



**Local Government Council Meeting**  
Region 2000 Partnership's Large Conference Room  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA

May 16, 2013  
5:15 p.m.\*

**Agenda**

1. Welcome and moment of silence.....Chairman Hugh Pendleton
2. Minutes of April 18, 2013 LGC meeting.....Chairman Hugh Pendleton
3. Finance report.....Rosalie Majerus
4. FY 14 Local Government Council Budget and Work Plan.....Gary Christie
5. Strategic Planning Discussion.....Gary Christie
6. Items from Council.....All
7. Items from Staff.....Gary Christie
8. Election of Officers for FY14
9. Adjourn

Next Meeting: July 18, 2013

- EDC.....2:00 pm
- MPO.....4:00 pm
- LGC.....5:00 pm

(\*) Please note the slight deviation in starting time. A meeting of the CVMPO will occur just prior to the LGC meeting.

Virginia's Region 2000 Local Government Council Meeting  
May 16, 2013

**Agenda Summary**

1. **Welcome and Moment of Silence**
2. **Approval of Minutes of April 18, 2013:**

*(See Attachment 2)*

***Recommended Action:*** Approve the minutes as presented subject to any agreed upon revisions as noted by members of the Council

3. **Finance report:**

*(See Attachment 3)*

Deputy Director of Finance, Rosalie Majerus, will present the year-to-date financial report through April 30, 2013.

***Recommended Action:*** For Council's Information and open for discussion. No formal action required.

4. **FY 14 Local Government Council Budget and Work Plan:**

*(See Attachment 4)*

**Synopsis:**

The FY 14 proposed budget and work plan is presented for your discussion and approval. Overall, we will begin the FY 14 year with revenues exceeding expenses by \$27,440.

**BUDGET Analysis and Changes:**

A 3% performance based raise is included in the LGC Budget. This would not automatically apply to the other Region 2000 Partnership organizations.

The health insurance lines have been reduced to reflect the policies approved in April.

The Contract Services line has been increased to provide some resources in the event the Council proceeds with a Strategic Planning Process (Agenda Item 3)

The Dues/Subscriptions line has been increased to explore a subscription to “Grant Finder” services, which could be used by all of our jurisdictions as well as PDC staff.

Rideshare is incorporated in the FY 14 budget receiving \$52,800 in revenue for our \$10,000 cash match.

\$30,000 for the SBDC for FY 14 is included in the budget from reserves.

The full amount of Radio Board operating funds are included in the FY 14 budget instead of only our administrative revenues and expenditures. Radio Board Bond funds are not included on the LGC budget but are included, along with line item operating financial information, in monthly reports to the Radio Board.

Projects expected but not included in the budget:

- EDC payments for Administrative Support Services
- Agriculture Strategic Planning grant
- Amherst County administration of an Enhancement Grant for the Train Station
- Pamplin CDBG planning grant

#### **FY 14 LGC Work Plan:**

Continues primary services:

- Services Authority
- Radio Board
- MPO and Rural Transportation Planning
- Workforce Investment Board
- Comprehensive Economic Development Strategy
- Rideshare and alternative transportation

Local Projects concluding:

- Brookneal’s CDBG downtown revitalization
- Hazard Mitigation Plan update
- Safe Routes to School Prevention Connection

Local Projects beginning:

- Brookneal downtown Enhancement Grant administration
- Appomattox Town CDBG planning grant

***Recommended Action:*** Approve the FY 14 Budget and Work Plan minutes as presented subject to any agreed upon revisions as noted by members of the Council.

## 5. **Strategic Planning Discussion:**

### **Purpose:**

We begin FY 14 well positioned financially and with a seasoned staff who understands both local government and the role of a planning district commission. To better position the LGC for the next decade, staff proposes that the Council embark on a Strategic Planning process to begin discussions on the following:

*“What are the LGC’s priorities over the next five years?”*

### **Important Considerations:**

Regardless of the projects the Council does today, what is our real purpose?

What sets us apart from other organizations?

What are our strategic objectives?

How do we strengthen our relevancy to our members and our state customers?

What actions can we take to create sustainable success over time?

### **What is needed; what to expect:**

A facilitated discussion to clarify what opportunities and challenges are the most important and, what actions yield the greatest payoff.

A process, not an event; this will not be accomplished in one meeting.

Innovative thinking; we need fresh ideas that look at the Council’s involvement in the long term needs of localities and state.

### **What can be next:**

A selection committee would review responses to an RFP from facilitators to lead the Council through this Strategic Planning process. The committee would consider first the process proposed by the facilitator and the facilitator’s qualifications. The committee would next consider price.

***Recommended Action:*** A discussion to determine the advisability of a strategic planning effort is requested. To move forward, then appoint a selection committee to screen for a facilitator. The committee facilitator recommendation would be considered by the Council at a future meeting.

## 6. **Items from Council**

## 7. Items from Staff

- a. Executive Director annual review
- b. Requests to meet with LGC
- c. Make it in America Challenge Grant

## 8. Election of Officers for FY14

Our officers rotate by jurisdiction alphabetically.

A Vice-Chair recommendation will be presented at the meeting.

**Chair:** Joan Foster

**Vice Chair:**

**Treasurer:** Kim Payne

**Secretary:** Gary Christie

### *Recommended Action:*

- a. Approve the officers for FY 14.
- b. Authorize the Executive Director to prepare a resolution of appreciation to Chairman Hugh Pendleton for his service to the region as Chairman 2012-2013 for presentation at the July meeting.

## 9. Adjourn

### **Next Meeting: July 18, 2013**

- EDC.....2:00 pm
- MPO.....4:00 pm
- LGC.....5:00 pm

### **Lynchburg Hillcats**

The Hillcats are at home on May 16. If anyone wants to dine on ballpark cuisine after the LGC meeting, plan on meeting at the ballpark after the meeting ends.



## **Virginia's Region 2000 Local Government Council Meeting**

Academy of Fine Arts  
Lynchburg, Virginia  
April 18, 2013, 5:00 pm

### **Draft**

#### **Members Present:**

Kenneth Bumgarner, Town of Amherst Council  
Mayor Phyllis L. Campbell, Town of Brookneal  
Waverly Coggsdale, Altavista Town Manager  
Bryan David, Region 2000 Economic Development Council  
Joan Foster, City of Lynchburg  
Delegate Scott Garrett, Virginia House of Delegates  
Mayor Paul Harvey, Town of Appomattox  
Jack Hobbs, Amherst Town Manager  
Charles Kolakowski, Bedford City Manager  
R. David Laurrell, Campbell County Administrator  
Mayor Mike Mattox, Town of Altavista  
Clarence Monday, Amherst County  
L. Kimball Payne, Lynchburg City Manager  
Hugh Pendleton, Campbell County Board of Supervisors, LGC Chairman  
Mark Reeter, Bedford County Administrator  
John Sharp, Bedford County Board of Supervisors  
John Spencer, Asst. Appomattox County Administrator, alternate for Aileen Ferguson  
Gary Tanner, Appomattox County Board of Supervisors

#### **Absent:**

Bill Gillespie, Appomattox Town Manager  
Skip Tharp, Bedford City Council  
Russell Thurston, Brookneal Town Manager  
Claudia Tucker, Amherst County Board of Supervisors

#### **Others Present:**

Emmie Boley, Local Government Council, Financial Services Professional  
Gary Christie, Local Government Council, Executive Director  
Brian Davis, Executive Director, Workforce Investment Board  
Bill Ferguson, Town of Altavista, Town Council  
Philipp Gabathuler, Local Government Council, Senior Planner  
Eleanor Kennedy, Lynchburg News & Advance  
Rosalie Majerus, Local Government Council, Deputy Director of Finance  
Catherine Mosley, Region 2000 EDC, Communications Director  
Matt Perkins, Local Government Council, Administrative Program Coordinator  
Mary Lou Spiggle, Town of Appomattox, Town Council

## **Meeting Minutes - DRAFT**

### **1. Welcome and Moment of Silence:**

Chairman Hugh Pendleton called the meeting to order at 5:00 p.m., welcomed the members of the Local Government Council Executive, and opened with a moment of silence.

### **2. Approval of Minutes of November 15, 2012:**

Upon a motion by Gary Tanner, seconded by John Sharp, the meeting minutes from the March 21, 2013 Local Government Council meeting were unanimously approved as proposed.

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

- a. Deputy Director of Finance, Rosalie Majerus, presented the year-to-date financial report through March 30, 2013 and reported that expenses and revenues are tracking to plan. No action required by the Council.
- b. Rosalie discussed the budget amendment and the associated projects. Gary Christie mentioned that they are contracts for services.

Upon a motion by Kim Payne to approve the budget amendments, seconded by David Laurell, the budget amendments were unanimously approved as presented.

	<u>FY 13</u> <u>BUDGET</u>	<u>FY13</u> <u>ADJUSTMENT</u> <u>CHANGE</u>	<u>FY 13</u> <u>REVISED</u> <u>BUDGET</u>
Stormwater Initiative -			
Expenditure	\$0	\$39,500	\$39,500
Prevention Connection -			
Expenditure	\$0	\$600	\$600
Town of Amherst Waterline -			
Expenditure	\$0	\$200	\$200
Total Expenditures	<u>\$0</u>	<u>\$40,300</u>	<u>\$40,300</u>
Stormwater Initiative - Revenue	\$0	\$42,000	\$42,000
Prevention Connection - Revenue	\$0	\$7,000	\$7,000
Town of Amherst Waterline -			
Revenue	\$0	\$2,800	\$2,800
Total Revenue	<u>\$0</u>	<u>\$51,800</u>	<u>\$51,800</u>
Additional Net Income	<u>\$0</u>	<u>\$11,500</u>	<u>\$11,500</u>

### **4. Discussion on health insurance benefits**

Gary Christie detailed to the Council the need to make changes to the health insurance programs offered to the staff of the Local Government Council and the Partnership as a whole. He mentioned that the staff had conducted a survey of the other various localities, both who participate in Local Choice and those that do not, and offered to the Council for

their consideration of two health insurance plan options noting that though the plan deductibles change there would be no increase to the employees to participate.

David Laurrell offered to the discussion his understanding and view of the health insurance offerings in the options presented and discussed current trends in the health care industry as it relates to employer offerings. Also, he touched on Campbell County's health insurance program and stated the significant cost savings the county has experienced.

Both Waverly Coggsdale and Mayor Mike Mattox encouraged the staff of the local Government Council to look beyond the current provider and shop for other alternatives

The Council encouraged the staff of the Local Government Council to work with the Regional Jail Authority in preparation for changes in health care in the foreseeable future.

Upon a motion by David Laurrell to approve the 500 and 1000 deductible plans (Option 2) to be offered to the staff of the Local Government Council for FY14, seconded by Mike Mattox, the motion was unanimously approved as presented.

**5. Rural Transportation Plan Work Plan and Budget**

Bob White presented to the Council for their approval the FY-2014 Rural Transportation Planning Work Program. Bob detailed some of the primary elements of the work plan and noted that the Plan had been reviewed by the Transportation Technical Committee which has recommended the approval of the program.

Upon a motion by Gary Tanner to approve the FY-2014 Rural Transportation Planning Work Program, seconded by Joan Foster, the Program was unanimously approved as presented.

**6. FY 14 Local Government Council Budget and Work Plan**

Members of the Council concurred that these matters be tabled to the next meeting of the Local Government Council in May 2013.

**7. Update on regional arena/civic center**

Bryan David presented to the Council a detailed overview of the developments in the regional arena/civic center project. He outlined the chronology of events to date, mentioned the names of those individuals in the working group, and discussed the outcomes of the Weston Sports Entertainment Feasibility Study of 2012 and the Economic and Fiscal Impact Study Conclusions prepared by Mangum Economic Consulting, LLC. Bryan further introduced the adaptation of the feasibility study to the River Ridge Mall location. Further he informed the Council on what next steps would be taken as this project moves forward.

**8. Report from the General Assembly**

Delegate Scott Garrett provided for the Council a synopsis of outcomes of the 2013 General Assembly session. Del. Garrett specifically elaborated on the transportation, K-12 education, public health, and those matters that directly impact the district. Specifically he mentioned the increase in various taxes and the elaborated on the regional tax structure differences, announced that there was a commitment to not increase the composition of the Commonwealth Transportation Board, cited an increase in STEM



grant programs and changes to the Educator Fairness Act, stated that funds have been identified for school salary increases with a local match requirement, cited that Virginia would not set up its own health insurance exchange and would then default to the federal model, and also mentioned that expansion of Medicaid under “Obamacare” and the challenge of how to support the increase in those eligible in the program and those ready to become eligible.

9. **Adjournment:** Upon a motion to adjourn and seconded, and carried unanimously this meeting of the Local Government Council was adjourned at 6:10 p.m.

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_  
Hugh Pendleton, Chair

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

**Budget to Actual for FY13 and Budget for FY14**

**As of April 30, 2013**

	<u>FY13 PRELIMINARY Budget</u>	<u>Budget Adjust- ments</u>	<u>FY13 Budget</u>	<u>Actual Through 4/30/13</u>	<u>% of Budget Used</u>	<u>FY14 Budget</u>	<u>% Change From FY13 Budget</u>
<b><u>OPERATIONS FUND (EXPENDITURES)</u></b>							
<b><u>SALARY</u></b>							
ADMINISTRATION	149,627		149,627	124,764	83.38%	159,842	6.83%
FINANCE	122,117		122,117	101,377	83.02%	125,780	3.00%
OPERATIONS	207,171		207,171	178,205	86.02%	218,966	5.69%
WIA	111,542		111,542	94,618	84.83%	110,001	-1.38%
	590,457	0	590,457	498,964	84.50%	614,589	4.09%
PART TIME HELP	10,000		10,000	300	3.00%	10,000	0.00%
<b>Total Salaries &amp; Wages</b>	<b>600,457</b>	<b>0</b>	<b>600,457</b>	<b>499,264</b>	<b>83.15%</b>	<b>624,589</b>	<b>4.02%</b>
EMPLOYER COST FICA	45,935		45,935	36,869	80.26%	47,781	4.02%
EMPLOYER COST V R S	64,655		64,655	53,254	82.37%	67,113	3.80%
EMPLOYER COST HEALTH INS	59,352		59,352	49,023	82.60%	64,821	9.21%
EMPLOYER COST LIFE INS	7,794		7,794	5,853	75.10%	7,314	-6.16%
UNEMPLOYMENT COMPENSATION				756		0	0.00%
WORKERS COMP	1,000		1,000	655	65.50%	1,000	0.00%
<b>Total Fringe Benefits</b>	<b>178,736</b>	<b>0</b>	<b>178,736</b>	<b>146,410</b>	<b>81.91%</b>	<b>188,029</b>	<b>5.20%</b>
<b><u>OFFICE EXPENSES</u></b>							
AUDITING SERVICES	4,600		4,600	4,750	103.26%	4,750	3.26%
PAYROLL ACCOUNTING SERVICES	7,500		7,500	7,927	105.69%	8,100	8.00%
LEGAL SERVICES	3,000		3,000	225	7.50%	3,000	0.00%
LIABILITY INSURANCE	1,700		1,700	1,078	63.41%	1,700	0.00%
CONTRACTUAL SERVICES	17,000		17,000	5,546	32.62%	24,000	41.18%
ADVERTISING	1,000		1,000	0	0.00%	1,000	0.00%
POSTAGE	1,500		1,500	763	50.87%	1,500	0.00%
TELEPHONE	3,950		3,950	3,724	94.28%	4,200	6.33%
INTERNET SERVICES	500		500	238	47.60%	300	-40.00%
OFFICE SUPPLIES	6,000		6,000	3,901	65.02%	6,000	0.00%
PRINTING & BINDING	2,000		2,000	126	6.30%	2,000	0.00%
TRAVEL	7,500		7,500	4,388	58.51%	7,500	0.00%
SPECIAL MEETINGS	9,500		9,500	5,637	59.34%	9,500	0.00%
EDUCATION & TRAINING	6,000		6,000	2,456	40.93%	6,000	0.00%
DUES, SUBSCRIPTIONS	7,800		7,800	7,486	95.97%	8,800	12.82%
PUBLICATIONS	674		674	100	14.84%	700	3.86%
MISCELLANEOUS EXPENSES	800		800	793	99.13%	1,000	25.00%
FURNITURE & FIXTURES	1,000		1,000	0	0.00%	1,000	0.00%
RENTAL OFFICE EQUIPMENT	6,844		6,844	3,103	45.34%	6,844	0.00%
OFFICE RENT	47,383		47,383	39,565	83.50%	48,976	3.36%
PARKING	5,500		5,500	2,635	47.91%	4,500	-18.18%
COMPUTER EQUIP/SOFTWARE	10,000		10,000	6,130	61.30%	10,000	0.00%
<b>Total Office Expenses</b>	<b>151,751</b>	<b>0</b>	<b>151,751</b>	<b>100,571</b>	<b>66.27%</b>	<b>161,370</b>	<b>6.34%</b>
<b>Total Operations Expenses</b>	<b>930,944</b>	<b>0</b>	<b>930,944</b>	<b>746,245</b>	<b>80.16%</b>	<b>973,988</b>	<b>4.62%</b>

**Attachment 3**

**pp 10 - 13**

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL							
Budget to Actual for FY13 and Budget for FY14							
As of April 30, 2013							
	<u>FY13 PRELIMINARY Budget</u>	<u>Budget Adjust- ments</u>	<u>FY13 Budget</u>	<u>Actual Through 4/30/13</u>	<u>% of Budget Used</u>	<u>FY14 Budget</u>	<u>% Change From FY13 Budget</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>930,944</b>	<b>0</b>	<b>930,944</b>	<b>746,245</b>	<b>80.16%</b>	<b>973,988</b>	<b>4.62%</b>
<b>Grant Expenses</b>							
Amherst County Comp			0	175		0	0.00%
Appomattox Enhancement Grant	264		264	35	13.26%	150	-43.18%
Brookneal Enhancement				72		2,000	100.00%
CDBG-Appomattox Town						750	100.00%
CDBG-Brookneal Downtown	1,500		1,500	1,059	70.60%	0	-100.00%
CDBG - Madison Heights	500		500	652	130.40%	1,000	100.00%
CDBG - Pamplin				806		750	100.00%
DHCD	2,500		2,500	351	14.04%	2,500	0.00%
DRPT / FTA	2,500		2,500	1,989	79.56%	2,500	0.00%
EDA - CEDS	11,376		11,376	2,522	22.17%	9,000	-20.89%
Hazard Mitigation Plan Update	4,078		4,078	2,608	63.95%	0	-100.00%
Prevention Connection		600	600	586	97.67%	0	-100.00%
Regional Radio Board	2,000		2,000	617	30.85%	912,267	45513.35%
Ride Share	31,000		31,000	9,074	29.27%	29,000	-6.45%
Small Businesses Development Center						30,000	100.00%
Stormwater		39,500	39,500	18,004	45.58%	39,500	0.00%
Town of Amherst Waterline		200	200	104	52.00%	50	-75.00%
VDOT - PL	83,126		83,126	15,711	18.90%	97,500	17.29%
VDOT - Rural	27,500		27,500	19,244	69.98%	2,500	-90.91%
WIA	736,954		736,954	750,516	101.84%	897,035	21.72%
<b>Total Direct Project Expenses</b>	<b>903,298</b>	<b>40,300</b>	<b>943,598</b>	<b>824,125</b>	<b>87.34%</b>	<b>2,026,502</b>	<b>114.76%</b>
Contingency	0	0	0	0	0.00%	0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,834,242</b>	<b>\$40,300</b>	<b>\$1,874,542</b>	<b>\$1,570,370</b>	<b>83.77%</b>	<b>\$3,000,490</b>	<b>60.07%</b>

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL							
Budget to Actual for FY13 and Budget for FY14							
As of April 30, 2013							
	<u>FY13 PRELIMINARY Budget</u>	<u>Budget Adjust- ments</u>	<u>FY13 Budget</u>	<u>Actual Through 4/30/13</u>	<u>% of Budget Received</u>	<u>FY14 Budget</u>	<u>% Change From FY13 Budget</u>
<b>Revenues</b>							
<b>OPERATIONS FUND (REVENUE)</b>							
Dues Town of Appomattox	1,045		1,045	1,045	100.00%	1,045	0.00%
Dues Town of Brookneal	1,045		1,045	1,045	100.00%	1,045	0.00%
Dues Town of Amherst	1,045		1,045	1,045	100.00%	1,045	0.00%
Dues Town of Altavista	1,045		1,045	1,045	100.00%	1,045	0.00%
Dues Town of Bedford	3,576		3,576	3,576	100.00%	1,045	-70.78%
Dues Lynchburg	43,600		43,600	43,600	100.00%	43,958	0.82%
Dues Bedford County	39,606		39,606	39,606	100.00%	43,422	9.63%
Dues Campbell County	31,582		31,582	31,582	100.00%	31,486	-0.30%
Dues Amherst County	18,605		18,605	18,605	100.00%	18,685	0.43%
Dues Appomattox County	8,626		8,626	8,626	100.00%	8,637	0.13%
Miscellaneous Revenue	18,500		18,500	18,382	99.36%	18,500	0.00%
<b>Total Operations Revenue</b>	<b>168,275</b>	<b>0</b>	<b>168,275</b>	<b>168,157</b>	<b>99.93%</b>	<b>169,913</b>	<b>0.97%</b>
<b>Grant Revenues</b>							
Appomattox Enhancement Grant	3,500		3,500		0.00%	1,500	-57.14%
Brookneal Enhancement						15,000	100.00%
CDBG- Appomattox Town						3,000	100.00%
CDBG-Brookneal Downtown	8,500		8,500	20,945	246.41%	0	-100.00%
CDBG-Madison Heights	20,400		20,400		0.00%	27,200	33.33%
CDBG - Pamplin						0	0.00%
DHCD	75,971		75,971	75,971	100.00%	75,971	0.00%
DRPT / FTA	79,059		79,059	60,548	76.59%	98,819	24.99%
EDA - CEDS	30,000		30,000	10,830	36.10%	25,000	-16.67%
Hazard Mitigation Plan Update	23,800		23,800	25,824	108.50%	0	-100.00%
Prevention Connection		7,000	7,000	7,000	100.00%	0	-100.00%
Regional Radio Board	33,000		33,000	41,833	126.77%	959,267	2806.87%
Region 2000 Services Authority	150,287		150,287	106,773	71.05%	154,796	3.00%
Ride Share	52,800		52,800	15,571	29.49%	52,800	0.00%
Funding from Fund Balance for Ride Share	10,000		10,000	10,000	100.00%	10,000	0.00%
Funding from Fund Balance for SBDC						30,000	100.00%
Stormwater		42,000	42,000	19,208	45.73%	42,000	0.00%
Town of Amherst Waterline		2,800	2,800	0	0.00%	700	-75.00%
VDOT-PL	184,163		184,163	107,975	58.63%	197,064	7.01%
VDOT-Rural	58,000		58,000	30,410	52.43%	58,000	0.00%
Virginia's Region 2000	6,000		6,000	5,000	83.33%	6,000	0.00%
WIA	936,475		936,475	907,407	96.90%	1,100,000	17.46%
<b>Total Grant Revenue</b>	<b>1,671,955</b>	<b>51,800</b>	<b>1,723,755</b>	<b>1,445,295</b>	<b>83.85%</b>	<b>2,857,117</b>	<b>65.75%</b>
<b>TOTAL REVENUE - OPERATIONS &amp; GRANT</b>	<b>1,840,230</b>	<b>51,800</b>	<b>1,892,030</b>	<b>1,613,452</b>	<b>85.28%</b>	<b>3,027,030</b>	<b>59.99%</b>
Interest	900		900	815	90.56%	900	0.00%
<b>Total Revenue</b>	<b>1,841,130</b>	<b>51,800</b>	<b>1,892,930</b>	<b>1,614,267</b>	<b>85.28%</b>	<b>3,027,930</b>	<b>59.96%</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>\$6,888</b>	<b>\$11,500</b>	<b>\$18,388</b>	<b>\$43,897</b>		<b>\$27,440</b>	<b>49.23%</b>

**LOCAL GOVERNMENT COUNCIL**

**Budget to Actual for FY13**

**As of April 30, 2013**

**CASH ON HAND**

Sun Trust Checking

LGC Funds

189,862

WIA Trainit Funds

4,990

Local Govt Invest Pool

470,237

Petty Cash

180

**Cash on Hand**

**\$ 665,269**

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

Cash on Hand

\$ 665,269

Less Expenditures Remaining (and Liabilities)

\$ (421,517)

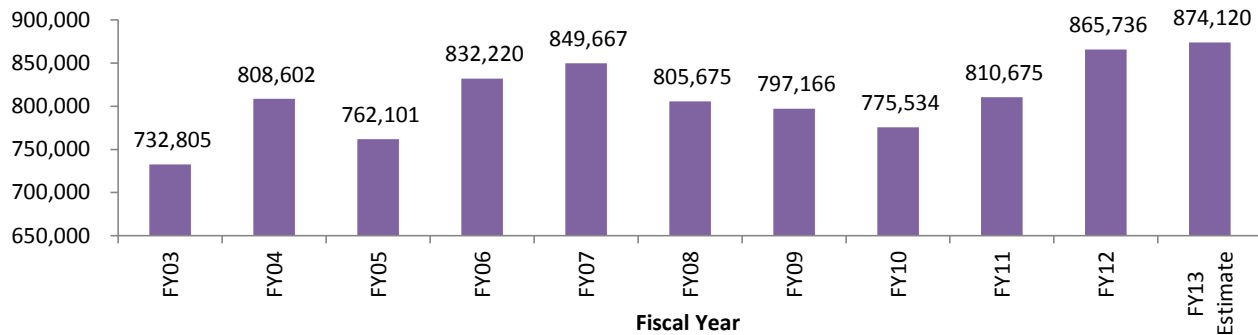
Plus Revenues Remaining (and Accounts Receivable)

\$ 630,368

**Estimated Year-end Fund Balance**

**\$ 874,120**

**Year-end Fund Balance**



## FY 14 Local Government Council Work Plan

4-3-13 Draft

### **Overview**

The annual Comprehensive Work Program is the basis for implementing the projects identified in the budget of the Local Government Council. The Council strives to maximize its limited staff and resources by developing a comprehensive work plan based on current needs and priorities of the region.

This Work Program is a compilation of projects presented by Council members, including Managers and Administrators, the Central Virginia Metropolitan Planning Organization (CVMPO), local planners, regional partner organizations and staff. The intent is to obtain the most benefit from the least direct cost to our local government members.

The work program is revised annually and may be amended as deemed necessary by the Council members or the member governments that we serve.

### **Local Government Council Staff**

#### **Administrative Staff**

Gary F. Christie, Executive Director  
Rosalie Majerus, Deputy Director  
Emmie Boley, Financial Professional  
Susan Cook, Administrative Assistant  
Matt Perkins, Admin. Coordinator

#### **Region 2000 Services Authority**

Clarke Gibson, Director

#### **LGC Core Services Planning Staff**

Bob White, AICP, Deputy Director  
Philipp Gabathuler, GIS Coordinator  
Kelly Hitchcock, Senior Planner  
Scott Smith, Senior Planner

#### **Workforce Development**

Brian Davis, Director

## Acronym Descriptions

<b>CAER</b>	Center for Advanced Engineering and Research
<b>CEDS</b>	Comprehensive Economic Development Strategy funded by the Economic Development Administration
<b>CVMPO</b>	Central Virginia Metropolitan Planning Organization
<b>DEQ</b>	Virginia Department of Environmental Quality
<b>DHCD</b>	Virginia Department of Housing and Community Development
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHWA</b>	Federal Highway Administration
<b>LGC</b>	Local Government Council
<b>TAZ</b>	Update of Transportation Analysis Zones
<b>TIP</b>	Transportation Improvement Program
<b>TMDL</b>	Total Maximum Demand Load is the recommended amount of nutrients that should not be exceeded in our streams and rivers. Like a diet for our streams a TMDL is a recommended limit to the amount of nutrients that get into our waterways
<b>UPWP</b>	Unified Planning Work Plan
<b>VDACS</b>	Virginia Department of Agriculture and Consumer Services
<b>VDMM</b>	Virginia Department of Mines and Minerals
<b>VDOT-PL</b>	Federal Funds administered by Virginia Department of Transportation to provide transportation planning and staff support to the Central Virginia Metropolitan Planning Organization
<b>VDOT-Rural</b>	Funds administered by VDOT used for rural transportation planning
<b>VDRPT-FTA</b>	Federal funds administered by the Virginia Department of Rail and Public Transportation to provide transit planning and staff support regarding Transit and Rail services to the Central Virginia Metropolitan Planning Organization

## Regional Support Activities (Projects involving two or more localities)

### **Maintenance of the Comprehensive Economic Development Strategy and Application for an Economic Development District**

Staff will work with the Economic Development Council to

- 1) Develop a structure for the maintenance and updating of the regional economic development strategy (CEDS document),
- 2) Provide an analysis of the region's metrics as defined in the CEDS and
- 3) Update the projects in the document as appropriate.

The update to the CEDS document will be done in January 2014.

Staff will also work with the Local Government Council to develop a structure for an application for designation as an Economic Development District which can be utilized to seek EDA funding for economic development related projects throughout the region.

Localities Served: Region 2000 communities

Project Leader: Bob White and Scott Smith

Funding: EDA and LGC in-kind match

### **Regional Service Delivery Exploration for Library Administration and Local Government Management Services**

Staff will continue to work with library directors and boards and with local government staff to explore and develop opportunities for increased regional cooperation related to library administration, human resources and purchasing.

Localities Served by Library Project: Bedford, Campbell and Lynchburg

Library Project Leader: Bob White

Funding Source: Bedford, Campbell and Lynchburg and LGC Dues

Localities Served by the Local Government Management Services:  
Region 2000

Management Services Project Leader: Gary Christie

Funding Source: LGC Dues



### **Provide Management Services for the Region 2000 Services Authority regional solid waste disposal operations**

Staff will continue to provide oversight, management, operations, human resources and financial services for the Services Authority which manages 220,000 tons of solid waste annually from four jurisdictions.

The Services Authority will continue maintaining a long term Solid Waste Plan and recycling plan for the region. Staff will also complete a unique website for the Authority.

Localities Served: Lynchburg, Campbell, Appomattox and Nelson Counties

Project Leaders: Clarke Gibson and Emmie Boley

Funding Source: Services Authority

### **Coordination of Upgrades to the Region 2000 Radio Communications Board regional radio system**

Staff will continue provide staff support to the Radio Board as they move to upgrade the radio system infrastructure. Region 2000 will provide financial and administrative management services for the operations of the system.

We will provide procurement services and assistance in upgrading and maintaining tower roads and shelters. We will also provide assistance in grant research and application development and assistance as needed in the installation of the new system.

Localities Served: Bedford and Amherst County, and Lynchburg

Project Leader: Gary Christie and Susan Cook

Funding Source: Region 2000 Radio Board

### **Provide oversight management and financial services management for the Workforce Development Council and Workforce Investment Board**

The LGC will continue to provide oversight program management and financial services management to the Workforce Investment Board and the Workforce Development Council.

Localities Served: Region 2000  
Project Leaders: Brian Davis and Rosalie Majerus  
Sources of Funding: Workforce Investment Act

### **Communications and Information**

The LGC will publish an annual report, information sheets as appropriate and participate in monthly Partnership electronic newsletters. There will be an annual meeting with elected and appointed officials from throughout the region.

Staff will communicate with local elected officials during the year and will coordinate periodic meetings of area managers and planners.

Localities Served: Region 2000 jurisdictions  
Project Leader: Gary Christie  
Funding Sources – LGC Dues

### **Water and Stormwater**

LGC staff will manage and conclude an \$84,000 regional stormwater grant which will assist localities develop stormwater ordinances.

Localities Served: Region 2000 jurisdictions  
Project Leader: Bob White  
Funding Source – VDEQ, Localities, LGC Dues

### **Rideshare/Commuter Services/Alternative Transportation: RIDESOLUTIONS**

Staff will market a rideshare/alternative transportation program to encourage commuters to access the RIDE Solutions data base of car pool and alternative transportation in order to reduce single occupant rides to work. Staff will also work with local businesses to get their financial involvement to support the VDRPT match requirement.

Localities Served: Region 2000 jurisdictions  
Project Leader: Kelly Hitchcock  
Funding Source – Virginia Department of Rail and Public Transportation, LGC Dues

## Local Support Activities

### **Old Madison Heights Revitalization**

Staff will continue to partner with Amherst County and DHCD in the Old Madison Heights Community Revitalization Project – Stumps Hill Area CDBG project. This comprehensive Community Improvement Grant will provide housing rehabilitation improvements for an anticipated nine (9) substandard homes, upgrade approximately 1,450 linear feet of substandard 2-inch waterlines to 8-inch waterlines, and expand sanitary sewer to a number of homes which are currently on individual septic systems, provide road and drainage improvements within the project area, and remove two dilapidated structures and general community debris. The project will revitalize the portion of the Old Town Madison Heights community that consist of Layne and Rucker Streets, and portion of Rocky Hill and Main Streets.

Localities served: Amherst County

Project Leader: Kelly Hitchcock

Funding Sources: CDBG Construction Grant

### **Appomattox Enhancement Grant**

Working with VDOT and Appomattox County, staff will work to complete the design and construction of the first connection route, that between the Appomattox County Community Park and the Town of Appomattox, of the Appomattox Heritage and Recreational Trail (AHRT). The AHRT is the envisioned long-term trail that will connect the historic, recreational and natural resources located within and just outside of the Town of Appomattox.

Localities served: Appomattox County

Project Leader: Kelly Hitchcock

Funding Sources: VDOT Enhancement Grant and Appomattox County

### **Brookneal Streetscape Improvements, Phase III**

The project is a follow-up to the transformative work that was done along Main and Rush Streets in the town's central business district. Phase III will focus on gateway and pedestrian connectivity

improvements along an additional section of East Rush Street as well as the southern end of Main Street.

Localities served: Brookneal Town

Project Leader: Scott Smith

Funding Sources: VDOT Enhancement Grant and Town of Brookneal

### **Town of Pamplin City Sewer Expansion**

Region 2000 is working with the Town of Pamplin City to determine the feasibility of expanding the community's newly-established sewer system into the west side of town, serving homes along and adjacent to Thomas Jefferson Highway and Church Street. The project would also provide sanity sewer connectivity for two potential future adaptive-reuse project sites at a former school and hotel.

Localities served: Town of Pamplin City

Project Leader: Scott Smith

Funding Sources: DHCD Planning Grant

### **Provide Human Resources services to the Region 2000 Partnership Organizations and Financial Management Services to the Economic Development Council**

Three non-profit Region 2000 organizations contract with the Local Government Council for payroll and human resources services. The Economic Development Council also contracts with the LGC to handle accounts payable.

Organizations Served: Economic Development Council, Technology Council, Center for Advanced Engineering and Research.

Project Leaders: Emmie Boley and Rosalie Majerus

Funding Sources: Contract payments from organizations

# Transportation Planning Projects

VDOT-PL

## **Administration of Transportation Programs for the Central Virginia Metropolitan Planning Organization**

Plan and manage the continuing, comprehensive, and coordinated (3-C) transportation planning process. Staff will implement the Fiscal Year (FY) 2013 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration. Staff will develop a FY 2014 work program.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White

Funding Source: VDOT-PL, LGC Dues

## **Long Range Transportation Plan Updates**

Staff will review, explain, and update projects on the Central Virginia Long Range Transportation Plan, Year 2035 (Plan) in the event that a project needs to be updated before the five year update. This task addresses amendments to add or remove projects on the fiscally constrained portion of the Long Range Transportation Plan.

Some funding will be reserved annually to accumulate to pay for the 5 year update in 2016. Staff will review how the CEDS economic development planning process might be coordinated with the regional transportation planning process.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White

Funding Source: VDOT-PL, LGC Dues

## **Transportation Improvement Program (TIP)**

Staff will monitor and make amendments to the current TIP as needed

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leader: Bob White and Philipp Gabathuler  
Funding Source: VDOT-PL, LGC Dues

### **General Technical Assistance – VDOT-PL**

Staff will provide assistance to localities on transportation related activities on an individual basis or CVMPO basis.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leader: Bob White  
Funding Source: VDOT-PL, LGC Dues

## **3.02 Alternative Transportation Planning Activities**

### **Bicycle and Pedestrian Website Expansion**

The LGC website will be expanded to have a dedicated section devoted to bicycle and pedestrian activity including route and safety information. Connections will include information on Safe Routes to School activities, general bike/pedestrian activities, connection to RIDE solutions and links to additional regional alternative transportation links, such as GLTC, local bike shops, etc.

### **Grant Submittal**

Staff will apply for grant(s) to provide funding towards bicycle and pedestrian programming to include safety, education, outreach, and direct facility development (such as bike racks, pavement markers, etc.)

### **Bike Week**

Activities to host the Lynchburg Area Bike Week and Clean Commute Challenge.

### **Bike/Pedestrian Fund Raising Partnership**

Explore developing a fall or spring fund-raising event for the propose of assisting in development of bike facilities. This event will require private partners to fund and assist with event planning.

### **Safe Routes to School Program Support**

Assist in the implementation of SRTS activities in the 2013-2014 school year.

### **Region 2000 Greenway Alliance Support**

Provide staff support to the Region 2000 Greenways Alliance, the alternative transportation advisory committee to the CVMPO and Local Government Council

### **Bike/Pedestrian Annual Report**

We will develop an annual report that summarizes all of the alternative transportation events, activities, planning and facility implementation within Region 2000.

### **VDPT Bicycle Advisory Committee**

Kelly Hitchcock will serve as the liaison and participant to

- 1) The VDOT Bicycle Advisory Committee
- 2) The Virginia Bicycle Federation

### **Alternative Transportation Webinar Series**

Continue to host webinar series from bike/pedestrian leaders to serve as a learning and information tool to local planners, locality staff and the general public.

### **Yearly Update to the Bicycle/Pedestrian Facilities Plan in Region 2000**

Through communications with each locality and VDOT, obtain a summary of pedestrian and bicycle facility projects completed or planned in the following year.

Localities Served: Central Virginia MPO region

Project Leader: Kelly Hitchcock  
Funding Source: VDOT – PL MPO funds, LGC Dues

### **Safety Improvement Study: U.S. Route 221 Corridor**

This effort will examine the Route 221 Corridor from Coover Hill Boulevard (eastern Bedford County) to Forest Brook Road (Lynchburg). Specifically, this task will identify and document opportunities for safety improvements, congestion reduction, multimodal accommodations, geometric improvements and improved access management. This study will identify projects and potential funding sources for project implementation.

Localities Served: City of Lynchburg and County of Bedford  
Project Leader: Bob White  
Funding Source: VDOT –PL MPO funds, LGC Dues

### **Environmental Justice**

Staff will continue to engage the public and encourage public participation to provide guidance in transportation planning. Our planning process will work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leaders: Bob White and Philipp Gabathuler  
Funding Source and Estimated Hours: VDOT-PL, LGC Dues



## Virginia Department of Rail and Public Transportation – Federal Transit Administration

### **Program Support and Administration**

Plan and manage the continuing, comprehensive, and coordinated (3-C) transportation planning process. Staff will implement the Fiscal Year (FY) 2013 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration. Staff will develop a FY 2014 work program.

Localities Served: Central Virginia MPO area) Amherst Town & County, Bedford County, Campbell County, and Lynchburg)  
Project Leader: Bob White  
Funding Source: VDRPT-FTA, LGC Dues

### **General Development, Technical Support and Comprehensive Planning**

- #1 Carry out an ADA Bus Stop Accessibility Study
- #2 Provide assistance to GLTC in keeping bus stop data current in the Geographical Information System
- #3 Assist GLTC and their consultants with gathering information at public meetings and providing data layers upon request related to the new GLTC transfer center.
- #4 Evaluate the goals and objectives of the Transit Development plan to assure that goals are being met in their given time frames

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leader: Philipp Gabathuler  
Funding Source: VDRPT-FTA, LGC Dues

### **CVMPO Long Range transportation Plan Update**

Staff will maintain the review, explanation and update to the Central Virginia Long Range Transportation Plan in the event that a project needs to be updated.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White

Funding Source: VDRPT-FTA, LGC Dues

### **Transportation Improvement Program**

Staff will monitor and make amendments to the current TIP as needed

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White and Philipp Gabathuler

Funding Source: VDRPT-FTA, LGC Dues

## VDOT-Rural

### **Rural Transportation Planning Management**

This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Localities Served: Amherst County, Bedford City and County, Appomattox Town and County, Campbell County, and the towns of Brookneal and Altavista

Project Leader: Bob White

Funding Source: VDOT-Rural, LGC Dues

### **Rural Transportation Planning Assistance Program – Scope of Work**

This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming FY-2014 Rural Transportation Planning Work Program fiscal year (i.e., July 1, 2013 to June 30, 2014). Any amendments or revisions to the existing FY 13 scope of work are also a part of this element.

Localities Served: Amherst County, Bedford Town and County, Appomattox Town and County, Campbell County, and the Towns of Brookneal and Altavista

Project Leader: Bob White

Funding Source: VDOT-Rural, LGC Dues

### **General Technical Assistance**

This task allows for the assistance to localities on transportation related activities on an individual or regional basis as needed.

Localities Served: Amherst County, Bedford Town and County, Appomattox Town and County, Campbell County, and the Towns of Brookneal and Altavista

Project Leader: Bob White  
Funding Source: VDOT-Rural, LGC Dues

**Alternative Transportation Programs as listed in the CVMPO section above**

- Bicycle and Pedestrian Website Expansion
- Grant Submittal
- Bike Week
- Bike Ride Fund Raiser
- Lynchburg Area Greenway Alliance
- Bike/Pedestrian Annual Report
- VDOT Bicycle Advisory Committee participation
- Alternative Transportation Webinar Series
- Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000

Localities Served: All of Region 2000  
Project Leader: Kelly Hitchcock  
Funding Source: VDOT-Rural, LGC Dues

**District Oriented Activities**

1. Update/ review of the Small Area Urban Plans in the region
2. Conduct a corridor study/analysis of a roadway segment and identify potential improvements (including access management) to the corridor for safety and/or congestion
3. Conduct an intersection analysis within the region and identify potential improvements for safety and/or congestion.

Localities Served: Amherst County, Bedford Town and County, Appomattox Town and County, Campbell County, and the Towns of Brookneal and Altavista  
Project Leaders: Bob White and Scott Smith  
Funding Source: VDOT-Rural, LGC Dues