



**Central Virginia Planning
District Commission**
828 Main ST, 12th FL
Lynchburg, VA 24504

**JULY 15, 2021
5:00 p.m.**

Agenda

- 1) **Welcome/Reintroduction of Members** Richard Conner, Chair
- 2) **Adoption of Policies Related to Participation in Meetings Electronically or by Telephone**
..... Richard Conner, Chair
(Attachment 2)
- 3) **Approval of April 15, 2021 Meeting Minutes** Richard Conner, Chair
(Attachment 3)
- 4) **Election of FY22 Officers/Recognition and Appreciation of Outgoing Officers...** Richard Conner,
Chair
(Attachment 4)
- 5) **Financial Report/Update** Rosalie Majerus, CVPDC
(Attachment 5)
- 6) **Presentation: Virginia Housing – FY 22 Planning District Commission Housing and
Development Program**..... Chris Thompson, Director of Strategic Housing, Virginia Housing
- 7) **Introduction and Remarks by Traci Blido, Workforce Development Director**.....
.....Gary Christie, CVPDC
- 8) **Regional Property Reassessment**..... Gary Christie, CVPDC and Dean Rodgers, Amherst County
(Attachment 8)
- 9) **Other Business from Staff**.....Gary Christie, CVPDC
 - a. **Selection of date for Dinner Meeting in Lynchburg of local government and community
leaders**
Proposed Dates: October 14 or November 18
Speaker: Chris Chmura, CEO - Chmura Economics and Analytics

Recommended Action: Select a date for a 5pm Dinner Meeting with Speaker

b. **Adding Juneteenth as a CVPDC holiday** (Attachment 9b)

Recommended Action: Now that the State and many of our localities are observing June 19 as Juneteenth holiday, staff requests that the holiday be added to the PDC list of holidays.

c. **Letter to the State Freedom of Information Advisory Council** (Attachment 9c)

Recommended Action: Authorize the Chair to share the Commission’s request for more flexibility in electronic meetings with the Virginia Freedom of Information Act Advisory Committee.

d. **Resolution of Appreciation to Community Health Leaders and Emergency Services Coordinators for work during the Covid-19 pandemic**

e. **Report on upcoming reorganization of the PDC Planning Staff to restore the Deputy Director position** (Attachment 9e)

f. **Update on Brownfields Assessment Coalition Grant** (Attachment 9f)

10) Other Business from Commission Members..... All

11) Adjourn..... Richard Conner, Chair

Next scheduled meeting: September 16, 2021, 5:00 p.m.
Location: Office of the CVPDC, 828 Main Street, 12th FL, Lynchburg, VA

Attachment 2



Policy of the Central Virginia Planning District Commission regarding participation in meetings via video conference or telephone 7-15-21

1. A quorum of the Planning District Commission members must be physically present.
2. At the beginning of each meeting the Commission must vote to allow electronic participation to verify that the policy is being followed by the member claiming exemption from personal attendance.
3. The member must notify the chair or staff on or before the day of the meeting that he or she plans to use the exemption.
4. The member must identify the reason for the use of the electronic meeting provision:
 - a) a temporary disability or other medical condition that prevents the member's attendance or
 - b) a personal matter which prevents the member's attendance. The nature of the personal matter must be specifically identified and included in the minutes. There is no definition of what constitutes a "personal matter."
 - c) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
 - d) If a member's personal residence is more than 60 miles from the meeting location, he/she may attend electronically.
5. The minutes shall also include a statement as to the remote location where the member is connected electronically.
6. There is no limit to the number of times a member may use:
 - a. the temporary disability or other medical condition reason,
 - c. a family member's medical condition,
 - d. residence more than 60 miles from the meeting location.
7. The use of personal matters (b) is limited to 25% of the annual meetings of the Commission.



**Central Virginia Planning
District Commission**
828 Main Street, 12th Floor
Lynchburg, VA 24504
Electronic Meeting - GoToMeeting

**April 15, 2021
5:00 pm**

Minutes

Members Present:

Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Mayor Richard Conner, Town of Appomattox, Chair
Bruce Johannessen, Bedford Town Council
Megan Lucas, Lynchburg Regional Economic Alliance
Wayne Mitchell, Altavista Town Council
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Gary Shanaberger, Appomattox Town Manager
Mayor Dwayne Tuggle, Town of Amherst
Reid Wodicka, City of Lynchburg

Members Absent:

Jimmy Ayers, Amherst County Board of Supervisors
Susan Adams, Appomattox County Administrator
Trevor Hipps, Appomattox County Board of Supervisors
Robert Hiss, Bedford County Administrator
Mark Peake, Senate of Virginia
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Trenay Tweedy, City of Lynchburg
Bart Warner, Bedford Town Manager
Charlie Watts, Campbell County Board of Supervisors

Others Present:

Gary Christie, Central Virginia Planning District Commission, Executive Director
Mallory Cook, Central Virginia Planning District Commission
Philipp Gabathuler, Central Virginia Planning District Commission
Kelly Hitchcock, Central Virginia Planning District Commission
Ada Hunsberger, Central Virginia Planning District Commission
Rosalie Majerus, Central Virginia Planning District Commission

Welcome

Richard Conner, Chair, welcomed everyone and opened the meeting of the Central Virginia Planning District Commission at 5:00 p.m.

1. Approval of the March 18, 2021 Meeting Minutes

Upon a motion made by Megan Lucas, seconded by Sara Carter, the March 18, 2021 meeting minutes were unanimously approved.

2. Approval of FY 2022 Rural Transportation Program

Ada Hunsberger provided an overview of the Rural Transportation Work Program. The proposed plan for FY 2022 includes a Rural Flood Impact Project, the Greenways, Blueways, and Trails Plan, and general technical assistance that is provided on a yearly basis.

A motion was made by Reid Wodicka, seconded by Sara Carter, to approve the Rural Transportation Program as presented, and it was unanimously approved.

3. Authorization to apply for an Economic Development Administration Grant to update the region's Comprehensive Economic Development Strategy

As discussed in the March PDC meeting, staff are recommending an update to the Comprehensive Economic Development Strategy (CEDS), which was last updated in 2016. Updates would include addressing agriculture and silviculture, addressing resiliency, and including listing of the various projects.

The budget would include a \$60,000 grant with an equal match from local funds taken from PDC reserves. PDC reserve funds are currently in good shape, including factoring in other pledges that will be coming from those accounts.

A motion was made by Reid Wodicka, seconded by Gary Shanaberger, to authorize staff apply for the EDA grant with the required funding match, and it was unanimously approved.

4. Approval of the FY 2022 PDC Workplan

The PDC Workplan is an annual document built by information from planning departments as well as managers and administrators in the region. The Workplan is also used as a management tool to showcase programs and plans for the year.

Frank Rogers asked if the Board has authority to make changes mid-year if needed, and staff confirmed such action can be taken as needed throughout the year.

Upon a motion made by Frank Rogers, seconded by Dwayne Tuggle, the FY 2022 PDC Workplan was unanimously approved.

5. Year to Date Financial Update

Rosalie Majerus provided an update to the current PDC financials, noting that a few additional columns have been added on the provided documents including a Year-End Estimate and the FY22 Estimated Budget.

As noted in the previous meeting, there was an error related to health insurance expenses, but this has been corrected and updated on the budget. During the month of March, no unusual or unexpected transactions were reported. A few revenue sources, as well as the previously noted error, have impacted the year-end estimated expenses.

6. Approval of FY 2022 PDC Budget

The FY22 budget includes starting the year with a negative balance, however, staff believe that the difference will be made up throughout the year with new projects and grants that will become available.

The proposed budget includes the \$134,000 pledge for CVCC, \$30,000 for the previously approved CEDS grant, as well as a 3.5% pay increase for staff beginning July 1. The dues increase that was approved in November is also reflected in the budget.

Frank Rogers asked about staff's clarification on plans to make up the proposed deficit. Gary Christie noted that there will also be carryover from current projects that will help to ensure a balanced FY 22 budget.

A motion was made by Frank Rogers, seconded by Reid Wodicka, to approve the FY 2022 budget as presented, and it was unanimously approved.

7. Other Business from Members or Staff

Frank Rogers recognized Kelly Hitchcock for her work on the Hazard Mitigation Plan and her presentation to the Campbell County Board of Supervisors. Waverly Coggsdale also affirmed Kelly Hitchcock's work with the HMP and participation in the Altavista Town Council meeting.

Gary Christie informed the Board that no meeting is needed at this time in May due to lack of business, and the next proposed meeting will be July 15, 2021.

Adjourn - There being no further business, the meeting adjourned at 5:24 p.m.

Attachment 4

Election of Central Virginia Planning District Commission officers for 2021-2022

As per our bylaws, we rotate the Officers of the PDC annually alphabetically by jurisdiction. Following that rotation, the following members have agreed to serve for 2021-2022.

1. Treney Tweedy, Lynchburg, Chair,
2. Dwayne Tuggle, Amherst Town, Vice Chair

Typically, the PDC Treasurer is the City/Town Manager or County Administrator from the Chair's locality. Since the new City Manager will not start until August, it is recommended that current Treasurer Gary Shanaberger continue as Treasurer until the new City Manager comes onboard and we can discuss with the new City Manager about his interest in serving as our Treasurer for 2021-2022.

Resolution of Appreciation to outgoing Chair Mayor Richard Conner

Whereas, Appomattox Mayor Richard Conner has served the Commission well as Chair during 2020-2021, and

Whereas, Mayor Conner's year was especially challenging due to the COVID-19 pandemic forcing the PDC to meet virtually throughout the year, and

Whereas, Mayor Conner kept our electronic meetings moving with effectiveness and humor, and

Whereas, during Mayor Conner's year as Chair the PDC assisted many of our member jurisdictions with successful grants, project management, transportation projects and clean water initiatives.

Now, therefore, be it resolved that the Central Virginia Planning District Commission recognizes Mayor Richard Conner for his service to the organization and to the region as Commission Chair and expresses our sincere appreciation and respect for Mayor Conner's work during a challenging time, and

Further resolves to instruct the PDC's Clerk to record this resolution of appreciation into the permanent record of the Commission and present the resolution of appreciation to Mayor Conner at a meeting of the Appomattox Town Council.

Recommended Action

1. Elect Treney Tweedy, Lynchburg, Chair, and Dwayne Tuggle, Amherst Town, Vice Chair for 2021-2022
2. Approve a Resolution of Appreciation for outgoing Chair Mayor Richard Conner for his outstanding service to the Commission.
3. Recognize and thank Gary Shanaberger for his service as Treasurer during 2020-2021.

Central Virginia Planning District Commission

Attachment 5

Budget to Actual for FY21

(4 pages)

Actual as of June 30, 2021 - Estimate

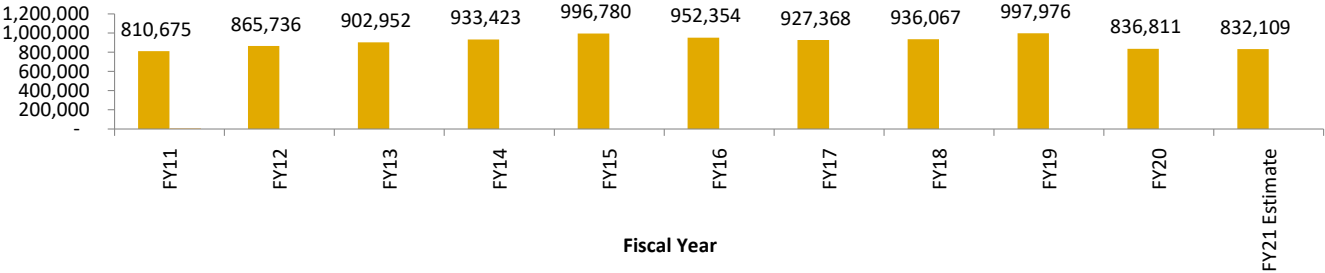
	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Estimate as of 6/30/21</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)					
<u>SALARY</u>					
ADMINISTRATION	164,250	171,531	169,367	2,164	98.74%
FINANCE	144,879	133,161	135,161	(2,000)	101.50%
OPERATIONS	232,336	252,675	242,576	10,099	96.00%
	541,464	557,367	547,104	10,263	98.16%
PART TIME HELP	0	10,000	2,572	7,428	25.72%
Total Salaries & Wages	541,464	567,367	549,676	17,691	96.88%
EMPLOYER COST FICA	39,077	43,404	38,898	4,506	89.62%
EMPLOYER COST V R S	25,602	23,409	22,820	589	97.48%
EMPLOYER COST HEALTH INS	89,019	79,952	99,260	(19,308)	124.15%
EMPLOYER COST LIFE INS	6,938	7,469	7,078	391	94.76%
WORKERS COMP	1,835	1,900	1,883	17	99.08%
Total Fringe Benefits	162,472	156,134	169,938	(13,804)	108.84%
OFFICE EXPENSES					
AUDITING SERVICES	4,360	6,000	4,440	1,560	74.00%
PAYROLL ACCOUNTING SERVICES	5,935	5,500	6,328	(828)	115.05%
LEGAL SERVICES	3,659	3,000	1,091	1,909	36.38%
LIABILITY INSURANCE	961	1,250	968	282	77.47%
CONTRACTUAL SERVICES	18,366	30,000	18,668	11,332	62.23%
ADVERTISING	124	1,000	82	918	8.20%
POSTAGE	483	1,000	441	559	44.06%
TELEPHONE	5,492	6,400	7,302	(902)	114.10%
INTERNET SERVICES	654	700	609	91	86.93%
OFFICE SUPPLIES	3,809	6,000	1,710	4,290	28.50%
PRINTING & BINDING		1,000	290	710	29.00%
TRAVEL	2,107	7,500	1,099	6,401	14.66%
SPECIAL MEETINGS	2,785	7,000	1,169	5,831	16.70%
EDUCATION & TRAINING	2,508	8,000	985	7,015	12.31%
DUES, SUBSCRIPTIONS	8,452	9,500	8,699	801	91.57%
PUBLICATIONS	256	500	383	117	76.66%
MISCELLANEOUS EXPENSES	254	1,000	1,893	(893)	189.33%
FURNITURE & FIXTURES		1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	1,460	4,000	1,422	2,578	35.55%
OFFICE RENT	57,472	58,767	59,359	(592)	101.01%
PARKING	1,200	1,800	1,200	600	66.67%
COMPUTER EQUIP/SOFTWARE	10,497	12,000	11,936	64	99.47%
Total Office Expenses	130,834	172,917	130,074	42,844	75.22%
Total Operations Expenses	834,770	896,418	849,687	46,731	94.79%

Central Virginia Planning District Commission					
Budget to Actual for FY21					
Actual as of June 30, 2021 - Estimate					
	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Estimate as of 6/30/21</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	834,770	896,418	849,687	46,731	94.79%
Direct Project Expenses					
Amherst CDBG - Old Town Madison Heights	64	750	2,506	(1,756)	334.13%
Appomattox CDBG - Meadowlark	280	0		0	0.00%
Appomattox Town Comp Plan	148	0	0	0	0.00%
Appomattox Recovery Planning Grant	419	0		0	0.00%
Bedford County CDBG		500	561		112.10%
CEDS	0	500		500	0.00%
CVCC-CTE	0	134,000		134,000	0.00%
Chesapeake Bay	170	1,000	7	993	0.67%
CVTC	150,000			0	0.00%
DHCD	402	2,500	171	2,329	6.86%
DRPT / FTA	3,491	12,000	32,009	(20,009)	266.74%
Hazard Mitigation	79,044	21,331	21,485	(154)	100.72%
Pamplin VDH Water	927			0	0.00%
Regional Radio Board	543	750	777	(27)	103.65%
RideSolutions	5,366	22,265	602	21,663	2.70%
RideSolutions - Mobility		1,500		1,500	0.00%
VDOT - PL	23,425	27,000	23,671	3,329	87.67%
VDOT - Rural	28,612	6,000	1,953	4,047	32.54%
WIOA	284,731	544,004	248,123	295,881	45.61%
Total Direct Project Expenses	577,623	774,100	331,864	442,296	42.87%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,412,394	\$1,670,518	\$1,181,551	\$489,027	70.73%
Pass Thru Expenses					
Regional Radio Board	1,916,521	1,149,988	1,655,304	(505,316)	143.94%
VDOT - PL	89,100	126,000	134,003	(8,003)	106.35%
WIOA	1,005,393	950,000	1,214,622	(264,622)	127.85%
Total Pass Thru Expenses	\$3,011,013	\$2,225,988	\$3,003,929	(\$777,941)	134.95%
Total Expenses	\$4,423,407	\$3,896,506	\$4,185,480	(\$288,914)	107.42%

Central Virginia Planning District Commission					
Budget to Actual for FY21					
Actual as of June 30, 2021 - Estimate					
	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Estimate as of 6/30/21</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues					
OPERATIONS FUND (REVENUE)					
Dues	155,420	156,242	156,242	0	100.00%
Miscellaneous Revenue	10,868	12,000	10,876	1,124	90.63%
Total Operations Revenue	166,287	168,242	167,118	1,124	99.33%
Direct Project Revenues					
Amherst County - Old Town Madison Heights		30,000	8,610	21,390	28.70%
Appomattox CDBG - Meadow Lark	24,000			0	0.00%
Appomattox Town Comp Plan	15,431			0	0.00%
Appomattox Recovery Planning & construction C	12,825			0	0.00%
Bedford County CDBG		6,000	10,356	(4,356)	172.59%
Chesapeake Bay	21,500	52,000	52,000	0	100.00%
DHCD	75,971	75,971	75,971	0	100.00%
DRPT / FTA	97,037	125,262	128,953	(3,691)	102.95%
Hazard Mitigation	82,236	31,331	29,764	1,567	95.00%
Pamplin VDH Water		0		0	0.00%
Regional Radio Board	25,000	26,000	31,316	(5,316)	120.45%
Region 2000 Services Authority	153,123	175,963	145,462	30,501	82.67%
RideSolutions	30,889	56,080	27,456	28,624	48.96%
RideSolutions - Mobility		12,000		12,000	0.00%
VDOT-PL	132,720	123,158	125,262	(2,104)	101.71%
VDOT-Rural	58,000	58,000	50,249	7,751	86.64%
WIOA	353,900	609,004	323,709	285,295	53.15%
Total Direct Project Revenues	1,082,632	1,380,769	1,009,110	371,660	73.08%
Interest	11,150	7,000	621	6,379	8.87%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,260,069	1,556,012	1,176,849	379,163	75.63%
Surplus/(Use of Fund) Balance	(152,324)	(114,506)	(4,702)	(109,864)	
Funding from Fund Balance	150,000	134,000		134,000	
Funding from Fund Balance	150,000	134,000	0	134,000	
	(\$2,324)	\$19,494	(\$4,702)	\$24,136	
Pass Thru Revenue					
Regional Radio Board	1,179,981	1,149,988	3,153,805	(2,003,817)	274.25%
VDOT - PL	89,100	126,000	134,003	(8,003)	106.35%
WIOA	1,019,211	950,000	1,211,535	(261,535)	127.53%
Total Pass Thru Revenues	\$2,288,291	\$2,225,988	\$4,499,343	(\$2,273,355)	202.13%
Total Revenue	3,698,360	3,916,000	5,676,192	(1,760,192)	144.95%
Net Surplus/(Use of Fund) Balance	(725,047)	19,494	1,490,711		

Central Virginia Planning District Commission								
Cash and Estimated Fund Balance								
June 30, 2021								
CASH ON HAND								
Sun Trust Checking								
	CVPDC Funds		159,918					
	WIA Trainit Funds		4,081					
Petty Cash			130					
Local Govt Invest Pool			403,339					
Cash on Hand			\$ 567,468					
CALCULATION OF ESTIMATED YEAR-END FUND BALANCE								
Estimated Year-end Fund Balance			\$ 832,109					

Ending Fund Balance



Attachment 8

Regional Property Reassessment

Amherst County Administrator Dean Rodgers suggests that the PDC begin an examination of options for property assessment. These options may include:

1. Assessment services provided by a regional Reassessment Director/Coordinator and staff;
2. Joint bidding for assessment services with one mass appraisal company;
3. Assessment services provided by an existing local government.

Variations of these options may also be explored.

Recommended Action

The PDC asks staff to prepare a briefing paper describing the current property assessment environment, reassessment schedules and other pertinent information using the local purchasing agents as an advisory committee.

Attachment 9b

Juneteenth Holiday

Presently the PDC offers the following holidays (Except for Landfill personnel working ten (10) hour shifts who take their holidays on a flexible arrangement):

1. The first day of January (New Year's Day);
2. The third Monday in January (Martin Luther King Day);
3. The third Monday in February (President's Day);
4. The last Monday in May (Memorial Day);
5. The fourth day of July (Independence Day);
6. The first Monday in September (Labor Day);
7. The second Monday in October (Columbus Day);
8. The eleventh of November (Veteran's Day);
9. The fourth Thursday in November (Thanksgiving Day) and the Friday after Thanksgiving Day;
10. The twenty-fourth and twenty-fifth of December (Christmas Eve and Day).

Attachment 9c

FOIA Council letter

Virginia law requires all public bodies, including regional boards and local advisory boards to meet in-person, except during a declared emergency. This includes all of the Executive Committees and any subcommittees of our regional bodies like CVPDC and those of the advisory boards and commissions to which we appoint residents and business leaders in our jurisdictions.

Having some flexibility to hold a completely electronic meeting (or a hybrid meeting without a physical quorum) would allow CVPDC to be more effective and responsive. We have all seen public participation increase during virtual meetings.

Attached is a letter supporting flexibility for electronic meetings for regional bodies and local appointed/advisory boards.

The best case scenario to get any flexibility would be for a bill to pass next session that would take effect 7/1/22; however, that would require the FOIA Council (which studies legislation and issues relevant to the Freedom of Information Act and makes recommendations to the General Assembly) to take action this summer/fall. If they do not, there would not be any flexibility until at least two years from now.

[DRAFT letter on next page]

[date]

Virginia FOIA Advisory Council

[Address]

Dear Chairman Seltzer:

We write to express our support for increased flexibility for electronic meetings outside of a declared emergency. Over the past 15 months, we have seen firsthand that electronic meetings have increased participation by members of the public because they remove barriers such as transportation and childcare. Removing such barriers leads to a more equitable, accessible, and transparent government and better, more representative public policy is created when residents with a diversity of voices and lived experiences can participate in their government, whether by attending a meeting or through direct service on a board or commission.

All of our jurisdictions have advisory boards or commissions to which the local governing body appoints residents. Even subcommittees of these boards and commissions are unable to meet electronically. Having the ability to meet electronically outside of an emergency, would allow regional bodies to schedule these meetings differently and more effectively. Flexibility would also help regional and advisory bodies respond to urgent or unexpected issues that may arise, while maintaining proper noticing requirements.

Even before COVID, a majority of other states allowed public bodies to meet electronically¹; some states even note that this is for the benefit of the public, as well as the public body. Given the increased participation we have seen, electronic meetings can help achieve FOIA's policy goal of promoting "an increased awareness by all persons of government activities and affording every opportunity to citizens to witness the operations of government."

We hope you will take the lessons we have learned over the past 15 months and help move Virginia into the 21st century. We ask you to please recommend to the full FOIA Council that regional bodies and local advisory bodies be allowed to meet electronically outside of a declared emergency, while allowing or requiring the local governing body or regional body to adopt a resolution governing the use of such meetings.

Thank you for your consideration.

Sincerely,

¹ These include: Alaska; Arizona; California; Colorado; Connecticut; D.C.; Hawaii; Idaho; Kansas; Kentucky; Maryland; Minnesota; Mississippi; Missouri; Montana; Nevada; New York; North Carolina; North Dakota; Oregon; Pennsylvania; South Carolina; South Dakota; Utah; Vermont; Washington; and West Virginia.

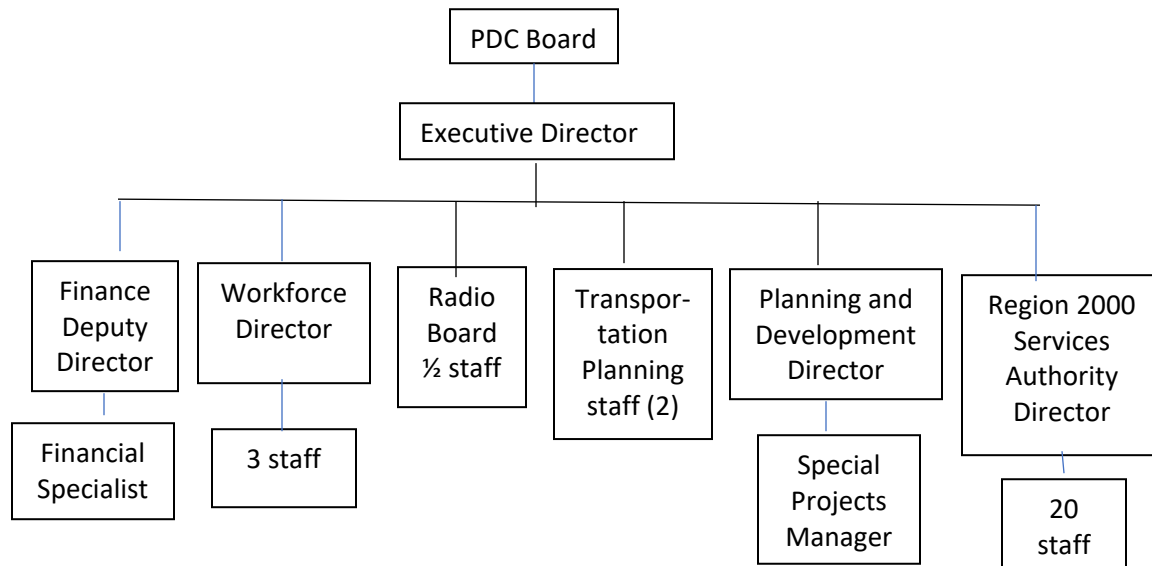
Attachment 9e

A Reorganization of the Planning Staff at the CVPDC

Bridging Transportation Planning and Community Planning

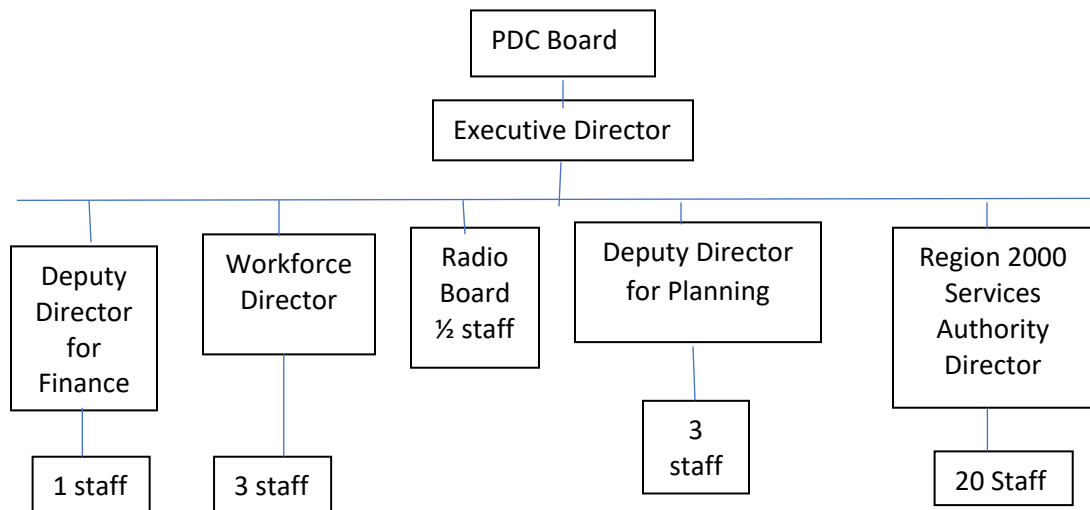
From 2000-2016 the PDC planning operations were coordinated under the direction of a Deputy Director. In 2016 when Bob White retired, we did not fill that position and instead split the transportation and community development management between two Directors, Scott Smith and Kelly Hitchcock. Scott's gone and we did not fill the Director position and instead hired a Regional Planner who manages the VDOT contracts. (There is also a Senior Planner who manages the primary GLTC-Virginia Department of Rail and Public Transportation contract. Both report directly to the Executive Director since we don't have a Division Director for Transportation anymore.)

Current Organizational Chart



I'm proposing a reorganization to return to the original model of a Deputy Director for Planning to manage all of the PDC planning and grants activity. Work plans could be better coordinated using all existing resources. Planners would have an opportunity for cross-training and to work in activities not in their current silos. All traditional Planning District Commission grants and contracts would be managed by the Deputy Director for Planning. It seems an opportunity to better use the planning and PDC resources that we have under a single vision and management.

New organizational Chart



It would be an internal hire, a promotion for an existing staff member. We're not adding additional people because of this reorganization (although we still need another planner). There would be some additional compensation for the person receiving the promotion.

The PDC would then have two Deputy Directors, one for Finance and one for Planning. It's not a Deputy Director who would have agency wide authority, although the PDC may want to discuss that for succession planning purposes.

No action is needed from the Commission. Questions and comments are encouraged.

Attachment 9f

Brownfields Assessment Coalition Grant Update

Environmental Standards of Charlottesville has been selected as the environmental engineer to assist the PDC with an EPA application this fall for a Brownfield Coalition Grant. This involves identifying three jurisdictions who wish to share a block of grant funds to assess brownfield blighted properties. Once the assessments are done, we would pursue other grants to remediate the site.

The applications are due in the fall.