



Local Government Council
828 Main Street, 12th Floor
Lynchburg, Virginia 24504

Large Conference Room
November 15, 2018
5:00 p.m.

Agenda

1. **Welcome | Moment of Silence** Kenneth Campbell, Chair
2. **Approval of October 18, 2018 Meeting Minutes** Kenneth Campbell, Chair
3. **Financial Report**..... Rosalie Majerus
4. **Update on Existing Site Readiness Analysis** Megan Lucas
5. **Role of Executive Committee and 2019 Meeting Schedule** Gary Christie
6. **Expectations for the Executive Director** Dean Rodgers
7. **CVPDC Dues for FY 2020**..... Gary Christie
8. **2019 Legislative Priorities** Gary Christie
9. **Legislative Appointments**..... Gary Christie
10. **Request to allow the LGC Operations to be closed on Monday, December 31**..... Gary Christie
11. **Motion of Appreciation to Brookneal Mayor Phyllis Campbell and Delegate Ben Cline or their service on the Local Government Council**..... Gary Christie
12. **Other Business from Council or Staff**
13. **Adjourn and next meeting January 17, 2019 as the Central Virginia Planning District Commission**



Virginia's Region 2000
October 18, 2018
5:00 p.m.

Executive Summary

1. **Welcome | Moment of Silence** Kenneth Campbell, Chair
2. **Approval of October 18, 2018 Meeting Minutes** Kenneth Campbell, Chair
(Attached)

After review, recommend approval of the minutes.

3. **Year to Date Financial Update**.....Rosalie Majerus
(Attached)
4. **Update on Existing Site Readiness Analysis** Megan Lucas

The Lynchburg Regional Business Alliance has completed a “site readiness” review of the existing publically-owned business/industrial parks in our region. Megan will share the results of the review.

5. **Role of Executive Committee and 2019 Meeting Schedule**Gary Christie

Our Bylaws discussion in October included a discussion on the role of the Executive Committee. For continued discussion, the Executive Director offers these suggestions:

The Executive Committee would be authorized to:

1. Accept grants/projects and develop and modify the CVPDC work plan
2. Authorize the Executive Director to sign contracts
3. Authorize the bidding and procurement of goods and services
4. Review the budget for presentation to the CVPDC and review financial reports
5. Review progress of projects
6. Set meeting schedules
7. Approve changes to staff positions, job descriptions, and salary ranges for staff positions
8. Serve as a nominating committee when appropriate

As the role of the Executive Committee is understood, the CVPDC meeting schedule for 2019 can be addressed. Our options are to continue with full Council meetings each time or move to quarterly Council meetings with Executive Committee meetings in between.

- a) January 17–
- b) March 21 –
- c) April 18 –
- d) May 16 –
- e) July 18 –
- f) September 19–
- g) October 17– CVPDC 50th year reception or dinner
- h) November 21–

Recommended Action: Discussion on the Role of the Executive Committee and frequency of Executive Committee meetings. Approve a meeting schedule for 2019.

6. Expectations for the Executive Director Dean Rodgers

In October the Executive Director Feedback Committee presented a list of Expectations for 2019 for the Executive Director which could be used next year to evaluate performance as well as a performance review. Below is both the list of expectation and some italicized items from the committee’s evaluation process for the Council’s review and confirmation.

1. Initiate new regional projects or initiatives with appropriate staffing
2. Propose/offer helpful projects or initiatives to all the localities
 1. *Provide a list of potential (GO Virginia) projects for the Council to react to for future development – (from evaluation form)*
3. Find grant opportunities; keep ALL apprised w/ sufficient lead time
4. Use locality planning horizons to find PDC work opportunities
5. Champion the CEDS to keep it moving forward
6. Pursue and offer volume contracts for localities to use
7. Make quarterly report of regional and local projects status
 1. *The value of membership and engagement with the PDC needs to be better articulated to members. (from evaluation form)*
 2. *Communications between our organization and our member jurisdictions and stakeholders continues to be a struggle and an organizational weakness. Expectation for the future is to strengthen this weakness. (from evaluation form)*
8. Provide topics and lead discussions at luncheon gatherings
9. Issue an RFP for health insurance and provide the PDC Board with a recommendation including comparisons with locality plans. (from evaluation form)

Once approved, staff will update our FY 2019 Work Plan to incorporate the additional tasks.

Recommended Action: Confirm the Expectation list for the Executive Director.

7. CVPDC Dues for FY 2020

(Attached)

Summary: CVPDC dues need to be set for FY 2020. Currently dues generate \$154,774 at \$2,600 per penny from member organizations:

- Counties/Cities - \$0.575 per capita
- Towns - \$1,045 annual fee
- General Assembly - \$72,471 annually
- Lynchburg Business Alliance - \$0

Dues provide both a match for certain income streams and a source of revenue that can be used for staff time for discretionary projects. Currently our income model has about 85% of our staff time obligated to contracts to agencies and only 15% for discretionary services to localities and time that is not directly chargeable to a project (indirect). Dues are used as a match for:

- VDOT – PL \$23,493
- VDOT – Rural \$14,500
- VDRPT \$11,996
- Rideshare \$13,297

Potential use for more dues:

- We'll need additional revenues to match EDA funds when/if we apply and receive Economic Development District Designation. Approval may be 12-24 months away.
- General Planning support and services to localities
- Earmarking dues for GO Virginia match
- Contracting/Staffing for communications

You may be aware that GO Virginia grants require a local government matching component. Funding from PDCs can count when those funds have been earmarked by the locality for GO Virginia projects. You may want to discuss whether the CVPDC/Workforce Board can help in coordinating the various requests for local support for multi-jurisdictional GO Virginia projects.

A chart from VADPC showing dues from other PDCs is below from 2015.

Recommended Action: Set the dues rates for FY 20 at the current rates.

We have adequate reserves to fund new staff or new projects for 1-3 years and staff will ask to draw from those reserves for new initiatives in the future. However, the long term financial health of the organization will depend on the Council's willingness to pay a greater share of the CVPDC operations, especially for discretionary projects.

8. 2019 Legislative PrioritiesGary Christie

(Attached)

Members were invited to submit priority areas for the 2019 Legislative Priorities. Suggestions were received from Lynchburg and Amherst County and are attached.

Recommended Action: Discussion on 2019 Legislative Priorities

2019 LEGISLATIVE PRIORITIES

Offered by the City of Lynchburg

Filing of Bills with Local Fiscal Impact: Support legislation that requires members of the General Assembly to file bills with local fiscal impacts as early as possible and no later than the first day of the legislative session, so that the appropriate fiscal impact analysis can be completed and reported in a timely manner.

Children's Services Act (CSA): CSA funding continues to be a serious concern. Actions taken by the General Assembly have increased mandated services and shifted costs to the localities. The General Assembly should refrain from adding additional mandated services and should fund its full share of the CSA program.

Economic Development: Preserve existing incentive and grant funds offered by the Virginia Economic Development Partnership, the Virginia Department of Agriculture and Consumer Services, the Department of Housing and Community Development, the Department of Environmental Quality, Virginia Tourism Corporation, and Virginia Commission for the Arts.

Educational Funding: Jobs are the key to economic recovery and adequate education is essential for preparing the current and future workforce. The State should fully fund the Standards of Quality (SOQ), including support staff costs and categorical incentive funds for At-Risk students and restore funding from cuts to education over the last biennium. The state has a constitutional duty to meet its education funding obligations and should refrain from changes in methodology and division of financial responsibility that result in a further shift of funding responsibility from the state to localities. These shifts do not change what it actually costs to provide education but simply transfers additional costs to local governments, and ultimately to the local real estate tax base.

Prevention: Restore state funds for prevention services.

Social Services: Maintain funding for workforce re-training through appropriate agencies, retaining Virginia Initiative for Employment not Welfare (VIEW) staff and funding in Social Services. This program has successfully helped Temporary Assistance for Needy Families (TANF) recipients secure and maintain jobs.

State Aid to Public Libraries: Restore state aid for libraries to at least FY 2010 levels. Public libraries serve as resources for early childhood education and for the unemployed seeking job opportunities.

Telecommunications and Wireless Infrastructure Regulation: Maintain local authority over zoning, land use, rights-of-way and taxation. Limit new state regulation preempting local authority regarding the use and compensation of local rights of way for telecommunications. Refrain from adopting any additional legislation that preempts local regulation of the placement of wireless infrastructure in the public rights of way or on public property.

From Amherst County

Central Virginia Training Center Environmental Remediation and Marketing Plan: Provide state financial investment to redevelop the Central Virginia Training Center and create a marketing plan that would create the highest and best use for the property’s future. The Commonwealth has a responsibility to the region and Amherst County to create a redevelopment plan and remediate any environmental problems before the property is offered on the market.

9. Legislative Appointments..... Gary Christie

Our bylaws call for General Assembly members to rotate every two years based on District. Senator Mark Peake and Delegate Ben Cline have served on our board since 2017.

The next rotation is Senator Steve Newman and Delegate Matt Farris. **See General Assembly Member Chart.**

Recommended Action: Discussion and, if appropriate, and issue invitations to Senator Newman and Delegate Farris. If either are unable to participate this year, continue inviting participation based on District number.

Current Region 2000 General Assembly Members	
<i>Senate of Virginia</i>	<i>House of Delegates</i>
Sen. Frank Ruff – District 15	Terry Austin – District 19
Sen. David R. Suetterlein – District 19	Kathy Byron – District 22
Sen. Mark Peake – District 22	Scott Garrett – District 23
Sen. Steve Newman – District 23	Ben Cline – District 24
	Matthew Farris – District 59
	James Edmunds – District 60
Current LGC members	
Mark Peake - 2017	Ben Cline - 2017
Previous Service by General Assembly Members	
2000 - 2010	Steve Newman
2006 – 2010, 2017 - Present	Ben Cline
2010 - 2012	Kathy Byron
2010 - 2012	Frank Ruff
2012 - 2014	Tom Garrett
2012 - 2016	Scott Garrett
Next in rotation to invite	
Sen. Steve Newman – District 23	Del. Matthew Farris – District 59

**10. Request to allow the LGC operations to be closed on Monday, December 31
(Attached)**

Many of our local government customer offices will be closed on Monday, 12-31-18. State offices like the VEC will be closed as well where we have workforce employees. The landfill is open, but landfill employees who work that day could be given another day off within the next 30 days as is our practice for most landfill employee holidays.

The Executive Director suggests that we allow the offices to be closed on Monday, 12-31-18. None of our divisions expect to have additional costs or to pay supplemental wages for this closure.

Recommended Action: Staff recommends that the LGC allow the LGC offices to be closed on 12-31.

- 11. Motion to send Resolutions of Appreciation to Brookneal Mayor Phyllis Campbell and Delegate Ben Cline for their service on the Local Government Council**
- 12. Other Business from Council or Staff**
- 13. Adjourn and next meeting January 17, 2019 as the Central Virginia Planning District Commission**

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL				
Budget to Actual for FY19				
Actual as of October 31, 2018				
	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 10/31/18</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)				
SALARY				
ADMINISTRATION	166,603	53,511	113,092	32.12%
FINANCE	138,872	46,291	92,581	33.33%
OPERATIONS	223,588	74,529	149,059	33.33%
	529,063	174,331	354,732	32.95%
PART TIME HELP	10,000	0	10,000	0.00%
Total Salaries & Wages	539,063	174,331	364,732	32.34%
EMPLOYER COST FICA	41,238	12,817	28,421	31.08%
EMPLOYER COST V R S	24,919	8,205	16,714	32.93%
EMPLOYER COST HEALTH INS	81,871	27,315	54,556	33.36%
EMPLOYER COST LIFE INS	6,931	2,284	4,647	32.95%
WORKERS COMP	714	434	280	60.81%
Total Fringe Benefits	155,673	51,054	104,619	32.80%
OFFICE EXPENSES				
AUDITING SERVICES	5,500	0	5,500	0.00%
PAYROLL ACCOUNTING SERVICES	6,670	2,917	3,753	43.73%
LEGAL SERVICES	3,000	0	3,000	0.00%
LIABILITY INSURANCE	1,000	993	7	99.34%
CONTRACTUAL SERVICES	24,500	16,153	8,347	65.93%
ADVERTISING	1,000	0	1,000	0.00%
POSTAGE	1,000	309	691	30.91%
TELEPHONE	6,400	1,727	4,673	26.98%
INTERNET SERVICES	700	220	480	31.43%
OFFICE SUPPLIES	6,000	1,435	4,565	23.92%
PRINTING & BINDING	1,500	0	1,500	0.00%
TRAVEL	7,500	1,749	5,751	23.32%
SPECIAL MEETINGS	7,000	1,576	5,424	22.51%
EDUCATION & TRAINING	6,000	1,288	4,712	21.47%
DUES, SUBSCRIPTIONS	10,800	5,234	5,566	48.46%
PUBLICATIONS	700	54	646	7.72%
MISCELLANEOUS EXPENSES	1,000	258	742	25.80%
FURNITURE & FIXTURES	1,000	0	1,000	0.00%
RENTAL OFFICE EQUIPMENT	4,000	709	3,291	17.72%
OFFICE RENT	55,529	19,520	36,009	35.15%
PARKING	4,200	780	3,420	18.57%
COMPUTER EQUIP/SOFTWARE	10,000	865	9,135	8.65%
Total Office Expenses	164,999	55,787	109,212	33.81%
Total Operations Expenses	859,735	281,172	578,563	32.70%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL				
Budget to Actual for FY19				
Actual as of October 31, 2018				
	<u>FY 19</u> <u>Adjusted</u> <u>Budget</u>	<u>Actual</u> <u>as of</u> <u>10/31/18</u>	<u>Diff Between</u> <u>Budget &</u> <u>Actual</u>	<u>% of Budget</u> <u>Used</u>
Total Operations Expenses (from Page 1)	859,735	281,172	578,563	32.70%
Direct Project Expenses				
Amherst CDBG - Old Town Madison Heights	1,000	14	986	1.38%
Amherst Construction Ready	750		750	0.00%
Amherst Sedimentation Basin	500		500	0.00%
Appomattox CDBG - Meadowlark	5,000	327	4,673	6.55%
Appomattox Recovery Planning Grant	3,000	758	2,242	25.27%
Chesapeake Bay	2,000	133	1,867	6.63%
DHCD	2,500	228	2,272	9.11%
DRPT / FTA	39,482	251	39,231	0.64%
Hazard Mitigation	62,400		62,400	0.00%
Pamplin VDH Water	500	77	423	15.36%
Regional Radio Board	1,000	133	867	13.34%
RideSolutions	22,414	2,742	19,672	12.23%
VDOT - PL	18,750	3,267	15,483	17.42%
VDOT - Rural	2,500	362	2,138	14.46%
WIOA	544,004	100,888	443,116	18.55%
Total Direct Project Expenses	705,800	109,180	596,620	15.47%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,565,535	\$390,353	\$1,175,182	24.93%
Pass Thru Expenses				
Regional Radio Board	1,249,988	365,354	884,634	29.23%
VDOT - PL	78,750		78,750	0.00%
WIOA	950,000	352,326	597,674	37.09%
Total Pass Thru Expenses	\$2,278,738	\$717,680	\$1,561,058	31.49%
Total Expenses	\$3,844,273	\$1,108,033	\$2,736,240	28.82%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL				
Budget to Actual for FY19				
Actual as of October 31, 2018				
	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 10/31/18</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues				
OPERATIONS FUND (REVENUE)				
Dues	154,774	154,774	(0)	100.00%
Miscellaneous Revenue	12,000	664	11,336	5.53%
Total Operations Revenue	166,774	155,438	11,336	93.20%
Direct Project Revenues				
Amherst County - Old Town Madison Heights	17,500		17,500	0.00%
Amherst Construction Ready	1,500		1,500	0.00%
Amherst Sedimentation Basin	2,800		2,800	0.00%
Appomattox CDBG - Meadow Lark	24,000	5,500	18,500	22.92%
Appomattox Recovery Planning & construction C	13,900		13,900	0.00%
Chesapeake Bay	50,000		50,000	0.00%
DHCD	72,471	37,985	34,486	52.41%
DRPT / FTA	133,589	26,077	107,512	19.52%
Hazard Mitigation	85,200	17,500	67,700	20.54%
Pamplin VDH Water	2,500		2,500	0.00%
Regional Radio Board	20,000	10,291	9,709	51.45%
Region 2000 Services Authority	167,488	54,245	113,243	32.39%
RideSolutions	44,214	10,279	33,935	23.25%
VDOT-PL	136,286	31,354	104,932	23.01%
VDOT-Rural	58,000	9,892	48,108	17.05%
WIOA	625,914	123,896	502,018	19.79%
Total Direct Project Revenues	1,455,362	327,018	1,128,344	22.47%
Interest	3,500	2,643	857	75.52%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,625,636	485,100	1,140,536	29.84%
Surplus/(Use of Fund) Balance	60,101	94,747	(34,646)	
Funding from Fund Balance				
Funding from Fund Balance	0	0	0	#DIV/0!
	\$60,101	\$94,747	(\$34,646)	
Pass Thru Revenue				
Regional Radio Board	1,249,988	1,000,479	249,509	80.04%
VDOT - PL	78,750		78,750	0.00%
WIOA	950,000	362,325	587,675	38.14%
Total Pass Thru Revenues	\$2,278,738	\$1,362,804	\$915,934	59.81%
	0			
Total Revenue	3,904,374	1,847,904	2,056,470	47.33%
Net Surplus/(Use of Fund) Balance	60,101	739,871		

**LOCAL GOVERNMENT COUNCIL
Cash and Estimated Fund Balance
as of October 31, 2018**

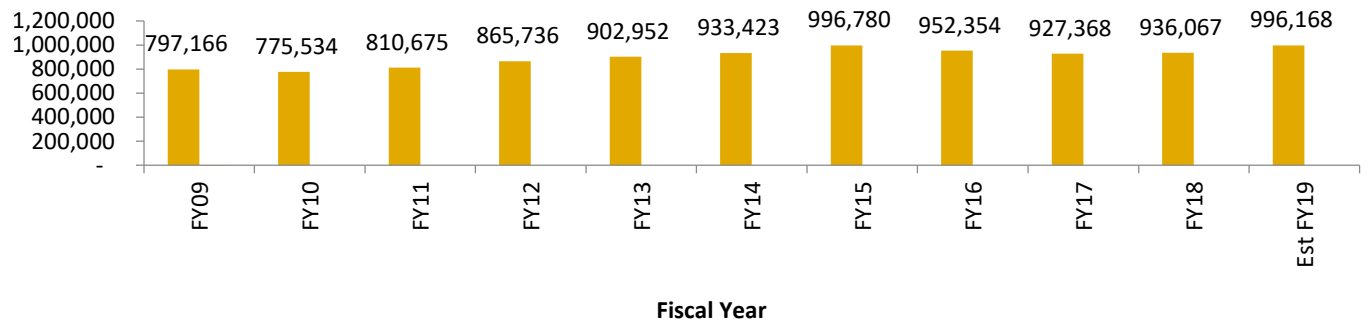
CASH ON HAND

Sun Trust Checking		
LGC Funds	355,630	
WIA Trainit Funds	4,429	
Petty Cash	112	
Local Govt Invest Pool	486,178	
Cash on Hand	\$ 846,348	

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance	\$ 996,168	0
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Ending Fund Balance



RESOLUTION OF APPRECIATION

Whereas, Delegate Ben Cline has served as a member of the Region 2000 Local Government Council from 2006 to 2010 and from 2017 to the present, and

Whereas, Delegate Cline has contributed valuable insight and perspective during his time on the Council, and

Whereas, Delegate Cline has been elected to the U.S. House of Representatives and will be leaving the Virginia House of Delegates, and

Whereas, the Council recognizes Delegate Cline's efforts to participate in our meetings and will miss his sound advice and leadership, and

Whereas, Delegate Cline exemplifies the true spirit of public service and the Council wishes him much success in his new position in the U.S. House of Representatives.

NOW, THEREFORE BE IT RESOLVED THAT, the Virginia's Region 2000 Local Government Council extends to Delegate Ben Cline its sincere appreciation for contributing his time, talents and leadership in improving the quality of life in Region 2000 and Central Virginia as a member of the Council and as a member of the House of Delegates.

Adopted unanimously this 15th day of November in the year 2018 by the Virginia's Region 2000 Local Government Council.

Gary Christie
Executive Director

Kenneth Campbell
Chairman

RESOLUTION OF APPRECIATION

Whereas, Mayor Phyllis Campbell has served faithfully as a member of the Region 2000 Local Government Council for the past sixteen (16) years, and

Whereas, Mayor Campbell has contributed not only her time as a Council member, but has also provided leadership and direction during her time on the Council, and

Whereas, Mayor Campbell has decided to retire from Brookneal Town Council and from the Local Government Council effective December 31, 2018, and

Whereas, the Council recognizes that Mayor Campbell's sound advice and leadership will be missed by all of the remaining members of the Council, and

Whereas, Mayor Campbell exemplifies the true spirit of public service and serves as an example to those who will follow her.

NOW, THEREFORE BE IT RESOLVED THAT, the Virginia's Region 2000 Local Government Council extends to Mayor Phyllis Campbell its sincere appreciation for contributing her time, talents and leadership in service as a member of the Council and in improving the quality of life in Region 2000.

Adopted unanimously this 15th day of November in the year 2018 by the Virginia's Region 2000 Local Government Council.

Gary Christie
Executive Director

Kenneth Campbell
Chairman