



Local Government Council

Local Government Executive Committee Meeting Region 2000 Partnership's Large Conference Room 828 Main Street, 12th Floor Lynchburg, VA

October 17, 2013 ~ 5:00 p.m.

Agenda

1. Welcome and moment of silence.....Mike Mattox, *Vice-Chair*
2. Minutes of September 19, 2013 LGC meeting.....Mike Mattox, *Vice-Chair*
3. Report from Auditor.....Matt McLearn, *Robinson, Farmer, Cox & Assoc.*
4. Finance report.....Rosalie Majerus
5. Legislative Agenda Items.....Gary Christie
6. Items from Staff.....Gary Christie
7. Items from Council.....All
8. Next meeting:

November 21st, 2013
5:00 pm

Virginia's Region 2000 Local Government Council Meeting
October 17, 2013

Agenda Summary

1. Welcome and moment of silence

2. Minutes of September 19, 2013 LGC meeting

(See Attachment 2)

Recommended Action: Approve the minutes as presented subject to any agreed upon revisions as noted by members of the Council

3. Report from Auditor

(Reference documents titled “*Virginia’s Region 2000 Local Government Council Financial Report June 30, 2013*” and “*Communication with Those Charged with Governance*”)

A representative from Robinson, Farmer, Cox Associates will present the June 30, 2013 Audit Report.

Recommended Action: No formal action required; for Council’s information and open discussion.

4. Finance report:

(See Attachment 4)

Deputy Director of Finance, Rosalie Majerus, will present the year-to-date financial report through September 30, 2013.

Recommended Action: For Council’s information and open for discussion. No formal action required.

5. Legislative Agenda Items:

(See Attachment 5)

a. Resolution to support increased state incentives for regional cooperation

In December 2012 the Joint Legislative Audit and Review Commission issued a report, “Encouraging Local Collaboration through State Incentives”, which recommends establishing pilot collaboration grants issued on a competitive basis to

encourage local collaboration. JLARC identified 13 specific regional collaboration opportunities in the report. There are other opportunities that could be included in a competitive grant program.

The Virginia Association of Planning District Commissions encourages each PDC to adopt a resolution of support encouraging the Commonwealth to develop an incentive program to encourage and support regional collaboration efforts. A draft resolution is included.

Also, included in the resolution, is a recommendation that state support to PDCs be increased by \$500,000 annually which would then be shared among the 21 PDCs.

Recommended Action: Approve the resolution as presented.

b. Consideration of changes to training and certification requirements now required for volunteer Fire and EMS personnel

Bedford County is working through VACo to have a position statement incorporated into the VACo legislative agenda which would lessen of the (increasingly) onerous training and certification requirements now being imposed on volunteer fire and (especially) EMS personnel.

Rural areas are especially impacted when training regulations require increased amount of training time for fire and EMS personnel. Some rural areas are faced with no volunteers responding at certain hours because the volunteers are unable to commit to the 160 hours required for EMS certification. Rural areas then face the prospect of hiring more paid staff, stretching limited government resources even more, or not being able to provide even a limited transport service.

Recommended Action: Encourage our member localities and the Virginia Association of Counties to become aware of the issue and encourage policy makers to reduce the number of hours required for EMS certification to the traditional 80 hours.

c. Local Taxing Authority

Region 2000 Local Government Council supports legislation that maintains local taxing authority over local revenue sources, and opposes legislation at the state or federal levels that would reduce or eliminate control over local revenue streams. Taxation issues should be addressed by the governing bodies at the level that they are assessed; federal, state or local.

6. Items from Staff:

a. Small Business Development Center Preparations:

The Small Business Development Center has transitioned to the Central Virginia Community College and is in operation. In November, representatives will come to meet with the LGC to talk about funding for FY 15.

For FY 14, the local match has come from:

Local Government Council	- \$30,000
Economic Development Council	- \$15,000
Counties, City of Lynchburg and Town of Altavista	- \$24,841

Guidance for staff or CVCC to prepare for the November meeting would be welcomed.

7. Items from Council:

8. Next meeting:

Our next meeting (Executive Committee) is scheduled for 5 p.m. on Thursday, November 21st. On that same evening from 6 – 7 p.m. the Commonwealth Transportation Board (CTB) will hold a Public Meeting at the Kirkley Hotel and Conference Center to receive comments on the Fiscal Year 2015-2020 Six-Year Improvement Plan.

Staff suggests we hold our November 21st, 2013 meeting at the Kirkley Hotel and Conference Center and attend the CTB meeting afterwards.

9. Adjourn



Virginia's Region 2000 Local Government Council Meeting

Partnership Conference Room
Lynchburg, Virginia
July 18, 2013, 5:00 pm

DRAFT

Members Present:

Kenneth Bumgarner, Town of Amherst Council
Delegate Scott Garrett, Virginia House of Delegates
Stacey Hailey, Bedford Town Council
Jack Hobbs, Amherst Town Manager
R. David Laurrell, Campbell County Administrator
Mayor Mike Mattox, Town of Altavista, *Vice-Chair*
L. Kimball Payne, Lynchburg City Manager
Hugh Pendleton, Campbell County Board of Supervisors
John Sharp, Bedford County Board of Supervisors
Gary Tanner, Appomattox County Board of Supervisors

Absent:

Mayor Phyllis Campbell, Town of Brookneal
Waverly Coggsdale, Altavista Town Manager
Bryan David, Region 2000 Economic Development Council
Aileen Ferguson, Appomattox County Administrator
Joan Foster, City of Lynchburg, *Chair*
Sen. Tom Garrett, Virginia House of Delegates
Bill Gillespie, Appomattox Town Manager
Mayor Paul Harvey, Town of Appomattox
Charles Kolakowski, Bedford Town Manager
Clarence Monday, Amherst County
Mark Reeter, Bedford County Administrator
Russell Thurston, Brookneal Town Manager
Claudia Tucker, Amherst County Board of Supervisors

Others Present:

Gary Christie, Local Government Council, Executive Director
Megan Lucas, Town of Altavista Economic Development Director
Rosalie Majerus, Local Government Council, Deputy Director of Finance
Matt Perkins, Local Government Council, Administrative Program Coordinator
Bob White, Local Government Council, Deputy Director of Core Services

Meeting Minutes

1. **Welcome and moment of silence:** Vice -Chair Mike Mattox called the meeting to order at 5:00 p.m., welcomed the members of the Local Government Council, and opened with a moment of silence.
2. **Approval of Minutes of July 18, 2013:** Upon a motion by Gary Tanner, seconded by Kim Payne, the meeting minutes from the July 18, 2013 Local Government Council meeting were unanimously approved as amended for correction in spelling from “Pau” to “Paul” on page two, section 6, paragraph 2.
3. **Finance report:** Deputy Director of Finance, Rosalie Majerus, presented the year-to-date financial report through August 31, 2013.
4. **Presentation of model to create an Economic Development District:** Gary presented to the Council a presentation to create a new organization, the Economic Development District (EDD). Gary gave an overview of the EDD, including similar types of entities that have been established for specific purposes by the Council, why it is beneficial to the region in competition for federal funding for infrastructure projects, funds to continue CEDS update, and structure of the entity that would need to be created to oversee the EDD, including frequency of meeting, board make-up and objectives of the board. Gary further explained that the designation of EDD made it easier for distressed and non-distressed communities to access the available federal funding. Additionally, Gary mentioned that many rural areas in Virginia already have this designation.

Gary received and answered questions from the Council regarding various aspects of the EDD. Several members of Council expressed comments to clarify the understanding of the function of the EDD. Kim Payne suggested that if the EDD was created then a consideration of the board make-up should be local economic development directors and chamber of commerce representatives.

Upon a motion by David Lurrell, seconded by Jack Hobbs, to authorize staff to submit a concept paper to the EDA for consideration and bring back the EDA’s response to the Council was unanimously approved.

5. **Proposed Dues Increase:** Gary Christie brought before the Council for discussion of a dues increase for FY15. Gary noted that there has been an increase in opportunities for investments and wanted to provide the Council a “big picture” view of the Council’s financial picture. Gary reminded the Council what dues are used for by staff. Rosalie Majerus was able to explain, by request, the recurring expenses and revenue chart and fund balance.

The Council asked if there were specific projects or needs associated with this discussion. The consensus of the Council was that the future “ask” for dues increase should be supported by specific projects or needs and that the conversation is better suited at the time appointed for budgeting by the localities and in smaller increments.

- 6. Discussion to opt-out of the VRS Local Disability Insurance and Resolution:** Gary Christie presented the resolution for opting out of the VRS Local Disability Insurance.

Upon a motion by Jack Hobbs, seconded by Kim Payne, the motion to approve the opt-out resolution was unanimously approved.

- 7. Day to Serve Resolution:** Gary Christie presented to Council a resolution in support of a statewide “Day to Serve”. Gary presented a brief overview of the event and what it is meant to accomplish.

Upon a motion by Gary Tanner, seconded by John Sharp, in support of the resolution as presented, the resolution was unanimously approved.

- 8. Items from Staff:** Gary Christie asked Council for a member to assist in the market salary review proposals that were received from the recently published RFP for the same. Suggestions came from the Council to utilize some of the Human resource personnel from the member localities in this effort.

- 9. Items from Council:** There were no items from Council presented.

- 10. Next Meeting:** Mike Mattox announced the next meeting of the Council is scheduled for October 17th, 2013 with the MPO meeting at 4:00 pm.

- 11. Adjourn:** Mayor Mike Mattox adjourned the Council at 5:50 p.m.

Signed: _____ **DRAFT** _____

By: _____, _____ (title)

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Attachment 4

Budget to Actual for FY14

pp 8 - 11

As of September 30, 2013

	<u>FY14 Budget</u>	<u>Actual Through 9/30/13</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)				
SALARY				
ADMINISTRATION	159,842	39,960	119,882	25.00%
FINANCE	125,780	31,445	94,335	25.00%
OPERATIONS	218,966	54,741	164,225	25.00%
WIA	110,001	27,182	82,819	24.71%
	614,589	153,328	461,261	24.95%
PART TIME HELP	10,000		10,000	0.00%
Total Salaries & Wages	624,589	153,328	471,261	24.55%
EMPLOYER COST FICA	47,781	11,359	36,422	23.77%
EMPLOYER COST V R S	67,113	16,744	50,369	24.95%
EMPLOYER COST HEALTH INS	64,821	14,218	50,603	21.93%
EMPLOYER COST LIFE INS	7,314	1,825	5,489	24.95%
UNEMPLOYMENT COMPENSATION		54		
WORKERS COMP	1,000	472	528	47.20%
Total Fringe Benefits	188,029	44,672	143,411	23.76%
OFFICE EXPENSES				
AUDITING SERVICES	4,750		4,750	0.00%
PAYROLL ACCOUNTING SERVICES	8,100	1,965	6,135	24.26%
LEGAL SERVICES	3,000		3,000	0.00%
LIABILITY INSURANCE	1,700	1,036	664	60.94%
CONTRACTUAL SERVICES	24,000	1,004	22,996	4.18%
ADVERTISING	1,000	421	579	42.10%
POSTAGE	1,500	420	1,080	28.00%
TELEPHONE	4,200	919	3,281	21.88%
INTERNET SERVICES	300	67	233	22.33%
OFFICE SUPPLIES	6,000	928	5,072	15.47%
PRINTING & BINDING	2,000		2,000	0.00%
TRAVEL	7,500	1,047	6,453	13.96%
SPECIAL MEETINGS	9,500	931	8,569	9.80%
EDUCATION & TRAINING	6,000	1,461	4,539	24.35%
DUES, SUBSCRIPTIONS	8,800	6,983	1,817	79.35%
PUBLICATIONS	700		700	0.00%
MISCELLANEOUS EXPENSES	1,000	110	890	11.00%
FURNITURE & FIXTURES	1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	6,844	814	6,030	11.89%
OFFICE RENT	48,976	12,083	36,893	24.67%
PARKING	4,500	825	3,675	18.33%
COMPUTER EQUIP/SOFTWARE	10,000	150	9,850	1.50%
Total Office Expenses	161,370	31,164	130,206	19.31%
Total Operations Expenses	973,988	229,164	744,878	23.53%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of September 30, 2013

	<u>FY14 Budget</u>	<u>Actual Through 9/30/13</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	973,988	229,164	744,878	23.53%
Grant Expenses				
Agriculture Strategic Planning Grant	70,000	109	69,891	0.16%
Appomattox Enhancement Grant	150		150	0.00%
Brookneal Enhancement	2,000	98	1,902	4.90%
CDBG-Appomattox Town	750		750	0.00%
CDBG - Madison Heights	1,000	129	871	12.90%
CDBG - Pamplin	750	265	485	35.33%
DHCD	2,500	125	2,375	5.00%
DRPT / FTA	2,500	74	2,426	2.96%
EDA - CEDS	9,000		9,000	0.00%
Regional Radio Board	912,267	220,429	691,838	24.16%
Ride Share	29,000	2,931	26,069	10.11%
Small Business Development Center	30,000		30,000	0.00%
Stormwater	39,500	4,157	35,343	10.52%
Town of Amherst Waterline	50		50	0.00%
VDOT - PL	97,500	1,315	96,185	1.35%
VDOT - Rural	2,500	25	2,475	1.00%
WIA	897,035	168,270	728,765	18.76%
Total Direct Project Expenses	2,096,502	397,927	1,698,575	18.98%
Contingency	0	0	0	0.00%
TOTAL EXPENDITURES	\$3,070,490	\$627,091	\$2,443,453	20.42%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of September 30, 2013

	<u>FY14 Budget</u>	<u>Actual Through 9/30/13</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Received</u>
Revenues				
<u>OPERATIONS FUND (REVENUE)</u>				
Dues Town of Appomattox	1,045	1,045	0	100.00%
Dues Town of Brookneal	1,045	1,045	0	100.00%
Dues Town of Amherst	1,045	1,045	0	100.00%
Dues Town of Altavista	1,045	1,045	0	100.00%
Dues Town of Bedford	1,045	1,045	0	100.00%
Dues Lynchburg	43,958	43,958	0	100.00%
Dues Bedford County	43,422	43,422	0	100.00%
Dues Campbell County	31,486	31,487	(1)	100.00%
Dues Amherst County	18,685	18,685	0	100.00%
Dues Appomattox County	8,637	8,637	0	100.00%
Miscellaneous Revenue	18,500	0	18,500	0.00%
Total Operations Revenue	169,913	151,414	18,499	89.11%
Grant Revenues				
Appomattox Enhancement Grant	1,500		1,500	0.00%
Agriculture Strategic Planning Grant	35,000		35,000	0.00%
Funding from Fund Balance for Agriculture Grant	35,000		35,000	0.00%
Brookneal Enhancement	15,000		15,000	0.00%
CDBG- Appomattox Town	3,000		3,000	0.00%
CDBG-Madison Heights	27,200		27,200	0.00%
DHCD	75,971		75,971	0.00%
DRPT / FTA	98,819	22,621	76,198	22.89%
EDA - CEDS	25,000	4,609	20,391	18.44%
Regional Radio Board	959,267	747,421	211,846	77.92%
Region 2000 Services Authority	154,796	35,847	118,949	23.16%
Ride Share	52,800	9,816	42,984	18.59%
Funding from Fund Balance for Ride Share	10,000		10,000	0.00%
Funding from Fund Balance for SBDC	30,000		30,000	0.00%
Stormwater	42,000	5,368	36,632	12.78%
Town of Amherst Waterline	700		700	0.00%
VDOT-PL	197,064	27,764	169,300	14.09%
VDOT-Rural	58,000	9,357	48,643	16.13%
Virginia's Region 2000	6,000	1,500	4,500	25.00%
WIA	1,100,000	216,733	883,267	19.70%
Total Grant Revenue	2,927,117	1,081,036	1,846,081	36.93%
TOTAL REVENUE - OPERATIONS & GRANT	3,097,030	1,232,450	1,864,580	39.79%
Interest	900	123	777	13.67%
Total Revenue	3,097,930	1,232,573	1,865,357	39.79%
Surplus/(Use of Fund) Balance	\$27,440	\$605,482		

LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY14

As of September 30, 2013

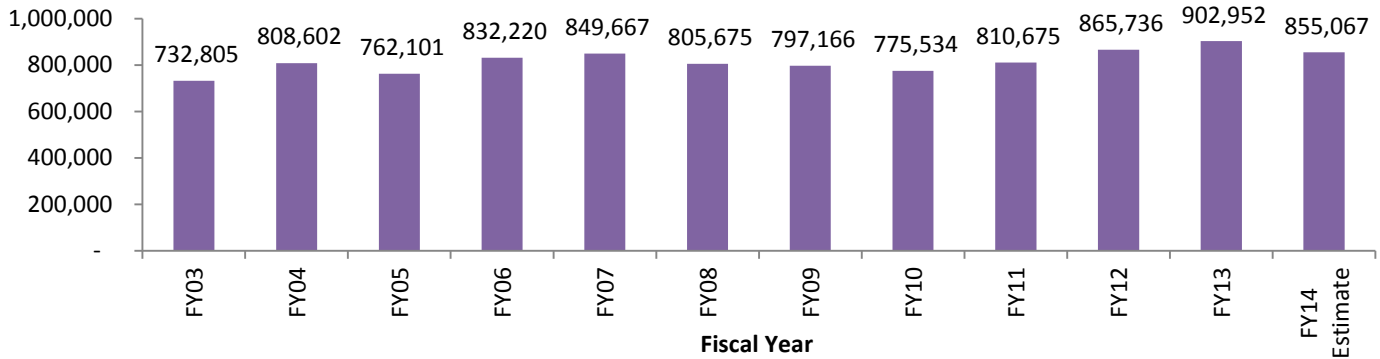
CASH ON HAND

Sun Trust Checking		
LGC Funds		301,148
WIA Trainit Funds		4,990
Local Govt Invest Pool		470,470
Petty Cash		180
Cash on Hand		\$ 776,788

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Cash on Hand	\$ 776,788
Less Expenditures Remaining (and Current Liabilities)	\$ (1,816,231)
Plus Revenues Remaining (and Current Assets)	\$ 1,894,510
Estimated Year-end Fund Balance	\$ 855,067

Year-end Fund Balance



**RESOLUTION TO ENCOURAGE INCREASED STATE SUPPORT FOR
REGIONAL COLLABORATION**

WHEREAS, the Virginia's Region 2000 Local Government Council has shown that cooperative actions among Virginia localities often reduce the cost of services for both localities and the Commonwealth and improves the quality of services; and,

WHEREAS, Virginia's Joint Legislative Audit and Review Committee's (JLARC) December 2012 report titled "*Encouraging Local Collaboration Through State Incentives*" encourages the use of state incentives and initiatives to encourage regional collaboration which will likely result in savings to the Commonwealth and the localities over time; and,

WHEREAS, the Commonwealth's support for the Regional Competitiveness Act made possible a variety of innovative regional economic development and tourism initiatives throughout the state which successfully developed infrastructure to position our communities for economic development growth; and,

WHEREAS, JLARC's report, and our experience, has proven that regional collaboration can result in improved services and cost efficiencies, but it is challenging to initiate and sustain without state assistance; and,

AND WHEREAS, the Virginia Association of Planning District Commissions has encouraged the Governor and General Assembly to encourage regional cooperation through the Collaborative Government Initiative.

NOW THEREFORE BE IT RESOLVED THAT, the Virginia's Region 2000 Local Government Council recommends implementation of JLARC's recommendation to encourage regional cooperation through a series of state funded, competitive regional collaboration grants as outlined in the December 2012 JLARC report; and,

AND FURTHER RESOLVES THAT, the Virginia's Region 2000 Local Government Council recommends an increase in state funding in the amount of \$500,000 to support Planning District Commissions; and,

AND FINALLY RESOLVES THAT, the Virginia's Region 2000 Local Government Council believes that the Regional Cooperation Act was beneficial to both the Commonwealth and to localities and encourages consideration of the restoration of the Regional Cooperation Act in the future.

Local Government Council Chair

Date

Attest:

Date

DRAFT