



CVTA Staffing

Update to Finance
Committee

January 5, 2022

Background

July

Ad hoc Personnel Committee formed

- Convened in August and September
- Reviewed Options presented by HR Roundtable
- Identified a phased approach to implementing options 1-3
- Recommended Authority proceed with recruitment of Executive Director
- Referred discussion of compensation and salary range to the Finance Committee

October

Authority Meeting Discussion

- Options as Phases, Position Description, Compensation Analysis provided for review
- Comments invited by the Chair with plan to move to action in December

Finance Committee

- Provided compensation analysis data
- Opened discussion on profile of ideal candidate
- Requested additional information regarding cost to implement all phases

October

Summary of Phased Options

Phase 1

Option 1:

Hire an Executive Director and use working groups of partners to begin the work. PlanRVA to provide administrative and staff support as needed.

Phase 2

Option 3:

Hire Executive Director and one Support Staff, and all other services may be contracted out.

Phase 3

Option 2:

Hire Executive Director and three key core staff to perform the work. Continue to use contracted legal services as needed.

Possible Timeline and Costs- Phase 1

- Hire an Executive Director and use working groups of partners to begin the work. PlanRVA to provide administrative and staff support as needed

- Effective July 1, 2022

• Executive Director	\$243,244*
• PlanRVA Transition	\$ 75,000
• PlanRVA Support	<u>\$ 90,000</u>
	\$408,244

*includes taxes and benefits consistent with PlanRVA; annual salary at \$200,000

Possible Timeline and Costs- Phase 2

- Hire Executive Director and one Support Staff, and all other services may be contracted out.

- Effective July 1, 2023

• Executive Director	\$243,244*
• Support Staff member	\$ 85,828*
• Contracted Services (Finance)	\$ 90,000
Contracted Services (Transportation/Planning)	<u>\$ 90,000</u>
	\$509,072

*includes taxes and benefits consistent with PlanRVA; annual salary at \$200,000 and \$65,000 respectively

Possible Timeline and Costs- Phase 3

- Hire Executive Director and three key core staff to perform the work. Continue to use contracted legal services as needed.

- Effective July 2, 2024

• Executive Director	\$243,244*
• CFO	\$126,634*
• Transportation/Planning Lead	\$126,634*
• Support Staff Member	<u>\$ 85,828*</u>
	\$582,340

*includes taxes and benefits consistent with PlanRVA; annual salary at \$200,000, \$100,000, \$100,000 and \$65,000 respectively

Comparison of Costs by Phased Options

	Current FY2022 Budget	Option 1*	Option 2*	Option 3*
Personnel	\$220,500	\$408,244	\$509,072	\$582,340
Professional Services	\$79,500	\$79,500	\$79,500	\$79,500
Technology & Communications	\$2,500	\$2,500	\$2,500	\$2,500
Administrative	\$54,000	\$54,000	\$54,000	\$54,000
Reserves for Contingency	\$330,441.71			
Total (includes FY21 CO)	\$686,941.71	\$544,244	\$645,072	\$718,340

*Does not include office space leasing, infrastructure and enhanced professional services and not adjusted for annual cost increases

Finance Committee Request- Compensation Analysis for all Option Phases

