

**Central Virginia Planning District Commission
Executive Committee Meeting Agenda
April 13, 2023, 12:00 p.m.**



**CVPDC Offices – 828 Main Street, 12th Floor
Lynchburg, VA**

Electronic connection: <https://us02web.zoom.us/j/83103613893?pwd=ajA5OGJDb01LYmtYWGptT1hlRmVLZz09>

Dial In: (301) 715-8592
Meeting ID: 831 0361 3893
Passcode: 839551

- 1) Welcome Dwayne Tuggle, CVPDC Chair
- 2) Consideration of Requests for Electronic Participation..... Chair
- 3) Fiscal Year 2024 Work Plan & Budget Recommendation Chair & Staff
- 4) Organizational Reports Staff
 - a) Executive Director’s Report Alec Brebner
 - i. Regional On-Call Service Needs
- 5) Other Business Chair
- 6) Adjournment..... Chair

FY 2023-2024 Work Plan

DRAFT



CVPDC
Central Virginia Planning District Commission

The PDC's major work objectives for 2023-2024 strive to support the CVPDC's mission:

- to be a **dynamic** public forum for matters of regional significance; and,
- to create **solutions** by coordinating plans and building coalitions; and,
- to provide **service** excellence to our localities and to the Commonwealth.

Economic and Community Development

Strategic Planning (CEDS)

CVPDC will update its Comprehensive Economic Development Strategy in Fiscal Year 2024. The exercise serves as the organization's strategic plan, required in Virginia Code for planning district commissions. The CEDS will be rebranded with guidance from the Commission and positioned to cover CVPDC's ongoing program areas: Economic and Community Development, Transportation Planning, and Environmental Quality.

The US Economic Development Administration will grant \$30,000 to fund the development of the CEDS provided CVPDC matches dollar for dollar. The intent of the grant is that CVPDC will complete a CEDS that meets US EDA's standards for an "economic development district." That designation improves the region and its localities' competitiveness for federal grants to develop public works and workforce. The CEDS must therefore include a list of projects for which the region would seek funding.

Per US EDA, procedures to develop a CEDS include a diverse committee of stakeholders from a cross-section of the regional economy and include public input. The CEDS committee would guide the process, oversee means and methods of public participation, and make a recommendation to the CVPDC Commission.

Regional Support

1. CVPDC will continue to connect the region and member local governments to statewide and federal resources including but not limited to those available from US EDA, USDA Rural Development, US DOT, US EPA, Virginia Housing, GO Virginia, VDEQ, VDOT, and VDHCD.
2. CVPDC will assist localities with applications for grants and grant management for economic development, community development, housing, infrastructure, trail, and park or open space development projects. Ongoing and prospective projects include the following:
 - a. The County of Appomattox seeks help developing its VoTech Center.
 - b. Staff will administrate the Church Street Water Line grant for the Town of Appomattox.

- c. Staff will administrate the Hilltop neighborhood housing rehabilitation project for the Town of Bedford.
 - d. Staff will administrate the Old Town Madison Heights, Phase 2 housing rehabilitation project for Amherst County should the state fund the project.
3. CVPDC will continue to provide technical assistance to localities for comprehensive planning and implementation including geographic information systems and project management. (E.g., the Town of Brookneal seeks assistance with an update of its comprehensive plan.)
 4. CVPDC will continue to coordinate with the Lynchburg Regional Business Alliance and support its activities in economic development.

Workforce Development

1. CVPDC will continue to provide the administrative staff of the region’s workforce development board as well as financial and human resources management. CVPDC will further seek opportunities to assist the mission of Virginia Career Works – Central Region.
2. CVPDC will continue to coordinate with Central Virginia Community College and support its efforts to enhance and expand career and technical education in the region.

Housing

1. CVPDC will facilitate conversations about its to-be-completed Regional Housing Market Analysis and explore opportunities to implement recommendations and increase access to housing choices for households of all income levels.
2. CVPDC will continue to administrate its PDC Housing Development Grant, which has awarded \$1.2 million to date to five applicants operating in three localities.
3. CVPDC will entertain another round of applications for funding in FY24.

Transportation

1. CVPDC will continue to host and manage the Central Virginia Transportation Planning Organization, which serves the urbanized portion of the region, and provide transportation planning for the remaining, rural area as well. A planning work program for each of these two study areas is due to VDOT and subject to approval by the CVTPO Policy Committee and the Planning District Commission, respectively. In lieu of reproducing each transportation planning work program in its entirety, the following highlights are provided herein:
 - a. CVTPO will conduct a multi-modal plan, which will study and make recommendations to improve mobility for those who walk, ride bikes, take transit, and rideshare. Staff will work with GLTC and local stakeholders to evaluate existing resources, socioeconomic factors, routes, first- and last-mile connectivity, and primary destinations. This initiative will inform short- and long-term infrastructure investments, program development, and service efficiencies.
 - b. CVPDC will embark on a two-year Comprehensive Safety Action Plan. The purpose of the initiative is to develop policies, programs, and projects that make the transportation network safer for all users. Ideally, the plan will lead to implementation grants from USDOT. The benefit to the region is a needs analysis and recommendations for projects that traffic congestion and other conventional measures don’t necessarily indicate. Network safety improvements should ultimately be more proactive and preventative.
 - c. CVTPO will support GLTC in executing route and program planning and transit services, including evaluation of existing resources and methodology to consider access needs

and grant assistance; ADA (Americans with Disabilities Act) evaluations; and membership on Customer Route Advisory Committee.

2. CVPDC will administer the DRPT Commuter Assistance Program by advancing the Commute!VA program, transit, and other multimodal programs that support access to jobs, essential services, and community resources. Action includes vanpool program development.

Environmental Quality

1. CVPDC will commission the Middle James Preservation Plan with funding through the National Fish and Wildlife Federation. The planning process will develop recommendations with engineered solutions to the sedimentation of the James River in Central Virginia. The benefit to the region will be implementable solutions that position the region for grants for construction.
2. CVPDC will commission the Central Virginia Regional Resiliency Plan with funding through the Community Flood Preparedness Fund. The planning process will develop recommendations with engineered solutions to flash flooding throughout the region as noted in the recently completed Central Virginia Hazard Mitigation Plan. The benefit to the region will be implementable solutions that position the region for grants for construction.
3. CVPDC will coordinate with locality and area stakeholders in cooperation with DEQ to implement the Virginia Chesapeake Bay Watershed 2023 PDC Locality Implementation Program Scope of Work. Activities include the following:
 - a. Support Lynchburg Rising, an EPA-funded project of Resilient Virginia to educate flood-prone neighborhoods and improve their resiliency (CVPDC will provide data coordination and environmental justice project recommendations.)
 - b. Provide education and advance information sharing of best management practices (BMPs) by connecting resource organizations to regional stakeholders and member local governments.
 - c. Assist member local governments with comprehensive plan preparation related to water quality protection and with pursuit of grant monies to fund implementation as recommended in such plans.

Administration

Central Virginia Radio Communications Board

CVPDC will continue to provide staff for general administration, maintenance coordination, and financial management to the Central Virginia Radio Communications Board.

1. CVRCB will seek partnerships and opportunities to secure system tower resources including targeted options for No Business Mountain, WSET Thaxton Mountain Tower, and Foster's Knob Tower.
2. CVRCB will continue to maintain road, facility, and tower equipment maintenance schedules.
3. CVRCB will guide the Campbell County system cutover integration and L3Harris system-wide Phase 2 update.
4. CVRCB will seek partnerships and grant funds that support system efficiencies and increased safety coordination.

Region 2000 Services Authority

CVPDC will continue to staff general administration, financial management, and human resources management to the Region 2000 Services Authority to advance environmentally safe and cost-effective solid waste disposal services. The four-member Authority Board will determine the primary objectives of the organization.

Communications

1. CVPDC will continue to serve as a forum for regional dialogue. Examples of conversations occurring in Fiscal Year 2023 in furtherance of this mission are (a) CVPDC's lunch-and-learn about water supply programs and (b) GO Virginia Region 2 Council members' presentation of economic development funding opportunities. Staff will arrange similar opportunities in FY24.
2. CVPDC will maintain information on worldwide web and social media sites for the Region 2000 Services Authority, CVTPO, and certain programs, as appropriate, in addition to CVPDC.
3. CVPDC will distribute digital newsletters every other month (those months in which no full Commission meeting is scheduled). The newsletter aims to report highlights of CVPDC's activities to all of the region's elected officials and important stakeholders.
4. Staff will be available to visit the governing bodies of each locality as well as interest groups and stakeholder boards. CVPDC will aim to convene an informal gathering of all of these parties upon the conclusion of a full Commission meeting.

Budget Highlights

Staff's draft of a Fiscal Year 2023-2024 budget for the Central Virginia Planning District Commission follows. The budget is in positive territory by \$22,215. The surplus partially offsets prior-year commitments to dip into reserves to fund Central Virginia Community College's Career & Technical Education Program and CVPDC's own Comprehensive Economic Development Strategy. CVCC has parlayed the former into a \$200,000 grant from the state for a lab school.

Revenues

We forecast direct revenues of \$2.44 million, which appears almost exactly in line with FY23 revenues. We decided, however, to shift our award from Virginia Housing to fund affordable housing developments in our region to pass-through expenses. Your current staff would not characterize monies awarded by the Commission to affordable housing providers as CVPDC program expenses.

CVPDC expects notable upticks in revenue in two programmatic areas. First, CVPDC's Brownfields Assessment program will invest most of its \$0.5 million award from the US Environmental Protection Agency into Phase I site assessments. Second, transportation monies will fund a multi-modal plan and a "comprehensive safety action plan." The latter will be funded by a \$280,000 award from the US Department of Transportation.

Membership Contributions

The Commission unanimously approved requests for increases in membership contributions averaging 4.7 percent. Staff is thankful for the support.

Expenses

At \$2.42 million, forecast expenses appear to be down year over year; however, the delta is due almost entirely to the change of CVPDC's Housing Development Program from operations to pass-through.

Personnel

Staff proposes a personnel budget that is \$2,000 lower year over year. The following changes are sought:

- Five-percent salary increases for all employees dependent upon performance,
- Increase in health insurance costs by 8.9%,
- Addition of an intern (cost: \$5,400),
- Defund one professional planner position.

As the Commission is aware, recruitment of professional planners has been a huge hurdle in this region and elsewhere in the Commonwealth in this economic cycle. In this reality, staff will plan to rely on consultants and, if approved, establish an internship. Ideally, CVPDC or one of its member local governments would find a role for the intern upon completion of his/her professional planning degree.

CVPDC's roster is as follows for the upcoming fiscal year:

- Executive Director
- Executive Assistant
- Finance Director

- Financial Services Professional
- Deputy Director for Planning
- Transportation Planning Director (currently vacant)
- Community Development Planner
- Regional Planner (vacant, unfunded)
- Regional Planner/Rideshare Coordinator (part-time)
- Planning Intern (subject to approval)
- Virginia Career Works Executive Director
- Virginia Career Works Business Engagement & Outreach Coordinator
- Virginia Career Works Operations Coordinator

FY24 Forecast

CVPDC will add one full-time planner in FY24 – through recruitment, if necessary. Demand for services from member local governments and opportunities presented by state and federal partners to support the region are high. Staff is confident that ongoing initiatives will pave the way for improvements and sustained programs that benefit constituents, localities, and the region as a whole.

Central Virginia's future is bright! CVPDC Staff is pleased to play a part!

Central Virginia Planning District Commission						
Budget Prep FY24						
Actual as of February 28, 2023						
	<u>FY 23</u> <u>Approved</u> <u>Budget</u>	<u>Actual</u> <u>as of</u> <u>02/28/2023</u>	<u>Balance of</u> <u>Budget</u> <u>Available</u>	<u>% of Budget</u> <u>Used Y-T-D</u>	<u>Proposed</u> <u>2023-2024</u> <u>Budget</u>	<u>% Change</u> <u>Between</u> <u>FY23 &</u> <u>FY24</u>
OPERATIONS FUND (EXPENDITURES)						
SALARY						
ADMINISTRATION	156,162	116,317	39,845	74.48%	181,020	15.92%
FINANCE	132,788	89,185	43,603	67.16%	132,000	-0.59%
OPERATIONS	269,154	89,766	179,388	33.35%	228,470	-15.12%
	558,104	295,268	262,836	52.91%	541,490	-2.98%
INTERNSHIP					5,400	
PART TIME HELP	19,890	10,291	9,599	51.74%	20,857	4.86%
Total Salaries & Wages	577,994	305,559	272,435	52.87%	567,747	-1.77%
EMPLOYER COST FICA	44,216	22,330	21,886	50.50%	43,433	-1.77%
EMPLOYER COST V R S	24,205	8,691	15,514	35.90%	23,484	-2.98%
EMPLOYER COST HEALTH INS	106,756	47,094	59,662	44.11%	116,257	8.90%
EMPLOYER COST LIFE INS	7,733	3,837	3,896	49.62%	7,733	0.00%
WORKERS COMP	1,900	1,148	752	60.42%	1,900	0.00%
UNEMPLOYMENT COMPENSATION	0	2,945	(2,945)		3,000	
Total Fringe Benefits	184,810	86,045	101,710	46.56%	192,807	4.33%
OFFICE EXPENSES						
AUDITING SERVICES	7,000	6,000	1,000	85.71%	7,500	7.14%
PAYROLL ACCOUNTING SERVICES	7,400	6,355	1,045	85.88%	8,000	8.11%
LEGAL SERVICES	3,000	358	2,643	11.92%	3,000	0.00%
LIABILITY INSURANCE	1,000	943	57	94.31%	1,200	20.00%
CONTRACTUAL SERVICES	30,000	15,167	14,833	50.56%	35,000	16.67%
ADVERTISING	1,500	-	1,500	0.00%	1,500	0.00%
POSTAGE	500	255	245	51.01%	600	20.00%
TELEPHONE	6,000	3,683	2,317	61.38%	6,000	0.00%
INTERNET SERVICES	1,000	555	445	55.49%	1,000	0.00%
OFFICE SUPPLIES	6,000	2,215	3,785	36.91%	5,000	-16.67%
PRINTING & BINDING	1,000	523	477	52.32%	1,000	0.00%
TRAVEL	10,000	4,798	5,202	47.98%	10,000	0.00%
SPECIAL MEETINGS	7,000	2,823	4,177	40.33%	7,000	0.00%
EDUCATION & TRAINING	10,000	1,105	8,895	11.05%	5,000	-50.00%
DUES, SUBSCRIPTIONS	9,500	9,603	(103)	101.08%	10,000	5.26%
PUBLICATIONS	500	-	500	0.00%	500	0.00%
MISCELLANEOUS EXPENSES	1,000	-	1,000	0.00%	1,000	0.00%
FURNITURE & FIXTURES	1,000	-	1,000	0.00%	1,000	0.00%
RENTAL OFFICE EQUIPMENT	4,000	1,358	2,642	33.96%	4,000	0.00%
OFFICE RENT	62,668	42,958	19,710	68.55%	71,314	13.80%
PARKING	1,200	800	400	66.67%	1,200	0.00%
COMPUTER EQUIP/SOFTWARE	12,000	10,760	1,240	89.67%	12,000	0.00%
Total Office Expenses	183,268	110,259	73,009	60.16%	192,814	5.21%
Total Operations Expenses	946,072	501,864	447,154	53.05%	953,369	0.77%

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Total Operations Expenses (from Page 1)	946,072	501,864	447,154	53.05%	953,369	0.77%
Direct Project Expenses						
Altavista Comp Plan	1,055	123	932	11.64%		-100.00%
Amherst Old Town Madison Heights Ph 2		-		0.00%	200	20000.00%
Appomattox Church Street Water Line	300	-	300	0.00%	300	0.00%
Bedford Town CDBG	2,000	106	1,894	5.28%	700	-65.00%
CEDS	49,000	-	49,000	0.00%	49,000	0.00%
Brownfields Assessment - EPA	3,000	305	2,695	10.18%	160,000	5233.33%
CVCC-CTE GoVA	84,284	42,693	41,591	50.65%	13,939	-83.46%
Chesapeake Bay WIP III - DEQ	10,000	-	10,000	0.00%	4,000	-60.00%
DCR CFPF Resiliency Plan					60,000	
DHCD	500	-	500	0.00%		-100.00%
DRPT / FTA	86,500	761	85,739	0.88%	90,000	4.05%
Hilltop Revitalization Project	-	-	-			
National Fish & Wildlife Middle James Proj					40,000	
Regional Radio Board - Campbell County	1,000	2,000	(1,000)	200.00%		-100.00%
Regional Radio Board	1,000	368	632	36.82%	1,000	0.00%
RideSolutions	9,875	73	9,802	0.74%	8,216	-16.80%
RideSolutions Mobility	9,600	-	9,600	0.00%	8,000	-16.67%
US DOT Safe Streets & Roads for All (SS4A)					160,000	
VDOT - PL	105,000	13,144	91,856	12.52%	320,000	204.76%
VDOT - Rural	5,000	750	4,250	15.00%	3,000	-40.00%
PDC Housing Development Program	550,000	-	550,000	0.00%	100	-99.98%
Virginia Housing Study Grant	96,000	38,295	57,705	39.89%		-100.00%
WIOA	544,004	228,641	315,363	42.03%	544,004	0.00%
	-	-	-		-	
Total Direct Project Expenses	1,558,118	327,260	1,230,858	21.00%	1,462,459	-6.14%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$2,504,190	829,124	\$1,678,012	33.11%	\$2,415,828	-3.53%
Pass Thru Expenses						
Regional Radio Board	1,167,302	1,154,317	12,985	98.89%	1,248,668	6.97%
Virginia Housing					1,300,000	
VDOT - PL	75,000	-	75,000	0.00%	0	-100.00%
WIOA	950,000	831,606	118,394	87.54%	950,000	0.00%
Total Pass Thru Expenses	\$2,192,302	1,985,922	\$206,380	90.59%	\$3,498,668	59.59%
Total Expenses	\$4,696,492	2,815,046	\$1,884,391	59.94%	\$5,914,496	25.93%

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Revenues						
OPERATIONS FUND (REVENUE)						
Dues	167,793	167,796	(3)	100.00%	175,688	4.71%
DHCD	89,971	67,478	22,493	75.00%	89,971	0.00%
Miscellaneous Revenue	11,000	0	11,000	0.00%		-100.00%
Total Operations Revenue	268,764	235,274	33,490	87.54%	265,659	-1.16%
Direct Project Revenues						
Altavista Comprehensive Plan	10,542	-	10,542	0.00%	-	-100.00%
Amherst Old Town Madison Heights Ph 2	-	-			8,000	
Appomattox Church Street Water Line	10,000	6,550	3,450	65.50%	10,000	0.00%
Bedford Town CDBG (Hilltop)	12,500	6,650	5,850	53.20%	46,250	270.00%
CEDS	30,000	-	30,000	0.00%	30,000	0.00%
Brownfields - EPA	11,000	-	11,000	0.00%	203,500	1750.00%
Chesapeake Bay WIP III - DEQ	58,000	43,500	14,500	75.00%	35,000	-39.66%
DCR CFPF Resiliency Plan					54,000	
DRPT / FTA	199,138	23,053	176,085	11.58%	131,879	-33.78%
National Fish & Wildlife Middle James Proj					44,000	
Regional Radio Board - Campbell County	8,000	7,250	750	90.63%	-	-100.00%
Regional Radio Board	32,000	22,064	9,936	68.95%	34,000	6.25%
Region 2000 Services Authority	175,000	107,419	67,581	61.38%	182,700	4.40%
RideSolutions	50,882	19,410	31,472	38.15%	51,200	0.62%
Ride Solutions Mobility	10,000	-	10,000	0.00%	14,000	40.00%
US DOT Safe Streets & Roads for All (SS4A)					160,000	
VDOT-PL	179,579	71,401	108,178	39.76%	445,851	148.28%
VDOT-Rural	58,000	29,068	28,932	50.12%	58,000	0.00%
PDC Housing Development Program	600,000	-	600,000	0.00%	50,000	-91.67%
Virginia Housing Study Grant	100,000	-	100,000	0.00%		-100.00%
WIOA	609,004	289,079	319,925	47.47%	609,004	0.00%
Total Direct Project Revenues	2,153,645	625,444	1,528,201	29.04%	2,167,384	0.64%
Interest	600	7,327	(6,727)	1221.16%	5,000	733.33%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	2,423,009	868,045	1,554,964	35.83%	2,438,043	0.62%
Surplus/(Use of Fund) Balance	(81,181)	38,921	(123,047)	-47.94%	22,215	-127.37%
Funding from Fund Balance						
CVCC-CTE	84,284	42,963	41,321	50.97%	13,939	-83.46%
CEDS	30,000	-	30,000	0.00%	30,000	0.00%
Funding from Fund Balance	114,284	42,963	71,321	37.59%	43,939	-61.55%
	\$33,103	\$81,884	(\$51,726)	247.36%	\$66,154	99.84%
Pass Thru Revenue						
Regional Radio Board	1,239,343	1,114,122	125,221	89.90%	1,248,668	
Virginia Housing					1,300,000	
VDOT - PL	75,000	-	75,000	0.00%	0	
WIOA	950,000	911,002	38,998	95.89%	950,000	
Total Pass Thru Revenues	\$2,264,343	\$2,025,124	\$239,219	89.44%	\$3,498,668	
Total Revenue	4,801,636	2,936,131	1,865,504	61.15%	5,980,650	24.55%
Net Surplus/(Use of Fund) Balance	105,144	121,085	(15,942)		66,154	-37.08%
Local Government Investment Pool (LGIP) Balance	331,805					