



# Local Government Council

## Local Government Executive Council Meeting

Region 2000 Partnership's Large Conference Room  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA

November 20, 2014 ~ 5:00 p.m.

### Agenda

1. **Welcome and moment of silence**..... Gary Tanner, *Vice Chair*
2. **Minutes of October 16, 2014 Meeting**.....Gary Tanner, *Vice Chair*
3. **Report from Auditor**.....Adam Duncan, *Robinson, Farmer, Cox & Assoc.*
4. **Finance report**.....Rosalie Majerus, *Dep. Dir. Finance*
5. **Salary Study Action**.....Gary Christie, *Exec. Director*
6. **Consideration of Revisions to Personnel Policies and Employee Handbook**.....  
.....Gary Christie, *Exec. Director*
7. **Discussion of 2015 LGC Legislative Agenda** .....Gary Christie, *Exec. Director*
8. **Local Government Council 2015 Meeting Schedule**.....  
.....Gary Christie, *Exec. Director*
9. **Items from Staff**.....Gary Christie, *Exec. Director, et al*
10. **Items from Council** ..... All
11. **Adjourn**
12. **Information Items**

### Next Meeting:

**January 15, 2015, 5:00 p.m.**  
*Large Conference Room*  
*828 Main Street, 12<sup>th</sup> floor*  
*Lynchburg, Virginia*

# Virginia's Region 2000 Local Government Council Meeting

November 20, 2014

## Agenda Summary

### 1. Welcome and moment of silence

### 2. Minutes of October 16, 2014 Meeting:

*(See Attachment 2)*

**Recommended Action:** Approve minutes as presented subject to revisions noted by members of Council.

### 3. Report from Auditor:

*(See Attachment 3)*

A representative from Robinson, Farmer, Cox Associates will present the June 30, 2014 Audit Report.

The full audit report can be found listed under "Other Documents" at:  
<http://www.localgovernmentcouncil.org/about-lgc/background.html>

Hard copies will be made available at the meeting.

**Recommended Action:** No formal action requested; for Council's information, review and discussion.

### 4. Finance report:

*(See Attachment 4)*

Deputy Director of Finance, Rosalie Majerus, will present the year-to-date financial report through October 31, 2014.

**Recommended Action:** No formal action requested; for Council's information, review and discussion.

### 5. Salary Study Action:

*(See Attachment 5)*

At the August and October LGC meetings we considered a report from Evergreen, Inc. and from an Ad Hoc Committee chaired by Jack Hobbs regarding the LGC's Pay and Position Classification Study.

At their October 2014 meeting, the Region 2000 Services Authority agreed to accept the recommendation of the consultant regarding slotting of Services Authority positions as proposed by the new pay plan and agreed to bring employees to the minimum pay of the new range, as approved by and in coordination with the Local Government Council.

The salary study and job descriptions can be found at the following Dropbox location:  
[https://www.dropbox.com/sh/gqrcrhi3my65sew/AABVN\\_I6vGALhx1dU5F87uqfa?dl=0](https://www.dropbox.com/sh/gqrcrhi3my65sew/AABVN_I6vGALhx1dU5F87uqfa?dl=0)

**Recommended Action:** Staff recommends that the LGC adopt the report of the Ad Hoc Committee with a December 1 implementation date.

## **6. Consideration of Revisions to Personnel Policies and Employee Handbook**

Over the past year there have been a variety of changes in our human resources:

- VRS has created a new classification of employee for us, the Hybrid employee
- The Affordable Care Act has had impacts on our part time employees
- Regulations from Local Choice, our health insurance broker, have changed the way we can offer health insurance to part time employees

So we present two polices for the Council to consider. In the spring we expect to present a more extensive update of the Personnel Policies/Handbook which will be a combination of general updates, a few policy issues, and scrivener's improvements in a variety of administrative and non-policy areas.

### **Policy Areas:**

#### **1) Sick Leave for Hybrid Employees**

- a) Sick leave be capped at 80 hours maximum for VRS Hybrid employees.

#### **Synopsis**

New Full time employees hired after January 1, 2014 start work under changed VRS rules. They receive a Short and Long Term Disability Benefit that will provide them income replacement when illness, injury or accident strikes that puts them out of work for a time.

The Short and Long Term Disability Benefit is available for VRS Hybrid plan employees only, not employees hired before 2014, unless the existing employee has opted-in to the Hybrid plan during the open enrollment period.

#### **Background**

The short-term disability insurance doesn't cover colds or flu or doctor visits. Instead a person must be out at least 7 calendar days and be certified by a physician that they cannot perform the full duties of their job. Once the short-term disability insurance expires after 125 workdays, the long-term disability benefit begins.

Work related injuries would first be covered by worker's compensation insurance. In most cases worker's compensation exceeds the maximum short term disability benefit. However, in the event the employee's eligible short term disability benefit is greater than workers comp, the short term disability would pay the difference.

The Sick Bank has been established from donated sick days for use when an employee exhausts all accrued sick and vacation leave for a qualifying illness or injury. Since Hybrid employees are eligible to receive a Short & Long-Term benefit, including them in our Sick Bank coverage would be redundant. We propose to restrict the Sick Bank for use by VRS Plan 1 and Plan 2 employees only.

Hybrid employees are not able to participate in the company's Sick Leave Bank.

2) **Changing the definition of a part-time employee from 32 hours to 29 hours per week**

***Recommended action:*** Consider and approve the two policy changes proposed.

**7. Discussion of 2015 LGC Legislative Agenda:**

For the past several years the Local Government Council submits to the General Assembly a Legislative Agenda identifying regional priorities that may relate to programs, projects, or activities of specific relevance or importance to Region 2000.

Staff presents the following list to begin a conversation on legislative priorities. The list needs to be finalized by the November meeting.

**1. *Local Taxing Authority***

The Virginia's 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.

**2. *Increased state funding for Planning District Commissions***

Planning District Commissions have proven to be effective and efficient methods of service delivery for the Commonwealth and localities. The Local Government Council supports an additional \$200,000 in each year of the biennium for planning district commission to support additional work on regional cooperation and support for state initiatives.

**3. *Substance Abuse Treatment***

Restore state funding for substance abuse treatment programs. Such funding could be provided to Community Service Boards, programs such as “The Healing Place” or other pilot programs.

**4. *Maintenance of Dams Regulations***

*The Local Government Council supports the efforts of VACo and area local governments to vigilantly oppose excessive agency rules and regulations regarding the maintenance of Virginia’s dams and to support reasonable and cost-effective regulations on the maintenance of existing dams.*

**Recommendation Action:** For Council’s review, consideration and discussion.

**8. Local Government Council 2015 Meeting Schedule:**

- January 15, MPO, LGC, CLEOs
- March 19, Executive Committee if needed
- April 16, MPO, LGC dinner meeting
- May 21, Executive Committee if needed
- July 16, MPO, LGC, CLEOs
- September 17, Executive Committee if needed
- October 15, MPO, LGC dinner meeting
- November 19, Executive Committee if needed

**9. Items from Staff:**

- A. **Strategic Planning Meeting - Update:** Bill Leighty suffered a mild stroke in September. Though he had hoped to be present at this November meeting, he is still recovering from this incident and plans to present at the January 15, 2015 meeting.
- B. **Legislative Appointments to Council** – Staff is awaiting responses from the Senator and Delegate Garrett.
- C. **Consideration of closing the office on Friday, December 26**
- D. **Launch of the newly developed Local Government Council website**

**10. Items from Council:**

## **11. Adjourn**

## **12. Information items:**

- a. Report on RIDE Solutions Activities and Summary of Ride Solutions programming**

Report and Summary can be viewed under “Related Documents” at:

<http://www.localgovernmentcouncil.org/transportation-lgc/ridesolutions.html>

- b. Next Meeting:**

**January 15, 2015**

**MPO: 4:00 p.m.**

**LGC: 5:00 p.m.**

Large Conference Room

828 Main Street, 12<sup>th</sup> floor, Lynchburg, Virginia



## **Virginia's Region 2000 Local Government Council Meeting**

Partnership Conference Room  
Lynchburg, Virginia  
October 16, 2014, 12:00 pm

### **Members Present:**

Kenneth Bumgarner, Town of Amherst Council  
Waverly Coggsdale, Altavista Town Manager  
Stanley Goldsmith, Campbell County Board of Supervisors  
Mayor Paul Harvey, Town of Appomattox  
Jack Hobbs, Amherst Town Manager  
Mayor Mike Mattox, Town of Altavista, *Chair*  
L. Kimball Payne, Lynchburg City Manager  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
John Sharp, Bedford County Board of Supervisors  
Gary Tanner, Appomattox County Board of Supervisors  
Russell Thurston, Brookneal Town Manager

### **Absent:**

Mayor Phyllis Campbell, Town of Brookneal  
Aileen Ferguson, Appomattox County Administrator  
Joan Foster, Lynchburg City Council  
Delegate Scott Garrett, Virginia House of Delegates  
Sen. Tom Garrett, Senate of Virginia  
Bill Gillespie, Appomattox Town Manager  
Stacey Hailey, Bedford Town Council  
Charles Kolakowski, Bedford Town Manager  
Mark Reeter, Bedford County Administrator  
Claudia Tucker, Amherst County Board of Supervisors

### **Others Present:**

Emmie Boley, Local Government Council  
Gary Christie, Local Government Council  
Susan Cook, Local Government Council  
Megan Lucas, Region 2000 Alliance, CEO  
Rosalie Majerus, Local Government Council, Deputy Finance Director  
John Spencer, Appomattox County  
Bob White, Region 2000

## **Meeting Minutes**

1. **Welcome and moment of silence:** Mike Mattox, Chair, called the meeting to order at 5:00 p.m., welcomed the Council, and opened with a moment of silence.

Frank Rogers, the new Campbell County Administrator, was introduced to the Council.

2. **Approval of Minutes of September 18, 2014:** Upon a motion by Jack Hobbs, seconded by Paul Harvey, the meeting minutes from the September 18, 2014 Local Government Council meeting were unanimously approved as presented, with Gary Tanner abstaining.

- 3. Finance report:** Rosalie Majerus, Deputy Director of Finance, presented the year-to-date financial report through September 30, 2014. Gary Christie explained that as discussed last month, the form has been changed so that certain past due expenses are not shown on the traditional planning district commission side, but are now at the bottom.

Rosalie reported that dues for the last couple of years have been .575 per capita. LGC total dues will go up about \$1,000 altogether, with towns staying the same. Gary Tanner made a motion, seconded by John Sharp, to keep the dues at .575 per capita for the coming year. The motion was approved unanimously.

- 4. Selection of Vice Chair of the Local Government Council:**

The motion was made by John Sharp, and seconded by John Spencer, to approve Gary Tanner as Vice-Chair of the Local Government Council. The motion was approved unanimously.

- 5. Discussion of the LGC Legislative Agenda**

Gary Christie presented four topics for consideration to the Council that were addressed in last year's legislative package. A motion was made by Paul Harvey, and seconded by Waverly Coggsdale, to accept Gary's Legislative Agenda for presentation in Richmond. Before the vote, Dean Rodgers reported that the Virginia Dept. of Conservation and Recreation has implemented a new dam safety rule that requires calculations for dam safety assuming a 10,000 year flood. Dams must be upgraded to withstand 90% of that flow of water. Paul Harvey withdrew his motion so that this topic can be researched further before next month's meeting.

- 6. Selection of Legislatures to Serve on LGC**

Gary Christie reported that Delegate Scott Garrett and Senator Tom Garrett have served on the LGC for the last two years. Gary was asked to contact them to question whether they would be willing and available to continue to serve for another year.

- 7. EDA Planning Grant and Region 2000 Economic Indicator Dashboard**

Scott Smith gave a presentation on the Region 2000 Economic Indicator Dashboard, which provides a snapshot of the region's economic health. The 24 metrics used on the dashboard will be used for the next Strategic Plan update. This dashboard was funded by the EDA, Local Government Council, and the Workforce Investment Board, and will be updated periodically by LGC staff.

Gary Christie informed the Council that he would like to apply for another two year grant from the EDA with \$100,000 cap. Some of these funds would be used for consultant services and cost of meetings.

Discussion followed as to whether measures could be added that are more relevant to the Region, and whether activities could tie in with Strategic Planning activities of the Alliance in terms of logistical support and integrating the processes.



Kim Payne made a motion, seconded by Gary Tanner, to adopt a resolution to authorize Gary Christie to apply for up to \$100,000 in EDA planning grant funds to maintain an up-to-date Comprehensive Economic Development Strategy, with the grant being matched with an equal amount of in-kind and cash funds. The motion was approved unanimously.

**8. Report from the Region 2000 Business and Economic Development Alliance**

Megan Lucas presented an update on the activities of the Alliance and the Lynchburg Regional Chamber as they explore regional collaboration and possible merger. When questioned, she answered that she foresees a more integrated partnership between the Alliance and all of the regional Chambers.

**9. Items from Staff**

Gary Christie reported that in August Bill Leighty and Lane Ramsey met with the LGC, and had planned on coming back for the October meeting. However, Mr. Leighty suffered a mild stroke in September, and they now plan on coming to the November meeting.

Gary referenced an attachment in the meeting packet, which was an editorial in the Lynchburg News and Advance on poverty as a regional issue. He asked if there was any discussion that Council members wanted to have about statistics that were in the editorial, and comments made. There was no discussion.

Ben Bowman addressed the Council, updating them on what he has been working on. One of these things has been trying to increase awareness of how to appropriately access services for job seekers, and how employers can have a better pipeline to feed into their labor force. An awareness campaign will launch in the next couple of weeks that will target both job seekers and businesses. There will also be a new website available. He explained that the Workforce Investment Act will be phased out as of June 30, 2015, and the Workforce Investment Opportunity Act will take its place, effective July 1. He also stated the Workforce Investment Board needs to have business representatives from the communities. There will also be a possible relocation of the current One-Stop Center.

**10. Closed Session**

A motion was made by Gary Tanner, seconded by Jack Hobbs, to go into closed session in accordance with the Virginia Code 2.2-3711(A) (1) for briefing on possible litigation. The motion was approved unanimously.

A motion was made by Stan Goldsmith, seconded by Gary Tanner, to return to open session pursuant to Section 2.2-3712.D and certify that only those business matters lawfully identified in the motion to go into closed session and exempt from the open meeting requirements of the Freedom of Information Act were heard, discussed or considered in a closed session. The motion was approved unanimously.

There being no further business, the meeting adjourned at 6:15 p.m.

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_

By: \_\_\_\_\_, \_\_\_\_\_ (title)

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Communication with Those Charged with Governance

### To the Board of Directors Virginia's Region 2000 Local Government Council

We have audited the financial statements of the business-type activities of Virginia's Region 2000 Local Government Council for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and OMB Circular A-133 as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 3, 2014. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Virginia's Region 2000 Local Government Council are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Authority's financial statements was:

Management's estimate of the useful lives of depreciable assets is based on industry standards. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

- Communication with Those Charged with Governance -

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 22, 2014.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to management's discussion and analysis and the schedules of pension and OPEB funding progress, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

We were engaged to report on the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of the Virginia's Region 2000 Local Government Council and is not intended to be, and should not be, used by anyone other than these specified parties.

*Robinson, Farmer Cox Associates*  
Charlottesville, Virginia  
August 22, 2014

- Communication with Those Charged with Governance -

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Attachment 4

Budget to Actual for FY15

pp 12 - 15

as of October 31, 2014

	<u>FY15 Budget</u>	<u>Actual Through 10/31/14</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>
<b>OPERATIONS FUND (EXPENDITURES)</b>				
<b>SALARY</b>				
ADMINISTRATION	163,039	53,555	109,484	32.85%
FINANCE	128,296	42,765	85,531	33.33%
OPERATIONS	223,345	75,038	148,307	33.60%
WIA	112,201	34,911	77,290	31.11%
Salary Study	15,000		15,000	
	641,881	206,269	435,612	32.14%
PART TIME HELP	15,000	990	14,010	6.60%
<b>Total Salaries &amp; Wages</b>	<b>656,881</b>	<b>207,259</b>	<b>449,622</b>	<b>31.55%</b>
EMPLOYER COST FICA	50,251	15,091	35,160	30.03%
EMPLOYER COST V R S	48,269	15,511	32,758	32.13%
EMPLOYER COST HEALTH INS	67,791	24,088	43,703	35.53%
EMPLOYER COST LIFE INS	8,473	2,455	6,018	28.97%
WORKERS COMP	600	510	90	85.00%
<b>Total Fringe Benefits</b>	<b>175,384</b>	<b>57,655</b>	<b>117,729</b>	<b>32.87%</b>
<b>OFFICE EXPENSES</b>				
AUDITING SERVICES	5,000		5,000	0.00%
PAYROLL ACCOUNTING SERVICES	8,250	2,524	5,726	30.59%
LEGAL SERVICES	3,000		3,000	0.00%
LIABILITY INSURANCE	1,200	1,017	183	84.75%
CONTRACTUAL SERVICES	22,000	1,854	20,146	8.43%
ADVERTISING	1,000		1,000	0.00%
POSTAGE	1,500	609	891	40.60%
TELEPHONE	4,200	1,090	3,110	25.95%
INTERNET SERVICES	300	112	188	37.33%
OFFICE SUPPLIES	6,000	1,189	4,811	19.82%
PRINTING & BINDING	7,000		7,000	0.00%
TRAVEL	7,500	1,634	5,866	21.79%
SPECIAL MEETINGS	9,500	2,177	7,323	22.92%
EDUCATION & TRAINING	6,000	1,523	4,477	25.38%
DUES, SUBSCRIPTIONS	10,800	7,004	3,796	64.85%
PUBLICATIONS	700		700	0.00%
MISCELLANEOUS EXPENSES	1,000	216	784	21.60%
FURNITURE & FIXTURES	1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	4,800	999	3,801	20.81%
OFFICE RENT	50,984	16,452	34,532	32.27%
PARKING	4,500	940	3,560	20.89%
COMPUTER EQUIP/SOFTWARE	10,000	587	9,413	5.87%
<b>Total Office Expenses</b>	<b>166,234</b>	<b>39,927</b>	<b>126,307</b>	<b>24.02%</b>
<b>Total Operations Expenses</b>	<b>998,499</b>	<b>304,841</b>	<b>693,658</b>	<b>30.53%</b>

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL				
Budget to Actual for FY15				
as of October 31, 2014				
	<u>FY15 Budget</u>	<u>Actual Through 10/31/14</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>998,499</b>	<b>304,841</b>	<b>693,658</b>	<b>30.53%</b>
<b>Direct Project Expenses</b>				
Agriculture Project - From Fund Balance	50,000	7,507	42,493	15.01%
Appomattox Enhancement Grant	150	32	118	21.33%
Brookneal Enhancement	1,000	3	997	0.30%
CDBG-Appomattox Town	500	550	(50)	110.00%
CDBG - Brookneal		58		
CDBG - Madison Heights	500	242	258	48.40%
CDBG - Madison Heights Planning Grant	250		250	0.00%
DHCD	2,500	325	2,175	13.00%
DRPT / FTA	2,500	16	2,484	0.64%
EDA CEDS		10,865		
Regional Radio Board	2,500	298	2,202	11.92%
Regional Library		4,124		
Regional Tourism - From Fund Balance	50,000		50,000	0.00%
RideSolutions	22,414	6,171	16,243	27.53%
TMDL Redevelopment	100		100	0.00%
Town of Amherst Comp Plan	200		200	0.00%
Town of Appomattox Comp Plan		465		
VDOT - PL	7,702	2,402	5,300	31.19%
VDOT - Rural	2,500	226	2,274	9.04%
WIA	198,000	38,939	159,061	19.67%
<b>Total Direct Project Expenses</b>	<b>340,816</b>	<b>72,223</b>	<b>284,105</b>	<b>21.19%</b>
<b>TOTAL OPERATING &amp; DIRECT PROJECT EXPENSES</b>	<b>\$1,339,315</b>	<b>\$377,064</b>	<b>\$977,763</b>	<b>28.15%</b>
<b>Pass Thru Expenses</b>				
Regional Radio Board	1,167,488	310,423	857,065	26.59%
VDOT - PL	129,510	30,000	99,510	23.16%
WIA	698,000	257,488	440,512	36.89%
<b>Total Pass Thru Expenses</b>	<b>\$1,994,998</b>	<b>\$597,911</b>	<b>\$1,397,087</b>	<b>29.97%</b>
<b>Total Expenses</b>	<b>\$3,334,313</b>	<b>\$974,975</b>	<b>\$2,374,850</b>	<b>29.24%</b>

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL				
Budget to Actual for FY15				
as of October 31, 2014				
	<u>FY15 Budget</u>	<u>Actual Through 10/31/14</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Received</u>
<b>Revenues</b>				
<b>OPERATIONS FUND (REVENUE)</b>				
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	44,392	44,392	0	100.00%
Dues Bedford County	43,590	43,590	0	100.00%
Dues Campbell County	31,642	31,642	0	100.00%
Dues Amherst County	18,706	18,706	0	100.00%
Dues Appomattox County	8,731	8,731	0	100.00%
Miscellaneous Revenue	18,000	1,958	16,042	10.88%
<b>Total Operations Revenue</b>	<b>170,286</b>	<b>154,244</b>	<b>16,042</b>	<b>90.58%</b>
<b>Direct Project Revenues</b>				
Agriculture Grant		3,325	(3,325)	#DIV/0!
Appomattox Enhancement Grant	1,500		1,500	0.00%
Brookneal Enhancement	9,000		9,000	0.00%
CDBG- Appomattox Town	5,000	400	4,600	8.00%
CDBG-Madison Heights	12,500		12,500	0.00%
CDBG - Madison Heights Planning Grant	5,000		5,000	0.00%
DHCD	72,471	37,985	34,486	52.41%
DRPT / FTA	107,558	35,648	71,910	33.14%
EDA/CEDS		10,211	(10,211)	#DIV/0!
Regional Radio Board	37,500	21,584	15,916	57.56%
Region 2000 Services Authority	154,796	47,364	107,432	30.60%
RideSolutions	44,214	13,847	30,367	31.32%
TMDL Redevelopment	3,000		3,000	0.00%
Town of Amherst Comp Plan	2,750		2,750	0.00%
Town of Appomattox Comp Plan	25,000		25,000	0.00%
VDOT-PL	121,072	44,432	76,640	36.70%
VDOT-Rural	58,000	17,577	40,423	30.31%
Virginia's Region 2000	7,200	2,000	5,200	27.78%
WIA	402,000	103,941	298,059	25.86%
<b>Total Direct Project Revenues</b>	<b>1,068,561</b>	<b>338,314</b>	<b>730,247</b>	<b>31.66%</b>
Interest	900	161	739	17.89%
<b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b>	<b>1,239,747</b>	<b>492,719</b>	<b>747,028</b>	<b>39.74%</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>(99,568)</b>	<b>115,655</b>	<b>(230,735)</b>	
Funding from Fund Balance for Tourism	50,000		50,000	0.00%
Funding from Fund Balance for Agriculture Grant	50,000		50,000	0.00%
	<b>\$432</b>	<b>\$115,655</b>	<b>(\$130,735)</b>	
<b>Pass Thru Revenue</b>				
Regional Radio Board	1,167,488	927,871	239,617	79.48%
VDOT - PL	129,510	30,000	99,510	23.16%
WIA	698,000	255,558	442,442	36.61%
<b>Total Pass Thru Revenues</b>	<b>\$1,994,998</b>	<b>\$1,213,429</b>	<b>\$781,569</b>	<b>60.82%</b>
<b>Total Revenue</b>	<b>3,334,745</b>	<b>1,706,148</b>	<b>1,628,597</b>	
<b>Net Surplus/(Use of Fund) Balance</b>	<b>432</b>	<b>731,173</b>		

**LOCAL GOVERNMENT COUNCIL**

**Budget to Actual for FY15**

**as of October 31, 2014**

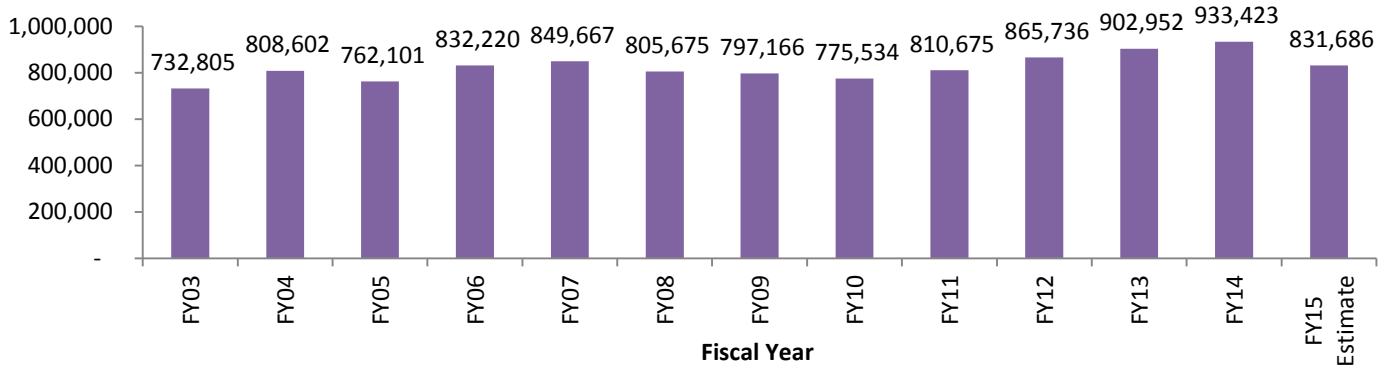
**CASH ON HAND**

Sun Trust Checking		
LGC Funds		378,696
WIA Trainit Funds		4,805
Local Govt Invest Pool		470,984
Petty Cash		176
<b>Cash on Hand</b>		<b>\$ 854,661</b>

**CALCULATION OF ESTIMATED YEAR-END FUND BALANCE**

Cash on Hand	\$ 854,661
Less Expenditures Remaining (and Current Liabilities)	\$ (1,046,706)
Plus Revenues Remaining (and Current Assets)	\$ 1,023,731
<b>Estimated Year-end Fund Balance</b>	<b>\$ 831,686</b>

**Year-end Fund Balance**





**Report from the Ad Hoc Committee to review the 2014 Evergreen, Inc. Salary Study for  
the Region 2000 Local Government Council**

From: Jack Hobbs, Chair  
Aileen Ferguson  
Waverly Coggsdale

Date October 9, 2014

The Committee recommends the following:

1. Adopt the pay plan as proposed with the understanding that the four executive directors would be outside this structure;

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Range Spread</b>
101	\$26,026	\$33,183	\$40,341	55%
102	\$27,327	\$34,842	\$42,358	55%
103	\$28,694	\$36,585	\$44,475	55%
104	\$30,129	\$38,414	\$46,699	55%
105	\$31,635	\$40,335	\$49,034	55%
106	\$33,217	\$42,351	\$51,486	55%
107	\$34,878	\$44,469	\$54,060	55%
108	\$36,621	\$46,692	\$56,763	55%
109	\$39,185	\$49,961	\$60,737	55%
110	\$41,928	\$53,458	\$64,988	55%
111	\$44,863	\$57,200	\$69,537	55%
112	\$48,003	\$61,204	\$74,405	55%
113	\$52,323	\$66,712	\$81,101	55%
114	\$57,033	\$72,717	\$88,400	55%
115	\$62,165	\$79,261	\$96,357	55%
116	\$65,203	\$86,394	\$107,586	65%
117	\$71,072	\$94,170	\$117,268	65%
118	\$77,468	\$102,645	\$127,822	65%
119	\$84,440	\$111,883	\$139,326	65%
120	\$92,040	\$121,953	\$151,866	65%



2. Adopt the employee slotting plan (i.e. re-categorization employees into new grades and steps) with the understanding that we will consider comments from partner boards on the slotting of the employees they fund;

3. Approve the raises for the two Local government Council employees who would be below their new pay grades at an annual cost of \$5,257 effective December 1, 2014;
4. Receive the evaluation form allowing staff to utilize or modify the form as appropriate. The Council should reiterate that, at a minimum, annual performance reviews are required;

5. Accept recommended changes to job descriptions;
6. Continue the past practice of merit raises based on performance provided funds are available;
7. Consider periodic updates of the salary plan as needed such as annually and concurrent with the budget due to inflation (i.e. cost of living); and,
8. Authorize and direct the Executive Director to review the agreement with partner organization boards which allows these organizations to use the Local Government Council as the Employer of Record and why the PDC Board has directed the slotting/integration of non-executive director level staff into the overall pay plan.

Salary study documents can be found at:

[https://www.dropbox.com/sh/gqrcrhi3my65sew/AABVN\\_I6vGALhx1dU5F87uqfa?dl=0](https://www.dropbox.com/sh/gqrcrhi3my65sew/AABVN_I6vGALhx1dU5F87uqfa?dl=0)