



AGENDA
June 13, 2019
9:00 a.m.

Call to Order

Pledge of Allegiance

Certification of Meeting Quorum

1. Requests for Additions or Changes to Order of Business

2. Public Comment Period

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Any speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent.

3. Consent Agenda

- a. Minutes for the April 11, 2019 Meeting (Tab 1)
- b. Intergovernmental and Environmental Review Summary (Tab 2)

Action Requested: Motion to approve items included in the Consent Agenda.

4. Executive Committee Report – Chairwoman Newbille

- a. Meeting Update
- b. Personnel Policy Revisions (Tab 3)

Action Requested: Motion to approve personnel policies as recommended by the Executive Committee.

5. Audit, Facilities and Finance Committee Report – Dr. Spagna

- a. March/April Financial Reports (Tab 4)

Action Requested: Motion to accept the monthly financial reports as presented.

- b. FY20 Work Program and Budget (Tab 5)

Action Requested: Motion to approve the FY2020 Work Program and Budget.

- c. Distribution of Meeting Materials

Action Requested: Motion to direct staff to transition distribution of meeting materials to digital format by default; paper copies may be distributed to and member by request. This action pertains to all meetings and bodies coordinated and supported by the staff of the Richmond Regional Planning District Commission.

6. Public Outreach and Engagement Committee – Mr. Nordvig

- a. Resolution recognizing 50th Anniversary (Tab 6)

Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond

Richmond Regional Planning District Commission

9921 Forest Hill Avenue, Suite 200 | Richmond, VA 23235 | (804).323.2033

Action Requested: Motion to request local adoption of draft resolution recognizing 50 years of membership with the Richmond Regional Planning District Commission.

- b. Public Engagement Focus and Strategy (Tab 7)

No action requested at this time.

7. New Business

- a. Election of Officers- FY2020 (Tab 8)

Action Requested: Motion to elect officers for FY2020 based on the current rotation of member representatives on the Executive Committee.

8. Other Business

9. Adjourn (by 10:30 am)

Action Requested: Motion to Adjourn





**Minutes
April 11, 2019**

Members and Alternates (A) Present

Greg Baka	Henrico County
Nolen Blackwood	City of Richmond
Tim Davey	Chesterfield County
Steve Elswick	Chesterfield County
Kimberly Gray	City of Richmond
Mike Gray	City of Richmond
Leslie Haley	Chesterfield County
Jim Holland	Chesterfield County
Dorothy Jaeckle	Chesterfield County
Angela Kelly-Wiecek	Hanover County
Kristen Larson	City of Richmond
Susan Lascolette	Goochland County
Anne Marie Laurantzon	Hanover County
William Mackey, Jr.	Henrico County
Tyrone Nelson, Vice Chair	Henrico County
Cynthia Newbille	City of Richmond
Larry Nordvig	Powhatan County
Patricia O'Bannon	Henrico County
Patricia Paige, Secretary	New Kent County
Canova Peterson	Hanover County
Randy Silber (A)	Henrico County
George Spagna, Treasurer	Town of Ashland
Frank Thornton	Henrico County
Randy Whittaker	Hanover County
Christopher Winslow	Chesterfield County

Others Present

Eric Gregory	Hefty, Wiley and Gore
Jill Swinger	Warren Whitney

Staff Present

Martha Shickle	Executive Director
Mark Bittner	Director, Regional Planning & GIS
Diane Fusco	Office Manager
Chet Parsons	Director, Transportation

Call to Order / Pledge of Allegiance

Chairwoman Newbille called the regularly scheduled April 11, 2019 meeting to order at approximately 9:00 a.m. in the James River Board Room. She then led members in the pledge of allegiance to the flag.

Certification by Commission Executive Director of Meeting Quorum

Ms. Shickle, Executive Director, reported that a quorum of members was present.

1. ADMINISTRATION

A. Request for Additions or Changes to the Order of Business

Chairwoman Newbille asked if there were any requests to change the agenda or order of business. As there were no requests to change the agenda, Chairwoman Newbille said the agenda will stand as presented.

B. Open Public Comment Period

Chairwoman Newbille opened the public comment period, noting that if anyone wished to address the members they should please stand and provide his or her name, locality of residence, and, if appropriate, the name of any organization being represented. As there were no requests from the public to address members of the Commission, Chairwoman Newbille closed the public comment period.

C. Consent Agenda

Chairwoman Newbille reviewed the items on the consent agenda. Ms. O'Bannon requested that the cancellation of the May meeting be removed from the consent agenda so that she may ask a question regarding that item. Mr. Elswick moved to approve the remaining items and was seconded by Ms. Lascolette. The motion to approve the consent agenda items was approved.

Ms. Kelly-Wiecek said she would like to see a change to the wording of a section in the April minutes regarding the addition of other localities. She would like the wording with regard to discussion of new member jurisdictions of the Commission be changed to reflect that she asked a question and was not necessarily in favor of the subject. This discussion occurred during the April Executive Committee; Ms. Kelly-Wiecek will send an email to confirm the revision needed.

Cancellation of May 9, 2019 Meeting

Chairwoman Newbille asked Ms. Shickle to provide details on the cancellation request for the May 9th meeting. Ms. Shickle said last month she was notified by Richmond Region Tourism that the week of May 6th is designated nationally as Tourism Week and

there is an event on the morning of May 9th that conflicts with the regularly scheduled Commission meeting. Richmond Region Tourism (RRT) offered to assist with relocating the meeting to align with the end time of their breakfast event, but Ms. Shickle worried this would be logistically difficult and advised RRT she would recommend cancellation of the meeting. She noted that last May the same conflict occurred, and the Commissioners decided to cancel the May meeting. Chairwoman Newbille noted that the Executive Committee is recommending cancellation of the May 9th meeting.

Ms. O'Bannon asked if there was anything the Board needed to vote on at the May meeting. Ms. Shickle advised a preliminary budget would normally be presented at the May meeting which would be reviewed again in June for approval. She suggested the Finance & Audit committee could still review the preliminary budget in May and it would be distributed in advance of the June meeting for the Board to have time to review. Ms. O'Bannon said this item should not have been included with the consent agenda. Ms. Shickle apologized and Chairwoman Newbille asked the Board to consider the cancellation request.

Ms. Lascolette made the motion to approve the request and Vice Chairman Nelson seconded the motion. The motion was passed unanimously.

2. STANDING COMMITTEE REPORTS

A. Audit, Facilities and Finance Committee – Dr. Spagna

Dr. Spagna advised members to review the financial report under Tab 4 in their packets. He said income was up for February, but so were expenses. The projection is that the agency is on track to be close to budget with a deficit of only about \$450.00. Dr. Spagna asked if there were any questions from the Board. Mr. Nordvig asked if there were any stand out items the Board should know about and Dr. Spagna noted the Committee has not met since the last Board meeting.

Vice Chairman Nelson made the motion to accept the monthly financial reports and Mr. Thornton seconded the motion which was carried unanimously.

B. Public Outreach and Engagement Committee – Mr. Nordvig

Mr. Nordvig provided an update on the Public Outreach and Engagement Committee that was held on March 26. He reviewed some highlights of the new website and the impressive features that will be available.

Mr. Nordvig noted the agency must have a public outreach and public participation plan, an emphasis on Title VI and diverse groups and consider various audience's levels of ability to access information. Mr. Nordvig complimented the work of staff in pulling all these items together and said the site looks very professional. Each jurisdiction is featured along with the transportation and emergency management programs. The

website features the collaboration that occurs between all nine localities and promotes all the good things happening at PlanRVA. Mr. Nordvig asked that once the website is launched Board members go back to their own organizations and promote the new site and PlanRVA. He also mentioned the 50th anniversary and advised members to expect a series of events to celebrate this milestone.

Ms. Kelly-Wiecek asked about Ms. Busser's time spent on the website implementation and if this time was being compensated and if so what is the amount she is being paid. Ms. Shickle noted Ms. Busser was brought on in a paid capacity last May and her primary assignments were to manage the IT conversion, which included an RFP for a new vendor, and oversight of the website project and branding project management. Ms. Shickle noted a test or prototype website is currently being reviewed by staff and changes are being implemented based on feedback. Regarding the IT project, user testing was kicked off April 1st and this conversion is expected to be complete by the end of April. Ms. Shickle said when these two projects are complete Ms. Busser is expected to end her time with the agency.

Ms. Kelly-Wiecek noted that the Board was originally told Ms. Busser was to stop working at the agency on March 31. Ms. Shickle noted Ms. Busser stopped working in the interim capacity for the Capital Region Collaborative at the end of March. Ms. Kelly-Wiecek asked about the budget for the website and if this included Ms. Busser's time. Ms. Shickle confirmed the budget line item for the website only included the contract with West Cary Group; content development was not within the scope of the agreement.

Ms. Kelly-Wiecek asked if Ms. Busser's time is captured with contractor expenses and Ms. Shickle clarified that Ms. Busser is included with the staff and salary line item of expenses on the budget. Ms. Kelly-Wiecek noted this is an example of a non-billable (to grants) expense and the Board is considering the financial impact of this expense and what the agency is currently spending on projects.

Ms. Lascolette asked about the end date for Ms. Busser and Ms. Shickle said the target is May 15 but may extend May 31. Mr. Elswick asked what the agency is paying Ms. Busser per hour and if the Executive Committee authorized her hiring. Ms. Shickle confirmed she hired Ms. Busser and reported the agency pays Ms. Busser \$100 per hour; she is a part time hourly employee receiving no benefits.

Mr. Nordvig asked if some of the time for which Ms. Busser is paid is spent in support of the Central Virginia Emergency Management Alliance and asked whether this grant is eligible to cover that part of her time. Ms. Shickle stated that most of Ms. Busser's time is funded through the agency's general fund or indirect cost allocation but that some of the time spent on the Emergency Management portion of the website was eligible to be charged to the emergency management grants.

Ms. Kelly-Wiecek noted one of the items the Board will address is the fact the agency had to pay the VDEM grant back for \$31,000 of indirect costs that were not eligible for

reimbursement. Chairwoman Newbille confirmed this would be addressed during Ms. Shickle's presentation and asked if there were any other questions directly related to this discussion.

Ms. O'Bannon mentioned Henrico County has a book about regional cooperation and offered to bring to the next meeting. Ms. Shickle confirmed awareness of this book; it does exist electronically, and that Chesterfield County also has put together similar material.

Mr. Peterson commented on the soft launch of the website by the end of the month and asked what plans are in place for a public launch to make sure the general public is aware of the new website. Ms. Shickle noted there are two parallel efforts. She said at the last meeting Ms. Haley suggested reaching out to public information officers and a meeting has already occurred. Also, the Public Outreach & Engagement committee has met and will manage all strategy for the public launch.

Mr. Peterson asked Ms. Shickle to confirm if Ms. Busser is an employee or consultant. Ms. Shickle said Ms. Busser is an employee paid an hourly rate with no benefits.

Mr. Elswick asked to know when the appropriate time is to request the Executive Committee look at the hiring of Ms. Busser. He would like the Executive Committee to review this and asked if a motion is necessary. Chairwoman Newbille replied she does not believe a motion is needed, and the Executive Committee will include this item for discussion.

Mr. Peterson asked if this can be considered for discussion during the fund balance policy presentation that is next on the agenda. Chairwoman Newbille replied this would not be necessary since the Executive Committee will be including this for discussion and the impact on the fund balance. A special meeting will be planned for the Executive Committee in May.

3. NEW BUSINESS: Fund Balance Policy Discussion

Ms. Shickle provided an overview of the items Commissioners requested during March meeting. Handout of slides were provided at the meeting.

Ms. Shickle noted her presentation would focus on the following main points based on requests from the last meeting: drivers for FY18 year-end position; items put in place to improve financial position; discussion on fund balance policy in general and how it was put in place in 2004; and alternatives to actions that were discussed at meeting last month.

Ms. Jaeckle asked what the revenue shortfall was for 2018. Ms. Shickle asked Ms. Swinger if she could get that number from the audit. Ms. Shickle pointed out staff vacancies led to revenue shortfall when positions assigned to work funded by grants were not filled. Ms. Jaeckle asked who on staff was in charge of making sure we didn't lose funding in the past.

Ms. Shickle noted in the past there was an Assistant Executive Director and a Finance and Contracts Administrator that handled some of these tasks and managed the process.

Ms. Kelly-Wiecek asked if the Executive Assistant position vacated following Ms. Fry's retirement has been filled and Ms. Shickle confirmed that position has not been filled. Mr. Peterson asked how many staff members are with the agency now and how many were employed at the beginning of FY18. Ms. Shickle said she could provide this information.

Ms. Shickle confirmed not all staff that have left have been replaced and that historically about 50% of agency positions were grant funded and right now about 75% of total agency salary is grant funded.

Ms. Kelly-Wiecek asked about the FOLAR position and whether this has a fiscal impact to the agency. Ms. Shickle confirmed there is not a significant fiscal impact but there are some costs that can't be charged back to the contract for this position (Office 365 license, payroll processing fees). Ms. Jaeckle asked about the fiscal impact of bringing on a new staff member that we can't charge indirect costs for and Ms. Shickle advised she would get back to her on this point.

Mr. Elswick asked about the payout for separation of employees who have an agreement and what this means. Ms. Shickle confirmed this is a case where we have an agreement with an employee specifying terms of separation. Ms. O'Bannon stated this brings up the question of why employees leave, and Ms. Shickle stated there have been instances where employees have left for other jobs and cases where we coordinated separation with the employee. Ms. O'Bannon said the Commissioners received copies of employee surveys but would also like to see exit interviews. Ms. Shickle agreed to provide copies of exit interviews for review.

Ms. Kelly-Wiecek commented it would be helpful to see dollars in addition to percentages on the pie charts showing sources of revenue by program. Mr. Elswick asked about the previous comment about historical statistic of 50% of positions being grant funded and whether the intention was to get back to that number. Ms. Shickle stated her goal is to be at a number closer to 80% of total staff time funded through grants and currently the rate is around 75%.

Mr. Peterson asked about the \$1.8MM budget allocation on the financial statement for salary and wages. He stated this averages to over \$100,000 per employee and would like to know how this compares to what the jurisdictions are doing. Ms. Shickle offered to pull the full-time equivalent information since the number of full-time employees has fluctuated and that the agency currently has fewer employees in the higher salary range. Ms. Shickle said she would provide information on staff salaries for review. Mr. Peterson said the agency should not be providing better benefits than the jurisdictions supporting the agency.

Ms. O'Bannon pointed out the salary analysis has been done in the past. Ms. Kelly-Wiecek agreed this information had been sent out in February and included title, salary, benefits,

and department and suggested updating the information to include a column that would show what percentage of time can be charged to grant funded projects. Ms. Lascolette noted this should include how much of an employee's total expense can be funded not just their time.

Ms. Kelly-Wiecek asked about the human resources position that was vacated by Ms. Cannaday and expressed concern over not having an HR professional to handle certain situations. Ms. Shickle confirmed Ms. Cannaday was previously working on a part time basis and currently some aspects of benefits administration are being handled by Ms. Fusco.

Ms. Shickle reviewed the process associated with 2004 fund balance policy and designation of \$1,000,000 fund balance. The methodology considered existing liabilities and funding sources and local assessment rates which have remained unchanged. Ms. O'Bannon shared her recollections of the initial establishment of the fund balance and consideration of what it would take if the agency had to close at that time. She noted it was not intended to be used for the needs of the agency, but a reserve to be set aside for emergencies.

Ms. Shickle stated staff's recommendation is to establish a new fund balance policy based on prior 4 years' expenses projected for three and six months of operations. The proposed methodology is detailed on slides shown to the Board.

Mr. Peterson asked about using the last 4 years as basis for expenses and Ms. Shickle said this period was used because they are the most similar to current revenue and expense trends.

Chairwoman Newbille agreed to take two more questions before calling the question. Ms. Lascolette pointed out most localities set their fund balance based on a budget percentage and if this is something the agency can consider. Ms. Shickle said this was considered and when comparing the numbers localities use the committee felt that threshold was too low.

Mr. Holland pointed out current bylaws require the agency to stay in the City of Richmond and unreimbursed expenses should be considered in budget review.

Chairwoman Newbille noted options are to continue with policy as it is now, which means agency is not in compliance, or proceed with option that includes floor of \$720,000 and ceiling of \$1,400,000 which would require policy change.

Mr. Elswick noted expenses still need to be brought under control and would prefer to fix this problem rather than arbitrarily setting a number. Ms. Gray commented that the Audit, Facilities and Finance Committee has looked at expenses and many are pass-through expenses; she felt the \$1,000,000 is reasonable and believes the agency is on the right track.

Ms. Larson confirmed that the agency is trending to build the balance back up and Ms. Shickle said the Audit, Facilities & Finance committee has directed her to prepare a budget for FY20 that provides for a transfer back to the fund balance. She estimates a manageable target is \$50,000. The question is what the expected pace will be to rebuild the fund balance. Ms. Larson asked about staff recommendation to defer discussion to regular cycle and Ms. Shickle said the conversation is happening off cycle now not at end of November which would be the normal timeframe.

Mr. Peterson confirmed the Audit, Facilities & Finance Committee had put the timing at two years for recovering the fund balance and Mr. Holland agreed this is the case as Dr. Spagna had already left the meeting. Mr. Holland said expense management does need to occur as well.

Ms. Kelly-Wiecek asked if being out of compliance will be part of audit findings and if this was a previous audit finding. Ms. Shickle confirmed this is not something tested or considered in the audit because they are testing internal controls, but this non-compliance was noted in the management letter.

Chairwoman Newbille asked if the Board is ready to confirm and move forward with a decision regarding the Committee recommendation. Mr. Peterson reiterated the committee's recommendation includes that 50% of the current fund balance gap be corrected by agency operational improvements and the remaining 50% be recovered through a one-time per capita assessment of the localities that would occur over a 2-year period.

Chairwoman Newbille asked for a motion to accept the recommendation of the Audit, Facilities & Finance Committee. Vice Chairman Nelson made the motion and Mr. Thornton seconded.

The following members voted no to the motion: Larry Nordvig, Angela Kelly-Wiecek, Steve Elswick, Dorothy Jaeckle, and Leslie Haley. Dr. Spagna was not present. The motion carried with a majority of members approving the motion.

4. OTHER BUSINESS / ANNOUNCEMENTS

No other business was identified to bring before the Board.

5. ADJOURN

Chairwoman Newbille thanked members for their time and adjourned the meeting at approximately 10:35 a.m.

Martha Shickle
Executive Director

Cynthia Newbille
Chair





Environmental & Intergovernmental Reviews

In cooperation with State Agencies, the RRPDC routinely is requested to provide environmental and intergovernmental reviews. RRPDC staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

Environmental reviews can include:

- **Environmental Assessments and Impact Reports** - Virginia code requires state agencies to prepare an environmental impact report (EIR) for each major state project.
- **Coastal Consistency Determinations and Certifications** - Due to receipt of Federal funds or permits, proposed projects must prove consistency with the enforceable policies of Virginia's Coastal Zone Management Program.
- **Groundwater Withdrawal Permits** - RRPDC staff receives notice of Groundwater Withdrawal Permits in the Eastern Virginia Ground Water Management Area (GWMA). The eastern portion of the RRPDC is located in the Eastern Virginia GWMA. All jurisdictions in the Eastern Virginia GWMA are notified of pending permits as part of this process, therefore the RRPDC receives review requests for projects outside of the Richmond region. For more information about the Eastern Virginia GWMA see <http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterWithdrawalPermittingandCompliance.aspx>.
- **Virginia Water Protection (VWP) Permits** - DEQ issues VWP Permits for activities related to the quality of surface waters in the Commonwealth including the filling, dredging, draining or excavation of wetlands, streams, or other state waters. Surface water withdrawals are also permitted through VWP permits.
- **Virginia Pollutant Discharge Elimination System (VPDES) Permits** – DEQ issues VPDES permits to any person who discharges any pollutant into surface waters of the Commonwealth from a point source.

Intergovernmental reviews can include:

- State Agency grant applications for Federal funding, including:
 - CERCLA grant funds from US EPA (Superfund programming and site remediation)
 - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
 - Diesel Emission Reduction Act (DERA) State Clean Diesel funds from US EPA

Richmond Regional Planning District Commission

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Environmental & Intergovernmental Reviews – Page | 1

- Capitalization funds for the Virginia Clean Water Revolving Loan Fund for wastewater treatment facility improvements from US EPA
- FHWA Section 5310 funding for projects involving transit and mobility enhancements for seniors and individuals with disabilities.

For additional information on the reviews, please go to the following:

<https://planrva.org/home/document-library/> and search the Document Library for "Review-Summaries-AprilMay-2019".

			Environmental						Intergovernmental			
Jurisdiction	Response Date	Review Name	Coastal Consistency Determination or Certification	Environmental Assessment, Impact Statement, or Impact Report	Groundwater Withdrawal Permit	VPDES Permit	VWP Permit	PSD Permit (Air Quality)	Federal funding of State Program	Superfund Remediation Application	FTA Section 5310 Funding	State Corporation Commission Application
Chesterfield	4/30/2019	Waterford Waterpark					X					
Goochland	5/17/2019	Virginia Correctional Center for Women				X						
Henrico	5/8/2019	RIC Airport Surveillance Radar Relocation	X									
Richmond	5/28/2019	VCU New Children's Hospital		X								
Middlesex	5/7/2019	Middlesex Water Authority			X							



Personnel Policies of the Richmond Regional Planning District Commission

April 12, 2018

[Proposed Amendments for approval June 13, 2019](#)

[And to become effective](#)

[July 1, 2019](#)

RRPDC Mission Statement

To strengthen the quality of life throughout the Richmond region by serving as a regional forum of member local governments to address issues of regional significance, providing technical assistance to localities, and promoting and enhancing the collective consensus on the economic, transportation, social, environmental, and demographic interests of the region. Better Together. Partnering for Outcomes that Matter in our Region.

Commented [MS1]: Updated to reflect 2018 adoption of Strategic Planning Framework.

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1. General Provisions

1.1. Purpose and Intent

The Richmond Regional Planning District Commission (the Commission) is a regional planning agency formed under the Virginia Area Development Act of 1968, later revised as the Regional Cooperation Act of 1995. It exists through a Charter Agreement of the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan, the City of Richmond and the Town of Ashland. The Commission employs individuals to carry out the work of the agency. As such, a Personnel Policy document was created (herein) to set out general guidelines and principles that reflect prudent and practical considerations in achieving the Commission's mission. The policies are intended to fulfill the following purposes:

- provide common terms and definitions for personnel administration;
- provide equitable conditions of employment for employees of the Commission;
- establish and maintain uniform standards of employment and compensation;
- aid supervisors in dealing with personnel issues; and
- aid employees in assuring successful employment.

1.2. At Will Employment

All employees of the Commission are employees at will and may be dismissed from employment at any time. Employees who have completed all probationary periods may grieve such actions according to the guidelines of the Agency's Grievance Procedure and as outlined in the Code of Virginia § 15.2-1506. Nothing within this policy should be construed as a contract for employment as employment is entered into voluntarily, and as such, the employee is free to resign at any time, with or without cause. Likewise, the Commission may terminate an employment relationship any time with or without notice or cause as long as it does not violate applicable federal/state laws.

1.2.1 Funding

All staff positions, regardless of employee classification or type, are subject to funding available through the budget process and are contingent on the needs of the Commission. No position or funding is guaranteed.

1.3. Process for Policy Review and Amendments

The personnel policies set forth in this manual supersede all previous policies, and, having been originally adopted by the Commission board, serve as the personnel rules and regulations governing all employees. The policies described herein may be changed or amended by action of the Commission on recommendation from the Executive Committee or by staff authorized by the Executive Committee to make such amendments or changes. If any part of these policies is held to be

unconstitutional, illegal or otherwise unenforceable, that part shall be deemed severable, and the holding shall not affect the validity and enforceability of the remainder.

1.4. Office Management Practices and Procedures

The Commission determines personnel policies based on input from the Executive Committee or by staff authorized by the Executive Committee to make such amendments or changes. Establishment of office management practices and procedures is at the discretion of the executive director who may delegate duties and responsibilities as necessary. Office management practices and procedures are further described within the Commission's Employment Handbook entitled *Office Management Practices and Procedures (OMPP)*. Together, the Personnel Policies and the OMPP comprise the Employee Handbook.

2. Employee Classification

2.1. Employment Types

Commission employees may be hired to fill positions that are classified as Exempt or Non-Exempt; Full or Part time, and for temporary or regular positions. Generally, Exempt employees are not subject to requirements of the federal Fair Labor Standards Act related to overtime pay, while Non-Exempt employees are in positions whose compensation is subject to the Act's overtime requirements.

Full Time employees are those who are regularly scheduled to work for the Commission on a weekly schedule of at least 40 hours per week. Part-time employees are those who are regularly scheduled to work less than 32 hours per week. Temporary positions may be filled for a specific project need or objective for a specified period of time. Contract based employees and interns are considered temporary employees.

2.2. Equal Opportunity Employment

The Richmond Regional Planning District Commission is an Equal Opportunity Employer. Its policies and practices are intended to promote equal opportunity and prohibit discrimination with respect to recruitment, selection, placement, training, and promotion of employees.

The Commission shall provide equal opportunity to all applicants and employees on the basis of fitness, merit, and job-related qualifications without regard to race, color, national origin, religion, sex, disability, age, citizenship status, political affiliation, genetic information or any other legally protected characteristic except where such is a bona fide qualification in accordance with applicable federal and state equal opportunity laws.

In accordance with the federal Americans with Disabilities Act (ADA), the Commission ensures equal employment opportunity for qualified persons with disabilities.

Qualified individuals with disabilities are entitled to non-discriminatory treatment in recruitment, hiring, promotions, demotions, disciplinary actions, terminations, work assignments, employee development, performance evaluations, compensation, and benefits. The Commission is also committed to prohibiting discrimination against any qualified applicants or employees because they are related to or associated with a person with a disability. The Commission is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of the job, unless doing so would create an undue hardship. The employee has the responsibility to request an accommodation. The Commission is entitled to ask for and receive medical information showing that the requestor has a covered disability that requires accommodation. It is the responsibility of the employee to provide appropriate medical information requested by the Commission. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Any person covered by the Commission's personnel policies who believes there has been a violation of any provision contained herein may make a complaint to their supervisor or next level of supervision, as appropriate. Necessary action to investigate the reported violation will be taken.

The Commission prohibits any form of retaliation against employees for bringing information regarding violations of policy to the attention of management.

The adoption of the Personnel Policy is a reaffirmation of adherence to and promotion of the policy of nondiscrimination. Any person employed by the Commission who fails to comply with this policy is subject to Commission disciplinary procedures.

2.3. Recruitment

In general, the Commission will initiate a recruitment process upon notification and realization of a vacancy in an existing position or for a new position. In addition, there may be special circumstances for initiating hiring procedures including Emergency Hiring, Temporary Hiring or use of Temporary Employment Agencies. In all circumstances, the budget must support the recruitment process and demonstrate reasonable assurance that funds are available to sustain the position for the anticipated period of time for service.

It is the responsibility of the appropriate supervisor to report promptly to the executive director any vacancies that may occur. If it is known in advance that a position will become vacant through resignation, retirement, or other cause, the supervisor should send a written notice to the executive director as soon as it is known the incumbent will leave the position.

Prior to initiation of a recruitment process, a job description must be developed and reviewed against current staff capability and assignments. If the position needs are determined to be outside the capacity of the current staff makeup, the position may be advertised in any manner appropriate to assure the intended recruitment for the

position. An internal posting may be provided prior to a broader public announcement, though not in every circumstance.

If any veteran, surviving spouse, or child, or member of the National Guard applies for employment with the Commission, that application will be treated in a manner consistent with federal law and Virginia Code § 2.2-2900, *et seq.*

Employment and promotions require approval by the executive director and are effective only at the beginning of a pay period unless otherwise approved.

Immediate family members shall not work in a supervisor-subordinate relationship or in any configuration of positions where there may exist a conflict of interest or possibility of collusion without approval from the Commission's Executive Committee.

New employees having minimum qualifications normally are hired within the lower half of the pay range for the classification. The executive director may authorize recruitment for a position at higher than the base level after considering years of comparable experience, education, responsibility of the candidate, salary history and other qualifications and factors, subject to availability of funds and internal consistency with existing employee pay levels. Following initial hiring, changes in compensation are related to job performance and agency funding.

Some positions may require additional steps in completing the recruitment process; employees subject to these additional steps will be considered in provisional status until all steps are completed. These may include receipt of physical evaluations, drug screening or criminal records information and would be indicated as required in the position advertisement and description.

2.4. Criminal and Financial Records Check

In the interest of public welfare or safety, employees may be subject to a pre-employment criminal and/or financial records check. Following a provisional offer of employment, the agency will request a criminal and/or financial record check of the prospective employee depending on the responsibilities of the position and as indicated in the position announcement. Upon receipt of information which indicates a criminal conviction and/or questionable financial history, the executive director or designee will determine if there is a connection between the crime committed and the position sought. In cases where the executive director or designee determines that the criminal or financial record is incompatible with the nature of employment, the provisional employment offer will be withdrawn. The decision of the executive director shall be final. Criminal history and financial records will be kept confidential.

2.5. New Employee Orientation

During a new employee's first week of employment, he or she shall attend an orientation meeting coordinated by the position's supervisor. The orientation meeting will generally provide information on what employees can expect from the Commission, and what the Commission expects from an employee. Information on benefits available to Commission employees will be provided. Each new employee will

receive the Employee Handbook and be asked to sign a statement indicating receipt and review.

2.6. Probationary Period

All new employees hired to fill a regular, full-time or part-time non-temporary position shall serve a probationary period totaling six months of paid employment. The probationary period is a span of time during which an employee is evaluated by the supervisor on the performance of the duties of the position, and on those qualities which comprise the overall makeup of an employee, including such things as job knowledge, quality of work, dependability, and adherence to policies and procedures.

Upon the successful completion of the probationary period a performance evaluation will be made by the appropriate supervisor, and discussed with the employee, to develop a better understanding of his relationship to the work program and to help the employee develop his effectiveness and usefulness to the organization.

Probationary employees may be terminated during or at the conclusion of the probationary period and such termination shall not be subject to the grievance process.

3. Performance Expectations

3.1. Performance Evaluation

A performance evaluation will be conducted for all full and part time staff members, including the executive director, who will be evaluated by the Executive Committee, at least once annually. Interns, temporary, or other contract employees who serve a period that does not extend into an annual appraisal period should have an evaluation process established to fit their assigned work term. Evaluations will be made by the appropriate supervisor, and discussed with the employee, to develop a better understanding of the relationship to the work program and to help the employee develop effectiveness and usefulness to the organization. Performance expectations for the subsequent review period will be identified.

New employees shall be evaluated after six months' service and again at the end of the probationary period.

For employees promoted to a higher classification, a performance evaluation will be conducted at the end of a three- and six-month review period. Unsatisfactory performance as indicated by the performance evaluation will result in return to the employee's former position, if still available, and pay rate without prejudice and without recourse through the grievance procedure. If the former position has been filled or eliminated, the employee may be placed in a noncompetitive vacant position at a lower grade.

Independent of the annual performance evaluation, when unsatisfactory performance is noted the immediate supervisor, with concurrence of the executive director, shall provide written notification of such performance to the employee who then is considered a Conditional Employee. The executive director, immediate supervisor and employee shall meet to discuss the employee's performance and develop a Performance Improvement Plan and timetable for a follow-up evaluation. If the follow-up evaluation again indicates unsatisfactory performance during the conditional period, the employee will be subject to further disciplinary action up to and including termination.

3.2. Standards of Conduct

A priority of the Commission is to provide a working environment where trust is valued. To achieve this trust, the Commission requires truthfulness and integrity among fellow employees. Employees have a responsibility to encourage honesty, accountability, and ethics. Compliance with the Standards of Conduct is the responsibility of every employee. Disregarding or failing to comply with this policy or any other Commission policy could lead to disciplinary action, up to and including termination of employment. The following are general standards of conduct for all employees:

3.2.1 Direction from Supervisor

To help guide employees in the performance of their jobs, supervisors will often give specific direction to employees. The Commission expects employees to follow and abide by direction/direct orders given to them by any supervisor, especially those within their chain of supervision. Employees are expected to perform their assigned duties as directed by a supervisor and to promptly comply with a supervisor's orders. Delay or refusal to perform assigned duties or to comply with a supervisor's direction will be considered "insubordination" and constitutes a violation of this policy. In addition, behavior, public or private, from an employee who exhibits inappropriate expression of hostility, disloyalty, antagonism, or discontent toward supervision would constitute a violation of this policy.

3.2.2 Attendance

Attendance is an essential job function for all employees. Employees are expected to regularly, consistently and predictably work their assigned schedule. Leave (both paid and unpaid) is not intended to be used by employees to regularly reduce their work schedule. While leave is a benefit, it is not an entitlement; and employees are expected to have obtained authorization for all leave prior to using it. Absences from the workplace (even when supported by paid leave) that are so frequent, numerous and/or irresponsible as to impair the agency's functioning, as well as excessive use of unauthorized leave constitutes a violation of this policy. Employees who are ill or unable to work may qualify for FMLA as discussed in Section 5.2.2

Any employee who fails to report to work for three consecutive scheduled work days without notice or communication will be considered absent without leave and will be subject to disciplinary action up and potentially including termination.

3.2.3 Position Competency

Employees should maintain sufficient competency to perform their duties and to assume the responsibilities of their position. Demonstrating inability to perform satisfactorily after a performance issue has been identified and/or corrective action has been taken to improve deficiencies; or repeated infractions of Commission policies and/or procedures will be considered "incompetence" and constitutes a violation of this policy.

3.2.4 Regard of Duty

Employees should fulfill their job duties and responsibilities at all times, including following all laws and Commission policies related to such. Poor performance; sleeping on the job; misuse or abuse of time during work hours; or leaving the job during working hours without proper notification are all examples of violations of this policy. These, and other violations of this policy are considered neglect of duty.

3.2.5 Use of Commission Property

Commission vehicles, materials, equipment, supplies or other items used by or assigned to employees are for official Commission business only. Any unauthorized or inappropriate use of Commission property; negligence in the care or handling of Commission property; intentional abusive destruction of Commission property; and the theft of Commission property or of another employee's property is strictly prohibited and will be dealt with as Commission policy and the law provide. All items assigned to the employee to complete the requirements of the position should be returned to the Commission prior to the employee's date of separation.

3.2.6 Confidential Information

During their public employment, employees may be expected to handle or otherwise acquire knowledge of a variety of information, much of which is confidential in nature. Employees shall not inappropriately share or disclose confidential information and shall take steps to ensure such information is properly protected and used appropriately, solely for purposes of Commission business.

3.2.7 Public Trust

Employees provide a variety of services to the public. Employees shall carry out those duties in a manner that enables and always supports the trust of the public.

3.2.8 Records and Documents

During their employment, employees may be expected to produce records, reports, and documents for both internal and external purposes. Accuracy and

integrity relating to the data contained in those records, reports and documents is essential. Falsification of any record, report or document, including time tracking, is prohibited and will be handled in accordance with appropriate law and Commission policy.

3.2.9 Truthfulness and Integrity

Trust and integrity are essential elements of leadership at all levels. Employees shall be truthful in all interactions with the public, their supervisors and their fellow employees during all aspects of their jobs, including, but not limited to, participation in internal and external administrative investigations. Purposely omitting information to mislead a supervisor or other individual conducting a work-related investigation constitutes a violation of this policy.

3.2.10 Professional Conduct

Employees should always conduct themselves, both on and off duty, in such a manner as to reflect most favorably on the Commission. Any conduct that tends to bring the Commission into disrepute or reflect discredit upon an individual as an employee constitutes a violation of this policy. In addition, failure to display responsible behavior or act responsibly in the workplace, including behavior that disrupts job duties or normal work routine, or creates risk of danger to the safety of others, constitutes a violation of this policy.

The Commission strives to maintain a workplace environment that is well-functioning and free from unnecessary distractions and annoyances. As part of that effort, employees must maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

All employees are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Commission.

Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

3.3. Drug and Alcohol-Free Workplace

As a recipient of federal funds, and pursuant to the Federal Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D), the unlawful manufacture, distribution, possession, sale, or use of a controlled substance is prohibited in the Commission's workplace. In addition, reporting to work under the influence of alcohol or controlled substances is prohibited. Violations of these prohibitions will result in appropriate personnel action against an employee up to and including termination.

All employees, as a condition of employment with the Commission, shall abide by the terms of this policy and shall notify the Commission of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. Employees observing behavior that suggests impairment of any kind should report this immediately to his or her supervisor or next available supervisor for further action. Regardless of supervision, any supervisor is obligated to forward a claim of impaired behavior as soon as information is available to him or her.

The executive director and employee's supervisor are authorized to require any employee to submit to professionally administered drug/alcohol testing if an employee's behavior or performance on the job is indicative of reasonable suspicion of employee impairment during working hours or a substance abuse problem.

In all cases, a refusal to submit immediately to a drug or alcohol test when requested, including failure to appear for testing, without prior notice acceptable to the executive director or a verified positive test finding of alcohol or illegal drug use will subject the employee to the full range of disciplinary action up to and including dismissal; or in the case of an applicant, the withdrawal of a conditional offer of employment.

For purposes of maintaining a workplace free of drugs and alcohol, the Commission reserves the right to search all Commission workplaces, including but not limited to offices, desks, and file cabinets.

3.4. Workplace Violence

To preserve a safe workplace and environment for all employees, the Commission promotes open communication with regard to concerns of safety or threats of violence in the office or in the course of conducting business on behalf of the Commission. Any circumstance in which an employee feels the threat of safety or violence should be reported to a supervisor or the executive director immediately.

Any supervisor who receives a complaint or has knowledge of violence or threatened violence occurring in the workplace shall ensure that the matter is investigated appropriately. In instances where criminal laws may have been violated, the police department shall be notified. Substantiated instances of inappropriate behavior shall result in appropriate disciplinary action, up to and including termination.

Violence, threatened violence, or inappropriate behavior conducive to violence is prohibited. Prohibited acts include aggression or threatened aggression, which may be verbal or physical, and which may include harassment, name-calling, swearing, inappropriate or excessive displays of anger, verbal or physical intimidation, and physical attack directed towards persons or property.

3.5. Harassment

It is the policy of the Commission that all employees have a right to work in an environment free from discrimination, which includes freedom from harassment – whether that harassment is based on race, color, national origin, religion, sex,

disability, age, citizenship status, political affiliation, genetic information, or any other legally protected characteristic. The Commission prohibits harassment of its employees in any form – by supervisors, co-workers, stakeholders, citizens or vendors.

Such conduct may result in disciplinary action up to and including dismissal of the employee who harasses others and/or the supervisor who tolerates such conduct. Persons who are not employees who engage in offensive and/or harassing behaviors or language will be asked by the supervisor or executive director to leave the premises.

No supervisor shall threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, performance appraisal, wages, advancement, assigned duties, or any other condition of employment or career development.

Other harassing conduct in the workplace, whether physical or verbal, committed by supervisors or others is also prohibited. This includes: slurs, jokes or degrading comments concerning sex, age, race, national origin, religion, disability, or membership in other protected groups; repeated offensive sexual flirtation, advances, or propositions; continual or repeated abuse of a sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually suggestive objects or pictures.

All employees are subject to and protected by this provision, including those who have not completed a probationary period or who are in provisional or conditional status.

Employees who have complaints of harassment should report such conduct to their supervisor or the executive director immediately. Where investigation confirms the allegations, appropriate corrective action will be taken.

3.6. Conflict of Interest

It is the responsibility of every employee to conduct themselves in an ethical manner in the workplace and to either avoid potential or actual conflicts of interest and to report such instances if they arise. Employees are encouraged to review professional ethics standards provided through professional societies and associations and to conduct themselves in a manner consistent with applicable state and federal requirements. Although agency employees are not subject to the Virginia State and Local Government Conflicts of Interest Act (Va. Code § 2.2-3100, et seq.), they are encouraged to become familiar with its standards and requirements and to abide by its principles. Questions concerning interpretation, or the application of the Act may be directed to the executive director.

3.7. Political Activity

All employees are free to engage in political activity to the widest extent consistent with the restrictions imposed by law. Because the agency receives federal funds, the federal Hatch Act is recognized as Commission policy, which applies to the political

activity of certain state and local government employees. Covered employees under the act are persons principally employed by state or local executive agencies in connection with programs financed in whole or in part by federal loans or grants.

Employees with questions regarding political activity and eligibility under the Hatch Act may seek guidance from their supervisor or the executive director but are encouraged to review the current federal language or seek a legal opinion prior to undertaking questionable activity.

In general, the Hatch Act, as of the drafting of this policy, provides that Commission employees may:

- run for public office in nonpartisan elections;
- campaign for and hold office in political clubs and organizations;
- actively campaign for candidates for public office in partisan and nonpartisan elections; and
- contribute money to political organizations and attend political fundraising functions.

Covered state and local employees may not:

- be candidates for public office in a partisan election;
- use official authority or influence to interfere with or affect the results of an election or nomination;
- directly or indirectly coerce contributions from subordinates in support of a political party or candidate; and
- discriminate in favor of or against any person or applicant for employment or services based on political affiliation or activity.

Additionally, employees may, under specific circumstances, seek the advice of the Commission's legal counsel or the Office of the Commonwealth's Attorney.

3.8. Criminal Charges

Any employee convicted of a felony, sex offense, and offence involving moral turpitude (including lying, stealing or cheating), a serious misdemeanor, or other related offenses, including employees subject to a protective order, is required to report such conviction or order to their supervisor within five (5) days of the conviction or order. In addition, employees are expected to report any arrest or order that may interfere with, or prevent the Commission from carrying out its services, to the employee's supervisor.

The Commission will take appropriate action to investigate or review the circumstances leading to convictions or arrests. If the Commission determines that those circumstances interfere with the employee completing duties related to the position or interfere with the effective delivery of Commission services, the employee may be subject to disciplinary action.

3.9. Secondary Employment

Employees may participate in other gainful, supplemental jobs, provided the service performed in their regular Commission position is not impaired or compromised. Employees working a second job must notify and have written approval of the executive director. This approval will be noted in the employee's personnel file and is conditional upon the secondary employment not interfering with Commission work.

No employee of the Commission shall engage in or accept other public or private employment, or render services for other interests, when such employment or service may be incompatible with the proper discharge of his independence of judgment, attentiveness, or action in the performance of official Commission duties. Failure to notify the Commission of secondary employment or a determination by the employee's supervisor that secondary employment is interfering with Commission employment may be cause for the executive director to impose a conditional status on the employee.

3.10. Use of Electronic Devices

The Commission encourages the use of electronic communications by its employees and provides access to and equipment necessary to fulfill these expectations according to position. The following are intended to serve as guidelines for acceptable use of Commission-owned equipment and data. While this section does not enumerate all possible uses of Commission-owned equipment, it is expected that employees exercise professional judgment in determining inappropriate or misguided use of Commission-owned equipment, data and networks to protect against risk of data loss, data theft, malware, litigation, loss of productivity, noncompliance with state and federal laws related to records retention and freedom of information and inefficient use of Commission resources.

Employees may employ personal devices – such as smart phones or tablets – to enhance the efficiency of their work but are not required to do so. Any use of electronic devices that require access to the agency's secure networks should be approved by the employee's supervisor and reviewed for conformance with the agency's security requirements.

The Commission's electronic communications systems are the property of the agency and are intended for use in carrying out government business. The Commission retains all personal property rights in any matter created, received, or sent via the agency's electronic communications systems, and such matter is not the property of the employee. The contents of electronic mail may be disclosed to individuals authorized within the organization without the permission of the sender or recipient. Persons using electronic communications services must not assume that messages are confidential because a private password is used. The use of passwords to gain access to the electronic communications systems is for the protection of the Commission, not the employees. The Commission must have access to the entire

network. The Commission ~~performs~~assures regular backups on all computer networked systems to facilitate recovery in case of system failure or disaster.

Electronic communications are official records under both the Virginia Freedom of Information Act and the Virginia Public Records Act. As a result, electronic communications are potentially subject to disclosure under either or both acts.

Although access to information and information technology is essential to the missions of government agencies and their users, use of electronic communications services is a revocable privilege. Conformance with acceptable use, as expressed in this policy, is required.

While in the performance of work-related functions, while on the job, or while using publicly owned or publicly provided information processing resources, employees are expected to use these resources (including telephone, mobile device communications, fax, electronic mail, Internet) responsibly and professionally and shall make no intentional use of these resources for any unlawful or inappropriate purpose. Employees may make reasonable personal use of publicly owned or provided resources as long as:

- the use is minimal and does not encroach on employee productivity or Commission time;
- there is no cost to the agency;
- there is no negative impact on employee performance of public duties; or
- no other provision in this policy is violated, including that which prohibits intentional use of resources for an unlawful purpose.

3.10.1 Social media policy

Only those employees authorized by the executive director are permitted to upload content to any of the Commission's websites or social media platforms. All content must be approved by the executive director or designee prior to posting.

3.11. Open Door Policy

The purpose of our Open Door Policy is to encourage and promote open and direct communication, feedback and discussion about any matter of importance to any employee.

The nature and professional quality of work done by the Commission makes it necessary that open communication exists between employees and the various levels of supervision/management. This means that every manager's door is open to every employee to talk at any time about any topic. Whether you have a problem, complaint, suggestion or an observation, managers want to hear from you. By listening to you, the Commission can improve, address complaints and foster employee understanding of the rationale for practices, processes and decisions and significantly alleviate the need for using a formal grievance procedure.

While the formal organization of positions is necessary to direct the work of the agency, the executive director encourages informal open-door communication to facilitate a work environment satisfactory to all employees. Where professional or personal problems affect a staff member's ability to function optimally, staff is encouraged to first discuss the problem with their immediate supervisor as many issues can and should be solved at this level.

Should a staff member have an issue with his or her direct supervisor, he or she may discuss your issues or concerns with the next level of management and/or Human Resources. The executive director will be available, when appropriate, to hear the concerns of the employee and respond accordingly.

In all cases, employees should expect treatment of any concerns with appropriate discretion. However, total confidentiality may not be possible in all situations and the implications of such should and will be addressed in a fair and protective manner to the concerned employee.

Employees should expect to find managers at all levels of the Commission willing to listen and to help bring about a solution or a clarification. Employees are expected to escalate matters of concern and/or real or perceived violations of the Commission's policies and procedures immediately. No employee will ever be subject to retaliation of any kind for reporting a concern or complaint.

3.12. Whistleblower Protection Policy

The Commission requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees are expected to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

3.12.1 Reporting Responsibility

This Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Commission can address and correct inappropriate conduct and actions. It is the responsibility of all employees to report concerns about violations of the Commission's code of ethics or suspected violations of law or regulations that govern the Commission's operations.

3.12.2 No Retaliation

It is contrary to the values of the Commission for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Commission. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

3.12.3 Reporting Procedure

The Commission has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the executive director. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the human resources director who has the responsibility to investigate all reported complaints.

3.12.4 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

3.13. Solicitation

Solicitation by employees during work hours is permissible where it does not interfere with the safe and efficient operation of the agency.

4. Employment Conditions and Benefits

4.1. Work Schedules

The office is open to the public from 8:00 a.m. to 4:30 p.m., Monday through Friday, except for officially designated holidays. The standard work day is 8 hours. The executive director or a supervisor may require members of the staff to work different hours to facilitate completion of particular assignments.

4.1.1 Flexible Hours

Standard work schedules may vary ~~within a 7:30 a.m. to 6:00 p.m. work day~~ with a selected work schedule in effect on a monthly basis. Other temporary or occasional flexible schedules include some combination of altered work start and stop times to allow employees to have family medical appointments or take care of personal business during business hours and avoid the need to use earned leave.

4.1.2 Flexible Days

Flexible day schedules permit an employee to establish a regular schedule that reduces the number of full days worked in a pay period while maintaining the same total number of hours within the same pay period. Employees choose the number of hours worked per day to accommodate up to one day per week to be taken as part of scheduled compensatory leave within the same or next pay period. The flex day may be taken following accrual of compensatory time sufficient to support it.

Formal flexible day work schedules must be approved ~~on a quarterly basis~~ by the employee's supervisor. Each request will be evaluated individually based on the nature of the position and the flexible work day schedule request. All requests will be evaluated based on anticipated deadlines and responsibilities for the period, work plan assignments and impacts on other staff members and the agency's schedule. Flex day options should be considered positive reinforcement for performance and ability to manage time effectively.

With approval by the executive director, supervisors may identify specific positions as ineligible to participate in the flexible work day schedule. These exclusions must be made on the basis of specific responsibilities of the position that result in diminished agency productivity or reliability of other employees in that position.

4.1.3 Telework

Telework schedules may also be considered in certain circumstances and are subject to review and consideration by the executive director, immediate supervisor, or both.

4.2. Leave and Holidays

4.2.1 Annual and Sick Leave

All regular full-time employees earn leave benefits from the initial date of employment. If employment is terminated prior to completion of the probationary period, no compensation for unused accrued leave is granted.

For any partial pay periods of employment, leave will be prorated by the number of business days, including holidays, employed relative to the total number of business days, including holidays, in the pay period.

Leave must be earned before it can be used (including flexible time, compensatory, annual and sick leave), and employees are required to request leave in advance when possible. The minimum leave request will be one-half hour and shall be in increments of one-half hour thereafter. Leave is authorized by approval of the executive director and/or designee.

(a) Annual Leave

All full-time employees are eligible for one day (8 hours) of flexible leave available at the beginning of each calendar year in addition to annual leave which is earned according to length of service as outlined below:

Less than 5 years of service: 4 hours per pay period for each complete pay period employed through the first five years, or a total of 12 days per annum;

5, but less than 10 years of service: 5 hours per pay period for each complete pay period employed beginning on the first day of the pay period following the 5th anniversary, or a total of 15 days per annum;

10 but less than 15 years of service: 6 hours per pay period for each complete pay period employed beginning on the first day of the pay period following the 10th anniversary, or a total of 18 days per annum.

15, but less than 20 years of service: 7 hours per pay period for each complete pay period employed beginning on the first day of the pay period following the 15th anniversary, or a total of 21 days per annum;

20, but less than 25 years of service: 8 hours per pay period for each complete pay period employed beginning on the first day of the pay period following the 20th anniversary, or a total of 24 days per annum;

25 or more years of service: 9 hours per pay period for each complete pay period employed beginning on the first day of the pay period following the 25th anniversary, or a total of 27 days per annum.

For any partial pay periods of employment, leave will be prorated by the number of business days, including holidays, employed relative to the total number of business days, including holidays, in the pay period.

An employee is not required to use the annual leave earned each calendar year, but no more than twice the amount of leave earned each year may be carried into any new calendar year or be compensated for upon separation from the Commission. Unused annual leave will be paid for on a one to one basis upon separation from the Commission by resignation or retirement.

(b) Sick Leave

Sick leave is earned according to the employee's retirement plan as outlined in the OMPP at the rate of 5 hours for each pay period employed, or 15 days per year. There is no limit on the amount of sick leave an employee may accumulate. For any partial pay periods of employment, leave will be prorated by the number of business days, including holidays, employed relative to the total number of business days, including holidays, in the pay period.

Sick leave may be used for employee or immediate family member illness, personal medical appointments or instances where transport of an immediate family member is necessary.

As defined herein in accordance with the Pregnancy Discrimination Act, Public Law 95-555, pregnancy, childbirth, and related medical conditions will be treated on the same basis as any other medical disability.

Pay for unused accumulated sick leave will be made only at separation due to retirement. A lump-sum payment will be at the ratio of one day for three days up to a maximum reimbursement of \$5,000.00.

(c) Leave Pool

Employees may elect to donate leave to a leave pool to provide other employees access to leave in certain instances of health related or other extenuating circumstances. An employee's donation of leave results in forfeiture of that leave for the donating employee. The equivalent value of the donated leave is determined and available for another employee to use based on that position's rate of pay. Donated leave hours do not correspond hour to hour but rather by dollar value equivalent to the donor's and recipient's respective rate of leave accumulation.

4.2.2 Family and Medical Leave

Though not required to do so, the Commission extends eligibility to employees under the federal Family and Medical Leave Act of 1993 (FMLA) which entitles eligible employees to take up to 12 weeks of paid or unpaid job-protected leave in a 12-month period commencing with the employee's initial request for leave under the FMLA.

The FMLA contains provisions on employer coverage; employee eligibility for benefits; entitlement to leave; maintenance of health benefits during leave; job restoration after leave; notice and certification of the need for leave under the FMLA; and protection for employees who request to take such leave.

An employee who has been employed by the agency for 12 months or more and has actually worked at least 1250 hours in that 12-month period commencing with the employee's employment anniversary date may be eligible under the FMLA for up to 12 workweeks of paid or unpaid family and medical leave in the following cases:

- to care for any family member (as defined in the FMLA) who has a serious health condition and is incapable of care;
- for a serious health condition which makes the employee unable to perform the employee's job;
- for the birth, adoption or placement for foster care of a son or daughter of the employee and to care for such child. The leave must be taken during the 12-month period following the birth or placement. If both affected parents work for the Commission, they are entitled to a total of 12 weeks leave combined;
- for a "qualifying exigency" arising out of the fact that an employee's spouse, parent, son or daughter is on covered active duty or has been called to active duty in the Armed Forces; or
- for military caregiver leave (also known as covered service member leave) to care for an ill or injured service member. Eligible employees are entitled to a total of 26 weeks of unpaid "military caregiver leave during a single 12-month period to care for a family member (as defined in the FMLA) who is a member of the armed forces that is undergoing medical treatment or recovery.

Once the allowable leave under FMLA is exhausted within the 12-month period commencing with the employee's start of FMLA related leave, FMLA coverage ends for that 12-month period.

Under some circumstances, employees may be protected under FMLA intermittently which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. If FMLA is used for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. Leave associated with FMLA may be taken intermittently whenever medically necessary to care for a seriously ill family member as defined in the FMLA, or because the employee is seriously ill and unable to work.

In the case of illness, a certification from the attending physician or other health care provider will be required. Leave associated with FMLA should be requested 30 days in advance unless there is a medical emergency, or as soon as practical, and the employee must be certified by the executive director as eligible for FMLA. Employees may use any accumulated sick and/or annual leave, when appropriate, before going into a leave without pay status.

Employees may also be required to provide:

- second or third medical opinions (at the employer's expense) and periodic re-certification; and
- periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for a family member as defined in the FMLA or the employee's own serious illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the operation of the agency.

When on unpaid leave under the Family and Medical Leave Act, the employee's health care coverage may continue. The employee is to pay his share of the health care premium to the agency. If the employee fails to return to work, unless it is for a medical disability, the employee is to reimburse the agency for its portion of the premium paid. All other benefits will be treated the same as an employee who is in leave without pay status.

4.2.3 Administrative Leave

The executive director may authorize leave for other purposes – such as bereavement, inclement weather, and personal wellness. Such Administrative Leave will be evaluated on an individual basis and determined to be authorized either with or without pay depending on the circumstances presented.

4.2.4 Civil Leave

An employee shall be granted civil leave with full pay for any absence necessary for serving on a jury or being summoned or subpoenaed to appear in any court of

law or equity except if the employee is a defendant in such proceedings, or for taking required tests for fitness including required physical exams, recruitment interviews, tests for agency-required certification, and tests associated with promotions, demotions, or transfers within the agency. The employee is required to give reasonable notice of anticipated leave.

4.2.5 Crime Victim Leave

An employee who is a victim of a crime shall be granted leave to be present at all criminal proceedings relating to a crime against the employee, as long as the employee has provided a copy of the form provided to the employee by the law-enforcement agency and, if applicable, provided a copy of the notice of each scheduled criminal proceeding that is provided to the employee as victim. However, the supervisor may limit the employee's leave if such leave creates an undue hardship to the Commission.

4.2.6 Military Duty Leave

Two kinds of military leave may be granted to employees who serve in the Armed Force. Periods of leave in excess of 15 working days will be considered service leave; periods of one to 15 working days are considered training leave.

Training leave must be requested from and approved by the executive director, upon presentation of the employee's military orders. It may be authorized for all regular full-time employees, without loss of pay, but it cannot exceed 15 business days per federal fiscal year or training period. Use of this leave is not charged against other types of accrued leave.

Service Leave is available to regular full-time employees of the Commission receiving orders to report for military service. The employee should request military leave from the executive director. The employee's name will be removed from active personnel files and placed in a Military Leave File. A certification of accrued benefits and a letter of reinstatement will be issued to the employee upon granting of military leave. No further benefits will accrue. However, if the employee's salary exceeds the military pay, the Commission will pay to the employee the difference between the two contingent on certification by the employee of his military pay.

Upon discharge from military service, the employee has 90 days in which to apply to the Commission for reinstatement of employment. In the event the Commission has undergone a general reduction in workforce during the period of an employee's military service, the Commission layoff policy then in effect will apply.

Employees called to active duty are not eligible to continue their health insurance through the agency since health care is provided for them through the federal government. The employee's dependents that are enrolled under the employer's

plan at the time of leave are eligible to enroll under COBRA for a period determined by COBRA.

4.2.7 Holiday Leave

The office will be closed on those days designated by the Governor of the Commonwealth of Virginia as state holidays. Regular full-time employees of the Commission will receive holiday leave with pay on these days unless otherwise arranged with a supervisor. With prior approval from the supervisor, an FLSA-Exempt employee may be authorized to work on a designated holiday in exchange for an equivalent leave period following the accrual of the actual holiday. All requests will be evaluated on an individual basis and will be approved only with agreement between both the employee and the supervisor of the work tasks to be completed and the scheduled date for the deferred holiday leave. Holiday leave time worked under this scenario will be considered compensatory time and recorded as such.

5. Professional Development

5.1. Values and Commitment

The Commission values professional development and is committed to investment in employee career advancement that supports the mission of the Commission.

The agency seeks to provide professional development opportunities for staff members through a variety of incentives including tuition reimbursement, professional Membership, conferences, seminars, and workshops. Development opportunities will be evaluated based on relevance to the agency's mission and work program and will be dependent on available funding through the budget process.

5.2. Travel for Professional Development

All travel to seminars, conferences, training or similar events outside the planning district must be approved in advance by the executive director or as delegated to the respective supervisor.

Support in planning for travel requiring public transportation – such as by air, train, or bus – and/or lodging is available at the direction of the executive director.

~~When traveling by automobile, it is preferred that the agency vehicle(s) be used unless unavailable or there is a practical reason for use of a personal vehicle. Mileage reimbursement requests may be denied if inadequate documentation for practical use of a personal vehicle is not provided.~~

Provided prior authorization was granted, and all necessary documentation is provided, employees will be eligible for a travel advance or reimbursement of all appropriate travel related expenses incurred to attend a meeting, conference or other engagement in support of the agency's mission or work program. Certain limits on

expenditures may be imposed depending on the funding used to support the specific activity. It is incumbent upon the employee to understand and coordinate with the supervisor regarding any specific requirements of the travel and funding source prior to committing agency funds.

6. Compensation

6.1. Payroll

Employees will be paid on the 15th and last day of each month; when those dates occur on a Saturday, Sunday, or Holiday, employees will be paid on the immediately preceding business day. Payroll is processed in advance of the actual pay day, so employees will be paid based on hours worked in the previous pay period.

6.2. Payroll Deductions

Standard payroll deductions are made each pay period from the pay for each employee and are paid into the proper benefit account for the employee. Additional payroll deductions will also be made for those employees who are covered by benefits requiring such deduction or through election of additional benefits or programs offered by the Commission or as required by law.

6.3. Pay at Separation

When an employee separates from service, the final paycheck will be written on the next regular payday. Appropriate payment of any leave balances will be calculated, and that check will be written on or before the second payday after separation. Any outstanding financial obligations to the Commission will be deducted from the leave balance check which may be withheld pending return of agency equipment as requested.

When an employee separates from Commission service, the effective date must be the last day that such employee is on the job. It is not permissible to delay the effective date of separation by any amount of accumulated annual or compensatory leave due the separating employee.

If an employee is on approved sick leave, worker's compensation leave, or leave without pay when separated, the effective date of separation will be the actual date of separation as given by the employee and approved by the executive director and not the last day on the job. When the effective separation date immediately precedes a holiday, the employee shall not be paid for the holiday since he or she is no longer an employee.

6.4. Overtime and Compensatory Leave

Any time worked in excess of 40 hours per week is considered overtime for FLSA Non-Exempt employees. Overtime pay as defined herein shall be at a rate of one and one-

half times the eligible employee's normal hourly base rate of pay. Overtime must have prior approval.

Employees in FLSA Exempt positions are eligible to earn compensatory leave on an hour-for-hour basis for work authorized in advance by the executive director or designee. A maximum of 80 hours of compensatory leave may be accrued but must be used during the calendar year. Compensatory leave earned during a pay period and not used by the end of the calendar year will be forfeited. Employees with any compensatory leave balance at the time of separation will not receive compensation for that leave balance.

6.5. Pay Increases

Pay increases may be awarded to personnel who are full-time or part-time non-temporary employees in accordance with the agency's compensation plan and annual budget.

Merit increases are intended to stimulate a continuing high degree of technical and professional performance from all personnel. The merit increase is not automatic. The merit increase is awarded to eligible employees based on several factors, including the recommendation of appropriate supervisor supported by the performance evaluation process.

An exceptional service increase recognizes an employee's performance above and beyond the normally expected level of service. It is awarded at the discretion of the executive director and may be provided in the form of a onetime award.

General wage adjustments may be made for cost of living or other factors and applied equitably by percentage increase to all employees.

6.6. Benefits

6.6.1 For Current Employees

To recruit and retain highly qualified employees, the Commission supports providing a comprehensive package of fringe benefits that balances cost considerations with developing market opportunities of investment, savings, and insurance benefits. A benefits package for all regular full-time employees may include options for retirement, medical insurance, deferred compensation, life insurance, wellness, and related programs. Detailed information on these benefits is provided in the OMPP.

6.6.2 For Retirees

Any regular full-time employee who voluntarily retires directly from the agency in good standing and is vested in one of the agency's retirement plans and who voluntarily retires directly from the agency and begins to collect a retirement benefit is eligible to participate in agency-sponsored medical plans until becoming eligible for Medicare provided they begin to collect a retirement benefit

directly following employment with the RRPDC agency. Participation in the agency's health insurance is at the retiree's expense. Dependents are also eligible for coverage. The agency and the retiree will share the cost of coverage for the retiree only. Agency contributions toward retiree medical premiums are based on length of service with the RRPDC. Retirees with 20 or more years of service receive the same agency contribution for medical care as similarly enrolled employees. Retirees with less than 20 years of service receive a five percent reduction in the agency contribution for each year of service less than 20 years.

Discipline

6.9.6.7. Disciplinary Actions

The Commission retains a right to take disciplinary action against any employee for just cause. Any action by an employee which negatively reflects on or discredits the Commission or is a direct hindrance to effective performance of any employee or the Commission, may result in disciplinary action.

The Commission follows a progressive discipline policy which begins with professional coaching by providing clear and open communication about performance deficiencies and promotes the opportunity to correct the situation prior to formal disciplinary action. Egregious or repetitive deficiencies in performance may result in the disciplinary actions below and escalating as each situation merits, and severe instances may result in immediate termination:

- Written Reprimand: Written reprimands for an act(s) resulting in a performance deficiency or violation of the policies described herein must be presented to the employee, and a copy transmitted to the executive secretary for placement in the employee's personnel folder.
- Suspension: An employee may be suspended, with or without pay, for up to 10 business days for continued performance deficiencies or chronic violation of the policies described herein. Such action is taken by the executive director, in consultation with the employee's supervisor, is documented, and is placed in the employee's personnel file.

If it is necessary to suspend, without pay, an employee for a second time in a three-month period, that suspension shall be for not less than 10 or more than 20 business days.

For all suspensions, a written notice, including cause, must be transmitted to the employee within one day of the suspension. Suspensions of more than eight hours will result in loss of the accumulation of sick leave and annual leave for that pay period. Suspension may include temporary removal of access to the office, computers, files, and other Commission property depending on the cause for the action.

- Demotion: An employee may be demoted by the executive director, in consultation with the employee's supervisor

Discharge: An employee may be discharged by the executive director, after consultation with the employee's supervisor. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Nothing in this policy creates an obligation to follow any particular disciplinary procedure.

6.10.6.8. Grievances

A grievance is a complaint or dispute by an employee or a group of employees relating to his employment with the Commission, including but not necessarily limited to: the proper application, meaning or interpretation of Commission personnel policies, procedures, or rules and regulations, as they affect each employee; a claim by an employee that unjust supervisory conduct caused the employee to be terminated, be disciplined, or lose a benefit; or a claim that acts of reprisal were taken as the result of utilization of the grievance procedure. The Commission desires to resolve employee grievances promptly and fairly. All employees who feel they have been treated unfairly because of race, color, religion, sex, national origin, political affiliation, disability, citizenship status, genetic information, or age, have the right to submit such grievance for orderly settlement.

All problems, complaints, or disputes should be settled with the supervisor. If necessary, there should be no reluctance to carry grievances to the highest level of management.

The Commission provides a process consistent with the Code of Virginia (see § 15.2-1506. Establishment of grievance procedure, personnel system and uniform pay plan for employees) for non-probationary, eligible employees to file a grievance regarding disciplinary or other action imposed by the Commission. Procedures outlined in VA Code will be followed in response to any complaint which is filed.

An outline of the procedure, in accordance with the Code of Virginia is available online or provided in the Commission's OMPP.

Should the grievance be determined to be grievable and escalate to the level beyond the executive director, a review panel will be selected to oversee the process going forward. The grievance panel shall consist of three members: one member appointed by the grievant who shall be an employee of the Agency, one member appointed by the Agency and the third panel member selected by the other two panel members. Within five (5) work days, the two panel members shall select the third panel member; which shall be an employee of the Agency. The third person shall be the chairperson of the panel. The Panel shall afford full and equal opportunity to all parties and witnesses for presentation of facts, evidence, and other relevant material. The Panel will determine the relevance and materiality of any evidence offered and the majority decision of the Panel shall be final in all its determinations.

The Panel's decision shall be presented in writing and distributed to all parties within 15 business days of the close of the hearing. The Panel's decision shall be final and binding.

A hearing may be re-opened on the motion of the Panel, or upon written application of any party to the Chairman of the panel, for good cause, prior to the time the Panel's decision is written and distributed.

7. Separation

7.1. Voluntary Separations and Retirement

All employees who voluntarily terminate their employment with the Commission must notify the executive director at least two weeks in advance of the effective resignation date; employees in a supervisory-managerial role capacity must provide at least one month's notice. A written memo must be provided to the executive director, with a copy to the employee's division director or supervisor, stating the effective resignation date and forwarding address for all correspondence.

7.2. Dismissals

Notwithstanding criminal acts, an employee may be dismissed by the executive director, after consultation with the employee's supervisor. An employee may be suspended with or without pay pending dismissal, in which case the suspension will not be governed by the limitations stated under suspension but the procedure and notification therein shall be followed.

7.3. Reductions in Force

If circumstances require, the Commission may reduce the workforce for any reason necessary. The executive director has the right and obligation to manage personnel in the best interest of the Commission and may implement a reduction in workforce, if necessary.

Subject to availability of funds, all employees laid off will be provided with a minimum of two week's pay.

Any employee who may be pursuing another administrative procedure (i.e., grievance, EEO complaint, or disciplinary action) is still covered under this procedure. If such an employee is laid off, they will be entitled to continue to pursue the other administrative procedure if he so chooses.

7.4. Return of Property

Upon resignation or termination of employment, any work-issued items must be returned to the Commission.

8. Employee Records

8.1. Personnel Records

All employee personnel records are maintained under the supervision of the executive director. An employee has the right to review his/her own file for any reason. All files will be reviewed in the office and at the convenience of the executive director or designee. No files will leave the designated file areas, except to be reviewed by the executive director or the Grievance Review Panel, if a formal grievance is submitted. Employee records will contain the completed application form, personal reference letters, position descriptions, employee evaluation records, updated salary information, and other official personnel information.

Supervisors may review files on any employees under their supervision; should they wish to review files on employees who desire transfer to their division, they may review only the application and related material pertaining to that position.

8.2. Personal Information

It is the responsibility of the employee to see that the Commission is notified in writing of any changes in his or her personal information – such as name, mailing address, telephone number, marital status, disability status, residency, and name of person to contact in case of emergency. If such corrections have not been initiated in writing by the employee and sent to the assistant executive director, any problems occasioned by the Commission's use of out-of-date information are the responsibility of the employee.

8.3. Confidentiality

All personnel information, including that relating to applicants, is confidential unless otherwise authorized by the individual. All requests for verification of employment and requests for references for current or past employees will be handled by the executive director or designee and will be limited to a confirmation of employment and relative dates unless the employee otherwise authorizes.

Supervisors are not to provide information regarding employees or former employees to other individuals, businesses, or other agencies. Exceptions to this may be approved on a case-by-case basis only by the executive director.

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ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY

The personnel policy has been created to acquaint you with the Commission's policies. Please understand that this handbook only highlights the Commission's policies for your personal education and therefore cannot be constructed as a legal document. THIS POLICY DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT.

I have received a copy of the personnel policy document on the date listed below and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it.

Employees Name (printed): _____

Employees Signature: _____

Date: _____



Financial Report: March and April 2019

Profit & Loss Budget Performance

This statement provides an overview of Month and Year-to-Date Actual revenues and expenses compared to the Year-to-Date (YTD) budgeted revenues and expenses for Fiscal Year 2019.

The Month and Year-to-Date Budget for all revenues and expenses is generally one-twelfth the total Annual Budget (Column I) for each line item with the exception of certain grants that were not in existence for the entire year.

The Variance columns are calculated by subtracting the Month or Year-to-Date Budget revenue or expense line from the Year-to-Date Actual for the same line.

The percentage of YTD Budget is calculated by dividing YTD Actual revenues and expenses by YTD Budgeted revenues and expenses.

The notes at the bottom of the Profit and Loss Budget Performance Statement are intended to give quick explanations of Months of March and April Variances.

Revenue:

March total Revenue was only \$2,200 below budget with higher than budget Federal funding (CVEMA pass-through) offset by below budget Local funding (no CRC revenue earned in March and a reversal of revenue previously recognized).

April total Revenue was \$29,000 below budget due to (1) a loss of one work day while our IT environment was being converted to cloud-based and (2) not recognizing any more CRC revenue.

Expense:

March operating expenses were \$5,800 over budget primarily due to grant funded conference travel and other end of grant period CVEMA pass-through expenses.

April operating expenses were \$52,600 below budget due to below budget transportation pass-through expenses.

Non-operating Expense:

March capital expenses included the purchase of 1 SurfacePro.

April capital expenses included a payment to West Cary Group for branding/website work.

Net Ordinary and Total Net Income/Loss:

The agency has improved its financial position since September 2018. The first quarter financial statements reported a Year-to-Date (through September 30, 2018) total net loss of \$56,202. As of April 30, we are at a net surplus of \$12,700, an improvement over September of approximately \$68,902. Ordinary Income before Capital projects has remained positive since September (except a small dip in March) which illustrates a strong position to finish out the year.

Balance Sheet

The summarized Balance Sheet provides an overview of the assets, liabilities and fund balance as of April 30, 2019.

The Fund Balance of \$875,548 consists of Fixed Assets of \$81,888 and Unrestricted Reserve of \$793,660. The agency concluded FY18 with an Unrestricted Reserve of \$780,960 which has been increased by the first ten months net surplus of \$12,700 to arrive at the April 30 Unrestricted Reserve of \$793,660.

As a note, the Board Approved revised FY2019 Annual Budget projects a neutral position by the end of the fiscal year resulting in a very modest net loss for the year. The progress year to date to close the gap between revenues and expenses supports this projection. The anticipated Unrestricted Reserve Balance projected at June 30, 2019 is expected to be unchanged from June 30, 2018. The Committee met on May 22 to review the March and April financials and recommends approval of the Financial Statements for the period ending March 31 and April 30, 2019.

Richmond Regional Planning District Commission
Profit & Loss Performance - Summary Version
July 2018 through April 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
	Mar 2019 Actual	Mar 2019 Budget	\$ Variance	% of Monthly Budget	Apr 2019 Actual	Apr 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Apr 19 YTD Actual	Jul-Apr 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget
1 Ordinary Income/Expense													
2 Income													
3 4100 - Federal Funding	194,870.93	168,818.92	26,052.01 (1)	115.43%	134,833.71	168,818.92	-33,985.21 (4)	79.87%	1,406,293.22	1,698,189.20	-291,895.98	83.3%	2,025,827.04
4 4200 - State Funding	27,001.63	32,636.92	-5,635.29	82.73%	45,584.82	32,636.92	12,947.90 (4)	139.67%	273,959.97	326,369.16	-52,409.19	83.94%	391,643.00
5 4300 - Local Funding	45,068.78	68,580.90	-23,512.12 (2)	65.72%	60,263.10	68,580.90	-8,317.80 (5)	87.87%	625,944.61	658,074.20	-32,129.59	95.12%	795,236.00
6 4400 - Other Contributions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
7 5000 - Other Income	895.68				505.82				9,310.64	0.00	9,310.64	100.0%	0.00
8 Total Income	267,837.02	270,036.74	-2,199.72	99.19%	241,187.45	270,036.74	-28,849.29	89.32%	2,315,508.44	2,672,632.56	-357,124.12	86.64%	3,212,706.04
9 Expense													
10 6000 - Salary & Wages	153,251.66	150,603.11	2,648.55	101.76%	158,086.64	150,603.11	7,483.53 (6)	104.97%	1,451,807.73	1,506,031.13	-54,223.40	96.4%	1,807,237.35
11 7100 - Professional Fees	7,167.53	11,516.66	-4,349.13	62.24%	10,833.83	11,516.66	-682.83	94.07%	105,476.36	110,166.68	-4,690.32	95.74%	133,200.00
12 7200 - Office Expenses	12,120.07	16,267.08	-4,147.01	74.51%	10,760.48	16,267.08	-5,506.60	66.15%	136,487.43	162,670.91	-24,183.48	85.13%	195,205.07
13 7400 - Program Expenses	75,113.50	62,443.09	12,670.41 (3)	120.29%	9,626.45	62,443.09	-52,816.64 (7)	15.42%	336,077.84	628,631.05	-292,553.21	53.46%	733,517.23
14 7600 - Infrastructure	21,062.32	22,134.30	-1,071.98	95.16%	21,071.54	22,134.30	-1,062.76	95.2%	216,624.47	220,692.05	-4,067.58	98.16%	264,960.65
15 Total Expense	268,715.08	262,964.24	5,750.84	102.19%	210,378.94	262,964.24	-52,585.30	80.0%	2,248,473.83	2,628,191.82	-379,717.99	85.55%	3,154,120.30
16 Net Ordinary Income	-878.06	7,072.50	-7,950.56	-12.42%	30,808.51	7,072.50	23,736.01	435.61%	67,034.61	44,440.74	22,593.87	150.84%	58,585.74
17 Other Income/Expense													
18 Other Expense													
19 7900 - Capital Expense Projects	2,149.03	4,921.83	-2,772.80	43.66%	1,562.00	4,921.83	-3,359.83	31.74%	54,334.98	49,218.29	5,116.69	110.4%	59,061.95
20 Total Other Expense	2,149.03	4,921.83	-2,772.80	43.66%	1,562.00	4,921.83	-3,359.83	31.74%	54,334.98	49,218.29	5,116.69	110.4%	59,061.95
21 Net Other Income	-2,149.03	-4,921.83	2,772.80	43.66%	-1,562.00	-4,921.83	3,359.83	31.74%	-54,334.98	-49,218.29	-5,116.69	110.4%	-59,061.95
22 Net Income	-3,027.09	2,150.67	-5,177.76	-140.75%	29,246.51	2,150.67	27,095.84	1,359.85%	12,699.63	-4,777.55	17,477.18	-265.92%	-476.21
Comments Regarding March 2019 Monthly Variances:													
(1) Federal funding overbudget for March due to higher than budgeted pass-through income for CYEMA - \$34K offset by lower than budgeted TPO invoicing for the month - \$8K													
(2) Local funding is \$23.5K favorable to budget due to YTD correction in March for over recognized CRC revenue. No further income recognized after Feb 2019. Need to resolve with localities balance of unearned income funds - \$24K													
(3) Higher than budget travel for month due to conference travel - \$5K and higher than budget CYEMA pass-through dollars for end of grant period - \$34K, offset by below budget TPO pass-through expenses - \$29K.													
Comments Regarding April 2019 Monthly Variances:													
(4) April Federal Transportation billing below budget due to 1 less day than normal during our cloud-based server conversion and also due to focusing on Rural Transportation Planning (State Funding)													
(5) Local funding below budget due to not recognizing any more CRC revenue (see comment (2) above)													
(6) Salary & Wages overbudget due to J. Fry's PTO payout which is budgeted correctly for the yearly budget.													
(7) Pass-through expenses were favorable for the month, but on track to meet the annual budget.													

Richmond Regional Planning District Commission
Profit & Loss Performance - Detailed Version
July 2018 through April 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
Ordinary Income/Expense	Mar 2019 Actual	Mar 2019 Budget	\$ Variance	% of Monthly Budget	Apr 2019 Actual	Apr 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Apr 19 YTD Actual	Jul-Apr 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget
Income													
4100 - Federal Funding													
4101 - MPO FHWA/PL Funds - Fed share	81,428.57	77,081.50	4,347.07	105.64%	79,228.80	77,081.50	2,147.30	102.79%	673,970.80	770,315.00	-96,344.20	87.44%	924,978.00
4102 - MPO Sect 5303 Funds - Fed share	45,065.15	56,080.58	-11,015.43	80.36%	34,488.00	56,080.58	-21,592.58	61.5%	413,352.00	560,805.84	-147,453.84	73.71%	672,957.00
4105 - MPO Pass-Through	0.00	6,666.67	-6,666.67	0.0%	0.00	6,666.67	-6,666.67	0.0%	35,567.07	66,666.66	-31,099.59	53.38%	80,000.00
4110 - DEQ-Coastal	6,735.15	5,405.00	1,330.15	124.61%	8,573.96	5,405.00	3,168.96	158.63%	56,187.86	54,050.00	2,137.86	103.95%	64,860.00
4120 - VDEM SHSP	11,732.91	7,436.50	4,296.41	157.78%	8,603.34	7,436.50	1,166.84	115.89%	84,114.27	74,365.00	9,749.27	113.11%	89,238.00
4130 - VDEM Pass-through grants	49,909.15	15,148.67	33,760.48	309.06%	3,939.59	15,148.67	-12,209.08	24.4%	143,081.20	161,486.70	-18,405.50	88.6%	193,784.04
Total 4100 - Federal Funding	194,870.93	168,819.92	26,052.01	115.43%	134,833.71	168,819.92	-33,986.21	79.87%	1,406,293.22	1,688,189.20	-281,895.98	83.3%	2,025,827.04
4200 - State Funding													
4201 - MPO FHWA/PL Funds - State share	10,179.07	9,635.17	543.90	105.65%	9,903.60	9,635.17	268.43	102.79%	84,244.60	96,351.66	-12,107.06	87.44%	115,622.00
4202 - MPO Sec. 5303 - State share	5,634.15	7,010.08	-1,375.93	80.37%	4,311.00	7,010.08	-2,699.08	61.5%	51,670.00	70,100.84	-18,430.84	73.71%	84,121.00
4205 - State MPO Pass-Through	0.00	1,666.67	-1,666.67	0.0%	0.00	1,666.67	-1,666.67	0.0%	8,866.77	16,666.66	-7,799.89	53.38%	20,000.00
4210 - VDOT Rural Planning	1,691.91	4,833.33	-3,141.42	35.01%	21,873.72	4,833.33	17,040.39	452.56%	34,183.60	48,333.34	-14,149.74	70.73%	58,000.00
4220 - VDEM-Hazard Mitigation Plan	0.00				0.00				0.00	0.00	0.00	0.0%	0.00
4230 - State Appropriation	9,496.50	9,491.67	4.83	100.05%	9,496.50	9,491.67	4.83	100.05%	94,965.00	94,916.65	48.34	100.05%	113,900.00
Total 4200 - State Funding	27,001.63	32,536.92	-5,535.29	82.73%	45,564.82	32,536.92	12,947.90	139.67%	273,959.67	326,369.16	-52,409.19	83.94%	391,643.00
4300 - Local Funding													
4360 - POLAR Grant	6,933.80	6,933.75	0.05	100.0%	6,933.80	6,933.75	0.05	100.0%	41,602.80	41,602.50	0.30	100.0%	55,470.00
4301 - TPO Assessment	4,145.97	4,145.98	-0.01	100.0%	4,145.97	4,145.98	-0.01	100.0%	41,459.71	41,460.04	-0.33	100.0%	49,752.00
4310 - Local Membership Dues	49,183.33	49,183.33	0.00	100.0%	49,183.33	49,183.33	0.00	100.0%	491,833.30	491,833.34	-0.04	100.0%	590,200.00
4320 - Capital Region Collaborative	-7,694.89	4,151.17	-11,836.06	-185.13%	0.00	4,151.17	-4,151.17	0.0%	25,524.40	41,511.66	-15,987.26	61.45%	49,814.00
4330 - Greater Richmond Chamber	-7,509.43	4,166.67	-11,676.10	-180.23%	0.00	4,166.67	-4,166.67	0.0%	25,524.40	41,866.66	-16,342.26	61.26%	50,000.00
Total 4300 - Local Funding	45,068.78	68,580.90	-23,512.12	65.72%	60,263.10	68,580.90	-8,317.80	87.87%	625,944.61	669,074.20	-43,129.59	95.12%	796,236.00
4400 - Other Contributions													
4410 - Restricted Contributions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
Total 4400 - Other Contributions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
5000 - Other Income													
5001 - Interest Income	895.68				5.82				6,810.64				
5010 - Miscellaneous	0.00				500.00				500.00	0.00	500.00	100.0%	0.00
5020 - Restitution -Scott Newcomer	0.00				0.00				2,000.00				
Total 5000 - Other Income	895.68				505.82				9,310.64	0.00	9,310.64	100.0%	0.00
Total Income	287,837.02	270,036.74	-2,199.72	99.19%	241,187.45	270,036.74	-28,849.29	89.32%	2,315,508.44	2,672,632.56	-357,124.12	86.64%	3,212,706.04
Expense													
6000 - Salary & Wages													
6100 - Wages	121,123.38	116,371.73	4,751.65	104.08%	128,389.67	116,371.73	10,017.94	108.61%	1,128,343.55	1,163,717.25	-35,373.70	96.96%	1,396,460.71
6200 - Payroll Taxes	8,580.85	9,340.97	-750.12	91.97%	9,073.94	9,340.97	-267.03	97.14%	88,425.25	93,409.70	-4,983.45	94.67%	112,091.54
6500 - Benefits													
6512 - Healthcare	14,059.40	13,673.75	385.65	102.82%									
6530 - Retirement													
6531 - VRS Retirement Contribution	6,366.29	6,900.00	-533.71	92.27%	6,039.51	6,900.00	-860.49	87.53%	55,544.35	69,000.00	-13,455.65	80.5%	82,800.00
6532 - VRS Employee Contribution	0.12				-118.34				1,099.21				
6533 - ICMA - 401	477.87				477.87				7,437.48				
6534 - ICMA - 457					335.30				203.00				
6535 - Hybrid 401 A	596.28				638.50				5,371.06				
6536 - HYBRID 457	0.03				0.00				374.91				
6538 - 403B Plan	0.00				0.00				-1,549.55				
Total 6000 - Retirement	7,775.89	6,900.00	875.89	112.69%	7,372.84	6,900.00	472.84	106.85%	68,480.46	69,000.00	-519.54	99.25%	82,800.00
6540 - Life & Disability													
6541 - LTD	367.18	750.00	-382.82	48.96%	419.45	750.00	-330.55	55.93%	4,712.73	7,500.00	-2,787.27	62.84%	9,000.00

Richmond Regional Planning District Commission
Profit & Loss Performance - Detailed Version
July 2018 through April 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
	Mar 2019 Actual	Mar 2019 Budget	\$ Variance	% of Monthly Budget	Apr 2019 Actual	Apr 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Apr 19 YTD Actual	Jul-Apr 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget
6542 - Hybrid VRS ST & LT Disability	24.39				155.26				1,510.51				
6543 - AFLAC	49.94				-321.84				288.59				
6540 - Life & Disability - Other	0.00				130.32				130.32				
Total 6540 - Life & Disability	441.51	750.00	-308.49	58.87%	363.19	750.00	-386.81	51.05%	6,742.45	7,500.00	-757.55	89.5%	9,000.00
6550 - FSAPSA Section 125 Plans	553.86	200.00	353.86	276.83%	1,436.10	200.00	1,236.10	718.05%	2,706.08	2,000.00	706.08	135.5%	2,400.00
6500 - Benefits - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
Total 6500 - Benefits	22,830.66	21,523.75	1,306.91	106.07%	21,620.53	21,523.75	96.78	100.45%	213,260.86	215,237.50	-1,976.61	99.08%	258,256.00
6580 - Payroll Fees	471.77	533.33	-61.56	88.46%	472.50	533.33	-60.83	88.59%	4,649.20	5,333.34	-684.14	87.17%	6,400.00
6590 - Training	235.00	2,833.33	-2,598.33	8.29%	\$30.00	2,833.33	-2,803.33	18.71%	17,127.84	28,333.34	-11,205.50	60.45%	34,000.00
Total 6000 - Salary & Wages	153,251.66	150,603.11	2,648.55	101.76%	158,086.64	150,603.11	7,483.53	104.97%	1,451,807.73	1,506,031.13	-54,223.40	96.4%	1,807,237.35
7100 - Professional Fees													
7720 - Legal Fees													
7721 - RRPDC	1,500.00	2,333.33	-833.33	64.29%	1,500.00	2,333.33	-833.33	64.29%	17,125.00	18,333.34	-1,208.34	93.41%	23,000.00
7722 - MPO	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
7720 - Legal Fees - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
Total 7700 - Legal Fees	1,500.00	2,333.33	-833.33	64.29%	1,500.00	2,333.33	-833.33	64.29%	17,125.00	18,333.34	-1,208.34	93.41%	23,000.00
7730 - Contracted Services	5,667.53	9,183.33	-3,515.80	61.72%	9,333.83	2,833.33	6,500.50	101.64%	88,351.36	91,833.34	-3,481.98	96.21%	110,200.00
Total 7100 - Professional Fees	7,167.53	11,516.66	-4,349.13	62.24%	10,833.83	11,516.66	-682.83	94.07%	105,476.36	110,166.68	-4,690.32	95.74%	133,200.00
7200 - Office Expenses													
7220 - Computer Operations	6,717.60	9,975.42	-3,257.82	67.34%	5,685.72	9,975.42	-4,289.70	57.0%	84,478.02	99,754.23	-15,276.21	84.69%	119,705.07
7225 - Computer Supplies	289.65				218.16				507.81				
7230 - Printing	2,806.36	3,500.00	-693.64	80.18%	2,563.58	3,500.00	-936.42	73.25%	28,030.11	35,000.00	-6,969.89	80.09%	42,000.00
7235 - Supplies	542.45	833.33	-290.88	65.09%	924.60	833.33	91.27	110.95%	8,034.64	8,333.34	-298.70	96.42%	10,000.00
7245 - Postage	500.00	500.00	0.00	100.0%	315.60	500.00	-184.40	63.12%	2,310.80	5,000.00	-2,689.20	46.22%	6,000.00
7250 - Advertisements	99.00	333.33	-234.33	29.7%	0.00	333.33	-333.33	0.0%	2,520.00	3,333.34	-813.34	75.6%	4,000.00
7290 - Miscellaneous Expenses	682.27	583.33	98.94	116.96%	641.64	583.33	58.31	110.03%	7,463.11	5,633.34	1,829.77	127.94%	7,000.00
7295 - Bank Fees	482.74	541.67	-58.93	89.12%	410.98	541.67	-130.69	75.87%	5,142.94	5,416.66	-273.72	94.95%	6,500.00
Total 7200 - Office Expenses	12,120.07	16,267.08	-4,147.01	74.51%	10,760.48	16,267.08	-5,506.60	66.15%	138,487.43	162,670.91	-24,183.48	85.13%	196,205.07
7400 - Program Expenses													
7410 - Organizational Dues	3,454.50	650.00	2,804.50	531.46%	-150.00	650.00	-800.00	-23.08%	15,971.00	10,700.00	5,271.00	149.26%	12,000.00
7425 - Travel - Agency	7,648.03	2,708.33	4,939.70	282.99%	1,417.41	2,708.33	-1,290.92	52.34%	26,023.47	27,083.34	-2,059.87	92.39%	32,500.00
7430 - Books & Periodicals	28.55	83.33	-54.78	34.26%	45.33	83.33	-38.00	54.4%	436.91	833.34	-396.43	52.43%	1,000.00
7450 - Pass-through and Matching funds													
7451 - Pass Through Funds - MPO	14,024.50	42,644.45	-28,619.95	32.89%	4,282.45	42,644.45	-38,362.00	9.97%	146,849.49	426,444.49	-279,595.00	34.44%	511,733.39
7452 - Pass Through Funds (FEMA)	49,939.91	16,148.65	33,791.26	309.25%	3,939.69	16,148.65	-12,208.96	24.4%	141,908.37	161,486.54	-19,578.17	87.88%	193,783.84
7459 - Other Pass-thru expenses	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
Total 7400 - Pass-through and Matching funds	63,964.51	58,793.10	5,171.41	108.83%	8,192.04	58,793.10	-50,601.06	13.93%	288,757.66	587,931.03	-299,173.17	49.11%	705,517.23
7400 - Program Expenses - Other	17.61	208.33	-190.72	8.45%	121.67	208.33	-86.66	58.4%	5,888.60	2,083.34	3,805.26	282.65%	2,500.00
Total 7400 - Program Expenses	75,113.50	62,443.09	12,670.41	120.29%	9,626.45	62,443.09	-52,816.64	15.42%	336,077.64	628,631.05	-292,553.21	53.46%	753,517.23
7500 - Infrastructure													
7510 - Rent	19,527.95	19,692.64	-164.69	99.16%	19,527.95	19,692.64	-164.69	99.16%	196,989.39	196,275.37	714.02	100.36%	235,660.65
7520 - Insurance	1,126.56	1,816.66	-690.10	62.01%	1,126.56	1,816.66	-690.10	62.01%	16,419.32	16,166.68	252.64	90.38%	21,800.00
7510 - Telephone	407.81	625.00	-217.19	65.25%	417.03	625.00	-207.97	66.73%	3,215.76	6,250.00	-3,034.24	51.45%	7,500.00
7530 - Vehicles	0.00				0.00				0.00	0.00	0.00	0.0%	0.00
Total 7500 - Infrastructure	21,062.32	22,134.30	-1,071.98	95.16%	21,071.54	22,134.30	-1,062.76	95.2%	216,624.47	220,692.05	-4,067.58	98.16%	264,960.65
Total Expense	268,715.06	262,964.24	5,750.84	102.19%	210,378.94	262,964.24	-52,585.30	80.0%	2,248,473.83	2,628,191.82	-379,717.99	85.55%	3,154,120.30
Net Ordinary Income	-87.06	7,072.50	-7,959.56	-12.42%	30,808.51	7,072.50	23,736.01	435.61%	67,034.61	44,440.74	22,593.87	150.84%	58,585.74
Other Income/Expense													
7900 - Capital Expense Projects	2,149.03	4,921.83	-2,772.80	43.69%	1,562.00	4,921.83	-3,359.83	31.74%	54,334.98	49,218.29	5,116.69	110.4%	59,061.95

Richmond Regional Planning District Commission
Profit & Loss Performance - Detailed Version
July 2018 through April 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
	Mar 2019 Actual	Mar 2019 Budget	\$ Variance	% of Monthly Budget	Apr 2019 Actual	Apr 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Apr 19 YTD Actual	Jul-Apr 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget
Total Other Expense	2,149.03	4,921.83	-2,772.80	43.86%	1,562.00	4,921.83	-3,359.83	31.74%	54,334.98	49,218.29	5,116.69	110.4%	59,061.95
Net Other Income	-3,027.09	2,150.67	-5,177.76	-140.75%	-1,562.00	2,150.67	27,095.84	1,359.88%	-54,334.98	-49,218.29	-5,116.69	-110.4%	-59,061.95
					29,246.51				12,699.63	-4,777.55	17,477.18	-265.82%	-476.21

Richmond Regional Planning District Commission
Balance Sheet (Summary Version)

As of April 30, 2019

Column A

4/30/19

1 ASSETS	
2 Current Assets	
3 Total Checking/Savings	230,659.49
4 Total Accounts Receivable	555,043.48
5 Total Other Current Assets	215,183.51
6 Total Current Assets	1,000,886.48
7 Total Fixed Assets	81,888.19
8 TOTAL ASSETS	1,082,774.67
9 LIABILITIES & EQUITY	
10 Liabilities	
11 Total Accounts Payable	28,197.20
12 Total Other Current Liabilities	179,028.83
13 Fund Balance	
14 Fixed Asset	81,888.19
15 Other Unrestricted Reserve	793,660.47
16 Total Fund Balance	875,548.66
17 TOTAL LIABILITIES & FUND BALANCE	1,082,774.69
18	
19 Unrestricted Reserve - End of FY 18	780,960.84
20 Net Surplus (Deficit) Apr YTD 2019	12,699.63
21 Unrestricted Reserve - 4/30/19	793,660.47

Richmond Regional Planning District Commission
Balance Sheet (Detailed Version)
As of April 30, 2019

	Column A	Column B
	April 30, 2019	Restated (Less Non-Operating)
1 ASSETS		
2 Current Assets		
3 Checking/Savings		
4 1050 · LGIP-Virginia Dept of Treasury	157,779.71	157,779.71
5 1070 · SunTrust Checking 8921	72,879.78	72,879.78
6 Total Checking/Savings	230,659.49	230,659.49
7 Accounts Receivable		
8 1200 · Accounts Receivable	555,043.48	555,043.48
9 Total Accounts Receivable	555,043.48	555,043.48
10 Other Current Assets		
11 1150 · Prepaid Expenses	47,884.07	47,884.07
12 1250 · Miscellaneous Receivables	166,982.44	166,982.44
13 1600 · Miscellaneous A/R-EE		
14 1620 · Employee Receivable	317.00	317.00
15 Total 1600 · Miscellaneous A/R-EE	317.00	317.00
16 Total Other Current Assets	215,183.51	215,183.51
17 Total Current Assets	1,000,886.48	1,000,886.48
18 Fixed Assets		
19 1300 · Property & Equipment	333,025.65	333,025.65
20 1350 · Accumulated Depreciation	-251,137.46	-251,137.46
21 Total Fixed Assets	81,888.19	81,888.19
22 Other Assets		
23 1950 · Deferred outflows - VRS Pymts	77,475.13	0.00
24 1951 · Deferred Outflows-Diff Proj vs	97,606.00	0.00
25 Total Other Assets	175,081.13	0.00
26 TOTAL ASSETS	<u>1,257,855.80</u>	<u>1,082,774.67</u>
27 LIABILITIES & EQUITY		
28 Liabilities		
29 Current Liabilities		
30 Accounts Payable		
31 2000 · Accounts Payable	28,197.20	28,197.20
32 Total Accounts Payable	28,197.20	28,197.20
33 Other Current Liabilities		
34 2050 · Accrued Expenses	41,044.98	41,044.98
35 2500 · Compensated Absences	88,775.70	0.00
36 2525 · Deferred Revenue	135,319.19	135,319.19
37 2600 · Security Deposit	2,664.66	2,664.66
38 Total Other Current Liabilities	267,804.53	179,028.83
39 Total Current Liabilities	296,001.73	207,226.03
40 Long Term Liabilities		
41 2800 · Deferred Rent Liability	42,638.58	0.00
42 2900 · Net Pension Liability	377,872.00	0.00
43 2950 · Deferred Inflows	220,651.00	0.00
44 Total Long Term Liabilities	641,161.58	0.00
45 Total Liabilities	937,163.31	207,226.03
46 Fund Balance		
47 Fixed Asset	81,888.19	81,888.19
48 Other Unrestricted Reserve	238,804.30	793,660.47
49 Total Fund Balance	320,692.49	875,548.66
50 TOTAL LIABILITIES & FUND BALANCE	<u>1,257,855.80</u>	<u>1,082,774.69</u>
51		
52 Unrestricted Reserve - End of FY 18		780,960.84
53 Net Surplus (Deficit) Apr YTD 2019		12,699.63
54 Unrestricted Reserve - 4/30/19		<u>793,660.47</u>

Richmond Regional Planning District Commission
Profit & Loss
July 2018 through April 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	TOTAL
Ordinary Income/Expense											
Income											
4100 - Federal Funding											
4101 - MPO FHWA/PL Funds - Fed share	53,078.40	61,052.80	52,776.80	79,708.00	64,651.20	69,142.80	61,290.38	71,613.05	81,428.57	79,228.80	673,970.80
4102 - MPO Sect 5303 Funds - Fed share	34,398.40	40,454.40	32,197.20	52,764.00	36,095.20	41,962.80	54,212.91	41,713.94	45,065.15	34,488.00	413,352.00
4105 - MPO Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	14,413.79	21,173.28	0.00	0.00	35,587.07
4110 - DEQ-Coastal	0.00	10,474.16	4,553.74	5,427.50	4,968.33	5,548.36	4,958.33	4,958.33	6,735.15	8,573.98	56,187.88
4120 - VDEM SHSP	8,000.25	10,084.95	5,212.23	6,412.50	6,114.53	7,950.54	7,934.88	12,168.14	11,732.91	8,603.34	84,114.27
4130 - VDEM Pass-through grants	0.00	0.00	0.00	1,203.59	3,397.60	2,445.65	50,968.36	31,217.26	49,909.15	3,938.59	143,081.20
Total 4100 - Federal Funding	95,477.05	122,066.31	94,739.97	145,515.55	115,216.86	127,050.15	193,678.65	182,844.00	194,870.93	134,833.71	1,406,293.22
4200 - State Funding											
4201 - MPO FHWA/PL Funds - State share	6,634.80	7,631.80	6,596.60	9,963.50	8,081.40	8,641.10	7,661.30	8,951.63	10,179.07	9,903.60	84,244.60
4202 - MPO Sec. 5303 - State share	4,299.80	5,056.80	4,024.40	6,585.50	4,511.90	5,245.60	6,776.49	5,214.36	5,634.15	4,311.00	51,670.00
4205 - State MPO Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	3,603.45	5,293.32	0.00	0.00	8,896.77
4210 - VDOT Rural Planning	0.00	1,067.02	0.00	997.08	0.00	2,476.45	1,187.37	4,890.05	1,691.91	21,873.72	34,183.60
4230 - State Appropriation	9,491.63	9,491.63	9,508.24	9,496.50	9,496.50	9,496.50	9,496.50	9,496.50	9,496.50	9,496.50	94,965.00
Total 4200 - State Funding	20,426.23	23,247.05	20,127.24	27,052.58	22,089.80	25,659.65	26,725.11	33,845.86	27,001.63	45,584.82	273,959.97
4300 - Local Funding											
4360 - FOLAR Grant	0.00	0.00	0.00	0.00	6,933.80	6,933.80	6,933.80	6,933.80	6,933.80	6,933.80	41,602.80
4301 - TPO Assessment	4,145.96	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	41,459.71
4310 - Local Membership Dues	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	491,833.30
4320 - Capital Region Collaborative	4,151.17	4,151.16	4,151.16	4,151.16	4,151.16	4,151.16	4,151.16	4,151.16	-7,684.89	0.00	25,524.40
4330 - Greater Richmond Chamber	4,186.86	4,186.86	3,868.51	4,787.72	4,500.00	3,212.28	4,168.00	4,168.00	-7,509.43	0.00	25,524.40
Total 4300 - Local Funding	61,647.14	61,647.12	61,348.97	62,288.18	68,914.26	67,626.54	66,580.26	68,580.26	45,068.78	60,263.10	625,844.61
5000 - Other Income											
5001 - Interest Income	568.09	526.86	664.63	799.85	798.05	855.51	890.45	805.70	895.68	5.82	6,810.64
5010 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5020 - Restitution -Scott Newcomer	0.00	500.00	500.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	2,000.00
Total 5000 - Other Income	568.09	1,026.86	1,164.63	799.85	1,298.05	855.51	890.45	1,305.70	895.68	505.82	9,310.64
Expense											
6000 - Salary & Wages											
6100 - Wages	122,223.04	114,654.57	110,759.15	95,258.07	111,584.74	101,809.27	101,304.17	123,237.49	121,123.38	126,389.67	1,128,343.55
6200 - Payroll Taxes	11,513.16	9,025.74	8,218.13	7,734.85	8,598.24	7,734.19	8,269.13	9,668.02	8,590.65	9,073.94	88,426.25
6500 - Benefits											
6512 - Healthcare	12,338.20	13,645.20	15,325.20	11,487.20	12,988.20	13,060.20	13,023.20	16,978.70	14,059.40	12,428.40	135,331.90
6530 - Retirement											
6531 - VRS Retirement Contribution	5,486.29	5,870.61	4,863.99	5,605.61	5,024.25	5,024.25	5,183.91	6,079.44	6,366.29	6,039.51	55,544.35
6532 - VRS Employee Contribution	128.21	650.44	-235.30	431.19	-39.37	0.09	0.10	282.07	0.12	-118.34	1,089.21
6533 - ICMA - 401	1,164.15	839.15	839.15	877.87	827.87	827.87	827.87	277.81	477.87	477.87	7,437.48
6534 - ICMA - 457	-389.70	-64.70	-64.70	-64.70	-14.70	-14.70	-14.70	160.30	335.30	335.30	203.00
6535 - Hybrid 401 A	564.74	572.37	491.82	380.16	568.30	445.49	533.78	579.62	596.28	638.50	5,371.06
6536 - HYBRID 457	0.04	30.55	116.70	0.02	21.94	0.00	100.03	105.60	0.03	0.00	374.91
6538 - 403B Plan	-619.82	-619.82	-309.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,549.55
Total 6530 - Retirement	6,333.91	7,278.60	5,701.75	7,230.35	6,388.29	6,263.00	6,630.99	7,484.84	7,775.89	7,372.84	68,480.46
6540 - Life & Disability											
6541 - LTD	755.52	463.85	536.70	378.21	474.02	375.02	428.59	514.19	367.18	419.45	4,712.73
6542 - Hybrid VRS ST & LT Disability	131.63	131.63	588.90	0.00	106.12	106.12	236.44	130.32	24.39	155.26	1,610.81
6543 - AFLAC	-3.27	471.40	67.48	-0.02	-0.02	-0.02	-0.02	24.96	49.94	-321.84	288.59
6540 - Life & Disability - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.32	130.32
Total 6540 - Life & Disability	883.88	1,066.88	1,193.08	378.19	580.12	481.12	665.01	669.47	441.51	383.19	6,742.45

Richmond Regional Planning District Commission
Profit & Loss
July 2018 through April 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	TOTAL
6550 - FSA/MSA Section 125 Plans	123.50	373.80	203.46	-442.12	194.22	191.14	192.58	-120.46	553.86	1,436.10	2,706.08
Total 6500 - Benefits	19,679.46	22,364.46	22,423.49	18,553.62	20,148.83	20,015.46	20,511.76	25,012.55	22,830.66	21,620.53	213,260.89
6580 - Payroll Fees	328.66	452.34	322.60	453.03	772.66	158.18	745.30	471.77	471.77	472.50	4,649.20
6590 - Training	25.00	845.00	7,256.00	111.84	0.00	475.00	7,246.00	400.00	235.00	530.00	17,127.84
Total 6000 - Salary & Wages	153,769.54	147,342.13	148,981.37	122,211.41	141,104.67	130,192.10	136,078.38	158,789.83	153,251.66	158,086.64	1,451,807.73
7100 - Professional Fees											
7720 - Legal Fees											
7721 - RRPDC-	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	3,625.00	1,500.00	1,500.00	17,125.00
Total 7720 - Legal Fees	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	3,625.00	1,500.00	1,500.00	17,125.00
7730 - Contracted Services	10,175.00	7,875.00	6,825.00	9,975.00	6,750.00	15,400.00	11,400.00	4,950.00	5,667.53	9,333.83	86,351.36
Total 7100 - Professional Fees	11,675.00	9,375.00	8,325.00	11,475.00	8,250.00	16,900.00	12,900.00	8,575.00	7,167.53	10,833.83	105,476.36
7200 - Office Expenses											
7220 - Computer Operations	9,797.17	9,554.53	5,570.06	10,522.59	10,564.25	8,747.97	8,454.67	8,863.44	6,717.60	5,685.72	84,478.02
7225 - Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.65	218.16	507.81
7230 - Printing	2,840.26	2,495.31	3,662.86	2,779.55	2,925.48	2,743.72	2,420.91	2,792.04	2,806.36	2,563.58	28,030.11
7235 - Supplies	111.74	1,031.55	409.73	545.07	2,092.60	353.40	1,007.17	1,016.33	542.45	924.60	8,034.64
7245 - Postage	369.00	0.00	0.00	0.00	0.00	815.60	315.60	-5.00	500.00	315.60	2,310.80
7250 - Advertisements	0.00	0.00	1,377.00	1,044.00	0.00	0.00	0.00	0.00	99.00	0.00	2,520.00
7290 - Miscellaneous Expenses	0.00	1,414.86	1,756.28	751.09	355.73	922.36	303.10	635.58	682.27	641.84	7,463.11
7295 - Bank Fees	439.40	869.43	370.51	687.56	452.02	540.82	433.34	456.14	482.74	410.98	5,142.94
Total 7200 - Office Expenses	13,557.59	15,365.66	13,146.48	16,329.86	16,390.08	14,123.87	12,934.79	13,756.53	12,120.07	10,760.46	138,487.43
7400 - Program Expenses											
7410 - Organizational Dues	5,722.50	300.00	4,575.00	0.00	209.00	800.00	1,060.00	0.00	3,454.50	-150.00	15,971.00
7425 - Travel - Agency	2,076.76	2,888.66	1,148.87	2,250.65	2,192.46	746.96	1,451.73	3,201.94	7,648.03	1,417.41	25,023.47
7430 - Books & Periodicals	0.00	120.92	56.92	70.25	22.92	22.92	28.55	40.55	28.55	45.33	436.91
7450 - Pass-through and Matching funds											
7451 - Pass Through Funds - MPO	0.00	0.00	0.00	26,105.80	13,215.70	14,058.25	35,707.24	39,485.15	14,024.90	4,252.45	146,849.49
7452 - Pass Through Funds (FEMA)	0.00	0.00	0.00	0.00	3,397.60	2,445.65	50,968.36	31,217.26	49,939.91	3,939.59	141,908.37
Total 7450 - Pass-through and Matching funds	0.00	0.00	0.00	26,105.80	16,613.30	16,503.90	86,675.60	70,702.41	63,964.81	8,192.04	288,757.86
Total 7400 - Program Expenses - Other	0.00	0.00	138.29	629.03	468.52	113.96	4,110.86	289.24	17.61	121.67	5,888.60
Total 7400 - Program Expenses	7,799.26	3,309.58	5,919.08	29,055.73	19,526.20	18,187.16	93,326.74	74,214.14	75,113.50	9,626.45	336,077.84
7600 - Infrastructure											
7210 - Rent	21,387.84	19,527.95	19,527.95	19,452.95	19,527.95	19,527.95	19,452.95	19,527.95	19,527.95	19,527.95	186,989.39
7240 - Insurance	1,455.00	0.00	6,752.27	0.00	0.00	0.00	4,867.53	1,091.40	1,126.56	1,126.56	16,419.32
7610 - Telephone	150.00	659.79	50.00	363.46	50.00	378.32	365.87	373.48	407.81	417.03	3,215.76
Total 7600 - Infrastructure	22,992.84	20,187.74	26,330.22	19,816.41	19,577.95	19,906.27	24,686.35	20,992.83	21,062.32	21,071.54	216,624.47
Total Expense	209,794.23	195,580.13	202,702.15	198,888.41	204,848.90	199,309.40	281,926.26	276,330.33	268,715.08	210,378.94	2,248,473.83
Net Ordinary Income	-31,675.72	12,407.21	-25,321.34	36,747.79	2,670.07	22,082.45	9,946.21	10,245.49	-678.06	30,808.51	67,034.61
Other Income/Expense											
7900 - Capital Expense Projects	552.00	9,328.20	1,732.50	2,835.00	0.00	34,614.25	1,562.00	0.00	2,149.03	1,562.00	54,334.98
Total Other Expense	552.00	9,328.20	1,732.50	2,835.00	0.00	34,614.25	1,562.00	0.00	2,149.03	1,562.00	54,334.98
Net Other Income	-552.00	-9,328.20	-1,732.50	-2,835.00	0.00	-34,614.25	-1,562.00	0.00	-2,149.03	-1,562.00	-54,334.98
Net Income	-32,227.72	3,079.01	-27,053.84	33,912.79	2,670.07	-12,531.80	8,384.21	10,245.49	-3,027.09	29,246.51	12,699.63



Introduction

Each year, staff members of PlanRVA prepare an annual work program for consideration and approval by the Commission. The document outlines the key efforts the staff will undertake in the coming year and describes the allocation of financial resources of the agency represented in the budget.

In Fiscal Year 2018, the Commission initiated a strategic planning process, led by an ad hoc committee appointed by the Chair. The process was completed in June, 2018 and resulted in the development of a strategic planning framework intended to guide decision making and strategic investment in capacity building of the organization.

The Commission adopted a new Vision and Mission Statement, established Core Values for the agency and identified key areas of focus for continued development of the organizational capacity:

- Create Value for the Region
- Prioritize Based on Customer Needs
- Promote Regional Success
- Build a Regional Resource Center
- Strengthen the Organization

In addition to the establishment of these values and priorities, the Commission approved the implementation of a new brand strategy, officially launching the use of PlanRVA as a common reference for the organization formally known as the Richmond Regional Planning District Commission. The brand strategy is intended to increase accessibility among members of the public in the regional planning process and to promote higher levels of public engagement.

The information that follows outlines the work of PlanRVA and the common services provided to its members. This work program will guide the efforts of the staff during Fiscal Year 2020, which begins July 1, 2010 and ends June 30, 2020. In

Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond

Richmond Regional Planning District Commission

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coordination with the annual budget, the document identifies activities that will be supported by grant funding and those tasks that will be supported by general funds.

I. Agency Management

Agency Management includes the activities that support the general operations, support of governance and management of the Commission. In general, activities are included in one of two categories: Agency Operations which are those activities that support the overall operation of the organization and without which the agency would suffer in efficiency, functionality or compliance; and Administrative Activities which include those activities that promote the agency's ongoing development, capacity building and presence in the community.

A. Agency Operations

In addition to programs and projects managed by agency, staff members provide administrative support to the Commission and programmatic "clients" including the Emergency Management Alliance of Central Virginia, the Richmond Regional Transportation Planning Organization and others. Each program area, client and partner organizations require a certain level of activity to support compliance and accountability. General activities that support the overall operational effectiveness of the organization include financial administration, human resources management, information technology and governance (board) support.

These backbone organizational support services include:

- Operations
 - Contract administration and financial management
 - Program compliance and quality control
- Facilities and asset management
 - Building and lease management
 - Asset tracking and resource management
 - Information technology assets and investments
- Community affairs
 - Communications, public outreach, and media relations
- Human resources management
 - Benefits
 - Personnel policies and office management practices
 - Peer-based learning

These functions are in part supported through local member dues assessments and the remaining costs are allocated according to the agency's indirect cost allocation plan approved by our federal cognizant agency each year. Expenses included in this category include salaries and fringe benefits associated with the above activities in addition to direct expenses such as office leasing, copier and IT infrastructure expenses, and other common overhead or indirect expenses.

B. Administrative Activities

In addition to the activities categorized as Agency Operations, the Commission undertakes a number of additional activities that support the ongoing organizational capacity development and implements the strategic planning framework. Some examples of these activities include the following:

1. Regional Coordination and Roundtables

a) Chief Administrative Officers (CAO) Roundtable

The CAO Roundtable is comprised of the chief administrative officer of each of the Richmond region's nine localities. The Executive Director meets periodically with the group to review local priorities and Commission programs to assure alignment and to promote ongoing communication.

b) Human Resources (HR) Managers Roundtable

The Human Resources Managers Roundtable is comprised of the directors of human resources (or designee) from each of the Richmond region's nine localities. The staff hosts periodic meetings to discuss best practices, emerging

HR issues, and hiring trends. The group also serves as a de facto consultant to the agency, providing human resources guidance and opinion.

2. Best Practices and Peer Engagement

a) Regional Organization and Local Government Best Practices

Staff members participate in associations of peer regional organizations and local governments to stay on top of important, ever-changing issues, trends, and legislation associated with regional collaboration.

Staff members will represent the agency by participating in the following associations of regional organizations and local government:

- Virginia Association of Planning District Commissions (VAPDC)
- Virginia Association of Metropolitan Planning Organizations (VAMPO)
- National Association of Development Organizations (NADO)
- National Association of Regional Councils (NARC)
- Association of Metropolitan Planning Organizations (AMPO)
- Virginia Association of Counties (VACo)
- Virginia Municipal League (VML)

3. Subject-Matter Training and Best Practices

Members of the staff are encouraged to participate in industry associations that provide career development, training, and networking opportunities for their particular area of subject-matter expertise. Staff will participate in the following organizations:

- American Planning Association (national organization and Virginia Chapter)
- Intelligent Transportation Society of Virginia
- Southeast Regional Directors Institute (SERDI)
- Transportation Research Board
- Urban Land Institute

The agency will support a range of professional/career development opportunities for staff members throughout the year with a focus on topics such as writing, presentation skills and general communications; workplace safety and emergency preparedness; leadership; and diversity and inclusion.

C. Public Relations

The agency will focus on building capacity in the FY20 program year for public outreach, advocacy, and education activities that advance the Commission's programs and build community support throughout the region. Efforts to increase awareness help inform and maintain the public's understanding and perception of the Commission and regional cooperation. This was identified as a significant area of opportunity for the Commission and has been prioritized as an area of capacity and development over the course of the year.

1. Communications and Public Outreach

A key element of successful planning is engaging the public – those who live, work, and play in the region. PlanRVA strives to inform residents, stakeholders, and partners impacted by or interested in the Commission's programs. The staff coordinates public participation in the planning and decision-making process across all programs and applies legal and regulatory requirements (i.e., Title VI, Freedom of Information Act) where appropriate. Staff creates informational materials and utilizes internet tools to clearly convey key messages to intended audiences. This was a key priority area in FY2019 in response to the Federal Certification Review and our ongoing efforts to increase accessibility through the web and other media regarding the agency's activities and opportunities for public participation. With a new website launched in FY2019, the agency now will work to build awareness of the online resources and promote opportunities for the public to engage on regional planning issues through social media, community meetings and online or other virtual participation options.

2. Championing Regional Collaboration

PlanRVA will convene the public information officers and media relations personnel from the localities in the region (including local governments, schools, emergency services, and regional organizations) to explore the potential of developing a shared media campaign that promotes the coordinate work of the localities in the Richmond Region. We will assist in developing outreach strategies for communicating the story of collaboration among the localities.

II. Community Development

PlanRVA assists local jurisdictions individually and collectively in convening and facilitating information exchange and action on locally prioritized needs. Staff members are available to provide research, analysis, and planning support to identified projects in the region. PlanRVA can serve as a catalyst to the development of a new regional project or program and can either serve as an incubator to new programs to be led by another organization or can build the program into the agency's portfolio. Potential projects will be evaluated throughout the year with primary emphasis in the third and fourth quarters of the fiscal year.

Funding is set aside in the budget to support local requests for support including technical assistance at the local and regional level and supports the time staff members spend participating in local planning efforts including comprehensive planning activities, regional planning activities and other initiatives identified throughout the year.

A. Regional Coordination

1. Richmond Regional Comprehensive Economic Development Strategy (CEDS)

PlanRVA serves as the lead convener for the region's Comprehensive Economic Development Strategy, which serves as a framework for short term strategic action to influence longer-term investments in human capital and physical infrastructure to lead to a more dynamic Richmond Region. It is a useful tool in documenting regional consensus for funding applications through Virginia's SMART Scale evaluation of transportation investments, as well as GO Virginia investments. PlanRVA is responsible for coordinating the annual update and submission of the CEDS to the US Economic Development Administration and providing limited support to localities in developing funding applications for initiatives identified through the CEDS planning process.

2. Community Development Priorities

In accordance with the Community Development Block Grant Program (CDBG), the RRPDC staff works with the region's non-entitlement localities (Ashland, Charles City, Goochland, Hanover, New Kent, and Powhatan) to identify local community development priorities. RRPDC will work with eligible localities should a prospective CDBG project be a priority in the region.

B. Local Technical Assistance

PlanRVA is available to provide local technical assistance to member jurisdictions upon request.

III. Data, Research, and Analysis

One of the requirements of the Regional Cooperation Act is to serve as a clearinghouse for regional data from and for its locality members, the U.S. Census Bureau, and various data partners in the non-profit, educational, and private sectors. Staff members routinely gather data from federal, state, and local sources and aggregate data at a regional level for analysis. As such, the staff is called upon to provide technical data analysis to the member localities and an increasing number of community partners, non-profits, and as appropriate, interested business sector parties.

A. Regional Data and GIS Program Management

PlanRVA serves as a data repository for regional data, aggregation, creation, analysis, and mapping for regional and local planning support. We compile much of these data sets to develop generalized regional GIS data layers that can serve to support local decision making, planning, and analysis. Data sets include but are not limited to: socioeconomic and demographic data; existing and future land use; regional employment; environmental features, conditions, and designations; and various forms of public and private infrastructure. Staff members update regional databases and GIS data layers regularly as part of specific planning projects as well as generalized data management for responsiveness to data inquiries from regional partners. Staff regularly convenes two groups representing localities in the region: the Regional GIS Managers Group and the Regional GIS Users Group to promote professional development in the field and to share best practices, local solutions and applications and open data policies.

The availability of data represented through GIS was a major priority in the development of the new website. As such, we will be reviewing our data collection and representation practices and identifying opportunities to expand our role in regional data discussions and representation of that data online and through other accessible media.

1. Street Name Clearinghouse

Staff members review the proposed names of new streets in the region to avoid duplication of an existing street name. This service decreases public confusion, service delivery costs, and public safety hazards for emergency service providers. The advisory recommendations are provided to local staff and boards who have the final approval of new street names. Staff will continue to review all proposed names for new streets throughout the region and advise on potential conflicts or confusing names.

B. Regional Indicators

PlanRVA supports the regular update of data related to the regional indicators for the Capital Region Collaborative's eight priority areas (Job Creation, Workforce Preparation, Education, The James River, Quality Place, Social Stability, Healthy Community and Coordinated Transportation). Staff compiles and analyzes data provided through the Collaborative website and annual snapshot report in partnership with partners. We are an active participant and often leader/convener in regional discussions regarding the coordination of data collection, analysis and synthesis to drive decision making in the community.

In the FY2020 program year, we hope to increase our capacity to step into a lead role in producing the Regional Indicators report and develop partnerships to deliver subject matter specific analysis of specific areas of increased focus. In the beginning of the new fiscal year, staff will be working to identify sources of funding to support this work.

C. Policy Review, Legislative Analysis, and Intergovernmental/Environmental Reviews

We are the designated entity in the Richmond Region to receive and coordinate review of funding proposals pursuant to federal and state requirements regarding Intergovernmental (Executive Order 12372, 1982) and Environmental Reviews. Staff members review all requests provided to the Commission and distributes to the appropriate contacts in local jurisdictions and relevant partner organizations in accordance with opportunities to offer input on the subject project. Additionally, we will provide selected review and analysis of state and federal programs and policy and evaluate impacts of decision making on regional and local programs of the Richmond region.

IV. Emergency Management Planning

A. Emergency Management Alliance of Central Virginia

The Emergency Management Alliance of Central Virginia is a forum for local emergency managers, public safety officials (federal, state, regional, private sector), higher education, and non-profit partners to collaborate, coordinate, and enhance emergency management and preparedness across 20 localities in Central Virginia. The Alliance was created upon request of the localities when federal legislation ended funding of the Central Virginia Urban Area Security Initiative (UASI). The program seeks to improve situational awareness across localities, create partnerships to leverage grant funding for regional projects, and to provide a place to share ideas and lessons learned.

PlanRVA provides staff support to the Alliance and participating local emergency management personnel for general emergency management planning, debris management, continuity of operations, incident after-action reports, GIS services, and incident-specific traffic management plans.

1. Resiliency Planning

a) Richmond-Crater Multi-Regional Hazard Mitigation Plan

We will continue to support ongoing hazard mitigation planning activities in partnership with the Virginia Department of Emergency Management (VDEM) and localities. Specific activities will include planning for future resiliency and hazard mitigation activities. A new planning grant was submitted to VDEM in FY2019 to support the periodic update of the plan. Should funds be made available in FY2020, staff will begin work in this area.

b) Ongoing Regional Emergency Management Planning

PlanRVA has contracted with a consultant to develop a regional capabilities framework building on activities completed in FY2019 in the Threat Hazard Identification and Risk Analysis and the Joint Information Center and Family Assistance Center planning activities.

c) Specific State Homeland Security Program Grant Administration

PlanRVA assumed the role of fiscal agent for regional grant awards made through the Virginia Department of Emergency Management's State Homeland Security Program and will continue to administer these grant funded activities in FY2020. These include activities to support regional Public Outreach, Mass Care and Shelter Coordination, Regional Training and Exercise and Special Regional Planning Activities. In addition to fiscal administration, PlanRVA provides the staff support to activity planning, procurement, contractor management and reporting. A growing focus of these regional grants is increased outreach and awareness of the general public regarding emergency preparedness and readiness.

Through a public outreach grant awarded in FY2020, PlanRVA supported work of the Alliance to rebrand it's readiness campaigns and continued launch of these outreach efforts will continue in FY2020 to promote PlanSafe Workshops (the new name for the Survivor Day training) and ongoing outreach to targeted populations in the community.

V. Environmental Planning

A. Environmental Programming- Training and Coordination

The region's Environmental Technical Advisory Committee (EnvTAC) meets at least quarterly to discuss state and federal environmental initiatives, exchange information, participate in training to more effectively meet regulations, and to advise staff in program development to support the environmental priorities for the region. The EnvTAC also serves as a core organizing function for larger discussions addressing regional recreation, conservation, and resiliency planning. Convening the EnvTAC also satisfies grant requirements for participation in the Virginia Coastal Zone Management Program's Technical Assistance awards. RRPDC provides staff support to this body through meeting facilitation, training, and information dissemination. The Environmental Technical Advisory Committee is comprised of local government representatives directly involved in the management of coastal resources. The RRPDC staff will continue to convene the EnvTAC and further develop its capacity and role in the following:

- inform and solicit input from localities about state and federal coastal initiatives
- identify training needs and opportunities for member localities on new and updated environmental programs and regulations
- exchange information on best practices, challenges, and opportunities
- pursue specific activities for the RRPDC to pursue in future years

Developing the capacity of this body is a major initiative/objective for fiscal year 2020.

B. Environmental Programming- Stakeholder Involvement

PlanRVA provides limited assistance to local jurisdictions for development and submission of topically relevant grant applications and technical advisory for local program and permit planning. Additionally, we participate in various state and regional stakeholder groups representing the coastal communities of the Richmond Region.

C. Regional Rivers Planning

As a priority area for the region (Capital Region Collaborative), the James River serves as a primary resource and asset intended to be leveraged as a centerpiece for recreation, entertainment, and commerce. To reconcile these objectives, PlanRVA will participate in and lead various planning efforts to promote responsible and equitable development along the river way.

1. Lower Chickahominy River Planning

In support of a conceptualized five-year planning effort initiated in 2017, PlanRVA will continue the project known as *Cumulative and Secondary Impacts: Leveraging Economic Benefits of the Natural Resources of the Lower Chickahominy*. The purpose of the project is to reconcile the availability of ecological resources in the watershed area below Walker's Dam to the river's confluence with the James River and increasing development pressure from surrounding urbanizing areas. The project includes an update of ecological data for the project area, economic impact analysis of the value of conservation, and formulation of policy recommendations for land conservation in the watershed. RRPDC will serve as facilitator for the project among all partners serving on a Project Steering Committee, including representatives from the Virginia Departments of Game and Inland Fisheries, Conservation and Recreation, and Environmental Quality; the Counties of Charles City, New Kent, and James City; Hampton Roads Planning District Commission; Colonial Soil and Water Conservation District; and private partners. In addition, PlanRVA will coordinate GIS database development as directed by the Steering Committee.

2. Regional Rivers Project Development – The James River

PlanRVA will continue this project initiated in 2018 to define an initial scope of study and data resources necessary to undertake a comprehensive planning effort for Below the Falls of the James River. Activities will include engagement of a stakeholder group to identify planning and data needs to guide future decision making at the local level.

VI. Strategic Partnerships

A. Regional Studies, Collaborations

1. Organizational Partners, Affiliated Coalitions and Organizations

PlanRVASTaff, through its work on specific projects and programs, works closely with other agencies and organizations to complete its work. PlanRVA will continue to partner via contract, memorandum(s) of understanding, or other partnership agreement with several organizations as part of various projects and programs.

We are frequently asked to participate in coalitions or organizations focused on improving the quality of life in the Richmond region. The Executive Director may designate a staff person to represent the agency on the boards or committees of such coalitions. Staff will continue to serve as participants and supporters of the following regional coalitions and organizations:

- Greater Richmond Age Wave
- Greater Richmond Continuum of Care
- Partnership for Housing Affordability
- Smart Beginnings Impact Committee
- GO Virginia Region 4 Council

2. Special Projects

a) Regional Planning Directors Group

The Regional Planning Directors Group is comprised of the director of planning from each of the Richmond region's nine localities. PlanRVA facilitates a regular meeting of the group, which is hosted by each locality on a rotating basis. The hosting locality may present an in-depth look at a featured project in their locality or introduce a topic for discussion. Included in the remainder of the informal meetings are discussions on regional market trends, growth patterns, current challenges, and opportunities to work collaboratively. Staff will continue to facilitate these quarterly meetings.

b) Regional Planning Commissioners' Education Program

We will be exploring the potential to partner with the Land Use Education Program (LUEP) hosted by Virginia Tech to launch a Planning Commissioners' education program in the Richmond region. Staff will coordinate the development of a project concept in coordination with the Regional Planning Directors Group and Planning Commissioners and Citizen Representatives who serve on the Commission.

We hope this program could grow into a broader event in partner with other regional anchor institutions to host an annual regional forum to report on progress across priority areas for the region, celebrate regional accomplishments and identify new trends and issues that require regional attention and focus.

c) **System Mapping of Support Services for Low- and Moderate- Income Housing Residents**

In order to promote attractiveness of capital investment in low income housing for the region, PlanRVA will partner with the Partnership for Housing Affordability (PHA) in the development of the Regional Housing Framework.

In addition to participating in the steering committee, PlanRVA will coordinate efforts with PHA, the Office of Community Wealth Building, ROI and the United Way to identify data and resources needs to better understand the system delivery system and gaps that exist to promote housing stability among low income residents of the region.

VII. Transportation Planning

A. Richmond Regional Transportation Planning Organization

The Richmond Regional Transportation Planning Organization (RRTPO) is the federally-designated entity responsible for coordinating transportation planning and decision-making within the urbanized area of the Richmond region. Under contract, the PlanRVA provides full staffing services to the RRTPO in four core program areas: Program Management, Transportation Planning, Technology and Applications, and Financial Programs.

Staff members provide contract administration for Federal Highway Administration (FHWA) metropolitan planning (PL) funds, FHWA Regional Surface Transportation Program, and Federal Transit Administration metropolitan planning (Section 5303) funds, and other funding programs as appropriate to provide for a multi-modal, continuing, comprehensive, and cooperative transportation planning and programming process in the region.

Summary information regarding the services provided to the RRTPO are included in this work program, but additional details can be found in the Unified Planning Work Program (UPWP), Fiscal Year 2020. Transportation Planning and Programming

1. Rural Transportation Planning

PlanRVA provides planning support to the areas of the region that are not included in the RRTPO Study Area. Major activities for the year will include support to localities in developing funding applications for submission through the SMART Scale and Transportation Alternatives funding programs administered by VDOT and coordinating activities occurring in the urbanized areas of the region to assure no gaps in planning occur in our rural communities.

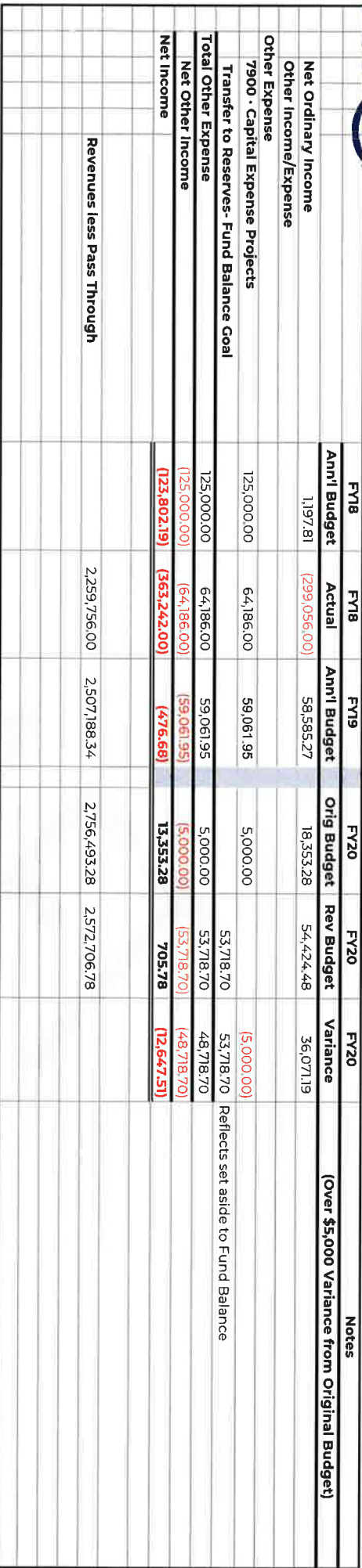


PlanRVA FY 2020 (Draft) Revised Budget

INCOME	Federal Funding	FY18	FY18	FY19	FY20	FY20	FY20	Notes
		Ann'l Budget	Actual	Ann'l Budget	Orig Budget	Rev Budget	Variance	
								(Over \$5,000 Variance from Original Budget)
	4101 • MPO FHWA/PL Funds - 80%	1,521,568.00		924,977.60	1,279,670.90	1,282,419.57	2,748.67	
	4102 • MPO Section 5303 Funds - 80%	0.00		672,967.20	313,215.00	387,422.40	74,207.40	Increased over projected
	4110 • DEQ-Coastal (Lower Chick/T/A)			64,860.00	65,000.00	87,100.00	22,100.00	Increased over projected
	4115 • DEQ-Coastal (Lower Chick/T/A) Pass-Through					75,000.00	75,000.00	New Grant Award
	4105 • MPO Pass-Through			80,000.00	100,000.00	80,000.00	(20,000.00)	No net change; reflected in 80/20 Federal/State Split
	4120 • VDEM SHSP			89,237.56	98,887.05	89,237.56	(9,649.49)	Reduced request to increase competitiveness
	4130 • VDEM Pass-Through			193,783.84	107,935.20	193,783.84	85,848.64	
	Total Federal Funding	1,521,568.00	1,412,540.00	2,025,826.20	1,964,708.15	2,194,963.37	230,255.22	
	State Funding							
	4201 • MPO FHWA/PL Funds - 10%	425,665.00		115,622.20	159,958.86	160,302.45	343.58	
	4202 • MPO Section 5303 Funds - 10%			84,120.90	39,151.88	48,427.80	9,275.93	Increased over projected
	4205 • MPO Pass-Through			20,000.00		20,000.00	20,000.00	No net change; reflected in 80/20 Federal/State Split
	4110 • DEQ Coastal	55,000.00						
	xxxx DEQ WIP3 Funding	58,000.00		58,000.00	58,000.00	10,750.00	10,750.00	New grant award
	4210 • VDOT Rural Planning	113,900.00		113,900.00	113,900.00	58,000.00	0.00	
	4230 • State Appropriation	113,900.00		113,900.00	113,900.00	113,900.00	0.00	
	Total State Funding	652,565.00	255,492.00	391,643.10	371,010.74	411,380.25	40,369.51	
	Local Funding							
	4310 • Local Membership Dues	583,682.55		590,199.96	595,360.00	590,905.70	(4,454.30)	Adjusted to reflect July, 2017 estimates
	4301 • TPO Assessment	49,171.26		49,752.00	50,144.00	49,751.73	(392.27)	Adjusted to reflect July, 2017 estimates
	4320 • Capital Region Collaborative Assess	100,000.00		49,813.92	50,000.00	0.00	(50,000.00)	Not included in FY2020 Budget
	Other Local Revenue	3,000.00						
	Total Local Funding	735,853.81	736,080.00	689,765.88	695,504.00	640,657.43	(54,846.57)	
	Private Funding							
	4330 • ChamberRVA - Collaborative			50,000.00	50,000.00	0.00	(50,000.00)	Not included in FY2020 Budget
	4400 • Restricted Contributions			55,470.39	83,205.59	0.00	(83,205.59)	Recategorized
	4410 FOLAR					83,206.00	83,206.00	Recategorized
	Total Private Funding	0.00		105,470.39	133,205.59	83,206.00	(49,999.59)	
	Other Income							
	5001 • Interest Income			0.00	0.00	0.00	0.00	
	5010 • Miscellaneous	8,940.00						
	5020 • Restitution --Scott Newcomer			0.00	0.00	0.00	0.00	
	Total Other Income	8,940.00	15,728.00	0.00	0.00	0.00	0.00	
	Total Income	2,918,926.81	2,419,840.00	3,212,705.57	3,164,428.48	3,330,207.04	165,778.56	



		FY18	FY18	FY19	FY20	FY20	FY20	Notes
		Ann'l Budget	Actual	Ann'l Budget	Orig Budget	Rev Budget	Variance	(Over \$5,000 Variance from Original Budget)
EXPENSE	6000 - Salary & Wages							
	6100 - Wages	1,572,375.00	1,520,714.00	1,396,460.71	1,527,529.75	1,453,225.27	(74,304.48)	Filled vacancies; Increases; Leave Payouts
	6200 - Payroll Taxes	112,750.00		112,091.64	122,725.63	110,406.73	(12,318.89)	
	6500 - Benefits	398,525.00	409,018.00	258,285.00	363,780.68	326,956.28	(36,824.40)	Includes retiree insurance; hiring assistance
	6580 - Payroll Fees	0.00		6,400.00	7,000.00	6,400.00	(600.00)	
	6590 - Training & Employee Engagement	50,000.00	57,385.00	34,000.00	34,000.00	34,000.00	0.00	
	Total 6000 - Salary & Wages	2,133,650.00	1,987,117.00	1,807,237.35	2,055,036.05	1,930,988.29	(124,047.77)	
	7100 - Professional Fees							
	7720 - Legal Fees							
	7721 - General Counsel			18,000.00	24,000.00	24,000.00	0.00	
	7720 - Legal Fees - Other	18,000.00	18,000.00	5,000.00		5,000.00	5,000.00	
	Total 7720 - Legal Fees	18,000.00	18,000.00	23,000.00	24,000.00	29,000.00	5,000.00	
	7730 - Contracted Services	35,000.00	83,510.00	110,200.00	142,000.00	45,060.00	(96,940.00)	Phase Out Fractional CFO
	Total 7700 - Professional Fees	53,000.00	101,510.00	133,200.00	166,000.00	74,060.00	(91,940.00)	
	7200 - Office Expenses							
	7220 - Computer Operations	80,739.00	95,590.00	119,705.07	107,683.32		(107,683.32)	\$40,120 Required Investment described below:
	7221 - Virtual Desktop Operations					84,000.00	84,000.00	Outsourced Computer Operations & Support
	7222 - Software					19,360.00	19,360.00	ESRI & 1x upgrad (\$8,100); Adobe reclassified fr Supplies (\$3,060)
	7223 - Broadband/network/telephone					7,367.68	7,367.68	Phones reclassified from Infrastructure (\$4,600)
	7224 - Desktops & Support					17,465.64	17,465.64	Desktop Replacement (\$12,750)
	7225 - Technology Services					19,250.00	19,250.00	Infrastructure Investment- Network & WiFi (\$12,000)
	7230 - Printing	26,000.00	42,903.00	42,000.00	42,000.00	37,400.00	(4,600.00)	
	7235 - Supplies	58,561.00	26,527.00	10,000.00	14,500.00	9,620.00	(4,880.00)	
	7245 - Postage			6,000.00	6,500.00	2,760.00	(3,740.00)	
	7250 - Advertisements			4,000.00	5,000.00	5,000.00	0.00	
	7290 - Miscellaneous Expenses			7,000.00	5,000.00	5,000.00	0.00	
	7295 - Bank Fees			6,500.00	4,500.00	3,000.00	(1,500.00)	
	Total 7200 - Office Expenses	165,300.00	165,020.00	195,205.07	185,183.32	210,223.32	25,040.00	
	7400 - Program Expenses							
	7410 - Organizational Dues			12,000.00	20,000.00	15,000.00	(5,000.00)	
	7420 - Travel - Board				5,000.00	6,500.00	1,500.00	
	7425 - Travel - Agency	32,000.00	42,469.00	35,000.00	35,000.00	32,500.00	(2,500.00)	
	7430 - Books & Periodicals	10,000.00	1,215.00	1,000.00	1,000.00	1,000.00	0.00	
	7450 - Pass-through and Matching funds						0.00	
	7451 - Pass Through Funds - MPO	100,000.00		511,733.39	100,000.00	488,716.42	388,716.42	Reserved in UPWP for contracted Services
	7454 - Pass-Through funds - Lower Chick	30,913.65		0.00		75,000.00	75,000.00	New grant award from DEC
	7452 - Pass Through Funds (FEMA) - SHSP	77,865.00		193,783.84	107,935.20	193,783.84	85,848.64	Additional projects awarded
	7459 - Other Pass-thru expenses			0.00	200,000.00	0.00	(200,000.00)	Shown separately above
	Total 7450 - Pass-through and Matching fund	208,779.00	160,084.00	705,517.23	407,935.20	757,500.26	349,565.06	
	Total 7400 - Program Expenses	250,779.00	203,768.00	753,517.23	468,935.20	812,500.26	343,565.06	
	7600 - Infrastructure							
	7610 - Telephone	30,000.00	9,133.00	7,500.00	7,500.00	0.00	(7,500.00)	Moved to 7223- Broadband, Network, Telephone - \$4,000
	7630 - Vehicles	5,000.00	1,401.00	0.00	0.00			
	7210 - Rent	265,000.00	232,254.00	235,660.65	241,620.62	241,620.70	0.08	
	7240 - Insurance	15,000.00	18,693.00	21,800.00	21,800.00	6,390.00	(15,410.00)	Reduced following RFP
	Total 7600 - Infrastructure	315,000.00	261,481.00	264,960.65	270,920.62	248,010.70	(22,909.92)	
	Total Expense	2,917,729.00	2,718,896.00	3,154,120.30	3,146,075.19	3,275,782.57	129,707.37	



RESOLUTION

WHEREAS, in 1966, the General Assembly created the Metropolitan Areas Study Commission (the Hahn Commission), which found that a holistic approach to solving local and regional problems needed to be taken and recommended a new concept, the creation of planning district commissions and service district commissions; and

WHEREAS, the Virginia Area Development Act (VADA) passed in 1968 created the planning district commission framework “to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significances; and

WHEREAS, following passage of the VADA, the Commonwealth undertook an aggressive effort to establish planning district commission boundaries, the last of which were announced in 1969, and within one year, planning district commissions were established in 19 of the original 22 districts; and

WHEREAS, in 2019, Virginia's planning district commissions, now 21 in number, are celebrating 50 years of promoting and supporting regional collaboration; and

WHEREAS, over the years, planning district commissions have conducted studies and identified solutions in the areas of transportation, economic development, infrastructure, the environment and community development, among others; and

WHEREAS, planning district commissions implement services and provide technical assistance to their member local governments; and

WHEREAS, planning district commissions often serve as liaisons between local and state governments, partnering with the Commonwealth to carry out state initiatives at the local and regional level; most recently, these partnerships have included working cooperatively with state agencies on the GO Virginia initiative and Phase 3 Watershed Implementation Plan development; and

WHEREAS, planning district commissions are committed to promoting opportunities for regional collaboration and expanding the types of services they provide to their member governments; and

WHEREAS, planning district commissions take great pride in their history and accomplishments, while recognizing the importance of looking ahead to the challenges of the future; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the General Assembly hereby commend Virginia's 21 planning district commissions on the occasion of the 50th anniversary; and, be it

RESOLVED FURTHER, That the Clerk of the House of Delegates prepare copies of this resolution for presentation to the Virginia Association of Planning District Commissions as an expression of the General Assembly's appreciation for the vital support provided by Virginia's 21 planning district commissions to state and local governments.



Communications Plan Outline

1. Communications Objective

- a. Assure open & clear communication with Commissioners regarding our existing and potential role
- b. Effectively communicate with member jurisdictions regarding our opportunities for to support local priorities
- c. Actively engage the public in planning efforts we coordinate
- d. Coordinate campaigns & raise awareness of the successful collaborations in the region
- e. Build community awareness based on the knowledge and expertise we have in emergency preparedness, environmental issues, transportation and regional planning

2. Audience Segments

- a. Regional Commission Members (Supervisors, Town/City Councilors, Planning Commissioners, Citizen Appointees)
- b. Local Government Leaders (staff)
- c. Local Planning Commissions & other relevant advisory bodies
- d. Stakeholder and Partner Organizations
- e. Members of the Public

3. Position

- a. We are uniquely positioned to "connect the dots" on regional issues. We can promote opportunity for residents, leaders and organizations to "get involved" in the local and regional planning process. We can serve as an effective convener, resource and think tank for addressing regional issues.
- b. We can be a vehicle to carry out storytelling on specific issues or the region as a whole. We can be the place that promotes the great things happening here as well as the complexity of issues we face.
- c. We are "rich" with information about the region including important data. We have strong data collection and analysis capabilities and are growing capacity in GIS, data visualization, research and analysis.

4. Call to Action

- a. Support multi/cross-jurisdictional relationships and promote regional leadership on regional issues
- b. Member jurisdictions consider us for their next local project or need
- c. Get Citizens Involved!
- d. Campaigns: Be Prepared; Don't Litter; #OneRegionRVA

5. Brand Integration

- a. Comprehensive approach to integration
 - i. Business cards/ Letterhead/ Name plates
 - ii. Digital presence- social media, e-card signatures, etc
 - iii. Documents/ Internal forms
 - iv. Signage in the office
 - v. Reports/ Maps/ Materials
 - vi. Swag (Note Cards, Stickers, etc)
- b. Launch the Website/ complete testing
- c. Announcement of new Brand- Reintroduce the Regional Commission to the community in honor of the 50th Anniversary
 - i. Press Release & Website announcement
 - ii. Resolutions recognizing 50th Anniversary at Localities
 - iii. Event Announcements- Transportation Forum, PI Comm Forum
 - iv. Campaign Launches
- d. Develop Public Participation Plan for Federal Programs
 - i. Identify un/underserved communities and target populations
 - ii. Incorporate Title VI, Environmental Justice
 - iii. Address Limited English Proficiency
 - iv. ADA Accessibility checklist for all public meetings
 - v. Kick of Long Range Transportation Plan (including public engagement strategy)

6. Systems to Develop for Continuity and Sustainability

- a. Style Guide
 - i. Templates for presentations, print materials, press releases, etc
 - ii. Integration of font, color scheme, etc into technology tools (Office apps, Adobe, etc)
- b. Identify, Prioritize and Roll Out Channels and Tools (next page)
- c. Social Media Guidelines
- d. Develop a Media Kit and Annual Pitch and Drive Calendar
- e. Apply to present @ annual conferences, Seek awards & special designations
- f. Develop a Crisis Communication Plan

7. Channels and Tools

- a. Digital Communications
 - i. Website
 - ii. Story Maps
 - iii. Social Media
 - iv. Newsletters
 - v. Blogging
- b. Collateral Materials
 - i. Brochures or Rack Cards
 - ii. Signage/ Posters/ Display Boards
 - iii. Giveaways and Swag
 - iv. Reports, Publications and Briefings
- c. Targeted Outreach
 - i. Stakeholder/Partner Organization Outreach
 - ii. Reports to Commissioners, Localities
 - iii. Press Releases, Op Eds & Open Forums
 - iv. Article Submissions in local, regional and national publications & outlets
- d. Meetings, Special Events, and Activities
 - i. Regular Meetings (Regional Commission, RRTPO, CVEMA, etc)
 - ii. Topic Specific Forums
 - 1. Transportation Forum
 - 2. Planning Commissioners Forum
 - 3. The Regional Conference
 - iii. Regional/State Events
 - iv. Tours of Regional Assets/ Projects of Significance

Communications Strategy Mapping by Audience

Audience	Interest Level	Information Level	Goal	Activity: 50 th Celebration	Activity: Social Media/Newsletters	Activity: Special Events	Activity: Citizen Meetings
Public	1	1	Increased Participation <ul style="list-style-type: none"> - Followers/likes - Event attendance - Online clicks - Posts/shares - Email responses - Media hits 	Launch Website	Post public interest information 30/30/30 rule of promoting PlanRVA/community partner/RVA	Squirrels Game; 2 nd Street Festival; Folk Festival; Tomato Festival of the Grape	Citizen/ neighbourhood/ community meetings
Citizen Committees & Volunteers	3	2	Engagement <ul style="list-style-type: none"> - Meeting attendance - Active participation 	50 th Anniv. thank you gift	Testimonial- why get involved?	Ask to help host neighbourhood/community events	Citizen/ neighbourhood/ community meetings
Locality Staff (Departments)	4	3	Increased Awareness & partnership	Celebration in September	Newsletter		
Locality Leaders (D/CAOs)	5	4	Engagement	Celebration in September	Briefing		
Elected Officials	3	3	Increased Awareness & Partnership	Locality Resolution	Newsletter		
Commissioners	5	4	Engagement <ul style="list-style-type: none"> - Attendance - Participation 	Celebration in September	Newsetter		
Staff	5	5	Engagement	Office Party	Spotlight a staff member		



FY 2020 Slate of Officers

Chairman - Henrico County
TYRONE E. NELSON

Vice Chairman - Town of Ashland
DR. GEORGE SPAGNA

Treasurer - New Kent County
PATRICIA A. PAIGE

Secretary - Hanover County
ANGELA KELLY-WIECEK

New officers will begin serving their one-year terms of office in July 2019.

