



Local Government Council

Local Government Council Meeting

Region 2000 Partnership's Large Conference Room
828 Main Street, 12th Floor, Lynchburg
October 18, 2012
5:00 p.m.

1. Welcome and moment of silence.....Chairman Hugh Pendleton
2. Minutes of September 20, LGC meeting.....Chairman Hugh Pendleton
3. Finance report.....Rosalie Majerus
4. 2013 General Assembly Legislative recommendations.....
.....Gary Christie
5. Funding for the Small Business Development Center.....
.....Gary Christie
6. Executive Director's Report.....Gary Christie
7. Brownfields Support Letter.....Gary Christie
8. 2012 Greenways, Blueways, and Trail Plan.....Kelly Hitchcock
9. Items from Members
10. AdjournNext Meeting: November 15th, 2012, 5 p.m.

Agenda Summary

1. Welcome, introductions and moment of silence

2. Minutes of September 20, 2012 are presented for your review and approval

(See Attachment 2)

3. Finance report:

- a. Year-to-date financial report through August 2012 - *(See Attachment 3)*

4. 2013 General Assembly Legislative Recommendations

- a. Thoughts from General Assembly Members
- b. Suggestions from Local Government Council Staff - *(See Attachment 4)*
- c. Suggestions from Localities

5. Funding for Small Business Development Center

(See Attachment 5)

6. Executive Directors Report

- a. Mechanic and Position - *(See attachment 6)*
- b. Generator Maintenance
- c. Strategic Assessment
- d. Update on Partnership Coordinating Council recommendations

7. Brownfields Letter of Support - *(See attachment 7)*

8. Presentation of 2012 Greenways, Blueways and Trail Plan Update

Link to Draft Plan: <http://www.region2000.org/greenways-and-blueways.html>

(See attachment 8)

9. November 2012 Meetings

- Local Government Council – November 15th, 5:00 pm
- VDOT Public Hearing on Six-year Plan - November 8, 2012, 6 p.m.
- No MPO Meeting (next meeting is January 17, 2013)



Virginia's Region 2000 Local Government Council Executive Committee Meeting

September 20, 2012, 5:00 pm
Partnership Conference Room
Lynchburg, Virginia

DRAFT

Members Present:

Bryan David, Region 2000 Economic Development Council
Joan Foster, City of Lynchburg Council
Delegate Scott Garrett, Virginia House of Delegates
Senator Tom Garrett, Virginia State Senate
Mayor Paul Harvey, Town of Appomattox
Charles Kolakowski, Bedford City Manager
R. David Laurrell, Campbell County Administrator
Clarence Monday, Amherst County Administrator
Hugh Pendleton, Campbell County Board of Supervisors, LGC Chairman
Frank Rogers, Interim Bedford County Administrator
Steve Rush, Bedford City Council, LGC Vice-Chairman
John Spencer, Appomattox County Assistant County Administrator

Others Present:

Gary Christie, Local Government Council, Executive Director
Robert E. White, Local Government Council, Deputy Director
Rosalie Majerus, Local Government Council, Deputy Director of Finance
Matt Perkins, Local Government Council, Administrative Program Coordinator

Absent:

Kenneth Bumgarner, Town of Amherst Council
Mayor J. R. Burgess, Town of Altavista
Mayor Phyllis L. Campbell, Town of Brookneal
Waverly Coggsdale, Altavista Town Manager
Aileen Ferguson, Appomattox County Administrator
Bill Gillespie, Appomattox Town Manager
Jack Hobbs, Amherst Town Manager
L. Kimball Payne, Lynchburg City Manager
John Sharp, Bedford County Board of Supervisors
Gary Tanner, Appomattox County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Claudia Tucker, Amherst County Board of Supervisors

Meeting Minutes:

1. Welcome and Call to Order: 5:03 p.m.

Chairman Hugh Pendleton welcomed the members of the Local Government Council, and specifically Sen. Garrett and Del. Garrett and began the meeting with a moment of silence.

2. Approval of Minutes from July 19, 2012 Executive Committee Meeting:

Motion: David Laurell

Second: John Spencer

Vote: Carried by unanimous approval

Resolved: The minutes of the July 19, 2012 Board Meeting are approved as drafted and entered into the official record.

3. Financial Report:

Rosalie Majerus, Deputy Director of Finance, reported on the updated June and August reports. She indicated that the FY12 year-end report was similar to the one the Council saw in July, with exception given to the audit adjustment. Net income for FY12 was \$34,944.00. She reported that through August, expenses are tracking to plan. Upon question from Mr. Laurell, Rosalie reported that there were no issues of concern to date.

Gary Christie asked the LGC to consider a raise or bonus for employees and recommended a 2% raise. The members discussed what has been done in other government agencies in the region. It was agreed the LGC staff works hard and deserves to be rewarded.

Based on current trends among the localities in the region, David Laurell presented a motion to provide a \$500.00 one-time bonus, rather than a percentage increase at this time and that any desire for a percentage increase is built into the budgeting process for FY14. Motion seconded by Del. Scott Garrett.

Frank Rogers suggested a friendly amendment to Mr. Laurell's motion to raise the one-time bonus amount from \$500.00 to \$750.00, and was agreed to by the messrs. Laurel and Garrett. Chairman Pendleton put the matter to vote. Matter passed by unanimous vote to provide LGC staff with a one-time bonus of \$750.00 effective Dec 1, 2012.

4. Proposals for a Regional assessment for the Local Government Council:

Gary Christie presented to the Council a matter for discussion seeking council approval to hire an outside agency to conduct a strategic assessment of the efforts of the Local Government Council. The issues to be discussed would be whether the local government council is doing what it ought to be doing, is the LGC focusing on the right areas, what are the next regional priority projects, what is the LGC's relationship to the partnership, and what do the customers think of the LGC and are they engaged in the process.

Del. Scott Garrett opened discussion by referring to the process and discussions that took place in the creation of the CEDS document. Bob White extended the comments on the CEDS and elaborated on the direction of the priorities and

programs of the CEDS and what would be beneficial in the future and plans for the use of the data in the CEDS document.

Additionally, comments and general discussion followed concerning the need for a strategic assessment of the local government council, namely, is it something that can be accomplished at staff level. Mention was made of measuring the localities engagement by the attendance and participation at the Council meetings and that it did raise relevant questions that analysis of a strategic assessment may answer.

Determination was made by general agreement of the members that additional information should be presented to the Council in the near future that further defines and clarifies the need for the assessment, the scope of the assessment, its desired outcomes, and why it would be beneficial.

5. Local Government Council Executive Directors Report:

Gary offered for discussion projects of regional interest that were presented to him during his meeting with the Lynchburg City Council. Those concepts being 1) a regional airport and 2) regional shared social services. Conversation followed and it was brought out that the framework for these ideas have been set either at the local or state level and that as a matter of course the local government council should continue to stay in-touch with these programs to seek how they could best fit into these regional plans.

Gary notified the members that the Local Government Council's MPO has been invited to give a presentation to the Commonwealth Transportation Board Meeting in January.

Also, Gary reported on issues not on the agenda. 1) That the SBDC is going through some transitions regarding sponsorship with George Mason University and the LGC and EDC will be keeping track of those activities. 2) The Radio Board will be issuing a RFP for generator maintenance and that the Services Authority Board is seeking to hire a Mechanic. It may be to everyone's benefit to propose to the Radio Board the use of the Service Authority's mechanic for generator maintenance. 3) Chairman Pendleton and Gary will be meeting in Bedford with the Roanoke PDC Director and their Board Chairman to have a conversation and get to know each other and explore other opportunities for shared services.

6. Other Business:

Joan Foster reported that the Lynchburg health initiative, Live Healthy Lynchburg, which was regional in design, has reached their goal of over 24,000 lbs in weight loss in six months.

Gary indicated that he would like the members to begin thinking of general assembly legislative items to be discussed at October 18 meeting.

Del Scott Garrett gave an update on Transportation Funding and Health Care Reform from the legislature.

7. August Meeting Schedule:

October 18, 2012:

- a. MPO at 4:00 p.m.
- b. LGC Executive Committee meeting at 5:00 p.m.

8. Closed Session:

Motion by Joan Foster, seconded by David Laurrell, the Council voted unanimously to go into closed session in accordance with Virginia Code 2.2-3711 (A)(1) for the discussion of salaries for specific Local Government Council employees.

Upon a motion by Paul Harvey, seconded by Tom Garrett, the Council agreed to come out of closed session and to 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 closed session. Each member of the Council was polled and agreed to the certification.

Reclassification for Bob White

Upon a motion by Tom Garrett, seconded by Joan Foster, the Council unanimously agreed to reclassify Bob White to a Grade 30, step 51, or \$72,756, effective October 1, 2012. The Council offers its thanks and appreciation to Bob for his service to the Council and the region.

Reclassification for Philipp Gabathuler and approval of the Senior Planner (Transportation and GIS) job description

Upon a motion by David Laurrell, seconded by Joan Foster, the Council unanimously agreed to reclassify Philipp Gabathuler to a Senior Planner position in the following phases and to approve to job description as presented:

- 1) Effective January 1, 2013 Philipp will be upgraded to Grade 23, step 11, (\$42,150) contingent on satisfactory performance
- 2) Effective January 1, 2014 Philipp will be upgraded to Grade 25, Senior Planner, step 1, (\$43,835), based on satisfactory performance

It is understood that these salary amounts and steps may be adjusted if percentage raises are given to employees during the interim.

9. Adjournment:

With no further business, the meeting was adjourned.

Approved: _____

Executive Director's Report

Agenda Item #6:

- a) Creation of a Mechanic III position: New positions are brought to the LGC for review...this Mechanic III position comes at the Request of the Region 2000 Services Authority.

Recommended Action: Approval of the classification is requested.

- b) As mentioned at the last meeting the Region 2000 Radio Board will soon release a Request for Proposals to maintain generators at various radio tower sites in Bedford and Amherst. Staff would like to submit a proposal on behalf of the Local Government Council using Services Authority staff.

Recommended Action: Both Boards would need to give approval.

- c) Strategic Assessment: The Scope of Work is under development. If ready, we'll discuss it at the meeting.
- d) Update on Partnership Coordinating Council recommendations for 2013.

Due to a shortfall of funds, the Coordinating Council is recommending to the Economic Development Council that staffing for the Young Professionals be eliminated effective December 31.

Agenda Item #9:

- Next meeting ... November 15, 2012 at 5 p.m.
- VDOT Public Hearing on Six-year Plan ... November 8, 2012, 6pm
Kirkley Hotel and Conference Center
- No MPO meeting ... Next meeting will be January 17, 2013

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY13

Attachment 3

As of September 30, 2012

	<u>FY13 PRELIMINARY Budget</u>	<u>Budget Adjust- ments</u>	<u>FY13 Budget</u>	<u>Actual Through 9/30/12</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Remaining</u>
<u>OPERATIONS FUND (EXPENDITURES)</u>						
<u>SALARY</u>						
ADMINISTRATION	147,521		147,521	40,542	106,979	72.52%
FINANCE	115,641		115,641	30,529	85,112	73.60%
OPERATIONS	196,185		196,185	51,793	144,392	73.60%
	459,347	0	459,347	122,864	336,483	73.25%
PART TIME HELP	10,000		10,000	300	9,700	97.00%
Total Salaries & Wages	469,347	0	469,347	123,164	346,183	73.76%
EMPLOYER COST FICA	35,906		35,906	9,028	26,878	74.86%
EMPLOYER COST V R S	73,128		73,128	13,245	59,883	81.89%
EMPLOYER COST HEALTH INS	49,860		49,860	12,502	37,358	74.93%
EMPLOYER COST LIFE INS	6,064		6,064	1,443	4,621	76.20%
UNEMPLOYMENT COMPENSATION						
WORKERS COMP	840		840	563	277	32.98%
Total Fringe Benefits	165,798	0	165,798	36,781	129,017	77.82%
<u>OFFICE EXPENSES</u>						
AUDITING SERVICES	4,600		4,600		4,600	100.00%
PAYROLL ACCOUNTING SERVICES	7,500		7,500	2,902	4,598	61.31%
LEGAL SERVICES	3,000		3,000		3,000	100.00%
LIABILITY INSURANCE	1,700		1,700	1,078	622	36.59%
CONTRACTUAL SERVICES	17,000		17,000	3,361	13,639	80.23%
ADVERTISING	1,000		1,000	463	537	53.70%
POSTAGE	1,500		1,500	401	1,099	73.27%
TELEPHONE	3,950		3,950	1,132	2,818	71.34%
INTERNET SERVICES	500		500	85	415	83.00%
OFFICE SUPPLIES	6,000		6,000	1,036	4,964	82.73%
PRINTING & BINDING	2,000		2,000	126	1,874	93.70%
TRAVEL	7,500		7,500	2,090	5,410	72.13%
SPECIAL MEETINGS	9,500		9,500	796	8,704	91.62%
EDUCATION & TRAINING	6,000		6,000	1,013	4,987	83.12%
DUES, SUBSCRIPTIONS	7,800		7,800	6,665	1,135	14.55%
PUBLICATIONS	674		674		674	100.00%
MISCELLANEOUS EXPENSES	800		800	467	333	41.63%
FURNITURE & FIXTURES	1,000		1,000		1,000	100.00%
RENTAL OFFICE EQUIPMENT	6,844		6,844	1,018	5,826	85.13%
OFFICE RENT	47,383		47,383	11,846	35,537	75.00%
PARKING	5,500		5,500	900	4,600	83.64%
COMPUTER EQUIP/SOFTWARE	10,000		10,000	2,879	7,121	71.21%
Total Office Expenses	151,751	0	151,751	38,258	113,493	74.79%
Total Operations Expenses	786,896	0	786,896	198,203	588,693	74.81%

[illegible]

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY13

As of September 30, 2012

	<u>FY13 PRELIMINARY Budget</u>	<u>Budget Adjust- ments</u>	<u>FY13 Budget</u>	<u>Actual Through 9/30/12</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Remaining</u>
Revenues						
<u>OPERATIONS FUND (REVENUE)</u>						
Dues Town of Appomattox	1,045		1,045	1,045	0	0.00%
Dues Town of Brookneal	1,045		1,045	1,045	0	0.00%
Dues Town of Amherst	1,045		1,045	1,045	0	0.00%
Dues Town of Altavista	1,045		1,045	1,045	0	0.00%
Dues Lynchburg	43,600		43,600	43,600	0	0.00%
Dues Bedford County	39,606		39,606	39,606	0	0.00%
Dues Campbell County	31,582		31,582	31,582	0	0.00%
Dues Amherst County	18,605		18,605	18,605	0	0.00%
Dues Appomattox County	8,626		8,626	8,626	0	0.00%
Dues Bedford City	3,576		3,576	3,576	0	0.00%
Miscellaneous Revenue	18,500		18,500	42	18,458	99.77%
Total Operations Revenue	168,275	0	168,275	149,817	18,458	10.97%
Grant Revenues						
Appomattox Enhancement Grant	3,500		3,500		3,500	100.00%
CDBG-Brookneal Downtown	8,500		8,500		8,500	100.00%
CDBG-Madison Heights	20,400		20,400		20,400	100.00%
DHCD	75,971		75,971	18,992	56,979	75.00%
DRPT / FTA	79,059		79,059	16,696	62,363	78.88%
EDA - CEDS	30,000		30,000		30,000	100.00%
Hazard Mitigation Plan Update	23,800		23,800	11,990	11,810	49.62%
Prevention Connection				7,000		
Regional Radio Board	33,000		33,000		33,000	100.00%
Region 2000 Services Authority	150,287		150,287	31,552	118,735	79.01%
Ride Share	52,800		52,800		52,800	
Funding from Fund Balance for Ride Share	10,000		10,000		10,000	
VDOT-PL	184,163		184,163	36,798	147,365	80.02%
VDOT-Rural	58,000		58,000	10,761	47,239	81.45%
Virginia's Region 2000	6,000		6,000	1,500	4,500	75.00%
WIA	934,647		934,647	220,440	714,207	76.41%
Total Grant Revenue	1,670,127	0	1,670,127	355,729	1,321,398	78.70%
TOTAL REVENUE - OPERATIONS & GRANT	1,838,402	0	1,838,402	505,546	1,339,856	72.50%
Interest	900		900	281	619	68.78%
Total Revenue	1,839,302	0	1,839,302	505,827	1,340,475	72.50%
Surplus/(Use of Fund) Balance	\$6,415	\$0	\$6,415	\$92,560	(\$79,145)	

LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY13

As of September 30,2012

CASH ON HAND

Sun Trust Checking

LGC Funds

320,389

WIA Trainit Funds

5,954

Local Govt Invest Pool

469,835

Petty Cash

200

Cash on Hand

\$ 796,378

PART TIME HELP

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Cash on Hand

\$ 796,378

Less Expenditures Remaining (and Liabilities)

\$ (1,546,605)

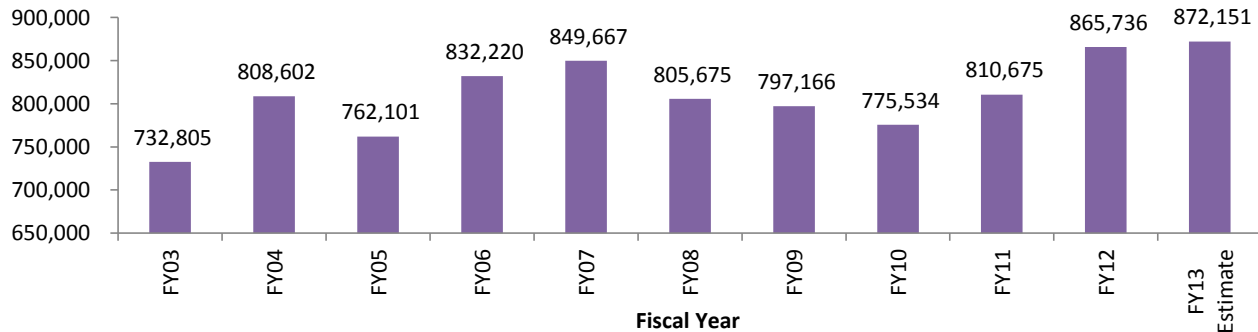
Plus Revenues Remaining (and Accounts Receivable)

\$ 1,622,378

Estimated Year-end Fund Balance

\$ 872,151

Year-end Fund Balance



Attachment 4



Virginia's Region 2000 Local Government Council 2013 Legislative Priorities Staff suggestions – 10-18-12

1. Transportation Funding

Create transportation funding solutions that develop new dedicated, sustainable, reliable, and permanent multimodal revenues for transportation, including funding for intercity passenger rail service.

2. State Budget

The Commonwealth should rebalance its resources and responsibilities so that the funding partnership with localities is restored, ensuring the delivery of critically needed services in communities throughout Virginia, including the elimination of reductions in "Aid to Localities"

3. Incentive funding for regional cooperation

Provide funding for the Regional Cooperation Incentive Fund to encourage

- inter-local strategic and functional area planning,
- other regional cooperative activities,
- inter-local service delivery consolidation or coordination which will result in the more efficient use of local funds.

4. Funding for planning district commissions

Encourage Governor McDonnell to support the 2011 recommendation of Bill Shelton, Director of the Department of Housing and Community Development, to increase funding for Planning District Commissions by an additional \$500,000 statewide which would restore PDC funding to traditional levels

Attachment 5

Small Business Development Center

Summary

The Local Government Council is asked to evaluate the value of maintaining a Small Business Development Center in the region.

Background

George Mason University is severing their relationship with the Business Development Centre, Inc. who has been the recipient of federal Small Business Development Corporation funds for over 19 years. GMU has issued a Request for Information which they will use to select a new contract provider.

In 2012, an estimated \$34,500 in cash match for the SBDC comes from local banks, the Town of Altavista, CVCC and the Region 2000 Economic Development Council. It is likely that the EDC will not be able to provide their funds for 2013.

GMU, which manages the SBDC funds statewide, is seeking an organization who:

- 1) is more closely woven into the economic development community
- 2) can secure more local, ongoing funding

Proposals are due by November 16. If no organization offers a proposal, or if no proposal is selected, it is possible that SBDC services would be provided to our region through Longwood University.

Central Virginia Community College is willing to host the Small Business Development Center but is not able to contribute much more than the \$5,000 that they now contribute. A minimum of \$40,000 in cash must be pledged. The current contract provider, the Business Development Center, is also interested in submitting a proposal.

Questions for discussion:

How valuable to our localities is a Small Business Development Center located in Region 2000?

If it is of value, then what financial support can come directly from localities, in addition to the contribution from Altavista? If it is of value, will the localities commit to provide some ongoing funding?

Does anyone have suggestions on what a regionalized SBDC should look like?

Attachment 6 (6 pp.)

Drafted 10/5/12

JOB TITLE: Mechanic III	LOCATION: Landfill
IMMEDIATE SUPERVISOR: Operations Manager	PAYGRADE: 25
	FLSA STATUS: Non-Exempt

SUMMARY Performs a variety of difficult, highly technical, skilled work repairing and maintaining automotive and heavy equipment fleet by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs journey level technician duties, including routine preventative maintenance, inspection, diagnoses, adjustment, overhaul and repair of vehicular equipment, heavy equipment and all gasoline, diesel, hydraulic or cable operated equipment repaired in shop; on fleet vehicles according to maintenance schedules.
- Performs unit overhauls, including engine (gasoline and diesel) transmissions, differential and transaxle assemblies, clutch assemblies, hydraulic pumps and cylinders, and steering gears;
- Inspects all parts for wear, breaks or defects, uses diagnostic testing and calibrating equipment to repair or adjust specialized parts such as carburetors, computerized fuel management systems, fuel injection systems, automatic and manual transmissions, air brake systems, on-board diagnostic systems, air conditioning systems, and electrical and other systems;
- Uses test equipment to detect, adjust and/or correct deficiencies on vehicles and equipment including checking and adjusting caster and camber settings, hydrocarbon emissions, ignition timing, injector settings, flow fuel distribution and other system checks as required;
- Inspects inoperative motor vehicles and equipment, diagnoses the cause of the malfunction, and effects repairs to return the vehicle or equipment to service;
- Inspects new vehicles and equipment to determine if it conforms to applicable technical specifications, schematic diagrams (i.e., electrical and air brake systems) and OEM maintenance requirements;

- Assists Operations Manager in the operation of the shop, including troubleshooting problems and diagnosing difficult repairs as they occur, and performing quality control inspections as well as performing journey level technician duties;
- Road tests and inspects work to ensure services and repairs have been properly performed;
- Maintains qualifications and ability to operate all equipment repaired by the shop, including heavy equipment and trucks in testing quality of work and delivering to commercial shops;
- Performs cutting, welding and brazing as needed and may do minor body and metal fabrication work;
- Responds to emergency mechanical problems in the field;
- Operates tools necessary to perform duties, including pneumatic tools, power tools, hand tools and test equipment;
- Performs safety inspections and emission testing when required;
- Keeps records of maintenance and repairs performed on equipment using fleet management software;
- Trains apprentice mechanics in more complex repair activities;
- Reads and interprets parts and repair manuals;
- Studies applicable service manuals and participates in technical training and certification programs to stay abreast of technological changes;
- Orders, picks up and maintains inventory of parts;

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Depending on work assignment, may be required to perform a variety of duties in support of operational requirements and direct citizen service delivery such as acting as a back-up to other staff and response to weather-related and other emergencies.
- May be required to work outside of normal work hours, to report to work during inclement or unusual weather or other conditions or to respond in other abnormal situations.
- Other duties to provide direct or indirect service to the citizens may be assigned.
- When unusual situations occur and/or a local government official declares a State of Emergency, all employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.
- Attends meetings as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE AND TECHNICAL SKILLS

Graduation from high school. Minimum one (1) year diesel/auto college. Post-secondary school course work desirable. Considerable (7-10 years) related experience with heavy equipment maintenance, repair and troubleshooting. Demonstrates intermediate Microsoft Office skills, and advanced skill in specific job related applications and equipment. Demonstrates advanced skills in operating the fleet management software.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Virginia Driver's License, CDL license and other licenses as required, and be insurable under the Authority's Insurance Policy.

Relevant background checks must be completed and approved.

Three (3) ASE certifications.

OTHER QUALIFICATIONS

- Focuses on solving conflict, not blaming.
- Follows through, resolves and seeks feedback regarding questions, requests and/or complaints in a timely manner.
- Reads, interprets and applies policies, procedures, etc.
- Adds, subtracts, multiplies and divides using all basic units of measure.
- Works with whole numbers, common fractions and decimals.
- Analyzes situations and uses judgment within complex established procedures, practices or past precedents.
- Understands implications of decisions.
- Manages competing demands.
- Learns new skills and translates prior experience into new skills.
- Volunteers readily.
- Seeks increased responsibility.
- Displays original thinking and creativity in making complex decisions.
- Develops innovative approaches and ideas.
- Improves processes, services, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly required to stand for long periods of time, and to use fingers and hands to operate equipment and to gather, sort and process documents. Occasionally required to sit, walk, stoop, kneel and crouch, and to lift up to 50 pounds. Vision requirements include close vision and ability to adjust focus. Other requirements regarding talking, hearing, lifting and vision are dependent on work assignment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is normally performed in a shop environment with loud noise.

DATE APPROVED:

DATE AMENDED:



Local Government Council

October 5, 2012

Virginia's Region 2000 Local Government Council Position Descriptions & Pay Grades

Grade 11	Audio-Visual Technician B – part-time Communications Intern – part-time temporary
Grade 12	Landfill Operator I
Grade 15	Scale Operator Administrative Assistant I Landfill Operator II Mechanic I Graphics Designer/Web Developer –part-time
Grade 16	Administrative Assistant I – Solid Waste
Grade 17	Landfill Operator III Marketing Technologist Administrative Assistant II
Grade 18	Administrative Assistant III
Grade 20	Mechanic II Landfill Operator IV CAER Administrative Coordinator
Grade 21	Executive Assistant STEM Workforce Program Manager
Grade 22	Solid Waste Recycling Program Manager
Grade 23	GIS Coordinator/Project Manager
Grade 24	Solid Waste Environmental Compliance and Safety Manager Financial Services Professional
Grade 25	Future Focus Foundation Managing Director Mechanic III Senior Planner (Transportation) Senior Planner (Generalist) Senior Planner (Economic Development & Infrastructure) Senior Planner (Environmental and Community Development) Senior Planner (Transportation/GIS)

Grade 26	Solid Waste Business Manager Solid Waste Operations Manager
Grade 28	Economic Development Program Manager/Communications Officer Center for Graduate Engineering Program Director
Grade 30	Deputy Director Finance Deputy Director Planning and Core Services
Off-Scale	Center for Advanced Engineering and Research Executive Director Economic Development Executive Director Local Government Council Executive Director Services Authority Solid Waste Director Technology Council Executive Director Workforce Investment Board Executive Director Young Professionals of Central Virginia Executive Director

Attachment 7

Brownfields Support Letter

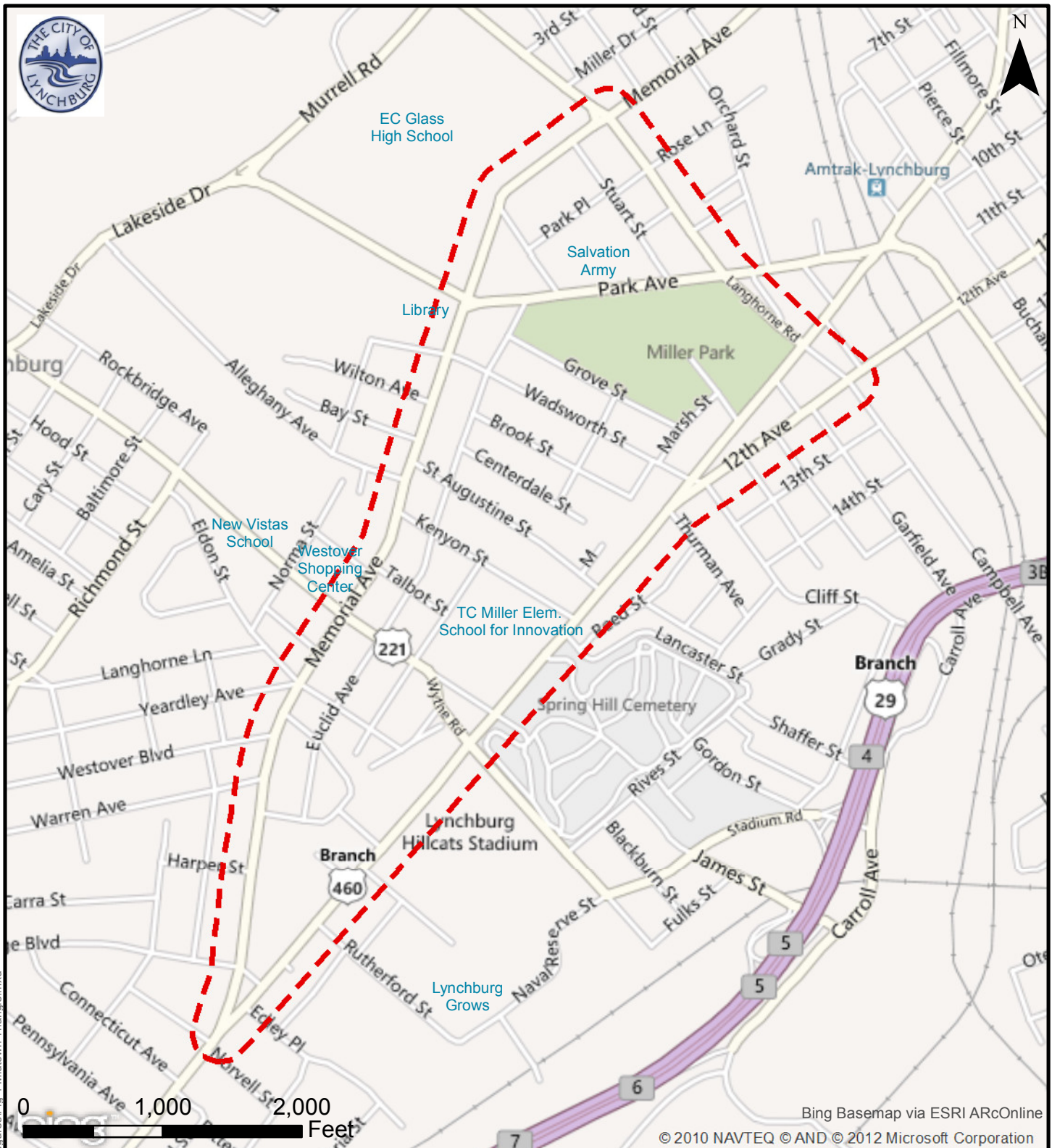
Summary

A letter of support is requested for a grant proposal for an EPA Community-wide Brownfields Assessment Grant prepared by the City of Lynchburg, working with a group of community stakeholders and Draper Aden Associates. The purpose of the grant is to evaluate unused or underused (a/k/a, brownfields) sites in the area of the City between Memorial and Fort Avenue up to Campbell Avenue/Miller Park area (see map as Attachment 7a).

Background

The EPA Brownfield Assessment Grants are highly competitive but have been used successfully by both Roanoke City and the Town of Pulaski to assess brownfield areas and foster public and private redevelopment investment in their communities. Kelly Hitchcock, LGC Senior Planner, has served on the Fields of Opportunity Planning Committee. At this time, the City is finalizing the grant application and requesting tangible project support from key community stakeholders. Specifically, the City is requesting approval to use the LGC facilities for possible public meeting space, commitment to utilize the Region 2000 Partnership communication network to promote and advertise public meetings and general communication throughout the project, and lastly continued participation of Kelly Hitchcock on the project planning committee if the grant is awarded. It should be noted that grant awards are made in late spring/early summer and grant work would not begin in earnest until fall, thus, all activities would be in next year's program activities. No funding is being requested and staff time will be limited to approximately 15 hours.

Recommended Action: Staff recommends that Council approve a Letter of Support from the LGC to the City of Lynchburg's pending EPA Community-Wide Brownfields Assessment Grant application. This support will include all of the support initiatives, including continued staff participation by Kelly Hitchcock.



City of Lynchburg Fields of Opportunity Initiative
 2013 EPA Community-Wide Brownfields Assessment Grant Proposal
 Target Project Area: Mid-Town Triangle / Miller Park

SCALE 1" = 1000'

PLAN NO.



Draper Aden Associates

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 Hampton Roads, VA

DESIGNED
 DRAWN MF
 CHECKED
 DATE 09-20-12

FIGURE

1

Attachment 8

2012 Region 2000 Greenways, Blueways and Trails Plan

Link to Draft Plan: <http://www.region2000.org/greenways-and-blueways.html>

Summary

The 2012 Region 2000 Greenways, Blueways, and Trail Plan, has been developed to serve as a guide to develop a network of linked trails, parks, open spaces, and river corridors to enhance and protect natural resources, expand alternative transportation options, increase access to healthy lifestyle options and increase the economic vitality and competitiveness of Region 2000.

Background

This Plan serves as an update to the **Region 2000 Greenways and Blueways Plan**, the first regional conceptual connection plan developed for the area in 2003. The 2003 Plan has been instrumental in articulating the value of greenway and trail corridors to a broad audience and sparking successful trail and greenway projects within the area. However, it was recognized that smaller and more detailed connection routes with measurable development goals was necessary to expand planning and development opportunities, broaden stakeholder support, and harness broad funding mechanisms.

This Plan provides an overview and description of connection corridor types that will be included within a regional connection network, provides an update to the corridors identified in the 2003 Plan, provides a snapshot of additional network projects, which have taken place or are taking place since the 2003 Plan, presents a series of eight priority projects to focus efforts for the coming five to ten years, guiding actions to bring to fruition the implementation of the identified priority projects and additional network connection routes, and lastly a matrix with which to guide actions and gauge success. Similar to the 2003 Plan, the 2012 Region 2000 Blueways, Greenways, and Trail Plan is not intended to reflect every action or opportunity that will arise but rather outlines a series of actions and guiding principles with which to develop the connection vision over time.

The Draft Plan, which provides an overview and description of connection corridor types that will be included within a regional connection network, also provides an update to the corridors identified in the 2003 Plan, provides a snapshot of additional network projects, which have taken place or are taking place since the 2003 Plan, presents a series of eight priority projects to focus efforts for the coming five to ten years, guiding actions to bring to fruition the implementation of the identified priority projects and additional network connection routes, and lastly provides a matrix with which to guide actions and gauge success.

Recommended Action: For Consideration for November Adoption: Plan is provided this evening for information and consideration for adoption at the November LGC meeting. As with the 2003 Plan, adoption of The 2012 Region 2000 Greenways, Blueways, and Trail Plan will allow the document to be referenced and recognized as the regional vision plan to local, state, and federal agencies as well as regional stakeholders.