



Executive Committee Meeting
Marriott City Center
Newport News, Virginia

May 5, 2018 at 10:00 a.m.

Action Agenda

- I. Call to Order
- II. Moment of Silence
- III. President's Comments and presentation
- IV. Additions to Agenda
- V. Consideration of Minutes from January 31, 2018 [Tab 1]
- VI. Approve VML Proposed Staffing Plan
- VII. Review of Budgets (IT/General) [Tab 2]
- VIII. Travel Policy [Tab 3]
- IX. Personnel Policies Manual [Tab 4]

Information/Discussion Agenda

- X. Executive Director's Report [Tab 5]
- XI. Report on Affiliate Organizations / Other VML Programs [Tab 6]
- XII. Conference Update and other upcoming events [Tab 7]
- XIII. Future Meetings:
 - a. August 10-11 Berry Hill
 - b. September 30, Hampton
- XIV. Items Proposed for Discussion
- XV. Adjournment

MINUTES
VML EXECUTIVE COMMITTEE
Hilton Richmond Downtown

January 31, 2018

In attendance: Jill Carson, Bob Coiner, Laurie DiRocco, Willie Greene, Ophie Kier, Christina Luman-Bailey, A.D. “Chuckie” Reid, Tommy Smigiel, Pat Woodbury, Gene Teague, Ron Rordam, Anita James Price, Shannon Kane.

Call to Order: President Woodbury called the meeting to order.

Additions to Agenda: There were none.

Consideration of Minutes from December, 2017. Motion approved without objection.

Executive Director’s Report. Gowdy reviewed the Executive Director’s report. There was discussion about upcoming events; VML Legislative Day and the If I Were Mayor Essay Contest as well as about the Conference Schedule.

Travel Policy. The Executive Committee through discussion stated that they had not had time to review the policy and deferred action.

Review of Job Descriptions. There was discussion about the current vacancies at VML as well as the job descriptions that had been written. It was agreed that VML would continue to work with outside contractors to determine what seats really needed to be filled and what skills VML needed to find in persons that would be hired.

Staff Report on 2017 General Assembly. Staff presented a review of the 2018 legislative session thus far and outlined the bills and budget issues that were being reviewed.

Future Meetings. The dates and locations of future meetings were reviewed.

- a. August 10-11, Berry Hill
- b. September 30, Hampton

Items Proposed for Discussion at the May meeting. None.

Adjournment. The meeting was adjourned.

Respectfully submitted,

Michelle Gowdy
General Counsel

Virginia Municipal League
Statement of Revenues and Expenses
For the Nine Months Ending 3/31/2018

	Annual Budget	YTD Budget	YTD Actual
REVENUES			
Membership Dues	\$1,140,000.00	\$1,140,000.00	\$1,155,100.00
Annual Conference	300,000.00	300,000.00	248,329.25
Workshops/Seminars	40,000.00	29,999.97	11,795.00
Advocacy	40,000.00	29,999.97	26,500.00
Investment Income	8,000.00	6,000.03	21,261.92
Publications	50,000.00	37,500.03	27,673.00
Insurance Programs	900,000.00	675,000.00	706,478.38
Sponsorships	130,000.00	97,500.00	82,266.91
Affiliated Groups	85,000.00	69,074.00	66,641.43
Miscellaneous Income	30,000.00	22,500.00	28,314.28
Gain from Disposal of Asset	2,000.00	2,000.00	2,719.14
Total Revenues	2,725,000.00	2,409,574.00	2,377,079.31
EXPENSES			
Compensation and Benefits	1,710,000.00	1,282,500.00	1,044,703.19
Annual Conference	250,000.00	250,000.00	330,333.21
Workshops/Seminars	35,000.00	26,250.03	7,449.05
HR & Financial Services	20,000.00	15,000.03	44,274.78
Travel	45,000.00	33,750.00	21,904.05
Office Supplies & Postage	30,000.00	22,500.00	14,717.96
Office Maintenance & Equipment	45,000.00	33,750.00	12,913.15
Office Rent	3,000.00	3,000.00	2,256.00
Building Repairs & Utilities	40,000.00	29,999.97	33,231.37
Computer Services	60,000.00	45,000.00	37,354.23
Dues & Subscriptions	20,000.00	15,000.03	8,205.79
National League of Cities Dues	50,000.00	50,000.00	66,144.00
Insurance Expense	15,000.00	15,000.00	22,835.26
Professional Fees	40,000.00	29,999.97	38,685.00
Advocacy	127,000.00	95,249.97	198,407.11
Publications	76,000.00	56,999.97	46,991.25
Executive Committee	37,000.00	27,749.97	27,546.20
Depreciation Expense	40,000.00		509.00
Miscellaneous	25,000.00	18,749.97	20,737.11
Special Projects	20,000.00	15,000.03	10,375.74
Real Estate Tax	7,000.00	3,500.00	3,487.50
Accumulated Leave Earned	30,000.00	0.00	22,529.05
Total Expenses	2,725,000.00	2,068,999.94	2,015,590.00
Net Revenue	\$0.00	\$340,574.06	\$361,489.31
Checking Account			443,355.56
Invested Reserves			2,644,668.51

Virginia Municipal League
Statement of Revenues and Expenses
For the Nine Months Ending 3/31/2018

Under/(Over)
YTD Variance

(\$15,100.00)

51,670.75

28,205.00

13,500.00

-13,261.92

22,327.00

193,521.62

47,733.09

18,358.57

1,685.72

-719.14

347,920.69

665,296.81

-80,333.21

27,550.95

-24,274.78

23,095.95

15,282.04

32,086.85

744.00

6,768.63

22,645.77

11,794.21

-16,144.00

-7,835.26

1,315.00

-71,407.11

29,008.75

9,453.80

39,491.00

4,262.89

9,624.26

3,512.50

7,470.95

709,410.00

(\$361,489.31)

Virginia Municipal League

10-Year Dues History

July, 1	
2008	4 Percent
2009	0 Percent
2010	0 Percent
2011	0 Percent
2012	3 Percent
2013	3 Percent
2014	0 Percent
2015	0 Percent
2016	2 Percent
2017	2 Percent
10-Year Average	1.4 Percent

**Proposed 2018 - 2019
VML Budget**

	Flat Dues Increase	1% Dues Increase	2% Dues Increase
Revenues			
Membership Dues	\$1,145,000	\$1,156,000	\$1,167,000
Annual Conference	250,000	250,000	250,000
Workshops & Seminars	31,000	31,000	31,000
Advocacy	22,000	22,000	22,000
Investment Income	34,000	34,000	34,000
Publications	36,000	36,000	36,000
Insurance Program	900,000	900,000	900,000
Sponsorships	143,000	143,000	143,000
Affiliated Groups	90,000	90,000	90,000
Miscellaneous	30,000	30,000	30,000
	<u>2,681,000</u>	<u>2,692,000</u>	<u>2,703,000</u>
Expenditures			
Compensation & Benefits	\$1,541,000	\$1,541,000	\$1,541,000
Annual Conference	250,000	250,000	250,000
Workshops & Seminars	25,000	25,000	25,000
Travel	22,000	22,000	22,000
Office Supplies & Postage	20,000	20,000	20,000
Office Maintenance & Equipment	28,000	28,000	28,000
Building Repairs & Utilities	37,000	37,000	37,000
Computer Services	206,000	206,000	206,000
Dues & Subscriptions	54,000	54,000	54,000
Insurance Expense	24,000	24,000	24,000
Professional Fees	57,000	57,000	57,000
Advocacy	197,000	197,000	197,000
Publications	72,000	72,000	72,000
Executive Committee	33,000	33,000	33,000
Depreciation Expense	55,000	55,000	55,000
Miscellaneous	35,000	35,000	35,000
Real Estate Tax	7,000	7,000	7,000
Accumulated Leave Earned	40,000	40,000	40,000
	<u>2,703,000</u>	<u>2,703,000</u>	<u>2,703,000</u>
Net	<u>(\$22,000)</u>	<u>(\$11,000)</u>	<u>\$0</u>

**Proposed 2018 - 2019
VML Budget**

	2014 - 2015		2015 - 2016		2016 - 2017		2017 - 2018		2018 - 2019		2018 - 2019		increase over/(under) budget		
	Actuals	Actuals	Actuals	Actuals	Budget	Forecast	Budget	Budget	Budget	Budget	Budget	Budget			
	flat														
									1%		2%				
Revenues															
Memberships Dues	1,132,016	1,153,232	1,128,751	1,140,000	1,140,000	1,153,600	1,145,000	1,156,000	1,167,000	1,167,000	1,167,000	1,167,000	0.44%	1.40%	2.37%
Annual Conference	226,971	278,005	293,708	300,000	300,000	248,329	250,000	250,000	250,000	250,000	250,000	250,000	-16.67%	-16.67%	-16.67%
Workshops & Seminars	9,760	40,053	37,446	40,000	40,000	18,745	31,000	31,000	31,000	31,000	31,000	31,000	-22.50%	-22.50%	-22.50%
Advocacy	7,532	26,095	25,100	40,000	40,000	21,300	22,000	22,000	22,000	22,000	22,000	22,000	-45.00%	-45.00%	-45.00%
Investment Income	2,673	3,208	20,581	8,000	8,000	32,062	34,000	34,000	34,000	34,000	34,000	34,000	325.00%	325.00%	325.00%
Publications	73,194	72,262	49,139	50,000	50,000	41,495	36,000	36,000	36,000	36,000	36,000	36,000	-28.00%	-28.00%	-28.00%
Insurance Program	786,416	896,702	891,324	900,000	900,000	908,864	900,000	900,000	900,000	900,000	900,000	900,000	0.00%	0.00%	0.00%
Sponsorships	155,856	141,915	131,325	130,000	130,000	147,267	143,000	143,000	143,000	143,000	143,000	143,000	10.00%	10.00%	10.00%
Affiliated Groups	86,814	87,340	89,150	85,000	85,000	75,516	90,000	90,000	90,000	90,000	90,000	90,000	5.88%	5.88%	5.88%
Miscellaneous	40,952	29,124	26,322	30,000	30,000	33,314	30,000	30,000	30,000	30,000	30,000	30,000	0.00%	0.00%	0.00%
Gain on Disposal of Property	12,618	2,866	-	2,000	2,000	2,719	-	-	-	-	-	-	-1.61%	-1.21%	-0.81%
	2,534,802	2,730,802	2,692,845	2,725,000	2,725,000	2,683,212	2,681,000	2,692,000	2,703,000	2,703,000	2,703,000	2,703,000			
Expenditures															
Compensation & Benefits	1,571,132	1,606,174	1,594,866	1,710,000	1,710,000	1,399,806	1,541,000	1,541,000	1,541,000	1,541,000	1,541,000	1,541,000	-9.88%		
Annual Conference	191,264	195,568	212,458	250,000	250,000	330,333	250,000	250,000	250,000	250,000	250,000	250,000	0.00%		
Workshops & Seminars	26,579	45,598	61,166	35,000	35,000	12,949	25,000	25,000	25,000	25,000	25,000	25,000	-28.57%		
HR & Financial Services	5,688	15,566	33,841	20,000	20,000	63,159	-	-	-	-	-	-	-100.00%		
Travel	33,332	35,510	41,018	45,000	45,000	26,259	22,000	22,000	22,000	22,000	22,000	22,000	-51.11%		
Office Supplies & Postage	29,848	29,533	24,205	30,000	30,000	19,606	20,000	20,000	20,000	20,000	20,000	20,000	-33.33%		
Office Maintenance & Equipment	7,359	11,186	11,497	45,000	45,000	13,413	28,000	28,000	28,000	28,000	28,000	28,000	-37.78%		
Office Rent	-	3,000	4,248	3,000	3,000	2,256	-	-	-	-	-	-	-100.00%		
Building Repairs & Utilities	37,398	41,185	41,392	40,000	40,000	42,655	37,000	37,000	37,000	37,000	37,000	37,000	-7.50%		
Computer Services	25,992	35,695	41,837	60,000	60,000	55,646	206,000	206,000	206,000	206,000	206,000	206,000	243.33%		
Dues & Subscriptions	20,686	18,310	8,697	20,000	20,000	8,467	54,000	54,000	54,000	54,000	54,000	54,000	170.00%		
National League of Cities	22,048	22,048	22,048	50,000	50,000	66,144	-	-	-	-	-	-	-100.00%		
Insurance Expense	19,785	10,884	15,915	15,000	15,000	22,835	24,000	24,000	24,000	24,000	24,000	24,000	60.00%		
Professional Fees	53,417	42,335	39,966	40,000	40,000	43,935	57,000	57,000	57,000	57,000	57,000	57,000	42.50%		
Advocacy	96,166	106,994	124,166	127,000	127,000	242,908	197,000	197,000	197,000	197,000	197,000	197,000	55.12%		
Publications	76,181	75,032	70,732	76,000	76,000	70,391	72,000	72,000	72,000	72,000	72,000	72,000	-5.26%		
Executive Committee	27,487	35,458	30,243	37,000	37,000	34,546	33,000	33,000	33,000	33,000	33,000	33,000	-10.81%		
Depreciation Expense	32,876	37,258	52,676	40,000	40,000	53,509	55,000	55,000	55,000	55,000	55,000	55,000	37.50%		
Miscellaneous	22,799	26,117	36,496	25,000	25,000	30,067	35,000	35,000	35,000	35,000	35,000	35,000	40.00%		
Special Projects	-	26,400	1,529	20,000	20,000	15,376	-	-	-	-	-	-	-100.00%		
Real Estate Tax	6,975	6,975	6,975	7,000	7,000	6,975	7,000	7,000	7,000	7,000	7,000	7,000	0.00%		
Accumulated Leave Earned	32,880	43,038	20,087	30,000	30,000	23,347	40,000	40,000	40,000	40,000	40,000	40,000	33.33%		
	2,339,892	2,469,864	2,496,059	2,725,000	2,725,000	2,584,582	2,703,000	2,703,000	2,703,000	2,703,000	2,703,000	2,703,000	-0.81%		
Net	194,910	260,938	196,786	-	-	98,629	(22,000)	(11,000)	-	-	-	-			

Detailed Time Report

SOLVARIA

Timeframe **03/01/2018 — 03/31/2018**
 Total **78.00 Hours**
 0.00 Uninvoiced Billable Hours

Clients **All Clients**
 1 Project **(SOW #002) Fractional CIO**
 1 Category **Project Management:PM-2**
 Team **Everyone**

Client	Project	Task	Roles	Person	Hours
03/01/2018					6.50
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	6.50
<i>Work on Legislative module; work on data cleanup/integrity issues for Capitol Impact people and organizations; miscellaneous support issues</i>					
03/06/2018					7.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	7.00
<i>Work on Legislative module; work on data cleanup/integrity issues for Capitol Impact people and organizations; miscellaneous support issues</i>					
03/07/2018					1.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	1.00
<i>Miscellaneous support issues</i>					
03/08/2018					5.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	5.00
<i>Work on Legislative module; work on data cleanup/integrity issues for Capitol Impact people and organizations; miscellaneous support issues</i>					
03/09/2018					5.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	5.00
<i>Work on Events module; work on data cleanup/integrity issues for Capitol Impact people and organizations; VEPGA annual meeting registration</i>					
03/12/2018					1.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	1.00
<i>VEPGA annual meeting registration; exhibitor registration assistance; miscellaneous support issues</i>					
03/13/2018					5.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	5.00
					Total
					78.00

Client	Project	Task	Roles	Person	Hours
<i>Work on Events module; work on data cleanup/integrity issues for Capitol Impact people and organizations; miscellaneous support issues</i>					
03/15/2018					7.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	7.00
<i>Work on Events module; work on data cleanup/integrity issues for Capitol Impact people and organizations; status meeting with Michelle; draft budget for 2018-19; web assistance for Manuel and Patrick</i>					
03/16/2018					2.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	2.00
<i>Work on Events module; work on data cleanup/integrity issues for Capitol Impact people and organizations; VEPGA annual meeting registration</i>					
03/20/2018					7.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	7.00
<i>Work on Events module - Annual Conference Registration; work on data cleanup/integrity issues for Capitol Impact people and organizations; MEPAV annual meeting registration</i>					
03/21/2018					1.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	1.00
<i>Payment portal issues between first data and Capitol Impact; MEPAV annual meeting registration</i>					
03/22/2018					7.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	7.00
<i>Work on Events module - Annual Conference Registration; work on data cleanup/integrity issues for Capitol Impact people and organizations; MEPAV annual meeting registration; Payment portal issues between first data and Capitol Impact</i>					
03/23/2018					4.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	4.00
<i>Work on Events module - Annual Conference Registration; work on data cleanup/integrity issues for Capitol Impact people and organizations; MEPAV annual meeting registration; Payment portal issues between first data and Capitol Impact</i>					
03/24/2018					2.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	2.00
<i>Work on website hosting test migration/issues</i>					
03/25/2018					1.00
Total					78.00

Client	Project	Task	Roles	Person	Hours
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	1.00
<i>Work on website hosting test migration/issues</i>					
03/26/2018					1.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	1.00
<i>Work on Events module - Annual Conference Registration; miscellaneous support issues</i>					
03/27/2018					7.00
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	7.00
<i>Work on data cleanup/integrity issues for Capitol Impact people and organizations; create backup Annual Conference registration in case first data issues cannot be resolved with Capitol Impact; planning for website hosting move from AWS to WPEngine; miscellaneous support issues.</i>					
03/29/2018					8.50
Virginia Municipal League	(SOW #002) Fractional CIO	Project Management:PM-2	N/A	Karen Inman	8.50
<i>Work on Events module - Annual Conference Registration; work on data cleanup/integrity issues for Capitol Impact people and organizations; Payment portal issues between first data and Capitol Impact; 13 East calendar recreate</i>					
Total					78.00

Expense Description	Vendor	Cost	Expense	Capitalize	Frequency	Notes	Revision Notes
5330 Comp Hardware - Purch/Lease/Maintenance							
Replacement desktop computers with monitors	Internal Computer Services	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		Budgeting to replace 4 computers in 2017-18 FY (over four years old)	Need to budget for 8 replacements in FY 2018-19 as those units will be 4+ years old
Check Scanner	Suntrust	\$ 1,000.00	\$ 1,000.00				
Warranties for Optiplex 920s	Dell	\$ 1,500.00	\$ 1,500.00	\$ 4,000	Annually - November	Will extend one more time (FY2017-18); units will be replaced in FY2018-19.	
5375 Computer Software/Maintenance/Subscriptions							
Office 365 subscription	Microsoft	\$ 2,550.00	\$ 2,550.00		Monthly	Used to host webinars	\$212.5/month
Webinar Software	Go To Webinar/Citrix	\$ 948.00	\$ 948.00		Monthly	Used to share files with members and to collect award submissions	
File sharing/storage	DropBox	\$ 120.00	\$ 120.00		Monthly	Used by Nancy Chafin to send out mass emails	
Communications Software	Awebber Communications	\$ 348.00	\$ 348.00		Monthly	Needed to route internet traffic/vml.org domain	
DNS registration	Networking Technologies	\$ 300.00	\$ 300.00		Annual		
?	Wells Fargo Vendor Financials	\$ 21,600.00	\$ 21,600.00		Monthly	Assumed average of \$1800/month Replacement system for TAG - may be COTS application or custom development	Was charged last year to Office Copier - not clear what this is
TAG Replacement	TBD	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	As needed		Once solution is selected, will forecast out ongoing software maintenance
5410 Internet Services							
Secure Certificate (SSL) for website	TBD	\$ 200.00	\$ 200.00		Every 3 years	SSL Web certificate - 2048-bit (Due 11/2018)	
Broadband connectivity	Comcast	\$ 1,800.00	\$ 1,800.00	\$ 2,000	Monthly	Assumed \$150/month	Based on close to \$150/month billing last year.
5420 Telephone - Cellular							
SmartPhone services	Verizon Wireless	\$ 6,000.00	\$ 6,000.00	\$ 6,000	Monthly	Assumed \$500/month	Based on last year's billing average
5635 IT Services							
Website hosting	Amazon	\$ 6,000.00	\$ 6,000.00			Assumed \$500/month for hosting	Current cost is about \$350/month, but may need to add in capacity for TAG replacement.
Website Maintenance and Modifications	TBD	\$ 12,000.00	\$ 12,000.00			Assumed \$1000/month for maintenance/modifications	
Managed Services Provider	Internal Computer Services	\$ 12,000.00	\$ 12,000.00		Quarterly?	Assumed \$1000/month	
Fractional CIO	Solvaria	\$ 75,000.00	\$ 75,000.00	\$ 105,000	As Needed	Assumed 10 hours/week for 12 months	
This Year		\$ 170,366.00	\$ 141,366.00	\$ 29,000.00			

5330	Comp Hardware - Purch/Lease/Maintenance	Expense Description	Vendor	Cost	Expense	Capitalize	Frequency	Notes	Revision Notes
	Laptops with docking stations and monitors		Internal Computer Services	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00		Cost of laptop, docking station, monitors, and bag/backpack covers peripherals, chargers, etc. that need to be replaced	Covers laptops for: Michelle, Joni, Leslie, Mike, Sandy, Patrick, Accounting Person, and Communications person; Mary Jo will get an old laptop and the new legal person will get Michelle's old laptop.
	Miscellaneous		TBD	\$ 1,000.00	\$ 1,000.00	\$ 17,600.00			
	5375 Computer Software/Maintenance/Subscriptions			\$ 18,600.00	\$ 1,000.00	\$ 17,600.00			
	Office 365 subscription		Microsoft	\$ 2,550.00	\$ 2,550.00		Monthly	Go to meeting/go to webinar service	\$212.5/month
	Webinar Software		Citrix	\$ 948.00	\$ 948.00		Monthly	Used to share files with members and to collect award submissions	
	File sharing/storage		DropBox	\$ 120.00	\$ 120.00		Monthly	Will determine in 2019-20 if we still want to use this software and renew at that time	
	Event Espresso		Event Espresso	\$ 280.00	\$ 280.00		Annually June 4th		May be able to eliminate with Capitol Impact, but until we are more familiar with that product, makes sense to keep this subscription
	Communications Software		Aweber Communications	\$ 348.00	\$ 348.00		Monthly	Used to send out mass emails	
	Survey Monkey		Survey Monkey	\$ 288.00	\$ 288.00		Annually in February	Used to send out surveys	
	Quickbooks		Intuit	\$ 3,500.00	\$ 3,500.00			Annual subscription so cannot be capitalized	
	Capitol Impact		Crescance	\$ 18,500.00	\$ 18,500.00		Annual	Annual subscription so cannot be capitalized	
	5410 Internet Services			\$ 26,534.00	\$ 26,534.00	\$ -			
	Secure Certificate (SSL) for website		Go Daddy	\$ 200.00	\$ 200.00		Every 3 years	SSL Web certificate - 2048-bit (Due 11/2018)	
	DNS registration		Networking Technologies	\$ 300.00	\$ 300.00		Annual	DNS for vml.org, gogreenva.org	Needed to route internet traffic/vml.org domain
	DNS registration		NameCheap	\$ 30.00	\$ 30.00		Annual	DNS for vbcoa.org	
	DNS registration		Register.com	\$ -	\$ -		Annual	DNS for vepga.org	renews in 2021
	Site Hosting		Siteground	\$ 300.00	\$ 300.00		Annually July 7th	Hosting and SSL cert for vbcoa.org	Renews in July; Will see if we can consolidate into Crescance and eliminate
	Broadband connectivity		Comcast	\$ 1,800.00	\$ 1,800.00		Monthly	Assumed \$150/month	Based on close to \$150/month billing last year.
	5420 Telephone - Cellular			\$ 2,630.00	\$ 2,630.00	\$ -			
	SmartPhone services		Verizon Wireless	\$ 6,000.00	\$ 6,000.00		Monthly	Assumed \$500/month	Based on last year's billing average
	5635 IT Services			\$ 6,000.00	\$ 6,000.00	\$ -			
	Website hosting		Amazon	\$ -	\$ -			Assumed no cost for hosting with Crescance	Current cost is about \$30/month. Should not have hosting costs with Crescance
	Website Maintenance and Modifications		Crescance	\$ 6,000.00	\$ 6,000.00			Assumed \$500/month for maintenance/modifications; will include GO Green Virginia redesign	Dropped modifications budget since we are getting more self-sufficient and will likely not need as much help in future
	Managed Services Provider		Internal Computer Services	\$ 18,000.00	\$ 18,000.00		Monthly	Assumed \$1500/month	Increased to \$1,500 which covers \$1,200 for maintenance agreement and 2 hours/month onsite service if needed
				\$ 24,000.00	\$ 24,000.00	\$ -			
			This Year	\$ 77,764.00	\$ 60,164.00	\$ 17,600.00			

Expense Description	Vendor	Cost	Expense	Capitalize	Frequency	Notes	Revision Notes
5330 Comp Hardware - Purch/Lease/Maintenance							
Laptops with docking stations and monitors	Internal Computer Services	\$ 17,600.00	\$	\$ 17,600.00		Cost of laptop, docking station, monitors, and bag/backpack	Covers laptops for: Michelle, Joni, Leslie, Mike, Sandy, Patrick, Accounting Person, and Communications person; Mary Jo will get an old laptop and the new legal person will get Michelle's old laptop.
Miscellaneous	TBD	\$ 1,000.00	\$ 1,000.00	\$		Covers peripherals, chargers, etc. that need to be replaced	
5375 Computer Software/Maintenance/Subscriptions							
Office 365 subscription	Microsoft	\$ 2,550.00	\$ 2,550.00	\$	Monthly	Go to meeting/go to webinar service	\$212.5/month
Webinar Software	Citrix	\$ 948.00	\$ 948.00	\$	Monthly	Used to share files with members and to collect award submissions	
File sharing/storage	DropBox	\$ 120.00	\$ 120.00	\$	Monthly	Will determine in 2019-20 if we still want to use this software and renew at that time	
Event Espresso	Event Espresso	\$ 280.00	\$ 280.00	\$	Annually June 4th		May be able to eliminate with Capitol Impact, but until we are more familiar with that product, makes sense to keep this subscription
Communications Software	Awebbber Communications	\$ 348.00	\$ 348.00	\$	Monthly	Used to send out mass emails	
Survey Monkey	Survey Monkey	\$ 288.00	\$ 288.00	\$	Annually in February	Used to send out surveys	
Quickbooks	Intuit	\$ 3,500.00	\$ 3,500.00	\$		Annual subscription so cannot be capitalized	
Capitol Impact	Crescance	\$ 18,500.00	\$ 18,500.00	\$	Annual	Annual subscription so cannot be capitalized	
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DNS registration	Register.com	\$ -	\$ -	\$	Annual	DNS for vepga.org	renews in 2021
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Managed Services Provider	Internal Computer Services	\$ 18,000.00	\$ 18,000.00	\$	Monthly	Assumed \$1500/month	Increased to \$1,500 which covers \$1,200 for maintenance agreement and 2 hours/month onsite service if needed
This Year		\$ 77,764.00	\$ 60,164.00	\$ 17,600.00			

VML Travel Policy for Officers, Executive Committee Members, and Staff:

ADMINISTRATIVE POLICY

- A. It is the Policy of the Virginia Municipal League (VML) to pay all legitimate and necessary expenses incurred while traveling on VML business if funds are available. It is the responsibility of VML staff to ensure that budgetary requirements are met prior to spending funds for travel. Travelers on VML business must have appropriate authorization. Travel forms must be completed within the times specified within this Policy and must be signed OR authorized by the Executive Director for the League. It is the responsibility of the traveler and the Executive Director to ensure that the best possible rates are obtained when traveling on VML business.
- B. Travel includes expenses for conferences, conventions, workshops, seminars, educational and training courses, forums and other business activities related to the administration of municipal government or other league business that includes a day or overnight trip.

III. APPLICABILITY, RESPONSIBILITY, AND AUTHORITY

- A. This policy applies to all VML employees and volunteers, officers and Executive Committee members. For convenience, all such persons are referred to herein as "travelers."
- B. The Executive Director, or their designee, is responsible for administering the requirements of this Policy including issuing administrative procedures to accompany it.

IV. GENERAL REQUIREMENTS

- A. Travel expenses may include all necessary expenses associated with official League business.
- B. Receipts or appropriate documentation will be required regardless of payment method as provided within this Policy.
- C. Allowable expenses may include travel/transportation, lodging, meals, and other necessary expenses. Travelers may have expenses incurred as an officer, board member or presenter, etc. for professional organizations. VML will pay allowable expenses. However, when possible, an effort to have the requesting organization reimburse a portion or all of the expenses involved is encouraged.
- D. Travelers may incur expenses which are paid by a professional organization in their capacity as officer, board member, or presenter, etc. of an organization (but not as an attendee) at a conference or seminar. VML will pay allowable expenses when not paid by the professional organization. However, when possible, an effort to have the requesting organization reimburse a portion, or all of the expenses is encouraged. Travelers shall not duplicate travel reimbursement requests from different funding sources.

- E. Approval for travel is not a blanket approval of all expenses incurred during travel. For example, VML will not pay the expenses of accompanying Spouses, Significant others, or other family members (unless specifically authorized by the Executive Director) or others, personal items, childcare, eldercare, pet boarding, or other indirect expenses.
- F. Generally, travel reservations should be made as far in advance as possible to obtain the most reasonable prices. Travelers should justify the mode of travel on the basis of the most economical use of time, the cost of the various travel options, and the requirements of the trip.
- G. The Travel Expense Report is used to document eligible expenses. All travel expenses must be reported on the Travel Expense Report and submitted to the Executive Director, or their designee (along with any employee reimbursements to VML) within fifteen (15) business days of travel return.
- H. All travel must be approved in advance by the Executive Director.
- I. Failure to meet the requirements of this Policy may be considered unsatisfactory work performance and is subject to disciplinary policies and procedures. Other applicable administrative practices and policies, including the reporting of injuries, accidents or illness, are in force during travel. While traveling, if clarification of, and/or assistance with, existing policies and procedures is needed, the traveler should contact the Executive Director.
- J. Travel for VML business outside the continental United States requires approval by the Executive Director or designee.
- K. Any exceptions to this Policy must be approved by the Executive Director or their designee.

V. REIMBURSEMENT REQUIREMENTS

- A. Reimbursements totaling amount of less than \$50.00 do not require completion of the Travel Expense Report. All claims for reimbursements exceeding a total of \$50.00 must be recorded on the Travel Expense Report. No receipts for meals are needed for travelers using the per diem rate for meals. Submissions should include all signatures required to process the claim. By signing the Travel Expense Report, the traveler is certifying the accuracy of all information and the legitimacy of the travel and expenses incurred on the authorized trip. The approval signature certifies that travel was necessary and that the requested reimbursements have been reviewed, authorized, and are within this Policy's requirements.
- B. Travel Expense Report and supporting documentation must be complete and submitted for processing within fifteen (15) business days of travel return.
- C. Generally, the documentation accompanying the Travel Expense Report should provide the information required by the Internal Revenue Service to support business expense reimbursement. The documentation should show the payee of the expenditure, the purpose of the expenditure was, when the expense was incurred, where the expenditure took place, and why the expenditure was made.
- D. During any given year, VML will reimburse the President for any VML related business travel expense, they may incur. This will only apply to the President and to any spouse or family

member. If the President cannot attend, then the Executive may request another VML officer to attend in their place. Same travel and expense restriction applies.

E. Travel expense reimbursement for the President, etc. is limited to their attendance to the following: National League of Cities events, Southern Municipal Conference and Virginia Association of Counties (if invited).

VI. TRANSPORTATION

The mode of transportation should reflect the most practical, cost-effective and economical use of time based on the requirements of the travel. Receipts for rental vehicles and other related transportation expenses are required with the Travel Expense Report.

A. Use of Privately-Owned Vehicles

1. The use of a private vehicle for authorized travel will be reimbursed.
2. Reimbursement of private vehicle expenses is at the Standard Mileage Rate set forth by the Internal Revenue Service ("Standard Mileage Rate") for miles traveled on official VML business, including parking, garage and toll fees when documented.
3. When travel is from home directly to the destination without going to the VML offices, the traveler will be reimbursed for the shorter of: (1) the distance from the VML office to the destination or (2) the distance from home to the destination. This provision only applies to employees of VML.
4. Requests for mileage reimbursement need to be on VML Mileage form.

B. Rental Vehicles

1. Reimbursement for the use of a rental vehicle must be approved by the Executive Director, or their designee, in advance, and justified as a reasonable need and not a matter of personal convenience. The rental vehicle chosen must be the most economical available, given the purpose for which the vehicle will be used. When traveling together, travelers should share vehicles to minimize costs.
2. VML will not provide additional pay for the use of a rental car to accommodate family members or non-business associates traveling with the traveler.
3. Travelers will accept optional insurance for collision and comprehensive coverage offered by the car rental agency. The collision and comprehensive coverage costs are reimbursable by VML.
4. Travelers are encouraged to fill the gasoline tank prior to returning the vehicle to the rental company whenever possible.

C. Public or Private Transportation

1. Taxicabs and public conveyance, including tips, are reimbursable when Justified and documented. Justifiable transportation examples include: ferry fares, road, tunnel and bridge tolls, and parking charges. Receipts should be submitted when available.

D. Air Travel

1. When air travel is necessary, VML will reimburse a traveler for travel by coach/economy class. When travelling on a discount airline, extra charges may be allowed if the overall air fare is less expensive than air fare charged

by a major airline. A copy of the receipt and documentation to support the use of the discount airline is required for reimbursement.

2. VML will reimburse a traveler the cost for one piece of luggage if the airline charges to check luggage. If the bag exceeds weight or size limits and the traveler is charged by the airline for additional fees associated with overweight or oversized bags, VML will only reimburse for the standard fee to check the bag. Traveler will be responsible for the additional fees. If the airline charges for carry-on luggage, VML will reimburse the traveler for the cost of 1 carryon bag

VII. LODGING

A. Expenditures for lodging should be reasonable. Itemized receipts are required for reimbursement.

B. Lodging expenses are eligible if the lodging is more than 50 miles away from the VML office (13 E. Franklin Street, Richmond, VA 23219, or any subsequent future official address) Exceptions must be approved in advance by the Executive Director or their designee.

C. Accommodations shared with others not on official VML business are reimbursable at the single occupancy rate only.

IX. NON-REIMBURSABLE EXPENSES

A. Personal expenses including but not limited to the following will not be reimbursed:

1. Barber or salon services
2. Personal entertainment not related to the conference such as movies, cable fees, theater, health clubs, night clubs, bowling or golfing
3. Personal toiletry articles, medicines, or other personal items
4. Loss of funds or loss/damage to personal belongings
5. Airline or trip insurance, passports, or money orders
6. Personal postage, reading materials, personal sight-seeing or shopping
7. Non-business telephone calls except as provided elsewhere in this Policy
8. Childcare, eldercare, babysitting, or pet care costs
9. Parking or moving violation fines, bail, or legal fees
10. Donations
11. Medical expenses (Human Resources will need to be contacted if a work related injury occurs while traveling on VML business.)
12. Personal vehicle repairs or towing
13. ATM or banking service fees except as provided elsewhere in VML employee policy
14. Tobacco products

X. PURCHASE CARD

A. A Purchase Card (P-Card) is a VML-issued bankcard used as a payment tool authorized by VML staff for official VML business. Use of the P-Card substitutes for a Purchase Order, which is a promise to pay, using VML funds. All purchases must comply with the VML's P-Card Policy and Purchasing guidelines.

B. P-Cards may be used for most authorized travel expenses. Use of the P-Card must comply with both VML's P-Card policy and VML's Travel Policy. The P-Card

may be used for official purchases including lodging, transportation, or other justifiable business-related travel expenses.



VIRGINIA MUNICIPAL LEAGUE

Personnel Policy Manual

July 1, 2000

(AS REVISED May 5, 2018)

VIRGINIA MUNICIPAL LEAGUE
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VIRGINIA MUNICIPAL LEAGUE

PERSONNEL POLICIES¹

I. PURPOSE

The objective of these Personnel Policies (“Policies”) is to provide a uniform system of personnel administration for the staff of the Virginia Municipal League (“League”), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

Each employee is expected to read this Personnel Policy Manual carefully, as it is a valuable reference for understanding your job and the League.

It is the policy of the League to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the League and its employees.

EMPLOYMENT WITH THE LEAGUE IS AT-WILL. THIS MANUAL DOES NOT CHANGE THE AT-WILL STATUS OF LEAGUE EMPLOYEES, AND DOES NOT CREATE A CONTRACT OF EMPLOYMENT WITH THE LEAGUE. At-will means that regardless of any provision in this policy manual, either you or the League may terminate the employment relationship at any time, for any reason, with or without cause.

¹

The League reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice. See Section XIII.

II. DEFINITIONS

- A. Exempt Employee – an employee whose duties meet the exemption tests defined under the Fair Labor Standards Act (FLSA) and its regulations and who are paid on a fixed basis. An exempt employee is not entitled to overtime. Full-time, part-time, and temporary employees may be exempt.
- B. Nonexempt Employee – an employee whose duties do not meet the exemption standards under the FLSA and who is paid on an hourly or salaried basis. A nonexempt employee is covered by wage and hour laws with regards to overtime pay. Full-time, part-time, and temporary employees may be nonexempt.
- C. Full-time Employee – an individual hired on either a salary or hourly basis for an established position for an indefinite term who is expected to work a minimum of 37.5 hours a week.
- D. Part-time Employee – an individual hired on either a salary or hourly basis for an established position for an indefinite term who is expected to work an established period of time that is less than 37.5 hours per week.

E. Introductory Employee – a full-time or part-time employee who has worked for the League for less than six months. (FYI - We have removed this status from the VMLIP manual)

F. Temporary Employee – an individual hired on a term basis, e.g., day, week, or period of months or on a project basis.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the League to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, gender, gender identity, gender expression, age, national origin, veteran status, political affiliation or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

- A. Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, gender, age, national origin, veteran status, political affiliation or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
- B. All decisions for hiring or promotions are based upon each individual's qualifications for the position to be filled.
- C. All other personnel actions such as compensation, benefits, transfers, corrective action, layoffs, terminations, training, and assignments, will be administered without regard to race, color, religion, gender, age, national origin, veteran status, political affiliation or disability.

B. Immigration Reform and Control Act

In compliance with the federal immigration Reform and Control Act of 1986 (“IRCA”), as amended, the League is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. The employee must provide this information within 3 business days of the first day of employment.

If the employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the League.

C. Harassment

The League is committed to having a diverse workforce with all employees being valued for their individual capabilities and contributions, complying with all federal, state, and local laws on

equal employment opportunity, and providing a workplace free from tensions involved in conduct that does not relate to the League's business. In particular, the hostile atmosphere created by non-work related conduct including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, requests for sexual favors, or other similar conduct is not permitted.

Harassment based on race, color, religion, gender, gender identity, gender expression, age, national origin, veteran status, political affiliation or disability will not be tolerated. Harassment arises from the dynamics of the workplace and can be based on nuances, subtle perceptions, and implicit communications. Conduct that may rise to the level of harassment includes verbal remarks (epithets, derogatory statements, slurs, jokes), physical contact (assaults, physical interference with movement or work, touching), visual displays (displaying of printed or photographic materials, objects), and other actions that are demeaning or hostile.

D. Sexual Harassment

Sexual harassment is unwelcome advances, requests for favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is either explicitly or implicitly made a term of condition of employment;
- B. submission or rejection of such conduct is used as a basis for employment decisions;
- C. the conduct is severe or pervasive enough to create an intimidating, hostile, or offensive work environment.

Examples of sexual harassment are:

- 1) physical assaults;
- 2) subtle or overt pressures or direct requests for sexual favors;
- 3) inappropriate displays of sexually suggestive objects or pictures;
- 4) a pattern of unwelcome conduct of a sexual nature that would be offensive to a reasonable person such as unnecessary touching, abusive or demeaning language or gestures (including remarks about another's clothing, body or body movements, or sexual activities), or teasing or joking.

No supervisor or coworker shall intimate either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other conditions of employment.

E. Violations

An employee who believes that this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome or (2) report it immediately to the Executive Director or the Human Resources Director (?). The report should be made in writing; however, a report will also be accepted by phone or in person.

Charges will be promptly and thoroughly investigated and corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the League's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

In all cases, the League will make follow-up inquiries to ensure that the harassment has not resumed. An employee violating this policy will be subject to disciplinary action, up to and including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

F. Retaliation

Retaliation is illegal and contrary to the policy of the League. Employees who bring complaints of discrimination or harassment, or who identify potential violations or witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the Executive Director or the Human Resources Director (?), however a telephonic or in person report may be given. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct up to and including possible termination.

G. Accommodating Individuals With Disabilities (FYI – until such time as the League has 15 or more employees, the League is not subject to the employment provisions of ADA_ The League provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the League, or if the employee poses a direct threat to the health and safety of him or herself or others.

IV. RECRUITMENT AND SELECTION

A. Open Competition

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified and best-suited applicants for all vacancies and selection is based on the best-qualified and suited person available at the salary offered for the particular position.

B. Initial Employment Period (FYI – VMLIP has removed this from our manual, as well as the grievance procedure)

All new employees are subject to a six-month introductory period. During this time the employee must show that he or she is capable and willing to perform the job satisfactorily, at the same time the League will have the opportunity to evaluate the employee's performance and suitability for continued at-will employment. If satisfactory performance is attained the employee will be entitled to all the benefits of non-introductory status including utilization of the grievance procedure. An employee who is retained after the introductory period remains an employee at-will. Either the League or the employee may still terminate the relationship at any time, for any reason, or for no reason.

C. Hiring Authority

The Executive Director of the League or his/her designee has complete authority for hiring, promoting and discharging employees in accordance with these policies. The Executive Director or his/her designee has the responsibility and authorization for administering the personnel system established by these policies.

V. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular wage and authorized overtime pay for full-time employees, the League's contributions to employee benefits both monetary and nonmonetary, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Base Pay for Positions

The Executive Director is responsible for the establishment of an equitable wage for each position and such wage adjustments as in the future may be deemed appropriate. In arriving at a pay rate, consideration will be given to an assessment of the position requirements, the prevailing rate for comparable work in the area, the current cost of living, and the League's financial condition. It is the policy of the League to abide by the Fair Labor Standards Act ("FLSA") regulations regarding federal minimum wage, overtime, child labor and record keeping requirements.

1. Workweek

Virginia Municipal League works a 7.5-hour day, 37.5 hours a workweek beginning on Sunday and ending Saturday.

2. Payday

League employees are paid semi-monthly on the 15th of the month and the last day of the month. If the normal payday falls on a League-recognized holiday, paychecks are distributed one workday prior to the holiday. If the normal payday falls on a weekend day, paychecks will be distributed on the Friday before the weekend day.

3. Garnishments/Child Support

In accordance with Title III of the Consumer Credit Protection Act (CCPA) the League will withhold the earnings of an individual for the payment of a debt as the result of a court order or other equitable procedure. An administration fee for each garnishment

allowable under the Act is also withheld from earnings. Title III prohibits the League from discharging an employee because his or her earnings have been subject to garnishment for any one debt, regardless of the number of levies made or proceedings brought to collect it.

B. Performance Increases

Each employee's performance will be reviewed annually and based on satisfactory performance and contributions to the organization, pay increases may be given. In exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

C. Overtime

Employees who are not exempt under the FLSA will be paid at the rate of time and a half for all work in excess of 40 hours a workweek. Unless authorized to do so, employees should not work over 37.5 hours during a workweek. When workload requires a few long days, an employee's scheduled hours may be altered in order to avoid the payment of overtime.

Exempt employees who are required to work beyond normal hours or on weekends and holidays may be given compensatory time off at the discretion of the Executive Director.

D. Other

The Executive Director may provide other forms of compensation to an employee as circumstances necessitate.

E. Employee Benefits

In addition to holidays and paid leave as described in Section VI, the League provides the following additional benefits for full-time employees and their eligible dependents. This portion of the Policy Manual contains a general description of the benefits available. With all employee benefits, the League reserves the rights to change plan providers, convert to a self-administered plan, and modify or discontinue providing the benefits described below. Employees are provided, upon request, summary plan documents, which describe each benefit in greater detail including, but not limited to, all enrollment restrictions and inception dates of coverage. Employees should familiarize themselves with these descriptive documents. The summary plan documents control should any conflict arise between the summary benefit plan documents and these policies.

1. Definitions

Eligible Employees: include full-time and part-time employees who are regularly scheduled to work 30 hours or more a week.

Eligible Dependent: A spouse who is currently legally married to an eligible employee and an unmarried dependent child who is age 26 or less.

Anniversary Date: The first day an employee reports to work. This date is used to calculate various League benefits.

2 Retirement

For employees hired prior to November 1, 2017 - VML provides a retirement plan for eligible employees as a supplement to Social Security. The 401(a) qualified money purchase plan is provided through a third party provider. Employees are eligible to participate in the retirement program after 90 days of employment. An annual 12.5 percent contribution based on the employee's salary on July 1 preceding is paid by VML at the end of each month that the employee has worked. Additionally, within 60 days of employment employees may elect to contribute four, seven, or ten percent of gross salary to the plan. This one-time election is irrevocable with respect to participation and the percentage contributed.

The vesting policy, applicable to employer contributions, is as follows:

Year Completed: Percent Vested:

Year 1 50 percent
Year 2 100 percent

Upon separation employees who are not fully vested in the Plan, will forfeit the unvested portion of the account balance or as soon thereafter as practicable. The proceeds will be reallocated to all remaining plan participants who have worked a minimum of 1000 hours during the preceding 12-month period.

For employees hired on or after November 1, 2017 - VML provides a retirement plan for eligible employees as a supplement to Social Security. The 401(a) qualified money purchase plan is provided through a third party provider. Employees are eligible to participate in the retirement program on their first date of employment. An annual percent contribution based on the employee's salary on July 1 preceding is paid by VML at the end of each month that the employee has worked according to the schedule below. Additionally, within 60 days of employment employees may elect to contribute four, seven, or ten percent of gross salary to the plan. This one-time election is irrevocable with respect to participation and the percentage contributed.

VML Contribution: Years 1-5 - 6%
VML Contribution: Years 6-10 - 7%
VML Contribution: Years 11+ - 8%

Year Completed: Percent Vested:

Year 1 20 percent
Year 2 40 percent
Year 3 60 percent
Year 4 80 percent
Year 5 100 percent

Upon separation employees who are not fully vested in the Plan, will forfeit the unvested portion of the account balance or as soon thereafter as practicable. The proceeds will be reallocated to all remaining plan participants who have worked a minimum of 1000 hours during the preceding 12-month period.

An employee who has completed 4 years of service and whose position is eliminated by a layoff or other downsizing through no fault of his or her performance, will be 100% vested in the Company contribution to his or her 401(a) Account.

3. Retirement Health Savings Plan

The League will provide a contribution of ½ percent of gross salary for all employees for participation in a retirement health savings plan, which accumulates assets to pay for qualified medical expenses for the employee and his or her dependents in retirement or upon separation from service. Payments in retirement or separation for qualified medical expenses are paid from the account without tax withholding providing a tax free (rather than tax deferred) benefit. Employees are immediately vested in the plan.

4. Health/Hospitalization Insurance

The League provides health and hospitalization insurance coverage for eligible employees and their eligible dependents. The League pays 100 percent of the employee's coverage in this plan and 60% of dependent levels of coverage.

VML retains the right to change the cost sharing for health and hospitalization insurance coverage at any time it deems necessary.

Employees are eligible to participate on the first day of full-time employment.

5. Life Insurance

The League provides term life insurance coverage equivalent to three times the eligible employee's annual salary rounded to the nearest \$1,000. In August following the completion of one year of employment and each August thereafter, the amount of coverage will be reviewed and adjusted accordingly. Eligible increases in employee life insurance are effective on September 1st each year. The League pays 100 percent of the cost for coverage.

6. Long Term Disability

The League provides for employee participation in a group long-term disability (LTD) policy. Participation in the plan is optional. The League pays 75 percent of the monthly premium. The League provides payroll deduction for the Plan and remits the employee's premium on behalf of the participant.

7. Dental

The League provides for employee and his or her dependents' participation in a group dental coverage policy. Participation in the Plan is optional. The League pays 75 percent of the monthly premium for individual or family coverage.

8. Deferred Compensation

The League provides for employee participation in a § 457 deferred compensation plan, which provides for voluntary, pre-tax contributions by employees. Participation in the Plan is optional. The League does not contribute any portion of the employee's contribution. The League provides payroll deduction for the Plan and remits the employee contribution on behalf of the participant.

9. Short Term Disability

The League provides for employee participation in a short-term disability plan. The League pays 100 percent of the employee's coverage in this plan.

10. Accidental Death and Dismemberment "AD&D"

The League provides for employee only participation in an accidental death & dismemberment plan. Participation in the Plan is optional. The League does not contribute any portion of the monthly premium. The League provides payroll deduction for the Plan and remits the employee premium on behalf of the participant.

11. Section 125 Flexible Spending Accounts

The League provides for employee participation in a Flexible Spending Account (FSA), allowable under Internal Revenue Code Section 125. The Plan allows eligible employees to set aside a specific pre-tax dollar amount for un-reimbursed medical, dental, and dependent care expenses. Participation in the Plan is optional. The League does not contribute any portion of the employee's contribution. The League provides payroll deduction for the Plan and remits the employee's pre-tax contribution on behalf of the participant. Employees must enroll annually.

12. Direct Deposit

The League provides for employee participation in a Direct Deposit Program. Participation in the Program is optional. The Program allows employees to authorize the electronic transfer of each pay period's appropriate wages to his/her personal checking or savings accounts. Employees are eligible to participate and/or make changes four days prior to the end of any pay period. Participants receive a pay voucher showing his/her account number and the amount deposited.

13. Wellness Program

The League provides for employee participation in a fitness club reimbursement program. Participation in the program is optional. The League will reimburse each employee \$25.00 a month, if the employee attends a fitness club at least 8 times that month. It is the employee's responsibility to obtain a monthly usage report from his or her fitness club and return it to the Human Resources Director (?) at least 3 days prior to the mid-month pay day for reimbursement of the prior month. The reimbursement is subject to taxation, and will be reflected in the employee's paycheck. The League provides for employee participation in a Corporate Membership at the YMCA of Greater Richmond. Participation in the Membership is optional. Employees are responsible for the joining fee (which they will receive 50% off) and the regular monthly fee.

14. Pre-Paid Legal Services

The League provides for employee participation in a pre-paid legal service administered by Legal Resources™. The Plan allows employees and their families to receive legal services covered under the "Summary of Services" outlined by Legal Resources™. Participation in the program is optional. The League does not contribute any portion of the employee's premium. The League provides payroll deduction for the Plan and remits the employee's pre-tax contribution on behalf of the participant. Employees must enroll annually.

15. Employee Assistance Program (EAP)

The League provides for employee and eligible dependents participation in a confidential assistance program through a third party carrier. The League pays 100 percent of the cost for coverage.

VI. HOLIDAYS AND LEAVE

A. Holidays

The Executive Director or a designee shall have the authority and provide for additional holidays if warranted. **All employees shall receive the day after the Annual Virginia Municipal League Conference as an additional holiday.**

Full time and part time employees shall be granted time off for these days without charging the time against consolidated leave balances. The League observes the following holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 Monday in September
Veteran's Day	November 11
Day before, Thanksgiving Day and the Friday after	November
Christmas Eve (One half day)	December 24
Christmas Day	December 25

When an employee is required to work on one of these holidays, compensatory time off will be given on an hour for hour basis for the hours worked on the holiday. Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday respectively as announced by the Executive Director or designee.

Full time and part time employees shall be granted two Floating Holidays per calendar year without charging the time against consolidated leave balances. The Floating Holidays will be forfeited if not taken by December 31 of each year.

B. Leave with Full Pay

1. Consolidated Leave System

In accordance with the following schedule, full-time employees will accrue paid leave to be used for vacations, personal business, short-term illnesses or accidents, death in the family, or for any other personal purposes. Leave is earned at the following rate:

0 - 5 years of service	13.25 hours per month
6 - 15 years of service	17 hours per month
16+ years of service	21 hours per month

Part-time employees who are regularly scheduled to work 30 hours a week may receive leave in proportion to the hours worked, at the discretion of the Executive Director. Except for illness or emergencies, leave must be approved in advance by the Executive Director. Only 450 hours (60 days) of accrued leave may be carried over into the next fiscal year. In addition, an employee will not accrue leave if their leave balance is at 450 hours. Each employee shall be required to use a minimum of 10 days a year after the first year of service. (See Section XI (D) for policy on terminal leave payment).

2. Military Leave With Pay

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity, not to exceed 15 consecutive calendar days for training duty and five working days for emergency active duty.

3. Education Leave

Education leave is discretionary and is normally with partial pay or without pay. When an employee can demonstrate that the pursuit of the educational program will have an immediate and discernable benefit to the League, leave with full pay may be granted by the Executive Director. The conditions of such leave shall be subject to a case by case determination based on factors which include the nature of the education or training, length of the absence, work record of the employee, work requirements at the time of the request, and value of the education or training to League.

4. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, when subpoenaed as a witness to appear before a court, public body or commission, (b) serving as a blood donor, or (c) performing emergency civilian duties in connection with national defense or for the purpose of voting in a national, state, or local election. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

C. Workers' Compensation Leave

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven days of absence full salary minus normal payroll deductions. The first seven days

of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under Workers' Compensation Act. If the period of incapacity extends beyond 21 calendar days, the employee will be required to reimburse the League the amount of compensation awarded to the employee for the employee's first seven days of absence. This is an obligation owed to the League and one which, if not reimbursed promptly, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the League.

D. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status.

1. Family & Medical Leave

As of November 1, 2013, VML employees are no longer eligible for the federal Family and Medical Leave Act as the League has less than 50 employees.

Employees are entitled to participate in the benefits of the Family and Medical Leave Act ("FMLA"). FMLA leave is unpaid leave. The League requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.

(A) Eligible Employees

To be covered under the FMLA, an employee must have worked for the League for 12 months and must have worked at least 1,250 hours within the 12 months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.

(B) Purposes for Which FMLA Leave May Be Taken Basic FMLA leave may be used:

1. to care for an employee's child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
2. to care for an employee's spouse, child, or parent (does not include in-laws) who has a serious health condition,
3. when the employee is unable to work because of a serious health condition.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions. Other conditions may meet the definition of continuing treatment.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee's position.

Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy may be requested by the League at its discretion.

(C) FMLA Benefits

(1) Leave

An eligible employee is entitled to 12 weeks of unpaid leave during a 12 month period. The 12-month period is calculated on a rolling backward year. Employees will be required to use accumulated consolidated leave (sick, vacation, compensatory, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the 12 month period, the employee will not be entitled to further FMLA leave.

An employee is required to request FMLA leave in writing to the Human Resources Director (?) at least 30 days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable 30 days in advance, an employee must request the leave as soon as practicable. The League may designate leave as FMLA leave without a request from an employee.

FMLA leave taken for a serious health condition of the employee or family member may be taken intermittently or on a reduced hour basis. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the League's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the League, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between as the spouses choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the 12 months following the event.

Should the League obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

(1-1) Military Family Leave Entitlements (are you sure you want to include this?)

Any Eligible employee with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

(1-2) Special provisions for active military

An eligible employee, and the next of kin, defined as the nearest blood relative of a person to whom this subsection applies is entitled to 26 weeks of unpaid leave to care for a member of the military on active duty and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. For the purposes of this subsection, a serious injury or illness is defined to be an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. The leave provided by this subsection may not be combined with other FMLA leave, such that the maximum leave permissible under this subsection in a 12 month period shall be 26 weeks.

(2) Job Restoration

Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and grievous economic injury to the League. A key employee is a salaried employee who is among the highest paid ten percent of the League's workforce. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is

already on FMLA leave when s/he receives notice that s/he is a key employee, the employee will be given a reasonable time to return to work before losing the right to job restoration.

(3) Health Benefits

If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

If an employee does not return to work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the League for the League's share of the health care premiums paid.

2. Military Leave Without Pay

An employee who leaves the employ of the League to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the League. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the League not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position.

3. Extended Leave Without Pay

When special circumstances require an extended leave, the Executive Director has the authority to grant an employee leave without pay provided that the operations of the League's program(s) will not be adversely affected.

4. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action, which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VII. ON-THE-JOB

A. Standards of Conduct

Each employee has an obligation to observe and follow the League's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the organization, corrective disciplinary measures may be taken. (see section X)

B. Dress Code

The League has established organization dress standards that allow for business casual attire. Business casual dress offers a welcome alternative to suits, ties, dress shoes and formality of the typical office. Employees should dress according to their job responsibility and maintain an overall image of professionalism, which demonstrates concern and respect for the Virginia Municipal League, its members and visitors.

Following are the minimum requirements:

MEN:

- Shirts (No T-shirts, sweatshirts or tank tops)
- Slacks
- Shoes (No flip-flops)

WOMEN:

- Dresses-sleeveless acceptable (no spaghetti straps); no more than approximately 3 inches above the knee
- Shirts (No T-shirts, tank tops, halter tops, midriff tops or sweatshirts)
- Slacks
- Stretch pants, only if accompanied by mid-thigh length top
- Dress shorts/skorts - no more than approximately 3 inches above knee
- Capri, cropped and pedal-pusher pants that are no shorter than mid-calf
- Jean skirts, jumpers and dresses that are pressed and at or below the knee in length
- Shoes (No flip-flops)

Employees are to check with their department supervisor ahead of time if uncertain as to the appropriateness of any particular article of clothing for the workplace. If an employee's attire does not adhere to the established requirements for business casual dress, the employee will be asked to go home for a change of clothing; this time away from the office would be charged to the employee's accumulated consolidated leave time.

C. Employee Development

It is the policy of the League to encourage employees to obtain training designed to develop the employee's value to the organization. Leave with partial pay or leave without pay may be available under the Education Leave provisions (see section VI).

The cost of training and related expenses undertaken at the direction of the Executive Director or the Managing Director of Insurance Programs may be paid in full by the League. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the Executive Director or the Managing Director of Insurance Programs and (2) the employee shows successful completion of the course.

D. Performance Appraisals

Immediate supervisors will evaluate the work of each employee at least annually. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised; the original will be

retained in the personnel file. If the employee believes that the report is unfair, he or she may prepare comments to be attached to the supervisor's appraisal report. Performance appraisals will be treated as confidential.

E. Attendance

Regular attendance is a critical and essential function of each employee's job. Except for illness or emergencies, leave must be approved in advance by the employee's immediate supervisor. In the event of illness, emergencies or late arrival for any reason, employees must contact their immediate supervisor within 30 minutes of their scheduled start time and inform them of the need for unscheduled leave. If you are unable to contact your supervisor yourself, a family member may call on your behalf. An employee who does not report to work, nor contact their supervisor for three work days in a row will be considered to have abandoned their job and is subject to disciplinary action up to and including termination.

VIII. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but in all cases within 24 hours of the accident or injury.

The League has selected a panel of physicians to whom employees must go for all work-related injuries. Supervisors are to inform employees of the physicians included in the panel. In the event an injury requires immediate medical attention, the employee may go directly to the nearest hospital emergency room; follow-up care must be with the panel of physicians.

B. Occupational Safety and Health

The League attempts to provide a safe and healthy working environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, deaths, injuries, and illnesses that occur on League property must be reported to the Executive Director within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their workstation. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

Specifically, employees shall:

1. Report all injuries, regardless of severity, to the supervisor immediately but no later than 24 hours. If the supervisor is not available, the injury must be reported to the

- Executive Director or Human Resources Director before medical treatment is sought, if either is available and if the injury is not so severe to require immediate treatment;
2. Report and, if possible, correct all unsafe conditions or acts;
 3. Avoid horseplay and mischief, which could cause injury;
 4. Take all standard safety precautions to prevent injury;
 5. Follow all safety rules.
 6. Not send or receive text messages or email while driving on League business.

C. Alcohol and Drug Free Workplace

Employee Responsibilities:

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor within five days after the conviction.
3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
5. No employee shall represent the League in an official capacity while impaired by alcohol, illegal drugs, or medication.
6. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for the League.
7. If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

D. Smoking

In the interest of health and safety of all League employees, smoking is prohibited inside of League owned and controlled buildings and work places. The Executive Director may establish designated smoking areas outside of League buildings.

E. Workplace Violence

The League strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the League's premises without proper authorization. All threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. When reporting a threat of violence, you should be as specific and detailed as possible. Any person engaging in threats of (or actual) violence will be removed from League premises. Individuals who have been removed from League premises will remain off the premises pending the outcome of the League's and/or criminal investigations. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. No employee will be subjected to retaliation for reporting any threat or perceived threat.

The League will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected

as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the League may suspend employees, either with or without pay, pending investigation. The League may also, at its option, discipline or terminate the offending employee, terminate or suspend business relationships with, reassign job duties. No existing League policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

F. Emergency Situations

Should an emergency result in the need to communicate information to employees outside of business hours, your supervisor or a representative of the League will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Human Resources Director (?) and accounting assistant in the event this information changes.

When events warrant an evacuation of the building, follow the instructions of your supervisor or any other member of management, if available. Leave the building in a quick and orderly manner. Assemble at a location as communicated by management.

IX. COMMUNICATIONS

A. Use of Technology

The league may provide cellular phones, supplies, laptops, computers, copiers, facsimiles, telephones, postage equipment, and other equipment to employees to assist them in doing their jobs better and more efficiently. These items are to be used for League purposes. Employees are expected to exercise care in the use of League equipment and property and use such property for authorized purposes.

Loss, damages, or theft of League property should be reported to an immediate supervisor at once. Negligence in the care and use of the League's property is grounds for disciplinary action. Upon termination of employment, the employee must return all League property, in his or her possession or control.

B. Internet

The League provides unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the League has established an Internet account that may be accessed by employees. Employees are allowed to use the internet for personal communication and information gathering, but such uses must not interfere with the business activities of the League and must not interfere with the employee's job responsibilities. Employees will be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the League. Any information received, sent, and stored on the League's computer system is subject to monitoring from time to time and in the course of this monitoring may be read for content. The usage of the Internet is subject to the same code of conduct which applies to all other actions in the workplace and using the League's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge.

Employees must not share their passwords with any other individuals, including other employees or outsiders, except the Executive Director or his designees. Nor is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access.

Employees are representatives of the League when using the League's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business. Specifically, the League strictly prohibits any display or transmission of material that can be construed as creating a hostile work environment, including sexually explicit or obscene images, messages, or cartoons, or the transmission or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, sex, age, disability, or religious or political beliefs. Violation of this policy is grounds for disciplinary action, up to and including termination. Should an employee receive unsolicited prohibited material over the League's computer system, the employee must refrain from disseminating such materials to other persons either within or outside the League and should inform the sending party that the receipt of such information violates the policies of the League. The League will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The League will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

C. Other Electronic Communications

The League provides electronic, digital and wireless communications equipment for business purposes. The use of this equipment should not be for personal use. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the League.

D. Consent to Monitoring

Your employment constitutes your consent to the monitoring of communications sent, received and stored on equipment provided by the League or an electronic, wire, or digital services provided by the League.

E. Personal Employee Information

In compliance with the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA), the League will assure employees' "individually identifiable health information", or "protected health information (PHI)," be treated with confidentiality. A written authorization will be obtained for any use or disclosure of PHI, except when given to governmental agencies when undertaking a compliance investigation or review of enforcement action.

X. DISCIPLINE AND GRIEVANCES

League employees are expected to conduct themselves in a professional manner, as representatives of the League. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the League.

A. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral coaching, oral warning, written warning, suspension, demotion, or termination. The following are examples of misconduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
2. willfully falsifying League records (including time records, leave records, job applications, or pay or reimbursement vouchers);
3. gross negligence with League property or misuse of League property;
4. violating any workplace rule;
5. performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the Executive Director;
7. using or being impaired at work by intoxicants, drugs, or alcohol;
8. grossly neglecting duty or continually being unable or unwilling to render satisfactory performance;
9. taking property of the League for one's personal use, for sale to another, or for a gift to another;
10. inducing, or attempting to induce, an officer or employee in the service of the League to commit an unlawful act or to act in violation of any lawful or official regulation or order;
11. accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the League;
12. failing to report for work or being absent without prior notice to supervisor;

13. unsatisfactory attendance, excessive absences, or excessive tardiness.

B. Notification

When appropriate, an employee will be given notice and an opportunity to respond before any disciplinary action other than an oral admonishment or written reprimand becomes effective.

C. Grievances (FYI – not required as the League is not a public sector employer consider removing)

An employee may initiate a grievance based upon an event or condition, which affects the circumstances under which an employee works. Issues relating to salary, rates of pay, established policy, and layoff may not be grievable.

1. A grievance must be submitted to the immediate supervisor in writing within 5 working days after the event giving rise to the grievance, or within 5 working days following the time when the employee should have known of its occurrence. The employee shall discuss the matter with the immediate supervisor who shall attempt to adjust the matter satisfactorily and must respond within three working days.
2. If the grievance is not settled by the immediate supervisor to the satisfaction of the employee, the employee may present the grievance to the Executive Director who shall review the matter and respond in writing within five working days of the receipt of the appeal.
3. The Executive Director may elect to meet with the employee and/or the supervisor but is not required to do so.

If the immediate supervisor is the Executive Director, Steps 1 and 2 are consolidated into a single step.

The disciplinary procedures and rules set out in this chapter, including the grievance procedure do not alter or negate in any way the employment at will relationship that the League has with its employees. The League may terminate an employee at any time, and for any reason, with or without cause. This chapter shall be construed in a manner consistent with the purpose of the policy, set out in chapter I. Purpose.

XI. TERMINATION OF EMPLOYMENT

The procedures and rules set out in this chapter do not alter or negate in any way the employment at will relationship that the League has with its employees. The League may terminate an employee at any time, and for any reason, with or without cause. This chapter shall be construed in a manner consistent with the purpose of the policy, set out in chapter I. Purpose.

A. Resignation

To resign in good standing, an employee must give at least two workweeks advance notice to their immediate supervisor. If special circumstances exist, the Executive Director may waive the notice requirement. Consolidated leave may not be utilized during the two week notice unless approved in advance by the immediate supervisor. Failure to give the required advance notice will result in forfeiture of terminal pay. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation.

Michelle Gowdy 6/13/2016 3:47 PM

Comment [1]: What does established policy mean?

B. Lay-off

The League reserves the right to dismiss employees for lack of available work or funds. In such cases the employees affected will be given a minimum of two workweeks advance notice or two weeks pay in lieu of notice.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the American's with Disabilities Act.

D. Terminal Leave Pay

An employee, who is laid off, resigns giving the required advanced notice, or terminated for reasons other than cause, shall be paid for all accrued leave up to a maximum of 90 days. Introductory employees are not entitled to payment of accrued consolidated leave.

F. Continuation of Health Care Coverage

In compliance with Code of Virginia § 38.2-3541 if the health insurance on a person (employee or dependent) covered under the League's health insurance policy ceases because of the termination of the person's eligibility for coverage, but prior to the insured becoming eligible for Medicare or Medicaid, the insured's present coverage shall continue under the League's policy for a period of 12 months immediately following the date of the termination of the person's eligibility, without evidence of insurability, subject to the following requirements:

1. The application and payment for the extended coverage is made to the League within 31 days after issuance of the written notice required in subsection C, but in no event beyond the 60-day period following the date of the termination of the person's eligibility;
2. Each premium for such extended coverage is timely paid to the group policyholder on a monthly basis during the 12-month period;
3. The premium for continuing the group coverage shall be at the insurer's current rate applicable to the group policy plus any applicable administrative fee not to exceed two percent of the current rate; and
4. Continuation shall only be available to an employee or member who has been continuously insured under the group policy during the entire three-month period immediately preceding termination of eligibility.

C. The group policyholder shall provide each employee or other person covered under such a policy written notice of the availability of continuation of coverage and the procedures and timeframes for obtaining continuation of the group policy. Such notice shall be provided within 14 days of the policyholder's knowledge of the employee's or other covered person's loss of eligibility under the policy.

XII. Credit Card Internal Regulations

A. General usage

1. Every VML employee will be issued a credit card, in his/her own name, and will be held responsible and accountable for all purchases made with that particular card. Every monthly statement shall be accompanied by receipts and shall be signed by the VML employee whose name is shown on the card.
2. The VML credit card is intended to be utilized for every VML-authorized purchase possible. Nothing herein shall be construed to supersede the current purchasing policies of VML with regard to what is an authorized and what is an unauthorized purchase. In as much as possible, the cardholder should make sure VML is not charged sales tax when the card is used.
3. Charge accounts, or any other accounts, will not be maintained by the VML, unless and except in those instances wherein credit cards are absolutely not accepted. The Executive Director shall approve the maintenance of such accounts.
4. VML credit cards are NOT to be used for personal business; only authorized and/or legitimate VML expenditures are permitted. In the event a VML staff member is traveling with a spouse or other individual where there may be both reimbursable and unreimbursable expenses, use of the card will be allowed in those circumstances. Within two business days of receiving the monthly statement, the employee will make an accounting of both reimbursable and unreimbursable expenses and, if necessary, reimburse VML for the balance of all unreimbursable expenses.
5. The individual to whom the card is issued shall retain in his/her possession every receipt (as itemized as possible) until the end of each billing cycle, and shall match every expenditure to a receipt.
6. An expenditure for which there is no receipt may be charged to the employee in whose name the credit card purchase was made, and that employee may be disciplined up to and including termination of employment.

B. Reimbursements/Bookkeeping

1. A "master" invoice of all the credit cards will be sent to the Bookkeeper by the bank (SunTrust).
2. An individual invoice will be sent or delivered to each cardholder (employee).
3. Each employee cardholder will be responsible for keeping a detailed receipt for every purchase made on his/her credit card during the billing cycle.
4. A detailed receipt for each purchase must accompany the individual statement, which is to be approved by the cardholder's immediate supervisor or the Executive Director.
5. On the monthly statement, each user shall identify the appropriate accounting code for each purchase.
6. Each completed statement (with receipts and accounting codes) must be approved by the department head or the Executive Director. The statements are then submitted to the Bookkeeper. The entire process must occur in time for the timely payment of the overall invoice by automatic bank payment.

C. Stolen/lost cards

1. The holder of a stolen or lost card shall immediately notify his/her immediate supervisor, or in his/her absence, the Executive Director. Failure to do so as soon as possible may result in charges to the employee and/or disciplinary action.

2. The Executive Director will notify SunTrust as soon as notified by the supervisor or the employee of a stolen/lost card.
3. In the event of the absence of the Executive Director, the employee shall notify the General Counsel so the bank can be notified as soon as possible.

D. Cardholder Acknowledgment

1. Each employee must sign a copy of these regulations before being issued a VML credit card.
2. Violations of the terms of the regulations may result in the loss of the use of the card and/or disciplinary action, up to and including termination, depending upon the severity of the situation. The Executive Director has the discretion to withdraw an employee's credit card at any time.
3. The credit card must be returned to VML upon separation from League employment.

Each employee who receives a VML card will sign an acknowledgment of receipt of the regulations pertaining to the cards, set out above, and expressing the employee's agreement to the terms.

XIII. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the League without notice.

Modified

**PERSONNEL POLICIES MANUAL RECEIPT AND CREDIT CARD TERMS
ACKNOWLEDGMENT**

Each Employee must indicate that they have read, understand the provisions and will abide by this personnel policies manual and the credit card usage policy.

The Virginia Municipal League (VML) Personnel Policy Manual and any subsequent updates, is housed on the VML Intranet site to which all employees have access. I understand it is my responsibility to read, familiarize myself with the policies and understand the matters set forth in this Manual.

This Manual supersedes all prior written policies as to subjects addressed in the manual and all representations, oral or written. In the event of a contradiction between this Manual and the representation of a supervisor, the terms of the manual will govern.

I understand that no statement contained in this Manual creates any guarantee of continued employment or creates an obligation, contractual or otherwise, on the part of the League.

I understand and acknowledge that the League has the right, without prior notice, to modify, amend or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law

I further understand, acknowledge, and agree to abide by the terms for use of VML credit/purchasing cards as set out in this manual.

Signature of Employee: _____

Name (printed): _____

Date: _____

Signature of Executive Director: _____

Name (printed): _____

Date: _____

Executive Director's Report – May 2018

You have a lot of financial information in your packets as it relates to our budget for the upcoming year. A number of our localities have already called asking whether or not they can expect a dues increase. I did not provide the detail in here regarding our health insurance but would like to discuss that issue at the meeting. I did receive the detail for the March IT bill from Slovania and encourage you to look at it.

The travel policy can be found once again in your packet and I encourage you to review this document so that we can implement a policy quickly. In addition, I have also included a revised personnel policy manual which I would like to implement before we have any new hires.

As we have discussed previously, this building is in need of many repairs. By the time the meeting occurs, I will have a quote on our "rotting wall" which may be close to \$100,000. I have photos that we can review at the meeting. VML is consulting with an engineer on how best to fix this problem.

As you can see by the schedule of events the summer is becoming quite full. The Legislative Committee will have its work cut out for them as we ask them to tackle the tax reform issues that we see forthcoming.

VML did well at the General Assembly in that the "golf course" bill veto was sustained and we had very favorable amendments to the wireless bills. We don't expect a state budget anytime soon.

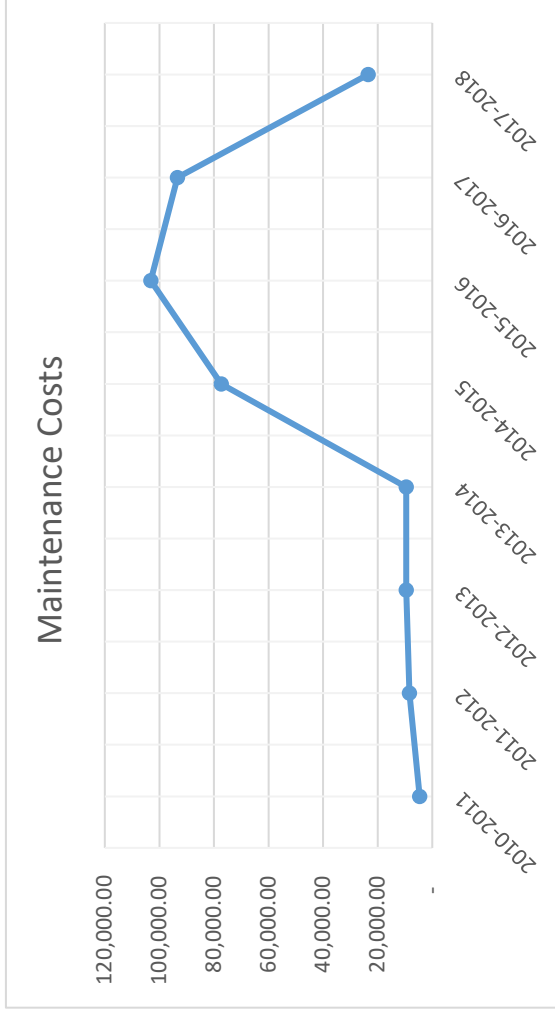
Kim Payne and Jack Tuttle met with staff on April 23, 2018 and I will discuss our outcomes at the meeting and look forward to a discussion on such.

Please let me know if you have any questions or other items that should be addressed.

Fiscal Year	Total	Avg Monthly
2010-2011	4,614.05	384.50
2011-2012	8,308.75	692.40
2012-2013	9,536.90	794.74
2013-2014	9,483.00	790.25
2014-2015	77,353.16	6,446.10
2015-2016	103,167.18	8,597.27
2016-2017	93,376.21	7,781.35
2017-2018	23,492.28	1,957.69
	<u>329,331.53</u>	

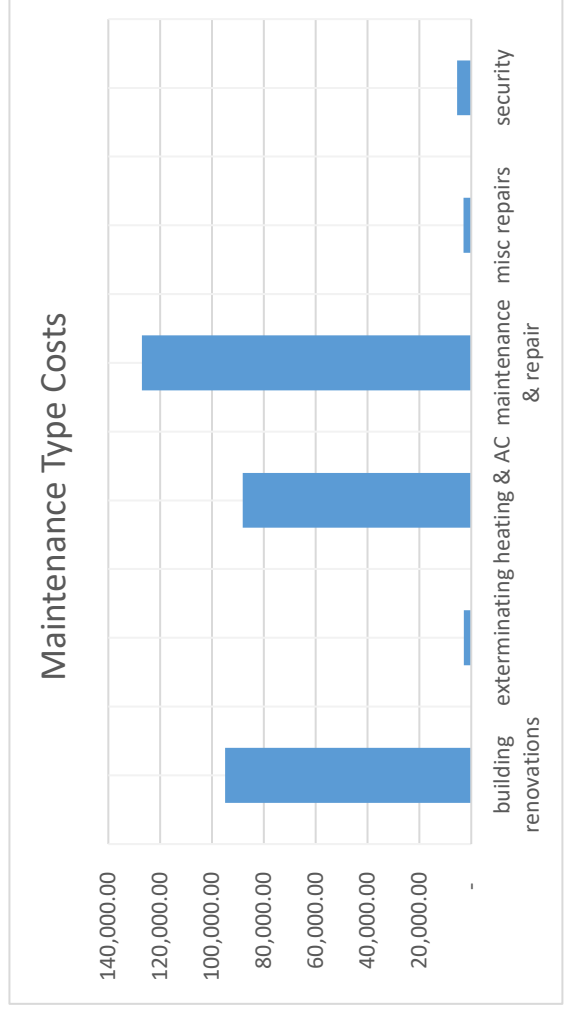
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actual figures
 2017-2018 15,661.51 1,957.69
 ** - projected out 12 months



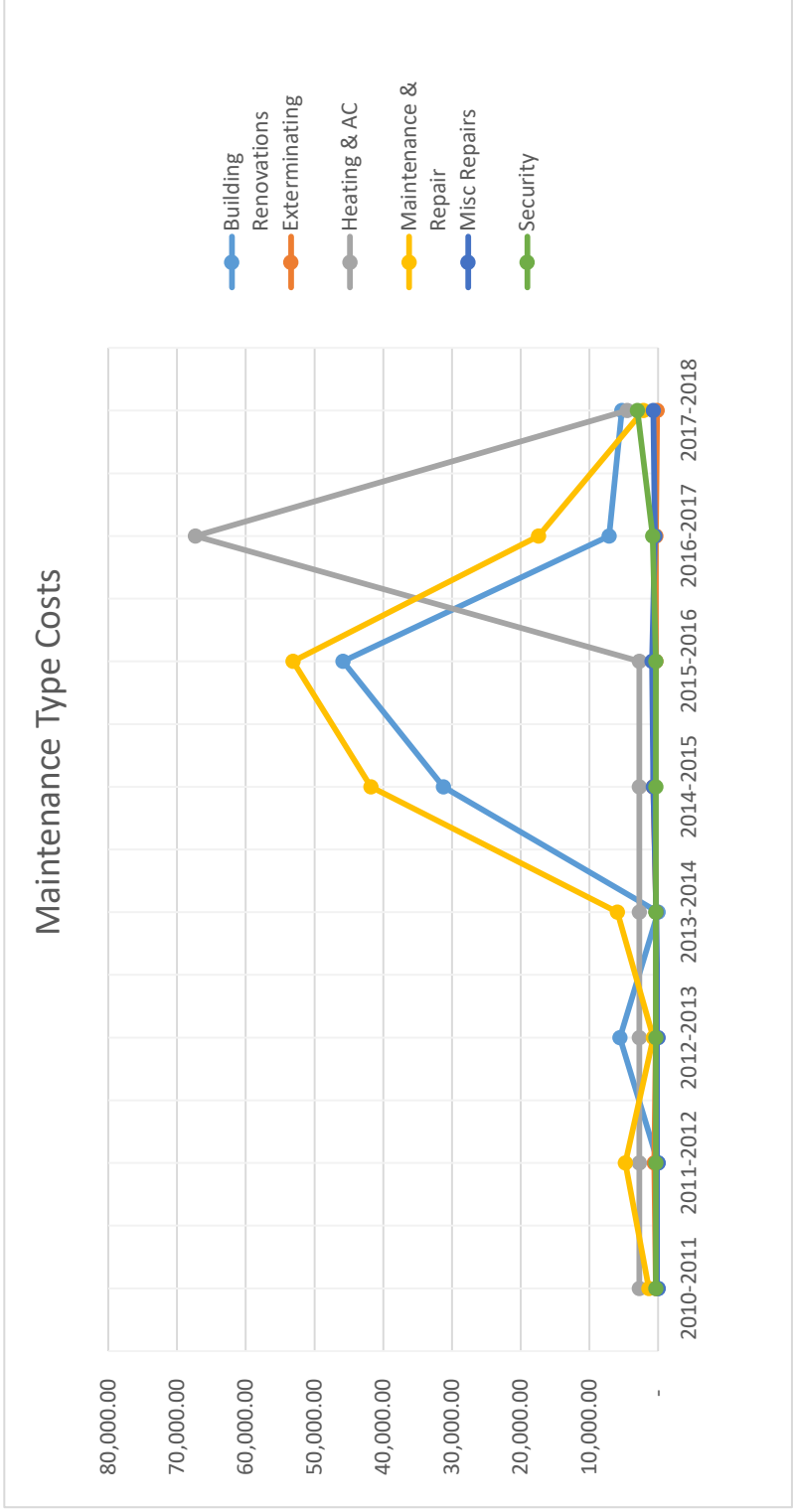
Maintenance Type	Total	Avg Annual Cost
building renovations	94,971.50	12,382.20
exterminating	2,906.00	378.88
heating & AC	88,139.07	11,491.40
maintenance & repair	127,067.53	16,566.82
misc repairs	2,923.65	381.18
security	5,493.01	716.17
	<u>321,500.76</u>	

actual costs



Fiscal Year	Building		Heating & AC		Maintenance & Repair		Misc Repairs	Security	Total
	Renovations	Exterminating	AC	Repair	Repair				
2010-2011	-	316.00	2,700.00	1,310.05	-	288.00	4,614.05		
2011-2012	-	565.00	2,724.00	4,731.75	-	288.00	8,308.75		
2012-2013	5,530.97	328.00	2,724.00	658.20	7.73	288.00	9,536.90		
2013-2014	-	286.00	2,724.00	5,930.00	255.00	288.00	9,483.00		
2014-2015	31,215.77	668.00	2,724.00	41,774.30	683.09	288.00	77,353.16		
2015-2016	45,859.97	301.00	2,724.00	53,148.04	846.17	288.00	103,167.18		
2016-2017	7,101.77	301.00	67,323.12	17,391.14	471.18	788.00	93,376.21		
2017-2018	5,263.02	141.00	4,495.95	2,124.05	660.48	2,977.01	15,661.51		
	94,971.50	2,906.00	88,139.07	127,067.53	2,923.65	5,493.01	321,500.76		

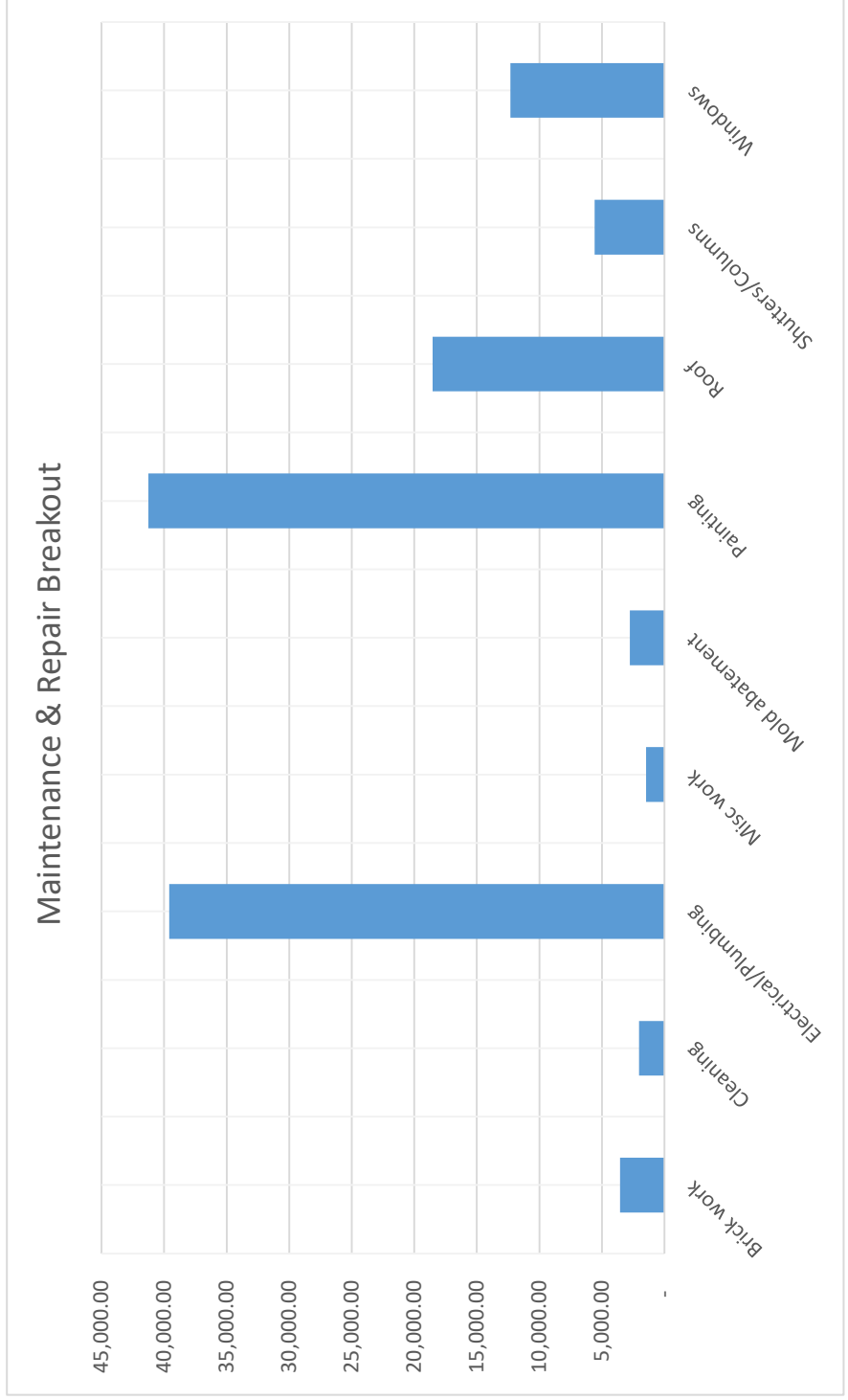
actual costs



Maintenance & Repair Breakout

Brick work	3,549.00
Cleaning	2,025.72
Electrical/Plumbing	39,587.34
Misc work	1,464.53
Mold abatement	2,775.00
Painting	41,258.21
Roof	18,523.00
Shutters/Columns	5,577.73
Windows	12,307.00
	<hr/>
	127,067.53

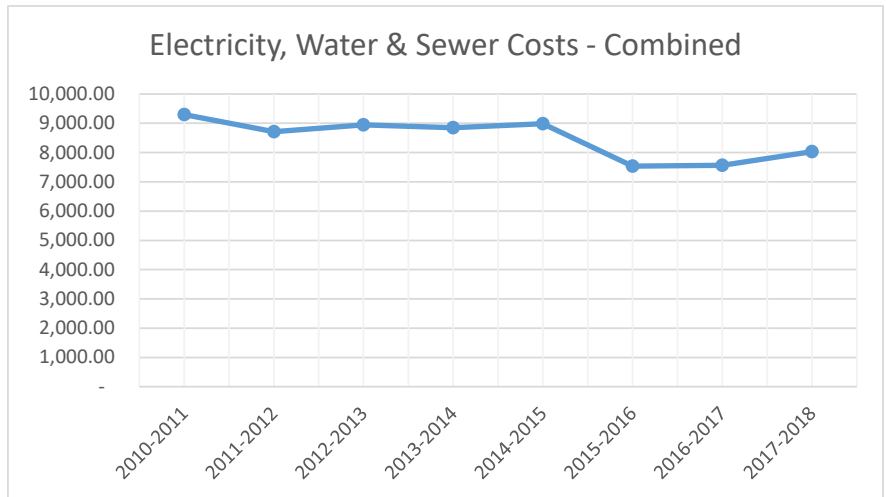
actual costs



Electricity, Water & Sewer Costs - Combined

Fiscal Year	Total	Avg Monthly
2010-2011	9,297.59	774.80
2011-2012	8,712.55	726.05
2012-2013	8,942.30	745.19
2013-2014	8,853.52	737.79
2014-2015	8,989.30	749.11
2015-2016	7,536.66	628.06
2016-2017	7,561.45	630.12
2017-2018	8,033.04	669.42
	67,926.41	

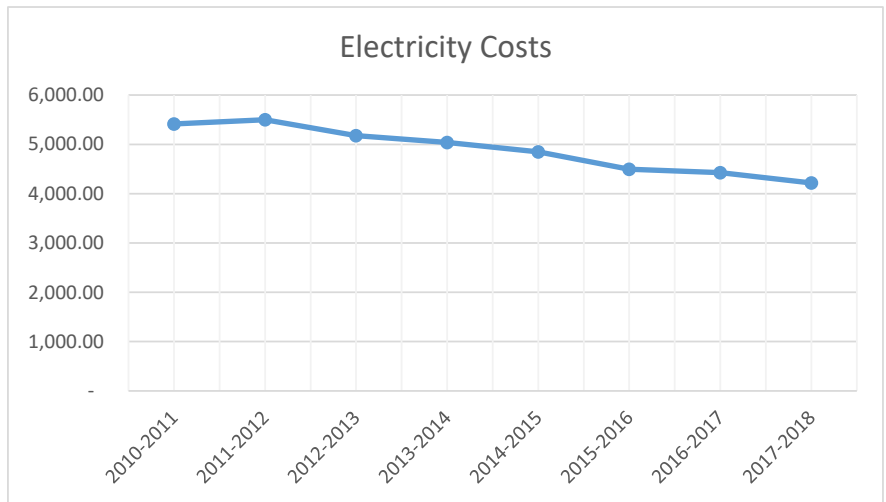
actual figures
 2017-2018 5,355.33 669.42
 ** - projected out 12 months



Electricity Costs

Fiscal Year	Total	Avg Monthly
2010-2011	5,414.61	451.22
2011-2012	5,498.58	458.22
2012-2013	5,176.91	431.41
2013-2014	5,036.74	419.73
2014-2015	4,849.98	404.17
2015-2016	4,496.16	374.68
2016-2017	4,424.09	368.67
2017-2018	4,216.92	351.41
	39,113.99	

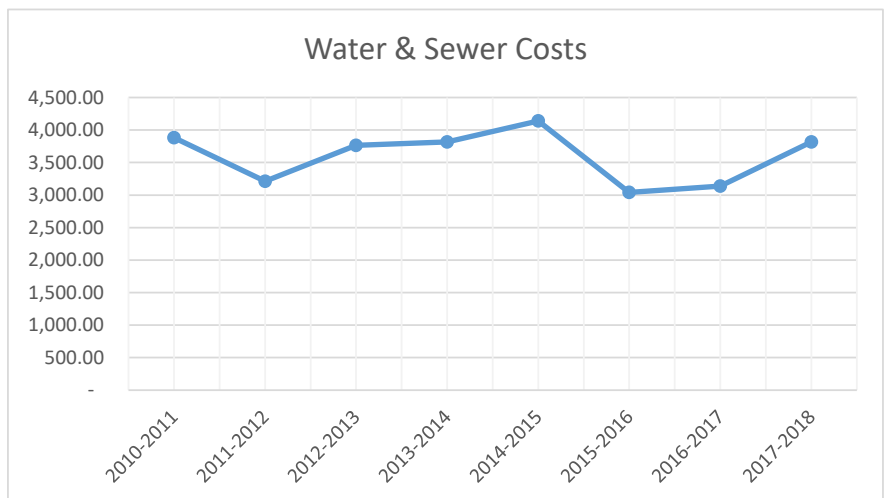
actual figures
 2017-2018 2,811.26 351.41
 ** - projected out 12 months



Water & Sewer Costs

Fiscal Year	Total	Avg Monthly
2010-2011	3,882.98	323.58
2011-2012	3,213.97	267.83
2012-2013	3,765.39	313.78
2013-2014	3,816.78	318.07
2014-2015	4,139.32	344.94
2015-2016	3,040.50	253.38
2016-2017	3,137.36	261.45
2017-2018	3,816.12	318.01
	28,812.42	

actual figures
 2017-2018 2,544.07 318.01
 ** - projected out 12 months



Date: April 9, 2018
To: Michelle Gowdy, Executive Director
From: Sandra Harrington, Government Relations Associate
Re: Feb/March Activity Report

Legislative affairs

Continued facilitating weekly liaison meetings with VML/VACO legislative liaisons

Attended General Assembly committee meetings and reported on outcomes of these meetings, on an as needed basis; attended weekly Virginia First Cities, Early Childhood (EC) Policy Network, and VRS meetings/events on behalf of VML

Continue to monitor legislation and provide VML legislative staff updates using LIS/LIAB - to date, I have been unable to adequately evaluate the utilization of Capital Impact for VML legislative tracking, reporting, action alerts, or other features viewed in the demo that might be useful for VML.

Going forward, I will continue to explore the best legislative monitoring and tracking system for our legislative staff, liaisons, and members related, particularly related to time sensitive information

Member Services/other

Coordinated *If I Were a Mayor*, contest winner presentations, in conjunction with VML Spring Regional Meetings.

- Richmond Mayor Stoney- March 28
- Winchester City Council – April 10
- Buckingham County School Board – April 11
- Louisa County School Board – April 11
- Pennington Gap Town Council – April 16
- Radford City Council – April 23
- Fairfax City Council – April 24
- Norfolk City Council – April 24

Affiliate relations

VBCOA

- Membership drive was conducted 100% online this year. As of April, 895 Active and 63 Associate members renewed and paid online for 2018 (no outstanding payments due)
- 2018 Membership Directory (the directory is traditionally provided at the Mid-Year meeting and then online, working with Mary Jo, Joni, Manny, and Patrick, to ensure this is ready to print by Friday April 13)
- Mid-year Meeting – Charlottesville Omni, April 28 – 30. <https://vbcoa.org/2018-mid-year-registration/>. We have sold out the room block at the Omni and have overflow rooms at the Marriott. The Board meeting will be held on Sunday, April 29 and include a vote on the FY19 Budget, which includes the updated fee for VML Services. This event has a current registration

is 150. The President has added a recognition of Bill Shelton (DHCD) and added Erik Johnston as an invited guest for Monday April 30.

- Annual Conference Williamsburg Lodge = Sept 15 – 18 – site scheduled for May 1. Registration is open and there are (2) exhibitors signed up as of April; <https://vbcoa.org/2018-annual-conference/>
- 2019 Events – We have contracts in process for the 2019 Mid-Year meeting at the Roanoke Conference Center and the 2019 Annual Conference- Hilton, Virginia Beach Oceanfront – all contracts have been reviewed and are waiting on internal processes before signing
- While visiting the VCU Archives for MEPAV, discovered VBCOA founding documents

MEPAV

- Member dues were sent out online in January, all member dues have been paid
- Associate Members were invited via online to renew/become a 2018 Associate Member, as of April there were 64 Associate members signed up and paid
- At the March 16 board meeting, MEPAV agreed to a VML Service fee increase, requested that VML take over the management of the MEPAV website, and a proposal by Alice Wolfe, BRPA that there be some sort of meeting of their members at the VML conference.
- Registration is open for the MEPAV Annual Meeting, to be held May 23 – 25, Marriott Virginia Beach, this will include the election of new officers; <https://www.vml.org/2018-mepav-annual-meeting/>. As of April, we needed to add rooms to the room block and have 53 registered for the event, 10 conference contributors, and 27 signed up for the Reggie Oliver Golf Tournament
- I am working on recreating a MEPAV Directory, this included a trip to the VCU Archives to find the names of the MEPAV Founders, in addition to the names of Presidents prior to 1977.

VEPGA

- VEPGA Board meeting in February centered on the proposed FY19 Budget and increasing member dues, to be approved at the May 3 Board meeting, at which time the VML agreement service agreement will also be signed
- VEPGA Annual meeting registration is now open, May 2 – 3, Newport News, <https://www.vml.org/2018-vepga-annual-meeting/> and will include a Field Trip of the Virginia Institute of Marine Science, an educational session, and elections for some positions on the Board.
- VEPGA member dues will need to be sent out after the dues established by the Board May 3

NOVEC and AEP

- Continuing to evaluate the VML service/cost basis

Challenges

- Effectiveness of Legislative monitoring/reporting
- Event registration/updates on VML web site – who does what with events on the VML web
- Affiliate relations – continue clean up the membership records

Memo

To: VML Executive Committee

From: Michael Polychrones, Director of Member Services

Date: April 24, 2018

RE: Virginia Leadership Academy Update

Members of the Executive Committee I am excited to update on the Virginia Leadership Academy Program. The 2018 VLA year was kicked off with the VML/VACo Finance forum and the Newly Elected Officials Seminar the week before the General Assembly session. Both events were well attended with the numbers of attendees as follows:

VML Finance Forum – 97
Newly Elected Officials - 31

Next, we have changed the 2018 schedule to include a Newly Elected Officials Seminar on July 19 & 20, instead of a webinar on Council -Manager Relations. The staff received some feedback from Managers across the Commonwealth that the upcoming May elections will produce some turnover in many of those localities. The seminar will be held in Richmond and details are being negotiated at this writing. In addition, on June 6 & 7, we will hold an intensive FOIA/COIA in person seminar in both Richmond and Roanoke. The Richmond speakers are Alan Gernhardt, Executive Director for the Virginia FOIA Council and Rebekah Stefanski, Attorney for the Virginia Conflict of Interest and Ethics Advisory Council. The Roanoke session will feature Eric Monday, City Attorney for the City of Martinsville. Registrations are currently being accepted for the June FOIA/COIA sessions. Seating in both venues are limited so if you or your colleagues are planning on attending, please register on the VML Website as soon as possible.

I am encouraged by the attendance at these educational events and the good thing about the VLA is that there is no formal registration to participate in the certification program. Lastly, with past participation in VEOLA being recognized for credits toward certification, I expect several VML members attaining certification during the remainder of 2018.

Memorandum

To: VML Executive Committee

From: Christina Luman-Bailey, Councilor, City of Hopewell & Chair Virginia GoGreen Advisory Committee

Michael Polychrones, Director of Member Services, VML

Date: April 25, 2018

RE: 2018 Virginia GoGreen Challenge Update

As the title of the memo suggests, I am writing to provide a brief update on the status of the Virginia GoGreen Challenge. The committee started doing quite a bit of work this spring revising and updating the challenge. We also have reviewed other similar programs to both improve the challenge and possibly spark more localities to participate in the GoGreen program. Specifically, we reviewed the Pennsylvania Municipal League version called "Sustainable PA!" and we are looking to incorporate some measures from that program that proven successful for the localities. In addition, the committee has broken into two different groups studying different parts of the challenge to see what questions should remain or be deleted based on what challenge areas lack of response. Staff prepared a report for the committee that has given some items to consider.

The committee will also be taking advantage of some key events to promote locality participation by having a session at the Newly Elected Officials seminar in July. Also, in honor that this is the 10th Anniversary of this program, special recognition is being planned for localities who have participated all 10 years and there will also be recognition celebrating the Tenth Anniversary on the award plaques.

The committee has met on March 29 and April 19 so far and are due to meet again on May 10. We are planning to unveil the 2018 Challenge to our members by the end of May. The end date of the challenge will be September 7 to allow for the results to be tabulated and the awards prepared in time for the 2018 Annual VML Conference in Hampton.

Thank you for your time and attention on this important ongoing program. I believe it will be a great year for this effort and for our members.



2018 EVENT CALENDAR

May 4 & 5: Executive Committee Mtg: Newport News

May 31: Legislative Committee Mtg: CPA Bldg

June 6: FOIA/COIA: Richmond: VMLINS

June 7: FOIA/COIA: Roanoke: Noel C. Taylor Municipal Bldg, Rm 159

July 19: Policy Committee Mtg: Rich. Conv. Ctr (Pending site)

July 20 & 21: Newly Elected Officials ??

August 10 & 11: Executive Committee Mtg: Berry Hill Plantation

September 6: Legislative Committee Mtg: Rich. Conv. Ctr (Pending site)

September 30 – October 2: Annual Conference: Hampton

October 19 – 20: Regional Executive Directors Mtg: Williamsburg