



## Local Government Council

## Virginia's Region 2000 Local Government Council Meeting

### Location

Appomattox Inn & Suites  
447 Old Courthouse Road  
Appomattox, Virginia 24522

### Date / Time

April 21, 2016  
5:00 p.m.

\*\*\* please note meeting location \*\*\*

### Agenda

1. Welcome | Moment of Silence.....Paul Harvey, *Chair*
2. Approval of Minutes – March 17, 2016.....Paul Harvey, *Chair*
3. Finance Report & FY 17 Budget Proposal.....Rosalie Majerus, *Deputy Director of Finance*  
Gary Christie, *Executive Director*
4. Consideration of Support for City of Lynchburg FY 2016 TIGER Application.....  
.....Gary Christie, *Executive Director*
5. Reports from Staff.....Gary Christie, *Executive Director*
6. Roundtable.....All
7. Election of Officers.....Gary Christie, *Executive Director*
8. Recognitions of Service: Kim Payne, Bob White, and Philipp Gabathuler.....Paul Harvey, *Chair*
9. Adjourn.....Paul Harvey, *Chair*
10. Information Items:

### Next Meeting:

Local Government Council Executive Committee Meeting

**May 19, 2016 - 5 pm** (*tentative*)

**Virginia's Region 2000 Local Government Council Meeting**  
April 21, 2016

**Executive Summary**

1. **Welcome | Moment of Silence**
2. **Approval of Minutes – March 17, 2016**  
*(See Attachment 2)*

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

3. **Finance Report & FY 17 Budget Proposal**

- A. **Year-to-date financial report**  
*(See Attachment 3\_A)*

Rosalie Majerus, *Dep. Dir. of Finance*, will present the year-to-date financial report as of March 31, 2016.

*Recommended Action:* No formal action requested; for Council's information, review and discussion.

- B. **FY17 Proposed Budget**  
*(See Attachment 3\_A)*

Staff presents a balanced budget for FY17. Staff estimates a positive carry-over into reserves as well.

Budget highlights:

- I. **Staffing Changes:**

1. **Transportation Planning Program Coordinator:** With the retirement of Bob White and the resignation of Philipp Gabathuler, GIS Coordinator, we are seeking a Transportation Coordinator responsible for the management of the VDOT and VDRPT programs. The recruitment is being done both internally and externally.

A job description is attached. *(See Attachment 3\_B-I)*

2. **Project Manager (Part Time):** Through an external recruitment we would hire a 20 hour per week employee to manage and coordinate special projects. Projects for FY 17 include:
        - Services Authority Strategic Planning
        - HB 2 Coordination
        - Management of on-call transportation consultant projects for FY 17

- Management of Campbell County's Route 29 Corridor Study projects
- Work with local Planners and Planning Commissioners

Instead of 4 full time planners we would have 3.5 FTE equivalent planners

We have had several part time planning employees over the years doing special projects as needed. A job description was approved in 2014 with the HR reclassification study.

## **II. Office Lease:**

The Alliance will be paying \$3,512.88 per month through March 2017 for space at the current LGC offices on the 12<sup>th</sup> floor of the Bank of the James even though they have relocated their offices to the Memorial Avenue location. It is proposed to sign a new lease for a smaller space to allow the Alliance to avoid these charges and to secure the LGC office space for the next five years, through March 2021.

The total square feet of space would drop from 7,769 to 6,063 sf. The cost per square foot would stay the same at 13.60/sq. ft. However, the LGC's cost will increase by \$20,663 in the first year because of the Alliance would no longer be sharing the cost of the space.

The LGC would also have a one-time cost of \$8,750 for walls/partitions which would come out of the current FY 16 budget.

Megan Lucas and the Alliance has offered, through March 2017, to pay us \$1,200 per month of the savings that the Alliance will have by avoiding the rent payment if we make this new lease. This payment from the Alliance allows us to more easily absorb the loss of the Alliance's shared revenue in FY 17. We'll face another \$10,000 rent bump in our budget for FY 18. After that, years three through five the rent increase will only be an average 2% annually.

## **III. Pay Increases:**

The FY 17 Budget proposes 2% pay increases for employees. This will help offset the increased health insurance costs that we will pass along to employees in FY 17.

## **IV. New Projects Included in the Budget:**

The FY 17 Budget includes the following new projects:

1. Appomattox Town CDBG Construction Project for the Meadowlark neighborhood
2. Appomattox Town CDBG Planning grant for Downtown.

## **V. New Projects on the Horizon**

The following are new projects that are being explored, negotiated or applied for, but are not included in the budget because their status has not been settled.

- a. Amherst County CDBG Construction grant
- b. Appomattox Town CDBG Construction grant for Downtown

## **VI. FY 17 Work Program (*See Attachment 3\_B-VI*)**

**Recommendation:** Staff recommends the following -

- a. Approve the FY 17 budget and Work Program
- b. Approve the Transportation Coordinator position
- c. Authorize the execution of a lease for the residual space on the 12<sup>th</sup> floor of 828 Main Street through March 2021

## **4. Consideration of Support for City of Lynchburg FY 2016 TIGER Application** **(*See Attachment 4*)**

The City of Lynchburg is preparing to submit a TIGER Discretionary Grants Program application for the purpose of providing multimodal transportation improvements in conjunction with the Downtown Utility and Streetscape Improvements Project.

Phase I of the Downtown Utility and Streetscape Improvements, which includes the blocks along Church and Main Streets from 5<sup>th</sup> to 8<sup>th</sup> Street, is scheduled to begin in April, 2016. The remaining area of the Downtown Utility and Streetscape Improvements Program is composed of two project phases, Phase II includes the blocks along Main and Commerce Streets from 8<sup>th</sup> Street to the Main Street Bridge over the Lynchburg Expressway. Phase II also includes a Park & Ride lot and mini-public transit hub and pedestrian/bike improvements to the John Lynch Bridge. Phase III includes improvements along Church Street from 8<sup>th</sup> Street to Pearl Street and Court Street from 7<sup>th</sup> Street to 11<sup>th</sup> Street.

The project has a total projected budget of \$43.2 million. The City of Lynchburg TIGER grant request is anticipated to be approximately \$30.1 million, which will be matched with \$9.6 million of local funds.

Implementation of the project as one project, as opposed to many years and multiple bid processes, is a financial benefit to the City, the businesses located within the City, and an economic benefit to the entire CVMPO area as we work cooperatively to sustain and expand the economic vitality of the entire region.

**Recommendation:** Approve Resolution of Support

## **5. Reports from Staff**

1. GOVirginia
2. Consideration of a LGC Retreat on September 15, 2016 with facilitator and earlier start time

## **6. Roundtable**

1. Local government financial support for the Alliance – (Does any locality anticipate not funding the Alliance in FY 17?)
2. Other

## **7. Election of Officers**

Under our pattern of rotating the Chair, Vice Chair and Treasurer by jurisdictions, the following officers are proposed for FY 17:

Chair: John Sharp, Bedford County

Vice Chair:

Secretary: Gary Christie, Executive Director

Treasurer: Carl Boggess, Bedford County Administrator

## **8. Recognitions of Service**

1. **Kim Payne:** Retiring Lynchburg City Manager, for his service to the Council
2. **Bob White:** Retiring LGC Deputy Director, for his 14 years of service to the Council
3. **Philipp Gabathuler:** Senior Planner, for his 6 years of service to the Council

## **9. Adjourn**

## **10. Informational Item**

Next Meeting:

Local Government Council Executive Committee Meeting

**May 19, 2016 - 5 pm** (*tentative*)



**Attachment 2**  
**pp 6 - 9**

**Virginia's Region 2000**  
**Local Government Council**  
**Executive Committee Meeting**

Local Government Council Office  
Lynchburg, Virginia 24504

**March 17, 2016 at 5:00 pm**

***Draft Minutes***

**Members Present:**

Kenneth Bumgarner, Amherst Town Council  
Carl Boggess, Interim Bedford County Administrator  
Kenneth Campbell, Amherst County Board of Supervisors  
Joan Foster, Lynchburg City Council  
Mayor Paul Harvey, Town of Appomattox, *Chair of Council*  
Jack Hobbs, Amherst Town Manager  
Larry Jackson, Lynchburg Regional Economic Alliance  
L. Kimball Payne, Lynchburg City Manager  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Michael Rousseau, Campbell County Board of Supervisors  
Bryan Moody, Appomattox County Board of Supervisors

**Members Absent:**

Susan Adams, Appomattox County  
Waverly Coggsdale, Altavista Town Manager  
Delegate Scott Garrett, Virginia House of Delegates  
Bill Gillespie, Appomattox Town Manager, *Treasurer of Council*  
Stacey Hailey, Bedford Town Council  
Charles Kolakowski, Bedford Town Manager  
Mayor Mike Mattox, Town of Altavista  
Mayor Phyllis Campbell, Town of Brookneal  
John Sharp, Bedford County Board of Supervisors, *Vice Chair of Council*  
Kenneth Campbell, Amherst County Board of Supervisors  
Russell Thurston, Brookneal Town Manager

**Others Present:**

Ben Bowman, Region 2000 Workforce Development Director  
Scott Baker, Bedford County Extension  
Gary Christie, Local Government Council, Executive Director  
Philipp Gabathuler, Local Government Council, Senior Planner  
Phillip Gottwals, ACDS, Inc.  
Rosalie Majerus, Local Government Council, Deputy Director of Finance  
Matt Perkins, Local Government Council, Admin. Program Coordinator  
Bob White, Local Government Council, Deputy Director

## **Meeting Minutes**

### **1. Welcome | Moment of Silence | Introduction of New Members**

Paul Harvey called to order this meeting of the Executive Committee at 5:00 pm, welcomed the Council, opened with a moment of silence, and welcomed and introduced Kenneth Campbell of Amherst County Board of Supervisors to the Local Government Council.

Bryan Moody, at the request of the Chair, spoke to and answered questions from the Council related to the recent tornado the affected Appomattox County.

### **2. Approval of Minutes | January 21, 2016**

Upon a motion by Joan Foster to approve the minutes of January 21, 2016 as presented, and being seconded by Frank Rodgers, this motion carried unanimously.

### **3. Finance Report**

#### **a. Year-to-Date Report as of February 29, 2016**

Rosalie Majerus noted that the operating account is tracking below plan and salaries are on target. Majerus noted that relative to grants, billing has started on CEDS update project.

#### **b. Health Insurance Benefit**

Gary Christie and Rosalie Majerus provided an overview of the health insurance premiums for FY17 noting that the rates are increasing 8.17% over last year. Majerus noted the staff recommends employees share proportionally in the increase by keeping the same employee percentage contribution as the current year.

Upon a motion by Joan Foster to maintain the current percentage division of health care costs between employer and employee for FY 17 in response to the Local Government Council's increase in health insurance premiums, duly seconded by Kim Payne, this motion carried unanimously.

### **4. Region 2000 Food Hub Opportunity**

Bob White introduced the project, staff and consultants involved in the Food Hub project. White noted that this current effort was developed from the Agriculture Strategic Plan.

Phillip Gottwals, ACDS, presented a review of the Food Hub project which has been designed as a structure for either cattle or crop producers to aggregate their product for sale to large scale buyers, such as grocery chains or institutions. Gottwals examined and presented a definition of a Food Hub, including its goals, objectives. Additionally, he noted regional opportunities and noted existing demand.

Gottwals specifically noted the development of a business plan for a Producer/Grower cooperative. He noted that a major component of the business plan would be develop a Good Agricultural Practices (GAP) program and a set of quality standards to cover local producers

that enables them to enter the supply chain. He presented to the role of the food hub in this process and the primary objective for the creation of a non-profit organization to run the cooperative.

Gottwals reviewed the role of, and the request to, the Local Government Council and fielded questions and comments from the Council.

Having a desire to gauge the interest and commitment for the local growers and producers in the Region, the Council, by consensus, requested a report/update from the growers/producers meeting being held in late March before deciding further on a course of action.

**5. Consideration and Approval of the FY 17 Rural Transportation Planning Work Program**

Bob White presented the Rural Transportation Plan Work Program. He provided an overview of activities including the update of the Long Range Rural Plan, support of alternative transportation planning activities and other support of on-going state initiatives. White noted that the TTC has recommended approval of the Program.

Upon a motion by Kim Payne to approve the FY 17 Rural Transportation Planning Work Program, duly seconded by Jack Hobbs, this motion passed unanimously.

**6. Discussion of Tourism Proposal**

*This agenda item, by consensus, has been tabled to a future meeting of the Local Government Council.*

**7. Consideration of Resolution asking the Commonwealth of Virginia for Support in the 2017 Session for Planning Funds for the Redevelopment of the Central Virginia Training Center**

Gary Christie presented for the Council's consideration and support a request from Amherst County a resolution for the County of Amherst to seek planning funds from the Commonwealth in 2017 to begin positioning site facilities of the Training Center for re-use. The resolution from Amherst asks for funds for a full environmental assessment.

Upon discussion, the Council agreed to Dean Rodgers approaching Senator Newman to determine if the requests in the resolution comport with his efforts in regard to the Training Center and to obtain his comments and/or suggestions and, if appropriate, to present to the Council a resolution stating such support to be considered for approval.

**8. Update on Region 2000 Workforce Development, Workforce Center Move, and Annual Spring Dinner program**

Ben Bowman update the Council on the move of the Workforce Center to the VEC and renewed the Workforce Board's commitment to be present in each community.

Additionally, Bowman also provided specifics regarding the April spring dinner program which will be held in Appomattox.

**9. Update and Discussion on GO Virginia Regions**

Gary Christie noted that Go Virginia did pass the General Assembly and he expects the Governor to sign it. Christie provided a brief overview of the program. Christie presented the Council with an opportunity to provide input of their preference of regions to work with or with which to be paired. Kim Payne noted existing working relationships with the Roanoke Valley and by consensus the Committee agreed that we should continue working with the Roanoke and Danville regions.

**10. Discussion and Update to Staffing Changes**

*This agenda item, by consensus, has been tabled to a future meeting of the Local Government Council.*

**11. Adjourn**

There being no further matters to discuss, Mayor Paul Harvey, *Chair*, adjourned the meeting at 6:34 pm by a motion to adjourn present by Michael Rousseau and duly seconded by Kim Payne.

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

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

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

**Budget to Actual for FY16, Draft Budget for FY17**

**as of March 31, 2016**

**Attachment 3\_A**  
**pp 10 - 13**

	<u><b>FY16 Adjusted Budget</b></u>	<u><b>Actual as of 3/31/16</b></u>	<u><b>Diff Between Budget &amp; Actual</b></u>	<u><b>% of Budget Used</b></u>	<u><b>Projected FY16 Year-end Actual</b></u>	<u><b>DRAFT FY17 Budget</b></u>
<b>OPERATIONS FUND (EXPENDITURES)</b>						
<b><u>SALARY</u></b>						
ADMINISTRATION	190,711	141,822	48,889	74.36%	189,500	193,290
FINANCE	130,862	98,146	32,716	75.00%	130,861	133,479
OPERATIONS	231,607	173,705	57,902	75.00%	231,607	171,771
WIA	130,651	99,348	31,303	76.04%	132,861	135,916
Wage Consideration	8,000		8,000	0.00%		
	691,831	513,021	178,810	74.15%	684,829	634,456
PART TIME HELP	10,000		10,000	0.00%	0	43,280
<b>Total Salaries &amp; Wages</b>	<b>701,831</b>	<b>513,021</b>	<b>188,810</b>	<b>73.10%</b>	<b>684,829</b>	<b>677,736</b>
EMPLOYER COST FICA	51,190	37,419	13,771	73.10%	49,959	51,847
EMPLOYER COST V R S	52,026	38,579	13,447	74.15%	51,499	41,176
EMPLOYER COST HEALTH INS	91,444	65,256	26,188	71.36%	87,009	93,890
EMPLOYER COST LIFE INS	8,233	6,105	2,128	74.15%	8,150	8,311
WORKERS COMP	777	588	189	75.68%	588	700
<b>Total Fringe Benefits</b>	<b>203,670</b>	<b>147,947</b>	<b>55,723</b>	<b>72.64%</b>	<b>197,205</b>	<b>195,924</b>
<b><u>OFFICE EXPENSES</u></b>						
AUDITING SERVICES	5,100	5,000	100	98.04%	5,000	5,100
PAYROLL ACCOUNTING SERVICES	8,400	7,070	1,330	84.17%	8,400	8,400
LEGAL SERVICES	3,000	0	3,000	0.00%	3,000	3,000
LIABILITY INSURANCE	1,200	1,360	(160)	113.33%	1,360	1,200
CONTRACTUAL SERVICES	17,000	6,662	10,338	39.19%	15,000	21,000
ADVERTISING	1,000	0	1,000	0.00%	1,000	1,000
POSTAGE	1,500	(32)	1,532	-2.13%	1,500	1,500
TELEPHONE	5,000	3,388	1,612	67.76%	4,500	5,000
INTERNET SERVICES	360	381	(21)	105.83%	656	700
OFFICE SUPPLIES	6,000	2,590	3,410	43.17%	5,000	6,000
PRINTING & BINDING	6,000	0	6,000	0.00%	0	2,500
TRAVEL	7,500	4,506	2,994	60.08%	6,500	7,500
SPECIAL MEETINGS	9,500	5,361	4,139	56.43%	6,652	9,500
EDUCATION & TRAINING	6,000	2,683	3,317	44.72%	4,500	6,000
DUES, SUBSCRIPTIONS	10,800	8,484	2,316	78.56%	9,092	10,800
PUBLICATIONS	700	224	476	32.00%	500	700
MISCELLANEOUS EXPENSES	1,000	790	210	79.00%	800	1,000
FURNITURE & FIXTURES	1,000	1,751	(751)	175.10%	1,851	1,000
RENTAL OFFICE EQUIPMENT	4,800	2,206	2,594	45.96%	3,000	4,500
OFFICE RENT	51,000	37,778	13,222	74.07%	51,530	61,797
PARKING	4,500	2,535	1,965	56.33%	3,500	4,200
COMPUTER EQUIP/SOFTWARE	10,000	3,237	6,763	32.37%	10,000	10,000
<b>Total Office Expenses</b>	<b>161,360</b>	<b>95,974</b>	<b>65,386</b>	<b>59.48%</b>	<b>143,341</b>	<b>172,397</b>
<b>Total Operations Expenses</b>	<b>1,066,861</b>	<b>756,942</b>	<b>309,919</b>	<b>70.95%</b>	<b>1,025,375</b>	<b>1,046,057</b>

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

**Budget to Actual for FY16, Draft Budget for FY17**

**as of March 31, 2016**

	<u><b>FY16 Adjusted Budget</b></u>	<u><b>Actual as of 3/31/16</b></u>	<u><b>Diff Between Budget &amp; Actual</b></u>	<u><b>% of Budget Used</b></u>	<u><b>Projected FY16 Year-end Actual</b></u>	<u><b>DRAFT FY17 Budget</b></u>
<b>Total Operations Expenses (from Page 1)</b>	<b>1,066,861</b>	<b>756,942</b>	<b>309,919</b>	70.95%	<b>1,025,375</b>	<b>1,046,057</b>
<b>Direct Project Expenses</b>						
Agriculture Project	29,075	30,334	(1,259)	104.33%	30,334	0
Amherst CDBG - Old Town Madison Heights	0	337	(337)	#DIV/0!	500	1,000
Appomattox County Comp Plan	750	276	474	36.80%	500	250
Appomattox CDBG - Meadowlark	0	2,435	(2,435)	#DIV/0!	3,000	8,500
Appomattox CDBG - Planning	0	22	(22)	#DIV/0!	25	750
Brookneal Streetscape	0	613	(613)	#DIV/0!	625	0
Campbell County Route 29 Corridor Planning (VTRC)	57,500	0	57,500	0.00%	57,500	57,500
DHCD	2,500	365	2,135	14.60%	2,500	2,500
DRPT / FTA	2,500	1,699	801	67.96%	2,500	2,500
EDA CEDS -Amherst	50,000	6,408	43,592	12.82%	50,000	0
EDA CEDS - LGC	75,027	18,299	56,728	24.39%	75,027	64,966
Regional Radio Board	2,500	685	1,815	27.40%	1,000	2,000
Regional Tourism	50,000	101	49,899	0.20%	101	0
RideSolutions	22,414	13,396	9,018	59.77%	22,414	22,414
TMDL Redevelopment	13,300	7,702	5,598	57.91%	10,202	250
Town of Amherst Main Street Waterline	500	75	425	15.00%	500	800
Town of Amherst Comp Plan	100	1	99	1.00%	1	0
Town of Appomattox Planning Services	0	72	(72)	#DIV/0!	72	0
VDOT - PL	16,500	14,270	2,230	86.48%	16,500	17,000
VDOT - Rural	2,500	1,974	526	78.96%	2,500	2,500
WIA	198,000	37,801	160,199	19.09%	198,000	198,000
<b>Total Direct Project Expenses</b>	<b>523,166</b>	<b>136,865</b>	<b>386,301</b>	<b>26.16%</b>	<b>473,801</b>	<b>380,930</b>
<b>TOTAL OPERATING &amp; DIRECT PROJECT EXPENSES</b>	<b>\$1,590,027</b>	<b>\$893,807</b>	<b>\$696,220</b>	<b>56.21%</b>	<b>\$1,499,176</b>	<b>\$1,426,987</b>
<b>Pass Thru Expenses</b>						
Regional Radio Board	1,199,988	700,229	499,759	58.35%	1,199,988	1,249,988
VDOT - PL	81,000	70,293	10,707	86.78%	81,000	85,500
WIA	850,000	728,766	121,234	85.74%	850,000	950,000
<b>Total Pass Thru Expenses</b>	<b>\$2,130,988</b>	<b>\$1,499,288</b>	<b>\$631,700</b>	<b>70.36%</b>	<b>\$2,130,988</b>	<b>\$2,285,488</b>
<b>Total Expenses</b>	<b>\$3,721,015</b>	<b>\$2,393,095</b>	<b>\$1,327,920</b>	<b>64.31%</b>	<b>\$3,630,164</b>	<b>\$3,712,475</b>

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

**Budget to Actual for FY16, Draft Budget for FY17**

**as of March 31, 2016**

	<b><u>FY16 Adjusted Budget</u></b>	<b><u>Actual as of 3/31/16</u></b>	<b><u>Diff Between Budget &amp; Actual</u></b>	<b><u>% of Budget Received</u></b>	<b><u>Projected FY16 Year-end Actual</u></b>	<b><u>DRAFT FY17 Budget</u></b>
<b>Revenues</b>						
<b><u>OPERATIONS FUND (REVENUE)</u></b>						
Dues Town of Appomattox	1,045	1,045	0	100.00%	1,045	1,045
Dues Town of Brookneal	1,045	1,045	0	100.00%	1,045	1,045
Dues Town of Amherst	1,045	1,045	0	100.00%	1,045	1,045
Dues Town of Altavista	1,045	1,045	0	100.00%	1,045	1,045
Dues Town of Bedford	1,045	1,045	0	100.00%	1,045	1,045
Dues Lynchburg	44,491	44,491	0	100.00%	44,491	44,777
Dues Bedford County	43,878	43,878	0	100.00%	43,878	44,397
Dues Campbell County	32,278	32,278	0	100.00%	32,278	32,333
Dues Amherst County	18,674	18,674	0	100.00%	18,674	18,742
Dues Appomattox County	8,780	8,780	0	100.00%	8,780	8,954
Miscellaneous Revenue	16,000	10,743	5,257	67.14%	15,564	12,000
<b>Total Operations Revenue</b>	<b>169,326</b>	<b>164,069</b>	<b>5,257</b>	<b>96.90%</b>	<b>168,890</b>	<b>166,428</b>
<b>Direct Project Revenues</b>						
Agriculture Grant	19,275	18,198	1,077	94.41%	18,198	0
Amherst County - Old Town Madison Heights	0	22,360	(22,360)	#DIV/0!	25,360	9,000
Appomattox County Comp Plan	15,000		15,000	0.00%	13,000	2,000
Appomattox CDBG - Meadow Lark	0		0	#DIV/0!	8,000	40,000
Appomattox CDBG - Planning	0		0	#DIV/0!	0	6,000
Brookneal Streetscape	0	6,000	(6,000)	#DIV/0!	6,000	0
Campbell County Route 29 Corridor Planning (VTRC)	62,500		62,500	0.00%	62,500	62,500
DHCD	72,471	56,978	15,493	78.62%	72,471	72,471
DRPT / FTA	103,426	75,187	28,239	72.70%	103,426	104,468
EDA/CEDS - Amherst	50,000	6,170	43,830	12.34%	50,000	0
EDA/CEDS - LGC	50,000	24,870	25,130	49.74%	50,000	50,000
Regional Radio Board	40,000	44,368	(4,368)	110.92%	50,000	25,000
Region 2000 Services Authority	157,829	116,090	41,739	73.55%	162,829	169,985
RideSolutions	44,214	34,513	9,701	78.06%	44,214	44,214
TMDL Redevelopment	19,200	7,700	11,500	40.10%	13,202	3,000
Town of Amherst Main Street Waterline	10,000		10,000	0.00%	3,000	7,000
Town of Appomattox Comp Plan	3,000	4,877	(1,877)	162.57%	4,877	0
VDOT-PL	133,200	84,376	48,824	63.35%	133,200	111,936
VDOT-Rural	58,000	39,292	18,708	67.74%	58,000	58,000
Virginia's Region 2000	6,000	3,000	3,000	50.00%	3,000	0
WIA	431,897	209,991	221,906	48.62%	431,897	434,399
<b>Total Direct Project Revenues</b>	<b>1,276,012</b>	<b>753,970</b>	<b>522,042</b>	<b>59.09%</b>	<b>1,313,174</b>	<b>1,199,973</b>
Interest	600	888	(288)	148.00%	950	750
<b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b>	<b>1,445,938</b>	<b>918,927</b>	<b>527,011</b>	<b>63.55%</b>	<b>1,483,014</b>	<b>1,367,151</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>(144,089)</b>	<b>25,120</b>	<b>(169,209)</b>		<b>(16,162)</b>	<b>(59,836)</b>
Funding from Fund Balance for EDA CEDS	65,027		65,027	0.00%	65,027	65,027
Funding from Fund Balance for Tourism	50,000		50,000	0.00%	0	0
Funding from Fund Balance for Agriculture Grant	19,275		19,275	0.00%	19,275	0
<b>Funding from Fund Balance</b>	<b>134,302</b>	<b>0</b>	<b>134,302</b>	<b>0.00%</b>	<b>84,302</b>	<b>65,027</b>
	<b>(\$9,787)</b>	<b>\$25,120</b>	<b>(\$34,907)</b>		<b>\$68,140</b>	<b>\$5,191</b>
<b>Pass Thru Revenue</b>						
Regional Radio Board	1,199,988	1,204,089	(4,101)	100.34%	1,204,089	1,249,988
VDOT - PL	81,000	70,293	10,707	86.78%	81,000	85,500
WIA	850,000	727,272	122,728	85.56%	850,000	950,000
<b>Total Pass Thru Revenues</b>	<b>\$2,130,988</b>	<b>\$2,001,654</b>	<b>\$129,334</b>	<b>93.93%</b>	<b>\$2,135,089</b>	<b>\$2,285,488</b>
<b>Total Revenue</b>	<b>3,711,228</b>	<b>2,920,581</b>	<b>790,647</b>		<b>3,702,405</b>	<b>3,717,666</b>
<b>Net Surplus/(Use of Fund) Balance</b>	<b>(9,787)</b>	<b>527,486</b>			<b>72,241</b>	<b>5,191</b>

**LOCAL GOVERNMENT COUNCIL**

**Budget to Actual for FY16**

**as of March 31, 2016**

**CASH ON HAND**

Sun Trust Checking

LGC Funds

272,437

WIA Trainit Funds

4,505

Local Govt Invest Pool

472,170

Petty Cash

195

**Cash on Hand**

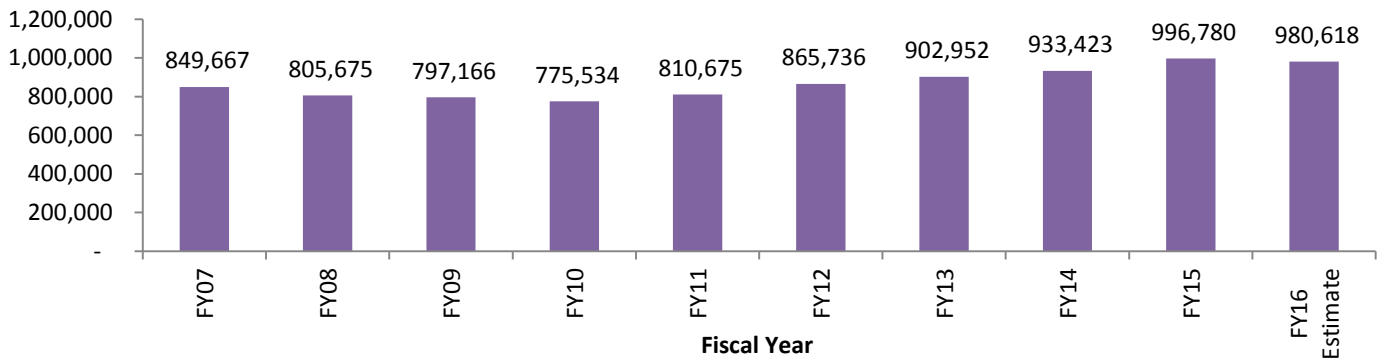
**\$ 749,307**

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

**Estimated Year-end Fund Balance**

**\$ 980,618**

**Year-end Fund Balance**



## **Virginia's Region 2000 Local Government Council Classification Description**

**Classification Title:** Transportation Planning Program Coordinator  
**Department:** Local Government Council  
**Supervisor:** LGC Executive Director  
**Pay Grade:** 114: Starting range \$57,033 - \$65,000  
**FLSA Status:** Exempt

### **General Statement of Job**

The Transportation Planning Program Coordinator performs responsible, professional planning and administrative duties, and technical work, developing and managing the Central Virginia Transportation programs and a variety of professional level projects and assignments. The Coordinator also provides assistance to localities and partner transportation stakeholders as a liaison to state and federal transportation agencies. Further the Coordinator manages the GIS capability and supports the Council's general planning efforts. The Coordinator works under the general direction of the LGC Executive Director.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

Develop and manage the MPO and rural transportation programs of Region 2000. Responsible for the MPO's Unified Planning Work Program, including staff support to the Transportation Technical Committee and the Central Virginia Metropolitan Planning Organization.

Develop and manage the Transportation Improvement Program, including amendments.

Serve as GLTC's transportation planner proposing and administering new transit planning initiatives.

Serve as an agency liaison to state transportation agencies.

Manage GIS and provide support to Council projects requiring GIS support.

Perform independent research for new grants and projects and develop potential project concepts.

Provide assistance to customer localities as requested with planning, community development and project administration.

Provide information and technical assistance to other agencies involved with regional development activities.

Provide staff support to Council and Council committees as needed.

Initiate, organize, and execute elements of the Council's annual work program, in particular the transportation items.

Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

Knowledge of the theories, principals, practices and techniques of transportation and rural and urban planning.

Knowledge of the principles and practices of civil engineering as they relate to planning.

Knowledge of the State statutes and local government ordinances governing planning, zoning, subdivision and related codes.

Knowledge of local government.

Ability to communicate effectively both orally and in writing.

Ability to interpret and analyze technical and statistical information and to communicate that information effectively in writing and orally.

Ability to research and prepare clear, concise and well-organized technical reports.

Ability to plan, schedule, supervise and evaluate a wide range of programs.

Ability to organize work with minimal supervision and execute multiple tasks simultaneously.

Ability to plan and accomplish goals, using skillful problem solving techniques.

Ability to work under pressure, within time restraints, using judgment, discretion and initiative.

Ability to establish and maintain effective working relationships with the public, community groups, staff, State and Federal officials, and appointed and elected officials.

Ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization.

Ability to work flexible hours, including evenings.

Knowledge of ArcView and other Arc family GIS software systems. General understanding and ability to utilize the Council's adopted software platform, currently Microsoft Office Suite.

**Education and Experience**

Bachelor's Degree from an accredited four-year college or university with major work in planning, geography, GIS or related field. Transportation planning specialty preferred. Master's degree in planning or a related field preferred.

Five (5) ) years of related experience; equivalent combination of education and experience may be considered.

American Institute of Certified Planners membership preferred.

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

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

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

**Date Approved:**        April 2016

**Date Amended:**

## FY 17 Local Government Council Work Program

04112016 Draft



### Overview

The annual Comprehensive Work Program is the basis for implementing the projects supported by 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, 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 organized by Regional Support Activities, Local Support Activities, and Transportation Planning efforts. The Program is revised annually and will be amended by the Council or the member governments to take advantage of regional and local opportunities to serve.

### Local Government Council Staff

#### **Administrative Staff**

Gary F. Christie, Executive Director<sup>1</sup>  
Rosalie Majerus, Deputy Director  
Emmie Boley, Financial Professional  
Susan Cook, Administrative Assistant  
Matt Perkins, Administrative Program Coordinator

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

Clarke Gibson, Director

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

Kelly Hitchcock, Senior Planner  
Scott Smith, Senior Planner  
(Vacant), Transportation Planning Program Coordinator  
(Vacant), Project Manager (Part Time)

#### **Workforce Development**

Ben Bowman, Director  
Lori Cumbo, Operations Coordinator

## Acronym Descriptions

<b>CAER</b>	Center for Advanced Engineering and Research
<b>CEDS</b>	Comprehensive Economic Development Strategy
<b>CVMPO</b>	Central Virginia Metropolitan Planning Organization
<b>DEQ</b>	Virginia Department of Environmental Quality
<b>DHCD</b>	Va. 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>	VA 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)**

### **5-Year update to the Comprehensive Economic Development Strategy (CEDS)**

With funding from the US Economic Development Administration and the Local Government Council, staff will develop an update to the CEDS. The update to the CEDS document will be completed by December 2016.

Additionally, efforts will be made to initiate implementation of the update.

Localities Served: Region 2000 communities  
Project Leader: Scott Smith and Project Manager  
Funding: EDA and LGC in-kind match

### **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.

Discussion will begin concerning options for waste disposal beyond the current site's lifecycle. For FY 17, the construction of a new landfill cell at the Livestock Road facility is the priority. We will install a gas collection system in FY 17.

Localities Served: Lynchburg, Campbell, Appomattox and Nelson Counties  
Project Leaders: Clarke Gibson, Emily Boley, and Project Manager  
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.

The system is moving from eleven towers to sixteen towers and from analogue to digital.

Localities Served: Bedford and Amherst County, and Lynchburg  
Project Leader: Matt Perkins  
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.

In FY 16, the changes brought by the transition to the federal Workforce Innovation and Opportunity Act are likely to require new agreements, new policies and new operational procedures.

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

**Communications and Information**

The LGC will publish an annual report, reports to localities, 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 that will celebrate 45 years of serve to 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**

Staff will continue to support the Regional Stormwater Monitoring Committee as needed, as well as regional water supply planning.

Localities Served: Region 2000 Jurisdictions  
Project Leader: Project Manager  
Funding Source: 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.

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

### **Analysis and Regional Input on the Transition of the Central Virginia Training Center**

Amherst County and the surrounding communities have been notified that the Central Virginia Training Center will close by 2020. Because of employment and local purchasing done by the Training Center over the years, the Local Government Council look on the Training Center as a regional asset. The LGC wishes to assist Amherst County in any way practicable and to insure that the Commonwealth hears regional voices of the best use for the facility as it transitions to closure.

Localities Served: Amherst County and the Region 2000 Jurisdictions  
Project Leaders: Project Manager  
Funding Source: LGC Dues

## Local Support Activities

### **Amherst County-Old Madison Heights Planning Grant**

Staff will assist the County in the development of the second Old Madison Heights Planning Grant.

Locality Served: Amherst County  
Project Leader: Kelly Hitchcock  
Funding Source: DHCD-CDBG

### **Amherst Town**

Staff will assist the Town in the grant administration for the Main Street Waterline Replacement Project.

Locality Served: Amherst Town  
Project Leader: Scott Smith  
Funding Source: Amherst Town

### **Appomattox County Comprehensive Plan Development**

Staff will support the completion of the update of the County Comprehensive Plan for Appomattox County.

Locality Served: County of Appomattox  
Project Leader:  
Funding Source: County of Appomattox

### **Appomattox Town CDBG Construction Grant**

Scott Smith will serve as the Grants Administrator for the CDBG comprehensive housing and community revitalization application in the greater Meadowlark neighborhood of the Town of Appomattox.

Localities Served: Appomattox Town  
Project Leader: Scott Smith  
Funding Sources: DHCD Planning Grant

**Lynchburg City-Middle James River TMDL Update**

Staff will provide community outreach assistance to the City and DEQ in support of the Middle James River TMDL update.

Locality Served: Lynchburg City  
Project Leader: Kelly Hitchcock  
Funding Sources: Lynchburg City

**Pamplin City Town Sewer Expansion**

Region 2000 will continue to be available to the Town of Pamplin City as they consider funding opportunities to expand the public sewer system.

Localities served: Town of Pamplin City  
Project Leader: Scott Smith  
Funding Sources: DHCD Planning Grant

## 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) 2017 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration.

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

Project Leader: Transportation Planning Program Coordinator

Funding Source: VDOT-PL, LGC Dues

#### **Long Range Transportation Plan Update**

Staff will maintain the Central Virginia Long Range Transportation Plan Year 2040 update.

Staff support to the HB2 development process.

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

Project Leader: Transportation Planning Program Coordinator

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: Transportation Planning Program Coordinator

Funding Source: VDOT-PL, LGC Dues

### **General Technical Assistance**

Staff will provide assistance to localities on transportation related activities on an individual basis or CVMPO basis. Efforts will include the development of an Amherst Town wayfinding signage plan.

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

Project Leader: Transportation Planning Program Coordinator

Funding Source: VDOT-PL, LGC Dues

### **Alternative Transportation Planning Activities**

Activities for the coming year include:

- Maintaining the bike and pedestrian component of the Council website
- Grant development support
- Organizing and executing 'Bike Week' activities'
- Supporting the Lynchburg Area Greenway Alliance
- Bike/Pedestrian annual report
- VDOT Bicycle Advisory Committee participation
- Sponsoring the Alternative Transportation webinar series, and
- Related activities

Localities Served: Central Virginia MPO region

Project Leader: Kelly Hitchcock

Funding Source: VDOT – PL MPO funds, LGC Dues

### **Amherst Town Walkability and Main Street Traffic Calming**

This effort will examine opportunities to enhance walkability throughout the Town and introduce traffic calming measures along Main Street.

Localities Served: Amherst Town

Project Leader: Project Manager

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: Transportation Planning Program Coordinator

Funding Source and Estimated Hours: VDOT-PL, LGC Dues

## VDRPT-FTA

### **Program Support and Administration**

Plan and manage the continuing, comprehensive, and coordinated (3-C) transportation planning process. Staff will implement the Fiscal Year (FY) 2017 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 2018 work program.

Localities Served: Central Virginia MPO area: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leader: Transportation Planning Program Coordinator  
Funding Source: VDRPT-FTA, LGC Dues

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

- #1 Assist in the review and updating of the GLTC bus route system
- #2 Provide assistance to GLTC in keeping bus stop data current in the Geographical Information System
- #3 Continue efforts to support bus stop consolidation
- #4 Support GLTC's Transit Development Plan update

Localities Served: CVMPO area: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leader: Transportation Planning Program Coordinator  
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: CVMPO area: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leader: Transportation Planning Program Coordinator  
Funding Source: VDRPT-FTA, LGC Dues

**Transportation Improvement Program**

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

Localities Served: CVMPO area: Amherst Town & County, Bedford County, Campbell County, and Lynchburg  
Project Leader: Transportation Planning Program Coordinator  
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 Town and County, Appomattox Town and County, Campbell County, and the towns of Brookneal and Altavista

Project Leader: Transportation Planning Program Coordinator

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 Rural Transportation Planning Work Program fiscal year. Any amendments or revisions to the existing scope of work is 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: Transportation Planning Program Coordinator

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: Transportation Planning Program Coordinator

Funding Source: VDOT-Rural, LGC Dues

### **Rural Long-Range Transportation Activities**

Staff will the update to the Rural Long-Range Transportation Plan.

Additionally, staff will accomplish corridor and intersection safety analysis at select locations identified by the transportation technical committee in support of the Plan update.

Localities Served: All of Region 2000

Project Leader: Scott Smith

Funding Source: VDOT-Rural, LGC Dues

### **Alternative Transportation Program Activities**

The following activities will be accomplished:

- Bicycle and Pedestrian website maintenance
- Grant assistance
- Bike Week
- Bike/Pedestrian Annual Report
- VDOT Bicycle Advisory Committee participation
- Alternative Transportation Webinar Series
- Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000
- And related activities

Localities Served: All of Region 2000

Project Leader: Kelly Hitchcock

Funding Source: VDOT-Rural, LGC Dues



## Local Government Council

### **Attachment 4**

#### **RESOLUTION IN SUPPORT OF THE CITY OF LYNCHBURG FY 2016 TIGER DISCRETIONARY GRANTS PROGRAM APPLICATION**

**WHEREAS**, the Virginia's Region 2000 Local Government Council (Region 2000) has and continues to support transportation projects that expand multimodal transportation options to meet the needs of all users to access community resources; and

**WHEREAS**, the Lynchburg Downtown Streets project is noted within the Central Virginia Long Range Transportation Plan – Plan 2040, adopted in August, 2015; and

**WHEREAS**, the City of Lynchburg and public and private stakeholders have and continue to invest in the Downtown area of Lynchburg; and

**WHEREAS**, the City of Lynchburg's downtown area represents a vital economic engine and cultural hub for the Central Virginia Metropolitan Planning Organization district and greater Region 2000 area; and

**WHEREAS**, the Office of the Secretary of Transportation, Department of Transportation has issued the FY 2016 TIGER Discretionary Grants to construct projects that will have a significant impact on the Nation, a metropolitan area, or a region.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Virginia's Region 2000 Local Government Council does hereby support the City of Lynchburg in its application to the 2016 TIGER Discretionary Grants program for the purpose of creating multimodal transportation improvements in conjunction with the Downtown Utility and Streetscape Improvements Project.

**ADOPTED** this **21<sup>st</sup>** day of **APRIL, 2016** upon motion by \_\_\_\_\_,  
duly seconded by \_\_\_\_\_.

**ATTESTED BY:**

**CERTIFIED BY:**

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**Gary F. Christie**, *Secretary*  
Virginia's Region 2000 Local  
Government Council

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**Paul D. Harvey**, *Chair*  
Virginia's Region 2000 Local  
Government Council