



# Local Government Council

## Local Government Council Meeting

**\*\*\* PLEASE NOTE LOCATION CHANGE \*\*\***

Location:

Craddock Terry Hotel & Event Center  
1312 Commerce Street  
Lynchburg, VA 24504  
~ *Riverside Foyer* ~

April 17<sup>th</sup>, 2014 at 5:00 p.m.

### Agenda

1. Welcome and moment of silence.....Joan Foster, *Chair*
2. Minutes of March 20, 2014 LGC meeting.....Joan Foster, *Chair*
3. Finance report, FY15 Budget & FY15 Work Plan...Rosalie Majerus and Gary Christie
4. FY-2014 Rural Transportation Planning Work Program.....Bob White
5. CEDS Dashboard.....Gary Christie and Bob White
6. Davenport Inc., LLC financial advisory services contract extension.....Gary Christie
7. Strategic Planning Session.....Gary Christie
8. Items from Staff.....Gary Christie
9. Items from Council.....All
10. Next meeting: May 15, 2014 - Executive Committee Meeting - *if needed*
11. Adjourn

Virginia's Region 2000 Local Government Council Meeting  
April 17, 2014

**Agenda Summary**

1. **Welcome and moment of silence.**
2. **Minutes of March 20, 2014 LGC Executive Committee meeting:**  
(See Attachment 2)

**Recommended Action:** Approve minutes as presented subject to revisions noted by members of Council.

3. **Finance report, Budget, and FY15 Work Plan:**  
(See Attachment 3a, 3b, 3c)

Executive Director Gary Christie and Deputy Director of Finance, Rosalie Majerus, will present the year-to-date financial report through March 31, 2014, the FY15 proposed budget, and FY15 LGC Work Plan.

**Recommended Action:** For Council's information, review and discussion. The staff recommends approval of the FY15 proposed budget and Work Plan.

4. **FY-2014 Rural Transportation Planning Work Program:**  
(See Attachment 4a and 4b)

Presented for Council's approval is the FY-2014 Rural Transportation Planning Work Program (attached as 5a). This is the annual work program supported by the Virginia Department of Transportation (VDOT) to promote transportation planning activities outside the Central Virginia Metropolitan Planning Area.

The primary elements the program include continued support for alternative transportation planning activities and working with VDOT District staff and the transportation technical committee to identify, assist Campbell County and the Town of Appomattox in the development their respective comprehensive plan transportation elements, and accomplish select corridor and intersection analysis to improve safety and congestion within the system.. Additionally, support is provided to assist localities with transportation related grant writing.

The program budget is \$72,500, of which VDOT contributes eighty percent and the Council matches with twenty percent. The Transportation Technical Committee has recommended approval of the Program. A resolution approving the Program is attached as 5b.

**Recommendation Action:** Staff recommends approval.

## 5. CEDS Dashboard:

Our FY 14 contract with the federal Economic Development Administration calls for the development of an internet based “dashboard” of economic indicators to track the health of the region’s economy. We want to develop a product that will present a quick synopsis of current trends and advance warning of potential problems or potential opportunities.

The product will also provide metrics to measure the effectiveness of our region’s overall economic development program. We are currently working with the Economic Development Marketing Committee to develop this “dashboard”. We expect to present it to the Alliance (former Economic Development Council) in July.

We bring this to you for a reminder of our EDA project.

<b><u>Potential Focus Areas</u></b>	<b><u>Potential Measures</u></b>
Overall Economic Performance	Regional growth rate, unemployment rate, Median Household income
Key Sector Performance (e.g., manufacturing, tourism)	No. of firms in cluster, cluster employment, Cluster trends and concentration
Technological Innovation	Patents; R&D expenditures; R&D facilities/employment
Talent/Workforce	Educational attainment levels, Science & Technology employment, STEM education and training
Business Dynamism	Business starts and failures; incubator /tech. park spin outs; Presence of High-growth firms

Examples of such projects similar to this can be found at:

Hampton Roads Performs Scorecard

<http://hamptonroadspersforms.org/extras/Scorecard/HR-Scorecard.htm>

Kendall County, IL

[http://www.co.kendall.il.us/wp-content/uploads/Economic\\_Indicator.pdf](http://www.co.kendall.il.us/wp-content/uploads/Economic_Indicator.pdf)

**Recommended Action:** For information purposes and participate in discussion on focus areas and potential measures in Region 2000’s dashboard.

**6. Davenport Incorporated, LLC financial advisory services extension:**

The contract between the Local Government Council and Davenport Incorporated, LLC for financial advisor services expired on March 1, 2014. Staff asks that it be renewed for another three years. Davenport has provided us financial advisory services on such activities as the Services Authority's landfill, the Radio Board's equipment, and the Civic Center.

*Recommended Action:* Staff recommends approval of a contract extension.

**7. Strategic Planning Session:**

It is suggested that we identify a date in August for our Strategic Planning Session.

*Recommended Action:* Identify a date for Strategic Planning Session.

**8. Items from Staff:**

**9. Items from Council:**

**10. Next meeting:** May 15, 2014 – Executive Committee Meeting – *if needed*

**11. Adjourn**



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

Partnership Conference Room  
Lynchburg, Virginia  
March 20, 2014, 5:00 pm

### **Members Present:**

Joan Foster, City of Lynchburg, *Chair*  
Delegate Scott Garrett, Virginia House of Delegates  
Mayor Paul Harvey, Town of Appomattox  
Jack Hobbs, Amherst Town Manager  
R. David Laurrell, Campbell County Administrator  
L. Kimball Payne, Lynchburg City Manager  
Mark Reeter, Bedford County Administrator  
John Sharp, Bedford County Board of Supervisors  
John Spencer, Assistant Appomattox County Administrator for Aileen Ferguson

### **Absent:**

Kenneth Bumgarner, Town of Amherst Council  
Mayor Phyllis Campbell, Town of Brookneal  
Waverly Coggsdale, Altavista Town Manager  
Delegate Scott Garrett, Virginia House of Delegates  
Sen. Tom Garrett, Senate of Virginia  
Bill Gillespie, Appomattox Town Manager  
Stanley Goldsmith, Campbell County Board of Supervisors  
Stacey Hailey, Bedford Town Council  
Charles Kolakowski, Bedford Town Manager  
Mayor Mike Mattox, Town of Altavista, *Vice-Chair*  
Clarence Monday, Amherst County Administrator  
Gary Tanner, Appomattox County Board of Supervisors  
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, Workforce Investment Board, Director  
Rosalie Majerus, Local Government Council, Deputy Finance Director  
Elizabeth Narehood, Director, Future Focus Foundation  
Matt Perkins, Local Government Council, Administrative Program Coordinator  
Bob White, Local Government Council, Deputy Director of Core Services

## Meeting Minutes

1. **Welcome and moment of silence:** Meeting called to order at 5:00 p.m., members of the Local Government Council welcomed and opened with a moment of silence.
2. **Approval of Minutes of January 16, 2014:** Upon a motion by Kim Payne, seconded by Mark Reeter, the meeting minutes from the January 16, 2014 Local Government Council meeting were unanimously approved as presented.
3. **Finance report:** Rosalie Majerus, Deputy Director of Finance, presented the year-to-date financial report through February 28, 2014. There were no unexpected revenues or expenditures. Question from Council regarding “regional library” line item. Rosalie Majerus and Bob White clarified for the Council.
4. **Update on Partnership:** Gary Christie updated and briefed the Council on the CEO search for the new Alliance.

Also, Gary mentioned the departure of Brian Davis as he has resigned and taken a position with Capital Region Workforce Development and that recruitment for that position will begin by the end of the month.

Gary Christie also mentioned to the Council that the president of the Lynchburg Regional Chamber of Commerce, Tulane Patterson, has expressed a desire for dialogue about exploring opportunities to work more closely together with Region 2000 economic development activities. Kim Payne offered comments regarding this matter. Kim noted that the initial request to begin this dialogue came from the business/private sector. Kim noted that there is a general sense of optimism from the two organizations.

Brian Davis, addressed comments from the Council regarding the options for Workforce Development to be involved in the process and what opportunities may exist through this process of hiring for the Alliance CEO and Director of Workforce Development. Brian mentioned other models where workforce development and economic development were tied more closely together, however; Brian mentioned that the WIB Executive Committee opted to pursue a structure that kept in place a Director of their own but also designated program compliance and operation functions to LGC staff.

Kim Payne noted that the Council, and regional public organizations, has an opportunity to send a strong message of moving toward common goals and efficient use of resources.

The Council was in agreement that the timing is good, and the region well positioned, to move forward with a focus on bringing resources and minds together for the benefit of the region.

Joan Foster presented a resolution to Brian Davis recognizing his service to Region 2000. Upon a motion of Scott Garrett, seconded by Paul Harvey, the resolution was adopted unanimously.

5. **Strategic Planning Session:** Gary Christie presented for discussion the idea of scheduling a strategic planning session in the next couple of months. It was agreed that it was a good idea and Gary would present dates and times and the next meeting of the Council for consensus.
6. **Discussion of Health Insurance:** Emmie Boley presented to the Council information regarding health insurance matters. From a partnership with the Blue Ridge Regional Jail, and subsequent contract with Insurance Services South, a recommendation from the consultant was that the Local Government Council continue with Local Choice and explore opportunities over the course of FY15 in preparation of moving to a high deductible health plan or some other switch.

Upon a motion from Jack Hobbs to authorize LGC to notify Local Choice to continue with their products and services, seconded by John Spencer, this motion was carried unanimously.

7. **Items from Staff:** Gary Christie noted that the LGC Annual Dinner's keynote speaker would be Maurice Jones, Secretary of Commerce and Trade, and that a request had been made to his office for a smaller meeting between him and local economic developers.
8. **Items from Council:** No further matters from the Council were discussed.
9. **Adjourn:** With no further business and on a motion by Paul Harvey, seconded by Jack Hobbs, Chair Joan Foster adjourned the Council at 5:40 p.m.

Signed: \_\_\_\_\_

By: \_\_\_\_\_, \_\_\_\_\_ (title)

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL					
Draft Budget for FY15 and Budget to Actual for FY14					
As of March 31, 2014					
	FY14 Budget	Actual Through 3/31/14	Diff Between Budget & Actual	% of Budget Used	Budget for FY15
<b>OPERATIONS FUND (EXPENDITURES)</b>					
<b>SALARY</b>					
ADMINISTRATION	159,842	119,881	39,961	75.00%	163,039
FINANCE	125,780	94,335	31,445	75.00%	128,296
OPERATIONS	218,966	164,658	54,308	75.20%	223,345
WIA	110,001	82,820	27,181	75.29%	112,201
Salary Study					15,000
	614,589	461,694	152,895	75.12%	641,881
PART TIME HELP	10,000	1,550	8,450	15.50%	15,000
<b>Total Salaries &amp; Wages</b>	<b>624,589</b>	<b>463,244</b>	<b>161,345</b>	<b>74.17%</b>	<b>656,881</b>
EMPLOYER COST FICA	47,781	34,216	13,565	71.61%	50,251
EMPLOYER COST V R S	67,113	50,348	16,765	75.02%	48,269
EMPLOYER COST HEALTH INS	64,821	44,459	20,362	68.59%	67,791
EMPLOYER COST LIFE INS	7,314	5,483	1,831	74.97%	8,473
UNEMPLOYMENT COMPENSATION		54			
WORKERS COMP	1,000	472	528	47.20%	600
<b>Total Fringe Benefits</b>	<b>188,029</b>	<b>135,032</b>	<b>53,051</b>	<b>71.81%</b>	<b>175,384</b>
<b>OFFICE EXPENSES</b>					
AUDITING SERVICES	4,750	4,900	(150)	103.16%	5,000
PAYROLL ACCOUNTING SERVICES	8,100	5,945	2,155	73.40%	8,250
LEGAL SERVICES	3,000	0	3,000	0.00%	3,000
LIABILITY INSURANCE	1,700	1,036	664	60.94%	1,200
CONTRACTUAL SERVICES	24,000	10,969	13,031	45.70%	22,000
ADVERTISING	1,000	764	236	76.40%	1,000
POSTAGE	1,500	972	528	64.80%	1,500
TELEPHONE	4,200	3,331	869	79.31%	4,200
INTERNET SERVICES	300	204	96	68.00%	300
OFFICE SUPPLIES	6,000	2,286	3,714	38.10%	6,000
PRINTING & BINDING	2,000		2,000	0.00%	7,000
TRAVEL	7,500	3,116	4,384	41.55%	7,500
SPECIAL MEETINGS	9,500	4,980	4,520	52.42%	9,500
EDUCATION & TRAINING	6,000	2,433	3,567	40.55%	6,000
DUES, SUBSCRIPTIONS	8,800	8,099	701	92.03%	10,800
PUBLICATIONS	700	147	553	21.00%	700
MISCELLANEOUS EXPENSES	1,000	480	520	48.00%	1,000
FURNITURE & FIXTURES	1,000		1,000	0.00%	1,000
RENTAL OFFICE EQUIPMENT	6,844	2,164	4,680	31.62%	4,800
OFFICE RENT	48,976	36,248	12,728	74.01%	50,984
PARKING	4,500	2,455	2,045	54.56%	4,500
COMPUTER EQUIP/SOFTWARE	10,000	2,471	7,529	24.71%	10,000
<b>Total Office Expenses</b>	<b>161,370</b>	<b>93,000</b>	<b>68,370</b>	<b>57.63%</b>	<b>166,234</b>
<b>Total Operations Expenses</b>	<b>973,988</b>	<b>691,276</b>	<b>282,766</b>	<b>70.97%</b>	<b>998,499</b>



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

**Draft Budget for FY15 and Budget to Actual for FY14**

**As of March 31, 2014**

	<b>FY14 Budget</b>	<b>Actual Through 3/31/14</b>	<b>Diff Between Budget &amp; Actual</b>	<b>% of Budget Used</b>	<b>Budget for FY15</b>
<b>Total Operations Expenses (from Page 1)</b>	<b>973,988</b>	<b>691,276</b>	<b>282,766</b>	<b>70.97%</b>	<b>998,499</b>
<b>Grant Expenses</b>					
Agriculture Strategic Planning Grant	70,000	43,801	26,199	62.57%	0
Agriculture Project - From Fund Balance					50,000
Appomattox Enhancement Grant	150	180	(30)	120.00%	150
Brookneal Enhancement	2,000	345	1,655	17.25%	1,000
CDBG-Appomattox Town	750	158	592	21.07%	500
CDBG - Madison Heights	1,000	820	180	82.00%	500
CDBG - Madison Heights Planning Grant					250
CDBG - Pamplin	750	747	3	99.60%	
DHCD	2,500	874	1,626	34.96%	2,500
DRPT / FTA	2,500	1,669	831	66.76%	2,500
EDA - CEDS	9,000	62	8,938	0.69%	
Regional Radio Board	912,267	638,235	274,032	69.96%	1,169,988
Regional Library		45,485	(45,485)	#DIV/0!	
Regional Tourism - From Fund Balance					50,000
Ride Share	29,000	9,602	19,398	33.11%	22,414
Small Business Development Center	30,000	30,000	0	100.00%	
Storm water	39,500	45,761	(6,261)	115.85%	
TMDL Redevelopment					100
Town of Amherst Waterline	50		50	0.00%	
Town of Amherst Comp Plan					200
Town of Appomattox Comp Plan					
VDOT - PL	97,500	36,073	61,427	37.00%	137,212
VDOT - Rural	2,500	2,584	(84)	103.36%	2,500
WIA	897,035	689,547	207,488	76.87%	896,000
<b>Total Direct Project Expenses</b>	<b>2,096,502</b>	<b>1,545,943</b>	<b>550,559</b>	<b>73.74%</b>	<b>2,335,814</b>
Contingency	0	0	0	0.00%	
<b>TOTAL EXPENDITURES</b>	<b>\$3,070,490</b>	<b>\$2,237,219</b>	<b>\$833,325</b>	<b>72.86%</b>	<b>\$3,334,313</b>

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL					
Draft Budget for FY15 and Budget to Actual for FY14					
As of March 31, 2014					
	FY14 Budget	Actual Through 3/31/14	Diff Between Budget & Actual	% of Budget Received	Budget for FY15
<b>Revenues</b>					
<b>OPERATIONS FUND (REVENUE)</b>					
Dues Town of Appomattox	1,045	1,045	0	100.00%	1,045
Dues Town of Brookneal	1,045	1,045	0	100.00%	1,045
Dues Town of Amherst	1,045	1,045	0	100.00%	1,045
Dues Town of Altavista	1,045	1,045	0	100.00%	1,045
Dues Town of Bedford	1,045	1,045	0	100.00%	1,045
Dues Lynchburg	43,958	43,958	0	100.00%	44,392
Dues Bedford County	43,422	43,422	0	100.00%	43,590
Dues Campbell County	31,486	31,487	(1)	100.00%	31,642
Dues Amherst County	18,685	18,685	0	100.00%	18,706
Dues Appomattox County	8,637	8,637	0	100.00%	8,731
Miscellaneous Revenue	18,500	15,704	2,796	84.89%	18,000
<b>Total Operations Revenue</b>	<b>169,913</b>	<b>167,118</b>	<b>2,795</b>	<b>98.36%</b>	<b>170,286</b>
<b>Grant Revenues</b>					
Appomattox Enhancement Grant	1,500		1,500	0.00%	1,500
Agriculture Strategic Planning Grant	35,000	27,045	7,955	77.27%	
Funding from Fund Balance for Agriculture Grant	35,000		35,000	0.00%	
Brookneal Enhancement	15,000		15,000	0.00%	9,000
CDBG- Appomattox Town	3,000		3,000	0.00%	5,000
CDBG-Madison Heights	27,200	16,956	10,244	62.34%	12,500
CDBG - Madison Heights Planning Grant					5,000
DHCD	75,971	56,978	18,993	75.00%	72,471
DRPT / FTA	98,819	66,998	31,821	67.80%	107,558
EDA - CEDS	25,000	12,024	12,976	48.10%	
Regional Radio Board	959,267	900,034	59,233	93.83%	1,204,988
Regional Library		63,990	(63,990)	#DIV/0!	
Region 2000 Services Authority	154,796	104,823	49,973	67.72%	154,796
Ride Share	52,800	28,352	24,448	53.70%	44,214
Funding from Fund Balance for Ride Share	10,000		10,000	0.00%	0
Funding from Fund Balance for SBDC	30,000		30,000	0.00%	0
Storm water	42,000	46,821	(4,821)	111.48%	
TMDL Redevelopment					3,000
Town of Amherst Waterline	700	777	(77)	111.00%	
Town of Amherst Comp Plan				%	2,750
Town of Appomattox Comp Plan					25,000
VDOT-PL	197,064	114,088	82,976	57.89%	250,582
VDOT-Rural	58,000	44,167	13,833	76.15%	58,000
Virginia's Region 2000	6,000	4,500	1,500	75.00%	7,200
WIA	1,100,000	836,699	263,301	76.06%	1,100,000
Funding from Fund Balance for Tourism					50,000
Funding from Fund Balance for Agriculture Grant					50,000
<b>Total Grant Revenue</b>	<b>2,927,117</b>	<b>2,324,252</b>	<b>602,865</b>	<b>79.40%</b>	<b>3,163,559</b>
<b>TOTAL REVENUE - OPERATIONS &amp; GRANT</b>	<b>3,097,030</b>	<b>2,491,370</b>	<b>605,660</b>	<b>80.44%</b>	<b>3,333,845</b>
Interest	900	466	434	51.78%	900
Total Revenue	3,097,930	2,491,836	606,094	80.44%	3,334,745
<b>Surplus/(Use of Fund) Balance</b>	<b>\$27,440</b>	<b>\$254,617</b>			<b>\$432</b>

**LOCAL GOVERNMENT COUNCIL**

**Budget to Actual for FY14**

**As of March 28, 2014**

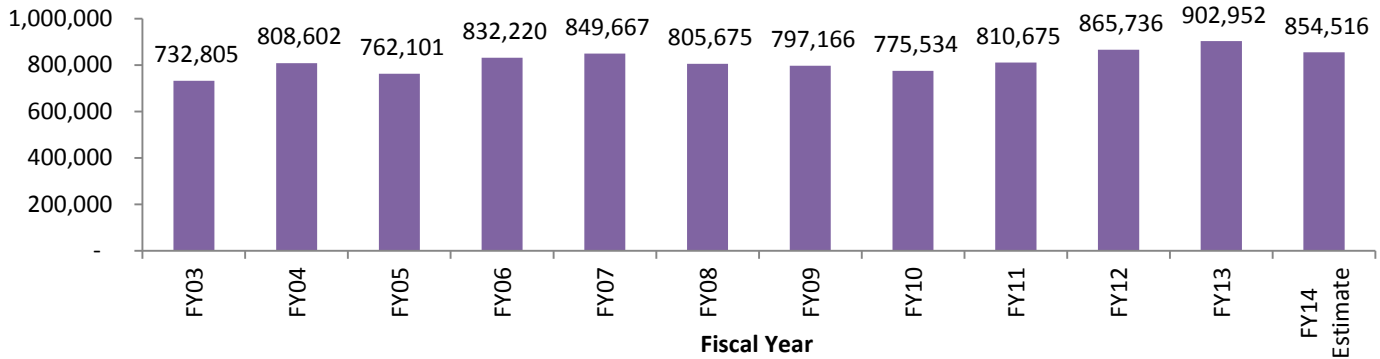
**CASH ON HAND**

Sun Trust Checking		
LGC Funds		204,991
WIA Trainit Funds		4,159
Local Govt Invest Pool		470,711
Petty Cash		170
<b>Cash on Hand</b>		<b>\$ 680,031</b>

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

Cash on Hand	\$ 680,031
Less Expenditures Remaining (and Current Liabilities)	\$ (90,159)
Plus Revenues Remaining (and Current Assets)	\$ 264,644
<b>Estimated Year-end Fund Balance</b>	<b>\$ 854,516</b>

**Year-end Fund Balance**



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

**FY 15 Budget Narrative**

**April 17, 2014**

**Work Plan** – Means that the item is included in both the budget and the FY 15 LGC Work Plan

**Bottom Line:** We're very fortunate again this year to have contracts for services from our ongoing operation sources to carry the bulk of our revenue needs. Several of the towns and Amherst County are offering additional project based contracts to make up the difference. These contracts allow our expenditures and revenues to balance for FY 15.

We are proposing two initiatives using reserve funding to match grants for regional agriculture and regional tourism. If approved, these two initiatives would reduce our reserves over the next year by as much as \$100,000.

**Salaries:**

- 2% Performance Based COLA
- \$15,000 to implement recommendations in salary study
- An additional \$5,000 in Part time help for "On Call Planner" used for unexpected local projects, unexpected grants writing opportunities, and regional project development

**Benefits:**

- Company pays the full 6.6% health insurance increase
- VRS Costs drops for FY 15 & FY 16

**Contractual Services:**

- Retreat facilitation
- Computer maintenance

**Printing and Binding**

- Printed Annual Report, published in August

**Dues and Subscriptions**

- Increased dues to professional organizations, such as National Association of Development Organizations and American Planning Association

### **Work Plan - Agriculture Implementation Project**

The Regional Agriculture Strategic Plan is due to be released this summer. \$50,000 is included in the budget from Local Government Council reserves as a match toward another AFID grant to implement one of the projects in the strategic plan. The regional agriculture committee, consisting of the local Extension Agents, Local Economic Developers and ag community stakeholders, and would identify the implementation project, sources of revenue that would leverage the LGC's investment. Once a project is identified, there would be a presentation to the LGC who would approve, or deny, the use of the LGC reserve funds.

### **Work Plan – Regional Tourism Project**

We propose to call together tourism professionals from throughout the region to develop an idea for a regional tourism project that would seek matching funds from the Virginia Tourism Corporation to up to \$50,000 from the LGC Reserves. The committee would identify the idea and the source of match and come back to the LGC to present their idea and seek the LGC's approval. The Virginia Tourism Corporation grants are usually due in January.

### **Work Plan – Appomattox Enhancement Grant management**

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.

### **Work Plan – Brookneal Enhancement Grant management**

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.

### **Work Plan – Appomattox Town CDBG Planning Grant management**

Staff is assisting with project planning in the development of a potential CDBG construction grant throughout DHCD. This effort centers on the greater Meadowlark neighborhood.

### **Work Plan – Amherst County CDBG Construction Grant and Planning Grant management**

In Old Town Madison Heights we are winding up a \$1+ Million construction grant and have made application for a Planning Grant to continue the project. If the planning grant is approved, we will apply for a \$1+ million construction grant in March 2015.

### **CDBG Pamplin – Sewer line project to serve West portion and Downtown portion of Pamplin**

An application has been submitted for a CDBG construction project, but will not be announced until June or July of this year. No funds have been included in the budget, but if approved, this would be another project for both the budget and the work plan.

We are 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 sanitary sewer connectivity for two potential future adaptive-reuse project sites at a former school and hotel.

### **Work Plan – Ride Share and Alternative Transportation Services**

We will continue our Rideshare commuter matching services and support for alternative transportation programs in the region.

### **Work Plan – Town of Amherst Comprehensive Plan**

Staff will assist the Town of Amherst in updating the Comprehensive Plan's data elements. Staff may assist the Town in the full update in the future.

### **Work Plan – Town of Appomattox Comprehensive Plan**

Staff will assist the Town of Appomattox in the development of its initial comprehensive plan.

### **Work Plan – VDOT PL Projects**

- Long Range Transportation Plan Update
- Simon's Run Corridor Analysis in Campbell County
- Atlanta Avenue Corridor Analysis in Lynchburg

### **Work Plan – VDOT Rural Projects**

Staff will undertake select corridor or intersection analysis at the direction of the Transportation Technical Committee, including Pumping Station Road in Appomattox County.

### **Work Plan – VDRPT Projects**

1. Provide assistance to GLTC in keeping bus stop data current in the Geographical Information System
2. Assist GLTC in altering their bus routing as the new Kemper Street transit center comes on line. Particular emphasis this year will be snow routes and emergency routes
3. Evaluate the goals and objectives of the Transit Development plan to assure that goals are being met in their given time frames
4. Undertake an analysis of viability of a trolley or shuttle service for downtown Lynchburg

### **Work Plan – Workforce Investment Act Administration and Workforce Development Administration**

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

### **Work Plan – Human Resources Management**

We will continue to provide Human Resources Management for Partnership organizations. We are examining an additional charge for employee recruitment services.

### **Work Plan – Regional Radio Communications Board support**

Staff will continue provide staff support to the Radio Board as they conclude the upgrade the radio system infrastructure around July 2015. Region 2000 will continue to provide financial and administrative management services for the operations of the system.

**Work Plan – Regional Services Authority support**

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

**Work Plan – Region 2000 Alliance support**

We will provide accounting services to the Region 2000 Alliance and the Future Focus Foundation.

**Work Plan – Comprehensive Economic Development Strategy maintenance**

Our grant with the federal Economic Development Administration is winding up this fall and we expect to apply for another two year grant.

**Work Plan – Exploration for Regional Library Administration Services**

We are winding down the research phase of the Regional Library Administration Services Project. There is no funding for this project included for the FY 15 year.



**Region 2000 Local Government Council**

**FY-2015 Rural Transportation Planning Work Program**  
**July 01, 2014 – June 30, 2015**

**Transportation Technical Committee Approval: March 13, 2014**  
**Region 2000 Local Government Council Approval: April 17, 2014 (tentative)**

## **Purpose and Objective**

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2015 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval and other coordination in TMPD administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

## **FY 2015 - Program Administration (\$21,000)**

***Background and Objective:*** The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

### **1. Rural Transportation Planning Management**

***Description:*** 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.

***Deliverable Products:*** The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports.
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program.
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training.
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees.
- Review proposed enhancement projects as requested.
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed.
- Respond to requests for intergovernmental reviews, coordination.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants.
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, VAPA conferences and other opportunities as identified.
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program.

***Budget:*** \$16,800

### **2. Rural Transportation Planning Assistance Program-Scope of Work**

***Description:*** This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming

fiscal year (i.e., July 1, 2015 to June 30, 2016). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2016 Rural Transportation Planning Assistance Program – Scope of Work, which documents the activities to be accomplished by the Region 2000 Local Government Council staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

Budget: \$4,200

<b>SPR Funds (80%)</b>	<b>\$16,800</b>
<b>PDC Funds (20%)</b>	<b>\$4,200</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$21,000</b>

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## **FY 2015 - Program Activities (\$51,500)**

***Background and Objective:*** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

### *1. General Technical Assistance*

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

This task includes, but is not limited to:

- Providing transportation technical input and resources to the Council's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network;
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan;
- Other duties as required by VDOT, FHWA, and the Council;
- Development and provision of GIS information for use with transportation projects and planning efforts;
- Enhancement and maintenance of a website.
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition and local Chamber of Commerce Transportation Committees.
- Writing transportation planning grants, including enhancement and safe routes to school grants. This task includes any research and plan development necessary to support grant application efforts.
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed.
- GIS training activities.
- Complete any outstanding items from the FY 2015 Scope of Work. (None anticipated at this time.)
- As practical consider prioritizing projects for consideration of the FY 2016-2021 SYIP to the District Planner by November 30, 2014, including prioritization methodology documentation.
- Assist the District Planner in the update/review of the Small Urban Area Plans in Region 2000.
- Attend the Fall Transportation Meeting and provide a display.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:
  - VTrans Update
  - Functional Classification Update
  - Virginia Surface Transportation Plan Update (VSTP)

- Park and Ride Lots Inventory / Study
- Bicycle and Pedestrian planning
- Freight planning
- Other meetings as requested
- Long Range Transportation Planning efforts
- Prioritization of recommendations or projects

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Council’s website transportation component;
- Enhancement, safe routes to school, or other transportation planning grant applications for local or regional projects, including supporting research and plan development products;
- Accomplished staff GIS training;

Budget: \$11,000

2. *Corridor Safety Review*

*Description:* Conduct corridor study or analysis of a roadway segments or intersections and identify potential improvements (including access management) to the corridors for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee and VDOT provided training opportunities, including a manual of procedures currently under development by VDOT. Corridors studied may include segments of Pumping Station Road in Appomattox County, Elon Road in Amherst County, or other segments identified by staff and the transportation technical committee.

*Deliverable:* Draft report documenting activities accomplished.

Budget: \$25,000

3. *Comprehensive Plan Transportation Elements: Campbell County and the Town of Appomattox*

Staff will assist Campbell County in the development of its comprehensive plan transportation element.

Deliverable Product: Draft comprehensive plan transportation elements for Campbell County.

Staff will assist the Town of Appomattox in the development of its comprehensive plan transportation element.

Deliverable Product: Draft comprehensive plan transportation elements for the Town of Appomattox.

Budget: \$10,500

#### 4. *Alternative Transportation Planning Activities*

The following items will be accomplished in support of alternative transportation planning efforts:

Description: The same primary foundational project activities found in the CVMPO UPWP FY'15 will be included in the rural areas of Region 2000:

- Website updates;
- Grant assistance;
- Bike Month;
- Lynchburg Area Greenway Alliance;
- Bike/Pedestrian Annual Report;
- VDOT Bicycle Advisory Committee participation;
- Alternative Transportation Webinar Series; and
- Yearly update to the Bicycle/Pedestrian Facilities in Region 2000.

Deliverable Product: Summary report of above referenced activities.

Additionally:

##### Smith Mountain Lake Bicycle Route Plan Development

Description: Through a coordinated stakeholder and public outreach process, establish a recommended bicycle on-road, and possible off-road, recommendations for creation of bicycle routes or Share the Road signage installation along identified roadways frequented by cyclists. The planning process will include coordination with the Roanoke Valley Alleghany Regional Commission, VDOT Lynchburg and Salem District staff, and Smith Mountain Lake stakeholders.

Background: In the summer of 2016 Smith Mountain Lake will celebrate its 50 year anniversary. A series of dedication activities and legacy projects are envisioned to commemorate the anniversary and prepare the area for the next 50 years. Bicycling for recreation and for short-distance transportation to key destinations has increased dramatically in the last five years in the area. However, within the area there is no designated signage or routes to guide cyclists or to alert motorists to anticipate seeing cyclists along the roadway.

##### Task 1: Project Scope Meeting

Hold initial information and project development meeting with key stakeholder to develop coordinated project approach.

Task 2: Research and Inventory

1A: Identify and map existing and planned sidewalks and trails;

1B: Identify roadway routes frequented by cyclists in and around the Smith Mountain Lake area;

1D: Identify and map community facilities such as schools, parks, and recreation centers, etc.;

1E: Review road geometries, accident data, and any other roadway data.

Product: Summary of data with which to consider corridor route options.

Task 3: Participate in Community Workshops

Establish a process to engage public input, project buy in.

Product: Summary memorandum.

Task 4: Present Draft Smith Mountain Lake Bicycle Route/Trail Options

Present the series of proposed on-road bicycle routes and potential, off-road trail, recommendations.

Product: Summary memorandum.

Task 5: Implementation Opportunities Plan

Deliverable Product: Summary document of scenarios and activities, such as a fund-raising activity similar to the Dr. Bell Bicycling Awareness Memorial Fund, with which to implement the bicycle on-road and off-road corridor recommendations. The document will provide a rating of those activities that can be implemented in time for the 50th anniversary of the lake area and potentially, longer-term activities.

Budget: \$5,000

<b>SPR Funds (80%)</b>	<b>\$41,200</b>
<b>PDC Funds (20%)</b>	<b>\$10,300</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$51,500</b>



**FY-2015 Budget Summary**

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b><u>Program Administration</u></b>			
1. Program Administration	\$13,440	\$3,360	\$16,800
2. Scope of Work	\$3,360	\$840	\$4,200
3.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
4.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
<b>Total Budgeted Expenditure for Program Administration</b>	\$16,800	\$4,200	\$21,000
<b><u>Program Activities</u></b>			
1. General Technical Assistance	\$8,800	\$2,200	\$11,000
2. District Oriented Activities	\$20,000	\$5,000	\$25,000
3. Comprehensive Plan Transportation Elements	\$8,400	\$2,100	\$10,500
4. Alternative Transportation	\$4,000	\$1,000	\$5,000
<b>Total Budgeted Expenditure for Program Activities</b>	\$41,200	\$10,300	\$51,500
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>

# Signed PDC Resolution

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**RESOLUTION APPROVING FY-2015 RURAL TRANSPORTATION  
PLANNING WORK PROGRAM**

**WHEREAS**, the staff of the Virginia’s Region 2000 Local Government Council has prepared the FY-2015 Rural Transportation Planning Work Program (Work Program); and,

**WHEREAS**, this Work Program has been reviewed and recommended for approval by the Transportation Technical Committee; and,

**WHEREAS**, the Work Program is now before the Virginia’s Region 2000 Local Government Council for final approval.

**NOW, THEREFORE, BE IT RESOLVED THAT** that the Virginia’s Region 2000 Local Government Council does hereby approve the FY-2015 Rural Transportation Planning Work Program and does authorize it to be submitted to the Virginia Department of Transportation.

**ADOPTED** this 17<sup>th</sup> day of April, 2014, by the Virginia’s Region 2000 Local Government Council.

ATTESTED BY:

CERTIFIED BY:

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Gary F. Christie, Secretary  
Region 2000 Local Government Council

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Joan Foster, Chair  
Region 2000 Local Government Council