



AGENDA
July 11, 2019
9:00 a.m.

Call to Order

Pledge of Allegiance

Certification of Meeting Quorum

1. Requests for Additions or Changes to Order of Business

2. Public Comment Period

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

3. Consent Agenda

- a. Minutes for the June 13, 2019 Meeting (Tab 1)
- b. Intergovernmental and Environmental Review Summary (Tab 2)

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

4. Installation of Officers for Fiscal Year 2020

5. Executive Committee Report

- a. Committee Appointments (Tab 3)
- b. Personnel Policy Revisions (Tab 4)
- c. August Meeting cancellation

Action Requested: Motion to cancel the regular Commission meeting scheduled for August 8, 2019.

- d. Virginia Beach Strong Letter (Tab 5)

6. Audit, Facilities & Finance Committee Report

- a. May 31 Financials (Tab 6)

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

7. Public Outreach and Engagement Committee Report

- a. 50th Anniversary Celebration

8. Environmental Programs Update: Water Quality, Compliance and Economic Vitality - Sarah Stewart, AICP, PlanRVA Planning Manager

9. Other Business

10. Adjourn

Action Requested: Motion to Adjourn



**MINUTES
June 13, 2019**

Members and Alternates (A) Present

Parker Agelasto.....	City of Richmond
Steve Elswick.....	Chesterfield County
Gloria Freye.....	Chesterfield County
Mike Gray.....	City of Richmond
Jim Holland.....	Chesterfield County
Dorothy Jaeckle.....	Chesterfield County
Angela Kelly-Wiecek.....	Hanover County
Kristen Larson.....	City of Richmond
Susan Lascolette.....	Goochland County
Floyd H. Miles, Sr.....	Charles City
Tyrone Nelson, Vice Chair.....	Henrico County
Cynthia Newbille.....	City of Richmond
Larry Nordvig.....	Powhatan County
Patricia Paige, Secretary.....	New Kent County
Canova Peterson.....	Hanover County
George Spagna, Treasurer.....	Town of Ashland
Randy Whittaker.....	Hanover County
Christopher Winslow.....	Chesterfield County

Others Present

Eric Gregory.....	Hefty, Wiley and Gore
Jill Swinger.....	Warren Whitney

Staff Present

Martha Shickle.....	Executive Director
Diane Fusco.....	Office Manager
Sidd Kumar.....	Project Coordinator
Chet Parsons.....	Director, Transportation

Call to Order / Pledge of Allegiance

Chairwoman Newbille called the regularly scheduled June 13, 2019 meeting to order at approximately 9:10 a.m. in the James River Board Room. She then led members in the pledge of allegiance to the flag.

Certification of Meeting Quorum

Ms. Shickle, Executive Director, reported there was not a quorum currently present. Chairwoman Newbille said the meeting could begin but the Commission would not be able to decide any items.

Quorum reached at 9:30AM

Chairwoman Newbille advised that the Executive Committee had discussed sending a letter to Virginia Beach to express support and condolences over recent tragedy; members of the Commission concurred.

1. Requests for Additions or Changes to Order of Business

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

2. Public Comment Period

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

As there were no requests from the public to address members of the Commission, Chairwoman Newbille closed the public comment period.

3. Consent Agenda

Ms. Lascolette made a motion for approval of the consent agenda items and Mr. Nelson seconded the motion which was carried unanimously.

Ms. Shickle advised the members that the Audit, Finance and Facilities committee did identify an opportunity to streamline the process for sending out agenda packet materials. The Intergovernmental and Environmental Review Summary is a way to keep track of what is coming in to the office as well as an update of information since last board meeting, but this information is also posted to the website. Ms. Shickle wondered if the Commissioners prefer to continue inclusion of the Intergovernmental and Environmental Reviews summary in the meeting materials.

Ms. Kelly-Wiecek made the motion to keep the review summary and Mr. Agelasto seconded the motion which was carried unanimously.

4. Executive Committee Report – Chairwoman Newbille

a. FY2020 Meeting Schedule

Chairwoman Newbille asked Ms. Shickle to review FY20 meeting schedule and topics. Ms. Shickle provided a handout for review; a survey will be distributed to Commissioners to rank and prioritize the topics.

Mr. Peterson suggested moving future June meetings due to graduation schedule. Ms. Shickle offered to check the schedule and potential conflicts for next year.

b. Personnel Policy Revisions

Ms. Shickle reviewed the agenda item for revisions to the Personnel Policy, noting that several changes are not significant but that the primary revision deals with retiree health insurance. Currently the agency provides access to health insurance for retirees who are otherwise ineligible for coverage (i.e. Medicare) and contributes toward the retirees'

individual premium costs. After consulting with the HR Roundtable (which includes a designated representative from each of the localities' Human Resources departments) and reviewing what is offered by localities, the recommendation is to eliminate the contribution toward retiree premiums but to continue to grant access to health insurance coverage through the agency. Retirees do contribute toward the total covered employee census which is used to calculate premium costs, but Ms. Shickle said she believes the current impact is modest. The proposed changes are recommended to become effective July 1, 2019 with the expectation of continuing the current policy for existing retirees receiving the benefit until they become Medicare eligible.

Ms. Larsen asked about framework for an employee to be eligible to retire from the agency. Ms. Shickle confirmed this is based on VRS policies and it would be possible that someone could work at the agency for one year (or less) and then be eligible to retire with agency benefits.

Mr. Elswick noted retirees will affect premiums and if retiree health insurance is offered until 65 there should be a provision about length of service to the agency required to be eligible to receive this benefit. Ms. Lascolette said she agrees with this approach.

Ms. Kelly-Wiecek agreed there is a need to consider time of service before having access to this benefit.

Chairwoman Newbille suggested Ms. Shickle go back to the HR Roundtable to review and identify a number of years needed to become eligible for retiree benefits.

Ms. Shickle asked if the Commissioners have any other suggestions regarding the other proposed changes to the personnel policy to please let her know.

Chairwoman Newbille moved back to the consent agenda at this point of the meeting since a quorum had been reached.

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

a. March/April Financial Reports

Dr. Spagna noted the financial reports reflect the deficit that was reported earlier in the year has shifted to a surplus as of April 30th, but staff advises that they expect most of the surplus will evaporate due to routine expenses at the end of the fiscal year.

Dr. Spagna made a motion to approve the financial reports and Mr. Holland seconded the motion which was carried unanimously.

b. FY20 Work Program and Budget

Ms. Shickle reviewed the materials for the work program and budget included in the agenda packet. The budget does project an operating surplus although the final projected net income is nominal. There are notes to accompany variances from the prior year budget.

Mr. Agelasto asked about the zeroing out of the Capital Region Collaborative. Ms. Shickle said that she did not include the funding for FY20 in the Commission budget as there are ongoing discussions with regard to future activities of the Collaborative. This may result in a budget amendment at a later date but at this time did not incorporate it into the revenue and expense projections

Chairwoman Newbille asked if there was a motion to approve the FY20 Work Program and budget. Dr. Spagna made the motion which was seconded by Mr. Holland and carried unanimously.

c. Distribution of Meeting Materials

Dr. Spagna noted the Audit, Finance and Facilities committee looked at ways to reduce operating expenses and one area identified was printing and mailing costs associated with producing hard copy agenda packets. The Committee is recommending a shift to the default delivery method for meeting materials be electronic and hard copies be printed and post mailed upon request. Printed copies of the materials will still be available at the meetings.

Dr. Spagna made the motion to accept this distribution proposal and Mr. Agelasto seconded the motion which carried unanimously.

Mr. Holland recognized and applauded this effort to cut costs. Ms. Shickle confirmed this change does not require a change to the bylaws.

6. Public Outreach and Engagement Committee

a. Resolution Recognizing 50th Anniversary

Ms. Shickle provided an update on the last Public Outreach and Engagement committee meeting. There was a discussion on the 50th anniversary celebration and it was agreed there is not support for a big internally focused event since our goal is to increase public participation. The Committee decided that priority should be given to activities focused on public engagement in transportation plan and emergency preparedness. That said, a few activities could be undertaken to commemorate the anniversary that would require relatively minimal staff resources and expense.

Ms. Shickle suggested using the already scheduled September 12th Commission meeting as the time to celebrate the anniversary and include past commissioners, employees, etc.

Ms. Shickle shared a copy of the resolution that was approved in the General Assembly this year as a template localities could consider modifying and adopting to recognize the Commission's 50th anniversary this August. She offered to visit localities as she has done recently with Hanover County if that is desirable.

Chairwoman Newbille asked for a motion that each jurisdiction adopt a resolution in recognition of the Commission's 50th Anniversary. Mr. Nelson moved to proceed with the plan to request local adoption of the resolution and Mr. Holland seconded the motion which was carried unanimously.

7. New Business

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

Mr. Peterson made the motion to accept the slate of officers for FY20 and Mr. Agelasto seconded the motion which carried unanimously.

8. Other Business

No other business was identified to bring before the Board.

9. Adjourn

Chairwoman Newbille thanked members for their time and said she enjoyed her time serving as Chair. She adjourned the meeting at approximately 9:50 a.m.

Martha Shickle
Executive Director

Cynthia Newbille
Chair

Environmental & Intergovernmental Reviews

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

Environmental reviews can include:

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

Intergovernmental reviews can include:

- State Agency grant applications for Federal funding, including:
 - CERCLA grant funds from US EPA (Superfund programming and site remediation)
 - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
 - Diesel Emission Reduction Act (DERA) State Clean Diesel funds from US EPA
 - Capitalization funds for the Virginia Clean Water Revolving Loan Fund for wastewater treatment facility improvements from US EPA
- FHWA Section 5310 funding for projects involving transit and mobility enhancements for seniors and individuals with disabilities.

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

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

Jurisdiction	Response Date	Review Name	Environmental						Intergovernmental			
			Coastal Consistency Determination or Certification	Environmental Assessment, Impact Statement, or Impact Report	Groundwater Withdrawal Permit	VPDES Permit	VWP Permit	PSD Permit (Air Quality)	Federal funding of State Program	Superfund Remediation Application	FTA Section 5310 Funding	State Corporation Commission Application
Charles City	6/17/2019	Skipjack Solar Center										X
Chesterfield	5/29/2019	14291 Midlothian Turnpike					X					
Virginia	6/5/2019	Shared CROMERR Services Implementation							X			
Virginia	6/5/2019	PM 2.5 Monitoring - New Application							X			

Environmental and Intergovernmental Reviews

June 2019

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

Located within the Richmond Region

Skipjack Solar Center

Charles City

Skipjack Solar is seeking a Certificate of Public Convenience and Necessity for the construction and operation of solar generating facilities totaling up to 320 MW in Charles City County. The project will be constructed in at least 2 Phases and will utilize interconnection facilities. Phase 1 will have a capacity of 180 MW and is anticipated to be in service on or before March 2021. Phase 1 will be located on approximately 2,273 acres of land, of which approximately 1,187 acres will be used for construction. Phase 1 has been approved for a special use permit by the Charles City County Board of Supervisors. The Phase 1 site is agricultural land and cleared forest and timber land. Two separate sites constitute the Phase 1 area, see the maps in the PDF SCC Application at the link above for an illustration. I saved 2 maps from that document as separate PDFs (a Phase 1 overview and the proposed gen-tie lines), you will find them attached. Both sites in Phase 1 are crossed by streams and house wetland areas. A wetlands delineation and necessary permit will be sought; the project will be designed to minimize impacts to Waters of the US. The project will require an approximately 1.4 mile 34.5 kV generation-tie (gen-tie) line between the northern and southern portions of the Phase 1 area. The company is exploring options for the routing of the gen-tie line, likely to be built underground using private easements negotiated with land owners. A second 230 kV gen-tie line will be required to connect the project with the transmission system at the Chickahominy Switching Station. There are 2 potential routes for this gen-tie line: 1) utilize an existing VEPCO easement travelling north from the Phase 1 site to the Switching Station, or 2) utilize existing VDOT easements along Route 603 and then along private easements negotiated with land owners to the Switching Station.

Land rights for Phase 2, the remaining 140 MW of the total 320 MW, are in the process of being obtained.

14291 Midlothian Tnpk

Chesterfield

BWS Enterprises, LLC has applied for a new permit for the 14291 Midlothian Turnpike project. The project site is located south of Midlothian Turnpike (Route 60), east of Wallingham Drive, north of Aldengate Road, and west of Tanager Wood Trail in Chesterfield County, VA. The project consists of the construction of a mixed-use development within Midlothian Village, which includes 235 multi-family units, 138 townhome units, eleven (11) retail buildings, roadways, parking areas, utility infrastructure, and stormwater management facilities. The proposed activity will result in permanent impacts to no more than 5.63 acres of forested wetland and 760 linear feet of stream bed. Permitted impacts shall be taken as illustrated on the drawing entitled "Wetlands Impact Map – Sheet 1" Figures 3-5, dated October 22, 2018, last revised on January 16, 2019, and received electronically on January 17, 2019 from GeoEnvironmental Services Inc. The activity proposed in the permit will affect wetlands and streams that drain to Michauk Creek in the James River watershed. The applicant will provide compensation for permanent impacts to wetlands and streams authorized by this permit through the purchase of 11.26 wetland mitigation bank credits and 493 USM stream mitigation bank credits from a mitigation bank in the same or adjacent watershed. If sufficient wetland or stream mitigation bank credits are not available, the permit allows the permittee to purchase credits from an in-lieu-fee fund. The DEQ's preliminary decision is to issue the permit.

Shared CROMERR Services Implementation

Virginia

DEQ is seeking \$191,942 in Federal funds to expand its electronic data collection capabilities to meet the requirements of the eReporting Rule. VADEQ will integrate Shared CROMERR Services (SCS), of ID Proofing and eSignature into the agency's external portal framework and create electronic forms for NOIs and Annual Reporting. The complete solution will enable VADEQ to meet EPA goals and support Virginia Governor's Executive Order EO6, which calls for increased data transparency of environmental data among the Commonwealth of Virginia's citizens and stakeholders.

PM 2.5 Monitoring - New Application

Virginia

DEQ is requesting \$1,469,393 in Federal funds for the FY 2019 – FY 2022 work program. DEQ will use the funds to conduct air quality monitoring as part of the National Ambient Air Quality Standards (NAAQS) program. These funds will be focused on monitoring and reporting particulate matter (PM) data into the NAAQS system.



Standing Committees
Membership Listing
FY20

COMMITTEE	MEMBER	JURISDICTION	TYPE
Executive Committee	Tyrone Nelson, Chair	Henrico	Elected Official
	George Spagna, Vice Chair	Ashland	Elected Official
	Patricia Paige, Treasurer	New Kent	Elected Official
	Angela Kelly-Wiecek Secretary	Hanover	Elected Official
	Susan Lascolette	Goochland	Elected Official
	Larry Nordvig	Powhatan	Elected Official
	Floyd Miles	Charles City	Elected Official
	Dorothy Jaeckle	Chesterfield	Elected Official
	Cynthia Newbille, Past Chair	Richmond	Elected Official
Public Outreach and Engagement	Larry Nordvig, Chair	Powhatan	Elected Official
	Mike Gray	Richmond	Citizen
	Kristen Larsen	Richmond	Elected Official
	Anne Marie Lauranzon	Hanover	Citizen
	Frank Thornton	Henrico	Elected Official
	Chris Winslow	Chesterfield	Elected Official
Finance/Audit/Facilities	Patricia Paige, Chair	New Kent	Elected Official
	Kim Gray	Richmond	Elected Official
	Jim Holland	Chesterfield	Elected Official
	Pat O'Bannon	Henrico	Elected Official
	Canova Peterson	Hanover	Elected Official
	Nolan Blackwood	Richmond	Citizen
	George Spagna, Past Chair	Ashland	Elected Official

Personnel Policies of the Richmond Regional Planning District Commission

April 12, 2018

Proposed Amendments for approval July 11, 2019

And to become effective

July 12, 2019

RRPDC Mission Statement

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

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

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1. General Provisions

1.1. Purpose and Intent

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

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

1.2. At Will Employment

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

1.2.1 Funding

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

1.3. Process for Policy Review and Amendments

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

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

1.4. Office Management Practices and Procedures

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

2. Employee Classification

2.1. Employment Types

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

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

2.2. Equal Opportunity Employment

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

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

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

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

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

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

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

2.3. Recruitment

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

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

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

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

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

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

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

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

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

2.4. Criminal and Financial Records Check

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

2.5. New Employee Orientation

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

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

2.6. Probationary Period

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

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

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

3. Performance Expectations

3.1. Performance Evaluation

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

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

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

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

3.2. Standards of Conduct

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

3.2.1 Direction from Supervisor

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

3.2.2 Attendance

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

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

Commented [MS2]: Recommended to clarify results of missing employee.

3.2.3 Position Competency

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

3.2.4 Regard of Duty

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

3.2.5 Use of Commission Property

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

3.2.6 Confidential Information

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

3.2.7 Public Trust

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

3.2.8 Records and Documents

During their employment, employees may be expected to produce records, reports, and documents for both internal and external purposes. Accuracy and integrity relating to the data contained in those records, reports and documents is essential. Falsification of any record, report or document, including time tracking, is prohibited and will be handled in accordance with appropriate law and Commission policy.

3.2.9 Truthfulness and Integrity

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

3.2.10 Professional Conduct

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

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

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

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

3.3. Drug and Alcohol-Free Workplace

As a recipient of federal funds, and pursuant to the Federal Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D), the unlawful manufacture, distribution, possession, sale, or use of a controlled substance is prohibited in the Commission's

workplace. In addition, reporting to work under the influence of alcohol or controlled substances is prohibited. Violations of these prohibitions will result in appropriate personnel action against an employee up to and including termination.

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

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

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

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

3.4. Workplace Violence

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

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

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

3.5. Harassment

It is the policy of the Commission that all employees have a right to work in an environment free from discrimination, which includes freedom from harassment – whether that harassment is based on race, color, national origin, religion, sex, disability, age, citizenship status, political affiliation, genetic information, or any other legally protected characteristic. The Commission prohibits harassment of its employees in any form – by supervisors, co-workers, stakeholders, citizens or vendors.

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

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

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

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

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

3.6. Conflict of Interest

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

3.7. Political Activity

All employees are free to engage in political activity to the widest extent consistent with the restrictions imposed by law. Because the agency receives federal funds, the federal Hatch Act is recognized as Commission policy, which applies to the political activity of certain state and local government employees. Covered employees under the act are persons principally employed by state or local executive agencies in connection with programs financed in whole or in part by federal loans or grants.

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

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

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

Covered state and local employees may not:

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

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

3.8. Criminal Charges

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

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

3.9. Secondary Employment

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

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

3.10. Use of Electronic Devices

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

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

The Commission's electronic communications systems are the property of the agency and are intended for use in carrying out government business. The Commission retains all personal property rights in any matter created, received, or sent via the agency's electronic communications systems, and such matter is not the property of the employee. The contents of electronic mail may be disclosed to individuals

authorized within the organization without the permission of the sender or recipient. Persons using electronic communications services must not assume that messages are confidential because a private password is used. The use of passwords to gain access to the electronic communications systems is for the protection of the Commission, not the employees. The Commission must have access to the entire network. The Commission ~~performs~~ assures regular backups on all ~~computer~~ networked systems to facilitate recovery in case of system failure or disaster.

Commented [MS3]: Updated to reflect Commission's new IT environment (virtual vs on premissis)

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

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

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

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

3.10.1 Social media policy

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

3.11. Open Door Policy

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

The nature and professional quality of work done by the Commission makes it necessary that open communication exists between employees and the various levels of supervision/management. This means that every manager's door is open to every employee to talk at any time about any topic. Whether you have a problem, complaint,

suggestion or an observation, managers want to hear from you. By listening to you, the Commission can improve, address complaints and foster employee understanding of the rationale for practices, processes and decisions and significantly alleviate the need for using a formal grievance procedure.

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

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

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

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

3.12. Whistleblower Protection Policy

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

3.12.1 Reporting Responsibility

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

3.12.2 No Retaliation

It is contrary to the values of the Commission for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Commission. An

employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

3.12.3 Reporting Procedure

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

3.12.4 Confidentiality

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

3.13. Solicitation

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

4. Employment Conditions and Benefits

4.1. Work Schedules

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

4.1.1 Flexible Hours

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

4.1.2 Flexible Days

Flexible day schedules permit an employee to establish a regular schedule that reduces the number of full days worked in a pay period while maintaining the ~~same-expected~~ total number of hours ~~within the same pay period~~. Employees choose the number of hours worked per day to accommodate up to one day per week to be taken as part of scheduled compensatory leave within the same ~~or next~~

Commented [MS4]: Revisions intended to improve clarity of the benefit and process.

pay period. The flex day may be taken following accrual of compensatory time sufficient to support it.

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

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

4.1.3 Telework

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

4.2. Leave and Holidays

4.2.1 Annual and Sick Leave

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

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

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

(a) Annual Leave

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

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

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

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

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

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

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

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

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

(b) Sick Leave

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

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

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

Commented [MS5]: This text was accidentally removed in a prior revision. This has been the accrual policy for sick leave historically.

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

(c) Leave Pool

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

4.2.2 Family and Medical Leave

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

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

An employee who has been employed by the agency for 12 months or more and has actually worked at least 1,250 hours in that 12-month period commencing with the employee's employment anniversary date may be eligible under the FMLA for up to 12 workweeks of paid or unpaid family and medical leave in the following cases:

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

total of 26 weeks of unpaid "military caregiver leave during a single 12-month period to care for a family member (as defined in the FMLA) who is a member of the armed forces that is undergoing medical treatment or recovery.

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

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

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

Employees may also be required to provide:

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

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

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

4.2.3 Administrative Leave

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

4.2.4 Civil Leave

An employee shall be granted civil leave with full pay for any absence necessary for serving on a jury or being summoned or subpoenaed to appear in any court of law or equity except if the employee is a defendant in such proceedings, or for taking required tests for fitness including required physical exams, recruitment interviews, tests for agency-required certification, and tests associated with promotions, demotions, or transfers within the agency. The employee is required to give reasonable notice of anticipated leave.

4.2.5 Crime Victim Leave

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

4.2.6 Military Duty Leave

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

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

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

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

Employees called to active duty are not eligible to continue their health insurance through the agency since health care is provided for them through the federal government. The employee's dependents that are enrolled under the employer's plan at the time of leave are eligible to enroll under COBRA for a period determined by COBRA.

4.2.7 Holiday Leave

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

5. Professional Development

5.1. Values and Commitment

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

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

5.2. Travel for Professional Development

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

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

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

Commented [MS6]: This text is removed because the agency does not have a leased vehicle anymore.

Provided prior authorization was granted, and all necessary documentation is provided, employees will be eligible for a travel advance or reimbursement of all appropriate travel related expenses incurred to attend a meeting, conference or other engagement in support of the agency's mission or work program. Certain limits on expenditures may be imposed depending on the funding used to support the specific activity. It is incumbent upon the employee to understand and coordinate with the supervisor regarding any specific requirements of the travel and funding source prior to committing agency funds.

6. Compensation

6.1. Payroll

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

6.2. Payroll Deductions

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

6.3. Pay at Separation

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

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

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

6.4. Overtime and Compensatory Leave

Any time worked in excess of 40 hours per week is considered overtime for FLSA Non-Exempt employees. Overtime pay as defined herein shall be at a rate of one and one-half times the eligible employee's normal hourly base rate of pay. Overtime must have prior approval.

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

6.5. Pay Increases

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

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

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

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

6.6. Benefits

6.6.1 For Current Employees

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

6.6.2 For Retirees

Any regular full-time employee who voluntarily retires directly from the agency in good standing, has been employed by the agency for at least ten years and is

~~vested in one of the agency's retirement plans and who voluntarily retires directly from the agency and begins to collect a retirement benefit is~~ is eligible to participate in agency-sponsored medical plans until becoming eligible for Medicare ~~provided they begin to collect a retirement benefit directly following employment with the RRPDC agency. Participation in the agency's health insurance is at the retiree's expense. Dependents are also eligible for coverage. The agency and the retiree will share the cost of coverage for the retiree only. Agency contributions toward retiree medical premiums are based on length of service with the RRPDC. Retirees with 20 or more years of service receive the same agency contribution for medical care as similarly enrolled employees. Retirees with less than 20 years of service receive a five percent reduction in the agency contribution for each year of service less than 20 years.~~

Discipline

Commented [MS7]: Revised to reflect Board input regarding Retiree Health Insurance Coverage as a benefit.

6.7. Disciplinary Actions

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

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

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

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

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

computers, files, and other Commission property depending on the cause for the action.

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

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

6.8. Grievances

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

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

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

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

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

will determine the relevance and materiality of any evidence offered and the majority decision of the Panel shall be final in all its determinations.

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

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

7. Separation

7.1. Voluntary Separations and Retirement

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

7.2. Dismissals

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

7.3. Reductions in Force

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

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

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

7.4. Return of Property

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

8. Employee Records

8.1. Personnel Records

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

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

8.2. Personal Information

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

8.3. Confidentiality

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

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

ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY

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

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

Employee Name (printed): _____

Employee Signature: _____

Date: _____



June 24, 2019

The Honorable Robert M. Dyer
Mayor, Virginia Beach
Virginia Beach City Council
2401 Courthouse Drive, Building 1
Virginia Beach, Virginia 23456

Dear Mayor Dyer:

At the regular June meeting of the Richmond Regional Planning District Commission, the Commissioners unanimously endorsed the transmittal of a letter to you expressing our deepest condolences for the tragedy that occurred on May 31, 2019 in your community. Our region mourns with you and your entire city in the wake of such a devastating event.

While there are no words that can fully convey our desire to send comfort during this time, may it be of some solace to you to know that we stand with you in your community's time of such great loss.

On behalf of the nine localities of the Richmond Region, we send this letter, an expression of sympathy, to you, the members of the Virginia Beach City Council, all city staff members, first responders, victims, their family members and friends during this very difficult time.

Sincerely,

Cynthia I. Newbille
Chair

Richmond Regional Planning District Commission
Financial Report: May 2019

Profit & Loss Budget Performance

This statement provides an overview of Month and Year-to-Date Actual revenues and expenses compared to the Year-to-Date (YTD) budgeted revenues and expenses for Fiscal Year 2019. The Month and Year-to-Date Budget for all revenues and expenses is generally one-twelfth the total Annual Budget (Column I) for each line item with the exception of certain grants that were not in existence for the entire year.

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

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

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

Revenue:

May total Revenue was \$19,626 below budget with lower than budget Federal funding (TPO pass-through grant timing) and below budget Local funding (no CRC revenue earned in May), offset by above budget Rural Transportation state funding.

Expense:

May operating expenses were \$19,469 under budget primarily due to timing on TPO consultant costs which should catch up in June prior to the end of the fiscal year end.

Non-operating Expense:

There were no non-operating expenses during May which resulted in a \$4,922 favorable to budget position.

Net Ordinary and Total Net Income/Loss:

The agency has improved its financial position since September 2018. The first quarter financial statements reported a Year-to-Date (through September 30, 2018) total net loss of \$56,202. As of May 31, we are at a net surplus of \$19,615, an improvement over September of approximately \$76,000. Ordinary Income before Capital projects has remained positive since September (except a small dip in March) which illustrates a strong position to finish out the year.

Balance Sheet

The summarized Balance Sheet provides an overview of the assets, liabilities and fund balance as of May 31, 2019.

The Fund Balance of \$882,464 consists of Fixed Assets of \$81,888 and Unrestricted Reserve of \$800,575. The agency concluded FY18 with an Unrestricted Reserve of \$780,960 which has been increased by the first eleven months net surplus of \$19,615 to arrive at the May 31 Unrestricted Reserve of \$800,575.

As a note, the Board Approved revised FY2019 Annual Budget projects a neutral position by the end of the fiscal year resulting in a very modest net loss for the year. The progress year to date to close the gap between revenues and expenses supports this projection. The anticipated Unrestricted Reserve Balance projected at June 30, 2019 is expected to be unchanged from June 30, 2018. The Committee did not meet during June to review the May financials and therefore staff recommends approval of the Financial Statements for the period ending May 31, 2019.

PlanRVA Profit & Loss Budget Performance - Summary Version May 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	May 2019 Actual	May 2019 Budget	\$ Variance	% of Monthly Budget	Jul-May 19 YTD Actual	Jul-May 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget
1 Ordinary Income/Expense									
2 Income									
3 4100 · Federal Funding	142,883.22	168,818.92	-25,935.70 (1)	84.64%	1,549,176.44	1,857,008.12	-307,831.68	83.42%	2,025,827.04
4 4200 · State Funding	46,283.12	32,636.92	13,646.20 (2)	141.81%	320,242.59	359,006.08	-38,763.49	89.2%	391,643.00
5 4300 · Local Funding	60,263.10	68,580.90	-8,317.80 (3)	87.87%	686,207.71	726,655.10	-40,447.39	94.43%	795,236.00
6 4400 · Other Contributions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
7 5000 · Other Income	981.34				10,291.98	0.00	10,291.98	100.0%	0.00
8 Total Income	<u>250,410.78</u>	<u>270,036.74</u>	<u>-19,625.96</u>	<u>92.73%</u>	<u>2,565,918.72</u>	<u>2,942,669.30</u>	<u>-376,750.58</u>	<u>87.2%</u>	<u>3,212,706.04</u>
9 Expense									
10 6000 · Salary & Wages	146,293.54	150,603.11	-4,309.57	97.14%	1,598,101.27	1,656,634.24	-58,532.97	96.47%	1,807,237.35
11 7100 · Professional Fees	10,372.01	11,516.66	-1,144.65	90.06%	115,848.37	121,683.34	-5,834.97	95.21%	133,200.00
12 7200 · Office Expenses	18,206.52	16,267.08	1,939.44	111.92%	156,693.95	178,937.99	-22,244.04	87.57%	195,205.07
13 7400 · Program Expenses	48,443.03	62,443.09	-14,000.06 (4)	77.58%	384,520.87	691,074.14	-306,553.27	55.64%	753,517.23
14 7600 · Infrastructure	20,180.19	22,134.30	-1,954.11	91.17%	236,804.66	242,826.35	-6,021.69	97.52%	264,960.65
15 Total Expense	<u>243,495.29</u>	<u>262,964.24</u>	<u>-19,468.95</u>	<u>92.6%</u>	<u>2,491,969.12</u>	<u>2,891,156.06</u>	<u>-399,186.94</u>	<u>86.19%</u>	<u>3,154,120.30</u>
16 Net Ordinary Income	<u>6,915.49</u>	<u>7,072.50</u>	<u>-157.01</u>	<u>97.78%</u>	<u>73,949.60</u>	<u>51,513.24</u>	<u>22,436.36</u>	<u>143.56%</u>	<u>58,585.74</u>
17 Other Income/Expense									
18 Other Expense									
19 7900 · Capital Expense Projects	0.00	4,921.83	-4,921.83	0.0%	54,334.98	54,140.12	194.86	100.36%	59,061.95
20 Total Other Expense	<u>0.00</u>	<u>4,921.83</u>	<u>-4,921.83</u>	<u>0.0%</u>	<u>54,334.98</u>	<u>54,140.12</u>	<u>194.86</u>	<u>100.36%</u>	<u>59,061.95</u>
21 Net Other Income	<u>0.00</u>	<u>-4,921.83</u>	<u>4,921.83</u>	<u>0.0%</u>	<u>-54,334.98</u>	<u>-54,140.12</u>	<u>-194.86</u>	<u>100.36%</u>	<u>-59,061.95</u>
22 Net Income	<u><u>6,915.49</u></u>	<u><u>2,150.67</u></u>	<u><u>4,764.82</u></u>	<u><u>321.55%</u></u>	<u><u>19,614.62</u></u>	<u><u>-2,626.88</u></u>	<u><u>22,241.50</u></u>	<u><u>-746.69%</u></u>	<u><u>-476.21</u></u>

Comments Regarding May 2019 Monthly Variances:

- (1) Pass-through reimbursement funding below budget for May - \$22,815; June will be much higher than budget.
- (2) Focused efforts on Rural Transportation projects in May.
- (3) No revenue recognized for Capital Regional Collaborative (Chamber or member dues)
- (4) Pass-through expenses \$14,485 below budget due to May transportation contract bills received late June - See (1) above.

PlanRVA
Profit & Loss Budget Performance - Detailed Version
May 2019

	May 2019 Actual	May 2019 Budget	\$ Variance	% of Monthly Budget	Jul-May 19 YTD Actual	Jul-May 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget
	May 19	Budget	\$ Over Budget	% of Budget	Jul '18 - May 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
1 Ordinary Income/Expense									
2 Income									
3 4100 · Federal Funding									
4 4101 · MPO FHWA/PL Funds - Fed share	75,443.20	77,081.50	-1,638.30	97.88%	749,414.00	847,896.50	-98,482.50	88.39%	924,978.00
5 4102 · MPO Sect 5303 Funds - Fed share	51,516.00	56,080.58	-4,564.58	91.86%	464,868.00	616,886.42	-152,018.42	75.36%	672,967.00
6 4105 · MPO Pass-Through	0.00	6,666.67	-6,666.67	0.0%	35,587.07	73,333.33	-37,746.26	48.53%	80,000.00
7 4110 · DEQ-Coastal	6,171.50	5,405.00	766.50	114.18%	62,359.38	59,455.00	2,904.38	104.89%	64,860.00
8 4120 · VDEM SHSP	9,752.52	7,436.50	2,316.02	131.14%	93,866.79	81,801.50	12,065.29	114.75%	89,238.00
9 4130 · VDEM Pass-through grants	0.00	16,148.67	-16,148.67	0.0%	143,081.20	177,635.37	-34,554.17	80.55%	193,784.04
10 Total 4100 · Federal Funding	142,883.22	168,818.92	-25,935.70	84.64%	1,549,176.44	1,857,008.12	-307,831.68	83.42%	2,025,827.04
11 4200 · State Funding									
12 4207 · DEQ WIP3 Funding	1,475.20				1,475.20				
13 4201 · MPO FHWA/PL Funds - State share	9,430.40	9,635.17	-204.77	97.88%	93,674.50	105,986.83	-12,312.33	88.38%	115,622.00
14 4202 · MPO Sec. 5303 - State share	6,439.50	7,010.08	-570.58	91.86%	58,109.50	77,110.92	-19,001.42	75.36%	84,121.00
15 4205 · State MPO Pass-Through	0.00	1,666.67	-1,666.67	0.0%	8,896.77	18,333.33	-9,436.56	48.53%	20,000.00
16 4210 · VDOT Rural Planning	19,441.52	4,833.33	14,608.19	402.24%	53,625.12	53,166.67	458.45	100.86%	58,000.00
17 4220 · VDEM-Hazard Mitigation Plan	0.00				0.00	0.00	0.00	0.0%	0.00
18 4230 · State Appropation	9,496.50	9,491.67	4.83	100.05%	104,461.50	104,408.33	53.17	100.05%	113,900.00
19 Total 4200 · State Funding	46,283.12	32,636.92	13,646.20	141.81%	320,242.59	359,006.08	-38,763.49	89.2%	391,643.00
20 4300 · Local Funding									
21 4360 · FOLAR Grant	6,933.80	6,933.75	0.05	100.0%	48,536.60	48,536.25	0.35	100.0%	55,470.00
22 4301 · TPO Assessment	4,145.97	4,145.98	-0.01	100.0%	45,605.68	45,606.02	-0.34	100.0%	49,752.00
23 4310 · Local Membership Dues	49,183.33	49,183.33	0.00	100.0%	541,016.63	541,016.67	-0.04	100.0%	590,200.00
24 4320 · Capital Region Collaborative	0.00	4,151.17	-4,151.17	0.0%	25,524.40	45,662.83	-20,138.43	55.9%	49,814.00
25 4330 · Greater Richmond Chamber	0.00	4,166.67	-4,166.67	0.0%	25,524.40	45,833.33	-20,308.93	55.69%	50,000.00
26 Total 4300 · Local Funding	60,263.10	68,580.90	-8,317.80	87.87%	686,207.71	726,655.10	-40,447.39	94.43%	795,236.00
27 4400 · Other Contributions									
28 4410 · Restricted Contributions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
29 Total 4400 · Other Contributions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
30 5000 · Other Income									
31 5001 · Interest Income	981.34				7,791.98				
32 5010 · Miscellaneous	0.00				500.00	0.00	500.00	100.0%	0.00
33 5020 · Restitution –Scott Newcomer	0.00				2,000.00				
34 Total 5000 · Other Income	981.34				10,291.98	0.00	10,291.98	100.0%	0.00
35 Total Income	250,410.78	270,036.74	-19,625.96	92.73%	2,565,918.72	2,942,669.30	-376,750.58	87.2%	3,212,706.04
36 Expense									
37 6000 · Salary & Wages									
38 6100 · Wages	115,236.86	116,371.73	-1,134.87	99.03%	1,243,580.41	1,280,088.98	-36,508.57	97.15%	1,396,460.71
39 6200 · Payroll Taxes	8,203.10	9,340.97	-1,137.87	87.82%	96,629.35	102,750.67	-6,121.32	94.04%	112,091.64

PlanRVA
Profit & Loss Budget Performance - Detailed Version
May 2019

	May 2019 Actual	May 2019 Budget	\$ Variance	% of Monthly Budget	Jul-May 19 YTD Actual	Jul-May 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget	
	May 19	Budget	\$ Over Budget	% of Budget	Jul '18 - May 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	
40	6500 · Benefits									
41	6512 · Healthcare	15,058.40	13,673.75	1,384.65	110.13%	150,390.30	150,411.25	-20.95	99.99%	164,085.00
42	6530 · Retirement									
43	6531 · VRS Retirement Contribution	6,039.51	6,900.00	-860.49	87.53%	61,583.86	75,900.00	-14,316.14	81.14%	82,800.00
44	6532 · VRS Employee Contribution	0.12				1,099.33				
45	6533 · ICMA - 401	477.87				7,915.35				
46	6534 · ICMA - 457	335.30				538.30				
47	6535 · Hybrid 401 A	638.48				6,009.54				
48	6536 · HYBRID 457	0.00				374.91				
49	6538 · 403B Plan	0.00				-1,549.55				
50	Total 6530 · Retirement	7,491.28	6,900.00	591.28	108.57%	75,971.74	75,900.00	71.74	100.1%	82,800.00
51	6540 · Life & Disability									
52	6541 · LTD	518.24	750.00	-231.76	69.1%	5,230.97	8,250.00	-3,019.03	63.41%	9,000.00
53	6542 · Hybrid VRS ST & LT Disability	0.00				1,610.81				
54	6543 · AFLAC	49.94				338.53				
55	6540 · Life & Disability - Other	0.00				130.32				
56	Total 6540 · Life & Disability	568.18	750.00	-181.82	75.76%	7,310.63	8,250.00	-939.37	88.61%	9,000.00
57	6550 · FSA/HSA Section 125 Plans	-1,145.06	200.00	-1,345.06	-572.53%	1,561.02	2,200.00	-638.98	70.96%	2,400.00
58	6500 · Benefits - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
59	Total 6500 · Benefits	21,972.80	21,523.75	449.05	102.09%	235,233.69	236,761.25	-1,527.56	99.36%	258,285.00
60	6580 · Payroll Fees	615.78	533.33	82.45	115.46%	5,264.98	5,866.67	-601.69	89.74%	6,400.00
61	6590 · Training	265.00	2,833.33	-2,568.33	9.35%	17,392.84	31,166.67	-13,773.83	55.81%	34,000.00
62	Total 6000 · Salary & Wages	146,293.54	150,603.11	-4,309.57	97.14%	1,598,101.27	1,656,634.24	-58,532.97	96.47%	1,807,237.35
63	7100 · Professional Fees									
64	7720 · Legal Fees									
65	7721 · RRPDC-	1,500.00	2,333.33	-833.33	64.29%	18,625.00	20,666.67	-2,041.67	90.12%	23,000.00
66	7722 · MPO	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
67	7720 · Legal Fees - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
68	Total 7720 · Legal Fees	1,500.00	2,333.33	-833.33	64.29%	18,625.00	20,666.67	-2,041.67	90.12%	23,000.00
69	7730 · Contracted Services	8,872.01	9,183.33	-311.32	96.61%	97,223.37	101,016.67	-3,793.30	96.25%	110,200.00
70	Total 7100 · Professional Fees	10,372.01	11,516.66	-1,144.65	90.06%	115,848.37	121,683.34	-5,834.97	95.21%	133,200.00
71	7200 · Office Expenses									
72	7220 · Computer Operations	13,764.76	9,975.42	3,789.34	137.99%	98,242.78	109,729.65	-11,486.87	89.53%	119,705.07
73	7225 · Computer Supplies	129.19				637.00				
74	7230 · Printing	2,761.72	3,500.00	-738.28	78.91%	30,791.83	38,500.00	-7,708.17	79.98%	42,000.00
75	7235 · Supplies	285.93	833.33	-547.40	34.31%	8,320.57	9,166.67	-846.10	90.77%	10,000.00
76	7245 · Postage	0.00	500.00	-500.00	0.0%	2,310.80	5,500.00	-3,189.20	42.02%	6,000.00
77	7250 · Advertisements	0.00	333.33	-333.33	0.0%	2,520.00	3,666.67	-1,146.67	68.73%	4,000.00
78	7290 · Miscellaneous Expenses	561.38	583.33	-21.95	96.24%	8,024.49	6,416.67	1,607.82	125.06%	7,000.00

PlanRVA
Profit & Loss Budget Performance - Detailed Version
May 2019

	May 2019 Actual	May 2019 Budget	\$ Variance	% of Monthly Budget	Jul-May 19 YTD Actual	Jul-May 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget	
	May 19	Budget	\$ Over Budget	% of Budget	Jul '18 - May 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	
79	7295 · Bank Fees	703.54	541.67	161.87	129.88%	5,846.48	5,958.33	-111.85	98.12%	6,500.00
80	Total 7200 · Office Expenses	18,206.52	16,267.08	1,939.44	111.92%	156,693.95	178,937.99	-22,244.04	87.57%	195,205.07
81	7400 · Program Expenses									
82	7410 · Organizational Dues	0.00	650.00	-650.00	0.0%	15,971.00	11,350.00	4,621.00	140.71%	12,000.00
83	7425 · Travel - Agency	4,013.55	2,708.33	1,305.22	148.19%	29,037.02	29,791.67	-754.65	97.47%	32,500.00
84	7430 · Books & Periodicals	28.55	83.33	-54.78	34.26%	465.46	916.67	-451.21	50.78%	1,000.00
85	7450 · Pass-through and Matching funds									
86	7451 · Pass Through Funds - MPO	20,885.72	42,644.45	-21,758.73	48.98%	167,735.21	469,088.94	-301,353.73	35.76%	511,733.39
87	7452 · Pass Through Funds (FEMA)	19,576.00	16,148.65	3,427.35	121.22%	161,484.37	177,635.19	-16,150.82	90.91%	193,783.84
88	7459 · Other Pass-thru expenses	3,846.83	0.00	3,846.83	100.0%	3,846.83	0.00	3,846.83	100.0%	0.00
89	Total 7450 · Pass-through and Matching funds	44,308.55	58,793.10	-14,484.55	75.36%	333,066.41	646,724.13	-313,657.72	51.5%	705,517.23
90	7400 · Program Expenses - Other	92.38	208.33	-115.95	44.34%	5,980.98	2,291.67	3,689.31	260.99%	2,500.00
91	Total 7400 · Program Expenses	48,443.03	62,443.09	-14,000.06	77.58%	384,520.87	691,074.14	-306,553.27	55.64%	753,517.23
92	7600 · Infrastructure									
93	7210 · Rent	19,477.95	19,692.64	-214.69	98.91%	216,467.34	215,968.01	499.33	100.23%	235,660.65
94	7240 · Insurance	0.00	1,816.66	-1,816.66	0.0%	16,419.32	19,983.34	-3,564.02	82.17%	21,800.00
95	7610 · Telephone	702.24	625.00	77.24	112.36%	3,918.00	6,875.00	-2,957.00	56.99%	7,500.00
96	7630 · Vehicles	0.00				0.00	0.00	0.00	0.0%	0.00
97	Total 7600 · Infrastructure	20,180.19	22,134.30	-1,954.11	91.17%	236,804.66	242,826.35	-6,021.69	97.52%	264,960.65
98	Total Expense	243,495.29	262,964.24	-19,468.95	92.6%	2,491,969.12	2,891,156.06	-399,186.94	86.19%	3,154,120.30
99	Net Ordinary Income	6,915.49	7,072.50	-157.01	97.78%	73,949.60	51,513.24	22,436.36	143.56%	58,585.74
100	Other Income/Expense									
101	Other Expense									
102	7900 · Capital Expense Projects	0.00	4,921.83	-4,921.83	0.0%	54,334.98	54,140.12	194.86	100.36%	59,061.95
103	Total Other Expense	0.00	4,921.83	-4,921.83	0.0%	54,334.98	54,140.12	194.86	100.36%	59,061.95
104	Net Other Income	0.00	-4,921.83	4,921.83	0.0%	-54,334.98	-54,140.12	-194.86	100.36%	-59,061.95
105	Net Income	6,915.49	2,150.67	4,764.82	321.55%	19,614.62	-2,626.88	22,241.50	-746.69%	-476.21

PlanRVA
Balance Sheet - Summary Version
As of May 31, 2019

Column A
5/31/2019

1	ASSETS	
2	Current Assets	
3	Total Checking/Savings	556,353.35
4	Total Accounts Receivable	61,913.51
5	Total Other Current Assets	389,294.57
6	Total Current Assets	<u>1,007,561.43</u>
7	Total Fixed Assets	<u>81,888.19</u>
8	TOTAL ASSETS	<u><u>1,089,449.62</u></u>
9	LIABILITIES & EQUITY	
10	Liabilities	
11	Total Accounts Payable	59,227.76
12	Total Other Current Liabilities	147,758.23
13	Total Liabilities	<u>206,985.99</u>
14	Fund Balance	
15	Fixed Asset	81,888.19
16	Other Unrestricted Reserve	800,575.44
17	Total Fund Balance	<u>882,463.63</u>
18	TOTAL LIABILITIES & FUND BALANCE	<u><u>1,089,449.62</u></u>
19		
20	Unrestricted Reserve - End of FY 18	780,960.82
21	Net Surplus (Deficit) May YTD 2019	<u>19,614.62</u>
22	Unrestricted Reserve - 5/31/19	<u><u>800,575.44</u></u>

PlanRVA
Balance Sheet - Detailed Version
As of May 31, 2019

	May 31, 2019	Restated (Less Non-Operating)
ASSETS		
Current Assets		
Checking/Savings		
1050 · LGIP-Virginia Dept of Treasury	158,747.99	158,747.99
1070 · SunTrust Checking 8921	397,605.36	397,605.36
Total Checking/Savings	556,353.35	556,353.35
Accounts Receivable		
1200 · Accounts Receivable	61,913.51	61,913.51
Total Accounts Receivable	61,913.51	61,913.51
Other Current Assets		
1150 · Prepaid Expenses	46,348.07	46,348.07
1250 · Miscellaneous Receivables	342,810.00	342,810.00
1600 · Miscellaneous A/R-EE		
1620 · Employee Receivable	136.50	136.50
Total 1600 · Miscellaneous A/R-EE	136.50	136.50
Total Other Current Assets	389,294.57	389,294.57
Total Current Assets	1,007,561.43	1,007,561.43
Fixed Assets		
1300 · Property & Equipment	333,025.65	333,025.65
1350 · Accumulated Depreciation	-251,137.46	-251,137.46
Total Fixed Assets	81,888.19	81,888.19
Other Assets		
1950 · Deferred outflows - VRS Pymts	77,475.13	0.00
1951 · Deferred Outflows-Diff Proj vs	97,606.00	0.00
Total Other Assets	175,081.13	0.00
TOTAL ASSETS	1,264,530.75	1,089,449.62
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	59,227.76	59,227.76
Total Accounts Payable	59,227.76	59,227.76
Other Current Liabilities		
2050 · Accrued Expenses	41,044.98	41,044.98
2500 · Compensated Absences	88,775.70	0.00
2525 · Deferred Revenue	104,048.59	104,048.59
2600 · Security Deposit	2,664.66	2,664.66
Total Other Current Liabilities	236,533.93	147,758.23
Total Current Liabilities	295,761.69	206,985.99
Long Term Liabilities		
2800 · Deferred Rent Liability	42,638.58	0.00
2900 · Net Pension Liability	377,872.00	0.00
2950 · Deferred Inflows	220,651.00	0.00
Total Long Term Liabilities	641,161.58	0.00
Total Liabilities	936,923.27	206,985.99
Fund Balance		
Fixed Asset	81,888.19	81,888.19
Other Unrestricted Reserve	245,719.29	800,575.44
Total Fund Balance	327,607.48	882,463.63
TOTAL LIABILITIES & FUND BALANCE	1,264,530.75	1,089,449.62
Unrestricted Reserve - End of FY 18		
		780,960.82
Net Surplus (Deficit) May YTD 2019		
		19,614.62
Unrestricted Reserve - 5/31/19		
		800,575.44

PlanRVA
Profit & Loss
July 2018 through May 2019

	<u>Jul 18</u>	<u>Aug 18</u>	<u>Sep 18</u>	<u>Oct 18</u>	<u>Nov 18</u>	<u>Dec 18</u>	<u>Jan 19</u>	<u>Feb 19</u>	<u>Mar 19</u>	<u>Apr 19</u>	<u>May 19</u>	<u>TOTAL</u>
Ordinary Income/Expense												
Income												
4100 · Federal Funding												
4101 · MPO FHWA/PL Funds - Fed share	53,078.40	61,052.80	52,776.80	79,708.00	64,651.20	69,142.80	61,290.38	71,613.05	81,428.57	79,228.80	75,443.20	749,414.00
4102 · MPO Sect 5303 Funds - Fed share	34,398.40	40,454.40	32,197.20	52,764.00	36,095.20	41,962.80	54,212.91	41,713.94	45,065.15	34,488.00	51,516.00	464,868.00
4105 · MPO Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	14,413.79	21,173.28	0.00	0.00	0.00	35,587.07
4110 · DEQ-Coastal	0.00	10,474.16	4,553.74	5,427.50	4,958.33	5,548.36	4,958.33	4,958.33	6,735.15	8,573.98	6,171.50	62,359.38
4120 · VDEM SHSP	8,000.25	10,084.95	5,212.23	6,412.50	6,114.53	7,950.54	7,834.88	12,168.14	11,732.91	8,603.34	9,752.52	93,866.79
4130 · VDEM Pass-through grants	0.00	0.00	0.00	1,203.59	3,397.60	2,445.65	50,968.36	31,217.26	49,909.15	3,939.59	0.00	143,081.20
Total 4100 · Federal Funding	<u>95,477.05</u>	<u>122,066.31</u>	<u>94,739.97</u>	<u>145,515.59</u>	<u>115,216.86</u>	<u>127,050.15</u>	<u>193,678.65</u>	<u>182,844.00</u>	<u>194,870.93</u>	<u>134,833.71</u>	<u>142,883.22</u>	<u>1,549,176.44</u>
4200 · State Funding												
4207 · DEQ WIP3 Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,475.20	1,475.20
4201 · MPO FHWA/PL Funds - State share	6,634.80	7,631.60	6,596.60	9,963.50	8,081.40	8,641.10	7,661.30	8,951.63	10,178.57	9,903.60	9,430.40	93,674.50
4202 · MPO Sec. 5303 - State share	4,299.80	5,056.80	4,024.40	6,595.50	4,511.90	5,245.60	6,776.49	5,214.36	5,634.15	4,311.00	6,439.50	58,109.50
4205 · State MPO Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	3,603.45	5,293.32	0.00	0.00	0.00	8,896.77
4210 · VDOT Rural Planning	0.00	1,067.02	0.00	997.08	0.00	2,476.45	1,187.37	4,890.05	1,691.91	21,873.72	19,441.52	53,625.12
4230 · State Appropriation	9,491.63	9,491.63	9,506.24	9,496.50	9,496.50	9,496.50	9,496.50	9,496.50	9,496.50	9,496.50	9,496.50	104,461.50
Total 4200 · State Funding	<u>20,426.23</u>	<u>23,247.05</u>	<u>20,127.24</u>	<u>27,052.58</u>	<u>22,089.80</u>	<u>25,859.65</u>	<u>28,725.11</u>	<u>33,845.86</u>	<u>27,001.13</u>	<u>45,584.82</u>	<u>46,283.12</u>	<u>320,242.59</u>
4300 · Local Funding												
4360 · FOLAR Grant	0.00	0.00	0.00	0.00	6,933.80	6,933.80	6,933.80	6,933.80	6,933.80	6,933.80	6,933.80	48,536.60
4301 · TPO Assessment	4,145.98	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	4,145.97	45,605.68
4310 · Local Membership Dues	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	49,183.33	541,016.63
4320 · Capital Region Collaborative	4,151.17	4,151.16	4,151.16	4,151.16	4,151.16	4,151.16	4,151.16	4,151.16	-7,684.89	0.00	0.00	25,524.40
4330 · Greater Richmond Chamber	4,166.66	4,166.66	3,868.51	4,787.72	4,500.00	3,212.28	4,166.00	4,166.00	-7,509.43	0.00	0.00	25,524.40
Total 4300 · Local Funding	<u>61,647.14</u>	<u>61,647.12</u>	<u>61,348.97</u>	<u>62,268.18</u>	<u>68,914.26</u>	<u>67,626.54</u>	<u>68,580.26</u>	<u>68,580.26</u>	<u>45,068.78</u>	<u>60,263.10</u>	<u>60,263.10</u>	<u>686,207.71</u>
5000 · Other Income												
5001 · Interest Income	568.09	526.86	664.63	799.85	798.05	855.51	890.45	805.70	895.68	5.82	981.34	7,791.98
5010 · Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
5020 · Restitution --Scott Newcomer	0.00	500.00	500.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00	2,000.00
Total 5000 · Other Income	<u>568.09</u>	<u>1,026.86</u>	<u>1,164.63</u>	<u>799.85</u>	<u>1,298.05</u>	<u>855.51</u>	<u>890.45</u>	<u>1,305.70</u>	<u>895.68</u>	<u>505.82</u>	<u>981.34</u>	<u>10,291.98</u>
Total Income	<u>178,118.51</u>	<u>207,987.34</u>	<u>177,380.81</u>	<u>235,636.20</u>	<u>207,518.97</u>	<u>221,391.85</u>	<u>291,874.47</u>	<u>286,575.82</u>	<u>267,836.52</u>	<u>241,187.45</u>	<u>250,410.78</u>	<u>2,565,918.72</u>
Expense												
6000 · Salary & Wages												
6100 · Wages	122,223.04	114,654.57	110,759.15	95,258.07	111,584.74	101,809.27	101,304.17	123,237.49	121,123.38	126,389.67	115,236.86	1,243,580.41
6200 · Payroll Taxes	11,513.16	9,025.74	8,218.13	7,734.85	8,598.24	7,734.19	8,269.13	9,668.02	8,590.85	9,073.94	8,203.10	96,629.35
6500 · Benefits												
6512 · Healthcare	12,338.20	13,645.20	15,325.20	11,487.20	12,986.20	13,060.20	13,023.20	16,978.70	14,059.40	12,428.40	15,058.40	150,390.30
6530 · Retirement												
6531 · VRS Retirement Contribution	5,486.29	5,870.61	4,863.99	5,605.81	5,024.25	5,024.25	5,183.91	6,079.44	6,366.29	6,039.51	6,039.51	61,583.86
6532 · VRS Employee Contribution	128.21	650.44	-235.30	431.19	-39.37	0.09	0.10	282.07	0.12	-118.34	0.12	1,099.33
6533 · ICMA - 401	1,164.15	839.15	839.15	877.87	827.87	827.87	827.87	277.81	477.87	477.87	477.87	7,915.35
6534 · ICMA - 457	-389.70	-64.70	-64.70	-64.70	-14.70	-14.70	-14.70	160.30	335.30	335.30	335.30	538.30
6535 · Hybrid 401 A	564.74	572.37	491.82	380.16	568.30	445.49	533.78	579.62	596.28	638.50	638.48	6,009.54
6536 · HYBRID 457	0.04	30.55	116.70	0.02	21.94	0.00	100.03	105.60	0.03	0.00	0.00	374.91
6538 · 403B Plan	-619.82	-619.82	-309.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,549.55
Total 6530 · Retirement	<u>6,333.91</u>	<u>7,278.60</u>	<u>5,701.75</u>	<u>7,230.35</u>	<u>6,388.29</u>	<u>6,283.00</u>	<u>6,630.99</u>	<u>7,484.84</u>	<u>7,775.89</u>	<u>7,372.84</u>	<u>7,491.28</u>	<u>75,971.74</u>
6540 · Life & Disability												
6541 · LTD	755.52	463.85	536.70	378.21	474.02	375.02	428.59	514.19	367.18	419.45	518.24	5,230.97
6542 · Hybrid VRS ST & LT Disability	131.63	131.63	588.90	0.00	106.12	106.12	236.44	130.32	24.39	155.26	0.00	1,610.81
6543 · AFLAC	-3.27	471.40	67.48	-0.02	-0.02	-0.02	-0.02	24.96	49.94	-321.84	49.94	338.53

PlanRVA
Profit & Loss
July 2018 through May 2019

	<u>Jul 18</u>	<u>Aug 18</u>	<u>Sep 18</u>	<u>Oct 18</u>	<u>Nov 18</u>	<u>Dec 18</u>	<u>Jan 19</u>	<u>Feb 19</u>	<u>Mar 19</u>	<u>Apr 19</u>	<u>May 19</u>	<u>TOTAL</u>
6540 · Life & Disability - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.32	0.00	130.32
Total 6540 · Life & Disability	883.88	1,066.88	1,193.08	378.19	580.12	481.12	665.01	669.47	441.51	383.19	568.18	7,310.63
6550 · FSA/HSA Section 125 Plans	123.50	373.80	203.46	-442.12	194.22	191.14	192.58	-120.46	553.86	1,436.10	-1,145.06	1,561.02
Total 6500 · Benefits	19,679.49	22,364.48	22,423.49	18,653.62	20,148.83	20,015.46	20,511.78	25,012.55	22,830.66	21,620.53	21,972.80	235,233.69
6580 · Payroll Fees	328.85	452.34	322.60	453.03	772.86	158.18	745.30	471.77	471.77	472.50	615.78	5,264.98
6590 · Training	25.00	845.00	7,258.00	111.84	0.00	475.00	7,248.00	400.00	235.00	530.00	265.00	17,392.84
Total 6000 · Salary & Wages	153,769.54	147,342.13	148,981.37	122,211.41	141,104.67	130,192.10	138,078.38	158,789.83	153,251.66	158,086.64	146,293.54	1,598,101.27
7100 · Professional Fees												
7720 · Legal Fees												
7721 · RRPDC-	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	3,625.00	1,500.00	1,500.00	1,500.00	18,625.00
Total 7720 · Legal Fees	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	3,625.00	1,500.00	1,500.00	1,500.00	18,625.00
7730 · Contracted Services	10,175.00	7,875.00	6,825.00	9,975.00	6,750.00	15,400.00	11,400.00	4,950.00	5,667.53	9,333.83	8,872.01	97,223.37
Total 7100 · Professional Fees	11,675.00	9,375.00	8,325.00	11,475.00	8,250.00	16,900.00	12,900.00	8,575.00	7,167.53	10,833.83	10,372.01	115,848.37
7200 · Office Expenses												
7220 · Computer Operations	9,797.17	9,554.53	5,570.08	10,522.59	10,564.25	8,747.97	8,454.67	8,863.44	6,717.60	5,685.72	13,764.76	98,242.78
7225 · Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.65	218.16	129.19	637.00
7230 · Printing	2,840.28	2,495.31	3,662.88	2,779.55	2,925.48	2,743.72	2,420.91	2,792.04	2,806.36	2,563.58	2,761.72	30,791.83
7235 · Supplies	111.74	1,031.55	409.73	545.07	2,092.60	353.40	1,007.17	1,016.33	542.45	924.60	285.93	8,320.57
7245 · Postage	369.00	0.00	0.00	0.00	0.00	815.60	315.60	-5.00	500.00	315.60	0.00	2,310.80
7250 · Advertisements	0.00	0.00	1,377.00	1,044.00	0.00	0.00	0.00	0.00	99.00	0.00	0.00	2,520.00
7290 · Miscellaneous Expenses	0.00	1,414.86	1,756.28	751.09	355.73	922.36	303.10	635.58	682.27	641.84	561.38	8,024.49
7295 · Bank Fees	439.40	869.43	370.51	687.56	452.02	540.82	433.34	456.14	482.74	410.98	703.54	5,846.48
Total 7200 · Office Expenses	13,557.59	15,365.68	13,146.48	16,329.86	16,390.08	14,123.87	12,934.79	13,758.53	12,120.07	10,760.48	18,206.52	156,693.95
7400 · Program Expenses												
7410 · Organizational Dues	5,722.50	300.00	4,575.00	0.00	209.00	800.00	1,060.00	0.00	3,454.50	-150.00	0.00	15,971.00
7425 · Travel - Agency	2,076.76	2,888.66	1,148.87	2,250.65	2,192.46	746.96	1,451.73	3,201.94	7,648.03	1,417.41	4,013.55	29,037.02
7430 · Books & Periodicals	0.00	120.92	56.92	70.25	22.92	22.92	28.55	40.55	28.55	45.33	28.55	465.46
7450 · Pass-through and Matching funds												
7451 · Pass Through Funds - MPO	0.00	0.00	0.00	26,105.80	13,215.70	14,058.25	35,707.24	39,485.15	14,024.90	4,252.45	20,885.72	167,735.21
7452 · Pass Through Funds (FEMA)	0.00	0.00	0.00	0.00	3,397.60	2,445.65	50,968.36	31,217.26	49,939.91	3,939.59	19,576.00	161,484.37
7459 · Other Pass-thru expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,846.83	3,846.83
Total 7450 · Pass-through and Matching funds	0.00	0.00	0.00	26,105.80	16,613.30	16,503.90	86,675.60	70,702.41	63,964.81	8,192.04	44,308.55	333,066.41
7400 · Program Expenses - Other	0.00	0.00	138.29	629.03	488.52	113.38	4,110.86	269.24	17.61	121.67	92.38	5,980.98
Total 7400 · Program Expenses	7,799.26	3,309.58	5,919.08	29,055.73	19,526.20	18,187.16	93,326.74	74,214.14	75,113.50	9,626.45	48,443.03	384,520.87
7600 · Infrastructure												
7210 · Rent	21,387.84	19,527.95	19,527.95	19,452.95	19,527.95	19,527.95	19,452.95	19,527.95	19,527.95	19,527.95	19,477.95	216,467.34
7240 · Insurance	1,455.00	0.00	6,752.27	0.00	0.00	0.00	4,867.53	1,091.40	1,126.56	1,126.56	0.00	16,419.32
7610 · Telephone	150.00	659.79	50.00	363.46	50.00	378.32	365.87	373.48	407.81	417.03	702.24	3,918.00
Total 7600 · Infrastructure	22,992.84	20,187.74	26,330.22	19,816.41	19,577.95	19,906.27	24,686.35	20,992.83	21,062.32	21,071.54	20,180.19	236,804.66
Total Expense	209,794.23	195,580.13	202,702.15	198,888.41	204,848.90	199,309.40	281,926.26	276,330.33	268,715.08	210,378.94	243,495.29	2,491,969.12
Net Ordinary Income	-31,675.72	12,407.21	-25,321.34	36,747.79	2,670.07	22,082.45	9,948.21	10,245.49	-878.56	30,808.51	6,915.49	73,949.60
Other Income/Expense												
Other Expense												
7900 · Capital Expense Projects	552.00	9,328.20	1,732.50	2,835.00	0.00	34,614.25	1,562.00	0.00	2,149.03	1,562.00	0.00	54,334.98
Total Other Expense	552.00	9,328.20	1,732.50	2,835.00	0.00	34,614.25	1,562.00	0.00	2,149.03	1,562.00	0.00	54,334.98
Net Other Income	-552.00	-9,328.20	-1,732.50	-2,835.00	0.00	-34,614.25	-1,562.00	0.00	-2,149.03	-1,562.00	0.00	-54,334.98
Net Income	-32,227.72	3,079.01	-27,053.84	33,912.79	2,670.07	-12,531.80	8,386.21	10,245.49	-3,027.59	29,246.51	6,915.49	19,614.62