

**City of Hopewell, VA**  
**FY 2021 Proposed Budget**  
**Work Session Supplemental Information**

- **Travel, Service Contracts and Miscellaneous**
  - **Summary**
  - **Detail**

**FY 21 Budget-Travel**

<b>Department</b>	<b>Amount</b>	<b>Essential</b>	<b>Non-Essential</b>
City Council	73,500	TBD	TBD
City Clerk	4,300	TBD	TBD
City Attorney	8,400	TBD	TBD
City Manager	5,600	5,600	-
Econ Dev	10,100	0	10,100
Office on Youth	14,500	TBD	TBD
Gov't Affairs	3,700	3,700	-
Human Resources	4,700	3,300	1,400
HR Risk	1,100	-	1,100
<b>Finance:</b>			
Accounting	8,500	8,500	-
Budget/Reporting	2,400	2,400	-
Purchasing	3,300	3,300	-
Real Estate	6,594	6,594	-
Voter Registrar	4,400	TBD	TBD
Comm of Rev	9,900	TBD	TBD
Treasurer	9,450	TBD	TBD
Info Tech	13,500	4,000	9,500
Comm Atty	7,000	7,000	-
Sheriff	15,600	15,600	-
General Dist Ct	12,300	TBD	TBD
Police	41,800	TBD	TBD
Victim Witness	8,350	TBD	TBD
Fire	25,500	25,500	-
Public Works	16,600	16,600	-
Development	17,240	TBD	TBD
Social Services	12,650	12,650	-
CSA	3,600	3,600	-
Water Renewal	70,500	TBD	TBD
Recreation	9,425	4,000	5,425
Storm Water	2,750	2,750	-
Healthy Families	6,000	TBD	TBD
<b>Total</b>	<b>433,259</b>	<b>125,094</b>	<b>27,525</b>

**FY 21 Budget-Misc**

<b>Department</b>	<b>Amount</b>	<b>Essential</b>	<b>Non-Essential</b>
Cemetery	4,000	4,000	-
City Council	15,000	TBD	TBD
City Attorney	500	TBD	TBD
Econ Dev	25,000	10,000	15,000
Gov't Affairs	3,000	3,000	-
HR Risk	6,000	6,000	-
Comm of Rev	10,000	10,000	-
Treasurer	5,010	5,010	-
Circuit Court	41,500	41,500	-
Police	12,000	12,000	-
Fire	10,800	10,800	-
Engineering	2,900	2,900	-
Code	40,000	40,000	-
CSA	823	823	-
Refuse	62,884	62,884	-
Water Renewal	339,000	339,000	-
Recreation	1,800	1,800	-
Sewer	5,000	5,000	-
Storm Water	1,760	1,760	-
Healthy Families	1,000	TBD	TBD
<b>Total</b>	<b>587,977</b>	<b>556,477</b>	<b>15,000</b>

## **ECONOMIC DEVELOPMENT**

### **TRAVEL**

Our travel account is not “essential,” meaning that we don’t have to go anywhere to maintain any certifications or licenses.

### **SERVICE CONTRACTS**

We contract with Sustainable Strategies, our grant consulting firm, for \$1,000 a month (totaling \$12,000).

### **MISC.**

The \$25,000 in our miscellaneous account is used for unexpected items like: advertisements, our grand opening plaques, miscellaneous items for impromptu events (state championship celebrations, film premieres), unplanned outside service contracts (attorney fees & photography), and multiple studies for developers or undeveloped land tracts. If Council were to eliminate all miscellaneous funding, we would like to try to preserve at least \$10,000 for studies and our grand opening plaques.

## **HUMAN RESOURCES**

### **SERVICE CONTRACTS**

<b>Item</b>	<b>Cost</b>	<b>Notes</b>
Digital Insurance	20,000	Benefits Consultant - \$5000/quarter
NEOGOV/Govtjobs	5,500	Applicant Tracking System
VA State Police	5400	Criminal Records Fee - \$27 each for ~200 new hires annually
Livescan/ID Networks	1500	Fingerprinting Machine Fee - \$1500/annually
Wageworks	3000	COBRA - \$250/month
Offsite Files/Vital Records Holding	500	Offsite storage, records requests and returns
<b>TOTAL</b>	<b>35,900</b>	

### **TRAVEL**

Jennifer: 1 state or "local" national conference that doesn't require a flight (1500), 1 local conference for specific credits (200) and 1 employment law update conference a year (200)

Yaosca: 1 state conference (1200) and one local conference (200)

This totals \$3300 between registration fees and lodging for both of us. I currently have \$4200 total for conferences and lodging

## **FINANCE**

### **SERVICE CONTRACTS**

#### Accounting

CBIZ-Administration of employee flexible spending accounts (FSAs)

Vital Records-File storage

Gone 4 Good-Shredding

#### Purchasing

Vital Records-File storage

#### Real Estate

Manatron-Proval contract

Schneider Corp-Qpublic contract

### **MISC.**

None requested

### **TRAVEL**

Original requested funding is needed for distance learning and to maintain certifications. Combined total for all 4 divisions (accounting, budget/financial reporting, purchasing & real estate) is \$20,794.

## INFORMATION TECHNOLOGY

### TRAVEL & MISC

If possible, I request to keep the original budget convention and conference line item. Although we will not be traveling/or lodging at any conventions this year, the cost to register and attend these conventions online will most likely still be there. This line item is also use to pay for CPU's that employees need to take yearly to maintain their IT certifications. I think the Travel and Lodging can be eliminated for FY21 until things resume back to normal, however the conference line item cannot. Below is a brief visual. Also, I do not have a miscellaneous line item in my budget.

	<u>Org</u>	<u>Object</u>	<u>Description</u>	<u>Original Budget</u>	<u>Request to Keep</u>	<u>Purpose</u>
	11127026	505520	Travel	\$ 5,000.00	\$ -	
	11127026	505530	Lodging	\$ 3,000.00	\$ -	
	11127026	505540	Convention and Conference	\$ 4,000.00	\$ 4,000.00	Yearly Tyler Convention Registration Cost or other CPU to maintain CERT credentials for all 7 employees
Total				\$ 12,000.00	\$ 4,000.00	

## SERVICE CONTRACTS

\$ 12,000.00	CALLIDUS SOFTWARE INC (Litmos)	LMS Learning Management System
\$ 6,120.00	UNITY BUSINESS SYSTEMS INC	Laserfiche Maintenance
\$ 735.94	VIRGINIA INTEGRATED COMMUNICATION	Annual Maintenance for Camera Council Chambers
\$ 2,374.12	VIRGINIA INTEGRATED COMMUNICATION	Annual Maintenance for Police AV
\$ 29,852.81	SYCOM-TECHNOLOGIES	Barracuda Renewals
\$ 13,651.53	SYCOM-TECHNOLOGIES	EMC(SANs) Maintenance Renewal
\$ 2,246.14	SOLARWINDS, INC	DAMEWARE REMOTE SUPPT.
\$ 32,305.29	SYCOM-TECHNOLOGIES	SERVICE CONTRACT
\$ 1,403.00	SUPPORT WAREHOUSE LTD	EQUIPMENT MAINTENANCE
\$ 73,000.00	TYLER TECHNOLOGIES INC	Munis Financial System
\$ 7,300.00	TYLER TECHNOLOGIES INC	Court Case Management System
\$ 6,156.00	DIGITAL DEFENSE INC (Frontline)	COMMUNICATIONS AND MEDIA RELAT
\$ 1,270.50	DLT SOLUTIONS	ACTIVE ADMINISTRATOR LIC./MAIN
\$ 45,000.00	LUMOS NETWORKS INC	INTERNET SERVICES and 2nd Internet Pipe
\$ 5,500.00	MERAKI'S	WIRELESS ACCESS POINTS Renewals
\$ 7,200.00	MERAKI'S	Wireless Access Points New PD Station
\$ 3,229.20	LOGMEIN	Remote Assistance Software
\$ 1,920.00	Egnyte	FTE File Sharing
\$ 2,863.47	KnowBe4 Inc	Cyber Security Software Awareness Training Modules
\$ 19,233.28	Office2016 Liscensing	Var- Resourcing -Leasing Terms
\$ 9,180.00	Onelogin	Single Server Sign-on Solution
\$ 255.00	Onelogin	Added Liscenses for Social Services
\$ 5,512.80	Asset Panda	Asset Management System
\$ 9,994.40	Green Orbit	Company Intranet
\$ 2,863.47	KnowBe4 Inc	Cyber Security Software Awareness Training Module
\$ 1,403.00	SUPPORT WAREHOUSE LTD	HP Server Maintenance
\$ 12,000.00	Only Office	Hopewell Private Cloud
\$ 4,000.00	VIPRE	Anitivirus software for machines
\$ 4,000.00	Municode	Agenda Software
\$ 5,584.00	Just FOIA	FOIA Online Citizen Request
\$ 1,500.00	POLCO	Council Surveying tool
\$329,653.95		

## **COMMONWEALTH ATTORNEY**

### **TRAVEL**

I looked into future cle's and was told there are no plans at this point to do webinars only. I was hoping otherwise and we could have removed the money from my budget. However, I would point out that most if not all of the lodging, meals and mileage gets reimbursed by VACA, so that the City is not out of much if any. However, we would need to keep it so that no one has to advance the money out of pocket. I doubt several could afford to do this. All travel is strictly for cle credits.

### **SERVICE CONTRACTS**

The only contracts for this upcoming year are Canon, Gone4Good shredding and Pistol.

## **SHERIFF**

### **TRAVEL**

As far as the travel and Convention & Conference line those are definitely tied to re certifications for myself and other Deputies for training and certifications. The current year's budget shows I did not use much of that money, due primarily because conferences, classes and training have been limited or cancelled.

### **SERVICE CONTRACTS**

Live Scan (finger print machine tied to the State Police)

Air Cards that are used for communication devices in vehicles

Ricoh (printer/copy machine)

Gone 4 good shred

Crater Academy fees

Petersburg Alarm (building security system)

Annual Contract with Tasers/body cams

## **FIRE**

## **TRAVEL**

Fire \$10,000 requesting no deduction used for specialized training, symposiums, etc. that keep us up to day with the ever changing/complex fire service

EMS \$12,000 requesting no deduction used for required continuing education, and advancing current BLS providers to the required ALS level

EM 1,500 requesting no deduction used for Emergency Management Symposium and with all the challenges this year it would be a horrible time not to attend and get lessons learned

## **MISC.**

Fire \$2,500 for Years of Service awards (5, 10, 15, etc...) and Yearly FF of the year, Officer of the year, EMS provider of the Year and APPRECIATION banquet for all the hard work we would like this renamed

EMS - \$0

EM - \$8,300 Originally named EM Program for all Operational cost of Emergency Management we would like this to be renamed

## **SERVICE CONTRACTS**

Fire:	AT&T (MDT) \$10,000
	HCA John Randolph (Pre-Employment Physical) \$10,000
	VA Cardio Specialist (Pre-Employment Physical) \$2,000
	Comcast (Station 1 and 2) \$3,600
	Physio (ALS Monitors Service) \$3,000
	Richo (Copiers x2) \$2,500
	San Louis Av. ( ES Chat Radio communications) \$850
	Sprint (1 line Command Bus) \$450
	VCU (ALS education) \$20,000
	<b>Total \$42,400</b>

EMS:                   Imagetrend (Required Reporting software) \$37,000  
                          Language Line (interpreter) \$10 (based on use)  
                          MCV Foundation (ALS Testing) \$1,800  
                          Physio (ALS Monitors) \$1,000  
                          Ricoh (Copier) \$1,500  
                          VCU (ALS Books) \$1,500  
                          **Total \$42,810**

EM:                   Comcast (EOC) \$1800  
                          Earth Works (Mapping) \$1500  
                          East Coast Emergency (Foam)\$3500  
                          Master Graphics (Graphics) \$5200  
                          NI Government Service (MSTAT Fee)\$1000  
                          Onsolve Intermediate Holding (Code Red) \$15000  
                          Verizon Wireless \$2000  
                          **Total \$30,000**

# PUBLIC WORKS

## TRAVEL & MISC

				FY 20	FY 21	
				Actual	Requested	
	Fund	Acct #	Description	Amount	Amount	Purpose/comment
ADMIN	072	505520	Travel	\$874	\$1,300	Attend American Public Works National Convention
		505530	Lodging	\$1,391	\$2,200	Obtained 10 PDHs, attended trade show and talked with counterparts from the region and the country
		505540	Conv/Conf	\$341	\$600	
VDOT	73	505540	Conv/Conf	\$3,642	\$3,000	Streets Superintendent and Traffic Signs Supervisor attended a VDOT traffic control conference in Roanoke Fleet Maintenance Supervisor and Fiscal Tech attended Munis training for converting old data to Munis software
GARAGE	74	505520	Travel	\$0	\$1,000	Conference Registration Fees for continuing Munis
		505530	Lodging	\$0	\$0	training on data crossover from old system
		505540	Conv/Conf	\$341	\$3,000	
REFUSE	30	509910	MISC EXP	\$0	\$61,884	This funding is to address stormwater quality issues at the Convenience Center - Should have been a capital project being funded from enterprise fund. This is an Enterprise Fund - any savings will go to "fund balance" for this account
CEMETERY	03	509910	MISC EXP	\$5,949	\$8,220	Utilities for house and storage garage - Leveling of approx 25 markers
STOR WATER	48	505520	Travel	\$0	\$500	Conference/Seminar Fees and DEQ certifications
		505530	Lodging	\$0	\$500	This is an Enterprise Fund - any savings will go to "fund balance" for this account
		505540	Conv/Conf	\$325	\$500	
		509910	MISC EXP	\$115	\$1,760	Employee Assistance Program Fees

## **SOCIAL SERVICES**

### **SERVICE CONTRACTS**

**Legal Services: Old Towne Lawyers**

**Other Professional Services/Contracts:**

Crystal Ice (Ice Machine Contract)

Gone 4 Good (Shredding Services)

Professional Maintenance (Housekeeping)

Virginia Linen (Floor Mats)

Appomattox Library (Smart Beginnings)

Dereski (Pest Control)

LionBridge (Interpreter Services)

Petersburg Alarm (Alarm Services)

Sonitrol (Monitoring)

VA State Police (Background Checks)

Johnson Printing (Envelopes & Letterhead)

Pitney Bowes - Leased Equipment (Postage Machine)

Pitney Bowes - Postage Related Purchase (Postage)

Cobb Technologies (Copy Machine Repair & Maintenance)

### **TRAVEL/TRAINING**

\$10,000 budgeted of which an estimated \$3,000 for certification requirements. The budgeted \$10,000 is reimbursable at the State 84.5% rate

## **RECREATION**

### **TRAVEL**

Recreation and Parks has four employees who maintain professional certification status that is vital to our department operation. Our only travel expense is related to our state conference, where we obtain CEU's for certification. The employees and total cost of travel are listed below.

Aaron Reidmiller, Certified Parks and Recreation Professional, \$1,000 (meals, lodging, and registration)

Tabitha Martinez, Certified Parks and Recreation Professional, \$1,000 (meals, lodging, and registration)

Tom Gates, Certified Parks and Recreation Professional, \$1,000 (meals, lodging, and registration)

AJ McCage, Certified Therapeutic Recreation Specialist, \$1,000 (meals, lodging, and registration)

\$4,000 is requested to maintain our professional certifications. Please let me know if you need any additional information.

### **SERVICE CONTRACTS**

Shredding, credit card processing, billing

# **FY 2021 Outside Agency Requests**



## Chesterfield County, Virginia Fire & EMS

6731 Mimms Loop - P.O. Box 40 - Chesterfield, VA 23832  
Phone: (804) 748-1360 - Fax: (804) 751-9022 - Internet: chesterfield.gov



Edward L. Senter Jr.  
Chief

December 10, 2019

Mr. John Altman, Jr.  
City Manager  
300 North Main Street  
Hopewell, VA 23860

Dear Mr. Altman:

The purpose of this letter is to request that City of Hopewell budget during FY-2021 for on-going financial support of the regional Med-Flight Program.

Med-Flight-I is a collaborative effort among Chesterfield Fire & EMS, the Virginia State Police, Virginia Commonwealth University (VCU) and the Virginia Department of Health. For over 30 years, the Virginia State Police has funded the helicopter and pilots and Chesterfield County has funded the flight paramedics, with financial assistance from localities and hospitals within Central Virginia. Beginning in FY-2016, VCU expanded its partnership in the program by providing flight paramedics, which reduced Chesterfield's total costs for the medical staff. This expanded partnership along with additional funding from the Virginia State Police reduces the amount of funding requested by Chesterfield County from the localities. If the additional funding from the State is not continued in future years, Chesterfield's costs for the program will increase and it will be necessary to increase the amount requested from the localities in Central Virginia in order to sustain this valuable program.

Over the last four fiscal years, Med-Flight-I answered 2,939 missions in the region and provided state-of-the-art aero-medical services to 1,388 patients. During that time period, Med-Flight-I handled 101 missions in City of Hopewell, accounting for 3.44% of the total missions in the region. As you prepare your FY-2021 budget, I am requesting that you include \$500 in support of the Med-Flight-I Program. This per-capita based amount will help Chesterfield County to continue supporting the excellent aero-medical services your community has come to expect.

Please send all correspondence regarding the Med-Flight program to the following address:

Chesterfield Fire & EMS  
Attn. Sherry Dunbar, Finance Unit Director  
P.O. Box 40  
Chesterfield, VA 23832

If you require any more specific information about this program for your FY-2021 budget process, please contact Chief Flight Paramedic, Lieutenant Gregory Jones in his office at (804) 743-2295 or by email at [jonesg@chesterfield.gov](mailto:jonesg@chesterfield.gov).

Thank you for your consideration of this request. As always, I appreciate your ongoing support, and I look forward to working with you in the future.

Sincerely,



Edward L. Senter, Jr.  
Fire Chief

ELS:sd

**Ramonda Carroll**

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**From:** John M. Altman  
**Sent:** Friday, February 07, 2020 9:26 AM  
**To:** Michael Terry; Ramonda Carroll  
**Subject:** FW: CYCC FY 20/21 Budget

**From:** Scott, Jack <jack.scott@cyc.virginia.gov>  
**Sent:** Thursday, February 6, 2020 7:47 AM  
**To:** John M. Altman <maltman@hopewellva.gov>  
**Subject:** CYCC FY 20/21 Budget

Good Morning March,

Hopewell's... FY 20/21 cost is \$306,206.97...after increasing staff salaries as recommended at the last meeting..from a 2.5% - 3%%.

Thanks

Jack M. Scott

+

Crater Detention

**PROGRAM AND AGENCY APPLICATION  
FOR CITY OF HOPEWELL, VA**

**GENERAL INFORMATION:**

Agency's Fiscal year: \_\_\_\_\_ October 1 – September 30

Audit Firm: \_\_\_\_\_ Creedle, Jones and Alga PC

**A. MISSION**

**What is the overall problem or condition addressed by your agency?**

To secure and maintain maximum independence and dignity in a home environment for older individuals capable of self-care with appropriate supportive services. To remove individual and social barriers to economic and personal independence for older individuals. To provide a continuum of care for the vulnerable elderly.

**What area are the services provided by your agency?**

Crater District Area Agency on Aging serves the entire Planning District 19, which includes the Cities of Colonial Heights, Emporia, Hopewell and Petersburg, as well as Dinwiddie, Greenville, Prince George, Surry and Sussex Counties.

**Provide a brief summary of each program for which funding is requested.**

CDAAA provides the following services for older individuals; Home Delivered Meals, Home-maker Companion, Legal Assistance, Information Referral, Medicare Counseling, Housing Energy Assistance, Volunteer Program, Disease Educational Program, Medical Transportation, Senior Sites for Educational/Social Activities and Case Management Services.

**What need is the community does this fulfill?**

CDAAA provides home and community based services to the frail seniors of our service area. Assist families in caring in home for their older family members.

**Who are the recipients of the services provided by this program?**

Persons 60 years of age and older with low-income, greatest economic need, greatest social need, risk of institutional placement, their families and caregivers.

**Provide data that supports the need for this program.**

The following services were provided for your location the past Fiscal Year.

Number Meals Served	3,318
One way Transportation Trips	4,930
New CM Encounters this FY	250
Other Services	313

B. EVALUATION

**How will you know the program is successful?** (Be specific on what is measured; how it is measured; and what goals are set.)

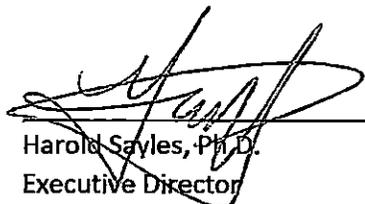
The outcomes are measured by the number of clients served and the number of units of service (ex: meals, one way trips, hours, etc.) All data is maintained in data base (PeerPlace) which is the DARS (Department of Aging and Rehabilitative Services) computerized data base.

C. BUDGET

**Who are charges for services, and what fees are charged?**

Fees are charges based on the DARS sliding fee scale for our services. No one is denied service if they cannot pay the sliding fee. The services that we charge for are Homemaker Services, and Medical transportation. All other services are at no cost to the clients.

In submitting this application and upon receiving funding from your locality, CDAAA agrees to adhere to the Funding Guidelines as set forth in this document. I execute this document as the duly authorized agency of the Crater District Area Agency on Aging.

  
\_\_\_\_\_  
Harold Sayles, Ph.D.  
Executive Director  
Crater District Area Agency on Aging

  
\_\_\_\_\_  
Date

**CITY OF HOPEWELL**  
**FISCAL YEAR 2020/2021 BUDGET REQUEST**  
**(EXTERNAL AGENCIES)**

Agency Name: Crater District Area Agency on Aging

Address: 23 Seyler Drive

City: Petersburg State: Virginia Zip Code: 23805

Person completing this form: Dr. Harold Sayles, Executive Director

Email address: hsayles@cdaaa.org

Phone #: (804) 732-7020 ext. 1015 FAX#: (804) 732-7232

1. **Total Expenditure Budget for FISCAL YEAR 2019/2020:** 2,370,741.99

2. **Amount of Line 1 Allocated For:**

	<u>FY 2020</u>	<u>FY2021</u>
Salaries/Fringe Benefits	\$1,054,190.73	\$1,106,900.27
Operating Costs	\$1,316,551.26	\$1,441,551.26
Capital Outlay	\$ 0.00	0.00

3. **Total Funds Requested From the City of Emporia**

<u>FY 2019</u>	<u>FY 2020</u>
\$5,000.00	\$5,000.00

\*\*Agency did not receive any funding from this locality in last FY.

4. **Please list below all localities from which you have requested funds and the amount of funds being requested.**

<b>Locality</b>	<b>Amount</b>	<b>FY2019</b>	<b>FY2020</b>
Colonial Heights	\$16,000.00	\$ 8,000.00	\$ 8,000.00
Dinwiddie	\$20,000.00	\$10,000.00	\$10,000.00
Emporia	\$10,000.00	\$ 5,000.00	\$ 5,000.00
Greenville	\$10,000.00	\$ 5,000.00	\$ 5,000.00
<b>Hopewell</b>	<b>\$10,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>
Petersburg	\$20,000.00	\$10,000.00	\$10,000.00
Prince George	\$14,000.00	\$ 7,000.00	\$ 7,000.00
Surry	\$10,000.00	\$ 5,000.00	\$ 5,000.00
Sussex	\$10,000.00	\$ 5,000.00	\$ 5,000.00

5. **Does your budget have a Cost of Living/Merit increase of Employees?** **Yes**

6. **If yes, please indicate the percentage of these increases.**

Cost of Living:	2%
Merit:	Up to 3%
Both:	Up to 5% Max.

7. **Total number of Employees:** 38

# CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1964 Wakefield Street • Post Office Box 1808 • Petersburg, Virginia 23805  
PHONE: (804) 861-1666 • FAX: 804-732-8972 • E-MAIL: info@craterpdc.org • WEBSITE: www.craterpdc.org  
Dennis K. Morris, Executive Director

November 15, 2019

Mr. John M. Altman, Jr.  
City Manager  
300 N. Main Street  
Hopewell, Virginia 23860

Dear March,

To assist in your budget preparation, I am notifying you of the level of financial support to the Commission that is requested from the City of Hopewell for the period July 1, 2020 through June 30, 2021.

At its November 14<sup>th</sup> meeting, the Crater Commission recommended no change to the per capita rate for next year.

For the City of Hopewell the level of requested financial support for next year is **\$18,299**. This figure is based upon the population figure of 22,591 for the City of Hopewell as determined by the 2010 U. S. Census and applied against the current per capita rate of \$.81.

This will be the nineteenth consecutive year that the local government per capita rate will have remained the same.

I want to thank you for all of the great support that the City of Hopewell provides to the Commission.

Sincerely,



Denny K. Morris  
Executive Director

Copy: Michael Terry  
Ramanda Carroll

# DISTRICT 19 COMMUNITY SERVICES BOARD

## MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES

20 W. Bank Street - Suite 7 • Petersburg, Virginia 23803

(804) 862-8002 - Fax: (804) 863-1665

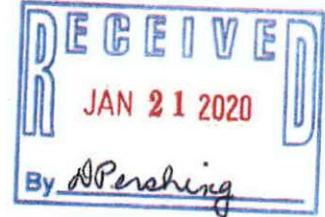
[jtunstall@d19csb.com](mailto:jtunstall@d19csb.com)

[mdevault@d19csb.com](mailto:mdevault@d19csb.com)

Jennifer Tunstall, LCSW  
Executive Director

Melissa DeVault, MS  
Director of Operations

January 15, 2020



John Altman, Jr., City Manager  
City of Hopewell  
300 N. Main Street, Suite 216  
Hopewell, VA 23860

RE: FY 21 Local Funding Request

Dear Mr. Altman:

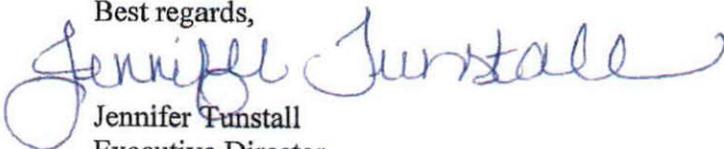
On behalf of the Board of Directors and the consumers of District 19 Community Services Board, I would like to thank you for your financial support during fiscal year (FY) 2020.

As you may recall Section 37.2-500 or 37.2-601 of the Code of Virginia requires the CSB to function as the single point of entry into publicly funded mental health, developmental, and substance use disorder services. District 19 CSB fulfills this function for any person who is located in the CSB's service area and needs mental health, developmental, or substance use disorder services. Sections 37.2-509 and 37.2-611 of the Code of Virginia establish criteria for allocation of funds to community services boards by the Department of Behavioral Health and Developmental Services, and establishes the minimum local matching funds requirement reciprocally at 10 percent.

District 19 has received an increase in state funds for specific, new mandated services as part of STEP-VA. These restricted funds must be used to implement these new services and unfortunately do not cover the expenses that are incurred in developing and operating a new program or service. **The required minimum amount of funding for FY21 is \$117,585 for the City of Hopewell. I am attaching a report showing data on individuals served from your locality in FY19. The requested financial forms are also included.**

Thank you for your on-going partnership and support.

Best regards,

  
Jennifer Tunstall  
Executive Director

- PARTICIPATING MEMBERS -

Colonial Heights  
(804) 520-7210

Dinwiddie  
(804) 469-3746

Emporia/Greenville  
(434) 348-8900

Hopewell/Prince George  
(804) 541-8660

Petersburg  
(804) 862-8002

Surry  
(757) 294-0037

SWANNAH  
(804) 834-2205

### Mental Health Services

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	FY Total
<b>Total Services Provided</b>	615	622	595	561	601	388	493	493	383	436	431	377	<b>5,995</b>
<b>Total Service Hours</b>	376.58	368.62	360.82	298.42	331.97	272.78	278.08	314.27	282.12	313.78	286.22	258.40	<b>3,742.05</b>
<b>Total Bed Days</b>	6.00	10.00	13.00	17.00	7.00	9.00	6.00	5.00	0.00	20.00	12.00	0.00	<b>105.00</b>
<b>Unduplicated Consumers Served</b>	124	121	109	103	105	93	90	93	90	97	101	96	<b>239</b>
<i>Adult</i>	97	93	86	79	81	73	72	75	73	75	75	71	<b>183</b>
<i>Child/Adolescent</i>	27	28	23	24	24	20	18	18	17	22	26	25	<b>57</b>

### Developmental Services

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	FY Total
<b>Total Services Provided</b>	219	243	230	217	211	173	146	150	168	123	194	167	<b>2,241</b>
<b>Total Service Hours</b>	84.90	92.72	91.58	81.12	79.13	67.55	83.43	76.75	95.38	68.57	81.60	85.80	<b>988.53</b>
<b>Total Bed Days</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Unduplicated Consumers Served</b>	60	63	60	55	65	52	44	48	52	48	56	41	<b>119</b>
<i>Adult</i>	25	26	26	26	26	24	20	20	18	18	22	14	<b>32</b>
<i>Child/Adolescent</i>	35	37	34	29	39	28	24	28	34	30	34	27	<b>88</b>

### Substance Use Disorder Services

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	FY Total
<b>Total Services Provided</b>	297	372	327	332	309	284	266	284	341	416	382	260	<b>3,870</b>
<b>Total Service Hours</b>	295.17	411.32	330.92	351.08	373.50	314.08	326.25	371.72	525.07	647.08	524.67	365.42	<b>4,836.27</b>
<b>Total Bed Days</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Unduplicated Consumers Served</b>	32	37	34	33	35	31	33	37	38	44	47	44	<b>147</b>
<b>Adult</b>	29	34	33	31	31	27	32	35	36	42	45	42	<b>140</b>
<b>Child/Adolescent</b>	3	3	1	2	4	4	1	2	2	2	2	2	<b>8</b>

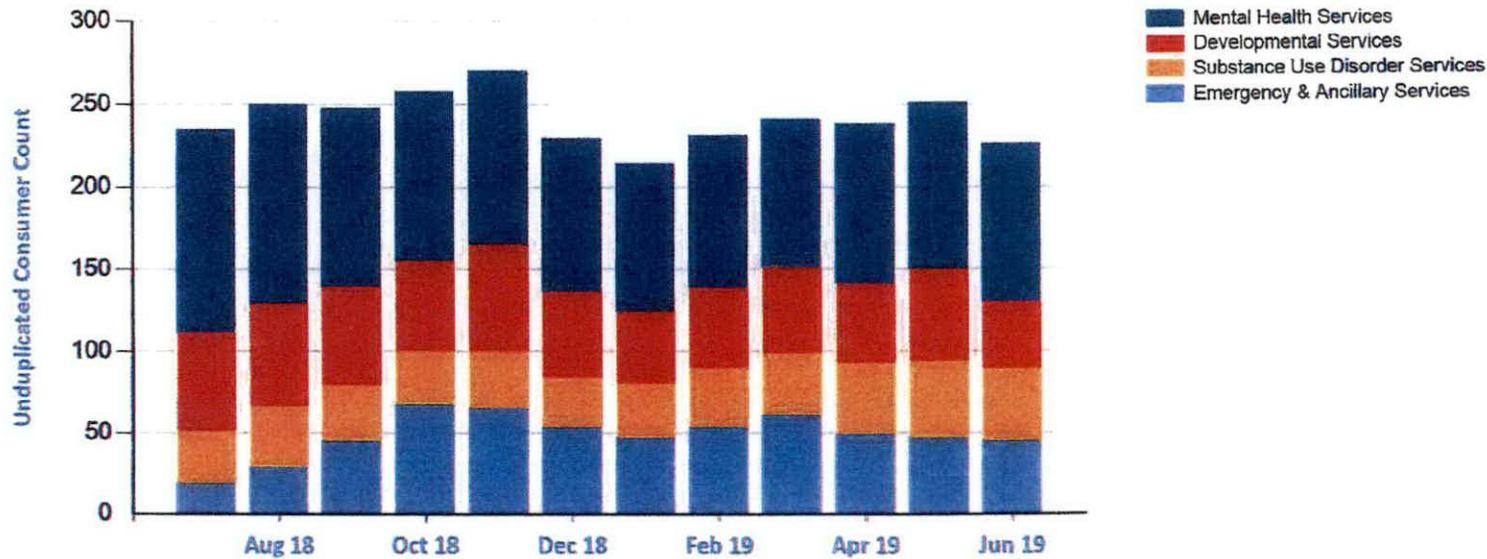
### Emergency & Ancillary Services

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	FY Total
<b>Total Services Provided</b>	45	81	89	148	158	99	89	93	100	84	89	67	<b>1,142</b>
<b>Total Service Hours</b>	29.67	71.98	73.98	130.92	107.87	80.00	109.33	106.73	137.73	102.50	107.53	93.23	<b>1,151.48</b>
<b>Total Bed Days</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Unduplicated Consumers Served</b>	19	29	45	67	65	53	47	53	61	49	47	45	<b>388</b>
<b>Adult</b>	12	22	36	46	37	33	35	37	43	31	31	35	<b>288</b>
<b>Child/Adolescent</b>	7	7	9	21	28	20	12	16	18	18	16	10	<b>104</b>

### Total Services for Hopewell

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	FY Total
<b>Total Services Provided</b>	1,176	1,318	1,241	1,258	1,279	944	994	1,020	992	1,059	1,096	871	<b>13,248</b>
<b>Total Service Hours</b>	786.32	944.63	857.30	861.53	892.47	734.42	797.10	869.47	1,040.30	1,131.93	1,000.02	802.85	<b>10,718.33</b>
<b>Total Bed Days</b>	6.00	10.00	13.00	17.00	7.00	9.00	6.00	5.00	0.00	20.00	12.00	0.00	<b>105.00</b>
<b>Unduplicated Consumers Served</b>	235	250	248	258	270	229	214	231	241	238	251	226	<b>709</b>
<i>Adult</i>	163	175	181	182	175	157	159	167	170	166	173	162	<b>500</b>
<i>Child/Adolescent</i>	72	75	67	76	95	72	55	64	71	72	78	64	<b>215</b>

### Consumers Served by Month





Friends of the Lower Appomattox River



March 13, 2020

March Altman  
City Manager  
City of Hopewell  
300 North Main Street  
Hopewell, Virginia 23860

Dear March,

The Friends of the Lower Appomattox River (FOLAR) is pleased to provide the attached information to the City of Hopewell requesting budget funding in FY2021 for work to conserve and protect the Appomattox River and help build the Appomattox River Trail and Hopewell Riverwalk.

Thank you for the opportunity to submit this proposal. We appreciate your consideration of our request and value the our partnership and work that we have done together to improve the quality of Hopewell's riverfront. If you have any questions our would like additional information, please do not hesitate to contact me at [waustin@folar-va.org](mailto:waustin@folar-va.org) or 804-543-0325.

Sincerely,

Wendy Austin

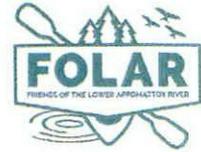
Executive Director

Friends of the Lower Appomattox River



## FY 2021 AGENCY BUDGET FUNDING REQUEST

### SUBMIT TO: CITY OF HOPEWELL



**Requesting Organization:** Friends of the Lower Appomattox River (FOLAR)  
1964 Wakefield St., P.O. Box 1808, Petersburg, VA 23805  
FOLAR is a registered 501c3 organization; EIN: 30-0289556

**Contact:** Wendy Austin **Phone #:** M) 804-543-0325  
**Email:** waustin@folar-va.org

**FOLAR Mission:** FOLAR works in partnership with communities to conserve and protect the Appomattox River for all to enjoy

**FY 2021 Amount requested for this program from the City of Hopewell: \$5,500**  
FOLAR is requesting support in the amount of \$0.25 per resident in order to support operation and administration of programs and services delivered by FOLAR.

**Amount requested for this program from other governments:** (Using \$.25 per capita model)  
Chesterfield Co. - \$17,000  
Colonial Heights - \$4,400  
Dinwiddie Co. - \$6,900  
Prince George Co. - \$9,300  
Petersburg - \$8,000

The Appomattox River Trail (ART) will provide free public access along its entire 20+ mile length. The Trail will ultimately connect to other regional trails providing a means of regional transportation, regional tourism, and opportunities for regional learning and environmental programs, as such, it will serve all six jurisdictions bordering the lower Appomattox River and their residents, an estimated 206,607 total individuals. These jurisdictions comprise the FOLAR designated service area. Using a \$0.25 (cent) per resident funding model the total request from all six jurisdictions combined is \$51,652.

In FY2020, FOLAR is budgeted to invest \$447,000 in Appomattox River Trail improvements and programs and services to its service area communities as a return on localities investment.

#### **FOLAR Budget (FY2020):**

Please see attached Board approved FY2020 FOLAR Budget

**USE OF REQUESTED FUNDS:** Funds will be used toward FOLAR functions that are necessary to continue the work to advance design, engineering, and construction of Appomattox River Trail (ART) sections; to produce and install corresponding wayfinding and educational signage; and to provide programming for education, land conservation, clean water, and river stewardship in the City of Hopewell. FOLAR is also working to collect and report new data for the city and region through coordinating volunteers to count trail usage (twice a year) and installing and monitoring automatic counters at the Hopewell Riverwalk and other sites in the region. FOLAR has facilitated the donation of property to the city to help close a gap in the trail corridor as well as connected new private funders and grant opportunities to the city providing additional benefit to the city and its residents. FOLAR works to offer two annual educational scholarships that are available to high school students in the City of Hopewell.

**BENEFIT:** The City of Hopewell taxpayers receive enormous benefit from this program by having an environment that will serve to increase a culture of healthy and active lifestyle for individuals and families – ultimately reducing health care costs, advance the economic vitality of the region through increased tourism and higher valued properties and businesses, and conservation and protection of the natural and historic river environment. Additionally, taxpayers receive benefit from FOLAR staff’s ability to supplement and support the work of city staff so that taxpayer funds produce even greater impact.

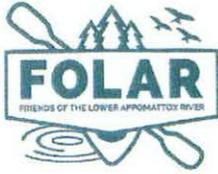
**Services Provided by FOLAR:**

- **Develop, maintain, and protect** the Appomattox River Regional Greenway-Blueway Corridor, a 20+ mile waterway and trail system including 11 riverside parks with 7 boat access points and 10 miles of existing and 20 miles proposed riverside trails. Our priority focus is the build-out of the Appomattox River Trail (ART) as guided by the *Appomattox River Trail Master Plan*.
- **Devote resources to protecting water quality and to land conservation;** organize regular regional river cleanup campaigns.
- **Promote economic growth and healthy lifestyles** through tourism, infrastructure, and recreation programs. Support programming to expand regional education and environmental stewardship and offer the FOLAR Environmental Stewardship Scholarship in partnership with the John Randolph Foundation.

We at FOLAR are appreciative of the City of Hopewell’s past support of FOLAR and thank you for your consideration of our contribution request of \$5,500 for FY2021.

**Supporting Documents: Attached**

- FOLAR 2020 Board of Directors List
- FOLAR FY2020 Budget
- FOLAR FY2019 Year-End Financial Report-Balance Sheet



## Friends of the Lower Appomattox River (FOLAR) Board of Directors, CY2020

### OFFICERS

**Mike Golden, CHAIR**

Director of Parks & Recreation, Chesterfield County (Retired)

**Sam Hayes, VICE-CHAIR**

Planning Commission, Dinwiddie Co., Sr. Transportation Manager

**Debbie Newman, TREASURER**

Prince George County Resident

**Betty Estes, SECRETARY**

Broker/Owner, Rockwater Realty, Colonial Heights

**Ken Newman, IMMEDIATE PAST CHAIR**

Senior Principal Engineer (Retired)

### DIRECTORS

#### Chesterfield

**Trip Pollard**

Senior attorney, Southern Environmental Law Center

**Kim Conley**

Special Assistant for Board and Community Affairs

Executive Director, James River Advisory Council

#### Colonial Heights

Open

#### Dinwiddie

**Tammie Collins**

Deputy County Administrator Planning and Community Development

#### Hopewell

**Mark Haley**

Hopewell City Manager (Ret.)

**Ed Pappas**

Maintenance Dept., DuPont Teijin Films (Ret.)

#### Petersburg

**Richard Taylor**

Govt. Relations Manager, VHDA (Ret.)

Open

#### Prince George

**Keith Rotzoll**

Director of Parks and Recreation for Prince George County

**Susan H. Watson**

FWIS Terrestrial Wildlife Biologist, VA Dept. of Game & Inland Fisheries

#### Virginia State

**M. Omar Faison, Ph.D.**

#### University

Associate Professor, Biology; Assistant Vice President, Research

Virginia State University

#### At-Large

**Christian Volk, Ph.D.**

Water Quality Manager, Virginia American Water

### ADVISORY

**Wayne Banty**, Area Sales Manager, VULCAN Materials Company

**Earnest H. Greene**, External Affairs Manager, Dominion Energy

**Tim Blumenshine**, Biologist, Petersburg National Battlefield

**Dennis Morris**, Executive Director, Crater Planning District Commission

**K. Wayne Walton**, Emeritus

**LuAnn Collier**, Scholarship Committee Chair

### KEY STAFF

**Wendy Austin**, Executive Director

**Heather Barrar**, Regional Trails Program Director

**FOLAR**  
**FY 2020 Budget**

<b>INCOME</b>	<b>2019 Annual Budget</b>	<b>2019 YTD (thru May)</b>	<b>2020 Annual Budget</b>
<b>4000 - Donations &amp; Contributions</b>			
4010 - Individuals	1,200	2,712	2,000
4012 - Annual Appeal - Individuals	1,500	3,695	3,700
<b>Total 4010 - Total Individuals</b>	<b>2,700</b>	<b>6,407</b>	<b>5,700</b>
4020 - Staff and Board Members			
4022 - Membership		75	-
4024 - Event/ General Contributions		4,800	-
<b>Total 4020 - Total Staff and Board Members</b>	<b>500</b>	<b>4875</b>	<b>5,000</b>
4030 - Corporations	10,750	9,506	10,150
4032 - Annual Appeal - Corporations	250	390	
<b>Total 4030 - Total Corporations</b>	<b>11,000</b>	<b>9,896</b>	<b>10,150</b>
4040 - Civic Organizations	600	5,100	600
4050 - Local Government	24,800	15,000	27,000
<b>Total 4000 - Donations &amp; Contributions</b>	<b>39,600</b>	<b>41,278</b>	<b>48,450</b>
<b>4100 - Appomattox River Trail Contributions</b>			
4110 - Hopewell Riverwalk	-		
4120 - Corporate/ Individual Contributions	50,000	41,450	10,000
4130 - Capital Campaign Contributions			
4140 - Foundation Grants	350,000 **	200,000	545,000 **
4150 - Government Grants			
<b>Total 4100 - Appomattox River Trail Contributions</b>	<b>400,000</b>	<b>241,450</b>	<b>555,000</b>
<b>4200 - Other Grants - Government &amp; Foundations</b>			
4210 - Regional Gov't Grants			
4220 - State Gov't Grants		1,000	
4230 - Federal Gov't Grants			
4240 - Private Foundations	97,250	59,500	68,500
<b>Total 4200 - Other Grants -Government &amp; Foundations</b>	<b>97,250</b>	<b>60,500</b>	<b>68,500</b>
<b>4300 - Accrued Revenue - Grants</b>			
<b>4400 - Program Events</b>			
4410 - River Fest	7,475	1,218	7,000
4420 - Battle or Paddle	4,750	5,040	4,000
4430 - Other Events			
4432- WOW Summer camp			
4434 - Butts on Broadway			
4436 - ARRP 5K Trail Run	2,200	1,763	2,000
4438 - Local Business Partner Event			500
4439 - KOK Presentation		412	
<b>Total 4400 - Program Events</b>	<b>14,425</b>	<b>8,432</b>	<b>13,500</b>

4450 -FOLAR Fling			
4452 - Tickets/Sponsors	5,000		5,000
4454 - Raffle	700		700
4456 - Silent Auction	800		800
<b>Total 4450 - Fall Fling</b>	<b>6,500</b>	<b>0</b>	<b>6,500</b>
4550 - FOLAR Scholarship Fund	2,000	1,000	1,000
4600 -Membership Dues	2,000	800	1,000
4700 - Other Earned Income			
4710 - Bench Sales	500		250
4720 - Other			
4730 - Interest Income	60	128	110
4740 - Merchandise sales	75	151	150
<b>Total 4700 - Other Earned Income</b>	<b>635</b>	<b>279</b>	<b>510</b>
4800 - Donated Vacation Raffle	800	600	
4900 - Miscellaneous Income			
5200 - In-Kind Revenue			
5210 - Volunteer Services- Program related	5,000	27,400	25,000
5220 - Skilled Labor Services	1,000		-
5230 - Supplies & Materials	4,000		5,000
5240 - Equipment Rentals	2,000		750
5250 - Food & Meals	200		100
5260 - Professional/Administrative Services	1,000	3,000	6,000
<b>Total 5200 - In-Kind Revenue</b>	<b>13,200</b>	<b>30,400</b>	<b>36,850</b>
<b>TOTAL INCOME</b>	<b>576,410</b>	<b>384,739</b>	<b>731,310</b>
<b>TOTAL INCOME minus In-Kind</b>	<b>563,210</b>	<b>354,339</b>	<b>694,460</b>

## EXPENSE

6000 - Salary & Benefits			
6010 - Executive Director	50,000	45,831	57,500
6020 - Summer Intern			
6030 - Part Time Admin Support	8,000		
6040 - Payroll Processing Fees and Taxes			5,190
<b>Total 6000 - Salary &amp; Benefits</b>	<b>58,000</b>	<b>45,831</b>	<b>62,690</b>
6100 - Professional Expenses			
6110 - Audit	450	2,600	5,000
6120 - Consulting Fees	17,000	15,385	3,000
<b>Total 6100 - Professional Expenses</b>	<b>17,450</b>	<b>17,985</b>	<b>8,000</b>
6200 - Office Expenses	800	866	1,300
6300 - Printing & Postage	200	30	100
6400 - Taxes			

6410 - Personal Property Taxes	42	50	50
6420 - Real Estate Taxes	44	33	45
<b>Total 6400 - Taxes</b>	<b>86</b>	<b>83</b>	<b>95</b>
<b>6500 - Dues &amp; Subscriptions</b>			
6510 - COC Dues	250	405	400
6520 - Subscriptions (CMS,server,Constant Contact))	700	347	600
<b>Total 6500 -Dues &amp; Subscriptions</b>	<b>950</b>	<b>752</b>	<b>1,000</b>
<b>6600 - Operating Expenses</b>			
6610 - Bank Fees			
6620 - Mileage			
6630 - Filing Fees	250	200	150
6640 - Merchant/Charge Fee	500	185	400
6650 - Board Mtg Expenses	100	20	50
6660 - Software and Web based development	1,000	160	3,000
6670 - Miscellaneous Expenses	50		100
6680 - Membership Materials, Logo Merchandise	500		500
6690 - Board Liability Insurance	1,000	960	1,000
6692 - General Activities Liability Insurance	525	1	
<b>Total 6600 - Operating Expenses</b>	<b>3,925</b>	<b>1,525</b>	<b>5,200</b>
<b>6800 - Training &amp; Seminars</b>			
6810 - Seminars/Conferences	100		2,000
6820 - Board Development	500		
6830 - Meals & Lodging			
6840 - Travel			
<b>Total 6800 - Training &amp; Seminars</b>	<b>600</b>		<b>2,000</b>
<b>7000 - Program Services</b>			
7010 - Regional Greenway/Blueway Trail System			
7012 - Contractor Fees	5,000	-	2,000
7014 - Supplies/Materials	500		500
7016 - Tools & Equipment	200		200
7018 - Food & Meals	250	338	300
7020 - Recognition Materials	100		100
7022 - Rentals		79	500
7024 - Hopewell Riverwalk	4,500	4,500	
7025 - Appomattox River Trail	154,000 **	108,366	323,000 **
7026 - Accrued expenses for Appomattox River Trail	246,000		222,000
<b>Total 7010 -Regional Greenway/Blueway Trail System</b>	<b>410,550</b>	<b>113,283</b>	<b>548,600</b>
7030 - Protect Water Quality (River Clean-up)			
7031 - Contractor Fees	35,250		
7032 - Supplies/Materials	100		200
7034 - Food & Meals	100		50
7036 - Recognition Materials			
7038 - Rentals		79	80
<b>Total 7030 - Protect Water Quality ( River Clean-up)</b>	<b>35,450</b>	<b>79</b>	<b>330</b>
7050 - Education/Stewardship (RiverFest, Battle/Paddle,Canoemobile))			
7052 - Professional Fees	2,000		1,500
7054 - Supplies/Materials	1,300	613	1,000
7056 - Tools & Equipment	100		100
7058 - Food & Meals	125	429	300

7060 - Recognition Materials	100		100
7062 - Rentals	1,500	577	1,000
7064 - Event Insurance	450	307	400
<b>Total 7050 - Education/Stewardship</b>	<b>5,575</b>	<b>1,925</b>	<b>4,400</b>
7070 - Tourism & Economic Development (Terrain 360)			
7072 - Supplies/Materials	100		
7074 - Other Expenses			
<b>Total 7070 - Tourism &amp; Economic Development</b>	<b>100</b>		
<b>Total 7000 - Program Services</b>	<b>451,675</b>	<b>115,287</b>	<b>553,330</b>
7400 - Marketing and Development			
7410 -Marketing for Program Events			
7412 - Battle or Paddle	500	75	100
7414 - River Fest	1,000		500
7416 - Other Events (Canoemobile,5K)	150		500
<b>Total 7410 - Marketing for Program Events</b>	<b>1,650</b>	<b>75</b>	<b>1,100</b>
7420 - Recognition Events		1,151	1,200
7430 - Other Print Media Promotions	150	55	100
7440 - Other Online/Social Media Promotions	100		200
7450 - Other Marketing Materials ( promo materials, pics)	1,400	110	1,200
<b>Total 7400 - Marketing and Development</b>	<b>3,300</b>	<b>1,391</b>	<b>3,800</b>
7500 - FOLAR Fling			
7502 - Supplies/Materials/Venue	1,400		1,400
7504 - Food & Refreshments	2,500		2,500
7506 - Raffle Item	200		300
<b>Total 7500 - Fall Fling</b>	<b>4,100</b>		<b>4,200</b>
7800 - FOLAR Scholarship Fund Disbursements	2,000	1,000	1,000
8200 - In Kind Expenses			
8210 - Volunteer Services - program related	5,000	27,400	25,000
8220 - Skilled Labor Services	1,000		-
8230 - Supplies & Materials	4,000		5,000
8240 - Equipment Rentals	2,000		750
8250 - Food & meals	200		100
8260 - Professional/Administrative Services	1,000	3,000	6,000
<b>Total 8200 - In-Kind Expenses</b>	<b>13,200</b>	<b>30,400</b>	<b>36,850</b>
<b>TOTAL EXPENSES</b>	<b>556,286</b>	<b>215,150</b>	<b>679,565</b>
<b>TOTAL EXPENSES minus In-Kind</b>	<b>543,086</b>	<b>184,750</b>	<b>642,715</b>
<b>Net Income</b>	<b>20,124</b>	<b>169,589</b>	<b>51,745</b>

\*\* \$545,000 grant monies received in FY 2020 will be applied toward multi year trail building projects. It is anticipated that expenses will be incurred in FY 2020, 2021 and 2022

## Friends of the Lower Appomattox River

### Income Statement

For the Fiscal Year July 1, 2018 – June 30, 2019

#### Income:

Contributions (Individual & Corp.)	74,359.74
Government Grants	20,262.50
Foundations Grants	359,500.00
Membership	900.00
Interest (savings, investments)	139.46
Special Events registration	2,951.90
Other Income (Benches, other)	<u>1,852.00</u>
<b>Total Income:</b>	<b>\$459,965.60</b>

#### Expenses:

Program Services	130,536.24
Compensation of staff	42,498.30
Fundraising Expenses	7,499.70
Marketing Expenses	1,466.29
Operating Expenses	20,361.87
Supplies/postage	30.00
Insurance	960.00
Taxes	94.53
Other Expenses	<u>-</u>

**Total Expenses:** **\$203,606.93**

Total Receipts minus Total Expenses **\$256,358.67**

**Cash balance at the end of the year:** **\$281,422.05**

Restricted to ART\* Corridor Development: **\$ 214,591.63**

\*Appomattox River Trail Blueway-Greenway

**FINANCIAL REPORT**

**Friends of the Lower Appomattox River**

For the Fiscal Year July 1, 2018 – June 30, 2019

STATEMENT OF FINANCIAL POSITION

ASSETS

Cash	\$281,422.05
Land, buildings, equipment owned	<u>3,574.00</u>
Total Assets	\$284,996.05

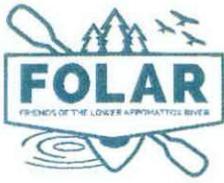
LIABILITIES

Accounts Payable	\$0.00
Grants Payable	0.00
Other Liabilities	<u>0.00</u>
Total Liabilities	\$0.00

AMOUNT CARRIED OVER TO NEXT FISCAL YEAR  
(Net assets / Fund balances) \$284,996.05

Total Liabilities and Net Assets / Fund balances \$284,996.05

Prepared from FOLAR Treasurer's Year-End Financial Report by WMA 1/15/2020



## Year-to-Year Trail Counts along the Appomattox River Trail



Volunteers were stationed along 5 sites along the Appomattox River Trail for 2 days in the spring and 2 days in the fall. When available, volunteers counted in 2 shifts from 10 am – 12 pm and 5 pm – 7 pm. Weather was comparable for all the dates and times, being clear and pleasant. The counts conducted were screenline **counts of trail use only, NOT park use**. This means every trail user that passed by the volunteer was counted, no matter how many times they passed by the volunteer counter. Park users who did not pass the volunteer counters were not counted. This type of data indicates the volume of use along a trail and is conducted in the same manner as car traffic studies.

### TRAIL SPRING & FALL COUNTS 2019

VOLUNTEER TRAIL COUNTS OCCURRING ON MAY 16 AND 18 AND SEPTEMBER 19 AND 21  
FROM 10 AM – 12 PM AND 5 PM - 7 PM

	Bicycle Female	Bicycle Male	Pedestrian Female	Pedestrian Male	Other	TOTAL USE 2019
<b>FERNDALE PK TRAIL*</b>	0	3	48	67	4	<b>122</b>
<b>PATTON PK TRAIL*</b>	0	3	49	57	0	<b>109</b>
<b>ROSLYN LANDING TRAIL</b>	22	26	138	127	10	<b>323</b>
<b>APPOMATTOX RIVER REGIONAL PK TRAIL*</b>	0	0	1	1	0	<b>2</b>
<b>RIVERWALK*</b>	0	8	418	245	99**	<b>800</b>
<b>TOTAL TRAIL USER COUNT</b>	<b>22</b>	<b>36</b>	<b>634</b>	<b>510</b>	<b>113</b>	<b>1,317</b>

\*data for all days/times not available because volunteers not available for all dates/shifts

\*\*some data was not categorized at the Riverwalk, so they were counted as "other" while they were most likely all pedestrians

### TRAIL SPRING & FALL COUNTS 2018

VOLUNTEER TRAIL COUNTS OCCURRING ON JUNE 21 AND 23 AND SEPTEMBER 20  
FROM 10 AM – 12 PM AND 5PM-7PM (June data was morning only; no Saturday count in the fall)

	Bicycle Female	Bicycle Male	Pedestrian Female	Pedestrian Male	Other	TOTAL USE 2018
<b>FERNDALE PK TRAIL*</b>	2	2	21	39	1	<b>65</b>
<b>PATTON PK TRAIL*</b>	1	0	4	10	0	<b>15</b>
<b>ROSLYN LANDING TRAIL</b>	0	0	20	42	0	<b>62</b>
<b>APPOMATTOX RIVER REGIONAL PK TRAIL*</b>	0	1	5	3	0	<b>9</b>
<b>RIVERWALK*</b> (RIVERWALK NOT INSTALLED)	0	5	15	11	0	<b>31</b>
<b>TOTAL TRAIL USER COUNT</b>	<b>3</b>	<b>8</b>	<b>65</b>	<b>105</b>	<b>4</b>	<b>182</b>

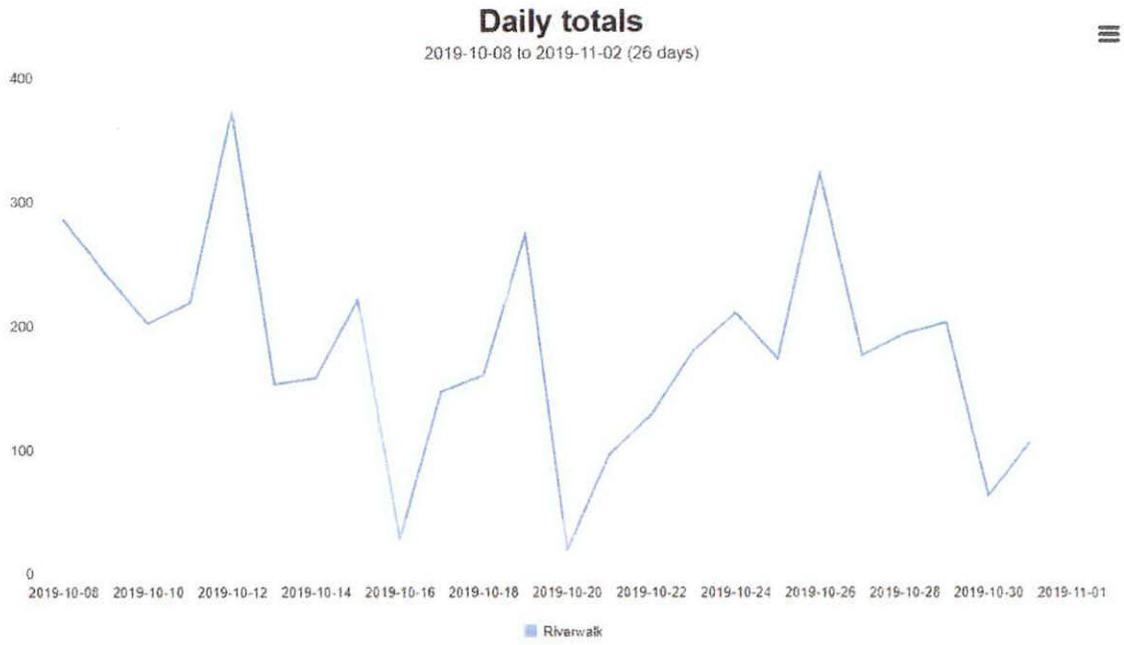
\*data for all days/times is not available because volunteers not available for all dates/shifts

\*\*some trail flooding at Roslyn Landing during the fall count

# Hopewell Riverwalk Daily Usage, October, 2019

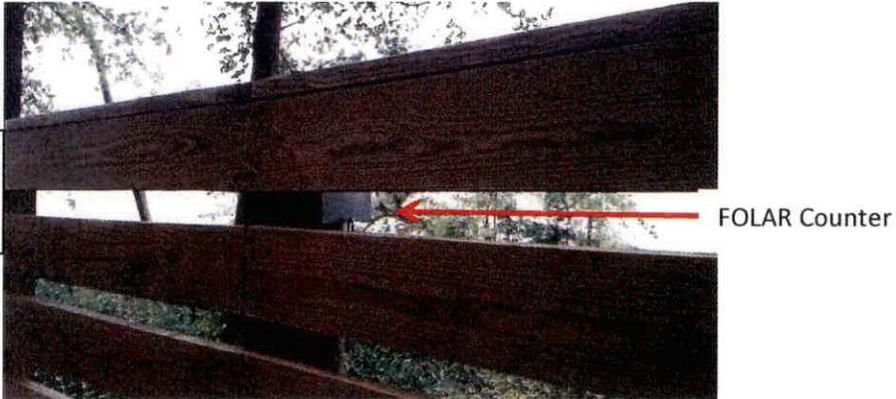
(Average is likely nearly 350+ individual traversals per day. See below.)

Revised 19 Nov 2019 to reflect deletion of data from before 8 Oct 2019, when counter was installed.

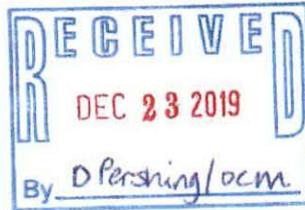


- This chart shows daily counts for groups of one or more people walking by counter within 30 seconds of each other. (e.g. a group of five walking abreast counts same as one individual.) Consequently the counter undercounts individuals possibly by as much as a factor of two or more, based on direct observations of walkers. On October 12<sup>th</sup>, there may well have been 750 or more individual traversals past counter.
- Daily average was 178.5 groups of one or more walkers. (Again, doubling this number to count actual individual traversals is reasonable. Thus the 350+ /day estimate above.)

Well over 100,000 per year? Stay tuned...



December 18, 2019



Office of the President

Mr. John M. Altman, Jr.  
City Manager  
City of Hopewell  
300 N. Main St., Suite 216  
Hopewell, VA 23860

Dear Mr. Altman:

John Tyler Community College recently celebrated the opening of its renovated Bird Hall, renovated Nicholas Center, and new William H. Talley, III Center for Workforce Development at its Chester Campus. These facilities offer exciting opportunities to our students and communities, as well as to area businesses. Bird Hall, one of our original buildings, is now home to state-of-the-art learning spaces for Tyler's nursing and EMS/paramedic programs; updated natural science labs; and flexible spaces where students can collaborate, study and learn. The Talley Workforce Center, a new 25,503-square-foot addition to the college, houses our Community College Workforce Alliance (CCWA) and features a flex lab, as well as classrooms and meeting spaces. The renovated Nicholas Center includes classrooms; meeting rooms; student support services; and spaces for students to collaborate and study.

These spaces will help us strengthen the region's workforce and support your community's needs by allowing us to expand the training opportunities and programs we offer to those who live and work in the City of Hopewell and to grow our partnerships with business and industry; educational institutions; and community organizations. At the same time, we continue to remain focused on ensuring your citizens receive the outstanding education and services needed to help them succeed while in class and when they enter the workforce, advance their careers, or switch jobs.

We are grateful to have Hopewell as a partner in this effort. We also are thankful for the financial support you have provided us in the past. This support helps us keep the fees we charge to students as low as possible. As part of our commitment to you, we continue to maintain efficient operations. The specific amount we ask from each locality is formula-driven, based on several locality-specific figures such as students served from that area, total population, and local tax receipts. For FY21, we are asking the City of Hopewell for \$2,958.

[www.jtcc.edu](http://www.jtcc.edu)

804-594-1578

800-552-3490

TDD: 804-796-4197

**Midlothian Campus**

800 Charter Colony Parkway

Midlothian, VA 23114-4383

**Chester Campus**

13101 Jefferson Davis Highway

Chester, VA 23831-5316

An equal opportunity  
and affirmative action  
educational institution

Enclosed is a copy of the 2020-21 Local Funds Expenditure Budget for the college. Also enclosed is a copy of the jurisdictional allocation methodology showing the requested contributions from each locality served by John Tyler Community College. The college is requesting an aggregate total of \$91,000 from all the political subdivisions it serves.

We appreciate the ongoing support Hopewell has provided to John Tyler Community College over the years.

Should you have any questions about this request, please let me know. I will be very happy to discuss it with you and answer any questions.

Sincerely,



Edward E. Raspiller, Ed.D.  
President

Enclosures (2)

cc: John Tyler College Board Representatives  
Susan Grinnan, Vice President of Administration, John Tyler  
Community College

Copy: Michael Terry  
Ramonda Carroll

**JOHN TYLER COMMUNITY COLLEGE JURISDICTIONAL ALLOCATION FISCAL YEAR 2020-2021**

JURISDICTION	POPULATION TOTAL	PROPERTY TAX	ANNUAL ENROLLMENT	(1.85% Increase)		% DIST	BUDGET SHARE	FISCAL 2021 ROUNDED TOTALS	FISCAL 2020 APPROVED CONTRIBUTIONS	VARIANCE
				ANNUAL	CALCULATED					
AMELIA	12,995	\$5,476,550	265	1,372,518.75	1.19	\$1,086.99	\$1,087	\$1,095	-\$8	
CHARLES CITY	7,017	\$6,244,974	42	1,563,018.75	1.36	\$1,237.86	\$1,238	\$1,245	-\$7	
CHESTERFIELD	346,357	\$335,276,430	8,466	83,909,929.75	73.03	\$66,453.68	\$66,454	\$64,704	\$1,750	
DINWIDDIE	28,502	\$17,486,131	348	4,378,832.25	3.81	\$3,467.88	\$3,468	\$3,483	-\$15	
PRINCE GEORGE	37,212	\$23,031,813	438	5,767,475.25	5.02	\$4,567.64	\$4,567	\$4,622	-\$55	
SURRY	6,584	\$6,554,337	62	1,640,261.25	1.43	\$1,299.03	\$1,299	\$1,313	-\$14	
SUSSEX	11,473	\$4,949,534	63	1,240,283.25	1.08	\$982.26	\$982	\$995	-\$13	
COLONIAL HEIGHTS	17,562	\$19,640,446	304	4,914,654.00	4.28	\$3,892.23	\$3,892	\$3,733	\$159	
HOPEWELL	22,767	\$14,916,299	368	3,734,950.50	3.25	\$2,957.95	\$2,958	\$3,042	-\$84	
PETERSBURG	31,746	\$25,496,626	274	6,382,230.00	5.55	\$5,054.50	\$5,055	\$5,108	-\$53	
						\$91,000.00	\$91,000	\$89,340	\$1,660	

Population projections from the Cooper Center for Public Service, UVA, Provisional Estimates, July 2018  
 Property tax local levy from the Virginia Dept. of Taxation 2018 Annual Report (Real estate fair market value (taxable) and local levy by locality)  
 Enrollment totals are 2018-2019 annual unduplicated headcount  
 Calculated result: ((Population + Property Tax) + (2 X Enrollment))/4  
 Distribution calculated by dividing calculated result for each locality by the total calculated result for all localities

EXPENDITURES	Budgeted 2019-20	Proposed 2020-21	Difference
Community Information	\$ 35,000	\$ 35,000	\$ -
Community Activities	\$ 6,000	\$ 6,000	\$ -
Campus Development	\$ 48,340	\$ 50,000	\$ (1,660)
<b>Total Expenditures</b>	<b>\$ 89,340</b>	<b>\$ 91,000</b>	<b>\$ (1,660)</b>

**JOHN TYLER COMMUNITY COLLEGE**

**Local Funds Budget**

**Fiscal 2021**

**July 1, 2020 – June 30, 2021**

Community Information	35,000
Community Activities	6,000
Campus Development	<u>50,000</u>
<b>Total Funds Requested</b>	<b>\$91,000</b>

# LOVE *the Best* PART *of Virginia*

Chesterfield County • Colonial Heights • Dinwiddie County • Hopewell • Petersburg • Prince George County

November 26, 2019

Mr. John M. Altman, Jr.  
City Manager  
300 N. Main Street  
Hopewell, Virginia 23860

Dear March,

To assist in your budget preparation, I am notifying you of the level of financial support to Petersburg Area Regional Tourism (PART) that is requested from the City of Hopewell for the period July 1, 2020 through June 30, 2021.

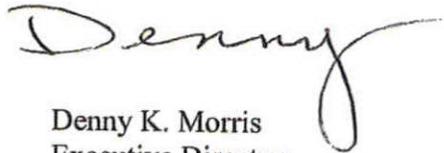
PART staff is recommending level funding for next year.

For the City of Hopewell the level of requested financial support for next year is **\$30,000.**

As always, we very much appreciate your support of what PART is doing to promote the City of Hopewell and the region to grow the hospitality and tourism presence in the marketplace.

The very best for the holidays.

Sincerely,

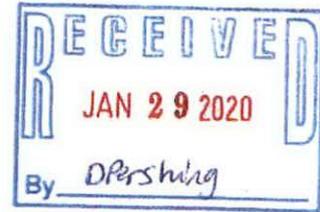


Denny K. Morris  
Executive Director

*Petersburg Area Regional Tourism*

1964 Wakefield Avenue • P.O. Box 1808 • Petersburg, Virginia 23805 • [www.petersburgarea.org](http://www.petersburgarea.org)  
Office 804-861-1666 • Fax 804-732-8972 • 1-877-730-PART (7278)

*Petersburg*  
SYMPHONY ORCHESTRA



SERVING THE COMMUNITIES OF SOUTHSIDE VIRGINIA

January 29, 2020

City of Hopewell  
Mr. March Altman, Jr., City Manager  
300 N. Main Street, Suite 216  
Hopewell, VA 23860

Dear Mr. Altman,

On behalf of the Petersburg Symphony Orchestra I want to thank the City of Hopewell for your generous support since 2016 of our annual free community concert "A Beacon of Light". This concert has also offered selected Hopewell High School students a unique and educational "side-by-side" opportunity to play on stage with the PSO musicians.

We would like to ask the City Council to consider supporting this event again in FY2021 with a contribution of \$4000 and use of the Beacon Theatre. This support will help the PSO provide access to symphonic music to Hopewell and beyond.

The PSO is a diverse orchestra of gifted musicians from all walks of life – some of them have been with us since our founding in 1978. Our music director, Ulysses Kirksey, recently celebrated his 30th year in that position. We are now in the midst of our 42<sup>nd</sup> season of making music in the Tri-Cities region.

Planning is underway for this year's community concert on Sunday, March 8, 2020, at 4:00 pm at the Beacon Theatre. We are working with Mr. Herbert Bragg in the City and Mr. Laurin Willis at the Beacon to produce and publicize the concert. The PSO is looking forward to this concert, and I hope to see you there.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Lewis", written over a horizontal line.

Kenneth W. Lewis, Ph.D.  
President  
(804)732-0999  
info@petersburgsymphony.org  
www.petersburgsymphony.org

*The Petersburg Symphony Orchestra (PSO) is an exempt organization per Section 501(c)(3) of the Internal Revenue Code: EIN 54-1121999. A PSO financial statement is available upon written request to the Office of Charitable and Regulatory Programs at the Virginia Department of Agriculture and Consumer Services.*

# **RIVERSIDE CRIMINAL JUSTICE AGENCY**

**6404 Courthouse Road  
Prince George, VA 23875  
(804) 733-2760**

*Serving Hopewell, Prince George, and Surry*

TO: John March Altman, Jr., Hopewell City Manager  
FROM: Bettina W. Coghill, Director of Community Corrections  
DATE: February 03, 2020  
SUBJ: FY 20/21 Budgets

Riverside Criminal Justice Agency provides local probation supervision and pretrial services to Hopewell, Prince George, and Surry, with Prince George being our fiscal agent. While we are primarily grant funded through the Department of Criminal Justice Services, the respective localities also contribute financially to continue services to the courts. In FY 20/21, it is anticipated our original grant award from the Department of Criminal Justice Services will be \$691,777, unless the State is forced to make cuts to the current funding level.

The total proposed budget for the Agency for FY 20/21 is \$965,401. With state contributions totaling \$691,777, this leaves a balance of \$273,624. With the collection of supervision fees from offenders, we are hoping we will generate \$20,000 next year, thus, leaving a balance of \$253,624. With several vacancies within the agency throughout the year, this has created \$100,000 in fund balance that will be used for FY 20/21 to offset the local costs to the three participating jurisdictions. This leaves a remaining balance of \$153,624 that we are asking the localities to again assist with on a prorated basis of program utilization. Based on program utilization, with Hopewell at 54%, this is equivalent to \$82,957 for the City of Hopewell. For Prince George at 41%, this is equivalent to \$62,986. And for Surry at 5%, this is equivalent to \$7,681.00.

In addition, we have been fortunate to receive grant funding from the Supreme Court of Virginia for our Drug Court Program. The total budget for that program is \$110,792. We receive \$90,000 in grant funding with the remaining balance of \$20,792 coming from the collection of participant fees.

I want to sincerely thank Hopewell for its continued support of our agency. If you need any further information from me, please contact me as soon as possible at (804) 733-2760. I look forward to hearing from you. Thank you for your time and consideration in this matter.

The projected budget for the 2020-2021 fiscal year for CCCA/PSA funds is as follows:

1. PERSONNEL

We have the following 11 positions with all being full-time:

- office associate
- office manager
- three probation officers
- three pretrial officers
- pretrial investigator
- program manager
- director

Salaries: \$593,190.00

Fringe Benefits are established in accordance with Prince George County and State Guidelines and are based on the established rates.

FICA at 7.65% of total salary

VRS at 14.93% of total salary of full time staff

Health Insurance at \$11,025 per year per full-time employee

Worker's Compensation at .90% of total salary

Life Insurance at 1.34% of total salary

Disability Insurance at 0.528%

Benefits: \$260,612.00

**\$853,802.00 TOTAL PERSONNEL**

2. CONSULTANTS

We utilize the services of the Center for Therapeutic Justice for our in-house groups. All services are totally funded through the collection of supervision fees as approved by DCJS. We work closely with our Community Services Board and John Randolph Hospital for the substance abuse and mental health services that are available through their respective agencies. However, District 19 CSB does not offer either anger management or domestic violence counseling. The groups offered at John Randolph are more expensive, thus, we have found that it was more economically sound to contract these services as a whole to one provider. Furthermore, if clients are not current on their fees to the provider, they are not allowed to attend the groups. The courts have frowned upon this as a large percentage of the individuals with whom we work are either unemployed or are of very low income. With providing groups in-house, we have direct contact with the counselors, know immediately who did or did not attend treatment, and receive progress and closure reports immediately. CFTJ will also waive fees from clients who truly are indigent. We have had good success with these groups over the years, and have found them to be very beneficial and effective with the population of our clients as a whole. The cost for these groups is funded through the collection of client supervision fees as approved by DCJS. We have added short, educational groups to both anger management and substance abuse, at no additional costs, to meet the needs of the offenders being referred for supervision.

*Anger Management:* Riverside Community Corrections currently offers an in-house anger management group that is twelve weeks in length with each session lasting ninety minutes, one night per week. We also have expanded services to include an anger management education group that is six weeks in length with each session lasting ninety

minutes. The cost for these groups is minimal. The cost of these groups is \$5,150.00. Approximately 115 offenders complete these groups each year, which equates to \$44.80 per offender (\$3.73 per session).

*Domestic Violence Group:* Our in-house Intensive Anger Management Group for offenders is 18 weeks in length, and meets one night per week for 90 minutes for a cost of \$5,100. We have approximately 25 participants attend the group per year. This equates to \$204.00 per offender (\$11.33 per session). However, we also have at least 25 outside referrals per year from other agencies which reduces the cost to \$5.66 per session.

*Substance Abuse Groups:* We continue to offer an in-house substance abuse group that is twelve weeks in length, meeting twice a week, for a total of twenty-four session substance abuse treatment groups. During the last six weeks of the group, the client returns as a mentor to the group. We have also added a four week substance abuse education group that meets ninety minutes each week. The total cost of the substance abuse groups is \$10,250.00, which equates to \$85.40 per offender (\$3.55 per session) as approximately 120 offenders participate in these groups each year.

## **\$20,500.00 TOTAL CONSULTANTS**

### **3 TRAVEL & SUBSISTENCE**

The 11 staff members have two county vehicles for travel assigned to the agency; while personal vehicles are still used in the performance of their assigned duties, staff are not reimbursed for regular use of personal vehicles. DCJS mandates that \$2,320 of state grant funds be utilized for training and education; thus, money for overnight accommodations and meals is also being requested, if needed. Staff are required to have 40 hours of appropriate training annually.

Car Insurance	\$950.00
Car Maintenance and Fuel	\$1,300.00
Subsistence and Lodging	\$1,070.00

## **\$3,320.00 TOTAL TRAVEL & SUBSISTENCE**

### **4. EQUIPMENT**

We have a copier that is leased on a monthly basis (\$245 per month). And, as required by DCJS, we must budget 1% of our total grant funds for the maintenance of the PTCC network equipment and hardware replacement and repair. This amount totals \$6,918. Required purchases will include updated anti-virus subscriptions, and software upgrades. PC replacements will be done every 3 to 5 years on a rotating basis, and servers, hubs, etc. will be replaced as needed.

## **\$9,858.00 TOTAL EQUIPMENT**

### **5. SUPPLIES AND OTHER EXPENSES**

All supplies and expense requests have been reduced for the majority of items due to budgetary constraints. Expenses include rent for our office, located at 6404 Courthouse Road, located in the Prince George County Government Complex. We are leasing 3,200 sq. ft. at \$9.19 per sq. ft. which includes offices for all employees an offender waiting area; a conference room for board meetings, groups, etc.; and a file/supply

room. Cost: \$29,400. Utilities are estimated at \$10,800 annually, and cleaning services are included.

Money is also made available for telephone services for basic monthly service including local toll calls, long distance service, and for one cell phone for the Director with data package and an Ipad. There is a second phone utilized by all staff for monitoring court imposed curfews on clients. Total costs are \$4,680 annually. Our VCIN Maintenance agreement is approximately \$169 annually. There are postage expenses that total \$1,100. Office and food supplies totaling about \$5,400 per year include consumable supplies to include copy machine paper, staples, calendars, pens, supplies for fax machines and computers, note pads, file folders, etc., used by staff. There are also printing costs for several forms commonly used with the Courts, magistrates, etc. that we have professionally printed in triplicate form to reduce time constraints, confusion, and workload. We also use Violation Reports and Placement Forms that must be printed as well as business cards for professional staff. Letterhead and envelopes are printed sparingly, and all printing costs total \$1,000.

DCJS has designated amounts required specifically for staff training; thus, \$2140 is appropriated for the pretrial staff, and \$2139 is appropriated for the local probation staff. We continue to utilize any local training that is available, and events sponsored through the VCCJA Association which are low costs training events. We also utilize any seminars and workshops provided by professional associations that are free of charge or at low cost for areas of special interest, as well as county mandated training events. Furthermore, by VA State Code, the CCJB is mandatory and thus money is appropriated in the amount of \$1,000 for expenses for quarterly CCJB meetings, trainings, etc.

Drug Supplies are one of our greatest expenses due to the volume of tests performed each month as well as the cost of the supplies for an annual cost of \$12,335. We use on-site supplies with very few screens sent to a lab for confirmation. We currently have video teleconferencing equipment, which the pretrial staff uses to communicate with Riverside Regional Jail in the performance of their pretrial duties. The yearly expense for this is \$840 with the monthly line charges being \$70 per month. This is more cost effective than the daily trips to the jail that would have to be made in the absence of the equipment.

We also have Indirect Costs in the amount of \$6,918 that is 1% of the grant funds that the fiscal agent is allowed to collect.

**\$77,921.00 TOTAL SUPPLIES AND OPERATING EXPENSES**

**\$965,401.00 GRAND TOTAL**

<b>DCJS Funds</b>	<b>\$691,777.00</b>
<b>Supervision Fees</b>	<b>\$20,000.00</b>
<b>Fund Balance</b>	<b>\$100,000.00</b>
<b>Local Funds</b>	<b>\$153,624.00</b>

The projected budget for the 2020-2021 fiscal year for the Drug Court Program is as follows:

1. PERSONNEL

We have the following two positions:

- one full time probation officer

- one part-time deputy; less than 20 hours per week

Salaries: \$64,986.00

Fringe Benefits are established in accordance with Prince George County and State Guidelines and are based on the established rates.

FICA at 7.65% of total salary  
VRS at 14.93% of total salary of full time staff  
Health Insurance at \$11,025 per year per full-time employee  
Worker's Compensation at .90% of total salary  
Life Insurance at 1.34% of total salary  
Disability Insurance at 0.528%

Benefits: \$27,496.00

**\$92,482.00 TOTAL PERSONNEL**

**2. CONSULTANTS**

Drug Court Assessments: \$100.00 per assessment performed by D19 Certified Counselor either at their location or Riverside Regional Jail if the client is incarcerated.

**\$3,000.00 TOTAL CONSULTANTS**

**3. TRAVEL AND SUBSISTENCE**

Training is an essential to grow and maintain knowledgeable staff; thus, \$440 has been appropriated for travel and subsistence.

**\$440.00 TOTAL TRAVEL AND SUBSISTENCE**

**4. SUPPLIES AND OTHER EXPENSES**

A cell phone is provided to the part-time Deputy Sheriff assigned to Drug Court to allow drug court participants to have immediate contact with the deputy. There is also money designated for training for the Probation Officer, and money is needed for basic office supplies. One of the largest expenses for the program is drug testing supplies at an annual cost of \$12,000. There is also money designated for the purchase of the NA/AA Big Books and Workbooks for participants as part of their treatment. In addition, money has been appropriated for graduation ceremonies and other expenses that may occur.

**\$14,870.00 TOTAL SUPPLIES & OTHER EXPENSES**

**\$110,792.00 GRAND TOTAL**

<i>Supreme Court Funds</i>	<b>\$90,000.00</b>
<i>Participant Fees</i>	<b>\$20,792.00</b>



January 15, 2020

Mr. John M. Altman, Jr.  
City Manager  
City of Hopewell  
300 N Main Street, Room 218  
Hopewell, VA 23860

Dear Mr. Altman, *March,*

To assist in your budget preparation, I am writing to inform you of the level of financial support to Virginia's Gateway Region that is being requested from the City of Hopewell for the period July 1, 2020 through June 30, 2021.

Virginia's Gateway Region exists to enhance the development opportunities for the localities we represent in the region, including Hopewell. Our primary goals are to facilitate new business opportunities in the region and address the needs of existing businesses. Whether industrial, retail or commercial, VGR is dedicated to advancing the resources available in order to enhance the economic viability of the region.

Virginia's Gateway Region hopes to continue to foster regional cooperation and assist the communities in a variety of arenas from assisting in identifying new markets to enhancing the labor force, and consulting with prospective companies on available resources and site location.

In order to continue our efforts in regional economic development, the level of funding requested for July 1, 2020 through June 30, 2021 is **\$44,620** from the City of Hopewell. If you need additional information, please contact me.

I want to thank you for the great support Hopewell provides Virginia's Gateway Region. I look forward to working with you and your team this year to provide world-class representation for your community.

Sincerely,

Keith Boswell,  
President & CEO

**Serving the cities of Colonial Heights, Hopewell and Petersburg and  
the counties of Chesterfield, Dinwiddie, Prince George, Surry and Sussex**

256 E. Ellerlie Avenue, Suite D ✦ Colonial Heights, VA 23834  
(804) 732-8971 ✦ [www.gatewayregion.com](http://www.gatewayregion.com)

**City of Hopewell  
 FY 2021 Operating Budget Request Form  
 Personnel Request**

**Please Enter Information in the Gray Cells**

<b>Department:</b>	Commonwealth Attorney
<b>Priority Ranking:</b>	1
<b>Mandated:</b>	Yes
<b>If yes, cite Code or Law</b>	
<b>Position's Title:</b>	Assistant Commonwealth Attorney

<b>1. Personnel Costs</b>	<b>Account Name/Number</b>	<b>Amount</b>
Minimum Salary		\$ 60,000.00
Benefit Costs (35%)		21,000.00
<b>Total Personnel Costs</b>		<b>\$ 81,000.00</b>

<b>2. Operating Costs (Monthly Charges)</b>	<b>Monthly</b>	<b>Annual</b>
Phone	See Attachment	\$ -
Cell Phone, if applicable		-
Other		-
<b>Total Operating Costs</b>	\$ -	\$ -

<b>3. Capital Costs (One-time Costs)</b>		
Computer	See Attachment	
Vehicle, if applicable		
Other		
<b>Total Capital Costs</b>		\$ -

**4. Total Operating (Ongoing) Request for New Position** \$ 81,000.00

<b>5. Increased Revenue or Reduced Expenditure that Offset Costs</b>		
Increased Revenue	See Attachment	
Reduced Expenditure		
<b>Net Increase/(Decrease)</b>		<b>\$ 81,000.00</b>

**6. Justification for Position:** *SEE ATTACHED*  
 The General Assembly passed legislation that was effective July 1, 2019 that we were entitled to an Assistant Attorney for the 1st 75 body cams and for another attorney for the next 75 body cams. We have 76 body cams and therefore are entitled to 2 Assistants. We also have an additional Circuit Court Judge, Juvenile Judge and

**7. Impact if Not Funded:**  
 [Redacted]

## City Council Questions

### FY 21 Budget Work Sessions

#### Work Session 5.7.20

##### City Manager

Where was the \$13k in advertising transferred to in the current fiscal year (FY 20)?

The \$13k was transferred to the IT department to go towards the purchase of security software.

##### Economic Development

Why is the percentage change for incentive payment showing 514.3%?

- Percentages shown on the budget historical comparison report are comparing the original budget adopted by council for FY 20 to the proposed budget for FY 21.
- The original adopted budget for FY 20 was \$35,000, as compared to the proposed amount for FY 21 of \$215,000.
- Current year budget figure of \$100,000 as shown on the report is due to \$65,000 being transferred to this line item from another line item within the economic development budget.

#### Work Session 5.19.20

##### Accounting

What was the awards/luncheon line item used to purchase in the current fiscal year (FY 20)?

Awards line was used to purchase a service award for accounting employee. Employees receive service awards when they reach milestones like 5, 10, 15 years of service.

Postage figure seems high. What is being mailed?

Checks are mailed to vendors on a weekly basis during the accounts payable check run. Annual mass mailings such as W-2s and 1099-s are also paid from this line item.

What is the allocation of the \$555k in the current year revised budget for accounting/auditing services?

- \$213,550-Virginia Local Government Finance Corporation
- \$154,000-Yasha Business Consulting LLC
- \$150,000-Robinson, Farmer & Cox
- \$30,000-Premier Staffing Source Inc.
- \$4,000-Maquire Associates of Virginia Inc.
- \$2,000-Milliman Inc.
- \$1,450-CCH Inc.

### Purchasing

Clarification of the how credit card expenses are allocated to departments was requested.

The bill is received from the credit card company (Fifth Third Bank).

The credit card clearing account is used to pay the full balance due.

Then each individual charge is distributed to the appropriate department.

The line item within the department's budget that corresponds to the type of purchase made is charged.

Examples-If the dept. used the credit card to purchase dinner while out of town at a conference then the meals line item would be charged. If the credit card charge was for a hotel room then the lodging line item would be charged.

### Budget/Reporting

What is the policy for tuition assistance?

See attachment from HR manual.

### Real Estate

Gerald Hall was paid from the management consulting line. What services were provided?

#### Proval Enhancements

Connect Proval database to MUNIS database

Capture permits entered into MUNIS and not Proval

Train on parcel splits and merges

## **Work Session 5.21.20**

### Circuit Court

The proposed budget for FY 21 shows \$41,500 in the miscellaneous expense line. What costs are associated with this line item?

The city pays Greensville County for our portion of the circuit court secretary's salary and fringe benefits. (Roughly \$10,500 annually)

The city pays Prince George County for our portion of the court administrator's salary and fringe benefits. (Roughly \$31,000 annually)

The proposed budget for FY 21 shows \$5,000 in the temporary vendor line. What costs are associated with this line item?

The temporary vendor line item is used to pay jury duty.

The proposed budget for FY 21 shows \$7,920 in the office supplies line. What costs are associated with this line item?

Each of the circuit court judges receive a \$220 stipend each month (\$2,640 annually). The line item was increased to \$7,920 this fiscal year (FY 20) with the addition of a third circuit court judge. Budget was \$5,280 in prior fiscal years since there were only two judges.

## **Work Session 6.4.20**

### Non-Departmental

The phone/fax line shows \$39k in the current year column. Why are these charges under non-departmental and not assigned to a department?

Similar to the line item used to pay the credit card bill, this is a clearing account. Phone bills are paid using this line and then the charges are distributed to the departments.

The proposed budget for FY 21 shows \$7,500 in lieu of taxes. What costs are associated with this line?

This line item will be used to pay the real estate taxes for the Boathouse restaurant as a part of the Economic Development deal.

What costs are associated with the bank fees line item?

In the past, the line item has been used for the purchase of deposit slips and to reimburse bank service fees charged to vendors for returned checks.

Outside Agencies

Why is the amount proposed for FY 21 for Medflight less than in previous years?

Agency only requested \$500 for the upcoming fiscal year. See attached.

**Topic During Multiple Budget Work Sessions-Miscellaneous Expense Lines**

A list of all available object codes is sent out to departments annually as part of the budget process. Departments are asked to review and notify the Finance Department if there are object codes that they would like added to their budgets. Some departments have not taken the opportunity to add all necessary object codes, which has resulted in the continued use of miscellaneous line items.

**City of Hopewell**  
**Human Resources Policies and Procedures Manual**  
**SECTION 23: CAREER ENRICHMENT PROGRAM**

23.1 Definition and Purpose.....1  
23.2 Eligibility.....1  
23.3 Requirements.....1  
23.4 Advancement/Reimbursement .....1  
23.5 Conditions and Repayment .....2

Appendix A – Tuition Assistance Request Form

# **City of Hopewell**

## **Human Resources Policy and Procedures Manual**

### **SECTION 23: CAREER ENRICHMENT PROGRAM**

#### **23.1 Definition and Purpose**

To motivate employees for coursework toward a college degree, professional certification or developmental training that will enhance job performance or encourage job-related development to support the City's goal of attracting and retaining a qualified workforce and thus be in the best interest of service to the citizens of Hopewell.

#### **23.2 Eligibility**

Regular, active, full-time employees are eligible for the Program after completing one full year of regular, full-time and probationary employment with the City.

#### **23.3 Requirements**

1. Tuition approval will be provided only for those courses that can be applied to the requirements of a qualifying degree, diploma or certification. In addition, the degree, diploma, or certificate, in order to be eligible for advancement or reimbursement, must be related to the employee's present job function with the City, or to a career development objective as approved by the Department Director.
2. Unless otherwise approved by the Department Director, all course work must be completed in an accredited institution. Advancement or reimbursement may also be approved for education courses deemed necessary for the employee's job performance.
3. All courses must be attended on the employee's own time (unless prior Department Director approval is obtained), utilizing personal transportation.
4. Employees must attain a minimum letter grade of "C" for high school and undergraduate coursework and attain a minimum letter grade of "B" for college work beyond the undergraduate level. If enrolled in any other education course, the student must attain an equivalent satisfactory grade, such as 'certificate of satisfactory completion'.
5. Application for tuition reimbursement must be submitted and approved prior to course enrollment on the appropriate form.
6. Eligible employees who satisfy the requirements of this program may either have tuition advanced or reimbursed for qualifying courses.
7. Funding for this program will be based on a 12-month period starting with the employee's starting course date with a maximum of 16 credit hours per 12-month period.

#### **23.4 Advancement/Reimbursement**

1. Advancement or reimbursement is for tuition cost; excludes textbooks, supplies and transportation fees.
2. Advancement or reimbursement will provide for 100% coverage of tuition for college credit hours at the current credit hourly rate of the average of Virginia

## **City of Hopewell**

### **Human Resources Policy and Procedures Manual**

Commonwealth University and Richard Bland College of William and Mary per credit hour to include on-line coursework.

3. After enrollment, the employees must forward to the Finance Department a payment receipt for tuition within 30 days of advanced payment. A grade for the course must be received by the Finance Department within 60 days of completion of course(s).

#### **23.5 Conditions and Repayment**

Repayment (subject to deduction from the employee's pay) of all tuition advancement or tuition reimbursement is required under the following circumstances:

1. If employee drops or stops attending a course;
2. If employee does not attain the appropriate passing grade (see Requirements #4 above); or
3. If employee resigns or is discharged from the City less than one (1) year after completing a course.

**City of Hopewell**  
**Human Resources Policies and Procedures Manual**

CAREER ENRICHMENT PROGRAM  
TUITION ASSISTANCE REQUEST FORM

I \_\_\_\_\_, do hereby request the favorable consideration of my enrollment in the Career Enrichment Program as established in the Human Resources Policies and Procedures Manual, Section 23.

I do hereby acknowledge that I have been informed and have been made fully aware of the tuition reimbursement deduction policy as established by Section 23.5 of the Human Resources Policies and Procedures Manual as recorded within this agreement which reads as follows:

**23.5 Conditions and Repayment**

Repayment (subject to deduction from the employee's pay) of all tuition advancement or tuition reimbursement is required under the following circumstances:

1. If employee drops or stops attending a course;
2. If employee does not attain the appropriate passing grade (see Section 23.3 Requirements, #4); or
3. If employee resigns or is discharged from the City less than one (1) year after completing a course.

If the employee's final paycheck is insufficient to cover the reimbursement owed to the City, this does not negate the obligation...

Date Course Completed: \_\_\_\_\_  
Educational Program Type: \_\_\_\_\_ Semester \_\_\_\_\_ Quarter \_\_\_\_\_  
Date of Course: Start \_\_\_\_\_ End \_\_\_\_\_  
Name of Course: \_\_\_\_\_  
Cost of Course: \$ \_\_\_\_\_  
Title of Degree Pursuing: \_\_\_\_\_  
Type of Degree: \_\_\_ Associate \_\_\_ Bachelor \_\_\_ Master \_\_\_ Doctorate \_\_\_ Other  
Total Credit Hours being attempted: \_\_\_\_\_  
Total Credit Hours Completed: \_\_\_\_\_  
Date of Educational Assistance Request \_\_\_\_\_

I understand and agree to the terms and provisions established by this policy and clearly acknowledge my liability as promulgated by this agreement. My signature shall serve as verifiable proof of my intentions to abide by the rules and regulations of this policy.

\_\_\_\_\_  
Employee Enrollment Approved      Date  
Department Director

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Finance Department      Date

\_\_\_\_\_  
Human Resources Department      Date



## Chesterfield County, Virginia Fire & EMS

6731 Mimms Loop - P.O. Box 40 - Chesterfield, VA 23832  
Phone: (804) 748-1360 - Fax: (804) 751-9022 - Internet: chesterfield.gov



Edward L. Senter Jr.  
Chief

December 10, 2019

Mr. John Altman, Jr.  
City Manager  
300 North Main Street  
Hopewell, VA 23860

Dear Mr. Altman:

The purpose of this letter is to request that City of Hopewell budget during FY-2021 for on-going financial support of the regional Med-Flight Program.

Med-Flight-I is a collaborative effort among Chesterfield Fire & EMS, the Virginia State Police, Virginia Commonwealth University (VCU) and the Virginia Department of Health. For over 30 years, the Virginia State Police has funded the helicopter and pilots and Chesterfield County has funded the flight paramedics, with financial assistance from localities and hospitals within Central Virginia. Beginning in FY-2016, VCU expanded its partnership in the program by providing flight paramedics, which reduced Chesterfield's total costs for the medical staff. This expanded partnership along with additional funding from the Virginia State Police reduces the amount of funding requested by Chesterfield County from the localities. If the additional funding from the State is not continued in future years, Chesterfield's costs for the program will increase and it will be necessary to increase the amount requested from the localities in Central Virginia in order to sustain this valuable program.

Over the last four fiscal years, Med-Flight-I answered 2,939 missions in the region and provided state-of-the-art aero-medical services to 1,388 patients. During that time period, Med-Flight-I handled 101 missions in City of Hopewell, accounting for 3.44% of the total missions in the region. As you prepare your FY-2021 budget, I am requesting that you include \$500 in support of the Med-Flight-I Program. This per-capita based amount will help Chesterfield County to continue supporting the excellent aero-medical services your community has come to expect.

Please send all correspondence regarding the Med-Flight program to the following address:

Chesterfield Fire & EMS  
Attn. Sherry Dunbar, Finance Unit Director  
P.O. Box 40  
Chesterfield, VA 23832

If you require any more specific information about this program for your FY-2021 budget process, please contact Chief Flight Paramedic, Lieutenant Gregory Jones in his office at (804) 743-2295 or by email at [jonesg@chesterfield.gov](mailto:jonesg@chesterfield.gov).

Thank you for your consideration of this request. As always, I appreciate your ongoing support, and I look forward to working with you in the future.

Sincerely,



Edward L. Senter, Jr.  
Fire Chief

ELS:sd