



AGENDA

Richmond Regional Planning District Commission

April 11, 2019

9:00 a.m.

RRPDC Board Room
9211 Forest Hill Avenue, Suite 200
Richmond, VA 23235

The RRPDC Executive Committee meeting will convene at **8:15 a.m.**

Call to Order..... 9:00 a.m.

Pledge of Allegiance

Certification of Quorum

1. ADMINISTRATIVE ITEMS

a. Additions or Changes to Order of Business

b. Public Comment Period

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

c. Consent Agenda

- i. March 14, 2019 Meeting Minutes **(Tab 1)**
- ii. Environmental and Intergovernmental Reviews Summary **(Tab 2)**
- iii. Resolution authorizing application for Rural Transportation FY20 funding **(Tab 3)**
- iv. Cancellation of May 9, 2019 Meeting

Members are asked to approve the items included in the Consent Agenda.

2. STANDING COMMITTEE REPORTS

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

- i. February Financial Reports **(Tab 4)**

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

ii. Public Outreach and Engagement Committee – Mr. Nordvig

Update Only: No action is requested.

Richmond Regional Planning District Commission



3. NEW BUSINESS (Tab 5)

a. Fund Balance Policy Discussion

Ms. Shickle will provide an overview of the items Commissioners requested at the last meeting. Members will be asked to take action regarding the Fund Balance Policy.

4. OTHER BUSINESS / ANNOUNCEMENTS

5. ADJOURN





**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
March 14, 2019**

Members and Alternates (A) Present

Steve Elswick	Chesterfield County
Gloria Freye	Chesterfield County
Kimberly Gray.....	City of Richmond
Mike Gray.....	City of Richmond
Leslie Haley	Chesterfield County
Jim Holland.....	Chesterfield County
Dorothy Jaeckle	Chesterfield County
Angela Kelly-Wiecek	Hanover County
Kristen Larson.....	City of Richmond
Susan Lascolette	Goochland County
Anne Marie Lauranzon	Hanover County
William Mackey, Jr.....	Henrico County
Tyrone Nelson, Vice Chair.....	Henrico County
Cynthia Newbille	City of Richmond
Larry Nordvig.....	Powhatan County
Patricia O’Bannon.....	Henrico County
Patricia Paige, Secretary	New Kent County
Randy Silber (A).....	Henrico County
George Spagna, Treasurer	Town of Ashland
Frank Thornton.....	Henrico County
Randy Whittaker.....	Hanover County

Others Present

David Blount.....	VAPDC
Joe McKinney	NADO
Mark Olinger	NADO

Staff Present

Martha Shickle.....	Executive Director
Julie Fry	Executive Assistant
Diane Fusco	Office Manager
Barbara Jacocks	Regional Planning Director
Chet Parsons	Director, Transportation

Call to Order / Pledge of Allegiance

Chairwoman Newbille called the regularly scheduled March 14, 2019 RRPDC meeting to order at approximately 9:10 a.m. in the RRPDC Board Room. She wished members Happy Pi Day on March 14. Chairwoman Newbille then led members in the pledge of allegiance to the flag.

Certification by Commission Executive Director of Meeting Quorum

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

1. ADMINISTRATION

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

Chairwoman Newbille asked if there were any requests to change the agenda or order of business.

As there were no requests to change the agenda, Chairwoman Newbille said the agenda will stand as presented.

B. Open Public Comment Period

Chairwoman Newbille opened the public comment period, noting that if anyone wished to address the members they should please stand and provide his or her name, locality of residence, and, if appropriate, the name of any organization being represented.

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

C. February 14, 2019 Meeting Minutes

Ms. Kelly-Wiecek noted a typo on page 8 which will be corrected prior to the minutes being filed. As there were no other corrections to the minutes Chairwoman Newbille asked for a motion to approve the minutes for the February 14, 2019 meeting as presented. Mr. Nelson so moved and the motion was seconded by Ms. Lascolette. There was no further discussion and the motion passed unanimously.

D. Chair's Report

1. NADO Award Presentation – Pulse Corridor Plan

Chairwoman Newbille noted it is always a pleasure to recognize work that is extraordinarily well done. She welcomed Mr. Mark Olinger, Director of Planning and Development Review

with the City of Richmond, to accept an award from the National Association of Development Organizations. The award recognized the City's efforts on the Pulse Corridor Plan. Chairwoman Newbille pointed out the Aliceann Wohlbruck Innovation Award recognizes innovative approaches to regional economic and community development specifically related to the Pulse Corridor planning and development. Ms. Barbara Jacocks, RRPDC Director of Planning, was also recognized for her role as lead RRPDC staff who assisted with the project.

Mr. Olinger noted he will make comments during his presentation. He said he appreciates the award and he recognized the work done by RRPDC staff and others. Mr. Olinger said he is very proud of this accomplishment. Ms. Jacocks commented the Pulse Corridor Plan was a fun project to work on and it's very rewarding to see the results. Ms. Shickle noted this was one of only eleven transportation projects that were recognized throughout the country.

Mr. Olinger provided a presentation on the Pulse Corridor Plan and acknowledged the work by RRPDC staff, Smart Growth America, Van Meters Williams Pollack, Federal Transit Administration, many people in Henrico County and a host of other people involved in the project.

Mr. Olinger said the City of Richmond is updating the city-wide master plan for the first time in twenty years and the Pulse Corridor was the first element of that plan. He noted this is the first time the city has given consideration to the emerging city in the twenty-first century and how to grow value for the city and to support the community. Mr. Olinger reviewed areas of focus and the Pulse Corridor Guiding Principles. He pointed out the Richmond area is very supportive of transit-oriented lifestyles and discussed transit-oriented design principles.

As he concluded his presentation, Mr. Olinger offered to answer any questions or provide additional information. Ms. O'Bannon asked about Richmond 300 and Mr. Olinger said that is the name given to the update to the citywide Master Plan. He noted that in 2037 the city will be 300 years old.

Mr. Nordvig asked about the overlay that Mr. Olinger mentioned and what that work would require. Mr. Olinger replied it would require people looking at the six design principles and the zoning being considered. As areas are redeveloped it is necessary to consider characteristics and designs of the buildings being developed.

Chairwoman Newbille again thanked Mr. Olinger and Ms. Jacocks.

2. Executive Committee Report

Richmond Regional Planning District Commission

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

Commission Meeting Minutes – March 14, 2019 – Page | 3

Chairwoman Newbille said at the last meeting Vice Chairman Nelson raised a discussion item relative to formation of a new standing committee that would review topic areas that the Board might have an interest in learning more about, perform work on, etc. The Executive Committee decided that rather than having another standing committee, the Executive Committee would perform this function and identify topics and possible areas of opportunities to bring before the Board.

The first meeting will occur possibly after a Board meeting in July once feedback is compiled from the Board during the June meeting. Chairwoman Newbille asked if the Board would recommend that the Executive Committee should serve in this role.

Ms. Jaeckle asked if there will be input solicited from the full Board prior to the selection of topics. Chairwoman Newbille confirmed this would be the case. There was no need for further discussion and Chairwoman Newbille moved on to the next agenda item.

E. Executive Director's Report and Highlights

Ms. Shickle said the intergovernmental and environmental reviews summary was included in Tab 2 of the agenda packet. She reviewed that the agency has signed copies of a new grant award which will bring in additional revenue that was not included in last month's adopted budget. There is a \$21,000 grant from the Department of Environmental Quality (DEQ) that impacts this fiscal year with about \$10,000 in additional revenue. Ms. Shickle also noted that the Partnership for Housing Affordability is launching a regional affordable housing plan and has been awarded funds from the Virginia Housing Development Authority. Part of those dollars will be passed to the agency for help with the data collection needs for that plan.

Ms. Shickle noted the agency is near full staffing. Introductions were given at the last meeting. She also reminded the Board that today is Ms. Fry's last meeting as she will be departing the agency on April 1. Ms. Shickle noted Ms. Fry has been with the RRPDC for 14 years and has been a tremendous support to her personally as well as to the Board and RRPDC overall. The Board recognized Ms. Fry with a standing ovation and round of applause.

2. NEW BUSINESS

A. Standing Committee Reports

Ms. Shickle said she had not had a chance to discuss the fact the PDC website was down yesterday with Mr. Nordvig prior to today's meeting but issues are being worked on currently. She estimates the agency is weeks, if not days, away from the new website launch. The plan was for the Public Outreach and Education committee to be able to test drive the website prior to official launch.

Ms. Shickle is looking forward to debuting the new website with the committee during its meeting on March 26. The agency is also planning for conversion to the new IT environment in April. She said it's a busy time but also an exciting time to address some technology challenges.

1. Audit/Finance/Facilities Committee

Chairwoman Newbille asked Dr. Spagna to provide a report from this committee.

Dr. Spagna reported that the monthly Financial Report is included in the agenda packet under Tab

2. He said staff can respond to any questions.

- a. Financial Report

Ms. Shickle said a narrative statement has been added to the beginning of Tab 3 to provide more orientation to the statements provided for the report. She noted January was a good month for the PDC and the month ended with \$8,000 in net income. Overall the agency continues to show good progress on the financial side and the operating deficit is currently at \$22,000 for the year which is an improvement from the end of the first quarter when it was at \$54,000. Ms. Shickle feels confident that by the end of fiscal year the agency will be net neutral as the budget predicts.

Based on feedback from the last meeting, Ms. Shickle noted that both detail and summary for profit and loss and balance sheet statements are included. She offered to answer any questions and noted the Finance Committee did review statements in detail at its February meeting.

- b. FYs 2020 / 2021 Special Assessment

Ms. Shickle said the Finance Committee had also taken up the topic of the designated fund balance noting the Commission had taken action in 2004 to establish the designated fund balance at \$1,000,000. This occurred after a nine to twelve-month deliberation by the Executive Committee and sub-committee that was formed to look at forecasting when there was a dip in state funding. The Finance Committee took time to discuss an appropriate designated fund level and feels that the designated fund balance should remain at \$1,000,000. Ms. Shickle noted that at the end of FY2018 the agency did go below the balance and this represented a gap of \$219,000.

Ms. Shickle said the committee has discussed the plan to bring the fund balance back to the designated \$1,000,000 level and there's a plan to accomplish this over the course of two years. She said the committee has discussed and recommended that local members contribute through a special assessment about half of the amount needed or about \$109,000. In addition,

as part of the PDC budget process, general fund dollars could be set aside to close the gap for the other half.

Ms. Shickle provided a table showing current dues as well as the FY2020 special assessment rate, but also pointed out the population estimates may change as the numbers need to be verified. She noted this comes to about \$0.05 per capita increase for the localities. Ms. Shickle asked committee members if they would like to add anything.

Ms. Haley said her understanding is there has been a lot of discussion about the designated fund balance and she feels the agency is moving in a very positive direction. She thinks the special assessment is a little premature and asked if the \$1,000,000 number is arbitrary to begin with and if being within the range is acceptable. She notes the larger jurisdictions will be carrying the bulk of the special assessment and because of these concerns couldn't in good faith vote for the assessment today. Ms. Haley suggested a progress review in six months to see how operational changes are working.

Chairwoman Newbille asked for any other comments. Ms. Kelly-Wiecek said she thought there was going to be more information on the appropriate fund balance. Ms. O'Bannon noted this work was done by the Finance Committee and part of the fund balance is based on the fact that if the agency leaves its current location prior to the end of the least term, the remainder of the lease amount would need to be paid.

Ms. O'Bannon said it is possible with agency changes and an influx of funding that the balance could be restored in one year, but the committee didn't want to delay because of potential issues with the current lease. She said the agency is going to pursue changes to the office location which will improve the rent situation, but in the meantime, the fund balance should be restored. She does agree that the Board should see details as to how the fund balance amount was originally designated.

Ms. Jaeckle said there was agreement that it didn't make sense to walk away from the current lease so the PDC will not be leaving the current office space. Ms. O'Bannon said the reserve fund exists in case the agency did suddenly need to disband and pay all outstanding expenses.

Ms. Shickle said in review of the minutes from 2004 there were extensive calculations and review of best practices at the time, and there was a review of all expenses and liabilities of the agency at that time. She said the numbers did appear to be in a range and the Board at that time thought \$1,000,000 was a good compromise. The amount fit within the range they calculated and was the basis for the rationale when arriving at that number.

Ms. O'Bannon said she remembered the discussion was the actual number was slightly less than \$1,000,000 and it was rounded up to \$1 million. Ms. Shickle added the Finance committee looked at expenses from the last three and last four months and calculated a three-month and

six-month operational need. Her impression from the committee was that while most calculations fell below \$1,000,000, it was felt that the \$1 million was a reasonable threshold.

Mr. Holland confirmed that the committee looked at the range and considered the state of the economy and the federal budget where potential massive cuts could impact current financial situation. Mr. Holland said he is not opposed to waiting until the end of the fiscal year to see how the financial situation develops and asked for confirmation that the PDC would not be penalized for waiting.

Ms. O'Bannon again asked for a presentation on how the low and high end of the range were reached and apologized for not remembering all the details discussed in the committee. She reiterated that when coming up with the fund balance, the committee considered worse case scenarios and what would be needed to cover those types of situations.

Chairwoman Newbille agreed to take a few more comments. Dr. Spagna thanked committee members for their recollections of the committee meetings. He recalled the range being developed for what it would take to run the agency for three months or six months in case of a catastrophe. He said the \$1,000,000 balance fell in the middle of the range and the committee felt comfortable with this conservative amount. He mentioned that localities are in the process of preparing budgets now and if the Board waits until the end of the fiscal year, it will essentially be too late for the jurisdictions to budget for an additional assessment. He said this is an opportunity to recover funds for the reserve fund balance.

Mr. Elswick said this situation is no different than local budget management because the jurisdictions don't raise taxes to fix shortfalls but instead tell their staffs to develop plans to cover any shortfall. He also feels this plan is unfair to larger jurisdictions, like Chesterfield, because they end up paying a higher amount. He suggested dividing the amount nine ways so that it is paid equally if it is going to be handled by a special assessment.

Ms. Larson mentioned she had asked previously about severance policies regarding staff leaving the agency and she wondered if those policies have been reviewed and if changes are being made. Ms. Shickle said that the Executive Committee acts as the Personnel Committee. The Executive Committee has discussed the policy dealing with retiree health care benefits as well as the leave policy and payouts. Ms. Shickle is looking for consistency with member jurisdictions and a policy amendment will be forthcoming.

Ms. Shickle said current leave policy payouts are consistent with the member jurisdictions, but the way current staff uses leave is being managed better so that leave is being taken as it is earned. Ms. Larson asked if it makes sense to review how much leave is being carried over and if this should be capped. Ms. Shickle confirmed it is currently capped at twice the amount earned in a year that can be carried over to a new calendar year. The amount earned is based on tenure and she agreed this can be reviewed.

Ms. Larson said she agreed with Ms. Haley and would prefer to wait a couple of months to receive more information on the fund balance before sending a special assessment invoice out to the jurisdictions.

Mr. Silber said there is another option for consideration. The County Administrators and Managers from the four largest jurisdictions have talked about the special assessment. They suggested the recommendation to restore the fund balance over two years. He said another option would be to approve this over one year and revisit to see where things stand at that time.

Chairwoman Newbille confirmed there is a clear unreadiness to proceed with the special assessment, a desire to have a presentation on details, and some future consideration for a strategy to address restoring the reserve fund balance. Ms. O'Bannon made a motion to defer this topic until April. Mr. Holland seconded the motion.

Ms. Shickle asked to confirm exactly what information the Board would like to have presented. Ms. Shickle asked if it is the information that was presented to the committee, and if there is any additional information the Board would like to have presented. Chairwoman Newbille and Mr. Holland agreed that at a minimum the presentation would include what was presented to the committee and how the amount for the reserve fund balance was determined.

Mr. Elswick said he would like the presentation to include how the PDC arrived at its current situation and what administrative decisions were made to cause this position. Ms. Haley added the changes that have been made to move the agency in a positive direction should also be included.

Ms. Kelly-Wiecek agreed with Dr. Spagna's statement that jurisdictions are in budget season. She recommended that members discuss the special assessment with their CAO/Manager in case the Board does proceed so it won't create an issue for the budget process.

Vice Chairman Nelson asked about Mr. Silber's comment regarding the special assessment suggestion made by the CAOs/Managers and if there was a provision to include the assessment in their proposed budgets. Mr. Silber said this was his understanding, at least from the perspective of Henrico County.

Ms. Shickle confirmed she discussed this issue with the CAOs and Managers after the last Audit/Finance/Facilities committee meeting and has been keeping them updated after each committee meeting. She has received feedback on different scenarios and what they would be comfortable with. The impression she has gotten is that the CAOs/Managers can make the additional dollars work in their upcoming budgets. Ms. Shickle said there are varying opinions

on the philosophical approach and that is something that can be revisited by Board members with their own CAOs and Managers.

Chairwoman Newbille said at this point Board members should discuss the special assessment with their own CAOs and Managers to hear their opinions. Ms. Lascolette mentioned waiting until the end of this fiscal year and feels the jurisdictions are being asked to pay for the agency's mistakes of the past and, in some cases, policies that are more generous than what the localities offer. She confirmed that she does not support this path.

Mr. Nordvig said he wanted to be sure he was clear what the Board is asking from Ms. Shickle: how the agency's deficit occurred; corrections that will be made; current rent; assessment per capita vs. equal division between localities; timeline options; and other funds available to close the gap. Ms. Shickle added she has also included information on how the current fund balance amount was arrived at originally.

Ms. Paige mentioned a discussion about the population estimate and using a more accurate number. Chairwoman Newbille agreed this would be part of the information to consider.

Vice Chairman Nelson asked if what is being considered is a one-time assessment because it has been referred to as a tax which would imply it is ongoing. Mr. Nordvig added it is talked about this way since the agency is dealing with taxpayer money.

Chairwoman Nelson asked if she could call the question on the motion to accept the monthly financial report as presented. Dr. Spagna so moved and the motion was seconded by Ms. Lascolette. There was no additional discussion and the motion was carried unanimously.

2. Public Outreach and Engagement Committee

Mr. Nordvig provided an update and stated the new PDC website is now the committee's focus. He provided an example of the new graphics that are intended to provide a clean look and will also work in grey scale and in black and white. The next meeting of the committee is on March 26. There will be additional updates after that meeting when the new website and communications plan will be reviewed. There will be more details on public outreach for the launch and coordination with the agency's 50th anniversary when the committee meets again. He will report on this at next Board meeting.

Ms. O'Bannon asked how the new website and branding efforts are being funded. Ms. Shickle advised in this fiscal year, PDC general fund dollars along with state and local dollars provided money for this project.

Ms. Kelly-Wiecek confirmed that the Board was aware of how the work was being funded. Ms. Shickle said during the RRTPO's Federal Certification review, it was noted the agency needs to have

a more accessible website. A decision was made to combine the TPO website updates with the PDC website to align both sites. Ms. Shickle noted she chose not to amend the UPWP for the federal dollars to fund the website updates because it would have slowed down the process. She said the current website is in a tenuous situation and work needed to be completed as quickly as possible.

B. Special Presentations

1. National Association of Development Organizations (NADO), Joe McKinney, Executive Director

Chairwoman Newbille introduced Mr. Joe McKinney, Executive Director of NADO. Mr. McKinney distributed information about NADO and provided details about what NADO does, events related to NADO's work in Washington, DC, and how NADO can help the PDC.

Ms. Kelly-Wiecek asked about legislative priorities for transportation and infrastructure issues. Mr. McKinney noted this is a national problem and it's difficult to predict what will happen with funding; it is a political challenge.

2. Virginia Association of Planning District Commissions (VAPDC), David Blount, Executive Director

Chairwoman Newbille introduced David Blount, Executive Director of VAPDC. Mr. Blount provided handouts to the Board on VAPDC. He noted the VAPDC is trying to establish or renew relationships with state agencies and partners. He said he is traveling around the state to let members know what the VAPDC has to offer and is encouraging local cooperation as well as state cooperation.

3. OTHER BUSINESS / ANNOUNCEMENTS

Ms. Shickle reminded Board members that they are all invited to enjoy pie with PDC staff in honor of Pi Day.

No other business was identified to bring before the Board.

4. ADJOURN

Chairwoman Newbille thanked members for their time and adjourned the meeting at approximately 10:30 a.m.

Martha Shickle
Executive Director

Cynthia Newbille
Chair



Environmental & Intergovernmental Reviews

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

Environmental reviews can include:

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

Intergovernmental reviews can include:

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

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

http://www.richmondregional.org/planning/environmental/eig_reviews/.

Richmond Regional Planning District Commission

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

Environmental and Intergovernmental Reviews Summary – Page | 1



Jurisdiction	Response Date	Review Name	Environmental						Intergovernmental			
			Coastal Consistency Determination or Certification	Environmental Assessment, Impact Statement, or Impact Report	Groundwater Withdrawal Permit	VPDES Permit	VWP Permit	PSD Permit (Air Quality)	Federal funding of State Program	Superfund Remediation Application	FTA Section 5310 Funding	State Corporation Commission Application
Charles City	3/14/2019	Chickahominy Power LLC						X				
Chesterfield	3/14/2019	Cosby Village Townhomes	X									
Hanover	3/14/2019	Chickahominy Falls, multiple sections	X									
New Kent	3/14/2019	New Kent Airport Security Fence	X									
Richmond	2/27/2019	Kinder Morgan SE Terminals				X						



RESOLUTION
of the
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

WHEREAS, Federal Highway Administration’s State Planning and Research (SPR) funds are available by the Virginia Department of Transportation (VDOT) for transportation planning in rural localities; and

WHEREAS, the purpose of the SPR funds shall be to provide transportation planning assistance in the counties of Charles City, Goochland, New Kent, and Powhatan; and

WHEREAS, VDOT initiated a planning process to create a Regional Long-Range Transportation Plan (RLRTP) for rural localities; and

WHEREAS, the 2040 Richmond RLRTP was developed as part of the FY19 work program by the Richmond Regional Planning District Commission (the Regional Commission), as a means for rural localities to better identify their own transportation needs and more effectively compete for SMART SCALE and other transportation funds; and

WHEREAS, the Regional Commission has reviewed the proposed Scope of Work for this project;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Planning District Commission formally accepts the responsibility to administer the SPR funds for rural transportation planning;

BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission directs its staff to administer the SPR funds and to provide transportation planning assistance as specified in the Scope of Work;

AND, BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission, on this 11th day of April, 2019, authorizes staff to file an application for funding with the Virginia Department of Transportation for Federal Highway Planning and Research Funds to provide transportation planning assistance to the rural jurisdictions within the district and authorizes the Executive Director to execute all necessary documentation to carry out the intent and purpose of this resolution.

Martha Shickle, Executive Director

Dr. Cynthia Newbille, Chair

Richmond Regional Planning District Commission

FY-2020 Rural Transportation Planning Work Program

Richmond Regional Planning District Commission

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



Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2020 each planning district commission which includes rural localities will receive \$58,000 from VDOT’s Rural Transportation Planning Assistance Program. The corresponding planning district commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division’s (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2020 - Program Administration (\$7,250)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. **Staff Support and Facilitation of the Rural Technical Advisory Committee**

Staff will continue to establish regular meeting times and facilitate outreach with the Rural Transportation Advisory Committee (RTAC) over the course of the year.

Product: Quarterly and Annual Reports

2. **Quarterly and Annual Reports to VDOT**

Richmond Regional Planning District Commission

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

Rural Transportation FY20 Funding – Page | 2



As a condition of the grant, staff will prepare quarterly reports and an annual report for submission to VDOT.

Product: Quarterly and Annual Reports

3. VAPDC Rural Transportation Committee

Staff will participate in the regular meetings of the Rural Transportation Committee of the Virginia Association of Planning District Commission (VAPDC) to share common experiences and seek additional information to support the Richmond region’s rural transportation goals and objectives at the local and regional levels.

Product: Summary to be included in Quarterly and Annual Reports

4. Coordination with VDOT Central District

Staff will participate in the Fall Transportation Meeting for the VDOT Richmond District and provide information to serve as outreach to the localities of the Region with an emphasis on the rural areas.

SPR Funds (80%)	\$5,800
PDC Funds (20%)	\$1,450
<hr/>	
Total Budgeted Expenditure for Program Administration	\$7,250



FY 2020 - Program Activities (\$65,250)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Regional Commission. Individual projects and work elements are described below:

1. Data Collection and Analysis to Support the Update of the 2040 Rural Long-Range Transportation Plan to 2045 Horizon by 2021

The Regional Commission, in cooperation with VDOT, will continue to support the statewide initiative begun in FY07 to develop and maintain regional long-range transportation plans (RLRTP) in the rural areas that complement those in the urban, metropolitan areas of the Commonwealth. During FY18, staff reviewed and updated the RLRTP to the horizon year 2040 and will continue to maintain the 2040 RLRTP by performing the following tasks in preparation for development of the 2045 RLRTP.

- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and Smart Scale Regional meetings as applicable for the defined rural portion of the Richmond Region
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance as applicable for the defined rural portion of the Richmond Region
- Participate with the RRTPO and VDOT staff on setting performance measure goals which pertain to the rural portion of the Richmond Region
- Congestion Management Process: update the CMP database with the most current traffic counts and roadway characteristics; databases that cover all aspects of the transportation system including roadway use, bridges, aviation, rail, and ACS demographic data; volumes, speeds, and congestion on rural roadways based on current year of data
- Crash Data Trends and Locations: update crash databases and shapefiles for all major roadways in the rural areas
- Freight Planning: maintain and update a database of truck volumes and percentages for roadways in rural areas
- Bridge assessment: maintain and update databases detailing the condition of bridges in the rural areas
- Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.



- Participate with Virginia’s Metropolitan Planning Organizations (MPOs) and VDOT on meeting performance measure goals.
- Provide VDOT’s Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
- Assist VDOT’s Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.

2. Provide SMART SCALE and Transportation Alternatives Technical Assistance

Staff will work with the local rural jurisdictions, RTAC, and VDOT to assess revisions and new information provided by the comprehensive review and update of the RL RTP to the 2040 horizon year as described above. Staff will work with the rural jurisdictions to identify and provide technical assistance as needed to actively support local funding submissions for SMART SCALE and the Transportation Alternatives funds.

Working with the VDOT District Planner selected technical assistance projects(s) must meet one or more of the following criteria:

- To meet one of the goals in the Statewide Pedestrian Policy Plan, address gaps in pedestrian infrastructures such as missing sidewalk segments, provide a shape file with latitude/longitude locations to include whether the gap is located adjacent to the roadway.
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile. TMPD will provide a standardized format
- To meet goals in the Virginia Strategic Highway Safety Plan, conduct a corridor study/analysis of a roadway segment(s) and identify potential improvements (including access management) to the corridor for safety and/or congestion.
- To meet goals in the Virginia Strategic Highway Safety Plan, conduct an intersection analysis of an intersection within the region and identify potential improvements for safety and/or congestion.
- Other activities that the RRPDC can complete and are appropriate given the funding sources, while being approved by the District Planner.



Product: FY20 Work Program and Resolution of Support

SPR Funds (80%)	\$52,200
PDC Funds (20%)	\$13,050
<hr/>	
Total Budgeted Expenditure for Program Activities	\$65,250



FY-2020 Budget Summary

	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u> Rural TAC Support, Quarterly Reports to VDOT, VAPDC Transportation Committee, and Coordination with VDOT Richmond District	\$5,800	\$1,450	\$7,250
<u>Program Activities</u> Data Collection and Analysis to Support the Update of the 2040 Rural Long-Range Transportation Plan to 2045 Horizon by 2021 and Provide SMART SCALE and Transportation Alternatives Technical Assistance	\$52,200	\$13,050	\$65,250
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000	\$14,500	\$72,500



**Richmond Regional Planning District Commission
Financial Report: February 28, 2019**

Profit & Loss Budget Performance

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

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

The Variance columns (Columns C and G) are calculated by subtracting the Month or Year-to-Date Budget (Columns B and F) revenue or expense line from the Year-to-Date Actual (Columns A and E) for the same line.

The percentage of YTD Budget (Columns D and H) is calculated by dividing YTD Actual (Column A and E) revenues and expenses by YTD Budgeted (Column B and F) revenues and expenses.

The notes at the bottom of the Profit and Loss Budget Performance Statement are intended to give quick explanations of Month of January Variances (Column C).

Revenue:

February 2019 operating revenue was \$16,539 above the budgeted revenue or 106 percent of the February Budget (line 7).

Two items impacting the revenue variance are below budget grant billing of \$18,000 as we continue to fill and onboard new staff members to fill vacancies (mid-February) and above budget pass-through billing for contractors/outside services for transportation and emergency management grants of \$33,000.

Expense:

February operating expenses were \$13,000 above the budgeted levels or 105 percent of the Monthly Budget. The above budget position is the result of a combination of above budget Salary & Wages (line 9) and above budget Program Expenses (line 12)



Filling most open grant-supported positions was the major driver of the above budget Salary & Wages. The monthly **revised** budget still represents 1/12 of the annual **revised** budget. The first 7 months of the year showed favorable variances while the last 5 months of the year will be above budget to achieve our revised budget for the total fiscal year. Pass-through expense ran higher than 1/12 of the annual budget as transportation and emergency management contracts experienced continued strong activity in February.

Non-operating Expense:

There were no non-operating expenses on line 18 for the month of February.

Net Ordinary and Total Net Income/Loss:

The agency has improved its financial position since September 2018. The first quarter financial statements reported a Year-to-Date (through September 30, 2018) total net loss of \$56,202. As of February, the total net loss is \$13,520, an improvement from September of \$42,682. Ordinary Income before Capital projects has remained positive since September which indicates a strong position to finish out the year.

Balance Sheet

The summarized Balance Sheet provides an overview of the assets, liabilities and fund balance as of February 28, 2019.

The Fund Balance of \$849,329 consists of Fixed Assets of \$81,888 and Unrestricted Reserve of \$767,441. The agency concluded FY18 with an Unrestricted Reserve of \$780,960 which has been reduced by the first eight months' to-date net loss of \$13,519 to arrive at the February 28 Unrestricted Reserve of \$767,441.

As a note, the Board Approved revised FY2019 Annual Budget projects a neutral position by the end of the fiscal year resulting in a very modest net loss for the year. The progress year to date to close the gap between revenues and expenses supports this projection. The anticipated Unrestricted Reserve Balance projected at June 30, 2019 is expected to be unchanged from June 30, 2018. The Committee did not meet in March to review the February financials. Therefore, staff recommends approval of the Financial Statements for the period ending February 28, 2019.

Richmond Regional Planning District Commission
Profit & Loss Budget Performance (Summary Version)
February 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	
	Feb 2019 Actual	Feb 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Feb 19 YTD Actual	Jul-Feb 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget	
1	Ordinary Income/Expense									
2	Income									
3	4100 · Federal Funding	182,844.00	168,818.92	14,025.08 (1)	108.31%	1,076,588.58	1,350,551.36	-273,962.78	79.72%	2,025,827.04
4	4200 · State Funding	33,845.86	32,636.92	1,208.94 (1)	103.7%	201,373.52	261,095.32	-59,721.80	77.13%	391,643.00
5	4300 · Local Funding	68,580.26	68,580.90	-0.64	100.0%	520,612.73	520,912.40	-299.67	99.94%	795,236.00
6	5000 · Other Income	1,305.70				7,909.14	0.00	7,909.14	100.0%	0.00
7	Total Income	286,575.82	270,036.74	16,539.08	106.13%	1,806,483.97	2,132,559.08	-326,075.11	84.71%	3,212,706.04
8	Expense									
9	6000 · Salary & Wages	158,789.83	150,603.11	8,186.72 (2)	105.44%	1,140,469.43	1,204,824.91	-64,355.48	94.66%	1,807,237.35
10	7100 · Professional Fees	8,575.00	11,516.66	-2,941.66	74.46%	87,475.00	87,133.36	341.64	100.39%	133,200.00
11	7200 · Office Expenses	13,758.53	16,267.08	-2,508.55	84.58%	115,606.88	130,136.75	-14,529.87	88.84%	195,205.07
12	7400 · Program Expenses	74,214.14	62,443.09	11,771.05 (3)	118.85%	251,337.89	503,744.87	-252,406.98	49.89%	753,517.23
13	7600 · Infrastructure	20,992.83	22,134.30	-1,141.47	94.84%	174,490.61	176,423.45	-1,932.84	98.9%	264,960.65
14	Total Expense	276,330.33	262,964.24	13,366.09	105.08%	1,769,379.81	2,102,263.34	-332,883.53	84.17%	3,154,120.30
15	Net Ordinary Income	10,245.49	7,072.50	3,172.99	144.86%	37,104.16	30,295.74	6,808.42	122.47%	58,585.74
16	Other Income/Expense									
17	Other Expense									
18	7900 · Capital Expense Projects	0.00	4,921.83	-4,921.83	0.0%	50,623.95	39,374.63	11,249.32	128.57%	59,061.95
19	Total Other Expense	0.00	4,921.83	-4,921.83	0.0%	50,623.95	39,374.63	11,249.32	128.57%	59,061.95
20	Net Other Income	0.00	-4,921.83	4,921.83	0.0%	-50,623.95	-39,374.63	-11,249.32	128.57%	-59,061.95
21	Net Income	10,245.49	2,150.67	8,094.82	476.39%	-13,519.79	-9,078.89	-4,440.90	148.92%	-476.21

Comments Regarding February 2019 Monthly Variances:

- (1) Federal and State Funding is \$15K over the revised budget for the month due to a net \$18K in underbudget revenue as remaining positions filled mid-Feb and \$33K higher than budget pass-through expenses for transportation and emergency management projects.
- (2) Salaries & Wages were \$8K unfavorable as we are catching up from our first half of year of unfilled positions.
- (3) Program Expenses were \$11K unfavorable to the monthly budget due to pass-through expenses incurred and covered by revenue noted above, primarily CVEMA funds as grant term nears end on 3/31/19.

Richmond Regional Planning District Commission
Profit & Loss Budget Performance (Detailed Version)
February 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Feb 2019 Actual	Feb 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Feb 19 YTD Actual	Jul-Feb 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget
1 Ordinary Income/Expense									
2 Income									
3 4100 · Federal Funding									
4 4101 · MPO FHWA/PL Funds - Fed share	71,613.05	77,081.50	-5,468.45	92.91%	513,313.43	616,652.00	-103,338.57	83.24%	924,978.00
5 4102 · MPO Sect 5303 Funds - Fed share	41,713.94	56,080.58	-14,366.64	74.38%	333,798.85	448,644.68	-114,845.83	74.4%	672,967.00
6 4105 · MPO Pass-Through	21,173.28	6,666.67	14,506.61	317.6%	35,587.07	53,333.32	-17,746.25	66.73%	80,000.00
7 4110 · DEQ-Coastal	4,958.33	5,405.00	-446.67	91.74%	40,878.75	43,240.00	-2,361.25	94.54%	64,860.00
8 4120 · VDEM SHSP	12,168.14	7,436.50	4,731.64	163.63%	63,778.02	59,492.00	4,286.02	107.2%	89,238.00
9 4130 · VDEM Pass-through grants	31,217.26	16,148.67	15,068.59	193.31%	89,232.46	129,189.36	-39,956.90	69.07%	193,784.04
10 Total 4100 · Federal Funding	182,844.00	168,818.92	14,025.08	108.31%	1,076,588.58	1,350,551.36	-273,962.78	79.72%	2,025,827.04
11 4200 · State Funding									
12 4201 · MPO FHWA/PL Funds - State share	8,951.63	9,635.17	-683.54	92.91%	64,161.93	77,081.32	-12,919.39	83.24%	115,622.00
13 4202 · MPO Sec. 5303 - State share	5,214.36	7,010.08	-1,795.72	74.38%	41,724.85	56,080.68	-14,355.83	74.4%	84,121.00
14 4205 · State MPO Pass-Through	5,293.32	1,666.67	3,626.65	317.6%	8,896.77	13,333.32	-4,436.55	66.73%	20,000.00
15 4210 · VDOT Rural Planning	4,890.05	4,833.33	56.72	101.17%	10,617.97	38,666.68	-28,048.71	27.46%	58,000.00
16 4230 · State Appropriation	9,496.50	9,491.67	4.83	100.05%	75,972.00	75,933.32	38.68	100.05%	113,900.00
17 Total 4200 · State Funding	33,845.86	32,636.92	1,208.94	103.7%	201,373.52	261,095.32	-59,721.80	77.13%	391,643.00
18 4300 · Local Funding									
19 4360 · FOLAR Grant	6,933.80	6,933.75	0.05	100.0%	27,735.20	27,735.00	0.20	100.0%	55,470.00
20 4301 · TPO Assessment	4,145.97	4,145.98	-0.01	100.0%	33,167.77	33,168.08	-0.31	100.0%	49,752.00
21 4310 · Local Membership Dues	49,183.33	49,183.33	0.00	100.0%	393,466.64	393,466.68	-0.04	100.0%	590,200.00
22 4320 · Capital Region Collaborative	4,151.16	4,151.17	-0.01	100.0%	33,209.29	33,209.32	-0.03	100.0%	49,814.00
23 4330 · Greater Richmond Chamber	4,166.00	4,166.67	-0.67	99.98%	33,033.83	33,333.32	-299.49	99.1%	50,000.00
24 Total 4300 · Local Funding	68,580.26	68,580.90	-0.64	100.0%	520,612.73	520,912.40	-299.67	99.94%	795,236.00
25 5000 · Other Income									
26 5001 · Interest Income	805.70				5,909.14				
27 5020 · Restitution --Scott Newcomer	500.00				2,000.00				
28 Total 5000 · Other Income	1,305.70				7,909.14	0.00	7,909.14	100.0%	0.00
29 Total Income	286,575.82	270,036.74	16,539.08	106.13%	1,806,483.97	2,132,559.08	-326,075.11	84.71%	3,212,706.04
30 Expense									
31 6000 · Salary & Wages									
32 6100 · Wages	123,237.49	116,371.73	6,865.76	105.9%	880,830.50	930,973.79	-50,143.29	94.61%	1,396,460.71
33 6200 · Payroll Taxes	9,668.02	9,340.97	327.05	103.5%	70,761.46	74,727.76	-3,966.30	94.69%	112,091.64
34 6500 · Benefits									
35 6512 · Healthcare	16,978.70	13,673.75	3,304.95	124.17%	108,844.10	109,390.00	-545.90	99.5%	164,085.00
36 6530 · Retirement									

Richmond Regional Planning District Commission
Profit & Loss Budget Performance (Detailed Version)
February 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	
	Feb 2019 Actual	Feb 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Feb 19 YTD Actual	Jul-Feb 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget	
37	6531 · VRS Retirement Contribution	6,079.44	6,900.00	-820.56	88.11%	43,138.55	55,200.00	-12,061.45	78.15%	82,800.00
38	6532 · VRS Employee Contribution	282.07				1,217.43				
39	6533 · ICMA - 401	277.81				6,481.74				
40	6534 · ICMA - 457	160.30				-467.60				
41	6535 · Hybrid 401 A	579.62				4,136.28				
42	6536 · HYBRID 457	105.60				374.88				
43	6538 · 403B Plan	0.00				-1,549.55				
44	Total 6530 · Retirement	7,484.84	6,900.00	584.84	108.48%	53,331.73	55,200.00	-1,868.27	96.62%	82,800.00
45	6540 · Life & Disability									
46	6541 · LTD	514.19	750.00	-235.81	68.56%	3,926.10	6,000.00	-2,073.90	65.44%	9,000.00
47	6542 · Hybrid VRS ST & LT Disability	130.32				1,431.16				
48	6543 · AFLAC	24.96				560.49				
49	Total 6540 · Life & Disability	669.47	750.00	-80.53	89.26%	5,917.75	6,000.00	-82.25	98.63%	9,000.00
50	6550 · FSA/HSA Section 125 Plans	-120.46	200.00	-320.46	-60.23%	716.12	1,600.00	-883.88	44.76%	2,400.00
51	Total 6500 · Benefits	25,012.55	21,523.75	3,488.80	116.21%	168,809.70	172,190.00	-3,380.30	98.04%	258,285.00
52	6580 · Payroll Fees	471.77	533.33	-61.56	88.46%	3,704.93	4,266.68	-561.75	86.83%	6,400.00
53	6590 · Training	400.00	2,833.33	-2,433.33	14.12%	16,362.84	22,666.68	-6,303.84	72.19%	34,000.00
54	Total 6000 · Salary & Wages	158,789.83	150,603.11	8,186.72	105.44%	1,140,469.43	1,204,824.91	-64,355.48	94.66%	1,807,237.35
55	7100 · Professional Fees									
56	7720 · Legal Fees									
57	7721 · RRPDC-	3,625.00	2,333.33	1,291.67	155.36%	14,125.00	13,666.68	458.32	103.35%	23,000.00
58	Total 7720 · Legal Fees	3,625.00	2,333.33	1,291.67	155.36%	14,125.00	13,666.68	458.32	103.35%	23,000.00
59	7730 · Contracted Services	4,950.00	9,183.33	-4,233.33	53.9%	73,350.00	73,466.68	-116.68	99.84%	110,200.00
60	Total 7100 · Professional Fees	8,575.00	11,516.66	-2,941.66	74.46%	87,475.00	87,133.36	341.64	100.39%	133,200.00
61	7200 · Office Expenses									
62	7220 · Computer Operations	8,863.44	9,975.42	-1,111.98	88.85%	72,074.70	79,803.39	-7,728.69	90.32%	119,705.07
63	7230 · Printing	2,792.04	3,500.00	-707.96	79.77%	22,660.17	28,000.00	-5,339.83	80.93%	42,000.00
64	7235 · Supplies	1,016.33	833.33	183.00	121.96%	6,567.59	6,666.68	-99.09	98.51%	10,000.00
65	7245 · Postage	-5.00	500.00	-505.00	-1.0%	1,495.20	4,000.00	-2,504.80	37.38%	6,000.00
66	7250 · Advertisements	0.00	333.33	-333.33	0.0%	2,421.00	2,666.68	-245.68	90.79%	4,000.00
67	7290 · Miscellaneous Expenses	635.58	583.33	52.25	108.96%	6,139.00	4,666.68	1,472.32	131.55%	7,000.00
68	7295 · Bank Fees	456.14	541.67	-85.53	84.21%	4,249.22	4,333.32	-84.10	98.06%	6,500.00
69	Total 7200 · Office Expenses	13,758.53	16,267.08	-2,508.55	84.58%	115,606.88	130,136.75	-14,529.87	88.84%	195,205.07
70	7400 · Program Expenses									
71	7410 · Organizational Dues	0.00	650.00	-650.00	0.0%	12,666.50	9,400.00	3,266.50	134.75%	12,000.00
72	7425 · Travel - Agency	3,201.94	2,708.33	493.61	118.23%	15,958.03	21,666.68	-5,708.65	73.65%	32,500.00

Richmond Regional Planning District Commission
Profit & Loss Budget Performance (Detailed Version)
February 2019

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	
	Feb 2019 Actual	Feb 2019 Budget	\$ Variance	% of Monthly Budget	Jul-Feb 19 YTD Actual	Jul-Feb 19 YTD Budget	\$ Variance	% of YTD Budget	Annual Budget	
73	7430 · Books & Periodicals	40.55	83.33	-42.78	48.66%	363.03	666.68	-303.65	54.45%	1,000.00
74	7450 · Pass-through and Matching funds									
75	7451 · Pass Through Funds - MPO	39,485.15	42,644.45	-3,159.30	92.59%	128,572.14	341,155.59	-212,583.45	37.69%	511,733.39
76	7452 · Pass Through Funds (FEMA)	31,217.26	16,148.65	15,068.61	193.31%	88,028.87	129,189.24	-41,160.37	68.14%	193,783.84
77	Total 7450 · Pass-through and Matching funds	70,702.41	58,793.10	11,909.31	120.26%	216,601.01	470,344.83	-253,743.82	46.05%	705,517.23
78	7400 · Program Expenses - Other	269.24	208.33	60.91	129.24%	5,749.32	1,666.68	4,082.64	344.96%	2,500.00
79	Total 7400 · Program Expenses	74,214.14	62,443.09	11,771.05	118.85%	251,337.89	503,744.87	-252,406.98	49.89%	753,517.23
80	7600 · Infrastructure									
81	7210 · Rent	19,527.95	19,692.64	-164.69	99.16%	157,933.49	156,890.09	1,043.40	100.67%	235,660.65
82	7240 · Insurance	1,091.40	1,816.66	-725.26	60.08%	14,166.20	14,533.36	-367.16	97.47%	21,800.00
83	7610 · Telephone	373.48	625.00	-251.52	59.76%	2,390.92	5,000.00	-2,609.08	47.82%	7,500.00
84	Total 7600 · Infrastructure	20,992.83	22,134.30	-1,141.47	94.84%	174,490.61	176,423.45	-1,932.84	98.9%	264,960.65
85	Total Expense	276,330.33	262,964.24	13,366.09	105.08%	1,769,379.81	2,102,263.34	-332,883.53	84.17%	3,154,120.30
86	Net Ordinary Income	10,245.49	7,072.50	3,172.99	144.86%	37,104.16	30,295.74	6,808.42	122.47%	58,585.74
87	Other Income/Expense									
88	Other Expense									
89	7900 · Capital Expense Projects	0.00	4,921.83	-4,921.83	0.0%	50,623.95	39,374.63	11,249.32	128.57%	59,061.95
90	Total Other Expense	0.00	4,921.83	-4,921.83	0.0%	50,623.95	39,374.63	11,249.32	128.57%	59,061.95
91	Net Other Income	0.00	-4,921.83	4,921.83	0.0%	-50,623.95	-39,374.63	-11,249.32	128.57%	-59,061.95
92	Net Income	<u>10,245.49</u>	<u>2,150.67</u>	<u>8,094.82</u>	<u>476.39%</u>	<u>-13,519.79</u>	<u>-9,078.89</u>	<u>-4,440.90</u>	<u>148.92%</u>	<u>-476.21</u>

Richmond Regional Planning District Commission
Balance Sheet (Summary Version)
 As of February 28, 2019

		Column A
		<u>2/28/19</u>
1	ASSETS	
2	Current Assets	
3	Total Checking/Savings	429,912.41
4	Total Accounts Receivable	388,026.95
5	Total Other Current Assets	<u>342,811.39</u>
6	Total Current Assets	1,160,750.75
7	Total Fixed Assets	81,888.19
8	Total Other Assets	<u>0.00</u>
9	TOTAL ASSETS	<u><u>1,242,638.94</u></u>
10	LIABILITIES & FUND BALANCE	
11	Liabilities	
12	Total Accounts Payable	105,721.78
13	Total Other Current Liabilities	283,127.92
14	Fund Balance	
15	Fixed Asset	81,888.19
16	Other Unrestricted Reserve	<u>767,441.05</u>
17	Total Fund Balance	849,329.24
18	TOTAL LIABILITIES & FUND BALANCE	<u><u>1,238,178.94</u></u>
19		
20	Unrestricted Reserve - End of FY 18	780,960.84
21	Net Surplus (Deficit) Feb YTD 2019	<u>(13,519.79)</u>
22	Unrestricted Reserve - 2/28/19	<u><u>767,441.05</u></u>

-

Richmond Regional Planning District Commission
Balance Sheet (Detailed Version)
As of February 28, 2019

	Column A	Column B
	<u>Feb 28, 2019</u>	<u>Restated (Less Non-Operating)</u>
ASSETS		
Current Assets		
Checking/Savings		
1050 · LGIP-Virginia Dept of Treasury	406,890.38	406,890.38
1070 · SunTrust Checking 8921	23,022.03	23,022.03
Total Checking/Savings	<u>429,912.41</u>	<u>429,912.41</u>
Accounts Receivable		
1200 · Accounts Receivable	388,026.95	388,026.95
Total Accounts Receivable	<u>388,026.95</u>	<u>388,026.95</u>
Other Current Assets		
1150 · Prepaid Expenses	23,438.96	23,438.96
1250 · Miscellaneous Receivables	318,694.43	318,694.43
1600 · Miscellaneous A/R-EE		
1620 · Employee Receivable	678.00	678.00
Total 1600 · Miscellaneous A/R-EE	<u>678.00</u>	<u>678.00</u>
Total Other Current Assets	<u>342,811.39</u>	<u>342,811.39</u>
Total Current Assets	<u>1,160,750.75</u>	<u>1,160,750.75</u>
Fixed Assets		
1300 · Property & Equipment	333,025.65	333,025.65
1350 · Accumulated Depreciation	-251,137.46	-251,137.46
Total Fixed Assets	<u>81,888.19</u>	<u>81,888.19</u>
Other Assets		
1950 · Deferred outflows - VRS Pymts	77,475.13	0.00
1951 · Deferred Outflows-Diff Proj vs	97,606.00	0.00
Total Other Assets	<u>175,081.13</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>1,417,720.07</u></u>	<u><u>1,242,638.94</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	110,181.78	110,181.78
Total Accounts Payable	<u>110,181.78</u>	<u>110,181.78</u>
Other Current Liabilities		
2050 · Accrued Expenses	41,044.96	41,044.96
2500 · Compensated Absences	88,775.72	0.00
2525 · Deferred Revenue	239,418.30	239,418.30
2600 · Security Deposit	2,664.66	2,664.66
Total Other Current Liabilities	<u>371,903.64</u>	<u>283,127.92</u>
Total Current Liabilities	<u>482,085.42</u>	<u>393,309.70</u>
Long Term Liabilities		
2800 · Deferred Rent Liability	42,638.58	0.00
2900 · Net Pension Liability	377,872.00	0.00
2950 · Deferred Inflows	220,651.00	0.00
Total Long Term Liabilities	<u>641,161.58</u>	<u>0.00</u>

Richmond Regional Planning District Commission
Balance Sheet (Detailed Version)
 As of February 28, 2019

	Column A	Column B
	Feb 28, 2019	Restated (Less Non-Operating)
Total Liabilities	1,123,247.00	393,309.70
Fund Balance		
Fixed Asset	81,888.19	81,888.19
Other Unrestricted Reserve	212,584.88	767,441.05
Total Fund Balance	294,473.07	849,329.24
TOTAL LIABILITIES & FUND BALANCE	1,417,720.07	1,242,638.94
Unrestricted Reserve - End of FY 18		780,960.84
Net Surplus (Deficit) Feb YTD 2019		<u>(13,519.79)</u>
Unrestricted Reserve - 2/28/19		<u><u>767,441.05</u></u>

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

	<u>Jul 18</u>	<u>Aug 18</u>	<u>Sep 18</u>
Ordinary Income/Expense			
Income			
4100 · Federal Funding			
4101 · MPO FHWA/PL Funds - Fed share	53,078.40	61,052.80	52,776.80
4102 · MPO Sect 5303 Funds - Fed share	34,398.40	40,454.40	32,197.20
4105 · MPO Pass-Through	0.00	0.00	0.00
4110 · DEQ-Coastal	0.00	10,474.16	4,553.74
4120 · VDEM SHSP	8,000.25	10,084.95	5,212.23
4130 · VDEM Pass-through grants	0.00	0.00	0.00
Total 4100 · Federal Funding	<u>95,477.05</u>	<u>122,066.31</u>	<u>94,739.97</u>
4200 · State Funding			
4201 · MPO FHWA/PL Funds - State share	6,634.80	7,631.60	6,596.60
4202 · MPO Sec. 5303 - State share	4,299.80	5,056.80	4,024.40
4205 · State MPO Pass-Through	0.00	0.00	0.00
4210 · VDOT Rural Planning	0.00	1,067.02	0.00
4230 · State Appropriation	9,491.63	9,491.63	9,506.24
Total 4200 · State Funding	<u>20,426.23</u>	<u>23,247.05</u>	<u>20,127.24</u>
4300 · Local Funding			
4360 · FOLAR Grant	0.00	0.00	0.00
4301 · TPO Assessment	4,145.98	4,145.97	4,145.97
4310 · Local Membership Dues	49,183.33	49,183.33	49,183.33
4320 · Capital Region Collaborative	4,151.17	4,151.16	4,151.16
4330 · Greater Richmond Chamber	4,166.66	4,166.66	3,868.51
Total 4300 · Local Funding	<u>61,647.14</u>	<u>61,647.12</u>	<u>61,348.97</u>
5000 · Other Income			
5001 · Interest Income	568.09	526.86	664.63
5020 · Restitution --Scott Newcomer	0.00	500.00	500.00
Total 5000 · Other Income	<u>568.09</u>	<u>1,026.86</u>	<u>1,164.63</u>
Total Income	<u>178,118.51</u>	<u>207,987.34</u>	<u>177,380.81</u>
Expense			
6000 · Salary & Wages			
6100 · Wages	122,223.04	114,654.57	110,759.15
6200 · Payroll Taxes	11,513.16	9,025.74	8,218.13
6500 · Benefits			
6512 · Healthcare	12,338.20	13,645.20	15,325.20
6530 · Retirement			
6531 · VRS Retirement Contribution	5,486.29	5,870.61	4,863.99
6532 · VRS Employee Contribution	128.21	650.44	-235.30
6533 · ICMA - 401	1,164.15	839.15	839.15
6534 · ICMA - 457	-389.70	-64.70	-64.70
6535 · Hybrid 401 A	564.74	572.37	491.82
6536 · HYBRID 457	0.04	30.55	116.70
6538 · 403B Plan	-619.82	-619.82	-309.91
Total 6530 · Retirement	<u>6,333.91</u>	<u>7,278.60</u>	<u>5,701.75</u>
6540 · Life & Disability			

Richmond Regional Planning District Commission

Profit & Loss

July 2018 through February 2019

	<u>Jul 18</u>	<u>Aug 18</u>	<u>Sep 18</u>
6541 · LTD	755.52	463.85	536.70
6542 · Hybrid VRS ST & LT Disability	131.63	131.63	588.90
6543 · AFLAC	-3.27	471.40	67.48
Total 6540 · Life & Disability	883.88	1,066.88	1,193.08
6550 · FSA/HSA Section 125 Plans	123.50	373.80	203.46
Total 6500 · Benefits	19,679.49	22,364.48	22,423.49
6580 · Payroll Fees	328.85	452.34	322.60
6590 · Training	25.00	845.00	7,258.00
Total 6000 · Salary & Wages	153,769.54	147,342.13	148,981.37
7100 · Professional Fees			
7720 · Legal Fees			
7721 · RRPDC-	1,500.00	1,500.00	1,500.00
Total 7720 · Legal Fees	1,500.00	1,500.00	1,500.00
7730 · Contracted Services	10,175.00	7,875.00	6,825.00
Total 7100 · Professional Fees	11,675.00	9,375.00	8,325.00
7200 · Office Expenses			
7220 · Computer Operations	9,797.17	9,554.53	5,570.08
7230 · Printing	2,840.28	2,495.31	3,662.88
7235 · Supplies	111.74	1,031.55	409.73
7245 · Postage	369.00	0.00	0.00
7250 · Advertisements	0.00	0.00	1,377.00
7290 · Miscellaneous Expenses	0.00	1,414.86	1,756.28
7295 · Bank Fees	439.40	869.43	370.51
Total 7200 · Office Expenses	13,557.59	15,365.68	13,146.48
7400 · Program Expenses			
7410 · Organizational Dues	5,722.50	300.00	4,575.00
7425 · Travel - Agency	2,076.76	2,888.66	1,148.87
7430 · Books & Periodicals	0.00	120.92	56.92
7450 · Pass-through and Matching funds			
7451 · Pass Through Funds - MPO	0.00	0.00	0.00
7452 · Pass Through Funds (FEMA)	0.00	0.00	0.00
Total 7450 · Pass-through and Matching funds	0.00	0.00	0.00
7400 · Program Expenses - Other	0.00	0.00	138.29
Total 7400 · Program Expenses	7,799.26	3,309.58	5,919.08
7600 · Infrastructure			
7210 · Rent	21,387.84	19,527.95	19,527.95
7240 · Insurance	1,455.00	0.00	6,752.27
7610 · Telephone	150.00	659.79	50.00
Total 7600 · Infrastructure	22,992.84	20,187.74	26,330.22
Total Expense	209,794.23	195,580.13	202,702.15
Net Ordinary Income	-31,675.72	12,407.21	-25,321.34
Other Income/Expense			
Other Expense			
7900 · Capital Expense Projects	552.00	9,328.20	1,732.50
Total Other Expense	552.00	9,328.20	1,732.50

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

	<u>Jul 18</u>	<u>Aug 18</u>	<u>Sep 18</u>
Net Other Income	-552.00	-9,328.20	-1,732.50
Net Income	<u>-32,227.72</u>	<u>3,079.01</u>	<u>-27,053.84</u>

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

	<u>Oct 18</u>	<u>Nov 18</u>	<u>Dec 18</u>
Ordinary Income/Expense			
Income			
4100 · Federal Funding			
4101 · MPO FHWA/PL Funds - Fed share	79,708.00	64,651.20	69,142.80
4102 · MPO Sect 5303 Funds - Fed share	52,764.00	36,095.20	41,962.80
4105 · MPO Pass-Through	0.00	0.00	0.00
4110 · DEQ-Coastal	5,427.50	4,958.33	5,548.36
4120 · VDEM SHSP	6,412.50	6,114.53	7,950.54
4130 · VDEM Pass-through grants	1,203.59	3,397.60	2,445.65
Total 4100 · Federal Funding	<u>145,515.59</u>	<u>115,216.86</u>	<u>127,050.15</u>
4200 · State Funding			
4201 · MPO FHWA/PL Funds - State share	9,963.50	8,081.40	8,641.10
4202 · MPO Sec. 5303 - State share	6,595.50	4,511.90	5,245.60
4205 · State MPO Pass-Through	0.00	0.00	0.00
4210 · VDOT Rural Planning	997.08	0.00	2,476.45
4230 · State Appropriation	9,496.50	9,496.50	9,496.50
Total 4200 · State Funding	<u>27,052.58</u>	<u>22,089.80</u>	<u>25,859.65</u>
4300 · Local Funding			
4360 · FOLAR Grant	0.00	6,933.80	6,933.80
4301 · TPO Assessment	4,145.97	4,145.97	4,145.97
4310 · Local Membership Dues	49,183.33	49,183.33	49,183.33
4320 · Capital Region Collaborative	4,151.16	4,151.16	4,151.16
4330 · Greater Richmond Chamber	4,787.72	4,500.00	3,212.28
Total 4300 · Local Funding	<u>62,268.18</u>	<u>68,914.26</u>	<u>67,626.54</u>
5000 · Other Income			
5001 · Interest Income	799.85	798.05	855.51
5020 · Restitution --Scott Newcomer	0.00	500.00	0.00
Total 5000 · Other Income	<u>799.85</u>	<u>1,298.05</u>	<u>855.51</u>
Total Income	<u>235,636.20</u>	<u>207,518.97</u>	<u>221,391.85</u>
Expense			
6000 · Salary & Wages			
6100 · Wages	95,258.07	111,584.74	101,809.27
6200 · Payroll Taxes	7,734.85	8,598.24	7,734.19
6500 · Benefits			
6512 · Healthcare	11,487.20	12,986.20	13,060.20
6530 · Retirement			
6531 · VRS Retirement Contribution	5,605.81	5,024.25	5,024.25
6532 · VRS Employee Contribution	431.19	-39.37	0.09
6533 · ICMA - 401	877.87	827.87	827.87
6534 · ICMA - 457	-64.70	-14.70	-14.70
6535 · Hybrid 401 A	380.16	568.30	445.49
6536 · HYBRID 457	0.02	21.94	0.00
6538 · 403B Plan	0.00	0.00	0.00
Total 6530 · Retirement	<u>7,230.35</u>	<u>6,388.29</u>	<u>6,283.00</u>
6540 · Life & Disability			

Richmond Regional Planning District Commission

Profit & Loss

July 2018 through February 2019

	Oct 18	Nov 18	Dec 18
6541 · LTD	378.21	474.02	375.02
6542 · Hybrid VRS ST & LT Disability	0.00	106.12	106.12
6543 · AFLAC	-0.02	-0.02	-0.02
Total 6540 · Life & Disability	378.19	580.12	481.12
6550 · FSA/HSA Section 125 Plans	-442.12	194.22	191.14
Total 6500 · Benefits	18,653.62	20,148.83	20,015.46
6580 · Payroll Fees	453.03	772.86	158.18
6590 · Training	111.84	0.00	475.00
Total 6000 · Salary & Wages	122,211.41	141,104.67	130,192.10
7100 · Professional Fees			
7720 · Legal Fees			
7721 · RRPDC-	1,500.00	1,500.00	1,500.00
Total 7720 · Legal Fees	1,500.00	1,500.00	1,500.00
7730 · Contracted Services	9,975.00	6,750.00	15,400.00
Total 7100 · Professional Fees	11,475.00	8,250.00	16,900.00
7200 · Office Expenses			
7220 · Computer Operations	10,522.59	10,564.25	8,747.97
7230 · Printing	2,779.55	2,925.48	2,743.72
7235 · Supplies	545.07	2,092.60	353.40
7245 · Postage	0.00	0.00	815.60
7250 · Advertisements	1,044.00	0.00	0.00
7290 · Miscellaneous Expenses	751.09	355.73	922.36
7295 · Bank Fees	687.56	452.02	540.82
Total 7200 · Office Expenses	16,329.86	16,390.08	14,123.87
7400 · Program Expenses			
7410 · Organizational Dues	0.00	209.00	800.00
7425 · Travel - Agency	2,250.65	2,192.46	746.96
7430 · Books & Periodicals	70.25	22.92	22.92
7450 · Pass-through and Matching funds			
7451 · Pass Through Funds - MPO	26,105.80	13,215.70	14,058.25
7452 · Pass Through Funds (FEMA)	0.00	3,397.60	2,445.65
Total 7450 · Pass-through and Matching funds	26,105.80	16,613.30	16,503.90
7400 · Program Expenses - Other	629.03	488.52	113.38
Total 7400 · Program Expenses	29,055.73	19,526.20	18,187.16
7600 · Infrastructure			
7210 · Rent	19,452.95	19,527.95	19,527.95
7240 · Insurance	0.00	0.00	0.00
7610 · Telephone	363.46	50.00	378.32
Total 7600 · Infrastructure	19,816.41	19,577.95	19,906.27
Total Expense	198,888.41	204,848.90	199,309.40
Net Ordinary Income	36,747.79	2,670.07	22,082.45
Other Income/Expense			
Other Expense			
7900 · Capital Expense Projects	2,835.00	0.00	34,614.25
Total Other Expense	2,835.00	0.00	34,614.25

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

	<u>Oct 18</u>	<u>Nov 18</u>	<u>Dec 18</u>
Net Other Income	-2,835.00	0.00	-34,614.25
Net Income	<u>33,912.79</u>	<u>2,670.07</u>	<u>-12,531.80</u>

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

	<u>Jan 19</u>	<u>Feb 19</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
4100 · Federal Funding			
4101 · MPO FHWA/PL Funds - Fed share	61,290.38	71,613.05	513,313.43
4102 · MPO Sect 5303 Funds - Fed share	54,212.91	41,713.94	333,798.85
4105 · MPO Pass-Through	14,413.79	21,173.28	35,587.07
4110 · DEQ-Coastal	4,958.33	4,958.33	40,878.75
4120 · VDEM SHSP	7,834.88	12,168.14	63,778.02
4130 · VDEM Pass-through grants	50,968.36	31,217.26	89,232.46
Total 4100 · Federal Funding	<u>193,678.65</u>	<u>182,844.00</u>	<u>1,076,588.58</u>
4200 · State Funding			
4201 · MPO FHWA/PL Funds - State share	7,661.30	8,951.63	64,161.93
4202 · MPO Sec. 5303 - State share	6,776.49	5,214.36	41,724.85
4205 · State MPO Pass-Through	3,603.45	5,293.32	8,896.77
4210 · VDOT Rural Planning	1,187.37	4,890.05	10,617.97
4230 · State Appropriation	9,496.50	9,496.50	75,972.00
Total 4200 · State Funding	<u>28,725.11</u>	<u>33,845.86</u>	<u>201,373.52</u>
4300 · Local Funding			
4360 · FOLAR Grant	6,933.80	6,933.80	27,735.20
4301 · TPO Assessment	4,145.97	4,145.97	33,167.77
4310 · Local Membership Dues	49,183.33	49,183.33	393,466.64
4320 · Capital Region Collaborative	4,151.16	4,151.16	33,209.29
4330 · Greater Richmond Chamber	4,166.00	4,166.00	33,033.83
Total 4300 · Local Funding	<u>68,580.26</u>	<u>68,580.26</u>	<u>520,612.73</u>
5000 · Other Income			
5001 · Interest Income	890.45	805.70	5,909.14
5020 · Restitution --Scott Newcomer	0.00	500.00	2,000.00
Total 5000 · Other Income	<u>890.45</u>	<u>1,305.70</u>	<u>7,909.14</u>
Total Income	<u>291,874.47</u>	<u>286,575.82</u>	<u>1,806,483.97</u>
Expense			
6000 · Salary & Wages			
6100 · Wages	101,304.17	123,237.49	880,830.50
6200 · Payroll Taxes	8,269.13	9,668.02	70,761.46
6500 · Benefits			
6512 · Healthcare	13,023.20	16,978.70	108,844.10
6530 · Retirement			
6531 · VRS Retirement Contribution	5,183.91	6,079.44	43,138.55
6532 · VRS Employee Contribution	0.10	282.07	1,217.43
6533 · ICMA - 401	827.87	277.81	6,481.74
6534 · ICMA - 457	-14.70	160.30	-467.60
6535 · Hybrid 401 A	533.78	579.62	4,136.28
6536 · HYBRID 457	100.03	105.60	374.88
6538 · 403B Plan	0.00	0.00	-1,549.55
Total 6530 · Retirement	<u>6,630.99</u>	<u>7,484.84</u>	<u>53,331.73</u>
6540 · Life & Disability			

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

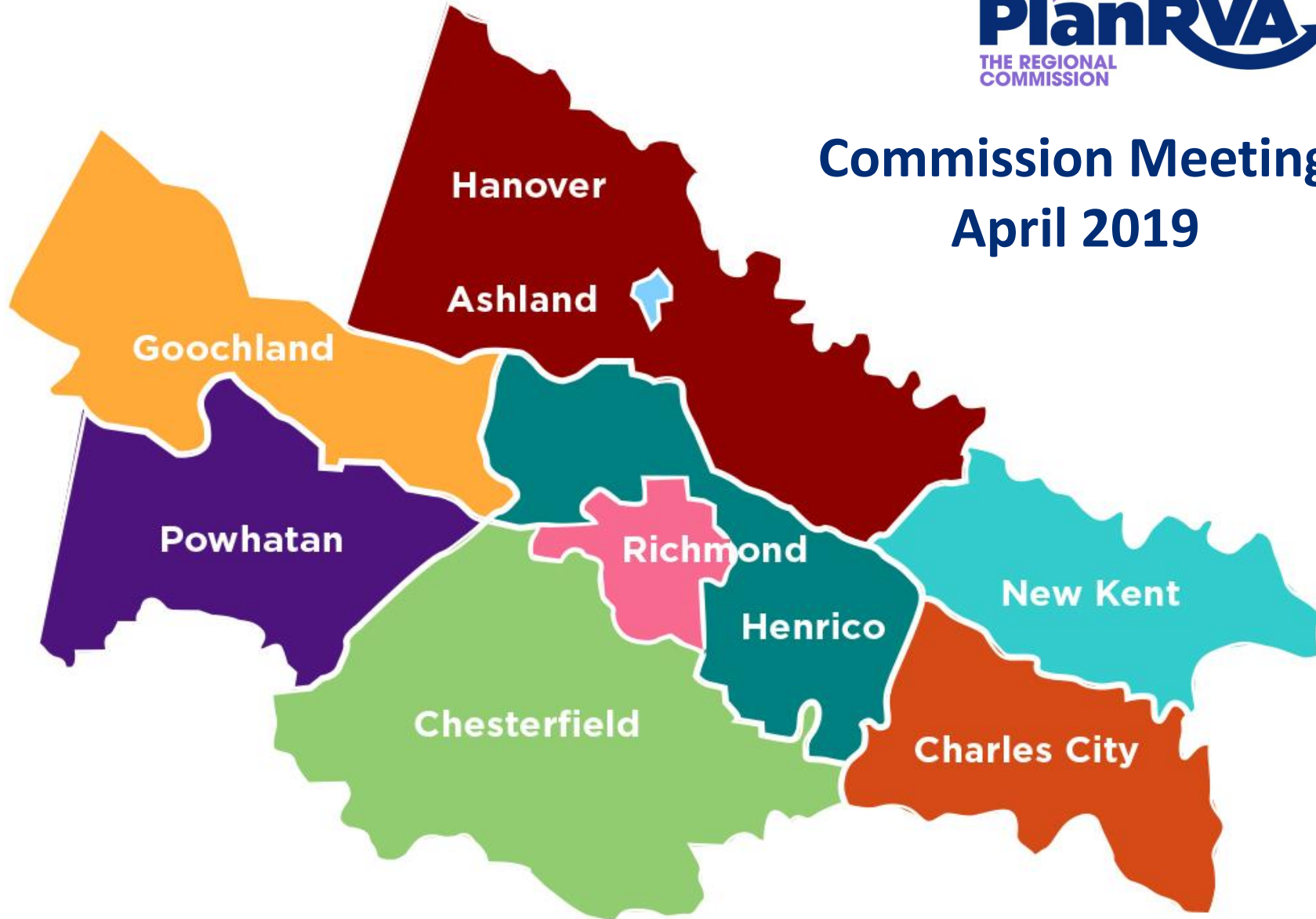
	<u>Jan 19</u>	<u>Feb 19</u>	<u>TOTAL</u>
6541 · LTD	428.59	514.19	3,926.10
6542 · Hybrid VRS ST & LT Disability	236.44	130.32	1,431.16
6543 · AFLAC	-0.02	24.96	560.49
Total 6540 · Life & Disability	665.01	669.47	5,917.75
6550 · FSA/HSA Section 125 Plans	192.58	-120.46	716.12
Total 6500 · Benefits	20,511.78	25,012.55	168,809.70
6580 · Payroll Fees	745.30	471.77	3,704.93
6590 · Training	7,248.00	400.00	16,362.84
Total 6000 · Salary & Wages	138,078.38	158,789.83	1,140,469.43
7100 · Professional Fees			
7720 · Legal Fees			
7721 · RRPDC-	1,500.00	3,625.00	14,125.00
Total 7720 · Legal Fees	1,500.00	3,625.00	14,125.00
7730 · Contracted Services	11,400.00	4,950.00	73,350.00
Total 7100 · Professional Fees	12,900.00	8,575.00	87,475.00
7200 · Office Expenses			
7220 · Computer Operations	8,454.67	8,863.44	72,074.70
7230 · Printing	2,420.91	2,792.04	22,660.17
7235 · Supplies	1,007.17	1,016.33	6,567.59
7245 · Postage	315.60	-5.00	1,495.20
7250 · Advertisements	0.00	0.00	2,421.00
7290 · Miscellaneous Expenses	303.10	635.58	6,139.00
7295 · Bank Fees	433.34	456.14	4,249.22
Total 7200 · Office Expenses	12,934.79	13,758.53	115,606.88
7400 · Program Expenses			
7410 · Organizational Dues	1,060.00	0.00	12,666.50
7425 · Travel - Agency	1,451.73	3,201.94	15,958.03
7430 · Books & Periodicals	28.55	40.55	363.03
7450 · Pass-through and Matching funds			
7451 · Pass Through Funds - MPO	35,707.24	39,485.15	128,572.14
7452 · Pass Through Funds (FEMA)	50,968.36	31,217.26	88,028.87
Total 7450 · Pass-through and Matching funds	86,675.60	70,702.41	216,601.01
7400 · Program Expenses - Other	4,110.86	269.24	5,749.32
Total 7400 · Program Expenses	93,326.74	74,214.14	251,337.89
7600 · Infrastructure			
7210 · Rent	19,452.95	19,527.95	157,933.49
7240 · Insurance	4,867.53	1,091.40	14,166.20
7610 · Telephone	365.87	373.48	2,390.92
Total 7600 · Infrastructure	24,686.35	20,992.83	174,490.61
Total Expense	281,926.26	276,330.33	1,769,379.81
Net Ordinary Income	9,948.21	10,245.49	37,104.16
Other Income/Expense			
Other Expense			
7900 · Capital Expense Projects	1,562.00	0.00	50,623.95
Total Other Expense	1,562.00	0.00	50,623.95

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

	<u>Jan 19</u>	<u>Feb 19</u>	<u>TOTAL</u>
Net Other Income	-1,562.00	0.00	-50,623.95
Net Income	<u>8,386.21</u>	<u>10,245.49</u>	<u>-13,519.79</u>



Commission Meeting April 2019



Richmond Regional Planning District Commission

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

Financial Review

“ Fiscal Year 2018 Recap

“ Financial Improvement Plan

“ Fund Balance Policy

“ Alternative Actions

Fiscal Year 2018 Recap

- “ Revenue Shortfall
- “ Un-reimbursable and Unbudgeted Expenses
 - “ VDEM Payback
 - “ Payouts at Separation
 - “ Unproductive Time
 - “ Member Dues Repayment
 - “ Regional Satisfaction Survey Jurisdictional Reports

Fiscal Year 2018 Recap

“ Revenue Shortfall

“ Staff Vacancies

“ No practice in place to reassign employees to reimbursable work

Fiscal Year 2018 Recap

- “ Unreimbursed and Unbudgeted Expenses
 - “ Grant Payback to VA Dept of Emergency Mgt
 - “ Payouts at Separation for Employees
 - “ “Unproductive” Time for Leave with Pay
 - “ Member Dues Repayment
 - “ Regional Satisfaction Survey Jurisdictional Reports

Financial Improvement Plan

- “ Adopt and Implement Financial Management Best Practices
- “ Develop and Implement Operating Tools, Procedures and Practices
- “ Manage Expenses
- “ Generate Revenue

Adopt and Implement Financial Management Best Practices

- “ Continue with fractional CFO through FY2019; hire in house for FY2020
- “ Shift accounting from cash to accrual basis July 1, 2018
- “ Recommend formation of Audit, Finance & Facilities committee of the Commission
- “ Update Chart of Accounts, Financial Statements and internal tracking tools for management accessibility and Commissioner transparency
- “ Monthly/Quarterly analysis of YTD Revenues v Expenditures
- “ Improve format of Financial Statement for Commissioners
- “ Provide additional detail to CAOs/Managers for review
- “ Incorporate annual set aside for contingency/reserves in future budgets

Develop and Implement Operating Tools, Procedures and Practices

- “ Shift leave from indirect to fringe
- “ Develop staff time allocation model
- “ Develop quarterly financial statements
- “ Improve leave time management
- “ Prioritize staff assignments in grant work
- “ Fill remaining staff capacity gaps
- “ Reduce staff time included in indirect
- “ Review employee benefits policies
- “ ID tools to improve agency efficiency

Manage Expenses

- “ Sublease office space
- “ Consider alternatives to capital investment
- “ Consolidate staff responsibilities
- “ Reassign staff to align with grant funded work
- “ Creative partnerships to increase staff capacity
- “ Complete IT Conversion
- “ Renegotiate agency insurance coverage
- “ Evaluate Health Insurance Options
- “ Review Banking fees
- “ Evaluate Payroll Solutions and other vendors
- “ Reevaluate copier leasing and related expenses

Revenue Generation

- “ Increase funding in FY2019
- “ Identify opportunities for (paid) technical assistance to small jurisdictions
- “ Seek grant opportunities for localities that provide a management fee

Fund Balance Policy

- “ Action to approve \$1,000,000 designated fund balance (10-14-04)
 - “ Current dues rate left unchanged; balance in excess of \$1,000,000 to address anticipated revenue shortfalls as they occur
 - “ Long-term financial outlook of the Commission is to be reevaluated every two years.

Fund Balance Policy

“ 2004 Methodology

“ Considered existing liabilities and funding sources

- “ Salary and related expenses

- “ Office leasing

- “ Programmatic Responsibilities

- “ State funding reductions

“ \$1,000,000 determined a sound figure based on various calculations

Fund Balance Policy

“ 2019 Methodology

“ Recommended “floor” and “ceiling” model to establish target based on current operating costs

“ Recommended floor: 3 months’ expenses

“ Recommended ceiling: 6 months’ expenses

“ Based on rolling 4 prior years’ expenses

Staff Recommendation

“ Establish New Fund Balance Policy

“ Based on prior 4 years’ expenses projected for 3 and 6 months

“ Direct Staff to Continue Implementation of Financial Improvement Plan

“ Set objective of meeting fund balance ceiling

Alternative Actions- Considerations

“ Special Local Assessment

- “ Per Capita v Flat Assessment

- “ Initiate in FY2020 or later

- “ Determine Period over which assessment occurs