



Photo: Centerville water tower, Goochland County

PlanRVA Executive Committee



NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert the RRTPO at PlanRVA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to PlanRVA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please use the Q&A/Chat functions on Zoom if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collaborative and Don't Trash Central Virginia.



e: PlanRVA@PlanRVA.org
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AGENDA

PlanRVA Executive Committee
April 11, 2024 – 8:30 a.m.
PlanRVA, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_9viPw8XsQcGqv8YwX4VEEw

Welcome and Introductions *(Davis)*

Roll Call of Attendees and Certification of a Physical Quorum *(Scott)*

1. Administrative Items

a. Confirmation of Member Participation from a Remote Location *(Davis)*

Action requested: motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Commission Policy for Remote Participation of Members and the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).

b. Agenda Amendments / Approval *(Davis)*

Action requested: motion to approve the agenda as presented (voice vote).

c. Public Comment Period *(Davis)*

d. Approval of February 8, 2023, Meeting Minutes *(Davis)* – page 4

Action requested: motion to approve the meeting minutes as presented (voice vote).

e. FY2024 Meetings Schedule *(Davis)*

Action requested: motion to cancel the May 9, 2024, and the June 13, 2024, Executive Committee meetings. The Executive Committee may be called for a special session in May if needed.

f. FY2024 Officer Elections *(Davis)*

Discussion item: motion to elect officers for the remainder of FY2024.

g. FY2025 Nominating Committee Appointments *(Davis)*

Discussion item: members will discuss the Officer rotation for FY2025 and Nominating Committee membership.

2. Financial Updates

a. FY2024 Budget Update *(Shickle)* - page 7

Information item: staff presented the proposed FY2024 Budget update to the Finance Committee on March 20, 2024, which is included in the February 8, 2024, Full Commission Meeting agenda for consideration.

3. Personnel Items

a. Closed Session *(Davis)*

Action requested: motion to enter a closed session under FOIA Sect. 2.2-3711(A)(1) to discuss personnel matters concerning Commission employees (voice vote).

b. PlanRVA Succession Management Plan Update *(Shickle)* - page 19

Action requested: motion to adopt revised Succession Management Plan due to changes in staffing and to reflect the current organizational structure

4. Agency Strategy

a. JLARC Report on K-12 Funding *(Shickle)*

Information item: staff will provide an update on the status of tracking and communication among the localities on the issue.

b. FY2025 Work Program & Budget Priorities *(Davis)*

Discussion item: in preparation for the June 13, 2024, work program and budget Presentation, staff is seeking direction from the Executive Committee regarding specific objectives for FY2025 and parameters within which the budget should be developed.

5. Adjournment – target adjournment time: 9:30 a.m.

Executive Committee Meeting Minutes

February 8, 2024 – 8:30 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

LOCALITY	NAME	X (attended)
Town of Ashland	Dr. Daniel McGraw, Secretary	X
Charles City County	Byron Adkins	X
Chesterfield County	Jim Ingle	X
Goochland County	Neil Spoonhower	
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Jordan Stewart	X
Powhatan County	Steve McClung	X
City of Richmond	Dr. Cynthia Newbille	X

The technology used for the PlanRVA Executive Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Welcome and Introductions

Vice Chair Davis called the meeting to order at 8:35 a.m. and welcomed all attendees.

Roll Call and Certification of a Quorum

Janice Scott, Board Relations Manager, took roll call of attendees and certified a quorum was present.

1. Administration

a. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

b. Public Comments

There were no public comments received or requests to address the Committee.

2. Agenda Amendments / Approval

On motion by Cynthia Newbille, seconded by Steve McClung, the members of the PlanRVA Executive Committee voted unanimously to approve the agenda as presented (voice vote).

3. Approval of July 13, 2023, Meeting Minutes

On motion by Byron Adkins, seconded by Cynthia Newbille, the members of the PlanRVA Executive Committee voted to approve the meeting minutes as presented (voice vote; Jim Ingle abstained).

4. PlanRVA Staffing Needs- FY2024

Martha Shickle reported that PlanRVA has struggled to fill the RRTPO Director position vacated earlier this year by Chet Parsons (September 1). It was advertised as an administrator- and director-level position with minimal interest from eligible candidates. Two promising leads were found, but both candidates withdrew their applications due to different challenges associated with relocation to Richmond/Virginia.

It has become increasingly difficult to recruit senior-level positions with significant experience in transportation planning- the marketplace is highly competitive. To maintain the staffing needed to advance work in this year's Unified Planning Work Program and provide relief to staff who are carrying the workload of multiple positions, the plan is to pursue filling two additional planning positions this fiscal year. Filling these two positions, if approved, would greatly help staff in completing the work called for in the UPWP and help fill the gap in reduced billing (revenue) realized over the first half of the fiscal year. In anticipation of this request, a recruitment process for the two positions was opened and staff is ready to make an offer to the preferred candidate for one position, and are scheduling in-person interviews (2nd round) for the 2nd position. If the Executive Committee approves the positions this morning, proceed with these 2 recruitments.

A memo was included in the packet that offers a comparison of the cost of the positions originally included in the FY2024 budget and the cost of the positions reorganized and requested.

On motion by Cynthia Newbille, seconded by Steve McClung, the members of the PlanRVA Executive Committee voted unanimously to approve fulfillment of two new staff positions to be assigned to the Transportation Program area. Positions may be filled as soon as March 1, 2024.

5. Update: JLARC Report on K-12 Funding

Jim Ingle provided an update on the meeting that was held on K12 funding. A group has been appointed to study the JLARC report. Recommendations from the group are expected in November. Cynthia Newbille expressed her optimism that the region's representatives have been willing to come together to work toward a solution.

Martha Shickle reported that Natalie Spillman and Mike Schnurman have been providing updates on their monitoring activity in the General Assembly:

Delegate Simonds, with co-patrons Delegate Sullivan and Delegate Watts are carrying [HJ67](#). This joint resolution: 'Establishes a joint committee consisting of five members of the House Committee on Education and three members of the Senate Committee on Education and Health to study fair school funding reform by, among other things, identifying and commissioning an independent firm with certain qualifications to produce an adequacy cost study on Virginia's K-12 public schools and utilizing the findings from such study, the recommendations from the Joint Legislative Audit and Review Commission in its July 2023 report, "Virginia's K-12 Funding Formula," and any stakeholder input and feedback received by the joint committee to produce and submit to the Governor and the Chairmen of the House Committee on Appropriations and the Senate Committee on Finance and Appropriations by

November 1, 2025, a set of recommendations on transitioning Virginia's K-12 funding system to one that is student need-based.'

HJ67 reported unanimously from Rules and was rereferred to House Appropriations, Elementary & Secondary Education Subcommittee; members include Delegates Rasoul (Chair), Bulova, McQuinn, Sewell, Askew, Marshall, Coyner, Campbell and Torian.

This resolution is progressing but with new language (for the better). The House Appropriations, Elementary and Secondary Education subcommittee heard HJ67 and adopted substitute language on Monday. The new language looks to expedite the work of the joint Senate and House committee with a recommendation to come this year (Nov 2024) versus Nov 2025 – as stated in the original proposal. Based on the revised language, this would position the recommendation to come ahead of the next General Assembly session.

Link to adopted substitute:

<https://committees.lis.virginia.gov/subcommitteeaction.aspx?ses=241&bil=HJ0067>

This passed unanimously from the sub, approval is expected from the full House Appropriations Committee.

Upcoming important dates:

- 2/13 – Crossover (the halfway point during the session when all bills will be acted on by their body of origin)
- 2/18 – 'Budget Sunday' when the joint money committees will recommend their proposed budgets
- 3/9 – Last day of session, Sine Die
- 4/17 – Reconvene Session (aka Veto Session)

6. Adjournment

Chair Davis adjourned the meeting at 9:04 a.m.

PlanRVA

PlanRVA Summary
 FY2024 Budget version 2
 July 2023 - June 2024

PlanRVA Summary	FY2024 Budget version 2 - Proposed									Version 1	Change	
	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
Income												
4100 Federal Funding	-	-	-	-	370,956	339,828	2,510,820	-	3,221,604	3,076,031	145,573	4.7%
4200 State Funding	127,956	-	-	-	11,123	-	353,853	-	492,931	491,659	1,272	0.3%
4300 Local Funding	596,160	-	-	-	-	-	54,196	418,064	1,068,420	1,073,952	(5,532)	-0.5%
4400 Private Funding	17,450	-	436,872	73,000	6,375	85,805	-	-	619,502	819,305	(199,803)	-24.4%
4900 Revenue Distribution	(412,839)	-	-	-	3,512	86,976	322,351	-	-	-	-	n/a
Total Income	328,727	-	436,872	73,000	391,965	512,609	3,241,220	418,064	5,402,457	5,460,947	(58,490)	-1.1%
Expenses												
5000 Personnel Expenses												
5100 Salaries & Wages	645,641	41,601	67,519	53,368	118,792	261,243	1,030,202	70,024	2,288,390	2,345,362	(56,972)	-2.4%
5500 Fringe Benefit Pool	(83,687)	21,187	34,387	27,180	60,501	133,051	494,080	35,663	722,363	690,976	31,386	4.5%
Total 5000 Personnel Expenses	561,953	62,788	101,907	80,548	179,293	394,294	1,524,283	105,687	3,010,752	3,036,338	(25,586)	-0.8%
6000 Direct Cost Pool	-	21,000	386,713	1,200	166,130	45,525	834,703	223,627	1,678,898	1,632,308	46,590	2.9%
7000 Indirect Cost Pool												
7100 Professional Fees	69,200	-	-	-	-	-	-	-	69,200	89,200	(20,000)	-22.4%
7200 General Operations	276,545	-	-	-	-	-	-	-	276,545	282,545	(6,000)	-2.1%
7300 Technology Operations	159,362	-	-	-	-	-	-	-	159,362	149,362	10,000	6.7%
7400 Staff Development	110,500	-	-	-	-	-	-	-	110,500	179,200	(68,700)	-38.3%
7900 Indirect Cost Allocations	(1,186,237)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	0	0	(0)	-100.0%
Total 7000 Indirect Cost Pool	(570,630)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	615,607	700,307	(84,700)	-12.1%
Total Expenses	(8,677)	113,142	536,260	119,404	429,242	624,152	3,111,677	380,058	5,305,257	5,368,953	(63,696)	-1.2%
Net Operating Income (Loss) before Transfers	337,404	(113,142)	(99,388)	(46,404)	(37,277)	(111,543)	129,543	38,006	97,200	91,994	5,206	5.7%
890000 Transfers between Activities	(240,204)	113,142	99,388	46,404	37,277	111,543	(129,543)	(38,006)	-	(0)	0	-100.0%
Net Operating Income (Loss)	97,200	-	-	-	-	-	0	(0)	97,200	91,994	5,206	5.7%
Transfers to Capital Projects Reserve												
9100 Capital Expense & Projects	(91,515)	-	-	-	-	-	-	-	(91,515)	(87,000)	(4,515)	5.2%
Net Income (Loss)	5,685	-	-	-	-	-	-	-	5,685	4,994	691	13.8%

PlanRVA

PlanRVA Explanations
FY2024 Budget version 2
July 2023 - January 2024

PlanRVA Detail	Version 2	Version 1	Change		Explanation
	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)	
Revenue					
4100 Federal Revenue					
4101 MPO FHWA/PL Funds- Fed Share	1,463,101	1,456,034	7,068	0.5%	Revenue from TPO activities did not change due to reallocation of staff
4102 MPO Sect 5303 Funds- Fed Share	727,719	716,365	11,354	1.6%	
4105 MPO Pass-thru	320,000	320,000	-	0.0%	
4111 FY20 Rural Coastal Va Mktg	17,133	7,992	9,142	114.4%	
4113 Coastal TA & Resiliency	75,233	64,480	10,754	16.7%	
4115 CBRAP- WIP3/ Fed Share	75,443	58,020	17,423	30.0%	
4117 Extreme Heat DOF	9,217	8,525	693	8.1%	
4119 EPA Grant	162,801	62,511	100,290	160.4%	CPRG revenue increased through reallocation of staff and to the grant's actual Year 1 allocation
4120 VDEM SHSP	74,996	74,996	-	0.0%	
4121 Community Outreach	57,000	95,179	(38,179)	-40.1%	Correction between 4121 Community Outreach and 4150 Critical Infrastructure
4129 Emergency Mgmt Admin	15,475	15,475	-	0.0%	
4130 VDEM Pass-Through Grants	143,775	143,775	-	0.0%	
4140 Hazard Mitigation Fed Share	41,710	52,681	(10,971)	-20.8%	
4150 Critical Infrastrcture	38,000	-	38,000	n/a	Correction between 4121 Community Outreach and 4150 Critical Infrastructure
Total 4100 Federal Revenue	3,221,604	3,076,031	145,573	104.7%	
4200 State Revenue					
4201 MPO FHWA/PL Funds - State Share	182,888	182,004	883	0.5%	
4202 MPO Sec. 5303 - State Share	90,965	89,546	1,419	1.6%	
4205 MPO Pass-thru	80,000	80,000	-	0.0%	
4220 Hazard Mitigation Plan	11,123	14,048	(2,926)	-20.8%	
4230 State Appropriation	127,956	126,061	1,895	1.5%	
Total 4200 State Revenue	492,931	491,659	1,272	100.3%	
4300 Local Revenue					
4301 TPO Assessment	54,196	54,196	-	0.0%	
4310 Local Membership Dues	596,160	596,160	-	0.0%	
4315 CVTA Reimbursement	380,058	385,087	(5,029)	-1.3%	CVTA revenue did not change but did see significant decrease in PlanRVA services provided but offset by administrative service fees
4316 CVTA Service Fee	38,006	38,509	(503)	-1.3%	
Total 4300 Local Revenue	1,068,420	1,073,952	(5,532)	99.5%	

PlanRVA

PlanRVA Explanations
FY2024 Budget version 2
July 2023 - January 2024

PlanRVA Detail	Version 2	Version 1	Change		Explanation
	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)	
4400 Private Revenue					
4440 Regional Housing Grant - Partners	347,728	460,000	(112,272)	-24.4%	Subrecipients spent a greater proportion in FY2023, thereby reducing FY2024; offset by 6510 Sub-recipients
4441 Regional Housing Grant - PlanRVA	64,144	42,500	21,644	50.9%	Increase available due to related Bad Debt expense (6500)
4450 FOLAR Grant	77,280	77,280	-	0.0%	
4460 Project Partner Revenue	53,875	75,000	(21,125)	-28.2%	Revenue development did not occur as expected
4470 Special Project Revenue	60,000	150,000	(90,000)	-60.0%	Revenue development did not occur as expected
4475 Donated Services	8,525	8,525	0	0.0%	
4801 Interest Income	6,000	6,000	-	0.0%	
4810 Miscellaneous	1,950	-	1,950	n/a	
Total 4400 Private Revenue	619,502	819,305	(199,803)	75.6%	
4900 Revenue Distribution					
491100 Local Match from General	412,839	307,842	104,997	34.1%	
494140 Local Match to Hazard Mitigation	(3,512)	(3,512)	-	0.0%	
495101 Local Match to ANPDC Eco Tourism	(7,992)	(7,992)	-	0.0%	
495102 Local Match to Eco Technical Asst	(64,480)	(64,480)	-	0.0%	
495240 Local Match to Ches Bay Watershed	(14,505)	(14,505)	-	0.0%	
497110 Local Match to MPO Prog Mgmt	(33,598)	(22,654)	(10,944)	48.3%	
497120 Local Match to UPWP Budget	(8,647)	(5,830)	(2,817)	48.3%	
497210 Local Match to Public Outreach	(22,449)	(15,137)	(7,312)	48.3%	
497220 Local Match to Special Planning Efforts	(35,092)	(23,662)	(11,430)	48.3%	
497230 Local Match to Contingency Funding	(48,142)	(32,461)	(15,681)	48.3%	
497310 Local Match to Long Range Trans Plan	(7,890)	(5,320)	(2,570)	48.3%	
497315 Local Match to Scenario Planning	(42,012)	(28,328)	(13,684)	48.3%	
497320 Local Match to Travel Demand Model	(10,091)	(6,804)	(3,287)	48.3%	
497330 Local Match to Transit	(31,430)	(21,192)	(10,237)	48.3%	
497340 Local Match to Act Trans - Bike/Ped	(29,634)	(19,982)	(9,653)	48.3%	
497350 Local Match to System Resiliency	(12,903)	(8,700)	(4,203)	48.3%	
497410 Local Match to Perf Based Trans Plng	(8,738)	(5,892)	(2,846)	48.3%	
497420 Local Match to Financial Prog/TIP	(29,213)	(19,698)	(9,515)	48.3%	
497430 Local Match to Rail & Freight	(2,513)	(1,694)	(818)	48.3%	
Total 4900 Revenue Distribution	-	-	(0)	n/a	
Total Revenue	5,402,457	5,460,947	(58,490)	98.9%	

PlanRVA

PlanRVA Explanations
FY2024 Budget version 2
July 2023 - January 2024

PlanRVA Detail	Version 2 FY2024 Proposed	Version 1 FY2024 Approved	Change		Explanation
			Increase or (Decrease)	% Increase or (Decrease)	
Expenses					
5100 Salaries & Wages					
5101 Salaries & Wages	2,288,390	2,345,362	(56,972)	-2.4%	Decrease due to timing of vacant positions
5102 Salaries & Wages - Allocated	(628,144)	(628,144)		0.0%	
5111 Wages Allocated - Program	4,207	4,207		0.0%	
5113 Wages Allocated - Administrative	268,326	268,326		0.0%	
5120 Wages Allocated - Paid Time Off	355,612	355,612		0.0%	
Total 5100 Salaries & Wages	2,288,390	2,345,362	(56,972)	97.6%	
5500 Fringe Benefit Pool					
5510 Payroll Taxes	179,229	186,630	(7,401)	-4.0%	
5520 Retirement	243,367	181,146	62,221	34.3%	Increase due to correction of retirement rate from 8.08% to 10.05%
5530 Healthcare	283,322	286,320	(2,998)	-1.0%	
5531 FSH/HAS Health Accounts	403	2,580	(2,177)	-84.4%	
5540 LTD Insurance	16,041	24,300	(8,259)	-34.0%	Decrease due to staff vacancies
5590 Leave Paid Out	-	10,000	(10,000)	-100.0%	No staff departures anticipated at this time
5599 Fringe Benefits Allocated	(0)	(0)	(0)	0.0%	
Total 5500 Fringe Benefit Pool	722,363	690,976	31,386	104.5%	
6000 Direct Cost Pool					
6120 Legal Fees	42,000	42,000	-	0.0%	
6130 Contracted Services	555,849	402,308	153,541	38.2%	Increase due to activity of CVTA
6131 Donated Services	8,525	8,525	0	0.0%	
6150 Advertising	94,600	94,600	-	0.0%	
6220 Insurance	3,000	-	3,000	n/a	
6230 Printing	1,200	1,200	-	0.0%	
6235 Supplies	1,000	-	1,000	n/a	
6290 Miscellaneous	22,200	22,200	-	0.0%	
6320 Software Services	11,700	11,700	-	0.0%	
6350 Computer Supplies	10,500	10,500	-	0.0%	
6360 Technology Services	-	-	-	n/a	
6410 Organizational Dues	8,100	8,100	-	0.0%	
6425 Travel- Agency	7,200	7,200	-	0.0%	
6430 Training	13,000	13,000	-	0.0%	
6450 Staff Engagement	-	-	-	n/a	
6455 Meeting Expenses	7,200	7,200	-	0.0%	
6500 Bad Debt Expense	36,495	-	36,495	n/a	Increase partially offset by increase in Housing revenue (4441)
6460 Special Event	11,181	-	11,181	n/a	

PlanRVA

PlanRVA Explanations
 FY2024 Budget version 2
 July 2023 - January 2024

PlanRVA Detail	Version 2	Version 1	Change		Explanation
	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)	
6510 Grant Sub-recipient: Contractors	347,728	460,000	(112,272)	-24.4%	Decrease corresponds with related Housing revenue (4440)
6590 Miscellaneous Pass-thru	497,420	543,775	(46,355)	-8.5%	Corresponds with decreases in various Pass-thru revenue
Total 6000 Direct Cost Pool	1,678,898	1,632,308	46,590	102.9%	
7000 Indirect Cost Pool					
7100 Professional Fees					
7111 Bank Fees	1,200	1,200	-	0.0%	
7120 Legal Fees	5,000	10,000	(5,000)	-50.0%	
7121 Legal Fees - General	36,000	36,000	-	0.0%	
7130 Contracted Services	12,000	12,000	-	0.0%	
7131 Consultants: Recurring	-	-	-	n/a	
7132 Consultants: Non-recurring	-	-	-	n/a	
7150 Advertising	15,000	30,000	(15,000)	-50.0%	Adjusted to expected level of activity
Total 7100 Professional Fees	69,200	89,200	(20,000)	77.6%	
7200 General Operations					
7210 Rent	227,445	217,445	10,000	4.6%	
7220 Insurance	9,000	8,000	1,000	12.5%	
7230 Printing	19,100	19,100	-	0.0%	
7235 Supplies	12,000	18,000	(6,000)	-33.3%	Adjusted to expected level of activity
7240 Postage	300	300	-	0.0%	
7290 Miscellaneous	8,700	19,700	(11,000)	-55.8%	Adjusted to expected level of activity
Total 7200 General Operations	276,545	282,545	(6,000)	97.9%	
7300 Technology Operations					
7310 Virtual Desktop Operations	102,000	90,000	12,000	13.3%	
7320 Software Services	39,000	35,660	3,340	9.4%	
7330 Communication Technology	15,362	14,702	660	4.5%	
7340 Desktops & Support	500	3,000	(2,500)	-83.3%	
7350 Computer Supplies	2,000	3,000	(1,000)	-33.3%	
7360 Technology Services	500	3,000	(2,500)	-83.3%	
Total 7300 Technology Operations	159,362	149,362	10,000	106.7%	
7400 Staff Development					
7410 Organizational Dues	20,000	32,000	(12,000)	-37.5%	
7420 Travel- Board	12,000	10,000	2,000	20.0%	
7425 Travel- Agency	20,000	40,000	(20,000)	-50.0%	
7430 Training	30,000	60,000	(30,000)	-50.0%	

PlanRVA

PlanRVA Explanations
FY2024 Budget version 2
July 2023 - January 2024

PlanRVA Detail	Version 2	Version 1	Change		Explanation
	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)	
7440 Books & Periodicals	500	1,200	(700)	-58.3%	
7450 Staff Engagement	10,000	12,000	(2,000)	-16.7%	
7455 Meeting Expenses	8,000	12,000	(4,000)	-33.3%	
7460 Special Event	10,000	12,000	(2,000)	-16.7%	
7400 Staff Development	110,500	179,200	(68,700)	61.7%	Adjusted to expected level of activity
7999 Indirect Costs Allocated	0	0	(0)	-100.0%	
Total 7000 Indirect Cost Pool	615,607	700,307	(84,700)	87.9%	
Total Expenses	5,305,257	5,368,953	(63,696)	-1.2%	
Net Operating Income (Loss) before Transfers	97,200	91,994	5,206	105.7%	
890000 Transfers between Activities					
891100 Transfer from General Fund	278,210	410,958	(132,747)	-32.3%	
891100 Transfer to General Fund	38,006	38,509	(503)	-1.3%	
891700 Transfer to Public Engagement	(82,743)	(112,176)	29,433	-26.2%	
892100 Transfer to Comm Dev Admin	(50,185)	(9,371)	(40,815)	435.6%	
892200 Transfer from Local Tech Asst	(49,203)	-	(49,203)	n/a	
892440 Transfer to Regional Housing	-	(2,114)	2,114	-100.0%	
893200 Transfer to Regional Data & GIS	(46,404)	(169,177)	122,773	-72.6%	
894090 Transfer to EM Prog Support	(27,530)	(1,676)	(25,853)	1542.5%	
894100 Transfer to Reg'l EM Plng	-	(32,293)	32,293	-100.0%	
894140 Transfer to Hazard Mitigation	(6,213)	(34,685)	28,472	-82.1%	
894300 Transfer from Critical Infrastructure	(3,535)	-	(3,535)	n/a	
895100 Transfer to Env General	(71,349)	(49,466)	(21,883)	44.2%	
895102 Transfer to TA	-	-	-	n/a	
895230 Transfer from Appomattox River	-	(39,744)	39,744	-100.0%	
895240 Transfer from VA Ches Bay Watershed	-	-	-	n/a	
895410 Transfer from Extreme Heat (DOF)	(40,194)	-	(40,194)	n/a	
896320 Transfer from Reg'l Strat Plan	(30,399)	-	(30,399)	n/a	
897220 Transfer to Special Planning Efforts	49,203	-	49,203	n/a	
897315 Transfer to Scenario Planning	30,399	-	30,399	n/a	
897340 Transfer to Active Transportation	-	39,744	(39,744)	-100.0%	
897350 Transfer to System Resiliency	49,941	-	49,941	n/a	
897700 Transfer from CVTA	(38,006)	(38,509)	503	-1.3%	
Total 890000 Transfers between Activities	-	(0)	0	-	

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			Increase or (Decrease)	% Increase or (Decrease)	
9000 Transfers to Capital Projects Reserve					
9101 Transfer for Office Furniture	(66,515)	(62,000)	(4,515)	7.3%	
9102 Transfer for Computer Equipment	(25,000)	(25,000)	0	0.0%	
Total 9000 Transfers to Capital Projects Reserve	(91,515)	(87,000)	(4,515)	105.2%	
Net Operating Income (Loss)	5,685	4,994	691	n/a	

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	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
Revenue												
4100 Federal Revenue												
4101 MPO FHWA/PL Funds- Fed Share	-	-	-	-	-	-	1,463,101	-	1,463,101	1,456,034	7,068	0.5%
4102 MPO Sect 5303 Funds- Fed Share	-	-	-	-	-	-	727,719	-	727,719	716,365	11,354	1.6%
4105 MPO Pass-thru	-	-	-	-	-	-	320,000	-	320,000	320,000	-	0.0%
4111 FY20 Rural Coastal Va Mktg	-	-	-	-	-	17,133	-	-	17,133	7,992	9,142	114.4%
4113 Coastal TA & Resiliency	-	-	-	-	-	75,233	-	-	75,233	64,480	10,754	16.7%
4115 CBRAP- WIP3/ Fed Share	-	-	-	-	-	75,443	-	-	75,443	58,020	17,423	30.0%
4117 Extreme Heat DOF	-	-	-	-	-	9,217	-	-	9,217	8,525	693	8.1%
4119 EPA Grant	-	-	-	-	-	162,801	-	-	162,801	62,511	100,290	160.4%
4120 VDEM SHSP	-	-	-	-	74,996	-	-	-	74,996	74,996	-	0.0%
4121 Community Outreach	-	-	-	-	57,000	-	-	-	57,000	95,179	(38,179)	-40.1%
4129 Emergency Mgmt Admin	-	-	-	-	15,475	-	-	-	15,475	15,475	-	0.0%
4130 VDEM Pass-Through Grants	-	-	-	-	143,775	-	-	-	143,775	143,775	-	0.0%
4140 Hazard Mitigation Fed Share	-	-	-	-	41,710	-	-	-	41,710	52,681	(10,971)	-20.8%
4150 Critical Infrastructure	-	-	-	-	38,000	-	-	-	38,000	-	38,000	n/a
Total 4100 Federal Revenue	-	-	-	-	370,956	339,828	2,510,820	-	3,221,604	3,076,031	145,573	104.7%
4200 State Revenue												
4201 MPO FHWA/PL Funds - State Share	-	-	-	-	-	-	182,888	-	182,888	182,004	883	0.5%
4202 MPO Sec. 5303 - State Share	-	-	-	-	-	-	90,965	-	90,965	89,546	1,419	1.6%
4205 MPO Pass-thru	-	-	-	-	-	-	80,000	-	80,000	80,000	-	0.0%
4220 Hazard Mitigation Plan	-	-	-	-	11,123	-	-	-	11,123	14,048	(2,926)	-20.8%
4230 State Appropriation	127,956	-	-	-	-	-	-	-	127,956	126,061	1,895	1.5%
Total 4200 State Revenue	127,956	-	-	-	11,123	-	353,853	-	492,931	491,659	1,272	100.3%
4300 Local Revenue												
4301 TPO Assessment	-	-	-	-	-	-	54,196	-	54,196	54,196	-	0.0%
4310 Local Membership Dues	596,160	-	-	-	-	-	-	-	596,160	596,160	-	0.0%
4315 CVTA Reimbursement	-	-	-	-	-	-	-	380,058	380,058	385,087	(5,029)	-1.3%
4316 CVTA Service Fee	-	-	-	-	-	-	-	38,006	38,006	38,509	(503)	-1.3%
Total 4300 Local Revenue	596,160	-	-	-	-	-	54,196	418,064	1,068,420	1,073,952	(5,532)	99.5%
4400 Private Revenue												
4440 Regional Housing Grant - Partners	-	-	347,728	-	-	-	-	-	347,728	460,000	(112,272)	-24.4%
4441 Regional Housing Grant - PlanRVA	-	-	64,144	-	-	-	-	-	64,144	42,500	21,644	50.9%
4450 FOLAR Grant	-	-	-	-	-	77,280	-	-	77,280	77,280	-	0.0%
4460 Project Partner Revenue	-	-	-	48,000	5,875	-	-	-	53,875	75,000	(21,125)	-28.2%
4470 Special Project Revenue	10,000	-	25,000	25,000	-	-	-	-	60,000	150,000	(90,000)	-60.0%
4475 Donated Services	-	-	-	-	-	8,525	-	-	8,525	8,525	0	0.0%
4801 Interest Income	6,000	-	-	-	-	-	-	-	6,000	6,000	-	0.0%
4810 Miscellaneous	1,450	-	-	-	500	-	-	-	1,950	-	1,950	n/a
Total 4400 Private Revenue	17,450	-	436,872	73,000	6,375	85,805	-	-	619,502	819,305	(199,803)	75.6%

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	4900 Revenue Distribution											
491100 Local Match from General	-	-	-	-	3,512	86,976	322,351	-	412,839	307,842	104,997	34.1%
494140 Local Match to Hazard Mitigation	(3,512)	-	-	-	-	-	-	-	(3,512)	(3,512)	-	0.0%
495101 Local Match to ANPDC Eco Tourism	(7,992)	-	-	-	-	-	-	-	(7,992)	(7,992)	-	0.0%
495102 Local Match to Eco Technical Asst	(64,480)	-	-	-	-	-	-	-	(64,480)	(64,480)	-	0.0%
495240 Local Match to Ches Bay Watershed	(14,505)	-	-	-	-	-	-	-	(14,505)	(14,505)	-	0.0%
497110 Local Match to MPO Prog Mgmt	(33,598)	-	-	-	-	-	-	-	(33,598)	(22,654)	(10,944)	48.3%
497120 Local Match to UPWP Budget	(8,647)	-	-	-	-	-	-	-	(8,647)	(5,830)	(2,817)	48.3%
497210 Local Match to Public Outreach	(22,449)	-	-	-	-	-	-	-	(22,449)	(15,137)	(7,312)	48.3%
497220 Local Match to Special Planning Efforts	(35,092)	-	-	-	-	-	-	-	(35,092)	(23,662)	(11,430)	48.3%
497230 Local Match to Contingency Funding	(48,142)	-	-	-	-	-	-	-	(48,142)	(32,461)	(15,681)	48.3%
497310 Local Match to Long Range Trans Plan	(7,890)	-	-	-	-	-	-	-	(7,890)	(5,320)	(2,570)	48.3%
497315 Local Match to Scenario Planning	(42,012)	-	-	-	-	-	-	-	(42,012)	(28,328)	(13,684)	48.3%
497320 Local Match to Travel Demand Model	(10,091)	-	-	-	-	-	-	-	(10,091)	(6,804)	(3,287)	48.3%
497330 Local Match to Transit	(31,430)	-	-	-	-	-	-	-	(31,430)	(21,192)	(10,237)	48.3%
497340 Local Match to Act Trans - Bike/Ped	(29,634)	-	-	-	-	-	-	-	(29,634)	(19,982)	(9,653)	48.3%
497350 Local Match to System Resiliency	(12,903)	-	-	-	-	-	-	-	(12,903)	(8,700)	(4,203)	48.3%
497410 Local Match to Perf Based Trans Plng	(8,738)	-	-	-	-	-	-	-	(8,738)	(5,892)	(2,846)	48.3%
497420 Local Match to Financial Prog/TIP	(29,213)	-	-	-	-	-	-	-	(29,213)	(19,698)	(9,515)	48.3%
497430 Local Match to Rail & Freight	(2,513)	-	-	-	-	-	-	-	(2,513)	(1,694)	(818)	48.3%
Total 4900 Revenue Distribution	(412,839)	-	-	-	3,512	86,976	322,351	-	-	-	(0)	n/a
Total Revenue	328,727	-	436,872	73,000	391,965	512,609	3,241,220	418,064	5,402,457	5,460,947	(58,490)	98.9%
Expenses												
5100 Salaries & Wages												
5101 Salaries & Wages	2,288,390	-	-	-	-	-	-	-	2,288,390	2,345,362	(56,972)	-2.4%
5102 Salaries & Wages - Allocated	(2,270,893)	41,601	67,519	53,368	118,792	261,243	1,030,202	70,024	(628,144)	(628,144)	-	0.0%
5111 Wages Allocated - Program	4,207	-	-	-	-	-	-	-	4,207	4,207	-	0.0%
5113 Wages Allocated - Administrative	268,326	-	-	-	-	-	-	-	268,326	268,326	-	0.0%
5120 Wages Allocated - Paid Time Off	355,612	-	-	-	-	-	-	-	355,612	355,612	-	0.0%
Total 5100 Salaries & Wages	645,641	41,601	67,519	53,368	118,792	261,243	1,030,202	70,024	2,288,390	2,345,362	(56,972)	97.6%
5500 Fringe Benefit Pool												
5510 Payroll Taxes	179,229	-	-	-	-	-	-	-	179,229	186,630	(7,401)	-4.0%
5520 Retirement	243,367	-	-	-	-	-	-	-	243,367	181,146	62,221	34.3%
5530 Healthcare	283,322	-	-	-	-	-	-	-	283,322	286,320	(2,998)	-1.0%
5531 FSH/HAS Health Accounts	403	-	-	-	-	-	-	-	403	2,580	(2,177)	-84.4%
5540 LTD Insurance	16,041	-	-	-	-	-	-	-	16,041	24,300	(8,259)	-34.0%
5590 Leave Paid Out	-	-	-	-	-	-	-	-	-	10,000	(10,000)	-100.0%
5599 Fringe Benefits Allocated	(806,050)	21,187	34,387	27,180	60,501	133,051	494,080	35,663	(0)	(0)	(0)	0.0%
Total 5500 Fringe Benefit Pool	(83,687)	21,187	34,387	27,180	60,501	133,051	494,080	35,663	722,363	690,976	31,386	104.5%

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6000 Direct Cost Pool													
6120 Legal Fees	-	-	-	-	-	-	-	42,000	42,000	42,000	-	0.0%	
6130 Contracted Services	-	-	-	-	28,000	-	353,422	174,427	555,849	402,308	153,541	38.2%	
6131 Donated Services	-	-	-	-	-	8,525	-	-	8,525	8,525	0	0.0%	
6150 Advertising	-	9,000	1,600	-	26,000	34,000	24,000	-	94,600	94,600	-	0.0%	
6220 Insurance	-	-	-	-	-	-	-	3,000	3,000	-	3,000	n/a	
6230 Printing	-	-	-	-	-	-	1,200	-	1,200	1,200	-	0.0%	
6235 Supplies	-	-	-	-	-	-	1,000	-	1,000	-	1,000	n/a	
6290 Miscellaneous	-	12,000	3,000	-	3,000	3,000	-	1,200	22,200	22,200	-	0.0%	
6320 Software Services	-	-	-	1,200	-	-	10,500	-	11,700	11,700	-	0.0%	
6350 Computer Supplies	-	-	-	-	-	-	10,500	-	10,500	10,500	-	0.0%	
6360 Technology Services	-	-	-	-	-	-	-	-	-	-	-	n/a	
6410 Organizational Dues	-	-	-	-	600	-	7,500	-	8,100	8,100	-	0.0%	
6425 Travel- Agency	-	-	-	-	6,000	-	1,200	-	7,200	7,200	-	0.0%	
6430 Training	-	-	-	-	3,000	-	10,000	-	13,000	13,000	-	0.0%	
6450 Staff Engagement	-	-	-	-	-	-	-	-	-	-	-	n/a	
6455 Meeting Expenses	-	-	-	-	-	-	4,200	3,000	7,200	7,200	-	0.0%	
6500 Bad Debt Expense	-	-	34,385	-	2,110	-	-	-	36,495	-	36,495	n/a	
6460 Special Event	-	-	-	-	-	-	11,181	-	11,181	-	11,181	n/a	
6510 Grant Sub-recipient: Contractors	-	-	347,728	-	-	-	-	-	347,728	460,000	(112,272)	-24.4%	
6590 Miscellaneous Pass-thru	-	-	-	-	97,420	-	400,000	-	497,420	543,775	(46,355)	-8.5%	
Total 6000 Direct Cost Pool	-	21,000	386,713	1,200	166,130	45,525	834,703	223,627	1,678,898	1,632,308	46,590	102.9%	
7000 Indirect Cost Pool													
7100 Professional Fees													
7111 Bank Fees	1,200	-	-	-	-	-	-	-	1,200	1,200	-	0.0%	
7120 Legal Fees	5,000	-	-	-	-	-	-	-	5,000	10,000	(5,000)	-50.0%	
7121 Legal Fees - General	36,000	-	-	-	-	-	-	-	36,000	36,000	-	0.0%	
7130 Contracted Services	12,000	-	-	-	-	-	-	-	12,000	12,000	-	0.0%	
7131 Consultants: Recurring	-	-	-	-	-	-	-	-	-	-	-	n/a	
7132 Consultants: Non-recurring	-	-	-	-	-	-	-	-	-	-	-	n/a	
7150 Advertising	15,000	-	-	-	-	-	-	-	15,000	30,000	(15,000)	-50.0%	
Total 7100 Professional Fees	69,200	-	-	-	-	-	-	-	69,200	89,200	(20,000)	77.6%	
7200 General Operations													
7210 Rent	227,445	-	-	-	-	-	-	-	227,445	217,445	10,000	4.6%	
7220 Insurance	9,000	-	-	-	-	-	-	-	9,000	8,000	1,000	12.5%	
7230 Printing	19,100	-	-	-	-	-	-	-	19,100	19,100	-	0.0%	
7235 Supplies	12,000	-	-	-	-	-	-	-	12,000	18,000	(6,000)	-33.3%	
7240 Postage	300	-	-	-	-	-	-	-	300	300	-	0.0%	
7290 Miscellaneous	8,700	-	-	-	-	-	-	-	8,700	19,700	(11,000)	-55.8%	
Total 7200 General Operations	276,545	-	-	-	-	-	-	-	276,545	282,545	(6,000)	97.9%	

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7300 Technology Operations												
7310 Virtual Desktop Operations	102,000	-	-	-	-	-	-	-	102,000	90,000	12,000	13.3%
7320 Software Services	39,000	-	-	-	-	-	-	-	39,000	35,660	3,340	9.4%
7330 Communication Technology	15,362	-	-	-	-	-	-	-	15,362	14,702	660	4.5%
7340 Desktops & Support	500	-	-	-	-	-	-	-	500	3,000	(2,500)	-83.3%
7350 Computer Supplies	2,000	-	-	-	-	-	-	-	2,000	3,000	(1,000)	-33.3%
7360 Technology Services	500	-	-	-	-	-	-	-	500	3,000	(2,500)	-83.3%
Total 7300 Technology Operations	159,362	-	-	-	-	-	-	-	159,362	149,362	-	106.7%
7400 Staff Development												
7410 Organizational Dues	20,000	-	-	-	-	-	-	-	20,000	32,000	(12,000)	-37.5%
7420 Travel- Board	12,000	-	-	-	-	-	-	-	12,000	10,000	2,000	20.0%
7425 Travel- Agency	20,000	-	-	-	-	-	-	-	20,000	40,000	(20,000)	-50.0%
7430 Training	30,000	-	-	-	-	-	-	-	30,000	60,000	(30,000)	-50.0%
7440 Books & Periodicals	500	-	-	-	-	-	-	-	500	1,200	(700)	-58.3%
7450 Staff Engagement	10,000	-	-	-	-	-	-	-	10,000	12,000	(2,000)	-16.7%
7455 Meeting Expenses	8,000	-	-	-	-	-	-	-	8,000	12,000	(4,000)	-33.3%
7460 Special Event	10,000	-	-	-	-	-	-	-	10,000	12,000	(2,000)	-16.7%
7400 Staff Development	110,500	-	-	-	-	-	-	-	110,500	179,200	(68,700)	61.7%
7999 Indirect Costs Allocated	(1,186,237)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	0	0	(0)	-100.0%
Total 7000 Indirect Cost Pool	(570,630)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	615,607	700,307	(94,700)	87.9%
Total Expenses	(8,677)	113,142	536,260	119,404	429,242	624,152	3,111,677	380,058	5,305,257	5,368,953	(63,696)	-1.2%
Net Operating Income (Loss) before Transfers	337,404	(113,142)	(99,388)	(46,404)	(37,277)	(111,543)	129,543	38,006	97,200	91,994	5,206	105.7%

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	890000 Transfers between Activities											
891100 Transfer from General Fund	-	82,743	50,185	46,404	27,530	71,349	-	-	278,210	410,958	(132,747)	-32.3%
891100 Transfer to General Fund	38,006	-	-	-	-	-	-	-	38,006	38,509	(503)	-1.3%
891700 Transfer to Public Engagement	(82,743)	-	-	-	-	-	-	-	(82,743)	(112,176)	29,433	-26.2%
892100 Transfer to Comm Dev Admin	(50,185)	-	-	-	-	-	-	-	(50,185)	(9,371)	(40,815)	435.6%
892200 Transfer from Local Tech Asst	-	-	-	-	-	-	(49,203)	-	(49,203)	-	(49,203)	n/a
892440 Transfer to Regional Housing	-	-	-	-	-	-	-	-	-	(2,114)	2,114	-100.0%
893200 Transfer to Regional Data & GIS	(46,404)	-	-	-	-	-	-	-	(46,404)	(169,177)	122,773	-72.6%
894090 Transfer to EM Prog Support	(27,530)	-	-	-	-	-	-	-	(27,530)	(1,676)	(25,853)	1542.5%
894100 Transfer to Reg'l EM Plng	-	-	-	-	-	-	-	-	-	(32,293)	32,293	-100.0%
894140 Transfer to Hazard Mitigation	-	-	-	-	-	-	(6,213)	-	(6,213)	(34,685)	28,472	-82.1%
894300 Transfer from Critical Infrastructure	-	-	-	-	-	-	(3,535)	-	(3,535)	-	(3,535)	n/a
895100 Transfer to Env General	(71,349)	-	-	-	-	-	-	-	(71,349)	(49,466)	(21,883)	44.2%
895102 Transfer to TA	-	-	-	-	-	-	-	-	-	-	-	n/a
895230 Transfer from Appomattox River	-	-	-	-	-	-	-	-	-	(39,744)	39,744	-100.0%
895240 Transfer from VA Ches Bay Watershed	-	-	-	-	-	-	-	-	-	-	-	n/a
895410 Transfer from Extreme Heat (DOF)	-	-	-	-	-	-	(40,194)	-	(40,194)	-	(40,194)	n/a
896320 Transfer from Reg'l Strat Plan	-	-	-	-	-	-	(30,399)	-	(30,399)	-	(30,399)	n/a
897220 Transfer to Special Planning Efforts	-	-	49,203	-	-	-	-	-	49,203	-	49,203	n/a
897315 Transfer to Scenario Planning	-	30,399	-	-	-	-	-	-	30,399	-	30,399	n/a
897340 Transfer to Active Transportation	-	-	-	-	-	-	-	-	-	39,744	(39,744)	-100.0%
897350 Transfer to System Resiliency	-	-	-	-	9,748	40,194	-	-	49,941	-	49,941	n/a
897700 Transfer from CVTA	-	-	-	-	-	-	-	(38,006)	(38,006)	(38,509)	503	-1.3%
Total 890000 Transfers between Activities	(240,204)	113,142	99,388	46,404	37,277	111,543	(129,543)	(38,006)	-	(0)	0	-
9000 Transfers to Capital Projects Reserve												
9101 Transfer for Office Furniture	(66,515)	-	-	-	-	-	-	-	(66,515)	(62,000)	(4,515)	7.3%
9102 Transfer for Computer Equipment	(25,000)	-	-	-	-	-	-	-	(25,000)	(25,000)	0	0.0%
Total 9000 Transfers to Capital Projects Reserve	(91,515)	-	-	-	-	-	-	-	(91,515)	(87,000)	(4,515)	105.2%
Net Operating Income (Loss)	5,685	-	-	-	-	-	-	-	5,685	4,994	691	n/a



Succession Plan

November 2021



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PlanRVA Leadership Development and Emergency Succession Plan

1. Rationale

Ensuring that the functions of the Executive Director are clear and documented among staff and governing entities is critical to safeguarding the organization in times of unplanned or unexpected change. Such risk management is also helpful in facilitating planned leadership transitions.

This document provides a leadership development and emergency succession plan for PlanRVA. This plan provides guidance for PlanRVA's executive succession procedures and its commitment to sustaining a healthy functioning organization. PlanRVA's governing entity is the Richmond Regional Planning District Commission (the Commission). The purpose of this plan is to ensure that the organization's leadership has adequate information and a strategy to effectively manage PlanRVA in the event the Executive Director is unable to fulfill their duties.

2. Plan Implementation

The Commission authorizes the Commission Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned temporary or short-term absence.

- It is the responsibility of the *Executive Director* to inform the Commission Chair of an unplanned temporary or short-term absence, and to plan accordingly.
- It is the responsibility of the *Director of Transportation* to immediately inform the Executive Director of an unplanned temporary or short-term absence. The Executive Director will notify the chairs of both the Richmond Regional Planning District Commission (RRTPO) and the Commission.
- It is the responsibility of the *Director of Regional Planning and GIS* and the *Planning Manager – Environmental Program* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- It is the responsibility of the *Director of Finance* and the *Finance Manager* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- All other employees are responsible for notifying their immediate supervisor of an unplanned temporary or short-term absence.
- As soon as feasible, following notification of an unplanned temporary or short-term absence of the Executive Director, the Commission Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed, at its discretion.

3. Priority Functions of the Executive Director at PlanRVA

The complete Executive Director position description (July, 2015) is attached to this plan. (See Appendix A).

Among the duties listed in the position description, the following are considered to be the key functions of the Executive Director and have a corresponding temporary staffing strategy (see Section #3 for further guidance about temporary staffing).

The positions assigned in the Temporary Staffing Strategy are based on PlanRVA's organizational structure as of November 1, 2021. In the event this plan is implemented and assigned positions are vacant or no longer available, the Commission Chair (or the Director of

Transportation, as Interim Executive Director as appropriate) shall select other senior staff to support each of the key Executive Director functions.

Key Executive Director Functions	Temporary Staffing Strategy
Oversees the work operations and staff	<p>Director of Transportation (Chet Parsons)</p> <p><i>In the absence of the Executive Director:</i> The Director of Transportation (Chet Parsons) has the authority to act on behalf of the Executive Director.</p> <p>The Finance and Grants Manager (Diane Fusco) will report to the Director of Transportation (Chet Parsons) on Finance and Human Resources matters.</p> <p>The Mobility Coordinator (Ken Lantz) will report to the Director of Transportation (Chet Parsons) on safety issues.</p> <p>The Director of Planning and GIS (Mark Bittner) will coordinate on areas outside of transportation with and report to the Director of Transportation (Chet Parsons).</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart) will report to the Director of Planning and GIS (Mark Bittner) on Environmental Programs.</p> <p>The Community Engagement Manager (Rashaunda Lanier-Jackson) will report to the Director of Transportation (Chet Parsons) on community engagement initiatives.</p>
Supports technical staff	The Director of Planning and GIS (Mark Bittner)
Coordinates, directs, and implements regional programs	<p>The Director of Transportation (Chet Parsons) will continue to have direct oversight of Transportation.</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart) will continue to have direct oversight of Environment (including Emergency Management programs).</p> <p>The Director of Planning and GIS (Mark Bittner) will continue to have direct oversight of regional planning, Housing and Community Development.</p>
Provides strategic oversight and identifies priorities	The Director of Transportation (Chet Parsons) will provide oversight to ensure there is coordination among the leadership team in identifying strategic priorities.

Represents the Commission on regional organizations and makes presentations to internal and external constituents.	<p>The Director of Transportation (Chet Parsons) will be responsible for most general agency presentations. Other staff who will make presentations on behalf of the Commission include:</p> <p>The Director of Planning and GIS (Mark Bittner)- Partnership for Housing Affordability</p> <p>The Community Engagement Project Coordinator (Sidd Kumar)- YRVA and related ChamberRVA Committees. The Mobility Coordinator (Ken Lantz)- Advisory Groups for housing and other human services</p> <p>The Community Engagement Manager (Rashaunda Lanier-Jackson)- RVA Engage.</p>
Leads the agency in expanding discussion and effecting increased regional cooperation and policy development.	<p>The Director of Transportation (Chet Parsons)</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart)</p> <p>The Director of Planning and GIS (Mark Bittner)</p>
Oversees administration of financial activities	<p>The Director of Finance (Dan van Doornick with VACo/VML Finance) will oversee the administration of financial activities.</p> <p>The Finance and Grants Manager (Diane Fusco) will support the Director of Finance on payroll and other tasks.</p>
Interprets and communicates the impact of local, state, and federal plans and programs on regional activities.	The Director of Transportation (Chet Parsons) will be the lead for high-level activities. The Planning Manager-Environmental Programs (Sarah Stewart) and the Director of Planning and GIS (Mark Bittner) will assist, as needed, for specific programs.
Commission Administration and Support	The Director of Transportation (Chet Parsons)
Human Resources	The Director of Transportation (Chet Parsons) and the Finance and Grants Manager (Diane Fusco)
Direct Project Management	Contingent upon project, as designated by the Director of Transportation (Chet Parsons), if needed.

4. Succession planning in the event of a temporary, planned or unplanned absence – Short-Term

a. Definitions

- A temporary absence is one in which it is expected that the Executive Director will return once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- A temporary absence is between 15 and 30 days.
- A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- In the event of a temporary short-term planned or unplanned absence for the *Executive Director*, the Commission Chair shall determine if the Temporary Staffing Strategy is sufficient for this period of time and make a recommendation to the Executive Committee.
- In the event of a temporary short-term planned or unplanned absence for the *Director of Transportation*, the Executive Director shall determine if the Temporary Staffing Strategy is sufficient for this period of time and make a recommendation to the Commission Chair.
- In the event of a temporary short-term planned or unplanned absence for the *Director of Regional Planning and GIS* and the *Planning Manager – Environmental Program*, the Executive Director shall determine if the Temporary Staffing Strategy is sufficient for this period of time.
- See Appendix B for the temporary staffing strategy of the leadership team. PlanRVA will also develop temporary staffing strategies for the *Director of Finance* and *Finance Manager* positions by March 31, 2022.

c. Appointing an Interim Executive Director

Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Executive Director, the Executive Committee may recommend appointment of an Interim Executive Director to the Commission, as well as continue to implement the Temporary Staffing Strategy. The Commission will vote upon the recommended Interim Executive Director candidate, if applicable.

d. Standing Appointees to the Position of Interim Executive Director may include one of the following:

- The current Commission Chair. If the current Commission Chair accepts the position, they will take a temporary leave from the Commission.
- An Executive Committee member or a current Commission member.
- An existing senior member of the staff.
- In the event the available staff is new to the position or fairly inexperienced with PlanRVA, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.

e. Cross-Training Plan

- The Executive Director shall develop a training plan for each staff member who will perform a key function of the Executive Director listed in Section 3.

- These plans will be developed by June 30, 2022, and will be attached to this document.

f. Authority and Restrictions of the Interim Executive Director

- The Interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.
- For additional communication guidelines, refer to the organization’s operating policies on transitions. These documents will be developed by June 30, 2022.

g. Compensation

- The staff member appointed as Interim Executive Director may receive interim compensation, an end of year bonus, or additional benefits. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
- A current or former commission member appointed as Interim Executive Director may enter into an independent contractor or employment agreement, depending on the circumstances of their availability.

h. Commission Oversight and Support to the Interim Executive Director

- The Interim Executive Director reports to the Commission Chair. In the event the Commission Chair becomes the Interim Executive Director, the Vice Chair shall be appointed Commission Chair.
- The Executive Committee shall be aware of the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is appointed.

i. Communications Plan

- Within 48 hours after an Interim Executive Director is appointed, the Commission Chair and the Interim Executive Director shall meet to develop a communications plan including the kind of information that will be shared and with whom.
- The following chart identifies key supporters and a primary contact to facilitate communication.

Key Supporters	Communication Responsibility
Local government administrators	Commission Chair
State and federal agency funders	Commission Chair
Regional partner organizations and affiliated entities (RRTPO, CVTA, EMACV)	Commission Chair
State, regional, and national associations	Commission Chair

- As soon as possible, the Commission Chair and Interim Executive Director shall implement the communications plan to announce the organization's temporary leadership structure to staff, the Commission, and key supporters.
- Updated contact information is maintained by Commission staff and organized by stakeholder designation.
- Within 5 business days, the Commission shall distribute a press release or directly notify stakeholders, as appropriate to the situation.

5. Succession plan in the event of a temporary, unplanned absence – Long-term

a. Definition

- A long-term absence is 90 days or more.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
 - The Executive Committee shall give immediate consideration, in consultation with the Interim Executive Director, to temporarily filling any management position left vacant by an Interim Executive Director, or reassigning priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Interim Executive Director to carry the duties of multiple positions.
 - The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. A review shall be completed prior to the conclusion of a 90-day appointment.

6. Succession plan in the event of a PERMANENT unplanned absence

a. Definition

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
 - The Commissioners shall consider the need to hire an Interim Executive Director from outside the organization instead of appointing an Interim Executive Director. This decision shall be guided, in part, by internal candidates for the Executive Director position, the expected time frame for hiring a permanent executive, and the management needs of the organization at the time of the transition.
 - The Commission shall appoint a Transition Committee to develop and implement the organization's Executive Succession Plan.

c. Hiring an Interim Executive Director

- If an Interim Executive Director is hired, the Commission Chair and Executive Committee shall negotiate an independent contractor or employment agreement with a defined scope of work.
- The scope of the agreement with an Interim Executive Director shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

d. Responsibilities of the Interim Executive Director

- An Interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.
- For additional communication guidelines, refer to the organization's operating policies. These documents will be developed by June 30, 2022.

e. Commission Oversight and Support to the Interim Executive Director

- The Interim Executive Director reports to the Executive Committee through the Commission Chair.
- The Executive Committee shall be alert to the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is hired.
- The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

7. Approvals and maintenance of record

a. Emergency Succession Plan Approval

- This emergency succession plan shall be approved initially by the Commission.
- Thereafter, annually, the Executive Committee shall review the plan and recommend amendments to the full Commission as needed.

b. Signatories

- The Commission Chair, the Executive Director, and the appointees designated in the Emergency Succession Plan shall sign the plan.
- At all times the Commission Chair and Treasurer and at least one Director-level staff, in addition to the Executive Director, shall have signature authorization for checks and contracts for the organization.

c. Maintenance or record

- Copies of this plan shall be maintained by all members of the Commission, Director-level staff, and the organization's auditor in accordance with document retention requirements.

d. Financial Considerations

- It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Executive Director.

Appendix A



EXECUTIVE DIRECTOR Richmond Regional Planning District Commission

The Richmond Regional Planning District Commission (RRPDC) is seeking a dynamic, highly energetic and entrepreneurial spirited individual to serve as Executive Director to lead the agency in expanding discussion and effecting increased regional cooperation and policy development.

The RRPDC is a regional planning agency with major emphasis in the areas of transportation, local technical assistance and information services including demographic, economic and geographic information systems. The Commission, which was formed by local governments under the authority of the 1969 Virginia Area Development Act, revised and retitled the Virginia Regional Cooperation Act in 1995, is comprised of elected officials and citizens who address mutual problems and develop solutions for the local governments which benefit from intergovernmental cooperation. The RRPDC currently houses the region's Transportation Planning Organization and coordinates a wide variety of transportation, regional planning, local government technical assistance and environmental planning programs.

The RRPDC, representing nine jurisdictions consisting of the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan, serves the "Capital" area of the Commonwealth, which is a rapidly growing area of approximately one million residents with a high quality of life and known for its well managed and progressive governments.

Under the direction of the RRPDC Board, the Executive Director is responsible for the following:

- overseeing the work operations and staff of the Richmond Regional Planning District Commission
- planning, coordinating, directing, and implementing regional policies and programs relating to social, economic, physical, and transportation planning
- providing strategic oversight and identifying priorities for the RRPDC focused on the Richmond region
- representing the Commission on the Richmond Regional Transportation Planning Organization (RRTPPO)
- serving as the Co-Director of the Capital Region Collaborative (CRC) with the President/CEO of the Greater Richmond Chamber of Commerce
- leading the agency in expanding discussion and effecting increased regional cooperation and policy development in a number of areas including land use, transportation and environmental planning
- overseeing the administration of the financial activities of the RRPDC, including preparation of the RRPDC Budget and Work Program
- providing technical expertise on a wide variety of transportation, planning, local government and environmental programs
- interpreting the impact of local, state, and federal plans and programs on regional activities
- conducting presentations and undertaking speaking engagements with internal and external constituents
- participating with state and professional organizations such as the Virginia Association of Planning District Commissions, Virginia Association of Counties, Virginia Chamber of Commerce, the American Planning Association, and the Urban Land Institute, and other similar organizations

Successful candidate should possess the following qualifications:

- strong management and effective leadership to deliver high quality programs and services in an efficient manner
- excellent oral and written communication skills to effectively communicate complex issues to groups with varying interests
- ability to interact with a variety of local governments and agencies that are managing a multitude of growth related issues
- strong commitment to the overall success of the organization
- capability to think independently and possess a "big picture" vision and strategic perspective
- ability to negotiate with various constituencies and manage outcomes to satisfy various stakeholder interests

Applicants must possess a bachelor's degree in Planning or Public Administration, or related field (Master's degree is highly preferred), and a minimum of ten years of experience in a responsible position in a comparably sized and progressive regional planning district commission or council, local government, a state or federal government agency, or private sector/non-profit organization is preferred. An extensive background investigation including fingerprinting for an FBI criminal check is required.

This recruitment will remain open until **July 31, 2015, at 5 p.m.** Interested applicants should apply online at www.hanovercountyjobs.com and include a cover letter, resume, salary history and salary requirements, and three professional references. RRPDC is an Equal Opportunity Employer.

Appendix B

**Essential Functions of Director of Transportation
(Chet Parsons)**

Essential Function (from Position Description)	Cross-Trained Staff	Candidates for Cross-Training
Oversees and coordinates the development and maintenance of the Long Range Transportation Planning processes for the Richmond region and coordinates with local, regional, state, and federal partners to realize the vision of that plan	Planning Manager (Sulabh Aryal)	Planning Manager (Myles Busching)
Coordinates with the RRTPO policy making and advisory bodies to establish an annual work program known as the Unified Planning Work Program in accordance with federal, state, and regional priorities	Executive Director (Martha Heeter)	Principal Planner (Barbara Jacocks)
Oversees the development of technical and policy plans, studies, and reports on transportation issues in accordance with the urban and rural Long Range Transportation Plans and Unified Planning Work Program	Planning Manager (Sulabh Aryal) Planning Manager (Myles Busching)	Senior Planner (Greta Ryan) Principal Planner (Barbara Jacocks)
Coordinates with the RRPDC Executive Director to assure adequate staffing is available to meet the needs and expectations of the RRTPO's UPWP and other regional transportation planning priorities	Planning Manager (Myles Busching)	Planning Manager (Myles Busching)
Manages staff assigned to complete work prioritized in	Principal Planner (Barbara Jacocks)	Principal Planner (Barbara Jacocks)

the Rural Transportation Work Program, UPWP, and in support of the RRTPO administrative and policy functions and performs associated necessary personnel functions of the management role		Director of Regional Planning and GIS (Mark Bittner)
Serves as primary liaison with state and federal partners regarding compliance with regulatory requirements and consistency with the 3C process including leadership in preparing for quadrennial certification reviews and regular submission of work status reports to the RRTPO, VDOT and DRPT	Executive Director (Martha Heeter)	Planning Manager (Myles Busching) Planning Manager (Sulabh Aryal)
Represents the RRPDC and RRTPO in local, regional, state, and federal forums with focus on regional transportation needs and priorities including service on various committees and stakeholder groups and representation of the regional planning work at conferences, seminars, and public information sessions	Depends up on topic, but may include: Planning Manager (Myles Busching) Planning Manager (Sulabh Aryal) Principal Planner (Barbara Jacocks) Senior Planner (Greta Ryan) Executive Director (Martha Heeter)	Planner (Dan Motta) Planning Manager-Environmental (Sarah Stewart) Planner (Rebekah Cazares)
Reviews legislative and programmatic initiatives of federal, state, regional and local agencies for summary to appropriate stakeholders including member jurisdictions, the RRTPO and local staff	Principal Planner (Barbara Jacocks)	Planning Manager (Myles Busching) Planning Manager (Sulabh Aryal)
Serves as lead staff to the CVTA	Executive Director (Martha Heeter)	Planning Manager (Myles Busching)

(New Essential Function)		
Coordinate with regional partners on identifying needs for TPO focus (New Essential Function)	Executive Director (Martha Heeter)	Principal Planner (Barbara Jacocks)

**Essential Functions of Planning Manager (Environmental Programs)
(Sarah Stewart)**

Essential Function (from Position Description)	Cross-Trained Staff	Candidates for Cross-Training
Identifies planning study needs and develops scopes of work for projects	Director of Regional Planning and GIS (Mark Bittner) and Planner (Rebekah Cazares) Principal Planner (Barbara Jacocks) Regional Emergency Management Coordinator (Katie Moody) (EM)	Planner (Rebekah Cazares)
Provides professional planning assistance to member communities on a variety of subjects	Topic dependent, but could include: Director of Regional Planning and GIS (Mark Bittner) Planner (Rebekah Cazares) Planning Manager (Myles Busching) Principal Planner (Barbara Jacocks) Planning Manager (Sulabh Aryal) Regional Emergency Management Coordinator (Katie Moody)	Planner (Rebekah Cazares) Planner (Dan Motta)
Manages complex planning work efforts through project leadership, staff supervision and consultant management	Topic dependent, but could include: Director of Regional Planning and GIS (Mark Bittner) Principal Planner (Barbara Jacocks) Planning Manager (Myles Busching) Planning Manager (Sulabh	Planner (Rebekah Cazares)

	<p>Aryal)</p> <p>Regional Emergency Management Coordinator (Katie Moody) (EM)</p> <p>Transportation Director, if time allows (Chet Parsons)</p>	
<p>Participates in regional advisory boards and committees and represents the interests of the agency in stakeholder and other community group gatherings</p>	<p>Topic dependent, but could include:</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planner (Rebekah Cazares)</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Myles Busching)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
<p>Writes and presents formal and technical reports, working papers and correspondence</p>	<p>Topic dependent, but could include:</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Senior Planner (Greta Ryan)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
<p>Represents the agency at</p>	<p>Topic dependent, but could</p>	<p>Planner (Rebekah Cazares)</p>

<p>public meetings and presents material through formal and informal presentations</p>	<p>include:</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planner (Rebekah Cazares)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Dan Motta)</p>
<p>Recommends priorities, schedules, and funding sources to implement organizational and community goals and provides support in developing performance reports and other briefings related to agency management and programmatic compliance</p>	<p>Topic dependent, but could include:</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planner (Rebekah Cazares)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
<p>Data analysis to support planning, reports, and presentations (New Essential Function)</p>	<p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Planner (Rebekah Cazares)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>

	Planner (Dan Motta)	
Grant writing and administration (New Essential Function)	Principal Planner (Barbara Jacocks) Director of Regional Planning and GIS (Mark Bittner) Regional Emergency Management Coordinator (Katie Moody) Planning Manager (Sulabh Aryal)	Planner (Rebekah Cazares) Planning Manager (Myles Busching)

Essential Functions of Director of Planning and GIS

(Mark Bittner)

Essential Function	Cross-Trained Staff	Candidates for Cross-Training
Oversees information technology, data, and security	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Manages IT managed services provider	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Oversees the management of IT security, software licensing assignments, configurations and purchasing	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Coordinates with Executive Director to ensure appropriate investments are made in technology to meet the agency's needs	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Serves on senior leadership team and provides strategic advice on operations measures needed to be successful	Planning Manager-Environmental (Sarah Stewart)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Oversees staff assigned to work on GIS functions	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Manages planning projects on an as-needed basis	Planning Manager-Environmental (Sarah Stewart) Planning Manager (Myles Busching)	Not applicable



Succession Plan

Approved April 2022

Revised April 2024

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PlanRVA Leadership Development and Emergency Succession Plan

1. Rationale

Ensuring that the functions of the Executive Director are clear and documented among staff and governing entities is critical to safeguarding the organization in times of unplanned or unexpected change. Such risk management is also helpful in facilitating planned leadership transitions.

This document provides a leadership development and emergency succession plan for PlanRVA. This plan guides PlanRVA's executive succession procedures and commitment to sustaining a healthy functioning organization. PlanRVA's governing entity is the Richmond Regional Planning District Commission (the Commission). The purpose of this plan is to ensure that the organization's leadership has adequate information and a strategy to effectively manage PlanRVA if the Executive Director cannot fulfill their duties.

2. Plan Implementation

The Commission authorizes the Commission Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned temporary or short-term absence.

- It is the responsibility of the *Executive Director* to inform the Commission Chair of an unplanned temporary or short-term absence and to plan accordingly. The Commission Chair will notify the Richmond Regional Transportation Planning Organization Chair immediately.
- It is the responsibility of the *Director of Community Development Planning, Director of REME Planning, Director of Transportation Planning, and Director of Data and Technology* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- It is the responsibility of the *Director of Finance* and the *Manager of Finance and Administrator* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- All other employees are responsible for notifying their immediate supervisor of an unplanned temporary or short-term absence.
- As soon as feasible, following notification of an unplanned temporary or short-term absence of the Executive Director, the Commission Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan or to modify them if needed, at its discretion.

3. Priority Functions of the Executive Director at PlanRVA

The complete Executive Director position description (July 2015) is attached to this plan. (See Appendix A).

Among the duties listed in the position description, the following are considered to be the key functions of the Executive Director and have a corresponding temporary staffing strategy (see Section #3 for further guidance about temporary staffing).

The positions assigned in the Temporary Staffing Strategy are based on PlanRVA's organizational structure as of April 1, 2024. If this plan is implemented and assigned positions are vacant or no longer available, the Commission Chair (or the Interim Executive Director as appropriate) shall select other senior staff to support each of the key Executive Director functions.

Key Executive Director Functions	Temporary Staffing Strategy
Oversees the work operations and staff	<p>Director of REME Planning</p> <p><i>In the absence of the Executive Director:</i> The Director of REME Planning has the authority to act on behalf of the Executive Director and will become the immediate supervisor for the following positions:</p> <ul style="list-style-type: none"> - Director of Transportation Planning - Director of Community Development Planning - Board Relations Manager - Community Engagement Manager <p>The Director of Data and Technology and Manager of Finance and Administration will report to the Director of Finance.</p>
Supports technical staff	The Directors of Community Development, REME, Transportation Planning and Director of Data and Technology
Coordinates, directs, and implements regional programs	<p>The Director of Transportation Planning will continue to have direct oversight of Transportation.</p> <p>The Director of REME Planning will continue to have direct oversight of Resiliency, Emergency Management, and Environment Programs Environment.</p> <p>The Director of Community Development Planning will continue to have direct oversight of regional planning, Local Technical Assistance, and housing and community development programs.</p>
Provides strategic oversight and identifies priorities	The Director of REME Planning will provide oversight to ensure coordination among the leadership team in identifying strategic priorities.

Represents the Commission on regional organizations and makes presentations to internal and external constituents.	<p>The Director of REME Planning will be responsible for most general agency presentations. Other staff may be assigned to make presentations on behalf of the Commission.</p> <p>Representation on the following outside organizations will be assigned as follows:</p> <p>The Director of Community Development Planning:</p> <ul style="list-style-type: none"> - Partnership for Housing Affordability - GO Virginia Regional Council - City of Richmond Future of Workforce Commission - RVA-757 Connects Megaregion Institutional Council
Leads the agency in expanding discussion and effecting increased regional cooperation and policy development.	The Director of REME Planning
Oversees administration of financial activities	<p>The Director of Finance will oversee the administration of financial activities.</p> <p>The Manager of Finance and Administration will support the Director of Finance on payroll and other tasks.</p>
Interprets and communicates the impact of local, state, and federal plans and programs on regional activities.	The Director of REME Planning will be the lead for high-level activities. The program area Directors will assist, as needed, for specific programs.
Commission Administration and Support	<p>The Director of REME Planning</p> <p>The Board Relations Manager will assist.</p>
Human Resources	The Manager of Finance and Administration with support from the Director of Finance
Direct Project Management	Contingent upon the project, as designated by the Director of REME Planning
RRTPO Executive Director	The Director of Transportation

4. Succession planning in the event of a temporary, planned, or unplanned absence – Short-Term

a. Definitions

- A temporary absence is one in which it is expected that the Executive Director will return once the events precipitating the absence are resolved.
- An unplanned absence arises unexpectedly, unlike a planned leave, such as a vacation or a sabbatical.
- A temporary absence is between 15 and 30 days.
- A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- In the event of a temporary short-term planned or unplanned absence for the *Executive Director*, the Commission Chair shall determine if the Temporary Staffing Strategy is sufficient for this period and make a recommendation to the Executive Committee.
- See Appendix B for the leadership team's temporary staffing strategy, which the Executive Director may amend as positions change.

c. Appointing an Interim Executive Director

Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Executive Director, the Executive Committee may recommend the appointment of an Interim Executive Director to the Commission and continue to implement the Temporary Staffing Strategy. If applicable, the Commission will vote upon the recommended Interim Executive Director candidate.

d. Standing Appointees to the Position of Interim Executive Director may include one of the following:

- The current Commission Chair. If the current Commission Chair accepts the position, they will take a temporary leave from the Commission.
- An Executive Committee member or a current Commission member.
- An existing senior member of the staff.
- If the available staff is new to the position or fairly inexperienced with PlanRVA, the Executive Committee may consider another appointee or splitting executive duties among designated appointees.

e. Cross-Training Plan

- The Executive Director shall develop a training plan for each staff member who will perform a key function of the Executive Director listed in Section 3.

f. Authority and Restrictions of the Interim Executive Director

- The Interim Executive Director shall have full authority as the regular Executive Director for day-to-day decision-making and independent action.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.
- For additional communication guidelines, refer to the organization’s operating policies on transitions.

g. Compensation

- The staff member appointed as Interim Executive Director may receive interim compensation, an end-of-year bonus, or additional benefits. The Executive Committee shall determine this based on the duration of the assignment and available resources.
- A current or former commission member appointed as Interim Executive Director may enter into an independent contractor or employment agreement, depending on the circumstances of their availability.

h. Commission Oversight and Support to the Interim Executive Director

- The Interim Executive Director reports to the Commission Chair. If the Commission Chair becomes the Interim Executive Director, the Vice Chair shall be appointed Commission Chair.
- The Executive Committee shall be aware of the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is appointed.

i. Communications Plan

- Within 48 hours after an Interim Executive Director is appointed, the Commission Chair and the Interim Executive Director shall meet to develop a communications plan, including the kind of information that will be shared and with whom.
- The following chart identifies key supporters and primary contacts to facilitate communication.

Key Supporters	Communication Responsibility
Local government administrators	Commission Chair
State and federal agency funders	Commission Chair
Regional partner organizations and affiliated entities (RRTPO, CVTA, EMACV)	Commission Chair
State, regional, and national associations	Commission Chair

- As soon as possible, the Commission Chair and Interim Executive Director shall implement the communications plan to announce the organization's temporary leadership structure to staff, the Commission, and key supporters.
- Updated contact information is maintained by Commission staff and organized by stakeholder designation.
- Within five business days, the Commission shall distribute a press release or directly notify stakeholders as appropriate.

5. Succession plan in the event of a temporary, unplanned absence – Long-term

a. Definition

- A long-term absence is 90 days or more.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
 - The Executive Committee shall give immediate consideration, in consultation with the Interim Executive Director, to temporarily fill any management position left vacant by an Interim Executive Director or reassign priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Interim Executive Director to carry the duties of multiple positions.
 - The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. A review shall be completed before the conclusion of a 90-day appointment.

6. Succession plan in the event of a PERMANENT unplanned absence

a. Definition

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
 - The Commissioners shall consider hiring an Interim Executive Director from outside the organization instead of appointing an Interim Executive Director. In part, this decision shall be guided by internal candidates for the Executive Director position, the expected time frame for hiring a permanent executive, and the organization's management needs at the time of the transition.
 - The Commission shall appoint a Transition Committee to develop and implement the organization's Executive Succession Plan.

c. Hiring an Interim Executive Director

- If an Interim Executive Director is hired, the Commission Chair and Executive Committee shall negotiate an independent contractor or employment agreement with a defined scope of work.
- The scope of the agreement with an Interim Executive Director shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

d. Responsibilities of the Interim Executive Director

- An Interim Executive Director shall have full authority as the regular Executive Director for day-to-day decision-making and independent action.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.

e. Commission Oversight and Support to the Interim Executive Director

- The Interim Executive Director reports to the Executive Committee through the Commission Chair.
- The Executive Committee shall be alert to the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is hired.
- The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

7. Approvals and maintenance of record

a. Emergency Succession Plan Approval

- This emergency succession plan shall be approved initially by the Commission.
- Thereafter, the Executive Committee shall review the plan annually and recommend amendments to the full Commission as needed.

b. Signatories

- The Commission Chair, the Executive Director, and the appointees designated in the Emergency Succession Plan shall sign the plan.
- At all times, the Commission Chair and Treasurer and at least one Director-level staff member, in addition to the Executive Director, shall have signature authorization for checks and contracts for the organization.

c. Maintenance or record

- Copies of this plan shall be maintained by all members of the Commission, Director-level staff, and the organization's auditor under record retention requirements.

d. Financial Considerations

- It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Executive Director.

Appendix A



EXECUTIVE DIRECTOR Richmond Regional Planning District Commission

The Richmond Regional Planning District Commission (RRPDC) is seeking a dynamic, highly energetic and entrepreneurial spirited individual to serve as Executive Director to lead the agency in expanding discussion and effecting increased regional cooperation and policy development.

The RRPDC is a regional planning agency with major emphasis in the areas of transportation, local technical assistance and information services including demographic, economic and geographic information systems. The Commission, which was formed by local governments under the authority of the 1969 Virginia Area Development Act, revised and retitled the Virginia Regional Cooperation Act in 1995, is comprised of elected officials and citizens who address mutual problems and develop solutions for the local governments which benefit from intergovernmental cooperation. The RRPDC currently houses the region's Transportation Planning Organization and coordinates a wide variety of transportation, regional planning, local government technical assistance and environmental planning programs.

The RRPDC, representing nine jurisdictions consisting of the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan, serves the "Capital" area of the Commonwealth, which is a rapidly growing area of approximately one million residents with a high quality of life and known for its well managed and progressive governments.

Under the direction of the RRPDC Board, the Executive Director is responsible for the following:

- overseeing the work operations and staff of the Richmond Regional Planning District Commission
- planning, coordinating, directing, and implementing regional policies and programs relating to social, economic, physical, and transportation planning
- providing strategic oversight and identifying priorities for the RRPDC focused on the Richmond region
- representing the Commission on the Richmond Regional Transportation Planning Organization (RRTPO)
- serving as the Co-Director of the Capital Region Collaborative (CRC) with the President/CEO of the Greater Richmond Chamber of Commerce
- leading the agency in expanding discussion and effecting increased regional cooperation and policy development in a number of areas including land use, transportation and environmental planning
- overseeing the administration of the financial activities of the RRPDC, including preparation of the RRPDC Budget and Work Program
- providing technical expertise on a wide variety of transportation, planning, local government and environmental programs
- interpreting the impact of local, state, and federal plans and programs on regional activities
- conducting presentations and undertaking speaking engagements with internal and external constituents
- participating with state and professional organizations such as the Virginia Association of Planning District Commissions, Virginia Association of Counties, Virginia Chamber of Commerce, the American Planning Association, and the Urban Land Institute, and other similar organizations

Successful candidate should possess the following qualifications:

- strong management and effective leadership to deliver high quality programs and services in an efficient manner
- excellent oral and written communication skills to effectively communicate complex issues to groups with varying interests
- ability to interact with a variety of local governments and agencies that are managing a multitude of growth related issues
- strong commitment to the overall success of the organization
- capability to think independently and possess a "big picture" vision and strategic perspective
- ability to negotiate with various constituencies and manage outcomes to satisfy various stakeholder interests

Applicants must possess a bachelor's degree in Planning or Public Administration, or related field (Master's degree is highly preferred), and a minimum of ten years of experience in a responsible position in a comparably sized and progressive regional planning district commission or council, local government, a state or federal government agency, or private sector/non-profit organization is preferred. An extensive background investigation including fingerprinting for an FBI criminal check is required.

This recruitment will remain open until **July 31, 2015, at 5 p.m.** Interested applicants should apply online at www.hanovercountyjobs.com and include a cover letter, resume, salary history and salary requirements, and three professional references. RRPDC is an Equal Opportunity Employer.

Appendix B

Essential Functions of Director of Transportation

Essential Function (from Position Description)	Cross-Trained Staff	Candidates for Cross-Training
Oversees and coordinates the development and maintenance of the Long Range Transportation Planning processes for the Richmond region and coordinates with local, regional, state, and federal partners to realize the vision of that plan	Transportation Planning Manager (Sulabh Aryal)	
Oversees development and maintenance of the Transportation Improvement Program processes, including annual project selection and fund allocation in coordination with local, regional, state, and federal partners	Transportation Planner (Ansley Heller)	
Coordinates with the RRTPO policy-making and advisory bodies to establish an annual work program known as the Unified Planning Work Program in accordance with federal, state, and regional priorities;	PlanRVA/RRTPO Executive Director (Martha Shickle)	
Oversees the development of technical and policy plans, studies, and reports on transportation issues in accordance with the Long Range Transportation Plan and Unified Planning Work Program;	Transportation Planning Manager (Sulabh Aryal) Transportation Planner (Ansley Heller)	Transportation Planner (Dorian Allen) Transportation Planner (Dan Motta) Transportation Planner (Phil Riggan)

Coordinates with the Executive Director to assure adequate staffing is available to meet the needs and expectations of the RRTPO's UPWP and CVTA's technical assistance requests along with other regional transportation planning priorities;	Transportation Planning Manager (Sulabh Aryal)	
Manages staff assigned to complete work prioritized in the UPWP and CVTA support services memorandum of understanding and in support of the RRTPO administrative and policy functions and performs associated necessary personnel functions of the management role;	Transportation Planning Manager (Sulabh Aryal)	Director of Community Development Planning (Barbara Jacocks) Director of REME Planning (Sarah Stewart) Director of Data and Technology (Mark Bittner)
Serves as primary liaison with state and federal partners regarding compliance with regulatory requirements and consistency with the 3C process, including leadership in preparing for quadrennial certification reviews and regular submission of work status reports to the RRTPO, VDOT, and DRPT;	PlanRVA/RRTPO Executive Director (Martha Shickle)	Transportation Planning Manager (Sulabh Aryal)
Reviews legislative and programmatic initiatives of federal, state, regional and local agencies for summary to appropriate stakeholders including member jurisdictions, the RRTPO and local staff.	PlanRVA/RRTPO Executive Director (Martha Shickle)	Planning Manager (Sulabh Aryal)
Serves as lead staff liaison to the CVTA Executive Director	PlanRVA RRTPO Executive Director (Martha Shickle)	Planning Manager (Sulabh Aryal)

Essential Functions of Director of REME Planning

Essential Function (from Position Description)	Cross-Trained Staff	Candidates for Cross-Training
Identifies planning study needs and develops scopes of work for projects	Resilience Planner (Nicole Keller) Environment Planner (Eli Podyma) Regional Emergency Preparedness Program Manager (Katie Moody)	Director of Community Development Planning (Barbara Jacocks)
Provides professional planning assistance to member communities on a variety of subjects	Topic dependent, but could include: Director of Data and Technology (Mark Bittner) Resilience Planner (Nicole Keller) Environment Planner (Eli Podyma) Regional Emergency Preparedness Program Manager (Katie Moody)	Director of Transportation Planning (Myles Busching) Director of Community Development Planning (Barbara Jacocks) Director of Data & Technology (Mark Bittner)
Manages complex planning work efforts through project leadership, staff supervision and consultant management	Topic dependent, but could include: Executive Director (Martha Shickle)	Resilience Planner (Nicole Keller) Environment Planner (Eli Podyma) Regional Emergency Preparedness Program Manager (Katie Moody)

<p>Participates in regional advisory boards and committees and represents the interests of the agency in stakeholder and other community group gatherings</p>	<p>Resilience Planner (Nicole Keller)</p> <p>Environment Planner (Eli Podyma)</p> <p>Regional Emergency Preparedness Program Manager (Katie Moody)</p>	<p>Transportation Planner (Dan Motta)</p> <p>Transportation Planner (Phil Riggan)</p>
<p>Writes and presents formal and technical reports, working papers and correspondence</p>	<p>Resilience Planner (Nicole Keller)</p> <p>Environment Planner (Eli Podyma)</p> <p>Regional Emergency Preparedness Program Manager (Katie Moody)</p>	<p>Transportation Planner (Dan Motta)</p> <p>Transportation Planner (Phil Riggan)</p>
<p>Represents the agency at public meetings and presents material through formal and informal presentations</p>	<p>Resilience Planner (Nicole Keller)</p> <p>Environment Planner (Eli Podyma)</p> <p>Regional Emergency Preparedness Program Manager (Katie Moody)</p>	<p>Transportation Planner (Dan Motta)</p> <p>Transportation Planner (Phil Riggan)</p>

<p>Recommends priorities, schedules, and funding sources to implement organizational and community goals and provides support in developing performance reports and other briefings related to agency management and programmatic compliance</p>	<p>Resilience Planner (Nicole Keller)</p> <p>Environment Planner (Eli Podyma)</p> <p>Regional Emergency Preparedness Program Manager (Katie Moody)</p>	
<p>Data analysis to support planning, reports, and presentations (New Essential Function)</p>	<p>Principal Data Manager (Sarin Adhikari)</p>	<p>Resilience Planner (Nicole Keller)</p> <p>Environment Planner (Eli Podyma)</p> <p>Regional Emergency Preparedness Program Manager (Katie Moody)</p>

Essential Functions of Director of Data and Technology

Essential Function	Cross-Trained Staff	Candidates for Cross-Training
Oversees information technology, data, and security	Principal Data Manager (Sarin Adhikari)	Director of Finance (Dan van Doornik)
Manages IT managed services provider	Director of Finance (Dan van Doornik)	Principal Data Manager (Sarin Adhikari)
Oversees the management of IT security, software licensing assignments, configurations, and purchasing	Director of Finance (Dan van Doornik)	Principal Data Manager (Sarin Adhikari)
Coordinates with the Executive Director to ensure appropriate investments are made in technology to meet the agency's needs	Director of Finance (Dan van Doornik)	Principal Data Manager (Sarin Adhikari)
Serves on the senior leadership team and provides strategic advice on operations measures needed to be successful	Principal Data Manager (Sarin Adhikari)	
Oversees staff assigned to work on GIS functions	Principal Data Manager (Sarin Adhikari)	