

**Agenda Item 4-MISC: CVPDC New Planner I Position Proposal**

**Proposal**

An additional Planner 1 position has been incorporated into the proposed 2019-2020 budget. This position would expand CVPDC capacity to implement existing projects, increase capacity of senior staff to develop new projects, build organization specialized expertise, and expand planning and technical assistance capacity to member jurisdictions.

We will review the effectiveness and success of this position annually. It is recommended that the Planner 1 position be maintained for three years to account for learning the role, developing specialty, establishing project revenue to fund position.

**Planning Capacity Need**

The majority of CVPDC revenue, and in turn staff project activity, comes from contracts. Currently planning staff exceed 85% direct project billable, leaving little time to respond to locality project requests, skill training, expand speciation and expertise in new state or federal programs.

The Planner 1 position will increase the capacity of existing staff to maximize capacity, expand specialization/technical assistance capacity, and increase ability to develop new projects and seek program funding.

**Planner 1 Funding & Year One Project Tasks**

The new position is estimated to cost \$80,000 (\$50,000 salary, \$20,000 benefits, \$10,000 mileage, equipment, training) in year 1.

The following table presents the areas in which the Planner 1 position will focus in year 1.

<b>CVPDC 2019-2020 Project</b>	<b>Budget</b>	<b>Notes</b>
VDOT PL – Alternative Transportation *	\$20,000	No staff capacity to fund; If position not funded \$'s will be rolled to future year
PDC Watershed Chesapeake Bay WIP III *	\$15,000	Assistance on completing activities through the 9/19 \$21,500 DEQ contract; assist with program expansion, grant funding & project implementation for localities
RIDE Solutions *	Appx \$10,000	Assist with implementation, maximum execution of program
Community Development Technical Assistance **		CVPDC on average, receives request for a Comp Plan, DHCD/CDBG project development activity yearly. Potential projects include Town of Bedford CDBG, Appomattox Town Comprehensive Plan.
Execute Environmental Reviews, annual Commonwealth agency summary reports,		Introduction activities that assist in expanding understanding of PDC roles, establish communication and outreach to localities, state agencies.
Old Town Madison Heights – Watershed/VCAP/DCR		Assist with implementation of VCAP/Watershed Grant for OTMH project

\* Confirmed Project

\*\* Potential Project – not confirmed revenue

**Primary Planner 1 Primary Job Focus Areas**

- *Alternative Transportation* – bike/pedestrian planning, RIDE Solutions, data evaluation, grant applications, mobility studies, program marketing.

- *Environmental Planning* – TMDL, watershed planning, Chesapeake Bay program implementation.
- *Community Development* – Comprehensive Plans, CDBG applications and implementation, data assistance.

**Planning & Development Director 2019 – 2020 Proposed Focus**

As noted, CVPDC planning staff have very little discretionary time. This is especially true for Kelly Hitchcock, Planning & Development Director, who has maintained most of the projects she oversaw prior to her new position and new projects and organization oversight responsibilities. Currently, there is little time to explore new projects, easily respond to project request, develop additional projects or program benefits within existing programs and expand expertise in new program responsibilities.

Adding a new Planner I position will increase Kelly’s discretionary time and time for technical assistance (project development and grant writing) by 30-40%.

<b>CVPDC 2019-2020 Project</b>	<b>Current Activity</b>	<b>Additional Staff Time</b>
Community Development	<ul style="list-style-type: none"> <li>- Old Town Madison Heights – Main/Housing</li> <li>- Old Town Madison Heights – CR/Infrastructure</li> <li>- Town of Bedford PG Evaluation Technical Assistance</li> <li>- Staff Assistance</li> <li>- DHCD Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>- Seek additional program/grant/project development according to locality/regional needs.</li> <li>- Increase knowledge in EDA, DHCD, Rural Development programs.</li> <li>- Greater assistance to localities in developing grant applications to implement priority projects.</li> </ul>
CEDS	Implement the oversight of the EDA program including: <ul style="list-style-type: none"> <li>- EDA annual report.</li> <li>- maintaining program metrics.</li> <li>- assist/staff two Initiative Councils.</li> <li>- coordinate the implementation of the resiliency component.</li> </ul>	<ul style="list-style-type: none"> <li>- Research EDA funding to incorporate Agricultural/Rural component within CEDS.</li> <li>- Utilize Hazard Mitigation Planning effort to expand project funding capabilities.</li> <li>- Develop EDD certification process.</li> </ul>
Hazard Mitigation Plan Update	Project Manager of regional plan. Incorporating CRS foundation programming for Lynchburg City	<ul style="list-style-type: none"> <li>- Ensure program/plan development includes review/understanding of funding opportunities.</li> <li>- Apply for grant/program funding for sustainable PDC/locality assistance programming.</li> </ul>
VDOT PL – Alternative Transportation	<ul style="list-style-type: none"> <li>- Staff the Lynchburg Pedestrian Advisory Committee (LPAC).</li> <li>- Serve on VDOT Pedestrian and Advisory Committee Technical Advisory Committee, assist localities with VDOT TAP and other transportation applications.</li> <li>- Serve on CVACL Advisory Committee, serve on committees to assist in bike/ped project review.</li> <li>- Serve on Centra Needs Assessment Workgroup.</li> </ul>	N/A
Chesapeake Bay Phase III WIP /Environmental Planning	Staff, manage DEQ program	<ul style="list-style-type: none"> <li>- Utilize time to guide new planner in environmental programs.</li> <li>- Increase funding/program knowledge to establish linkages to other programs – Rivers, trails, Hazard Mitigation, stormwater.</li> </ul>
RIDE Solutions	Program Coordinator for DRPT program. Includes representation on numerous boards, assistance with GLTC activities, coordination with Workforce Investment activities to support businesses.	