



**Local Government Council Executive Committee Meeting**

Region 2000 Partnership's Large Conference Room

828 Main Street, 12<sup>th</sup> Floor, Lynchburg

September 20, 2012

5:00 p.m.

1. Welcome and moment of silence.....Chairman Hugh Pendleton
2. Minutes of July 19 LGC meeting.....Chairman Hugh Pendleton
3. Finance report.....Rosalie Majerus and Gary Christie
  - a. Revised financial for year ending June 30, 2012
  - b. Year to date revenue/expenditure update
  - c. Recommendation related to staff raises/bonus
4. Proposal for a Regional Assessment for the Local Government Council.....Gary Christie
5. Executive Directors report
6. Items of interest from Council Members
7. Next Meeting: October 18, 2012
  - Metropolitan Planning Organization..... 4:00 p.m.
  - Local Government Council..... 5:00 p.m.
8. Closed session on personnel

## **Agenda Summary**

### **1. Welcome, introductions and moment of silence**

### **2. Minutes of July 19 are presented for your review and approval** (*Attachment 2*)

### **3. Finance report:**

- a. Revised financial report for the year ending June 12, 2012. Carryover dropped to \$35,000 based on auditor designations. (*Attachment 3A*)
- b. Financial report through August 2012 (*Attachment 3B*)
- c. Recommendation related to staff raises/bones

We did not address raises/bonuses in the current budget deciding instead to wait until fall to determine what funds might be available. We ended the year with a positive surplus of over \$34,977 to bring the fund balance to \$866,736.

#### **Recommended Action:**

The Executive Director recommends a 2% salary increase for employees effective December 1 based upon satisfactory performance evaluations. The cost for LGC employees in traditional Planning District Commission roles would be \$6,941 for FY 13 or \$11,898 annualized. This raise is also proposed for Workforce Development funded employees. An annualized bonus option is also shown. Since 2008, only one bonus of \$500 has been provided to Local Government Council employees.

Annualized cost for a bonus or % increase					
	Salary and Benefit cost				
	1%	2%	3%	4%	5%
LGC % Increase	5,948.83	11,897.66	17,846.49	23,795.32	29,744.15
LGC % Bonus	5,345.59	10,691.18	16,036.77	21,382.36	26,727.95

It is suggested that this be recommended from the Executive Committee for consideration by the Local Government Council at its October meeting.

#### **4. Proposal for a regional reassessment and strategic direction for the Local Government Council**

Gary will lead the Council in a discussion on whether this is an appropriate time to assess the strategic direction of the Local Government Council. Through surveys and focus groups we would ask our stakeholders:

- Are we doing the right things?
- Are we sending the right message?
- Are we positioned well with our member jurisdictions and stakeholders?
- Are we relevant to our customers?
- What is our relationship to the Partnership?

We are currently negotiating with prospective vendors and do not believe this assessment process to exceed \$10,000.

Parallel to this effort, we would task the jurisdictional managers to begin to identify the next regional projects for consideration.

#### **5. Executive Directors Report:**

- a. Lynchburg City Council recently suggested that we re-examine opportunities related to a regional projects.
  - i. Regional Airport
  - ii. They also suggested we look at a shared social services system. There are several communities in Virginia who share social services functions. For example:
    - Alleghany-Covington Department of Social Services
    - Bedford County/Bedford City
    - Chesterfield/Colonial Heights Department of Social Services
    - Greenville/Emporia Department of Social Services
    - Harrisonburg-Rockingham County Department of Social Services
    - Henry-Martinsville Department of Social Services
    - Rockbridge-Buena Vista-Lexington Area Social Services
    - Staunton-Augusta-Waynesboro (Shenandoah Valley Social Services)
    - York/Poquoson Social Services

Recommended Action: This is provided for your information or discussion.

- b. Commonwealth Transportation Board Meeting
  - September 18, 2012
  - January 16, 2012

## **6. Items of Interest from Members**

## **7. October Meetings**

October 18, 2012 Meeting Schedule

- Metropolitan Planning Organization - 4:00 pm
- Local Government Council – 5:00 pm

*There will not be a dinner meeting in October.*

## **8. Closed Session on Personnel**

See Attachment 8 for background material

*Requested Motions:*

I move that the Council go into closed session in accordance with the Virginia Code 2.2-3711 (A)(1) for the discussion of salaries for specific Local Government Council employees.

I move that the Council return to open session pursuant to Section 2.2-3712.D and certify that only those business matters lawfully identified in the motion to go into closed session and exempt from the open meeting requirements of the Freedom of Information Act were heard, discussed or considered in a closed session.



## Draft Minutes

Virginia's Region 2000 Local Government Council  
July 19, 2012, 5:00 pm  
Partnership Conference Room  
Lynchburg, Virginia

### **Members Present:**

Bryan David, Region 2000 Economic Development Council  
Aileen Ferguson, Appomattox County Administrator  
Joan Foster, City of Lynchburg Council  
Delegate Scott Garrett, Virginia House of Delegates  
Jack Hobbs, Amherst Town Manager  
Charles Kolakowski, Bedford City Manager  
R. David Laurell, Campbell County Administrator  
Hugh Pendleton, Campbell County Board of Supervisors, LGC Chairman  
John Sharp, Bedford County Board of Supervisors  
Gary Tanner, Appomattox County Board of Supervisors

### **Others Present:**

Gary Christie, Local Government Council, Executive Director  
Brian Davis, Workforce Development Director  
Philipp Gabathuler, Local Government Council Staff, GIS Coordinator  
Rosalie Majerus, Local Government Council, Deputy Director of Finance  
Debbie Messmer, Virginia Department of Emergency Management,  
Hazard Mitigation Coordinator

### **Absent:**

Kenneth Baumgardner, Town of Amherst Council  
Mayor J. R. Burgess, Town of Altavista  
Mayor Phyllis L. Campbell, Town of Brookneal  
Waverly Coggsdale, Altavista Town Manager  
Bill Gillespie, Appomattox Town Manager  
Mayor Paul Harvey, Town of Appomattox  
Clarence Monday, Amherst County Administrator  
L. Kimball Payne, Lynchburg City Manager  
Frank Rogers, Interim Bedford County Administrator  
Steve Rush, Bedford City Council, LGC Vice-Chairman  
Russell Thurston, Brookneal Town Manager  
Claudia Tucker, Amherst County Board of Supervisors

## **Meeting Minutes:**

### **1. Welcome and Call to Order**

Chairman Hugh Pendleton welcomed the members of the Local Government Council and began the meeting with a moment of silence.

### **2. Approval of Minutes from May 17, 2012 Executive Committee Meeting:**

Motion: John Sharp

Second: Del. Scott Garrett

Vote: Carried by unanimous approval

Resolved: The minutes of the May 17, 2012 Board Meeting are approved as drafted and entered into the official record

### **3. Financial Report:**

Rosalie Majerus, Deputy Director of Finance, reported that the budget to actual shows a surplus for FY 12 due to operating costs, benefit plans, and contractual services all being under budget. Additionally, she reported on the finances of the Regional Radio Board with full explanation of the funds and balances. Rosalie also reported on having established a checking account for the Regional Radio Board.

Board members presented questions concerning various aspects of the budget, namely that of the Radio Board.

### **4. Regional Hazard Mitigation Plan:**

Philipp Gabathuler, Local Government Council Planner and GIS Coordinator, presented an overview of the Plan with emphasis on why plan is important/necessary, scope of the plan, and how strategies were determined for qualification for funding from the Virginia Department of Emergency Management.

Debbie Messmer, Hazard Mitigation Coordinator with the Virginia Department of Emergency Management, presented and reviewed the VDEM process namely, implementation, funding sources, mitigation services, grants and program funds, and application requirements.

### **5. Region 2000 Partnership Fund Raising:**

Bryan David, Economic Development Council Executive Director, reported the Determining Our Future Campaign concluded on July 1<sup>st</sup> and as expected underperformed from the original fund raising goal set in January, 2011. This underperformance has created an approximately \$60,000 shortfall in this current fiscal year collectively for the Economic Development Council, the Center for Advanced Engineering and Research, the Technology Council, and the Young Professionals of Central Virginia. The EDC's Executive and Finance Committees,

along with members of the Partnership Coordinating Council and the other partner organizations met and developed a strategy to overcome this shortfall for FY2012. The EDC Board of Directors amended its FY2012 Operating Budget to address the shortfall. Additionally, the EDC's Board of Directors requested the Partnership Coordinating Council to review current organizational structures and priorities and propose a reorganization plan which addressing how best to distribute funds from the Determining Our Future Campaign for FY2013 through FY2016 in keeping with the Region 2000 Partnership's program priorities. The Partnership Coordinating Council's recommendation will be provided to the Economic Development Council in October.

**6. Local Government Council Executive Director's Report:**

Gary Christie, Local Government Council Executive Director, presented literature from Milestone Communications to the board members to consider for their individual localities. He reported the 2013 Partnership dinner event for October, 2013 will remain on the calendar and will be used as a working conference for internal discussions for the Local Government Council. Partnership members may still be invited. He also reported that Chairman Hugh Pendleton would be attending the summer session of the VA Association of Planning District Commissions.

**7. Other Business:**

None brought before the Council.

**8. August Meeting Schedule:**

August 16, 2012:

- a. Partnership Coordinating Council at 3:00 p.m.
- b. MPO at 5:00 p.m.
- c. No August Local Government Council Executive Committee meeting

**9. Adjournment:**

The meeting adjourned at 6:05 p.m.

**Approved:**\_\_\_\_\_

**VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL**  
**Budget to Actual for FY12 and Proposed Budget for FY13**  
**As of June 30, 2012**

Attachment 3A

**REVISED  
REPORT**

	<u>FY12 Amended Budget</u>	<u>Actual Through 6/30/12</u>	<u>Diff Between Budget &amp; Actual</u>
<b><u>OPERATIONS FUND (EXPENDITURES)</u></b>			
<b><u>SALARY</u></b>			
ADMINISTRATION	142,692	140,600	2,092
FINANCE	116,641	116,641	0
OPERATIONS	224,010	219,856	4,154
WIA	97,445	69,547	27,898
	<b>580,788</b>	<b>546,644</b>	<b>34,144</b>
PART TIME HELP - Commission	25,400	25,735	(335)
<b>Total Salaries &amp; Wages</b>	<b>606,188</b>	<b>572,379</b>	<b>33,809</b>
EMPLOYER COST FICA	48,298	43,853	4,445
EMPLOYER COST V R S	95,826	85,630	10,196
EMPLOYER COST HEALTH INS	69,054	56,668	12,386
EMPLOYER COST LIFE INS	1,682	1,503	179
UNEMPLOYMENT COMPENSATION		9,072	(9,072)
GASB 45 Recognition		13,130	(13,130)
WORKERS COMP	1,001	809	192
<b>Total Fringe Benefits</b>	<b>215,861</b>	<b>210,665</b>	<b>5,196</b>
<b><u>OFFICE EXPENSES</u></b>			
AUDITING SERVICES	4,600	4,600	0
PAYROLL ACCOUNTING SERVICES	7,500	7,897	(397)
LEGAL SERVICES	2,200	3,931	(1,731)
LIABILITY INSURANCE	1,700	1,605	95
CONTRACTUAL SERVICES	31,250	24,742	6,508
ADVERTISING	1,000	808	192
POSTAGE	1,500	1,320	180
TELEPHONE	3,950	3,737	213
INTERNET SERVICES	500	277	223
OFFICE SUPPLIES	6,000	4,342	1,658
PRINTING & BINDING	2,000	553	1,447
TRAVEL	7,500	5,422	2,078
SPECIAL MEETINGS	9,500	8,246	1,254
EDUCATION & TRAINING	6,000	2,774	3,226
DUES, SUBSCRIPTIONS	7,800	6,191	1,609
PUBLICATIONS	674	227	447
MISCELLANEOUS EXPENSES	800	935	(135)
FURNITURE & FIXTURES	1,000	38	962
RENTAL OFFICE EQUIPMENT	6,844	4,030	2,814
OFFICE RENT	47,383	47,383	0
PARKING	5,500	5,075	425
COMPUTER EQUIP/SOFTWARE	10,000	11,650	(1,650)
<b>Total Office Expenses</b>	<b>165,201</b>	<b>145,783</b>	<b>19,418</b>
<b>Total Operations Expenses</b>	<b>987,250</b>	<b>928,827</b>	<b>58,423</b>



	<u>FY12 Amended Budget</u>	<u>Actual Through 6/30/12</u>	<u>Diff Between Budget &amp; Actual</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>987,250</b>	<b>928,827</b>	<b>58,423</b>
<b>Grant Expenses</b>			
Appomattox Enhancement Grant	250	31	219
Bike Week		1,857	(1,857)
Brookneal Enhancement	1,500		1,500
CDBG - Altavista	0	886	(886)
CDBG-Brookneal Downtown	2,500	1,828	672
CDBG - Madison Heights	500	1,161	(661)
CDBG - Pamplin	0	737	(737)
Chesapeake Bay - Stormwater		3,173	(3,173)
DHCD	2,500	1,272	1,228
DRPT / FTA	2,500	3,484	(984)
Energy DMME Contract	202,260	102,271	99,989
EDA - CEDS	7,000	2,132	4,868
Hazard Mitigation Plan Update	750	295	455
Neighborhood Stabalization		456	(456)
Regional Library		13,674	(13,674)
Regional Radio Board	2,500	6,047	(3,547)
Prevention Connection	10,150	5,971	4,179
Regional Source Water Study	18,000	2,088	15,912
Ride Share			0
VDOT - PL	37,500	32,340	5,160
VDOT - Rural	4,000	2,446	1,554
WIA	748,358	916,136	(167,778)
<b>Total Direct Project Expenses</b>	<b>1,040,268</b>	<b>1,098,285</b>	<b>(58,017)</b>
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,027,518</b>	<b>\$2,027,112</b>	<b>\$406</b>

**VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL**  
**Budget to Actual for FY12 and Proposed Budget for FY13**  
**As of June 30, 2012**

	<u><b>FY12 Amended Budget</b></u>	<u><b>Actual Through 6/30/12</b></u>	<u><b>Diff Between Budget &amp; Actual</b></u>
<b>Revenues</b>			
<b><u>OPERATIONS FUND (REVENUE)</u></b>			
Dues Town of Appomattox	1,045	1,045	0
Dues Town of Brookneal	1,045	1,045	0
Dues Town of Amherst	1,045	1,045	0
Dues Town of Altavista	1,045	1,045	0
Dues Lynchburg	41,613	41,614	(1)
Dues Bedford County	38,442	38,442	0
Dues Campbell County	30,611	30,611	0
Dues Amherst County	18,882	18,883	(1)
Dues Appomattox County	8,423	8,423	0
Dues Bedford City	3,498	3,498	0
Miscellaneous Revenue	18,500	21,229	(2,729)
<b>Total Operations Revenue</b>	<b>164,149</b>	<b>166,880</b>	<b>(2,731)</b>
<b>Grant Revenues</b>			
Appomattox Enhancement Grant	1,500		1,500
Brookneal Enhancement	5,000		5,000
CDBG - Altavista Downtown	0	10,140	(10,140)
CDBG-Brookneal Downtown	26,600	8,550	18,050
CDBG-Madison Heights	18,000	12,800	5,200
Chesapeake Bay - Stormwater		11,500	(11,500)
DHCD	75,971	75,971	0
DRPT / FTA	79,059	79,060	(1)
Energy DMME Contract	208,630	117,329	91,301
EDA - CEDS	7,743	5,463	2,280
Hazard Mitigation Plan Update	51,842	52,472	(630)
Regional Radio Board	45,900	49,900	(4,000)
Regional Library	0	15,000	(15,000)
Regional Source Water Study	18,000	17,477	523
Prevention Connection	12,000	12,000	0
Region 2000 Services Authority	138,410	134,565	3,845
Ride Share			
Funding from Fund Balance for Ride Share			
VDOT-PL	179,245	168,845	10,400
VDOT-Rural	58,000	58,000	0
Virginia's Region 2000	6,000	6,000	0
WIA	927,118	1,059,131	(132,013)
<b>Total Grant Revenue</b>	<b>1,859,018</b>	<b>1,894,203</b>	<b>(35,185)</b>
<b>TOTAL REVENUE - OPERATIONS &amp; GRANT</b>	<b>2,023,167</b>	<b>2,061,083</b>	<b>(37,916)</b>
Interest	2,000	1,006	994
<b>Total Revenue</b>	<b>2,025,167</b>	<b>2,062,089</b>	<b>(36,922)</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>(\$2,351)</b>	<b>\$34,977</b>	<b>(\$37,328)</b>

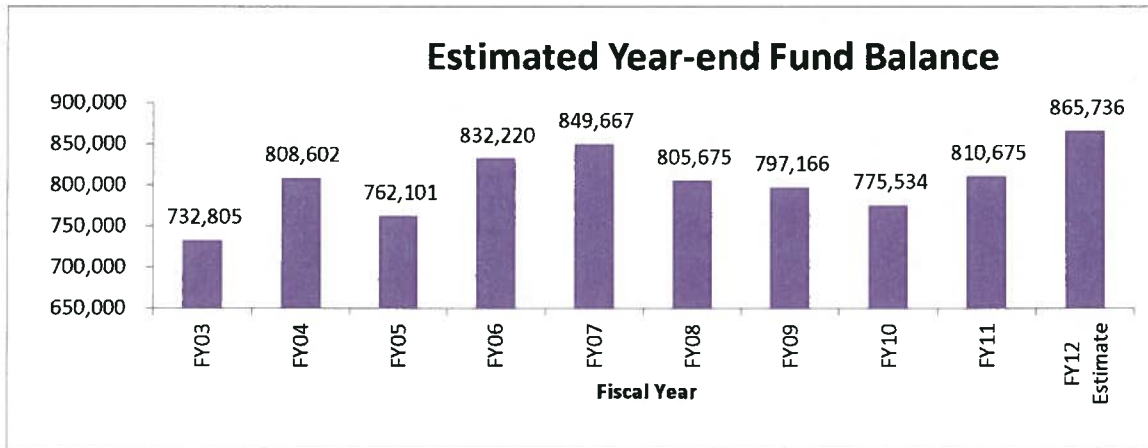
**LOCAL GOVERNMENT COUNCIL  
CASH ON HAND AND FUND BALANCE  
As of June 30, 2012**

**CASH ON HAND**

Sun Trust Checking	
LGC Funds	140,050
WIA Trainit Funds	5,954
Local Govt Invest Pool	469,618
Petty Cash	153
<b>Cash on Hand</b>	<b><u>\$ 615,775</u></b>

**CALCULATION OF ESTIMATED YEAR-END FUND BALANCE**

Cash on Hand	\$ 615,775
Less Expenditures Remaining (and Liabilities)	\$ (165,725)
Plus Revenues Remaining (and Accounts Receivable)	\$ 415,686
<b>Estimated Year-end Fund Balance</b>	<b><u>\$ 865,736</u></b>



**VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL**

Attachment 3B

**Budget to Actual for FY13  
As of AUGUST 31, 2012**

	<u>FY13 Budget</u>	<u>Actual Through 8/31/12</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Remaining</u>
<b><u>OPERATIONS FUND (EXPENDITURES)</u></b>				
<b><u>SALARY</u></b>				
ADMINISTRATION	147,521	26,643	120,878	81.94%
FINANCE	115,641	20,353	95,288	82.40%
OPERATIONS	196,185	34,528	161,657	82.40%
	459,347	81,524	377,823	82.25%
PART TIME HELP	10,000	300	9,700	97.00%
<b>Total Salaries &amp; Wages</b>	<b>469,347</b>	<b>81,824</b>	<b>387,523</b>	<b>82.57%</b>
EMPLOYER COST FICA	35,906	6,004	29,902	83.28%
EMPLOYER COST V R S	73,128	8,730	64,398	88.06%
EMPLOYER COST HEALTH INS	49,860	8,195	41,665	83.56%
EMPLOYER COST LIFE INS	6,064	951	5,113	84.32%
UNEMPLOYMENT COMPENSATION				
WORKERS COMP	840	563	277	32.98%
<b>Total Fringe Benefits</b>	<b>165,798</b>	<b>24,443</b>	<b>141,355</b>	<b>85.26%</b>
<b><u>OFFICE EXPENSES</u></b>				
AUDITING SERVICES	4,600		4,600	100.00%
PAYROLL ACCOUNTING SERVICES	7,500	2,492	5,008	66.77%
LEGAL SERVICES	3,000		3,000	100.00%
LIABILITY INSURANCE	1,700	1,078	622	36.59%
CONTRACTUAL SERVICES	17,000	2,645	14,355	84.44%
ADVERTISING	1,000		1,000	100.00%
POSTAGE	1,500	(165)	1,665	111.00%
TELEPHONE	3,950	514	3,436	86.99%
INTERNET SERVICES	500	45	455	91.00%
OFFICE SUPPLIES	6,000	811	5,189	86.48%
PRINTING & BINDING	2,000	126	1,874	93.70%
TRAVEL	7,500	1,346	6,154	82.05%
SPECIAL MEETINGS	9,500	103	9,397	98.92%
EDUCATION & TRAINING	6,000	983	5,017	83.62%
DUES, SUBSCRIPTIONS	7,800	6,665	1,135	14.55%
PUBLICATIONS	674		674	100.00%
MISCELLANEOUS EXPENSES	800	84	716	89.50%
FURNITURE & FIXTURES	1,000		1,000	100.00%
RENTAL OFFICE EQUIPMENT	6,844	741	6,103	89.17%
OFFICE RENT	47,383	7,897	39,486	83.33%
PARKING	5,500	600	4,900	89.09%
COMPUTER EQUIP/SOFTWARE	10,000	2,790	7,210	72.10%
<b>Total Office Expenses</b>	<b>151,751</b>	<b>28,755</b>	<b>122,996</b>	<b>81.05%</b>
<b>Total Operations Expenses</b>	<b>786,896</b>	<b>135,022</b>	<b>651,874</b>	<b>82.84%</b>



**As of August 31, 2012**

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**VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL**

**Budget to Actual for FY13**

**As of August 31, 2012**

	<u>FY13 Budget</u>	<u>Actual Through 8/31/12</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Remaining</u>
<b>Revenues</b>				
<b><u>OPERATIONS FUND (REVENUE)</u></b>				
Dues Town of Appomattox	1,045	1,045	0	0.00%
Dues Town of Brookneal	1,045	1,045	0	0.00%
Dues Town of Amherst	1,045	1,045	0	0.00%
Dues Town of Altavista	1,045	1,045	0	0.00%
Dues Lynchburg	43,600	43,600	0	0.00%
Dues Bedford County	39,606	39,606	0	0.00%
Dues Campbell County	31,582	31,582	0	0.00%
Dues Amherst County	18,605	18,605	0	0.00%
Dues Appomattox County	8,626	8,626	0	0.00%
Dues Bedford City	3,576	3,576	0	0.00%
Miscellaneous Revenue	18,500	42	18,458	99.77%
<b>Total Operations Revenue</b>	<b>168,275</b>	<b>149,817</b>	<b>18,458</b>	<b>10.97%</b>
<b>Grant Revenues</b>				
Appomattox Enhancement Grant	3,500		3,500	100.00%
CDBG-Brookneal Downtown	8,500		8,500	100.00%
CDBG-Madison Heights	20,400		20,400	100.00%
DHCD	75,971		75,971	100.00%
DRPT / FTA	79,059		79,059	100.00%
EDA - CEDS	30,000		30,000	100.00%
Hazard Mitigation Plan Update	23,800		23,800	100.00%
Regional Radio Board	33,000		33,000	100.00%
Region 2000 Services Authority	150,287	22,935	127,352	84.74%
Ride Share	52,800		52,800	
Funding from Fund Balance for Ride Share	10,000		10,000	
VDOT-PL	184,163		184,163	100.00%
VDOT-Rural	58,000		58,000	100.00%
Virginia's Region 2000	6,000	1,000	5,000	83.33%
WIA	934,647	107,290	827,357	88.52%
<b>Total Grant Revenue</b>	<b>1,670,127</b>	<b>131,225</b>	<b>1,538,902</b>	<b>92.14%</b>
<b>TOTAL REVENUE - OPERATIONS &amp; GRANT</b>	<b>1,838,402</b>	<b>281,042</b>	<b>1,557,360</b>	<b>84.71%</b>
Interest	900	89	811	90.11%
<b>Total Revenue</b>	<b>1,839,302</b>	<b>281,131</b>	<b>1,558,171</b>	<b>84.72%</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>\$6,415</b>	<b>\$37,477</b>	<b>(\$31,062)</b>	

**LOCAL GOVERNMENT COUNCIL**

**Budget to Actual for FY13**

**As of August 31, 2012**

**CASH ON HAND**

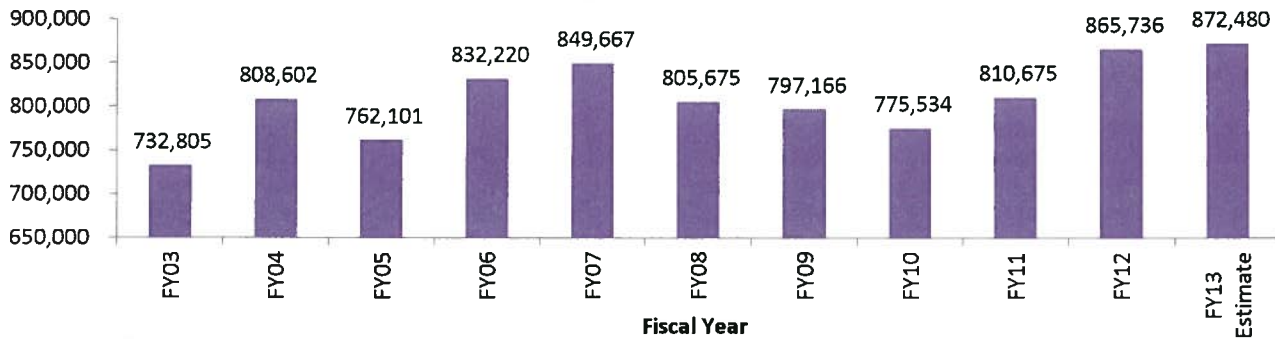
Sun Trust Checking	
LGC Funds	232,089
WIA Trainit Funds	5,954
Local Govt Invest Pool	469,687
Petty Cash	159
<b>Cash on Hand</b>	<b>\$ 707,889</b>

PART TIME HELP

**CALCULATION OF ESTIMATED YEAR-END FUND BALANCE**

Cash on Hand	\$ 707,889
Less Expenditures Remaining (and Liabilities)	\$ (1,662,290)
Plus Revenues Remaining (and Accounts Receivable)	\$ 1,826,881
<b>Estimated Year-end Fund Balance</b>	<b>\$ 872,480</b>

**Year-end Fund Balance**



**Region 2000 Local Government Council  
September 20, 2012 Closed Session Material**

**Summary:**

**Two employees are recommended for a position reclassification and salary upgrade.**

**#1 Bob White**

In 2008 Beth McDaniel was retained by the Local Government Council to review salaries and job descriptions. We have upgraded Rosalie Majerus and two planners through that review.

Beth also recommended that Bob White's position be upgraded by an additional \$2,865 or 4.11%. She recommended that all planning positions be brought under Bob's supervision. She based her recommendations on changes to the supervision and on a market survey of similar positions in localities and PDCs throughout Virginia. At that time the change in supervision responsibilities was implemented however, the change in salary was not.

Bob has unhesitatingly accepted the additional responsibilities and now manages all of the planning and direct services components of the organization. A listing of the projects Bob is either working on or oversees is attached.

**Recommended Action**

I now recommend that this salary upgrade be implemented moving Bob from his current salary of \$69,730 (Grade 30/Step 42) to \$72,756 (Grade 30/Step 51) (\$3,026, 4.3% increase).

**Bob White work plan - 2013 Oversight or Direct Tasks**

1. Comprehensive Economic Development Strategy
  - a. Get Grant from Region III
  - b. Conduct annual update
  - c. Structure a new CEDS committee
2. Hazard Mitigation Plan
3. Library Administration project
4. Water and Stormwater
5. Rideshare/Commuter Services/Alternative Transportation project
6. Food System/support to Agriculture committee
7. Brookneal Downtown Enhancement grant



8. Old Town Madison Heights revitalization
9. Rural Long Range Transportation Plan
10. MPO Administration/TIP
11. Alternative Transportation Planning
  - a. Bicycle and Pedestrian Website improvements
  - b. Grant submittal
  - c. Bike Week support
  - d. Bike Ride fundraiser
  - e. Safe routes to school applications
  - f. Support to the Region 2000 Greenway Alliance
  - g. Develop Pedestrian and Bicycle Deficiency and Improvement priorities
  - h. Update the Bicycle/Pedestrian Facilities inventory
12. Region 2000 Congestion Survey
13. Transportation Component of the Amherst County Comprehensive Plan
14. Wards Ferry Road Corridor Study
15. Technical support to GLTC
  - a. fixed route realignment process planning the move to the Kemper Street site
  - b. support in supplying GLTC's fixed route system data to Google Transit to promote ridership in the area
  - c. assistance to GLTC in keeping bus stop data current in the Geographical Information System
  - d. Assist GLTC with mapping and analysis of paratransit passenger count data for planning purposes
  - e. Evaluate the goals and objectives of the Transit Development plan to assure that goals are being met in their given time frames
16. Rural Transportation Planning Assistance
17. General Technical transportation planning assistance
18. Old Courthouse Road Corridor Study in Appomattox

## Region 2000 Local Government Council

### POSITION DESCRIPTION

**Revised 10-10-08**

<b>JOB TITLE:</b> Deputy Director of Planning & Core Services	<b>LOCATION:</b> Local Government Council Offices
<b>IMMEDIATE SUPERVISOR:</b> Executive Director	<b>PAY GRADE:</b> 30
	<b>FLSA Status:</b> Exempt

#### **General Definition**

Performs responsible professional and administrative duties in providing overall leadership in Local Government Council's Planning District Commission work related to transportation, community development and planning, and inter-governmental services on a regional and local level.

#### **Essential Duties and Responsibilities**

- Provides professional and technical assistance to localities and VDOT in the areas of transportation, local ordinance development, local and regional community development and planning and project administration
- Explores, initiates, and manages new projects that will benefit the Local Government Council, member localities and the region, and serve as a revenue source to the Council.
- Prepares, coordinates and administers various federal and state grants
- Serves as primary advisor and staff support to the MPO, TTC and other transportation related organizations
- Prepares and makes presentations as needed to boards and commissions on recommendations requiring action
- Prepares and presents core services work plan and budget
- Oversees Council data and statistical analysis services, including population and housing data and analysis; serves as liaison with the Bureau of the Census as needed
- Tracks proposed legislation related to planning in the General Assembly and provides research and recommendations to the Director

#### **Supervisory Duties**

Directly supervises all planning and project management employee in the Planning Division. Carries out supervisory responsibilities in accordance with the Council's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

#### **Knowledge, Skills and Abilities**

Extensive knowledge of the theories, principles, practices and techniques of urban, rural and transportation planning; general knowledge of the principles and practices of civil engineering as they relate to planning; extensive knowledge of the State statutes and

local government ordinances governing planning, zoning, subdivision and related codes; knowledge of operation of local government; ability to interpret and analyze technical and statistical information and to communicate that information effectively in writing and orally; ability to organize work with minimal supervision and execute multiple tasks simultaneously; ability to plan and accomplish goals, using skillful problem solving techniques; ability to research and prepare clear, concise and well-organized technical reports; ability to communicate effectively both orally and in writing; ability to plan, schedule, supervise and evaluate a wide range of programs; ability to work under pressure, within time restraints, using judgment, discretion and initiative; general knowledge of GIS applications; general understanding and ability to utilize the Council's adopted software platform, currently Microsoft Office Suite; ability to establish and maintain effective working relationships with the public, community groups, staff, State and Federal officials, and appointed and elected officials; ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization; ability to work flexible hours, including evenings

### **Education and Experience**

Bachelor's degree from a four-year college or university with major work in transportation, community planning, engineering or a related field, five years related experience in planning or engineering, including at least three years supervisory experience, and experience in inter-governmental relations. Master's degree in planning or engineering preferred.

### **Additional Requirements**

Possession of valid Virginia Driver's license and acceptable driving record required. American Institute of Certified Planners (AICP) certification preferred.

### **Physical Conditions and Work Environment**

Work is normally performed in office environment in a seated position, but there is some exposure to outdoors. Regularly required to talk and hear. Requires close vision and ability to adjust focus. Requires occasional standing, walking, bending, stooping, kneeling, crouching or crawling, and occasional lifting or moving objects of up to 30 pounds.

**Date Approved:**

**Date Amended:**

## **#2      Philipp Gabathuler**

Philipp Gabathuler is a GIS/Program Manager and has been since December 2009. After we eliminated the Transportation Planner position in January, Philipp has taken on new responsibilities in project/program development and management and continues to assist with GIS mapping and data processing. He is our principal representative to the GLTC and maintains the MPO's Transportation Improvement Program. He is undertaking new projects outside of transportation, such as the Hazard Mitigation Plan. He has his Master's degree in Planning. Philipp is currently paid at Grade 22, Step 10 (\$39,759).

### **Recommendation**

I recommend that Philipp be upgraded to a Senior Planner position through a two-step process.

- 1) In January 2013 he would be upgraded to Grade 23, step 11 \$42,150, (6% increase) effective January 2013
- 2) Then, based on successful performance, to Grade 25, Step 1, \$43,835, (4% increase) effective January 2014.

The updated job description is attached.

## Region 2000 Local Government Council

### (Proposed) POSITION DESCRIPTION

**Revised 9-9-12**

<b>JOB TITLE:</b> Senior Planner (Transportation and GIS)	<b>LOCATION:</b> Local Government Council Offices
<b>IMMEDIATE SUPERVISOR:</b> Deputy Director of Planning & Core Services	<b>PAY GRADE:</b> 25 <b>FLSA Status:</b> Non-Exempt

#### **General Definition**

- Performs responsible, professional planning duties, and technical work, managing a variety of professional level projects and assignments. Provides leadership in developing and implementing transportation, GIS, and other planning related initiatives on both the regional and local level.

#### **Essential Duties and Responsibilities**

- Assists with the development of the Central Virginia Metropolitan Planning Organization's Unified Planning Work Program, including preparation of the FTA 5303 element
- Initiates, organizes, and executes elements of the Council's annual work program, in particular the transportation items
- Develops and manages the Transportation Improvement Program, including amendments
- Prepares resolutions and public notices as appropriate
- Develops and manages GIS projects in the areas of rural development, physical planning, economic development, community development and transportation planning/development
- Develops and manages GIS projects for the Council's contracts with VDOT and provides support to various transportation planning activities including the Council's role in developing freight and commuter studies
- Utilizes advanced GIS components and techniques to perform difficult compilation, editing, maintenance, extraction and application of geographic data
- Consults with users on system operations and serves as liaison between Region 2000 jurisdictions, user personnel and system personnel in use of database and map production; resolves both application and system related problems encountered by users
- Instructs Region 2000 jurisdictions' staff on content of database structure and capabilities of GIS
- Collects and analyzes data, including population and housing data
- Assists in researching related software packages to determine availability, value and applicability, and may recommend purchase

- Prepares reports and memoranda, and implements a variety of short and long-range plans and projects related to economic and physical development activities; conducts studies of complex regional development problems
- Explores and initiates new projects that will benefit the Local Government Council, member localities and the region; performs independent research for new grants and projects and develops potential project concepts; coordinates study projects with participating agencies, overseeing the collection and analysis of data, prepares reports, and develops recommendations for the implementation of short and long range regional plans and programs
- Assist localities and development agencies in developing and activating projects and programs, securing funding and continuing operation and monitoring of programs
- Provides planning services to localities
- Prepares grant application and administers grants
- Provides staff support for the Council and localities with grant preparation and administration
- Provides staff support to Council committees as needed
- Provides information and technical assistance to other agencies involved with regional development activities
- Other duties as may be assigned

### **Knowledge, Skills and Abilities**

Knowledge of the theories, principals, practices and techniques of rural and urban planning; general knowledge of the principles and practices of civil engineering as they relate to planning; extensive knowledge of the State statutes and local government ordinances governing planning, zoning, subdivision and related codes; knowledge of operation of local government; ability to communicate effectively both orally and in writing; ability to interpret and analyze technical and statistical information and to communicate that information effectively in writing and orally; ability to research and prepare clear, concise and well-organized technical reports; ability to plan, schedule, supervise and evaluate a wide range of programs; ability to organize work with minimal supervision and execute multiple tasks simultaneously; ability to plan and accomplish goals, using skillful problem solving techniques; ability to work under pressure, within time restraints, using judgment, discretion and initiative; ability to establish and maintain effective working relationships with the public, community groups, staff, State and Federal officials, and appointed and elected officials; ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization; ability to work flexible hours, including evenings; knowledge of ArcView and other Arc family GIS software systems; general understanding and ability to utilize the Council's adopted software platform, currently Microsoft Office Suite

### **Education and Experience**

Bachelor's degree from a four-year college or university with major work in planning, geography, GIS or related field, and three years related experience; an equivalent combination of education and experience may be considered Master's degree in planning or a related field preferred. Working knowledge of ArcView and other Arc family GIS software systems required.

**Additional Requirements**

Possession of valid Virginia Driver's license and acceptable driving record required

**Physical Conditions and Work Environment**

Work is normally performed in office environment in a seated position; however, work occasionally is outside at project site. Job requires frequent use of hands and fingers to operate a computer and other equipment, and to reach with hands and arms. Occasionally required to stand, walk, bend, stoop, kneel, crouch or crawl, and occasional lifting or moving objects of up to 30 pounds. Requires close vision and ability to adjust focus.

**Date Approved:**

**Date Amended:**