0.00	
TOTAL	0.50	0.50	0.00	0.00	
<b>NEW REQUEST</b>					
FULL-TIME			1	1	
PART-TIME-FTE			0.00	0.00	
TOTAL			1.00	1.00	
<b>OBJECTIVES/GOALS:</b>					
1. To continue the Hopewell 2007 programs					
2. To work with the downtown area by hosting events downtown					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1 computer, printer, hookup			\$2,000	\$2,000	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$2,000	\$2,000	
<b>BUDGET NOTES/COMMENTS:</b>					
<p>The position has \$50,000 for the 07/08 fiscal year. By the time we hire the person and get them in we will probably expend \$10000 of that amount. Therefore the carry over amount of approx. \$40,000 can go toward funding for the 08/09 fiscal year. I have reduced the amount from \$171,125 to \$147,175, so an anticipated request of \$107,175 will be needed for the upcoming budget. This position will be housed in recreation and will have one division area assigned per the finance director which is the old promotions division area with the number of 035.7110150.</p>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

**DEPARTMENT: 2008 EVENTS**

FT	39,000	
PT	5000	
fica	4500	
vrs	5600	
health insurance	11,000	this may be less as I do not know the coverage needed until the person comes in
life insurance	200	
std	20	
ltd	130	
wc	1250	
eap	25	
instructors	2000	
service contracts	52,000	
van expense	1000	
advertising	10000	
postage	300	
cell phone	450	
equip/rental	5000	
edu/training	1100	
mileage	1000	
memberships	150	
office supplies	1600	
gas oil	250	
uniforms	100	
program supplies	6500	
capital computer	2000	

Total \$147,175

Again the carry over from the \$50000 allocated in this fiscal year, which is estimated to be about \$40000 should be rolled into the 08/09 year therefore making the actual request to be \$107,175.

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

<b>DEPARTMENT: CDBG GRANT</b>					
<b>EXPENDITURES:</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 DEPT REQUEST</b>	<b>FY 2009 CM BUDGET</b>	<b>% CHANGE</b>
PERSONNEL	\$27,810	\$44,000	\$43,710	\$43,710	-0.66%
CONTRACTUAL	143,718	174,552	174,842	174,842	0.17%
OPER and MAINT	0	0	0	0	
CAPITAL	0	0	0	0	
DEBT SERVICE	0	0	0	0	
<b>TOTAL</b>	<b>\$171,528</b>	<b>\$218,552</b>	<b>\$218,552</b>	<b>\$218,552</b>	<b>0.00%</b>
<b>REVENUE</b>	<b>\$171,528</b>	<b>\$218,552</b>	<b>\$218,552</b>	<b>\$218,552</b>	<b>0.00%</b>
NET COST	\$0	\$0	\$0	\$0	
<b>POSITIONS:</b>					
FULL-TIME	1	1	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	
<b>BUDGET NOTES/COMMENTS:</b>					
CDBG position combined with Housing Coord position where person would do both functions. CDBG to contribute \$ amount equal to administrative costs to position.					



**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: SEWER SERVICES					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$365,599	\$371,897	\$410,900	\$410,900	10.49%
CONTRACTUAL	\$1,261,675	\$1,962,687	\$3,053,804	\$3,053,804	55.59%
OPER and MAINT	\$666,024	\$676,650	\$809,789	\$809,789	19.68%
CAPITAL	\$1,162,781	\$3,420,467	\$4,365,000	\$4,365,000	27.61%
TOTAL	\$3,456,079	\$6,431,701	\$8,639,493	\$8,639,493	34.33%
REVENUE	\$4,913,711	\$4,827,609	\$4,913,542	\$4,913,542	1.78%
NET COST	(\$1,457,632)	\$1,604,092	\$3,725,951	\$3,725,951	132.28%
<b>POSITIONS:</b>					
FULL-TIME	6	6	6	6	0.00%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
TOTAL	6.50	6.50	6.50	6.50	0.00%
<b>NEW REQUEST</b>					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
<b>OBJECTIVES/GOALS:</b>					
1					
2					
3					
<b>CAPITAL REQUEST by PRIORITY:</b>			<b>AMOUNT</b>	<b>AMOUNT</b>	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
TOTAL			\$0	\$0	
<b>BUDGET NOTES/COMMENTS:</b>					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: REGIONAL WASTEWATER					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$3,446,620	\$3,661,330	\$3,985,889	\$3,985,889	8.86%
CONTRACTUAL	526,088	414,800	327,500	327,500	-21.05%
OPER and MAINT	4,298,363	4,433,400	4,713,750	4,713,750	6.32%
CAPITAL	24,359	2,340,000	5,675,000	5,675,000	142.52%
DEBT SERVICE	606,693	1,275,265	1,275,867	1,275,867	0.05%
TOTAL	\$8,902,123	\$12,124,795	\$15,978,006	\$15,978,006	31.78%
REVENUE	\$10,334,170	\$12,124,795	\$15,978,006	\$15,978,006	31.78%
NET COST	(\$1,432,047)	\$0	\$0	\$0	
POSITIONS:					
FULL-TIME	51	51	51	51	0.00%
PART-TIME-FTE	0.50	0.50	0.50	0.50	0.00%
TOTAL	51.50	51.50	51.50	51.50	0.00%
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
			TOTAL	0.00	0.00
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
			AMOUNT	AMOUNT	
1			\$0	\$0	
2			-	-	
3			-	-	
4			-	-	
5			-	-	
			TOTAL	\$0	\$0
BUDGET NOTES/COMMENTS:					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: ANTI-LITTER FUND					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	0	0	0	0	
OPER and MAINT	1,873	6,000	6,000	6,000	0.00%
CAPITAL	0	0	0	0	
DEBT SERVICE	0	0	0	0	
TOTAL	\$1,873	\$6,000	\$6,000	\$6,000	0.00%
REVENUE	\$5,307	\$6,000	\$6,000	\$6,000	0.00%
NET COST	(\$3,434)	\$0	\$0	\$0	
POSITIONS:					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
	AMOUNT	AMOUNT			
1	\$0	\$0			
2	-	-			
3	-	-			
4	-	-			
5	-	-			
TOTAL	\$0	\$0			
BUDGET NOTES/COMMENTS:					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: CAPITAL PROJECTS FUND					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	0	0	0	0	
OPER and MAINT	0	0	0	0	
CAPITAL	11,093,902	598,645	1,133,109	910,000	52.01%
DEBT SERVICE	3,427,252	3,473,176	3,394,330	3,394,330	-2.27%
TOTAL	\$14,521,154	\$4,071,821	\$4,527,439	\$4,304,330	5.71%
REVENUE	\$5,416,993	\$4,112,476	\$4,197,500	\$4,203,500	2.21%
NET COST	\$9,104,161	(\$40,655)	\$329,939	\$100,830	-348.01%
POSITIONS:					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
	AMOUNT	AMOUNT			
1 Computer Equipment	\$100,000	\$50,000			
2 Street overlay	500,000	400,000			
3 Regional Tourism	100,000	75,000			
4 Parks	-	25,000			
5 Hist Hopewell	30,000	30,000			
TOTAL	\$730,000	\$580,000			
BUDGET NOTES/COMMENTS:					
Tourism Funding transfer request= \$403,109, funded at \$330,000					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: ECONOMIC DEVELOPMENT FUND					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$50,000	\$0	\$107,175	114.35%
CONTRACTUAL	0	0	0	0	
OPER and MAINT	7,373	4,500	4,500	4,500	0.00%
CAPITAL	0	0	0	0	
DEBT SERVICE	350,486	350,248	370,500	370,500	5.78%
<b>TOTAL</b>	<b>\$357,859</b>	<b>\$404,748</b>	<b>\$375,000</b>	<b>\$482,175</b>	<b>19.13%</b>
<b>REVENUE</b>	<b>\$104,899</b>	<b>\$104,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>-22.12%</b>
<b>NET COST</b>	<b>\$252,960</b>	<b>\$300,748</b>	<b>\$294,000</b>	<b>\$401,175</b>	<b>33.39%</b>
POSITIONS:					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
<b>TOTAL</b>			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:					
		AMOUNT	AMOUNT		
1		\$0	\$0		
2		-	-		
3		-	-		
4		-	-		
5		-	-		
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>		
BUDGET NOTES/COMMENTS:					
2008 Downtown Events funded from surplus balance.					

**CITY OF HOPEWELL  
FISCAL 2008-2009 BUDGET**

DEPARTMENT: SELF INSURED FUND					
EXPENDITURES:	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 DEPT REQUEST	FY 2009 CM BUDGET	% CHANGE
PERSONNEL	\$0	\$0	\$0	\$0	
CONTRACTUAL	0	0	0	0	
OPER and MAINT	327,830	370,950	583,510	668,510	80.22%
CAPITAL	0	0	0	0	
DEBT SERVICE	0	0	0	0	
TOTAL	\$327,830	\$370,950	\$583,510	\$668,510	80.22%
REVENUE	\$133,298	\$244,930	\$271,334	\$271,334	10.78%
NET COST	\$194,532	\$126,020	\$312,176	\$397,176	215.17%
POSITIONS:					
FULL-TIME	0	0	0	0	
PART-TIME-FTE	0.00	0.00	0.00	0.00	
TOTAL	0.00	0.00	0.00	0.00	
NEW REQUEST					
FULL-TIME					
PART-TIME-FTE					
TOTAL			0.00	0.00	
OBJECTIVES/GOALS:					
1					
2					
3					
CAPITAL REQUEST by PRIORITY:				AMOUNT	AMOUNT
1				\$0	\$0
2				-	-
3				-	-
4				-	-
5				-	-
TOTAL				\$0	\$0
BUDGET NOTES/COMMENTS:					
Risk Manager funded by \$85,000 to General Fund					

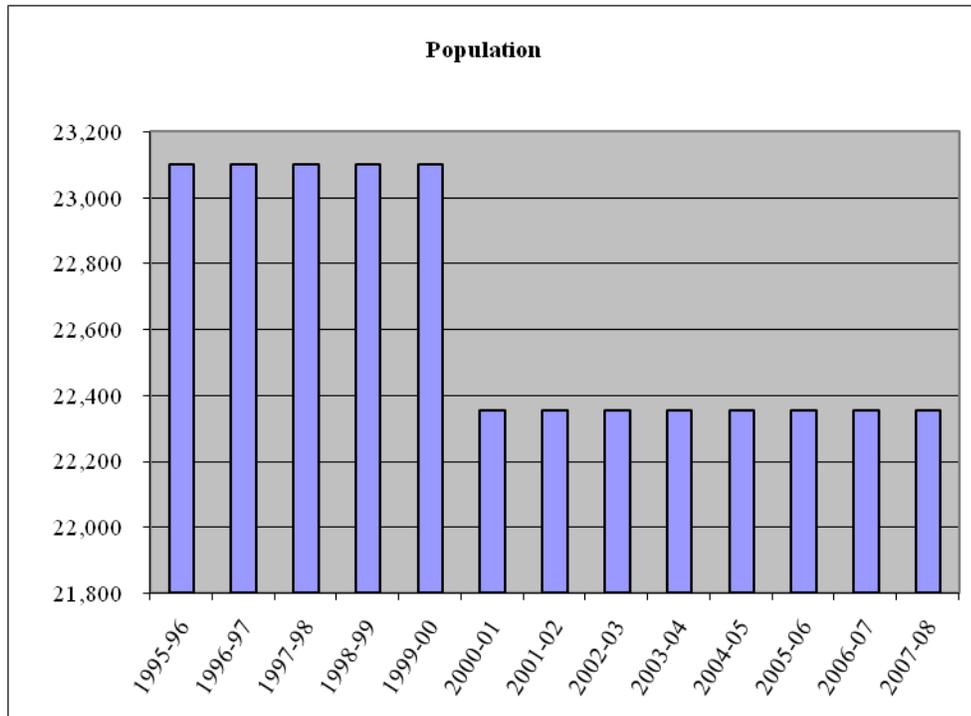
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**STATISTICAL DATA**

**City of Hopewell, Virginia**

Year	Population(1)
1995-96	23,101
1996-97	23,101
1997-98	23,101
1998-99	23,101
1999-00	23,101
2000-01	22,354
2001-02	22,354
2002-03	22,354
2003-04	22,354
2004-05	22,354
2005-06	22,354
2006-07	22,354
2007-08	22,354

(1) Source: United States Bureau of Census



City of Hopewell, Virginia

Principle Taxpayers (1)

Calendar Year Ended December 21, 2007

<u>Company</u>	<u>Industry</u>	<u>Amount</u>	<u>% of Total</u>
Hopewell Cogentric Limited Partnership	Electric Power Producer	\$126,056,009	7.4%
Allied Signal Corporation	Manufacturing	100,885,184	5.9%
Appomattox Cogeneration	Electric Power Producer	57,783,981	3.4%
James River Cogeneration Company	Electric Power Producer	44,712,820	2.6%
Dominion Virginia Power	Utility	44,279,948	2.6%
Aqualon Company	Manufacturing	42,107,779	2.5%
Stone Container Inc.	Manufacturing	36,694,136	2.2%
Columbia HCA/John Randolph Hospital	Medical	31,829,902	1.9%
Virginia American Water Company	Water Services	19,122,787	1.1%
Verizon Virginia Inc.	Telephone	<u>9,991,838</u>	<u>0.6%</u>
		\$513,464,384	30.2%

Source: City Assessor and Commissioner of Revenue

Note: (1) Includes real estate, machinery and tools, industrial energy conversion, public

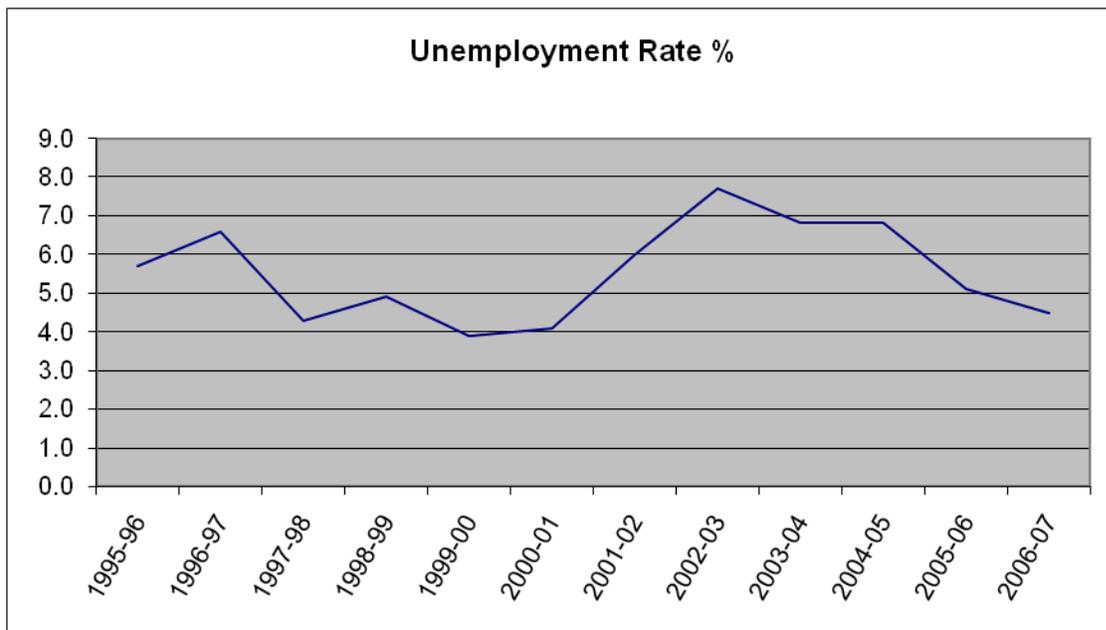
services, and tangible personal property value for : [\\$1,700,412,524](#)

## City of Hopewell, Virginia

### Unemployment Rate - 6/30

<u>Fiscal</u> <u>Year</u>	<u>Unemployment</u> <u>Rate %</u>
1995-96	5.7
1996-97	6.6
1997-98	4.3
1998-99	4.9
1999-00	3.9
2000-01	4.1
2001-02	6.0
2002-03	7.7
2003-04	6.8
2004-05	6.8
2005-06	5.1
2006-07	4.5

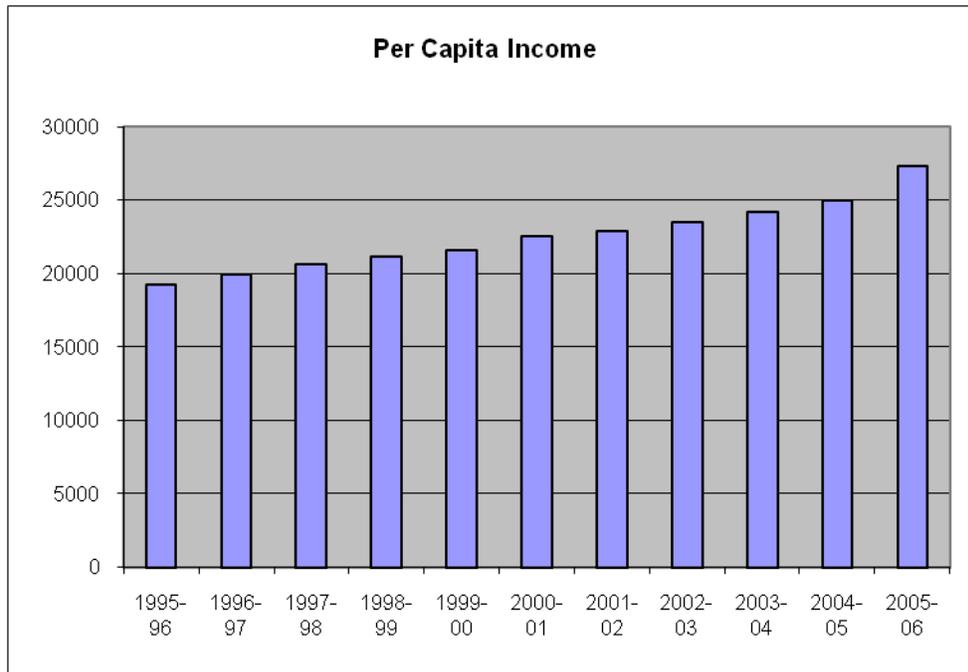
Source: Virginia Employment Commission



### City of Hopewell, Virginia

Year	Per Capita Income(1)
1995-96	19245
1996-97	19912
1997-98	20623
1998-99	21174
1999-00	21555
2000-01	22552
2001-02	22863
2002-03	23502
2003-04	24231
2004-05	24982
2005-06	27279

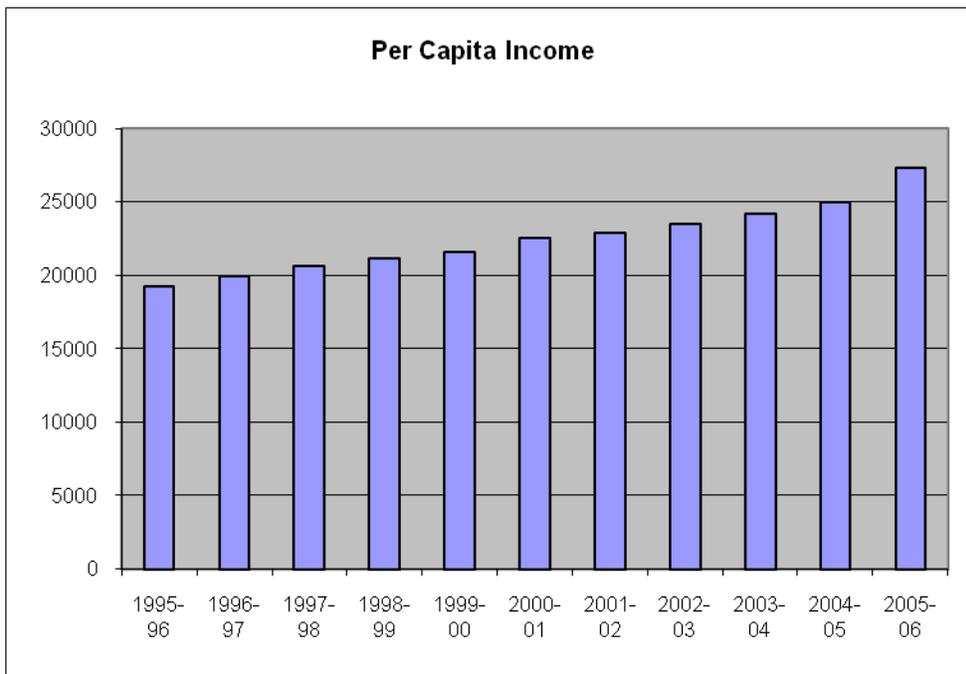
(1) Source: Weldon Cooper Center for Public Service



**City of Hopewell, Virginia**

Year	Per Capita Income(1)
1995-96	19245
1996-97	19912
1997-98	20623
1998-99	21174
1999-00	21555
2000-01	22552
2001-02	22863
2002-03	23502
2003-04	24231
2004-05	24982
2005-06	27279

(1) Source: Weldon Cooper Center for Public Service

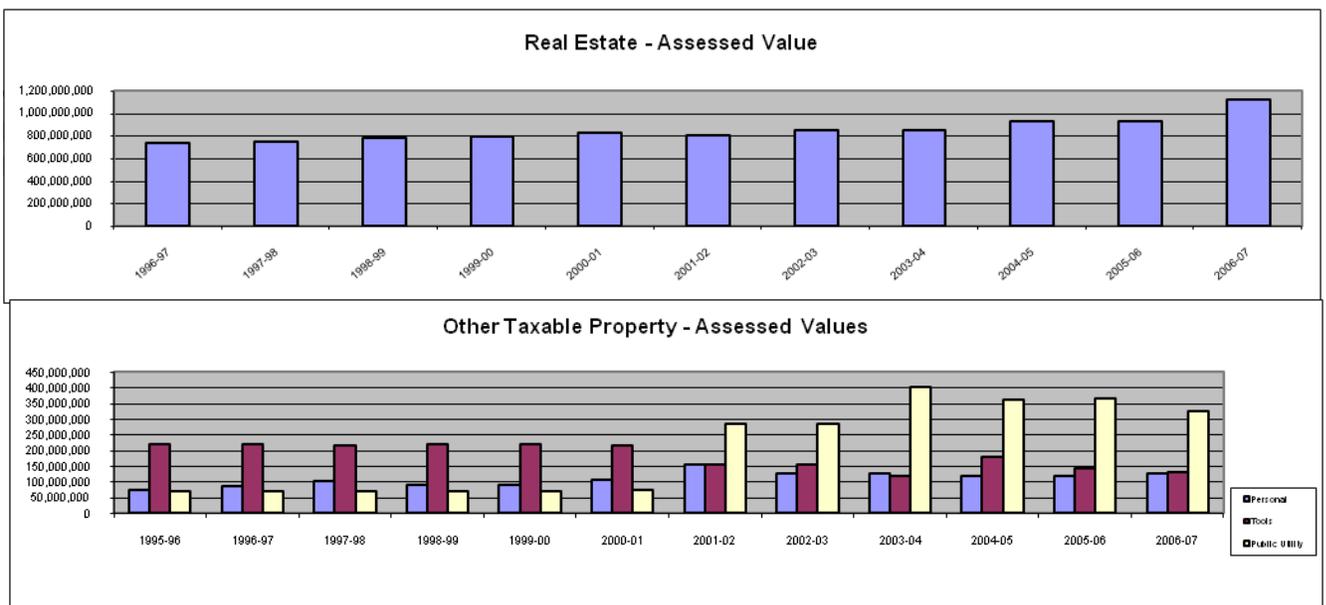


### Assessed Value of Taxable Property

Fiscal Year	Real Estate(1)	Personal Property	Machinery & Tools	Public Utility	Total
1995-96	687,154,874	72,059,934	217,400,209	68,010,347	1,044,625,364
1996-97	737,955,100	85,510,000	217,400,209	68,010,347	1,108,875,656
1997-98	743,360,600	99,737,141	216,331,467	68,340,393	1,127,769,601
1998-99	776,843,500	87,467,357	218,109,930	69,926,531	1,152,347,318
1999-00	787,968,509	90,113,213	220,104,443	70,223,039	1,168,409,204
2000-01	827,759,300	104,606,800	214,696,435	71,544,125	1,218,606,660
2001-02	800,586,607	154,138,951	154,216,964	285,028,909	1,393,971,431
2002-03	845,832,200	124,590,160	155,115,512	285,714,285	1,411,252,157
2003-04	849,244,667	126,941,705	117,124,590	399,712,852	1,493,023,814
2004-05	926,602,083	118,025,410	176,400,688	361,479,667	1,582,507,848
2005-06	929,194,800	117,351,944	142,128,758	365,796,979	1,554,472,481
2006-07	1,122,108,000	124,658,770	129,341,114	324,304,640	1,700,412,524

(1) Real estate is assessed at 100% of appraisal value.

(2) Public Utility Assessed values are established by the State Corporation Commission. Includes



**City of Hopewell, Virginia  
Property Tax Rates (1)**

Fiscal Year	Real Estate(3)	Personal Property(2)	Machinery and Tools	Public Utility	
				Real Estate	Personal Property
1995-96	1.19	3.05	3.03	1.19	3.05
1996-97	1.14	3.05	3.03	1.14	3.05
1997-98	1.14	3.05	3.03	1.14	3.05
1998-99	1.14	3.05	3.03	1.14	3.05
1999-00	1.14	3.05	3.03	1.14	3.05
2000-01	1.12	3.05	3.03	1.12	3.05
2001-02	1.12	3.05	3.03	1.12	3.05
2002-03	1.20	3.05	3.05	1.20	3.05
2003-04	1.20	3.05	3.05	1.20	3.05
2004-05	1.20	3.05	3.05	1.20	3.05
2005-06	1.20	3.05	3.05	1.20	3.05
2006-07	1.20	3.05	3.05	1.20	3.05
2007-08	1.09	3.05	3.05	1.09	3.05
2008-09	1.09	4.55	3.05	1.09	3.05

(1) Per \$100 of assessed value.

(2) Personal property taxes are applied to the National Automobile Dealers Association (NADA) loan value.

(3) Real Estate tax rate estimated to be \$1.18 in 2007 assessment year.

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**GLOSSARY OF BUDGET TERMINOLOGY**

**for the CITY of HOPEWELL**

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**ACTION PLAN:** Short-term and long-term goals for each program designed to improve efficiency and effectiveness in service delivery to the taxpayer.

**AD VALOREM TAXES:** A tax based on value (i.e., a property tax).

**APPROPRIATION:** A legal authorization granted by the legislative body to make expenditures and incur obligations for specific purposes; this authorization is limited to the length of the fiscal year, except for capital projects which are limited to the completion of the project.

**ASSESSED VALUATION:** A valuation set upon real estate and certain other taxable items of personal property (i.e., vehicles, equipment and machinery and tools used for business purposes) by the City as the basis for levying property taxes.

**AUDIT:** An independent evaluation of the accuracy of the City's financial statements, financial practices, and internal controls designed to ensure compliance with generally accepted accounting principles. Audits are conducted annually in accordance with GAAP and Virginia state code.

**BASE BUDGET:** The funding needed to provide exactly the same level of services as provided in the preceding year.

**BOND:** A written obligation issued by the City as a method of borrowing large amounts of monies for capital needs; bonds are issued for fixed terms and can have either fixed or variable interest rates.

**BONDED DEBT:** That portion of indebtedness represented by outstanding bonds due to bondholders and literary loans due to the State.

**CAPITAL OUTLAY:** Expenditure resulting in a replacement for or an addition to the City's general fixed assets; for fixed asset control and budget purposes, any expenditure with a dollar cost of \$1,000 or more.

**CAPITAL PROJECT:** A project financed in whole or in part by the proceeds of bonds, or in "cash" and/or a project involving the construction or acquisition of a capital asset. Capital projects are ordinarily funded using appropriations from the Capital Projects Fund which are designed to last through the duration of the project.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** A report which sets out the financial position of the City and outlines the financial effect of the previous year's operations in conformity with GAAP.

**CONTINGENCY:** Funds set aside in the operating budget to handle unanticipated expenditures over the course of the fiscal year; transfers from this account require the specific authorization of the City Council.

**COST OF LIVING ADJUSTMENT:** A fixed adjustment to each range/step of the classification and pay plan for the City; usually tied to an increase in the cost of living. The amount could either be a percentage amount of a fixed dollar amount; usually a percentage amount is used.

**DEBT LIMIT:** The maximum amount of outstanding debt permitted by law.

**DEBT SERVICE:** Funds required for principle and interest payments on outstanding debt.

**DECISION PACKAGES:** Proposals by departments for programs or projects which were not part of the prior year's budget. Funding is subject to review by the City Manager and the City Council.

**EXPENDITURE:** Depletion of financial resources to pay the City's personnel services, Professional services, operating and maintenance, capital outlay, or debt service.

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**FINANCIAL PLAN:** The document describing the City short and long-term goals, programs and departments, budget assumptions and estimates for both revenues and expenditures used for the budget development.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operation. The city's fiscal year is July 1 - June 30.

**FIXED ASSETS:** Long-lived tangible assets obtained or controlled as a result of past transactions, including land, buildings, improvements other than buildings and equipment with an acquisition cost of \$1,000 or greater.

**FULL-TIME EMPLOYEE:** A city employee who works a minimum of 37 1/2 hours per week on a continuing basis and is eligible to participate in the City's fringe benefits package.

**FUND:** A set of financial accounts whose resources are equal to its liabilities plus equity.

**FUND BALANCE:** The difference between fund assets and fund liabilities of governmental and similar trust funds.

**FUND BALANCE UNDESIGNATED UN-APPROPRIATED:** That portion of the fund balance that is not legally segregated for a specific future use; available for appropriation at any time by the legislative body.

**LEVY:** (1) Verb: To impose taxes, special assessments or service charges for the support of government activities. (2) Noun: The total amount of taxes, special assessments or service charges imposed by the government.

**OPERATING BUDGET:** Plans of current expenditures and the proposed means of financing them; the annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the City are controlled.

**PART-TIME EMPLOYEE:** A city employee who works less than a minimum of 37 1/2 hours per week and is not eligible to participate in the City's fringe benefits package.

**PERFORMANCE MEASURES:** Descriptions of a program's effectiveness or efficiency.

**PROGRAM:** A specific activity of a department/function which is separately budgeted and monitored.

**RETAINED EARNINGS:** The equity account that shows the accumulated earnings of the Enterprise Fund.

**TAX RATE:** The amount of tax stated in terms of a unit of the tax base (i.e., \$1.12 per 100 dollars of assessed valuation of taxable real estate property).

**TRANSFER:** The movement of cash or other resources between funds.

**USER FEE:** Charges to those who voluntarily receive governmental services or use governmental facilities. These charges may or may not be designed to recover the full cost associated with providing the service.

**WORKLOAD INDICATORS:** Descriptions of the type and quantity of work assignments handled by a department/program.

Source: Government Finance Officers Association. Governmental Accounting, Auditing and Financial Reporting 1994.

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**BUDGET RESOLUTION**

BUDGET RESOLUTION  
FISCAL YEAR 2008-09

WHEREAS, at the meeting of the City Council of the City of Hopewell held on April 08, 2008 a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2008, and ending June 30, 2009, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form; of which \$117,411,568 is estimated to be received from sources other than property tax levies, leaving a balance to be raised by levies on property segregated to the city for local taxes of \$24,895,000 and,

WHEREAS, a tax rate sufficient to raise the last mentioned sum has been levied by ordinance of the City Council of the City of Hopewell; and,

WHEREAS, in this budget approved by City Council there are estimates of revenues used for appropriated expenditures to pay for said city services, and when said estimated revenues are projected by the City Manager to be less than the amount of appropriated expenditures, the City Manager shall initiate action to adjust appropriated expenditures to agree with revised estimated revenues. The City Manager is directed to advise City Council, at the next scheduled meeting, of the adjustments made and City Council may amend said adjustments or offer alternatives as the appropriating body; and,

WHEREAS, an annual statement of revenues, borrowing, disbursements, assets, liabilities, and surplus of the city, and an itemized and complete balance sheet for the city as of June 30, 2007 has been introduced to the City Council of the City of Hopewell as required by law;

BE IT, HEREBY, RESOLVED by the City Council of the City of Hopewell:

Sec. 1 The following designated funds and accounts shall be appropriated from the designated revenues to operate city services and to provide a capital improvement program for the city:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$24,895,000
Other Local Taxes .....	6,149,000
Licenses, Permits, Fees .....	150,000
Fines & Forfeitures .....	361,700
Other Local Revenues .....	840,800

From Other Agencies

State Sources .....	6,270,350
Federal Sources .....	140,000

Transfers & Fund Balance

Transfer from Self-Insurance-076 .....	85,000
Transfer from Capital Projects-071 .....	330,000

Transfer from Solid Waste-030.....	497,000
Transfer from Sewer Services-031.....	326,000
Use of fund Balance.....	<u>614,746</u>
Total Revenues.....	\$40,659,596
Appropriations:	
Legislative:.....	
City Council.....	145,000
City Clerk.....	83,000
City Attorney.....	220,289
Constitutional/Courts: .....	
Clerk of Circuit Court.....	331,661
Commonwealth Attorney.....	623,613
Commissioner of Revenue.....	393,422
City Treasurer.....	367,817
Electoral Board/Registrar.....	168,041
City Sheriff.....	708,155
Circuit Court.....	94,877
General District Court.....	66,000
Court Services.....	8,500
VJCCCA Grant.....	188,234
Crater Detention Center.....	375,000
Riverside Regional Jail.....	2,100,000
Administration: .....	
City Manager.....	330,000
Info/Research.....	100,000
Human Resources.....	226,702
Tourism.....	330,000
Finance.....	1,512,994

Development .....	550,699
Police.....	6,194,418
Fire .....	3,927,861
Public Works.....	4,434,610
Health.....	187,457
Outside Agencies .....	1,028,288
Non-Departmental.....	455,723
Operating Transfers/Contingency .....	<u>15,507,235</u>
Total General Fund .....	\$40,659,596

Social Services Fund-012:

Estimated Revenues:	
From State Sources .....	\$1,745,868
From Federal Sources .....	2,848,750
Transfer from General Fund-011 .....	<u>660,000</u>
Total Revenues .....	\$5,254,618
Appropriations:	
Administration .....	-4,420
Public Assistance .....	741,136
Purchased Services .....	1,731,257
Program Improvement .....	0
Eligibility .....	1,461,907
Services.....	1,167,987
Cooling Assistance .....	0
Pass-Thru Program .....	143,000
Fuel Assistance .....	0
Foster Home.....	6,186
Quality Day Care .....	<u>7,565</u>
Total Social Services Fund .....	\$5,254,618

Community Services Act Fund-015:

Estimated Revenues:	
Client Fees .....	\$0
From State Sources .....	2,075,531
Transfer from General Fund-011 .....	<u>850,000</u>
Total Revenues .....	\$2,925,531

Appropriations:	
Administration .....	107,633
Direct Services .....	<u>\$2,817,898</u>
Total Community Services Act Fund.....	\$2,925,531

Recreation Fund-035:

Estimated Revenues:	
Fees & Charges .....	\$427,935
Transfer from General Fund-011 .....	1,314,000
Promotions .....	10,000
Use of Surplus.....	<u>2,000</u>
Total Revenues .....	\$1,754,935

Appropriations:	
Recreation Center Div.....	564,993
Community Div .....	107,922
Athletics Div .....	162,175
Seniors Div .....	142,942
Pool Div .....	237,553
Parks Div .....	489,457
Grants.....	<u>49,893</u>
Total Recreation Fund .....	\$1,754,935

Harbor Fund-038:

Estimated Revenues:	
Slip Rentals .....	\$80,000
Ramp Fees .....	50,000
Vending Commissions .....	500
Use of Surplus.....	<u>0</u>

Total Revenues .....	\$130,500
Appropriations:	
Marina Operation .....	108,325
Contingency .....	<u>22,175</u>
Total Harbor Fund .....	\$130,500

Community Development Block Grant Fund-052:

Estimated Revenues:	
From Federal Sources .....	\$218,552
Appropriations:	
Grants Administration.....	43,710
August Youth Month Program.....	0
Cares Homeless Shelter .....	0
Healthy Families .....	0
Salvation Army .....	0
Rainbow Summer Program.....	0
Spot Blight-HHRA .....	0
Community Center Roof.....	0
Contingency .....	<u>174,842</u>
Total Community Development Block Grant Fund.....	\$218,552

Anti-Litter Fund-053:

Estimated Revenues:	
From State Sources .....	\$6,000
Appropriations:	
Operating Expenses .....	\$6,000

Self Insurance Fund-076:

Estimated Revenues:	
Interest Income .....	130,500
Misc Income .....	0
Transfer from Social Services Fund-012 .....	23,579

Transfer from HRWTF Fund-032.....	75,230
Transfer from Other Funds- .....	42,025
Use of Surplus.....	<u>397,176</u>
Total Revenues .....	\$668,510

Appropriations:

Property/Liability Insurance Premiums .....	471,510
Insurance Claims/Deductibles.....	12,000
Transfer to Capital Projects Fund-011 .....	85,000
Transfer to Capital Projects Fund-071 .....	<u>100,000</u>
Total Self Insurance Fund .....	\$668,510

Cemetery Fund-003:

Estimated Revenues:

Interest Income .....	43,100
Grave Site Sales .....	<u>16,200</u>
Total Revenues .....	\$59,300

Appropriations:

Repairs .....	1,000
Grass Cutting .....	27,000
Miscellaneous .....	3,000
Transfer to Surplus.....	<u>28,300</u>
Total Cemetery Fund .....	\$59,300

School Operating Fund-014:

Estimated Revenues:

Beginning Fund Balance.....	\$0
From State Sources .....	27,175,845
From Federal Sources .....	4,270,554
Other Revenues.....	479,250
Transfer from General Fund-011 .....	12,029,329
Transfer from School Bldg/Bus Replacement Fund-063 .....	463,556
Transfer from Capital Projects Fund-071 .....	<u>1,325,663</u>
Total Revenues .....	\$45,786,059

Appropriations:	
Non-Categorical.....	43,597,441
Debt Service.....	1,782,228
Transfer to Text Book Fund-056 .....	104,414
Transfer to Bldg/Bus Replacement Fund-063.....	<u>376,976</u>
Total School Operating Fund .....	\$45,786,059

School Textbook Fund-056:

Estimated Revenues:	
From State Sources .....	\$362,555
Interest Income .....	8,000
Transfer from Operating Fund-014.....	104,414
Use of Surplus.....	<u>475,031</u>
Total Revenues .....	\$950,000

Appropriations:	
Text Book Purchases .....	950,000
Fund Balance .....	<u>0</u>
Total School Textbook Fund .....	\$950,000

School Cafeteria Fund-057:

Estimated Revenues:	
From State Sources .....	\$30,195
From Federal Sources .....	918,000
School Food Fees.....	567,000
Interest Income .....	3,000
Use of Surplus.....	<u>522,545</u>
Total Revenues .....	\$2,040,740

Appropriations:	
Operating Expenses .....	2,040,740
End Balance .....	<u>0</u>
Total School Cafeteria Fund .....	\$2,040,740

School Bldg/Bus Replacement Fund-063:

Estimated Revenues:

From State Sources .....	\$162,476
Transfer from School Operating Fund-014.....	376,976
Use of Surplus.....	<u>724,104</u>
Total Revenues .....	\$1,263,556

Appropriations:

Transfer to Operating Fund-014 for Debt Service .....	463,556
Capital Outlay-.....	800,000
Transfer to Surplus.....	<u>0</u>
Total School Bldg/Bus Replacement Fund .....	\$1,263,556

Solid Waste Fund-030:

Estimated Revenues:

Fees & Charges .....	\$1,928,308
Convenience Center Fees.....	15,000
Use of Surplus.....	<u>260,104</u>
Total Revenues .....	\$2,203,412

Appropriations:

Curb-Side Pickup .....	1,540,278
Convenience Center .....	166,134
Transfer to General Fund-011 .....	<u>497,000</u>
Total Solid Waste Fund .....	\$2,203,412

Sewer Services Fund-031:

Estimated Revenues:

Charges for Services .....	\$4,265,542
HRWTF Admin Fee.....	205,000
Use of Surplus.....	3,520,951
Interest Income .....	<u>648,000</u>
Total Revenues .....	\$8,639,493

Appropriations:

Maintenance & Inspections.....	1,130,801
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City Pump Stations .....	3,383,692
Capital Outlay .....	3,750,000
Transfer to General Fund-011 .....	375,000
Contingency .....	<u>0</u>
Total Sewer Services Fund .....	\$8,639,493

HRWTF Fund-032:

Estimated Revenues:

Industrial User Charges.....	\$11,855,835
City User Charges .....	2,846,304
Debt Service Charges.....	<u>1,275,867</u>
Total Revenues .....	\$15,978,006

Appropriations:

Operating Expenses .....	\$15,978,006
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Capital Projects Fund-071:

Estimated Revenues:

Meals Tax .....	\$1,580,000
Lodging Tax.....	700,000
HRWTF Admin Fee.....	125,000
Interest Income .....	463,500
Transfer from General Fund-011 .....	1,235,000
Transfer from Self Insurance Fund-076.....	100,000
Use of Surplus Balance .....	<u>100,830</u>
Total Revenues .....	\$4,304,330

Appropriations:

Debt Service.....	3,388,830
Debt Service Fees .....	5,500
Transfer to General Fund-011 .....	330,000
Capital Projects:	
Pavement Mgt. Program .....	400,000
Regional Tourism Funding .....	75,000
Parks Renovations.....	25,000
Tourism Attractions Capital-Hist Hopewell Found .....	30,000

Computer Replacements .....	<u>50,000</u>
Total Capital Projects Fund .....	\$4,304,330

Economic Development Fund-075:

Estimated Revenues:

Interest Income .....	\$81,000
Use of Surplus.....	<u>401,175</u>
Total Revenues .....	\$482,175

Appropriations:

Bond Principle .....	190,000
Bond interest.....	180,500
2008 Downtown Events.....	107,175
Business Appreciation Breakfast .....	2,500
HPG CoC Business by the River .....	<u>1,000</u>
Total Economic Development Fund .....	\$482,175

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted regular city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and un-appropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$25,000 from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer, unless the total amount to be transferred for the item does not exceed \$25,000.

Sec. 5 The City Manager may increase appropriations for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to city vehicles or other property for which city funds have been expended to make repairs.
- b. Refunds or reimbursements made to the city for which the city has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$25,000.

- Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2008 shall be re-appropriated to the 2008-09 fiscal year to the same department and account for which they are encumbered in the previous year.
- Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.
- Sec. 8 Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2008 and appropriations in the 2008-09 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.
- Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.
- Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.
- City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds towards any local match required.
- Any grant application/award greater than \$50,000 must first be approved by City Council prior to the city administration making application.
- The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by the City Council.
- Sec. 11 That the approval by the City Council of any grant of funds to the city constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until the City Council, by appropriate resolution, changes or eliminates the appropriation. The City Manager may reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between funds to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2008 and appropriations in the 2008-09 budget year.
- Sec. 12 The City Manager may appropriate both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.
- Sec. 13 The City Manager may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.

- Sec. 14 The Director of Finance is authorized to make transfers to the various funds for which there are transfers budgeted. The Director shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfer are to be made.
- Sec. 15 The City Treasurer may advance monies to and from the various funds of the city to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.
- Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.
- Sec. 17 The City Manager may appropriate revenues and increase expenditures for funds received by the city from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2008, and all funds received in the 2008-09 budget year.
- The outstanding balance of these funds at June 30, 2008 shall not lapse but be carried forward into the next fiscal year.
- Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may at his discretion, increase appropriations or authorize transfers of existing appropriation at June 30 as follows:
- 1. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the undesignated fund balance of the Capital Projects Fund for future capital projects.
  - 
  - 2. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2008, and all funds received in the 2008-09 budget year.
- Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to appropriate bond interest earning to minimize arbitrage rebates/penalties. This authority would include the appropriation of transfers among funds to accomplish such reallocation. Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5.
- This applies to funds currently on-hand in FY 07-08, and all funds received in the FY 2008-09 budget year.
- Sec. 20 Authorization is granted to transfer \$500,000 from the General Fund surplus balance into the Fire Department Designated Equipment account for replacement equipment. The city administration may proceed with the bidding and purchase of a fire ladder truck to replace existing equipment.
- Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the Comprehensive Services Act for at-risk youth and families and funding associated with the implementation of the VJCCCA Grant to record transactions.
- Sec. 22 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within funds as long as total net spending is not exceeded, and all transfer activity will be reported to City Council on a monthly basis.
- Sec. 23 The City Manager is hereby authorized to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Committee have approved the job evaluation and recommended to the City Manager their respective action. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time city work force, City Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

Sec. 24

City Council hereby authorizes and reaffirms the city retiree health insurance contribution policy adopted in FY 04-05.

In accordance with that policy, city retiree health insurance contributions are fixed for all retirees retired prior to January 1, 2004; and any employee hired prior to July 1, 2004 and retiring after January 1, 2004 shall receive an amount equal to an active single employee towards retiree health insurance contribution from the city; and any employee hired after July 1, 2004 shall receive a percentage amount of an active single employee, determined by length of service, towards retiree health insurance contribution from the city.

City Council hereby authorizes a new retiree health insurance contribution policy adopted effective July 1, 2008: any employee hired after July 1, 2008 shall receive a fixed dollar contribution of two hundred dollars (\$200.00) towards retiree health insurance contribution from the city.

Authorize and approve establishing the city share of full-time employee health insurance benefits costs sharing amounts, per month, for each tier in health insurance coverage as identified:

	City
	<u>Amount</u>
Emp Single per month	\$369.75
Emp + Dep(s) per month	514.25
Emp + Spouse per month	661.20
Emp + Family per month	755.08

Authorize the continued freeze on city contribution to health insurance premiums for city retiree, retired prior to 1/01/2004. The contribution shall be the amount as identified:

	City
	<u>Amount</u>
Retiree Single per month	\$426.16
Retiree + Dep(s) per month	497.26
Retiree + Spouse per month	761.87
Retiree + Family per month	900.10

Authorize city contribution to health insurance premiums for city retiree, retired after 12/31/2003, but hired prior to 7/01/2003 with a minimum of fifteen (15) years of service or a work related disability retirement with less than fifteen (15) years of service. The city contribution shall be the amount equal to the city share for an "Active" single city employee.

Authorize city contribution to health insurance premiums for city retiree hired after 7/01/2003 based on the minimum years of service:

11 - 15 years      40%      of current city contribution for single employee;

16 - 20 years      60%      of current city contribution for single employee;

21+ years          80%      of current city contribution for single employee.

Authorize city contribution to retiree health insurance premiums for city employee hired after July 1, 2008 based on minimum years of services at the fixed dollar amount as follows:

5 years              \$50 per month;

6 – 10 years        \$100 per month;

11 – 20 years      \$150 per month;

20 years +          \$200 per month.

Authorize the city to contract with Ovations Health Group (AARP), or other provider, to provide supplemental health insurance coverage for retiree age 65 or more.

Authorize City Administration to terminate the contract group billing for the AARP retiree health plan and notify provider that effective July 1, 2008, provider will direct bill each participant for all premiums due.

Authorize only a "Carve-Out" city health insurance contribution if retiree is age 65 or more for city contribution for supplemental medical insurance which amount shall not exceed the city contribution amount for an "Active" single city employee premium contribution. Should the retiree choose not to participate in the Medicare Part A and/or B, then the city shall only be obligated to pay a health insurance benefit equal to the "Carve-Out" supplemental health insurance plan.

Retiree age 65 or more retired prior to 12/31/2003 shall be eligible for a health insurance contribution of the "Carve-Out" contribution amount and the city contribution amount to cover dependent(s) up to the city retiree frozen limit, but not to exceed this combined benefit amount.

Further, city retiree reaching their 65<sup>th</sup> birthday shall be entitled only the medical supplemental insurance premium and Medicare Part D drug premium determined by the city's insurance provider of record, for any health insurance coverage paid by the city, effective July 1, 2008. City shall not be obligated to provide health insurance under its regular health insurance group for any retiree who fails or refuses to enroll in Medicare health insurance, as part of their Social Security benefits.

Under no circumstances shall the city health premium share paid for medical supplemental insurance and Medicare Part D drug premium exceed: the city health premium share for a single active employee for any retiree hired prior to July 1, 2004 and retired after January 1, 2004; the city health premium percentage share for a single active employee for any retiree hired after July 1, 2004, but prior to July 1, 2008; and the city health premium share shall be a fixed two hundred dollars (\$200.00) per month for any retiree hired after July 1, 2008.

Any city retiree eligible for VRS health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The Virginia Retirement System health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.



Finance Director is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who are sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until: the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 25 Amendments made by City Council to original budget set forth in Section 1 are as identified in the following items:

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## TAX RATE ORDINANCE

**TAX RATE ORDINANCE**  
**ORDINANCE NO. 2008-**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL that there is hereby levied for the tax year beginning on January 1, 2008, a tax at the rate of \$1.09 per One Hundred Dollars (\$100.00) of assessed valuation on real estate, and vehicles without motor power used, or designated to be used, as mobile homes or offices within the entire City of Hopewell as it now exists; and there is hereby levied for the tax year of 2008 a tax at the rate of \$3.05 per One Hundred Dollars (\$100.00) of assessed valuation on machinery and tools; a tax rate of \$0.10 per One Hundred Dollars (\$100.00) of assessed valuation on one (1) motor vehicle used in the performance of his/her duties as a bona fide member of the Hopewell Emergency Crew as assessed by the Commissioner of the Revenue as tangible personal property and certified by said organization that said member was in good standing on January 1 and duly authorized to represent said organization; a tax at the rate of \$3.05 per One Hundred Dollars (\$100.00) of assessed valuation on tangible personal property, except such items of household goods and personal effects as itemized under §58.1-3504 of the Code of Virginia, which are hereby excluded, but including the property separately classified by §58.1-3506 of the Code of Virginia, having to do with boats and water craft, and all other property not herein specifically described, subject to taxation by the City of Hopewell, except that real and tangible personal property of Public Service Corporations shall be taxed in accordance with Chapter 26, Title 58.1, of the Code of Virginia, 1950, as amended.