

# FY 15 Local Government Council Work Plan



## Overview

The annual Comprehensive Work Program is the basis for implementing the projects identified in the budget of the Local Government Council. The Council strives to maximize its limited staff and resources by developing a comprehensive work plan based on current needs and priorities of the region.

This Work Program is a compilation of projects presented by Council members, including Managers and Administrators, the Central Virginia Metropolitan Planning Organization (CVMPO), local planners, regional partner organizations and staff. The intent is to obtain the most benefit from the least direct cost to our local government members.

The work program is revised annually and may be amended as deemed necessary by the Council members or the member governments that we serve.

## Local Government Council Staff

### **Administrative Staff**

Gary F. Christie, Executive Director  
Emmie Boley, Financial Professional  
Susan Cook, Administrative Assistant  
Rosalie Majerus, Deputy Director  
Matt Perkins, Admin. Coordinator

### **Region 2000 Services Authority**

Clarke Gibson, Director

### **LGC Core Services Planning Staff**

Bob White, AICP, Deputy Director  
Philipp Gabathuler, AICP, Senior Planner  
Kelly Hitchcock, Senior Planner  
Scott Smith, Senior Planner  
On Call Planner - Vacant

### **Workforce Development**

Vacant

## Acronym Descriptions

<b>CAER</b>	Center for Advanced Engineering and Research
<b>CEDS</b>	Comprehensive Economic Development Strategy funded by the Economic Development Administration and local funds
<b>CVMPO</b>	Central Virginia Metropolitan Planning Organization funded by the Federal Highway Administration, the Commonwealth, and local funds
<b>DEQ</b>	Virginia Department of Environmental Quality
<b>DHCD</b>	Virginia Department of Housing and Community Development
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHWA</b>	Federal Highway Administration
<b>LGC</b>	Local Government Council
<b>TAZ</b>	Transportation Analysis Zones
<b>TIP</b>	Transportation Improvement Program
<b>TMDL</b>	Total Maximum Demand Load is the recommended amount of nutrients that should not be exceeded in our streams and rivers. Like a diet for our streams a TMDL is a recommended limit to the amount of nutrients that get into our waterways
<b>UPWP</b>	Unified Planning Work Plan
<b>VDACS</b>	Virginia Department of Agriculture and Consumer Services
<b>VDMM</b>	Virginia Department of Mines and Minerals
<b>VDOT-PL</b>	Federal Funds administered by Virginia Department of Transportation to provide transportation planning and staff support to the Central Virginia Metropolitan Planning Organization
<b>VDOT-Rural</b>	Funds administered by VDOT used for rural transportation planning
<b>VDRPT-FTA</b>	Federal funds administered by the Virginia Department of Rail and Public Transportation to provide transit planning and staff support regarding Transit and Rail services to the Central Virginia Metropolitan Planning Organization

## Regional Support Activities (Projects involving two or more localities)

### **Maintenance of the Comprehensive Economic Development Strategy and Application to be designated as an Economic Development District**

Staff will work with the Business and Economic Development Alliance to:

- 1) Develop a structure for the maintenance and updating of the regional economic development strategy (CEDS document)
- 2) Provide a web-based dashboard which will aid in the dissemination and analysis of the region's metrics as defined in the CEDS and
- 3) Update the projects in the document as appropriate
- 4) Use the CEDS as a foundation document for the Central Virginia Long Range Transportation Plan update

Staff will also work with the Local Government Council to develop a structure for an application for designation as an Economic Development District which can be utilized to seek EDA funding for economic development related projects throughout the region.

Localities Served: Region 2000 communities

Project Leader: Scott Smith and Bob White

Funding Sources: EDA and LGC cash and in-kind match (50-50)

### **Regional Service Delivery Exploration for Library Administration and Local Government Management Services**

Over the past several years LGC staff has worked with Bedford, Campbell and Lynchburg library directors and boards to explore and develop opportunities for increased regional cooperation related to library administration, human resources and purchasing. A report will be presented to these localities in the spring of 2014.

LGC staff is prepared to assist in following up and implementing components as requested by localities in FY 15.

Localities Served by Library Project: Bedford, Campbell and Lynchburg  
Library Project Leader: Bob White

Funding Source: Bedford, Campbell and Lynchburg and LGC Dues

**Provide Management Services for the Region 2000 Services Authority regional solid waste disposal operations**

Staff will continue to provide staff support, oversight, management, operations, human resources and financial services for the Services Authority which manages 220,000 tons of solid waste annually from four jurisdictions.

The Services Authority will continue maintaining a long term Solid Waste Plan and recycling plan for the region. Staff will also complete a unique website for the Authority.

Localities Served: Lynchburg, Campbell, Appomattox and Nelson Counties

Project Leaders: Clarke Gibson and Emmie Boley

Funding Source: Services Authority

**Coordination of Upgrades to the Region 2000 Radio Communications Board regional radio system**

Staff will continue provide staff support to the Radio Board as they conclude the upgrade the radio system infrastructure around July 2015. Region 2000 will continue to provide financial and administrative management services for the operations of the system.

We will provide procurement services and assistance in upgrading and maintaining tower roads and shelters. We will also provide assistance in grant research and application development and assistance as needed in the installation of the new system.

Localities Served: Bedford and Amherst County, and Lynchburg

Project Leader: Gary Christie and Susan Cook

Funding Source: Region 2000 Radio Board

**Provide oversight management and financial services management for the Workforce Development Council and Workforce Investment Board**

The LGC will continue to provide oversight program management and financial services management to the Workforce Investment Board and the Workforce Development Council.

Localities Served: Region 2000

Project Leaders: Vacant Director's Position and Rosalie Majerus

Sources of Funding: Workforce Investment Act

### **Communications and Information**

The LGC will publish an annual report, information sheets as appropriate and participate in monthly Partnership electronic newsletters. There will be an annual meeting with elected and appointed officials from throughout the region.

Staff will communicate with local elected officials during the year and will coordinate periodic meetings of area managers and planners.

Localities Served: Region 2000 jurisdictions

Project Leader: Gary Christie

Funding Sources: LGC Dues

### **Water and Stormwater**

Staff will continue to support the Regional Stormwater Monitoring Committee as needed.

Localities Served: Region 2000 Jurisdictions

Project Leader: Bob White

Funding Source: LGC Dues

### **Rideshare/Commuter Services/Alternative Transportation: RIDESOLUTIONS**

Staff will market a rideshare/alternative transportation program to encourage commuters to access the RIDE Solutions data base of car pool and alternative transportation in order to reduce single occupant rides to work. Staff will also work with local businesses to get their financial involvement to support the VDRPT match requirement.

Localities Served: Region 2000 jurisdictions

Project Leader: Kelly Hitchcock  
Funding Source: Virginia Department of Rail and Public Transportation,  
LGC Dues

## Local Support Activities

### **Town of Appomattox Comprehensive Plan Development**

Staff will assist the Town of Appomattox in the development of its initial comprehensive plan.

Locality Served: Town of Appomattox  
Project Leader: Philipp Gabathuler and Bob White  
Funding Source: Town of Appomattox

### **Town of Amherst Comprehensive Plan Update**

Staff will assist the Town of Amherst in updating the Comprehensive Plan's data elements. Staff may assist the Town in the full update in the future.

Locality Served: Town of Amherst  
Project Leader: Kelly Hitchcock  
Funding Source: Town of Amherst

### **Old Madison Heights Revitalization**

Staff concluded Phase I of the Madison Heights Community Revitalization Project – Stumps Hill Area CDBG project. Phase II will be complete in Fiscal Year 2015

A CDBG planning grant has been applied for and, if approved, staff will continue providing staffing and technical assistance to Amherst County. Under this planning grant, staff will prepare a further construction grant for the project due March 2015.

Localities served: Amherst County  
Project Leader: Kelly Hitchcock  
Funding Sources: CDBG Construction Grant

### **Appomattox Enhancement Grant**

Working with VDOT and Appomattox County, staff will work to complete the construction of the first connection route, that between the Appomattox County Community Park and the Town of Appomattox, of the Appomattox Heritage and Recreational Trail (AHRT). The AHRT is the envisioned long-term trail that will connect the historic, recreational and natural resources located within and just outside of the Town of Appomattox.

Localities served: Appomattox County

Project Leader: Kelly Hitchcock

Funding Sources: VDOT Enhancement Grant and Appomattox County

### **Appomattox Town Planning and Construction Grant**

Staff is assisting with project planning in the development of a potential CDBG construction grant throughout DHCD. This effort centers on the greater Meadowlark neighborhood.

Localities Served: Appomattox Town

Project Leader: Scott Smith

Funding Sources: DHCD Planning Grant

### **Brookneal Streetscape Improvements, Phase III**

The project is a follow-up to the transformative work that was done along Main and Rush Streets in the town's central business district. Phase III focuses on gateway and pedestrian connectivity improvements along an additional section of East Rush Street as well as the southern end of Main Street. Staff is assisting in grant administration.

Localities served: Brookneal Town

Project Leader: Scott Smith

Funding Sources: VDOT Enhancement Grant and Town of Brookneal

### **Town of Pamplin City Sewer Expansion**

Region 2000 assisted the Town of Pamplin City in submitting a CDBG construction grant to expand the community's newly-established sewer system into the west side of town, serving homes along and adjacent to Thomas Jefferson Highway and Church Street. Staff will assist with grant administration if the project is funded by DHCD.

Localities served: Town of Pamplin City

Project Leader: Scott Smith  
Funding Sources: DHCD Planning Grant

**Provide Human Resources services to the Region 2000 Partnership Organizations and Financial Management Services to the Economic Development Council**

Two non-profit Region 2000 organizations contract with the Local Government Council for payroll and human resources services. The Economic Development Council also contracts with the LGC to handle accounts payable.

Organizations Served: Business and Economic Development Alliance and the Center for Advanced Engineering and Research.  
Project Leaders: Emmie Boley and Rosalie Majerus  
Funding Sources: Contract payments from organizations

**Local Government Council strategic planning session**

During FY 15 Local Government Council members will participate in a facilitated strategic planning session to identify priorities, opportunities for regional cooperation, and examine ways to engage local government and business leaders.



## **Transportation Planning Projects**

### **VDOT-PL**

#### **Administration of Transportation Programs for the Central Virginia Metropolitan Planning Organization**

Plan and manage the continuing, comprehensive, and coordinated (3-C) transportation planning process. Staff will implement the Fiscal Year (FY) 2015 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration. Staff will develop a FY 2016 work program.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White

Funding Source: VDOT-PL, LGC Dues

#### **Long Range Transportation Plan Updates**

Staff will review, explain, and update projects on the Central Virginia Long Range Transportation Plan, Year 2035 (Plan) in the event that a project needs to be updated before the five year update.

The Federally mandated five year update to the Plan will continue through this fiscal year.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White

Funding Source: VDOT-PL, LGC Dues

#### **Transportation Improvement Program (TIP)**

Staff will monitor and make amendments to the current TIP as needed

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White and Philipp Gabathuler

Funding Source: VDOT-PL, LGC Dues

### **General Technical Assistance – VDOT-PL**

Staff will provide assistance to localities on transportation related activities on an individual basis or CVMPO basis.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White

Funding Source: VDOT-PL, LGC Dues

### **3.02 Alternative Transportation Planning Activities**

Staff will continue efforts to promote bicycle and pedestrian enhancements to the transportation system, including:

- Maintaining the bike and pedestrian component of the Council's website
- Grant writing
- Bike Week
- Lynchburg Greenway Alliance support
- Facilitating a fund raising partnership, such as a bike ride
- Participate in the VDOT bicycle advisory committee
- Host an alternative transportation webinar series
- Undertake the Williams Run Trail planning effort

Localities Served: Central Virginia MPO region

Project Leader: Kelly Hitchcock

Funding Source: VDOT – PL MPO funds, LGC Dues

### **Corridor Studies**

Staff with consultant support will undertake the following corridor studies:

- Simon's Run Corridor Analysis in Campbell County
- Atlanta Avenue Corridor Analysis in Lynchburg

Localities Served: Campbell County and City of Lynchburg

Project Leader: Bob White

Funding Source: VDOT –PL MPO funds, LGC Dues

### **Environmental Justice**

Staff will continue to engage the public and encourage public participation to provide guidance in transportation planning. Our planning process will work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leaders: Bob White and Philipp Gabathuler

Funding Source and Estimated Hours: VDOT-PL, LGC Dues

## **Virginia Department of Rail and Public Transportation – Federal Transit Administration**

### **Program Support and Administration**

Plan and manage the continuing, comprehensive, and coordinated (3-C) transportation planning process. Staff will implement the Fiscal Year (FY) 2013 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration. Staff will develop a FY 2014 work program.

Localities Served: Central Virginia MPO area) Amherst Town & County, Bedford County, Campbell County, and Lynchburg)

Project Leader: Bob White

Funding Source: VDRPT-FTA, LGC Dues

### **General Development, Technical Support and Comprehensive Planning**

1. Provide assistance to GLTC in keeping bus stop data current in the Geographical Information System
2. Assist GLTC in altering their bus routing as the new Kemper Street transit center comes on line. Particular emphasis this year will be snow routes and emergency routes
3. Evaluate the goals and objectives of the Transit Development plan to assure that goals are being met in their given time frames

4. Undertake an analysis of viability of a trolley or shuttle service for downtown Lynchburg

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Philipp Gabathuler

Funding Source: VDRPT-FTA, LGC Dues

### **CVMPO Long Range transportation Plan Update**

Staff will maintain the review, explanation and update to the Central Virginia Long Range Transportation Plan, as required.

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White

Funding Source: VDRPT-FTA, LGC Dues

### **Transportation Improvement Program**

Staff will monitor and make amendments to the current TIP as needed

Localities Served: Amherst Town & County, Bedford County, Campbell County, and Lynchburg

Project Leader: Bob White and Philipp Gabathuler

Funding Source: VDRPT-FTA, LGC Dues

## **VDOT-Rural**

### **Rural Transportation Planning Management**

This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Localities Served: Amherst County, Bedford City and County, Appomattox Town and County, Campbell County, and the towns of Brookneal and Altavista

Project Leader: Bob White

Funding Source: VDOT-Rural, LGC Dues

### **Rural Transportation Planning Assistance Program – Scope of Work**

This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming FY-2016 Rural Transportation Planning Work Program fiscal year (i.e., July 1, 2015 to June 30, 2016). Any amendments or revisions to the existing FY 15 scope of work are also a part of this element.

Localities Served: Amherst County, Bedford Town and County, Appomattox Town and County, Campbell County, and the Towns of Brookneal and Altavista

Project Leader: Bob White

Funding Source: VDOT-Rural, LGC Dues

### **General Technical Assistance**

This task allows for the assistance to localities on transportation related activities on an individual or regional basis as needed.

Localities Served: Amherst County, Bedford Town and County, Appomattox Town and County, Campbell County, and the Towns of Brookneal and Altavista

Project Leader: Bob White

Funding Source: VDOT-Rural, LGC Dues

### **Alternative Transportation Planning Activities including:**

- Bicycle and Pedestrian Website Expansion
- Grant Submittal
- Bike Week
- Bike Ride Fund Raiser
- Lynchburg Area Greenway Alliance support
- VDOT Bicycle Advisory Committee participation
- Alternative Transportation Webinar Series
- Smith Mountain Lake Bicycle Route Plan Development

Localities Served: All of Region 2000  
Project Leader: Kelly Hitchcock  
Funding Source: VDOT-Rural, LGC Dues

**Comprehensive Plan Transportation Elements**

Staff will assist Campbell County and the Town of Appomattox in the development of their respective comprehensive plan transportation elements.

Localities Served: Campbell County and Town of Appomattox  
Project Leader: Scott Smith and Philipp Gabathuler  
Funding Source: VDOT-Rural, LGC Dues

**Corridor Safety Review**

Staff will undertake select corridor or intersection analysis at the direction of the Transportation Technical Committee, including Pumping Station Road in Appomattox County.

Localities Served: Amherst County, Bedford Town and County, Appomattox Town and County, Campbell County, and the Towns of Brookneal and Altavista  
Project Leaders: Scott Smith  
Funding Source: VDOT-Rural, LGC Dues