



Local Government Council

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

July 18, 2013
5:00 p.m.

Agenda

1. Welcome, introduction of new members, and moment of silence.....
.....Joan Foster, Chair
2. Presentation to Hugh Pendleton - Resolution of Appreciation for Service.....
.....Joan Foster, Chair
3. E.W. Tibbs, *CEO, Centra Health*.....Joan Foster, Chair
4. Minutes of May 16, 2013 LGC meeting.....Joan Foster, Chair
5. Finance report.....Rosalie Majerus
6. Salary market survey request for LGC and non-profit positions.....Gary Christie
7. Authorization of Executive Director to enter into contracts for services and land/tower leases on behalf of LGC under the direction of the Radio Communication Board.....
.....Gary Christie
8. Items from Staff.....Gary Christie
9. Items from Council.....All
10. Next meeting, October 17th, 2013, 5:00 p.m.
(September 19 Executive Committee if needed)
11. Closed session as allowed under Virginia Code 2.2-2711 (A)(1) for review of the performance appraisal of a named employee.

Virginia's Region 2000 Local Government Council Meeting
July 18, 2013

Agenda Summary

1. Welcome, introduction of new members and moment of silence

2. Presentation to Hugh Pendleton

Presentation by Joan Foster, Chair of the Region 2000 Local Government Council, to Hugh Pendleton of a Resolution of Appreciation for his service as chair to Virginia's Region 2000 Local Government Council

3. E.W. Tibbs, CEO, Centra:

Mr. Tibbs is the new Centra CEO and will stop by to share his perspective and vision for Centra and Centra's relationship to the local governments of the region.

4. Approval of Minutes of May 16, 2013:

(See Attachment 4)

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

5. Finance report:

(See Attachment 5)

Deputy Director of Finance, Rosalie Majerus, will present the year-to-date financial report through June 30, 2013. In addition, discussion will follow regarding short-term and long-term disability insurance.

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

6. Salary market survey request for LGC and non-profit positions:

Staff requests that we seek proposals to conduct a market salary study, not to exceed \$8,500.00, for the positions of the Partnership. It is helpful to periodically review how our salaries compare to the market. The LGC has 8 position classifications which would be reviewed.

Staff further proposes that the LGC pay for the 7 position classifications that we administer for the Partnership non-profits (Economic Development Council, Technology Council and CAER). We are frequently asked to do internal salary analysis for these positions and it

would be good to have one done from an outside perspective. We have always tried to see that all of the positions within the Partnership are fair in relation to each other, looking at all of the positions as a unit and not as five individual organizations. The LGC is the employer of record for these non-profits and it is appropriate that their positions continue to be incorporated into a single personnel system. These non-profits do pay us an annual fee of \$500 per employee for these human resource services.

Staff will also ask the Services Authority to participate in this market salary study for their 12 job classifications and pay for their reviews.

Staff asks that we have the firm help us review our salary grade/step schedule to incorporate changes made under the new VRS Tier I and II systems. We also would ask the firm to look at our performance review form.

It would be helpful to have one member of the Council participate in the selection of the consultant firm and in reviewing the recommendations with staff.

Recommended Action: The staff recommends that the Council approve a motion allowing for the selection and contracting of a firm to conduct a market salary study not to exceed \$8,500.

7. Authorization of Executive Director to enter into contracts for services and land/tower leases on behalf of LGC under the direction of the Radio Communication Board:

The Radio Communication Board will soon be ready to develop leases for tower sites and contracts for companies to erect towers and other contract related to the radio system upgrade. Staff asks that the Local Government Council delegate to the Executive Director the authority to enter into such contracts under the direction of the Radio Communication Board and providing that there are funds available to pay for the contracts.

8. Items from Staff:

- a. Regional Library Update
- b. Amherst County Train Depot Enhancement project
- c. Assistance to Firefighters Grant

9. Items from Council:

- 10. Next meeting:** October 17th, 2013, 5:00 p.m.
(September 19 Executive Committee, if needed)

11. Closed Session on Personnel

See Attachment 11

Recommended Action: The staff recommends that the Council make and approve the following motions:

To open session: I move that the Council go into closed session in accordance with the Virginia Code 2.2-3711 (A)(1) for the discussion personnel matters of a named Local Government Council employee.

To close session: 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.

12. Adjourn



Virginia's Region 2000 Local Government Council Meeting

Partnership Conference Room
Lynchburg, Virginia
May 16, 2013, 5:15 pm

Draft

Members Present:

Kenneth Bumgarner, Town of Amherst Council
Waverly Coggsdale, Altavista Town Manager
Bryan David, Region 2000 Economic Development Council
Joan Foster, City of Lynchburg
Delegate Scott Garrett, Virginia House of Delegates
Sen. Tom Garrett, Virginia House of Delegates
Jack Hobbs, Amherst Town Manager
R. David Laurell, Campbell County Administrator
Mayor Mike Mattox, Town of Altavista
L. Kimball Payne, Lynchburg City Manager
Hugh Pendleton, Campbell County Board of Supervisors, LGC Chairman
Mark Reeter, Bedford County Administrator
John Spencer, Asst. Appomattox County Admin., alternate for Aileen Ferguson

Absent:

Mayor Phyllis L. Campbell, Town of Brookneal
Bill Gillespie, Appomattox Town Manager
Mayor Paul Harvey, Town of Appomattox
Charles Kolakowski, Bedford City Manager
Clarence Monday, Amherst County
John Sharp, Bedford County Board of Supervisors
Gary Tanner, Appomattox County Board of Supervisors
Skip Tharp, Bedford City Council
Russell Thurston, Brookneal Town Manager
Claudia Tucker, Amherst County Board of Supervisors

Others Present:

Gary Christie, Local Government Council, Executive Director
Rosalie Majerus, Local Government Council, Deputy Director of Finance
Matt Perkins, Local Government Council, Administrative Program Coordinator
Bob White, Local Government Council, Deputy Director of Core Services

Meeting Minutes - DRAFT

- 1. Welcome and Moment of Silence:** Chairman Hugh Pendleton called the meeting to order at 5:15 p.m., welcomed the members of the Local Government Council, and opened with a moment of silence.
- 2. Approval of Minutes of April 18, 2013:** Upon a motion by David Laurrell, seconded by Joan Foster, the meeting minutes from the April 18, 2013 Local Government Council meeting were unanimously approved with an addition of Sen. Ton Garrett as present.
- 3. Finance report:** Deputy Director of Finance, Rosalie Majerus, presented the year-to-date financial report through April 30, 2013 and reported that expenses and revenues are tracking to plan. Rosalie reported that April was busy with WIA revenue and expenses, April annual dinner, as well as annual billing to partners for payroll expenses. The LGC is expecting to come in at the end of the year better than expected/planned.
- 4. FY 14 Local Government Council Budget and Work Plan:** Gary Christie reported on the budget and work plan. He noted changes/additions to the budget such as a performance raise and budget changes relating to health care. Contract lines have increased and dues and subscriptions line has also increased to subscribe to a grant finding program that the members of the LGC and staff could use. Ride share has been incorporated. Also, noted that the LGC will be starting in the black this year.

Gary asked for discussion regarding the SBDC funding. Specifically, if the Council felt it was okay to move forward with the Bedford County's participation. It was noted by Hugh Pendleton that the sentiment from the Council was that there was a desire to fund the SBDC even in the event that not all localities participated. The Council agreed. Bryan David aided in clarification regarding the funding and initial approach to making the service more regional in its approach as it is being housed at CVCC and if a locality chose not to participate than CVCC would not have the resources to service that locality. Joan Foster suggested that a letter be sent to Bedford County, from CVCC, expressing disappointment but stating that benchmarks and results are expected to be met.

Gary Christie also mentioned the AG Grant, not currently in the budget, but that the effort has been accepted to and will be used to produce a strategic plan related to the agriculture and forestry industry. It was suggested, and accepted, that the money be added to the current budget and any remaining funds be carried over in following year.

Gary mentioned the work with Pamplin on their planning grant and will begin billing to EDC for staff services. Work Plan is closing down some projects Brookneal CDBG, Hazard Mitigation, and Safe Routes-to-School. Additionally, Gary mentioned the local projects that are beginning such as the Brookneal downtown enhancement grant and Appomattox Town CDBG planning grant.

David Laurrell presented a motion to accept the budget and work plan as presented with the addition of the Ag Grant funds and to incorporate the discussion regarding the funding for the SBDC, seconded by John Spencer, the motion was carried unanimously.

- 5. Strategic Planning Discussion:** Gary Christie discussed the concept of embarking on a Strategic Planning process to begin a visioning process for five years in the future. He

mentioned that this process would be a process to establish where the organization is and where it wants to be. Also, Gary mentioned that this strategic planning process could determine what types of services and opportunities that the organization could pursue to serve the localities and region most effectively.

Kim Payne had questions regarding the facilitated discussions regarding the organization such as who will be participating, what is the timeline, and what is the cost.

The consensus of the Council is that they would like to hear a more detailed report on the specifics of the effort.

- 6. Items from Council:** Sen. Garrett asked that the minutes from the April 18th meeting be amended to reflect that he was present. Motion presented by David Laurrell, seconded Joan Foster, to amend the minutes as noted.

Additionally, Sen. Garrett expressed some details on the recent legislative session and elaborated on specific projects such as CSO funding. Also, discussions with the Senator included tax reform, revenue streams, unfunded mandates, and transportation and education issues.

- 7. Items from Staff:** Gary Christie mentioned that the LGC had to conduct his performance evaluation as part of the 3% performance raise included in the budget. It was decided that Laurrell, Payne, and Foster will work in conjunction to perform Gary's review.

Gary mentioned that a local employer wanted to meet with the Local Government Council however the Council would like to hear back from staff regarding what the employers need is first before any meeting is scheduled. Kim Payne asked that the city's Economic Development Director be part of the meeting with the employer.

- 8. Election of Officers for FY14:** Chairman Hugh Pendleton brought to the Council for consideration the nominations for officers for FY14. He noted that the nominations are Joan Foster for Chair, Mayor Mike Mattox for Vice-Chair, Kimball Payne for Treasurer, and Gary Christie as Secretary.

Chairman Pendleton noted that no other nominations have been offered. On a motion by David Laurrell to accept the nominations as presented, including the preparation of a resolution of appreciation for Chairman Hugh Pendleton, seconded by Mark Reeter, the motion was carried unanimously.

- 9. Adjourn:** A motion to adjourn brought by David Laurrell, seconded Joan Foster, carried unanimously adjourning the meeting at 6:05 p.m.

Signed: _____ DRAFT _____
Joan Foster, Chair

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL					
DRAFT Budget to Actual for FY13 and Budget for FY14					
As of June 30, 2013					
	FY13 Budget	Actual Through 6/30/13	% of Budget Used	FY14 Budget	% Change From FY13 Budget
OPERATIONS FUND (EXPENDITURES)					
SALARY					
ADMINISTRATION	149,627	149,671	100.03%	159,842	6.83%
FINANCE	122,117	121,729	99.68%	125,780	3.00%
OPERATIONS	207,171	213,636	103.12%	218,966	5.69%
WIA	111,542	113,375	101.64%	110,001	-1.38%
	590,457	598,411	101.35%	614,589	4.09%
PART TIME HELP	10,000	300	3.00%	10,000	0.00%
	600,457	598,711	99.71%	624,589	4.02%
Total Salaries & Wages					
EMPLOYER COST FICA	45,935	44,237	96.30%	47,781	4.02%
EMPLOYER COST V R S	64,655	64,113	99.16%	67,113	3.80%
EMPLOYER COST HEALTH INS	59,352	58,915	99.26%	64,821	9.21%
EMPLOYER COST LIFE INS	7,794	7,036	90.27%	7,314	-6.16%
UNEMPLOYMENT COMPENSATION		702		0	0.00%
WORKERS COMP	1,000	655	65.50%	1,000	0.00%
	178,736	175,658	98.28%	188,029	5.20%
OFFICE EXPENSES					
AUDITING SERVICES	4,600	4,750	103.26%	4,750	3.26%
PAYROLL ACCOUNTING SERVICES	7,500	9,241	123.21%	8,100	8.00%
LEGAL SERVICES	3,000	225	7.50%	3,000	0.00%
LIABILITY INSURANCE	1,700	1,078	63.41%	1,700	0.00%
CONTRACTUAL SERVICES	17,000	8,701	51.18%	24,000	41.18%
ADVERTISING	1,000	0	0.00%	1,000	0.00%
POSTAGE	1,500	288	19.20%	1,500	0.00%
TELEPHONE	3,950	4,752	120.30%	4,200	6.33%
INTERNET SERVICES	500	268	53.60%	300	-40.00%
OFFICE SUPPLIES	6,000	4,738	78.97%	6,000	0.00%
PRINTING & BINDING	2,000	126	6.30%	2,000	0.00%
TRAVEL	7,500	6,209	82.79%	7,500	0.00%
SPECIAL MEETINGS	9,500	7,391	77.80%	9,500	0.00%
EDUCATION & TRAINING	6,000	3,371	56.18%	6,000	0.00%
DUES, SUBSCRIPTIONS	7,800	7,611	97.58%	8,800	12.82%
PUBLICATIONS	674	130	19.29%	700	3.86%
MISCELLANEOUS EXPENSES	800	1,050	131.25%	1,000	25.00%
FURNITURE & FIXTURES	1,000	220	22.00%	1,000	0.00%
RENTAL OFFICE EQUIPMENT	6,844	4,345	63.49%	6,844	0.00%
OFFICE RENT	47,383	47,620	100.50%	48,976	3.36%
PARKING	5,500	3,325	60.45%	4,500	-18.18%
COMPUTER EQUIP/SOFTWARE	10,000	8,252	82.52%	10,000	0.00%
	151,751	123,691	81.51%	161,370	6.34%
Total Office Expenses					
	930,944	898,060	96.47%	973,988	4.62%
Total Operations Expenses					

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL
 DRAFT Budget to Actual for FY13 and Budget for FY14

As of June 30, 2013

	FY13 Budget	Actual Through 6/30/13	% of Budget Used	FY14 Budget	% Change From FY13 Budget
Total Operations Expenses (from Page 1)	930,944	898,060	96.47%	973,988	4.62%
Grant Expenses					
Amherst County Comp	0	175		0	0.00%
Agriculture Strategic Planning Grant		157		70,000	100.00%
Appomattox Enhancement Grant	264	35	13.26%	150	-43.18%
Brookneal Enhancement		268		2,000	100.00%
CDBG-Appomattox Town	1,500	1,267	84.47%	750	-100.00%
CDBG-Brookneal Downtown	500	940	188.00%	1,000	100.00%
CDBG - Madison Heights		987		750	100.00%
CDBG - Pamplin	2,500	481	19.24%	2,500	0.00%
DHCD	2,500	2,229	89.16%	2,500	0.00%
DRPT / FTA	11,376	2,779	24.43%	9,000	-20.89%
EDA - CEDS	4,078	2,608	63.95%	0	-100.00%
Hazard Mitigation Plan Update	600	586	97.67%	0	-100.00%
Prevention Connection	2,000	814	40.70%	912,267	45513.35%
Regional Radio Board	31,000	25,260	81.48%	29,000	-6.45%
Ride Share		29,130		30,000	100.00%
Small Business Development Center	39,500	128	73.75%	39,500	0.00%
Stormwater	200	47,740	64.00%	50	-75.00%
Town of Amherst Waterline	83,126	27,175	57.43%	97,500	17.29%
VDOT - PL	27,500	998,363	98.82%	2,500	-90.91%
VDOT - Rural	736,954		135.47%	897,035	21.72%
WIA					
Total Direct Project Expenses	943,598	1,141,122	120.93%	2,096,502	122.18%
Contingency	0	0	0.00%	0	
TOTAL EXPENDITURES	\$1,874,542	\$2,039,182	108.78%	\$3,070,490	63.80%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL
DRAFT Budget to Actual for FY13 and Budget for FY14

As of June 30, 2013

	<u>FY13 Budget</u>	<u>Actual Through 6/30/13</u>	<u>% of Budget Received</u>	<u>FY14 Budget</u>	<u>% Change From FY13 Budget</u>
Revenues					
OPERATIONS FUND (REVENUE)					
Dues Town of Appomattox	1,045	1,045	100.00%	1,045	0.00%
Dues Town of Brookneal	1,045	1,045	100.00%	1,045	0.00%
Dues Town of Amherst	1,045	1,045	100.00%	1,045	0.00%
Dues Town of Altavista	1,045	1,045	100.00%	1,045	0.00%
Dues Town of Bedford	3,576	3,576	100.00%	1,045	-70.78%
Dues Lynchburg	43,600	43,600	100.00%	43,958	0.82%
Dues Bedford County	39,606	39,606	100.00%	43,422	9.63%
Dues Campbell County	31,582	31,582	100.00%	31,486	-0.30%
Dues Amherst County	18,605	18,605	100.00%	18,685	0.43%
Dues Appomattox County	8,626	8,626	100.00%	8,637	0.13%
Miscellaneous Revenue	18,500	18,536	100.19%	18,500	0.00%
Total Operations Revenue	168,275	168,311	100.02%	169,913	0.97%
Grant Revenues					
Appomattox Enhancement Grant	3,500		0.00%	1,500	-57.14%
Agriculture Strategic Planning Grant				35,000	100.00%
Funding from Fund Balance for Agriculture Grant				15,000	100.00%
Brookneal Enhancement				3,000	100.00%
CDBG- Appomattox Town	8,500		0.00%	0	-100.00%
CDBG-Brookneal Downtown	20,400	20,945	102.67%	27,200	33.33%
CDBG-Madison Heights				0	0.00%
CDBG - Pamplin	75,971	75,971	100.00%	75,971	0.00%
DRPT / FTA	79,059	82,873	104.82%	98,819	24.99%
EDA - CEDS	30,000	16,989	56.63%	25,000	-16.67%
Hazard Mitigation Plan Update	23,800	25,824	108.50%	0	-100.00%
Prevention Connection	7,000	7,000	100.00%	0	-100.00%
Regional Radio Board	33,000	49,993	151.49%	959,267	2806.87%
Region 2000 Services Authority	150,287	142,415	94.76%	154,796	3.00%
Ride Share	52,800	44,942	85.12%	52,800	0.00%
Funding from Fund Balance for Ride Share	10,000		0.00%	10,000	0.00%
Funding from Fund Balance for SBDC				30,000	100.00%
Stormwater	42,000	29,567	70.40%	42,000	0.00%
Town of Amherst Waterline	2,800	0	0.00%	700	-75.00%
VDOT-PL	184,163	156,671	85.07%	197,064	7.01%
VDOT-Rural	58,000	58,000	100.00%	58,000	0.00%
Virginia's Region 2000	6,000	6,000	100.00%	6,000	0.00%
WIA	936,475	1,186,643	126.71%	1,100,000	17.46%
Total Grant Revenue	1,723,755	1,903,833	110.45%	2,927,117	69.81%
TOTAL REVENUE - OPERATIONS & GRANT	1,892,030	2,072,144	109.52%	3,097,030	63.69%
Interest	900	959	106.56%	900	0.00%
Total Revenue	1,892,930	2,073,103	109.52%	3,097,930	63.66%
Surplus/(Use of Fund) Balance	\$18,388	\$33,921		\$27,440	49.23%

LOCAL GOVERNMENT COUNCIL

DRAFT Budget to Actual for FY13

As of June 30, 2013

CASH ON HAND

Sun Trust Checking		
LGC Funds		240,545
WIA Trainit Funds		4,990
Local Govt Invest Pool		470,345
Petty Cash		180
Cash on Hand		\$ 716,060

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Cash on Hand	\$ 716,060
Less Expenditures Remaining (and Current Liabilities)	\$ (145,977)
Plus Revenues Remaining (and Current Assets)	\$ 329,574
Estimated Year-end Fund Balance	\$ 899,657

Year-end Fund Balance

