



AGENDA

Audit, Facilities and Finance Committee

May 24th, 2022 – 1:30 p.m.

James River Board Room – PlanRVA

Members of the public may observe the meeting on our YouTube Channel at
www.youtube.com/PlanRVA

View our complete [Public Participation Guide](#) for other ways to participate.
Register to attend the meeting virtually [here](#)

1. Welcome, Roll Call and Introductions

2. Administrative Items

a. April 26th, 2022 Meeting Minutes

Requested Action: Motion to approve April 26, 2022 meeting minutes.

3. New Office Space and Relocation Update- Ms. Heeter

a. Project Budget and Timeline

Information item: Staff will review the status of the budget and timeline and provide updates on changes to each.

b. Construction Documents and Final Plan Review

Requested Action: Motion to authorize release of the Construction Documents for Construction bidding and permit application with the City of Richmond.

4. Closed Session: RFP2022-03 FY2022-2026 Financial and Compliance Audit (Documents will be provided separately)

Requested Action: Motion that the Audit, Facilities & Finance Committee convene in closed session pursuant to Section 2.2-3711 (A)(29), Code of Virginia, 1950, as amended, for the discussion of a public contract involving the expenditure of public funds and the discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, during which all recording of the meeting will cease.

Requested Action: Upon return to open session and required certifications, members will be asked to make a decision regarding proposals for audit services submitted under RFP2022-03.

5. Adjourn

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

Richmond Regional Planning District Commission | 9211 Forest Hill Avenue, Suite 200 | Richmond, VA 23235

PlanRVA Executive Committee Agenda May 24, 2022–page 1



**Audit, Facilities & Finance Committee
April 26, 2022 – 1:30 PM
Meeting Minutes**

Link to meeting recording: [PlanRVA Audit, Facilities & Finance Committee Meeting](#)

Members Present:

Mr. Michael Byerly, Powhatan County
Mr. Jim Holland, Chesterfield County, Chair
Ms. Patricia O'Bannon, Henrico County

Staff Present:

Diane Fusco, Finance Manager
Gilbrith Gogel, Administrative Assistant
Martha Heeter, Executive Director
Sidd Kumar, Public Outreach Coordinator
Dan Van Doornik, VML VACo, Interim Director of Finance

Others Present:

Katie Chalmers, Thalhimer Project Manager
Eric Gregory, Hefty, Wiley & Gore, PC

Welcome, Roll Call and Introductions

Chairman Holland called the meeting to order at approximately 1:30 PM. Ms. Fusco conducted a roll call and confirmed a quorum was present.

March 22, 2022 and April 13, 2022 Meeting Minutes

Mr. Byerly made a motion to approve the March 22 and April 13 meeting minutes and Chair Holland seconded the motion, which passed unanimously.

Financial Statements- FY2022 Q3

Mr. Van Doornik reviewed the financial statements provided in the agenda packet. He noted cash position is still very strong after nine months and the cycle of revenues is working on a timely basis.

Chair Holland asked about investments and a treasury report. Mr. Van Doornik responded that about \$715,000 is currently invested in the LGIP account. Ms. Heeter suggested looking at other investment options in the upcoming fiscal year.

Chair Holland confirmed a monthly treasury report would be helpful and pointed to the Chesterfield County monthly treasury report as an example.

Ms. O'Bannon asked about fund balance adjustments that may be needed considering the agency move and other changes to the financial position.

Mr. Van Doornik reviewed the income statement and pointed out annual fluctuations attributed to leave wages versus productive time.

Chair Holland asked that footnotes be included with the board report.

Mr. Byerly made a motion to accept the financial statements and recommend approval to the full Commission. Ms. O'Bannon seconded the motion which passed unanimously.

Administrative Updates

Ms. Heeter provided financial and administrative updates. She noted the RFP currently open for audit services is due tomorrow, April 27th. She also discussed the RFP open for the Director of Finance position. This position is currently filled on a contract basis by Mr. Van Doornik through VML VACo.

Ms. Heeter provided updates on automating HR functions and timekeeping. She also confirmed payroll services are being migrated to Paychex with the goal of gaining efficiencies and improving data integrity.

Chair Holland noted it would be helpful if the audit firm selected has experience with planning district commissions. He also asked to be kept updated as financial service system changes are made.

Chair Holland asked about the process controls in place for accounts payable. Mr. Van Doornik confirmed this is a process that is planned for review along with improving the structure of grant reporting.

FY2023 Budget Presentation

Ms. Heeter provided an overview of the confirmed revenues included in the budget. She also reviewed the planned salary increase pool and merit increase pool. Chair Holland asked about getting a list of positions and current versus planned salary changes.

Mr. Van Doornik reviewed the fiscal 2023 budget statement that included two versions, titled one and two. He also reviewed the FY2022 budget and anticipated end of year results. He emphasized the effort to maximize reimbursable sources and time in version two of the budget.

He went over the allocation of salaries to programs and the fringe benefit pool.

Mr. Van Doornik also reviewed the direct cost pool and the indirect cost pool. He pointed out version two of the budget results in zero projected income or loss.

Ms. Heeter said version two of the budget is the version that is being asked for recommendation to the Full Commission on May 12th.

Chair Holland asked about the move budget and Mr. Van Doornik indicated this is included in the '7200' series in the budget. Ms. Heeter noted the original budget for the move was based on comparison of tenant improvement allowances to the estimated cost of total move.

At the next meeting, there will be more refinement of the numbers with actual quotes and updates to the cost of the move. The cost of the move cannot be included with indirect costs so must be kept separate with non-allocable costs.

Chair Holland asked about upcoming staff trainings and Ms. Heeter mentioned a workshop with Chesterfield County on Office365 is scheduled in May.

Mr. Byerly asked about the decrease in CVTA costs. Ms. Heeter indicated this is reduced because of the planned addition of the CVTA Executive Director and the decrease of PlanRVA staff time and associate costs.

Mr. Van Doornik moved on to discuss the lines of business identified on the budget and local match requirements.

Chair Holland asked for a motion to reeкоменd approval of version two of the FY2023 budget to the Full Commission on May 12th. Mr. Byerly made a motion that was seconded by Ms. O'Bannon, and it was approved unanimously.

New Office Space and Relocation Update

Ms. Chalmers reviewed the schematic designs. Copies were provided to the committee for review along with carpet and color samples.

A motion to approve the floor/floor finish and reflected ceiling finish plans was made by Mr. Byerly. The motion was seconded by Ms. O'Bannon and unanimously approved. It was noted the importance to remain within budget.

A motion to authorize staff to finalize the power plan in coordination with Managed Services Provider (Proxios) and AV provider (Productive AV) was made by Ms. O'Bannon and seconded by Mr. Byerly. The motion was unanimously approved.

The furniture plan was reviewed for informational purposes.

Chairman Holland again emphasized the importance of staying on schedule and within budget, and to keep the committee updated on any changes.

Adjourn

Chair Holland adjourned the meeting at approximately 3:00 PM.

PlanRVA Office Relocation Budget- Comparison

		V1		V2		V3
Construction Hard Costs	\$	642,143.00	\$	657,893.00	\$	657,893.00
Design	\$	29,500.00	\$	81,050.00	\$	82,700.00
Information Technology	\$	34,440.00	\$	34,440.00	\$	58,813.00
Move	\$	25,830.00	\$	25,830.00	\$	25,830.00
Furniture	\$	172,200.00	\$	172,200.00	\$	100,000.00
Fee Contingency & Bond	\$	87,891.80	\$	89,466.80	\$	89,466.80
 Total Project Cost	 \$	 992,004.80	 \$	 1,060,879.80	 \$	 1,014,702.80
 TI Allowance	 \$	 734,950.00	 \$	 734,950.00	 \$	 734,950.00
Total Project Cost vs. TIA	\$	257,054.80	\$	325,929.80	\$	279,752.80
Security					\$	10,000.00
Signage					\$	10,000.00
 Total Contribution from PlanRVA	 \$	 257,054.80	 \$	 325,929.80	 \$	 299,752.80

PlanRVA The Current Richmond, VA	Date Prepared:	23-Feb-21	Plans By:	Baskervill
	Prepared By:	Katie Chalmers	Plan Date:	Test Fit
	Version:	V1	Square Footage:	8,610

SUMMARY BUDGET

	Cost		Cost/sf	
Construction Hard Costs	\$	642,143.00	\$ 74.58	Allowance
Design	\$	29,500.00	\$ 3.43	
Information Technology	\$	34,440.00	\$ 4.00	Cabling Allowance Only
Move	\$	25,830.00	\$ 3.00	Allowance
Furniture	\$	172,200.00	\$ 20.00	Allowance
Security	\$	-	\$ -	NIC
Signage	\$	-	\$ -	NIC
Fee, Contingency & Bond	\$	87,891.80	\$ 10.21	
<i>PM Fee</i>	\$	23,678		
<i>Budget Contingency (10%)</i>	\$	64,214	\$ 7.46	Recommended, but not required
Total Project Cost	\$	992,004.80	\$ 115.22	
TI Allowance	\$	734,950.00	\$ 85.36	Includes TIA + Rent Abatement
Total Project Cost vs. TIA	\$	(257,054.80)	\$ (29.86)	PlanRVA Out of Pocket Cost

PlanRVA The Current Richmond, VA	Date Prepared:	21-Apr-22	Plans By:	Baskervill
	Prepared By:	Katie Chalmers	Plan Date:	Test Fit
	Version:	V2	Square Footage:	8,610

SUMMARY BUDGET

	Cost		Cost/sf	
Construction Hard Costs	\$	657,893.00	\$ 76.41	Allowance
Design	\$	81,050.00	\$ 9.41	
Information Technology	\$	34,440.00	\$ 4.00	Cabling Allowance Only
Move	\$	25,830.00	\$ 3.00	Allowance
Furniture	\$	172,200.00	\$ 20.00	Allowance
Security	\$	-	\$ -	NIC
Signage	\$	-	\$ -	NIC
Fee, Contingency & Bond	\$	89,466.80	\$ 10.39	
<i>PM Fee</i>	\$	23,678		
<i>Budget Contingency (10%)</i>	\$	65,789	\$ 7.64	Recommended, but not required
Total Project Cost	\$	1,060,879.80	\$ 123.21	
TI Allowance	\$	734,950.00	\$ 85.36	Includes TIA + Rent Abatement
Total Project Cost vs. TIA	\$	(325,929.80)	\$ (37.85)	PlanRVA Out of Pocket Cost

PlanRVA The Current Richmond, VA	Date Prepared:	16-May-22	Plans By:	Baskervill
	Prepared By:	Katie Chalmers	Plan Date:	Test Fit
	Version:	V3	Square Footage:	8,610

SUMMARY BUDGET

	Cost		Cost/sf	
Construction Hard Costs	\$	657,893.00	\$ 76.41	Allowance
Design	\$	82,700.00	\$ 9.61	
Information Technology	\$	58,813.00	\$ 6.83	Cabling Allowance; AV Actual
Move	\$	25,830.00	\$ 3.00	Allowance
Furniture	\$	100,000.00	\$ 11.61	Allowance
Security	\$	10,000.00	\$ 1.16	Allowance
Signage	\$	10,000.00	\$ 1.16	Allowance
Fee, Contingency & Bond	\$	89,466.80	\$ 10.39	
<i>PM Fee</i>	\$	23,678		
<i>Budget Contingency (10%)</i>	\$	65,789	\$ 7.64	Recommended, but not required
Total Project Cost	\$	1,034,702.80	\$ 120.17	
TI Allowance	\$	734,950.00	\$ 85.36	Includes TIA + Rent Abatement
Total Project Cost vs. TIA	\$	(299,752.80)	\$ (34.81)	PlanRVA Out of Pocket Cost

D	Task Name	Duration	Start	Finish	1st Quarter				2nd Quarter		3rd Quarter			4th Quarter			1st Quarter			
					Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
1	Building Tours	1 day	Fri 12/10/21	Fri 12/10/21	Building Tours 12/10															
2	Programming/Test Fitting	2 wks	Tue 12/14/21	Mon 12/27/21	Programming/Test Fitting 12/14															
4	Prelim Budget Pricing/Site Selection	7 wks	Tue 12/28/21	Mon 2/14/22	Prelim Budget Pricing/Site Selection 12/28															
3	Lease Negotiations/Execution	2 mons	Tue 2/15/22	Tue 4/12/22	Lease Negotiations/Execution 2/15															
5	Architect Contract Review/Release	3 wks	Tue 2/15/22	Tue 3/8/22	Architect Contract Review/Release 2/15															
8	Furniture	155 days	Tue 2/15/22	Tue 9/20/22	Furniture 2/15															
16	PlanRVA develop Furniture Inventory	2 wks	Tue 2/15/22	Tue 3/1/22	PlanRVA develop Furniture Inventory 2/15															
15	Confirm what furniture can incorporate into the new space with architects	2 wks	Wed 3/2/22	Tue 3/15/22	Confirm what furniture can incorporate into the new space with architects 3/2															
14	Determine Scope of Work for New Furniture	2 wks	Wed 3/16/22	Tue 3/29/22	Determine Scope of Work for New Furniture 3/16															
13	Showroom Tours/Select 3 vendors	1 wk	Wed 3/30/22	Tue 4/5/22	Showroom Tours/Select 3 vendors 3/30															
12	Vendors provide typicals and pricing	2 wks	Wed 4/6/22	Tue 4/19/22	Vendors provide typicals and pricing 4/6															
9	PlanRVA select Furniture Dealer	1 wk	Wed 4/20/22	Tue 4/26/22	PlanRVA select Furniture Dealer 4/20															
10	Finalize Furniture Plan/Pricing/Finishes	5 wks	Wed 4/27/22	Tue 5/31/22	Finalize Furniture Plan/Pricing/Finishes 4/27															
11	Place Orders /Lead Times	16 wks	Wed 6/1/22	Tue 9/20/22	Place Orders /Lead Times 6/1															
17	IT/AV Coordination	145 days	Tue 2/15/22	Tue 9/6/22	IT/AV Coordination 2/15															
19	Network Room Design	5 wks	Tue 2/15/22	Tue 3/22/22	Network Room Design 2/15															
22	AV Design	5 wks	Tue 2/15/22	Tue 3/22/22	AV Design 2/15															
20	AV Design Check with SD Set	1 wk	Wed 4/13/22	Tue 4/19/22	AV Design Check with SD Set 4/13															
18	AV Design Check with CD Set	1 wk	Wed 5/11/22	Tue 5/17/22	AV Design Check with CD Set 5/11															
21	AV Order Approval and Lead Times	16 wks	Wed 5/18/22	Tue 9/6/22	AV Order Approval and Lead Times 5/18															
6	Schematic Design/Design Development	4 wks	Wed 3/16/22	Tue 4/12/22	Schematic Design/Design Development 3/16															
7	SD/DD Approval by PlanRVA	2 wks	Wed 4/13/22	Tue 4/26/22	SD/DD Approval by PlanRVA 4/13															

D	Task Name	Duration	Start	Finish	1st Quarter				2nd Quarter			3rd Quarter			4th Quarter			1st Quarter		
					Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
23	Construction Documents	4 wks	Wed 4/27/22	Tue 5/24/22	<div>Construction Documents 4/27 → 5/24</div>															
25	MEP Design	3 wks	Thu 5/5/22	Wed 5/25/22	<div>MEP Design 5/5 → 5/25</div>															
24	CD Page Turn/Final Review and Approval by PlanRVA	1 day	Wed 5/11/22	Wed 5/11/22	<div>CD Page Turn/Final Review and Approval by PlanRVA 5/11 → 5/11</div>															
26	Final CD Coordination (If Required)	1 wk	Thu 5/12/22	Wed 5/18/22	<div>Final CD Coordination (If Required) 5/12 → 5/18</div>															
27	Issue Drawings for Landlord Review	2 wks	Thu 5/26/22	Wed 6/8/22	<div>Issue Drawings for Landlord Review 5/26 → 6/8</div>															
28	Issue Drawings for Permit (estimated review time assuming City monitors our issuance)	2 mons	Thu 5/26/22	Wed 7/20/22	<div>Issue Drawings for Permit (estimated review time assuming City monitors our issuance) 5/26 → 7/20</div>															
29	Issue GC RFP	3 wks	Thu 5/26/22	Wed 6/15/22	<div>Issue GC RFP 5/26 → 6/15</div>															
30	GC Bid Review/Award	1 wk	Thu 6/16/22	Wed 6/22/22	<div>GC Bid Review/Award 6/16 → 6/22</div>															
31	GC Release/Contract Negotiation/Release Long Lead/Mobilize/Demo	4 wks	Thu 6/23/22	Wed 7/20/22	<div>GC Release/Contract Negotiation/Release Long Lead/Mobilize/Demo 6/23 → 7/20</div>															
32	Estimated Construction/Substantial Completion	4 mons	Thu 7/21/22	Wed 11/9/22	<div>Estimated Construction/Substantial Completion 7/21 → 11/9</div>															
35	PlanRVA Lease Expiration Date	1 day	Mon 10/31/22	Mon 10/31/22	<div>PlanRVA Lease Expiration Date 10/31 → 10/31</div>															
33	Punch List & Furniture/AV/Signage Install	3 wks	Thu 11/10/22	Wed 11/30/22	<div>Punch List & Furniture/AV/Signage Install 11/10 → 11/30</div>															
34	Tenant Move-In	1 wk	Thu 12/1/22	Wed 12/7/22	<div>Tenant Move-In 12/1 → 12/7</div>															