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**MUNICIPAL ORDER**

**08-2009**

**March 3, 2009**

Hopkinsville City Council hereby adopts the attached Interagency Governmental Taskforce Priorities, Policies, and Procedures.

PASSED AND APPROVED THIS 3<sup>rd</sup> DAY OF March 2009.

ATTEST:

Christine F. Upton, CMC  
City Clerk

# Interagency Governmental Taskforce

## *Priorities, Policies, and Procedures*

As adopted by the Inner-City REZ Advisory Committee on August 28, 2008

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## 1. DEFINITIONS

The following terms (and acronyms as also used hereafter) shall be defined as follows and understood to mean:

1. Interagency Governmental Taskforce (IAGTF) – The committee comprised of utility company representatives, business owners or designees, and applicable City of Hopkinsville departments, as appointed by the Mayor, providing funding, manpower, expertise, and/or resources to help Neighborhood Networks address infrastructure matters as related to manageable, public purpose, public projects.
2. Neighborhood Network (NN) – An entity recognized by the Christian County/Hopkinsville Development Corporation under the Inner-City Residential Enterprise Zone (ICREZ) program, and located within one of the four target areas (Attucks/Eastside, Canton, Durrett/Virginia, and Westside).
3. Public Project – A project undertaken to address a specific need or concern that is normally related to an infrastructure or quality of life element. Such projects include, but are not limited to, utility improvements, drainage improvements, right-of-way improvements, safety issues, or recreation and open spaces. Said project should benefit all or most of the citizens within a/the NN(s), as opposed to one or a few individuals.
4. Public Purpose – The purpose of addressing a specific need or concern for the benefit of all or most of the citizens within a/the NN(s), as opposed to one or a few individuals
5. Manageable – A project that can be accomplished through the coordinated efforts of the IAGTF, NN(s), and Hopkinsville-Christian County Planning Commission staff, is financially feasible per any available resources and the findings of a Cost Analysis and Cost/Benefit Analysis, and can be completed and sustained using all involved parties' manpower, funding, and expertise.

## 2. MEMBERSHIP

While association within/on the IAGTF is not restricted to a definite number, and some member's involvement may be fluid depending on the public projects submitted, the following two groups will be targeted for membership:

1. Utility Companies – These include, but are not limited to:
  - (a) Hopkinsville Water Environment Authority (HWEA)
  - (b) Hopkinsville Electric System (HES)
  - (c) Pennyrile Rural Electric Cooperative Corporation (PRECC)
  - (d) Atmos Energy
  
2. City of Hopkinsville Entities – As appointed by the Mayor, to include, but not be limited to:
  - (a) Public Works Department
  - (b) Hopkinsville Solid Waste Authority
  - (c) Hopkinsville-Christian County Planning Commission (HCCPC)
  - (d) Hopkinsville Surface and Stormwater Utility

Partnership Agreements (see Attachment (i) "Partnership Agreement" Template) will also be used between NN(s) and a/an individual(s)/business(es)/organization(s) (ideally within said NN) to assist with applicable public projects. Entities that can provide funding, manpower, expertise, and/or resources will be targeted, including, but not limited to, contractors, sub-contractors, engineers, surveyors, and appraisers.

### 3. PROJECTS

#### A. Policies and Procedure for Submission

Each NN shall submit to the IAGTF a list of three to five (3 – 5) projects for review. In order to be considered for selection, the project(s) must serve a public purpose. Said projects should be submitted in Empowerment Plan form (see Attachment (ii) “Empowerment Plan” Template), including any applicable/signed Partnership Agreements. Any/all projects submitted should also be listed in order of preference.

In an effort to assist a/the NN(s) with any/all projects submitted, staff of the HCCPC shall be available to review project ideas and feasibility with a/the NN member(s) and offer guidance before submissions are due. Information from the pre-submission meetings can also be forwarded to the applicable IAGTF member for input and to verify resource availability (e.g., fire hydrant project to HWEA).

The IAGTF shall meet at least every third month of the year, and each NN will be notified seven (7) days in advance of when and where each quarterly meeting shall be held. Either a member of the HCCPC staff or a designee of the IAGTF shall make these notifications, by sending a written notice to the addresses of record for each NN President. Each NN list of projects is due to the IAGTF at least thirty (30) days in advance of the established meeting date. Only those projects submitted to the IAGTF on/before the deadline will be considered for review.

Project lists shall be mailed or dropped off to:

Mr. Steven R. Bourne, AICP, Director  
Hopkinsville-Christian County Planning Commission  
Attn: Interagency Governmental Taskforce  
101 North Main St.  
P.O. Box 1125  
Hopkinsville, KY 42241-1125

#### B. Priorities for Selection

Once the IAGTF receives the lists, the following priorities shall be considered for determining selection:

1. Is/are the project(s) considered “public project(s)”?
2. Do/does the project(s) serve a “public purpose”?
3. Is/are the project(s) “manageable”?

In order to be selected, a project shall have a “Yes” answer to all three (3) of the above-listed priorities. If one or two (1 or 2) of the above-listed priorities are “No,” said

NN(s) shall be required to remedy the issue(s) and resubmit the Empowerment Plan and/or Partnership Agreement(s) to the IAGTF. A timeframe for resubmission will also be given the the NN(s) at this time, and will be determined on a case-by-case basis, depending on the nature, scale, and scope of the project(s). After resubmission, the project(s) will once again be reviewed by the IAGTF. At least one (1) project for each NN shall be selected, if pre-established criteria are met.

### **C. Policies and Procedures for Implementation**

If/once a project(s) is selected for implementation, said project(s) shall be assigned to the applicable IAGTF member(s) that could best meet the NN need (i.e., fire hydrant project to HWEA). Said IAGTF member(s) shall meet with HCCPC staff and the NN(s) and discuss plans for implementation. If the IAGTF member (infrastructure assistance) and the NN(s) (all other work) can come to a consensus about the best way to move forward, all parties shall sign an Implementing Agreement (see Attachment (iii) "Implementing Agreement" Template), and the project shall commence accordingly.

Said Implementing Agreement shall also incorporate a timeline for completion, points at which HCCPC staff will examine the progress of the project(s), as well as the following terms and conditions, which include, but are not limited to:

1. **Property Owners** – If a project specifically impacts and/or takes place on/near a/several property owner(s), it shall be requested that said property owner(s) sign any applicable "Public Participation Agreements," "Partnership Agreements," "Implementing Agreements," &/or other pertinent documents, including, but not limited to, right of entry documents, easements, and consent to survey documents.
2. **Easements** – With the assistance of the HCCPC staff, the proper and/or necessary right-of-ways shall be secured and recorded.
3. **Cost Analysis** – A financial examination of the project shall be conducted by the HCCPC staff, the IAGTF member(s), and a/the NN representative(s), showing the need for said project, the projected cost(s) of said project, and the potential savings offered by each party involved with said project.
4. **Cost/Benefit Analysis** – A financial examination (similar to a Cost Analysis) shall also be conducted by the HCCPC staff, the IAGTF member(s), and a/the NN representative(s), showing how/why the cost(s) associated with said project outweigh the potential benefits and/or substantiate said project as unmanageable.

If no consensus is reached, the project will either be the full responsibility of the NN, another/other project(s) will be discussed, and/or no project will be completed with the assistance of the IAGTF or its members.

\_\_\_\_\_  
Neighborhood Association  
Partnership Agreement

Proposed Project:

Project Description:

Project Location:

Partnership:

Benefits of Partnership:

Time of Project:

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This Partnership Agreement is hereby entered into this \_\_\_\_ day of \_\_\_\_\_, 2008,  
by and between \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
President of \_\_\_\_\_

\_\_\_\_\_  
Title \_\_\_\_\_



\_\_\_\_\_  
Neighborhood Association  
Empowerment Plan for \_\_\_\_\_

NEED:

ADDRESSING THE NEED:

COST:

PARTNERSHIPS:

TIMELINE:

MAINTENANCE PLAN:

PROJECT LOCATION:

AMOUNT REQUESTED:

IMPLEMENTING AGREEMENT BETWEEN THE \_\_\_\_\_  
AND \_\_\_\_\_

THIS IMPLEMENTING AGREEMENT IS ENTERED INTO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
\_\_\_\_\_ BY AND BETWEEN \_\_\_\_\_  
AND \_\_\_\_\_.

**PROJECT:**

**ROLES & RESPONSIBILITIES:**

**REPORTING REQUIREMENTS:**

FUNDING AMOUNT:

[Empty rectangular box for funding amount details]

TERMINATION CLAUSE:

[Empty rectangular box for termination clause details]

INDEMNIFICATION AGREEMENT:

[Empty rectangular box for indemnification agreement details]

APPLICABILITY OF CITY OF HOPKINSVILLE AND COMMONWEALTH OF KENTUCKY  
CODES:

[Empty rectangular box for applicability of codes details]

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ BY AND BETWEEN THE  
\_\_\_\_\_ AND \_\_\_\_\_

FOR THE \_\_\_\_\_ NEIGHBORHOOD ASSOCIATION:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

FOR THE \_\_\_\_\_:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title