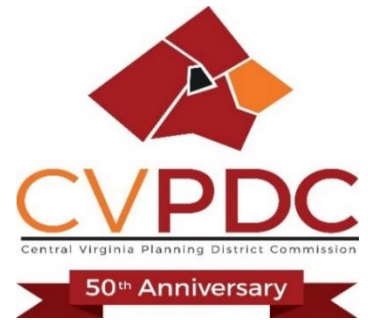


**Central Virginia Planning District Commission
Executive Committee Meeting**

Friday, March 29, 2019

10:30 a.m.

**CVPDC offices, 12th Floor
828 Main Street, Lynchburg**



Agenda

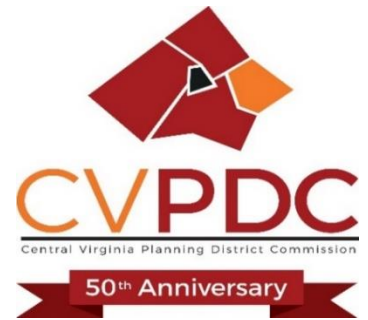
1. Welcome.....Kenneth Campbell, Chair
2. Approval of March 1 and March 6 Meeting NotesKenneth Campbell, Chair
(Attached)
3. Personnel Policies Update Margaret Schmitt
(Attached)
4. Consideration of support for a redevelopment plan for the Central Virginia Training
CenterGary Christie
5. Preliminary 2019-2020 Draft Budget
(Attached)
6. Use of FY 20 Rural Transportation Planning Funds for a Bedford Town Intersection
Study Gary Christie and Scott Smith
(Attached)
6. Other Business
7. Next Executive Committee meeting – called as needed

**Central Virginia Planning District Commission
Executive Committee Meeting**

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828 Main Street, Lynchburg**



Information Page

Item No. 4:

Consideration of support for a redevelopment plan for the Central Virginia Training Center

In January the Executive Committee began discussion on the next regional project. We examined a list of possibilities and focused on economic development projects, especially infrastructure related projects that might qualify for a GO Virginia grant.

At a meeting with local and regional economic developers on March 6 we discussed investing up to \$250,000 in the creation of a redevelopment plan for the Central Virginia Training Center. The Committee asked for more information about the plan, including a scope of work and the name of the proposed vendor.

Megan Lucas, CEO of the Lynchburg Regional Business Alliance, has provided the attached scope of work which is proposed to be done by HDR, headquartered in Omaha, but with offices throughout the country, including six offices in Virginia. The cost of the plan is estimated to be \$500,000.

Item No. 5

Preliminary 2019-2020 Draft Budget

Our first look at the FY 2019-2020 preliminary budget is attached. It's preliminary because we haven't receive our transportation related funding numbers (MPO, Rural, and Transit) yet. This preliminary budget contains the current year's numbers.

This projection has us ending the current year with a \$39,349 surplus.

There is a 2% pay increase for employees based on satisfactory performance.

The new Chesapeake Bay Phase III project is included as is the proposed additional planner that we've been discussing.

Continuing projects include

- The CDBG Old Town Madison Heights in Amherst County
- The CDBG Meadowlark Neighborhood project in Appomattox Town
- The Hazard Mitigation Planning process

At the April 18 CVPDC meeting we'll look at the budget and the workplan for FY 2019-2020.



Central Virginia Planning District Commission Executive Committee Minutes

March 1, 2019

Attendees:

Kenneth Campbell, Amherst County
Sara Carter, Amherst Town
Waverly Coggsdale, Altavista

Dean Rodgers, Amherst County
Frank Rogers, Campbell County
Bonnie Svrcek, Lynchburg

Staff and Others:

Gary Christie, CVPDC
Kelly Hitchcock, CVPDC

Rachel Griffin, Innovative Insurance Group

Welcome: CVPDC Chair Kenneth Campbell welcomed the committee and thanked them for their participation.

Chesapeake Bay Implementation Program: Gary and Kelly reported that the Virginia Association of Planning District Commissions has been working with the Virginia Department of Environmental Quality (DEQ) to increase funding to PDCs for Chesapeake Bay related studies and evaluation.

Staff presented an opportunity offered by DEQ for a \$21,500 contract for a package of services that would include:

- a) Host three regional meetings, or hold discussions in existing meeting, related to the Implementation Program.
- b) Develop cost estimates and potential budgets for WIP III area BMP project implementation.
- c) Work with localities to compile and submit GIS shapefiles to support the High-Resolution Land Cover Update project.
- d) Develop a scope of work for a Local Area Watershed Implementation Plan.
- e) Develop a web page that informs/describes WIP.
- f) Develop a matrix of potential area grant projects with funding sources.
- g) Host a training webinar on the use of the BMP Warehouse
- h) Survey localities on data gaps
- i) Survey localities to identify WIP III BMP training needs.

Bonnie asked why Lynchburg should participate since it was a MS-4 community. Kelly noted the WIP III does include those non-MS4 City areas and those upstream areas. The program will provide communication, coordination, and consensus among the surrounding counties/stakeholders. Additionally the program can inform consistent program funding messaging.

Kelly offered that local government staff were already involved in the planning process and it would not be significant amount of additional work for them. She noted that a particular product that would come

from this is the development of a list of potential projects/budgets that could be used by the locality for future DEQ grant applications.

By consensus the Committee agreed to submit this for consideration and approval to the Commission.

Health Insurance for 2019-2020

Gary reported that Local Choice had offered a 0% renewal increase and was the lowest product when comparing recent bids from the health insurance market.

Gary noted that staff recommended the Council maintain two offerings to employees for health insurance.

1. Recommend that the Commission offer the Local Choice \$500 deductible plan and maintain the status quo in regards to employee-employer financial participation
2. The Commission transition from a \$1,000 deductible plan to a High Deductible Health Program and invest the difference in the employee's Health Savings Account

The Committee felt it important that the new system not increase next year's health insurance budget.

Frank suggested that we might want to consider a single amount that would be deposited into the employee's Health Savings Account regardless of the plan that the employee chose. He also noted that an employee could take their HSA account if they left the Commission's employment. Frank reminded the Committee that there has to be significant education and follow up information services for employees to feel comfortable with the High Deductible Health Plan. Frank noted that Campbell experience had been that employees expect an annual contribution their HSA by the company.

Dean asked if HSA funds could be invested. Rachael Griffin of Innovative Insurance, the Commission's consultant, said that this usually could be done after the employee had accumulated a targeted amount in the HSA. Rachael also noted that the family deductible for the High Deductible Health Plan is the same as the \$1,000 Deductible Plan.

Waverly expressed concern that by doing away with the \$1,000 deductible plan, we compel those 14 subscribers to move to a more expensive plan or to the High Deductible Health Plan.

The committee asked that a single number developed which would be the proposed contribution to the employee's HSA and that the entire program for next year not exceed the current budget.

Fund Balance Policy

Gary reported that the current fund balance policy is measured by three years' worth of operational expenses not covered by recurring revenues. He suggested it may be simpler to amend our policy to maintain a financial reserve of eight (8) months of Planning District Commission expenditures.

For FY 18-19, eight months of expenditures would be \$573,157. Staff feels that eight months reserve of our expenditures is adequate for us to either find replacement revenue or reduce expenditures.

After discussion the committee agreed that moving to a reserve target of eight (8) months of expenditures would be acceptable and worthy of consideration by the Commission.

Proposal for an Additional Planner

Gary outlined a request for an additional staff planner. He noted that the PDC business model is based on contracts for services and we have reached a capacity point where we are in danger of turning down or delaying work because there are not enough staff. Current staff is near workload capacity.

Gary noted that we have adequate reserves to supplement a position for a few years to allow time for that position to bring in grants or projects.

Dean suggested that we approach this as putting some of the reserves to work. He noted that it's likely to take staff a couple of years to generate contracts and projects.

Bonnie suggested that we view this like a grant funded position that would go away if future funds were not available.

Sara noted that we will review the need and success of this position annually. Sara commented that the PDC business model is not what we typically deal with in local government. She noted that sometimes we will have to make a financial investment in the organization in order to grow the capacity and ultimately the service levels. Sara commented that the SERDI process and our subsequent conversations have asked staff to better track and provide a higher level of services.

Bonnie suggested that we identify a new service or program that would be delivered by this new position. She suggested that there be a commitment from staff that there be no dues increase for three years and that the draw from fund balance end after three years.

The Committee asked staff to refine the proposal, especially regarding how the new position would benefit localities, for consideration by the Commission at a later meeting.

Regional Complete Census Count Committee

The Committee expressed that local Complete Census Count Committees were being formed and that there was no interest in a regional one.

Suggested CVPDC Executive Committee Bylaws/Protocols

The committee discussed the proxy idea and determined to keep it in the list since the committee member should inform anyone they send as a proxy about the topic of the day. It was agreed that agendas and minutes would be circulated to all of the CVPDC members.

The following were agreed to as the foundation for Executive Committee Bylaws:

- a) Executive Committee meeting quorums consist of representatives from three counties/city and one town. The Chair may count as a representative.
- b) The Chair may ask the CVPDC Vice-Chair to attend in the Chair's absence. If the Vice Chair cannot attend, the Chair may delegate to another elected official on a meeting-by-meeting basis.
- c) In the absence of the Chair or Vice Chair, the committee may elect a chair pro tem from its membership on a meeting-by-meeting basis.
- d) Meeting agendas and minutes will be circulated to all members of the CVPDC.

- e) Members may send a proxy representative

Personnel Policy update

The committee suggested that the revised personnel policies be brought to the Committee as part of a regular Executive Committee meeting.

Work Plan Progress Report

Included in the agenda packet is a Second Quarter progress report of the CVPDC work plan. Gary noted that staff will continue to fine tune and revise the document. Dean offered to send a version that Amherst County uses.

DRAFT



Central Virginia Planning District Commission Executive Committee Minutes

*Executive Committee and Regional/Local Economic Developers meeting
Ramey Auditorium, VDOT, Campbell Ave, Lynchburg*

March 06, 2019

Attendees:

Kenneth Campbell, Amherst County
Sara Carter, Amherst Town
Waverly Coggsdale, Altavista
Robert Hiss, Bedford County

Dean Rodgers, Amherst County
Frank Rogers, Campbell County
Bonnie Svrcek, Lynchburg

Staff and Others:

Traci Blido, Bedford Economic Development
Gary Christie, CVPDC
Mike Davidson, Campbell Economic
Development
Chris Faraldi, Lynchburg Regional Business
Alliance
Jamie Glass, Lynchburg Regional Business
Alliance

Victoria Hanson, Amherst Economic
Development
Kelly Hitchcock, CVPDC
Megan Lucas, Lynchburg Regional Business
Alliance
Marjette Upshur, City of Lynchburg Economic
Development and Tourism
Mary Zirkle, Town of Bedford Economic
Development

Gary Christie welcomed the group and outlined the purpose of the meeting to explore next project opportunities, especially next GO Virginia grant opportunities.

Improving the readiness of an existing industrial site in each County and the City

Megan Lucas discussed a GO Virginia grant that the Regional Business Alliance is working on to upgrade the state of readiness of an industrial site in each County and the City. Megan reminded the group that the Alliance has reviewed many of the public industrial sites and determined a cost estimate to raise the Tier Level, often times by performance a due diligence activity that would be required by a prospect. Several comments about the duration and shelf life of these due diligence activities were acknowledged. It was noted that often these Tier upgrades were good for five years and it was important that we be ready to respond to market requests.

Dean Rodgers noted that doing this engineering assessment/work as a group would result in a lower price when compared to doing this work individually. Bonnie Svrcek noted that the Airport site was not included in the proposed list.

It was noted that having sites designated as Tier 5 would help bring prospects who may look at other sites.

Natural Gas

The installation of Natural Gas was discussed but the consensus was that a \$100 million price was unaffordable. It was commented that gas is available in Appomattox and at TEVA in Bedford. CVTC has access to gas but no tap.

GO Virginia application for a Master Plan Development at the Central Virginia Training Center

Several suggested that we pursue a GO Virginia grant for \$250,000 to be matched with \$250,000 from the Local Government Council or from private sources or a combination. Megan said that she has a consultant service identified to develop this Master Plan for \$500,000.

Victoria Hanson noted that the economic impact of the Training Center is at \$87 million and it could come back if CVTC were redeveloped. Megan noted that initial costs to clean the site was \$50 to \$100 million.

STEM Academy Scholarships

It was noted that participation at the STEM academy is often dependent on how much financial support comes from the local school board and suggested that we work to find supplemental funding to allow more students to attend the STEM Academy. Dean commented that STEM is still college bound and we should focus our energies on a vocational technical center. Megan suggested that Lynchburg City School's educators should look for a pathway to help students into vocational and career technical education programs.

Megan noted that Alliance and Workforce Board members went to Alabama to see a Career Technical Education center. Megan also mentioned that an Educators Academy like the one they saw in Alabama is being discussed here. Chris Faraldi noted the importance of counselors and parents encouraging students to look at all career options, including vocational/technical.

It was commented that we need machinists in this area.

Mean noted that there is a study underway to collect information from the business community about their workforce needs and interests.

Agriculture and Bedford Train Stop

Traci Blido suggested that our comprehensive economic development strategy should include a section of Agriculture and the proposed Amtrak stop in Bedford.

GO Virginia Macro-Region

It was suggested that we examine the Comprehensive Economic Development Strategies of all three regions within GO Virginia Region 2 to see if there are commonalities that we can take advantage of.

The Thing that excites, brings together, motivates

Sara Carter said that successful regions pick a thing and pursue it to build regional identity and enthusiasm. Identify the one thing that will have an “Ah Ha” factor and will build energy around. Megan suggested that the CEDS be used to elevate the region. Gary said he would check with John Provo to see if Virginia Tech has done research comparing the three regional CEDS.

Importance of Collaboration

Marjette Upshur commented that Roanoke has anchor institutions like Carillion who work together with the nonprofits and governments to make important initiatives and partnerships.

Central Virginia Training Center

Dean noted that the CVTC redevelopment plan could lead to the area becoming an important manufacturing center. Victoria noted that we’ve been successful at getting over \$800,000 from the Virginia General Assembly for site remediation. All agreed that the Commonwealth is not set up to redevelop this property in the highest and best use that will also benefit Amherst County and the region. Several argued that no one will step up if we don’t. One comment from Staunton said that locals have to take ownership of the revitalization of the Training Center properties.

It was noted that when the redevelopment plan is completed it would become part of Amherst County's comprehensive plan.

Next steps

The CVPDC Executive Committee will discuss this further at the next meeting. Megan offered to provide the scope of work that would be used for the redevelopment planning process.

Personnel Policies Update

Margaret Schmitt, former HR Director with Lynchburg, has helped us to re-craft our personnel policies. Below is a chart showing the changes. After the chart is a link to the proposed policies and the current policies.

Central Virginia Planning District Commission Employee Handbook Revised 3/15/19 Summary of Changes

Chapter	From	To	Why
Throughout	Legalistic tone	Up-to-date, more conversational tone	Language was out of date and remnants of inherited policies remained
Throughout	Redundant and disjointed	Reorganized, shortened	Policies were the result of structural changes, additions, and revisions over years.
Throughout	Inconsistent	Ensured consistency in definitions and references	Various revisions and “inherited” policies had created inconsistency
One		Employment at Will	Codified legal standing
Two	Allocation	Classification	Matches current practice
Two		FOIA definition	FOIA was missing
Two	FT, PT and Temporary definitions	Simplify definitions and remove “permanent”	Consistent with employment at will provisions
Three	Department Director reviews after supervisor shares performance evaluation with employee	Supervisor shares evaluation with Department Director before it is shared with employee	Aligns supervisor and department director performance feedback and ensures that changes are not made after the evaluation is shared with an employee
Five	Confusing, ineffective Educational Reimbursement Policy	Added clear support for professional development and job related training	Funding level didn’t allow for effective usage by employees
Six	Volunteer Rescue Squad Leave	None	Remnant of Campbell County policies. No longer applicable to CVPDC.
Six	6 year annual leave progression	Added seniority levels and higher accrual rates	While progress was faster than comparable organizations, leave topped out lower than average in the market.
Six	VRS Hybrid Employee sick leave maximum at 80 hours	Eliminated 80 hour max at any time and expanded carryover from year to year to 112 hours	Balances sick leave accrual for Hybrid members with benefit of STD and real life needs for sick leave

Six	Sick leave use for family members restricted	Allows use of sick leave for family member needs up to full accrued balance.	Simplifies tracking, expands employee flexibility and takes advantage of the built-in limits already existing in sick leave accrual.
Six	Cap on number of occurrences for which bereavement leave can be taken	Removed cap – allow up to 24 hours of paid time off per occurrence	Simplifies tracking and expands use of bereavement leave to all qualifying events.
Six	Ineffective Sick Leave Bank	Froze bank with current members	Only new employees were able to enroll and no one had enrolled in recent years.
Six	Administrative Leave for jury duty	Added Court Service leave and clarified that court appearances on behalf of the Commission are work time	Creates consistency with state code requirements
Six	FMLA	Codified that FML will apply after 5 days absence due to qualifying event and the Commission may designate absences as FML if qualified event	Consistent with FMLA regulations and allows for more manageable recordkeeping.
Seven	Nothing	Added Code of Conduct and clarified procedures for counseling and discipline to include an opportunity for employee response to more serious disciplinary action of demotion, suspension and dismissal	Clarified expected behavior and conduct in accordance with state code.
Seven	Incomplete work areas cited for smoke free environment	Adds vehicles to smoke free policies	Ensures that all work areas are smoke free

The proposed personnel policies document is at [Draft Personnel Policy](#).

The current personnel policies document is at [Current Personnel Policy](#).

Central Virginia Planning District Commission

Budget to Actual for FY19

Actual as of February 28, 2019

Item No. 5

	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 2/28/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Estimate Y/E</u>	<u>FY20 Draft Budget</u>	<u>Change From FY19 to FY20</u>		
OPERATIONS FUND (EXPENDITURES)										
SALARY										
ADMINISTRATION	159,965	166,603	108,573	58,030	65.17%	166,603	169,935	3,332		
FINANCE	136,149	138,872	92,581	46,291	66.67%	138,872	141,649	2,777		
OPERATIONS	218,936	223,588	149,059	74,529	66.67%	223,588	278,060	54,472	new position salary \$50000	
	515,050	529,063	350,213	178,850	66.20%	529,063	589,644	60,581		
PART TIME HELP	216	10,000	0	10,000	0.00%	0	10,000	0		
								0		
Total Salaries & Wages	515,266	539,063	350,213	188,850	64.97%	529,063	599,644	60,581		
								0		
EMPLOYER COST FICA	38,167	41,238	25,724	15,514	62.38%	38,558	45,736	4,498		
EMPLOYER COST V R S	33,426	24,919	16,459	8,460	66.05%	24,786	27,772	2,853		
EMPLOYER COST HEALTH INS	74,952	81,871	54,842	27,029	66.99%	80,155	89,024	7,153		
EMPLOYER COST LIFE INS	6,747	6,931	4,580	2,351	66.08%	6,896	7,724	793		
WORKERS COMP	411	714	1,462	(748)	204.82%	1,462	1,500	786		
Total Fringe Benefits	153,704	155,673	103,068	52,605	66.21%	151,856	171,757	16,084	new position total \$69,922	
OFFICE EXPENSES										
AUDITING SERVICES	5,050	5,500	5,150	350	93.64%	5,150	5,775	275		
PAYROLL ACCOUNTING SERVICES	5,904	6,670	1,734	4,936	26.00%	6,670	6,870	200		
LEGAL SERVICES	1,716	3,000	1,450	1,550	48.33%	3,000	3,000	0		
LIABILITY INSURANCE	910	1,000	993	7	99.34%	993	1,000	0		
CONTRACTUAL SERVICES	19,510	24,500	31,178	(6,678)	127.26%	35,000	22,500	(2,000)		
ADVERTISING		1,000	147	853	14.70%	500	1,000	0		
POSTAGE	138	1,000	633	367	63.26%	950	1,000	0		
TELEPHONE	5,242	6,400	3,087	3,313	48.23%	4,631	6,400	0		
INTERNET SERVICES	590	700	391	309	55.92%	587	700	0		
OFFICE SUPPLIES	3,597	6,000	2,896	3,104	48.27%	4,344	6,000	0		
PRINTING & BINDING		1,500	986	514	65.71%	1,479	1,500	0		
TRAVEL	4,134	7,500	2,499	5,001	33.32%	3,749	7,500	0		
SPECIAL MEETINGS	7,675	7,000	4,734	2,266	67.62%	7,100	7,000	0		
EDUCATION & TRAINING	1,861	6,000	2,081	3,919	34.69%	3,122	8,000	2,000		
DUES, SUBSCRIPTIONS	7,767	10,800	7,141	3,659	66.12%	10,712	10,800	0		
PUBLICATIONS	242	700	156	544	22.29%	234	500	(200)		
MISCELLANEOUS EXPENSES	906	1,000	609	391	60.91%	914	1,000	0		
FURNITURE & FIXTURES	1,368	1,000	0	1,000	0.00%	1,000	1,000	0		
RENTAL OFFICE EQUIPMENT	2,634	4,000	1,539	2,461	38.47%	4,000	4,000	0		
OFFICE RENT	67,660	55,529	38,030	17,499	68.49%	56,539	57,056	1,527		
PARKING	3,465	4,200	1,180	3,020	28.10%	1,780	1,800	(2,400)		
COMPUTER EQUIP/SOFTWARE	5,050	10,000	2,316	7,684	23.16%	10,000	12,000	2,000		
Total Office Expenses	145,419	164,999	108,930	56,069	66.02%	162,452	166,401	1,402		
Total Operations Expenses	814,389	859,735	562,211	297,524	65.39%	843,371	937,802	78,067		

Central Virginia Planning District Commission										
Budget to Actual for FY19										
Actual as of February 28, 2019										
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 2/28/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Estimate Y/E</u>	<u>FY20 Draft Budget</u>	<u>Change From FY19 to FY20</u>		
Total Operations Expenses (from Page 1)	814,389	859,735	562,211	297,524	65.39%	843,371	937,802	78,067		
Direct Project Expenses										
Amherst CDBG - Old Town Madison Heights	1,020	1,000	32	968	3.16%	200	500	(500)		
Amherst Construction Ready		750		750	0.00%	0	0	(750)		
Amherst Sedimentation Basin		500		500	0.00%	0	0	(500)		
Amherst Training Center	30,000									
Appomattox CDBG - Meadowlark	1,578	5,000	342	4,658	6.84%	513	500	(4,500)		
Appomattox Recovery Planning Grant	2,217	3,000	1,604	1,396	53.46%	2,406	1,500	(1,500)		
Brookneal Comp Plan	406									
CEDS	5,984	0		0	#DIV/0!	1,500	0	0		
Chesapeake Bay		2,000	237	1,763	11.86%	237	250	(1,750)		
DHCD	776	2,500	732	1,768	29.28%	1,098	2,500	0		
DRPT / FTA	3,744	39,482	5,453	34,029	13.81%	39,482	2,500	(36,982)		
Hazard Mitigation	47	62,400	270	62,130	0.43%	41,309	59,691	(2,709)		
Pamplin VDH Water	399	500	152	348	30.41%	228	0	(500)		
Regional Radio Board	356	1,000	233	767	23.31%	350	1,000	0		
RideSolutions	13,178	22,414	5,347	17,067	23.86%	22,400	20,754	(1,660)		
VDOT - PL	16,888	18,750	8,135	10,615	43.38%	18,750	18,750	0		
VDOT - Rural	2,839	2,500	3,078	(578)	123.10%	12,000	2,500	0		
WIOA	287,551	544,004	201,125	342,879	36.97%	301,687	544,004	0		
Total Direct Project Expenses	366,983	705,800	226,739	479,061	51.28%	442,160	654,449	(51,351)		
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,181,372	\$1,565,535	\$788,950	\$776,585	50.39%	\$1,285,531	\$1,592,251	\$26,716		
Pass Thru Expenses										
Regional Radio Board	360,893	1,249,988	797,109	452,879	63.77%	1,195,663	1,149,988	(100,000)		
VDOT - PL	48,600	78,750		78,750	0.00%	78,750	78,750	0		
WIOA	1,029,801	950,000	753,612	196,388	79.33%	1,130,418	950,000	0		
Total Pass Thru Expenses	\$1,439,294	\$2,278,738	\$1,550,720	\$728,018	68.05%	\$2,404,830	\$2,178,738	(\$100,000)		
Total Expenses	\$2,620,666	\$3,844,273	\$2,339,670	\$1,504,603	60.86%	\$3,690,362	\$3,770,989	(\$73,284)		

Central Virginia Planning District Commission								
Budget to Actual for FY19								
Actual as of February 28, 2019								
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 2/28/19</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>	<u>Estimate Y/E</u>	<u>FY20 Draft Budget</u>	<u>Change From FY19 to FY20</u>
Revenues								
OPERATIONS FUND (REVENUE)								
Dues	154,668	154,774	154,774	(0)	100.00%	154,774	155,420	646
Miscellaneous Revenue	17,236	12,000	11,194	806	93.29%	11,194	12,000	0
Total Operations Revenue	171,904	166,774	165,969	805	99.52%	165,969	167,420	646
Direct Project Revenues								
Amherst County - Old Town Madison Heights	(3,700)	17,500	5,360	12,140	30.63%	9,200	13,800	(3,700)
Amherst Construction Ready	4,500	1,500		1,500	0.00%	750	750	(750)
Amherst Sedimentation Basin		2,800		2,800	0.00%	0	0	(2,800)
Appomattox CDBG - Meadow Lark	27,300	24,000	11,000	13,000	45.83%	15,500	22,500	(1,500)
Appomattox Recovery Planning & construction C	18,100	13,900		13,900	0.00%	12,300	9,400	(4,500)
Brookneal Comp Plan	8,152							
CEDS	15,207							
Chesapeake Bay		50,000	50,000	0	100.00%	50,000	21,500	(28,500)
DHCD	75,971	72,471	56,978	15,493	78.62%	72,471	72,471	0
DRPT / FTA	98,747	133,589	78,938	54,651	59.09%	133,589	108,312	(25,277)
Hazard Mitigation		85,200	17,500	67,700	20.54%	58,309	63,700	(21,500)
Pamplin VDH Water		2,500		2,500	0.00%	2,500	0	(2,500)
Regional Radio Board	27,853	20,000	17,937	2,063	89.68%	20,000	25,000	5,000
Region 2000 Services Authority	153,085	167,488	78,716	88,772	47.00%	160,000	170,838	3,350
RideSolutions	37,748	44,214	28,172	16,042	63.72%	42,258	44,603	389
VDOT-PL	132,645	136,286	84,741	51,545	62.18%	136,286	136,286	0
VDOT-Rural	57,769	58,000	34,730	23,270	59.88%	58,000	58,000	0
WIOA	357,551	625,914	251,831	374,084	40.23%	377,746	609,004	(16,910)
Total Direct Project Revenues	1,010,928	1,455,362	715,902	739,460	49.19%	1,148,908	1,356,164	(99,198)
Interest	7,238	3,500	6,669	(3,169)	190.53%	10,003	7,000	3,500
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,190,070	1,625,636	888,539	737,097	54.66%	1,324,880	1,530,584	(95,052)
Surplus/(Use of Fund) Balance	8,698	60,101	99,589	(39,488)		39,349	(61,667)	(121,768)
Funding from Fund Balance								
Funding from Fund Balance	0	0	0	0	#DIV/0!	0	0	0
	\$8,698	\$60,101	\$99,589	(\$39,488)		\$39,349	(\$61,667)	(\$121,768)
Pass Thru Revenue								
Regional Radio Board	1,257,092	1,249,988	1,138,742	111,246	91.10%	1,195,663	1,149,988	(100,000)
VDOT - PL	48,600	78,750		78,750	0.00%	78,750	78,750	0
WIOA	1,036,687	950,000	770,279	179,721	81.08%	1,130,418	950,000	0
Total Pass Thru Revenues	\$2,342,379	\$2,278,738	\$1,909,021	\$369,717	83.78%	\$2,404,830	\$2,178,738	(\$100,000)
		0						
Total Revenue	3,532,449	3,904,374	2,797,560	1,106,814	71.65%	3,729,710	3,709,322	(195,052)
Net Surplus/(Use of Fund) Balance	911,783	60,101	457,890			39,349	(61,667)	(121,768)



Bedford Town Intersection Study:

- **Longwood Avenue / Forest Road / Independence Boulevard Intersection Study**

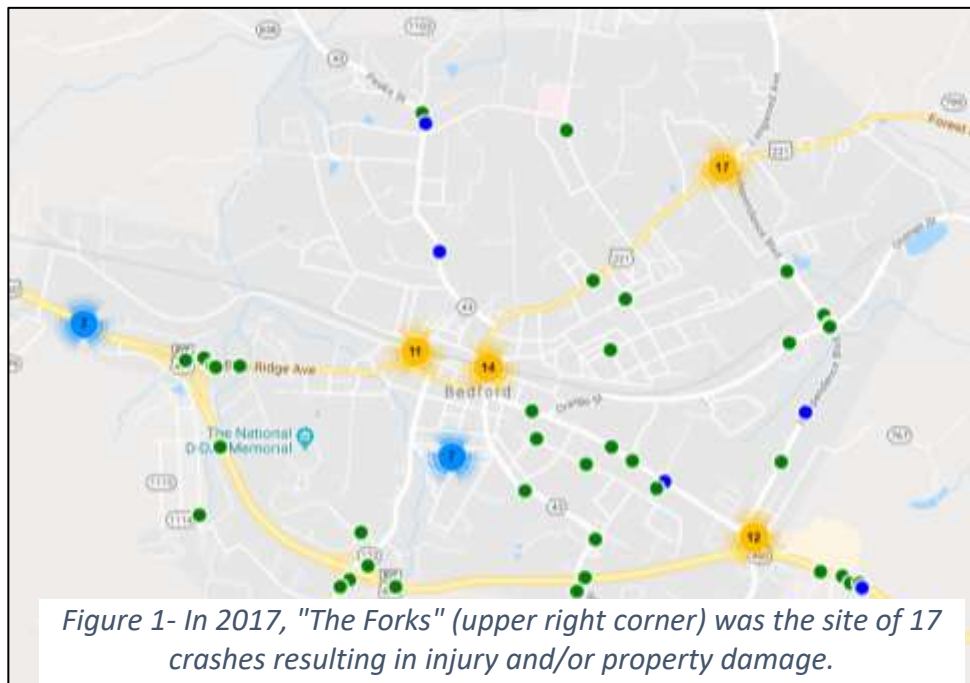
Synopsis:

Staff recommends committing \$8,500 from FY 2019 Rural Transportation Planning Funds (SPR) and \$26,500 from FY 2020 SPR funds for an intersection study in the Town of Bedford. We would be using funds from two fiscal years and committing some of next year's Rural Transportation Planning funds to this effort.

Background:

During the public involvement process for the 2018-2019 Bedford Bike | Walk Plan, CVPDC staff received input from citizens and elected officials regarding actual and potential safety issues at the intersection of US 221 (Longwood Avenue and Forest Road) and Virginia Route 122 (Longwood Avenue and Independence Boulevard).

Known to locals as "The Forks," this is one of the Town of Bedford's top vehicular crash locations and is a hotspot of pedestrian crashes resulting in injuries. As part of the Independence Boulevard project (completed in 1993), the intersection was partially realigned to accommodate the newly-constructed Independence Boulevard to the south.



Proposed Action:

As a follow-up to the Bedford Bike | Walk Plan, CVPDC staff proposes to engage one of the organization's on-call consultants to conduct a formal analysis of the intersection. This would include

- evaluation of innovative intersection concepts,
- access management techniques, and
- recommendations for improved bicycle and pedestrian facilities.

The resulting study could then be utilized by town officials to inform town funding allocations along with applications for SMART SCALE or the Highway Safety Improvement Program (HSIP).

Bedford Town Council's Streets Committee has reviewed the concept and is in favor of the study.

Funding:

The study is estimated to cost \$35,000 and is eligible for funding through the CVPDC's State Planning & Research (SPR) annual funding allocation, which is specifically for projects and activities in the rural portion of the region (including the Town of Bedford).

An indirect consequence for FY 20 may be to reduce the amount of contracted work that we do in the MPO (urban) area by \$26,500 in order to offset the loss of rural funds that would typically go for staff projects.

Recommended Action:

Authorize staff to negotiate a contract for an intersection study in the Town of Bedford for the Longwood Avenue / Forest Road / Independence Boulevard Intersection using \$8,500 in FY 18-19 SPR funds and an estimated \$26,500 in FY 19-20 funds.

