



PlanRVA Commission



NOTES

This meeting is open to the public. Members of the public are invited to attend in person or virtually. Please alert the RRTPO at PlanRVA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to PlanRVA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please indicate by raising your hand (in-person participants, where applicable) or through the Q&A/Chat functions on Zoom (virtual participants) if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collective and Don't Trash Central Virginia.

AGENDA

PlanRVA Commission

May 18, 2023 – 11:00 a.m.
**PlanRVA James River Board Room, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom**

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_6H3Z6W6dT72XQ1D6moNaUg

Call to Order *(Davis)*

Pledge of Allegiance *(Davis)*

Welcome and Introductions *(Davis)*

Roll Call of Attendees and Certification of a Physical Quorum *(Firestone)*

1. Administration

a. Confirmation of Member Participation from a Remote Location *(Davis)*

Action requested (if there are member requests to participate remotely): motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Commission Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).

b. Public Comments *(Davis)*

2. Agenda Amendments / Approval *(Davis)*

Action requested: motion to approve the agenda as presented. (voice vote).

3. Approval of April 13, 2023, Meeting Minutes *(Davis)* - page 3

Action requested: motion to approve the meeting minutes as presented. (voice vote).

4. Standing Committee and Other Reports

a. **Executive Committee & Chairman's Report** *(Davis)*

i. **FY2024 Budget and Work Program** – page 8

Action Item. Motion to approve the FY2024 Budget and Work Program.

b. **Audit, Finance & Facilities Committee Report** *(Holland)*

c. **Public Outreach & Engagement Committee Report** *(Davey)*

d. **Executive Director's Report** *(Shickle)*

i. **Intergovernmental and Environmental Reviews** (to be distributed at meeting)

5. New Business

a. **Remote Participation Report** - *(Gregory)* – page 26

Information item. Legal counsel will review the requirements for remote participation of members; a report of remote participation for each Commissioner is included for reference.

b. **FY2024 Meeting Schedule** *(Davis)* - page 29

Action requested: motion to approve the FY2024 meeting schedule as presented.

6. Adjourn - targeted adjournment time is 10:30 a.m.

PlanRVA Commission Meeting Minutes
April 13, 2023 – 9:30 a.m.
PlanRVA James River Boardroom, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

Members Present (A = Alternate)

Town of Ashland		Goochland County		New Kent County	
Brent Chambers	X	Charlie Vaughters (virtual)	X	John Lockwood (A) (virtual)	X
Dr. Daniel McGraw	X	Neil Spoonhower		Patricia Paige, Treasurer	
Kathy Abbott (A)		Hanover County		Amy Pearson	
		Sean Davis, Chair	X		
Charles City County		Canova Peterson		Powhatan County	
Byron Adkins		Faye Prichard (A)		Michael Byerly, Vice Chair	X
William Coad		Charlie Waddell	X	Steve McClung	
Chesterfield County		Randy Whittaker	X	Bobby Hall	X
Kevin Carroll (virtual)	X				
Dr. Mark Miller		Henrico County		City of Richmond	
Tim Davey		Gregory Baka		Andreas Addison	
Gloria Freye	X	Tyrone Nelson	X	Ann-Francis Lambert	
James Holland	X	Patricia O'Bannon (virtual)	X	Stephanie Lynch	
Jim Ingle (virtual)	X	Frank Thornton	X	Dr. Cynthia Newbille	X
Chris Winslow		Melissa Thornton		Rodney Poole	
				Ellen Robertson (A)	
				Jacob Giovia	X

The technology used for the PlanRVA Commission meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#). Virtual participation of this meeting by members of the Commission is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

Welcome and Introductions

Chair Davis called the meeting to order at approximately 9:10 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chair Byerly.

Roll Call of Attendees and Certification of a Quorum

Janice Firestone, Program Manager, called the roll for attendance and certified that a physical quorum was present.

1. Administration

a. Confirmation of Member Participation from a Remote Location

Chair Davis asked remote participants to request approval and state their reason for participating remotely. The following members requested approval to participate remotely:

- Kevin Carroll. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- Jim Ingle. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- John Lockwood. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- Patricia O'Bannon. Reason: personal matter, specifically a scheduling conflict that prevents her attendance in-person.
- Charlie Vaughters. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.

Chair Davis announced his approval of the requests to participate remotely.

On motion by Michael W. Byerly, the PlanRVA Commission voted to confirm that the Chair's decision to approve the members' requests to participate from a remote location were in conformance with the PlanRVA Policy for Remote Participation of Members; and, the voice of the remotely participating members could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote members.

b. Public Comments

There were no public comments received or requests to address the Commission.

2. Agenda Amendments/Approval

On motion by Cynthia I. Newbille, seconded by Daniel McGraw, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

3. Approval of March 9, 2023, Meeting Minutes

On motion by Jim Holland, seconded by Cynthia I. Newbille, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote).

4. Standing Committee and Other Reports

a. Executive Committee & Chairman's Report

i. May Meeting Schedule

Martha Shickle explained that Richmond Region Tourism's 40th Anniversary Celebration is scheduled for May 11th, which is in conflict with the regular Executive Committee and full Commission meetings. Possible options were

discussed. There was a consensus to move the meetings to May 18th following the rescheduled RRTPO meetings.

ii. 2023 Washington Policy Conference Report

Chair Davis and Ms. Shickle reported on the NADO Washington Policy Conference in March, which included several sessions focused on the president's administration priorities, status of the infrastructure bill and other funding opportunities.

VAPDC also hosted a congressional briefing with representatives from the US Senate and House of Representatives. Senator Kaine and Congresswoman McClellan's offices were both represented.

iii. State and National Association Updates:

1) David Blount, Executive Director VAPDC

Mr. Blount addressed the Commission and provided updates on the Virginia Association of Planning District Commissions. He reported on the relationship with Virginia Association of Counties (VACo) and the Virginia Municipal League (VML) and VAPDC's recent involvement in those organizations' events. He also described the role of other state agencies and organizations, including Virginia Transit Association, Virginia Association of MPO's, Department of Housing and Community Development (DHCD), Department of Environmental Quality (DEQ) and Virginia Housing.

2) Joe McKinney, Executive Director NADO

Mr. McKinney addressed the Commission and described the role of the National Association of Development Organizations (NADO) and its involvement in other state and federal organizations. He shared some of the recent legislative successes and current legislative efforts of NADO. The presentation is posted on the [meeting web page](#).

Jim Ingle and Patricia O'Bannon left the meeting at approximately 10:30 a.m.

b. Audit, Finance & Facilities Committee Report

i. PlanRVA Office Relocation Budget Update

Ms. Shickle provided this report.

Relocation Budget Update:

The project and move-in were completed on time and within budget:

- The total approved project budget was \$1,054,691.14 of which the Commission contributed \$297,055.56 from the Fund Balance. The remainder was funded through tenant improvement allowance and converted rent abatement and rebates from Thalhimer.
- Construction costs represented 68% of the total project and were 0.22% over the line-item budget, or \$1,602.49, following results of Value Engineering.
- Design costs represented 7% of the total project and were 84% of its line-item budget, or \$8,242 below, which offset increased costs in moving and miscellaneous expenses.

To-date expenditures represent 98% of total budget with a few remaining orders to finalize and complete. Outstanding expenditures of ordered items include:

- Final billing for the mural in the large conference room
- Delivery and installation of large display monitor in the large conference room
 - The order has been signed and delivery is estimated in 3-5 weeks.

PlanRVA is awaiting final design and cost proposals for the following (the budget for these items is \$13,058.42):

- Suite signage
- Meeting room door films
- Chair's recognition wall
- Portable signage
- Building signage

ii. Next Meeting April 25 @ 1:30 p.m.

c. Public Outreach & Engagement Committee Report

i. FY2024 Work Program Priorities

Ms. Shickle reported that the Committee met last on March 23rd and reviewed the status of brand implementation activities. Committee members also opened a discussion on FY2024 priorities, including outreach opportunities and partnerships with local governments for specific events (litter cleanup, etc), leveraging networks for coordination, advocacy, resource materials and Commission engagement.

ii. Next Meeting April 17 @ 9 a.m.

d. Executive Director's Report

I. Intergovernmental and Environmental Reviews

Chair Davis reminded members that the report was included in the meeting agenda packet.

II. Bipartisan Infrastructure Law: Competitive Funding Opportunities

Ms. Shickle reported that in FY23, the Commission approved a "pilot" program to hire a Wilder Fellow from VCUs master's in Urban and Regional Planning Program to support various local technical assistance projects identified by our small and rural localities.

One of the first requests last fall was from Goochland County to support tracking of funding opportunities available through the infrastructure bill.

Barbara Jacocks, PlanRVA, was introduced. She has been leading an exploration of designing a local technical assistance program at the Commission. Her teammate, Trinity Waldron, Wilder Fellow, and candidate for her master's degree at VCU, was also introduced. Ms. Waldron has been on the team since August 2023, and has been the chief researcher for this information.

Ms. Jacocks and Ms. Waldron gave a presentation and overview of the pilot program. The presentation is posted on the [meeting web page](#).

5. Adjourn

Chair Davis adjourned the meeting at 11:14 am.



Introduction

Each year, staff members of PlanRVA prepare an annual work program for consideration and approval by the Commission. The document outlines the key efforts the staff will undertake in the coming year and describes the allocation of financial resources of the agency represented in the budget.

In Fiscal Year 2018, the Commission initiated a strategic planning process, led by an ad hoc committee appointed by then Chairwoman, Dorothy Jaeckle (Chesterfield County). The process was completed in June 2018 and resulted in the development of a strategic planning framework intended to guide decision making and strategic investment in capacity building of the organization.

The Commission adopted a new Vision and Mission Statement, established Core Values for the agency and identified key areas of focus for continued development of the organizational capacity:

Create Value for the Region

Prioritize Based on Customer Needs Promote Regional Success

Building a Regional Resource Center

Strengthen the Organization

In addition to the establishment of these values and priorities, the Executive Director establishes key imperatives which summarize the organizational objectives for the year and priorities for fulfilling the strategic planning framework.

FY2024 Key Imperatives

1. Preserve our Financial Position
 - a. Build a dynamic financial planning and reporting system.
 - b. Pursue individual lines of business plans for each program area.
 - c. Minimize the financial impact of turnover in staffing through increased efficiency in hiring, competitive employment and benefits, and use of contracted staffing.
2. Manage Core Operations
 - a. Implement community engagement strategy objectives across all lines of business.
 - b. Deliver key work program priorities across all program areas and fulfill grant and regulatory requirements.
 - c. Implementation of the Scenario Planning effort for long range planning
3. Build Resilience and Demand for Services
 - a. Increase engagement with Commissioners and local staff to achieve high levels of member satisfaction and responsiveness.
 - b. Pursue new opportunities for federal and other funding for the region through increased dedicated capacity for grant writing, technical assistance, and project management.
 - c. Build organizational capacity to meet growing needs including the development of a dedicated focus on providing local technical assistance.
4. Drive New Initiatives
 - a. Support regional visioning process and update to regional strategic plan
 - b. Innovate organizational practices and procedures.
 - c. Launch new orientation within all lines of business and program areas focused on local technical assistance and responsiveness.
 - d. Expand regional data resources to offer contracted services for aligned data and research projects.
 - e. Integrate public engagement into all program areas and lines of business for consistency and continuous public outreach.
5. Advance Special Priorities
 - a. Evolve staffing and technical support arrangement with the CVTA.
 - b. Build collaborative partnerships for efficiency in program administration and responsiveness to local priorities.
 - c. Engage in professional and advocacy organizations to leverage membership benefits and advocacy platforms at the state and federal levels.

The information that follows outlines the work of PlanRVA and the common services provided to its members and is an elaboration of the key imperative #2 in managing core operations. This work program will guide the efforts of the staff during Fiscal Year 2024, which begins July 1, 2023, and ends June 30, 2024. In coordination with the annual budget, the document identifies activities that will be supported by grant funding and those tasks that will be supported by general funds.

I. Agency Management

Agency Management includes the activities that support the general operations, support of governance, and management of the Commission. In general, activities are included in one of two categories: Agency Operations which are those activities that support the overall operation of the organization and without which the agency would suffer in efficiency, functionality, or compliance; and Administrative Activities which include those activities that promote the agency's ongoing development, capacity building and presence in the community.

A. Agency Operations

In addition to programs and projects managed by the agency, staff members provide administrative support to the Commission and programmatic "clients" including the Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, the Richmond Regional Transportation Planning Organization. Each program area, client, and partner organization require a certain level of activity to support compliance and accountability. General activities that support the overall operational effectiveness of the organization include financial administration, human resources management, information technology and governance (board) support.

These backbone organizational support services include:

- Operations
 - Purchasing and Procurement including administration of a supplier diversity program
 - Contract administration and fiscal management
 - Program compliance and quality control
- Facilities and asset management
 - Building and lease management
 - Asset tracking and resource management
 - Information technology assets and investments
 - Meeting and event space, logistics and support
- Community affairs

- Communications, public outreach, and media relations
- Human resources management
 - Benefits
 - Personnel policies and office management practices
 - Peer-based learning

These functions are in part supported through contracted services and direct programmatic allocations where specifically beneficial; generalized costs are allocated according to the agency's indirect cost allocation plan approved by our federal cognizant agency each year. Expenses included in this category include salaries and fringe benefits associated with the above activities in addition to direct expenses such as contracted services, office leasing, copier, and IT (Information Technology) infrastructure expenses, and other common indirect expenses.

B. Administrative Activities

In addition to the activities categorized as Agency Operations, the Commission undertakes several other activities that support the ongoing organizational capacity development and implements the strategic planning framework. PlanRVA convenes various groups to promote this development both internally and externally. Some examples of these activities include roundtables of the local governments' Chief Administrative Officers, Human Resources Directors, Finance Directors, and Public Information Officers/Communicators. PlanRVA convenes these groups on an as needed basis to support cooperative work leveraging respective expertise and to promote networking and relationship building among peers in the region.

In addition, PlanRVA supports the following activities to promote internal and external development:

1. Best Practices and Peer Engagement

a) Regional Organization and Local Government Best Practices

Staff members participate in associations of peer regional organizations and local governments to stay on top of important, ever-changing issues, trends, and legislation associated with regional collaboration.

Staff members will represent the agency by participating in the following associations of regional organizations and local government:

- Virginia Association of Planning District Commissions (VAPDC)
- Virginia Association of Metropolitan Planning Organizations (VAMPO)
- National Association of Development Organizations (NADO)
- National Association of Regional Councils (NARC)
- Association of Metropolitan Planning Organizations (AMPO)
- Virginia Association of Counties (VACo)
- Virginia Municipal League (VML)

2. Subject-Matter Training and Best Practices

Members of the staff are encouraged to participate in industry associations that provide career development, training, and networking opportunities for their area of subject-matter expertise. Staff will participate in the following organizations:

- American Planning Association (national organization and Virginia Chapter)
- Intelligent Transportation Society of Virginia
- Southeast Regional Directors Institute (SERDI)
- Transportation Research Board
- Urban Land Institute

The agency will support a range of professional/career development opportunities for staff members throughout the year with a focus on topics such as writing, presentation skills and general communications; workplace safety and emergency preparedness; leadership; and diversity and inclusion.

C. Public Relations

The agency will continue to build capacity in the FY24 program year for public outreach and engagement activities that advance the Commission's programs and build community awareness throughout the region.

1. Communications and Public Outreach

A key element of successful planning is engaging the public – those who live, work, and play in the region. PlanRVA strives to inform residents, stakeholders, and partners impacted by or interested in the Commission's programs. The staff coordinates public participation in the planning and decision-making process across all programs and applies legal and regulatory requirements (i.e., Title VI, Freedom of Information Act) where appropriate. Staff members create informational materials and utilize digital tools to clearly convey key messages to intended audiences. In FY24, communications objectives will be achieved through allocation of staff time and through contracts with vendors engaged in PlanRVA's On-Call marketing and communications bench of consultants.

II. Community Development

PlanRVA assists local jurisdictions individually and collectively in convening and facilitating information exchange and action on locally prioritized needs. Staff members are available to provide research, analysis, and planning support to identified projects in the region. PlanRVA can serve as a catalyst to the development of a new regional project or program and can either serve as an incubator to new programs to be led by another organization or can build the program into the agency's portfolio. Potential projects will be evaluated throughout the year with primary emphasis in the third and fourth quarters of the fiscal year.

Funding is set aside in the budget to support local requests for support including technical assistance at the local and regional level and supports the time staff members spend participating in local planning efforts including comprehensive planning activities, regional planning activities and other initiatives identified throughout the year.

A. Regional Coordination

Staff will continue to support regional planning activities focused on community development topics including affordable housing and early childhood education.

1. Affordable Housing

The staff is involved with the Partnership for Housing Affordability (PHA) and the ongoing implementation work of the Regional Housing Framework. In Fiscal Year 2022, PlanRVA was recipient of a new capacity building grant from Virginia Housing intended to support investment in new units of affordable housing. PlanRVA partners with PHA to implement this program, investing \$3,000,000 in activities aligned with the Regional Housing Framework. In FY2024, PHA will continue to administer the award to selected nonprofit housing development organizations in the region. Staff will work with PDC partners across the Commonwealth and PHA to encourage Virginia Housing's continuation of this valuable program.

2. Early Childhood Education

Staff are involved with Thrive Birth to Five, the early childhood coordinating entity and Ready Region program administrator appointed by the Virginia Early Childhood Foundation for the Richmond and Crater regions. PlanRVA serves as a liaison to local governments and supports limited data requests for assessing community needs and informing strategic interventions across the continuum of early childhood providers and services.

B. Local Technical Assistance

PlanRVA is available to provide local technical assistance to member jurisdictions upon request and is fulfilled on a first come, first served basis as resources are available. Local Technical Assistance is an established priority in the FY24 program year; staff will be working to develop a more organized and coordinated system of local technical assistance offerings within our established lines of business.

The objective in establishing an intentional local technical assistance line of business is to strengthen PlanRVA's working relationships and service delivery to each of our local jurisdictions building on the agency's core services in all program areas. These core services essentially consist of planning and other services related to community development & housing, economic development, emergency management, environmental and transportation. The objective also recognizes that our smaller jurisdictions often have greater needs for support due to smaller staff who must address the same range of demands as the larger jurisdictions.

The functions within our core services on behalf of our localities may include:

- support to convene with partners on common issues.
- research and share best practices or solutions.
- help seek funds for specific projects or programs.
- grant administration/management services.
- conduct data research and analysis.
- support in marketing and communications; and
- other general planning assistance required to prepare studies, reports, or plans of the localities.

FY24 Work program activities to establish a local technical assistance line of business includes the following steps:

1. Establish and make available an intake process for responding to local technical assistance requests throughout the fiscal year.
 - a. Reaffirm criteria for project selection and priorities for projects undertaken within existing staff, programmatic and budget constraints:
 - i. Project assignment directly relates to the program/project in agency's work plan and can be supported through an existing program.
 - ii. Project assignment expands or strengthens an existing regional plan, project, or program.
 - iii. Project assignment would result in a product that can be useful, flexible to support, scaled to the region and serves (or has potential to serve) multiple localities and/or partners.
 - iv. Project assignments may be accomplished within the given fiscal year and within budgeted staff hours.
 - v. Project assignment directly connects to staff skills and allows for appropriate staff to be assigned.
 - b. Establish criteria and process for project selection and staffing/resource assignment for projects undertaken using leveraged resources provided through local contract, increased staffing, or vendor engagements.

2. Establish a pre-qualified group of professional consultants with engineering and planning expertise who may be called upon as necessary to supplement in-house PlanRVA staff to meet the needs of the localities. Should outside consultant assistance be required the fee may be passed along to the locality with their prior review and approval.

To develop this line of business fully in FY24, staff will continue regular convenings of specific groups of local government personnel including small and rural economic development directors, planning directors and others as identified. The Executive Director and assigned staff will dedicate time over the course of the fiscal year to meet with and engage with Commissioners and administrative and departmental leadership from all nine localities to develop an ongoing basis of communication and responsiveness.

III. Data, Research, and Analysis

One of the requirements of the Regional Cooperation Act is to serve as a clearinghouse for regional data from and for its locality members, the U.S. Census Bureau, and various data partners in the non-profit, educational, and private sectors. Staff members routinely gather data from federal, state, and local sources and aggregate data at a regional level for analysis. As such, the staff is called upon to provide technical data analysis to the member localities and an increasing number of community partners, non-profits, and as appropriate, interested business sector parties.

A. Regional Data and GIS Program Management

PlanRVA serves as a data repository for regional data, aggregation, creation, analysis, and mapping for regional and local planning support. We compile much of these data sets to develop generalized regional GIS data layers that can serve to support local decision making, planning, and analysis. Data sets include but are not limited to socioeconomic and demographic data; existing and future land use; regional employment; environmental features, conditions, and designations; and various forms of public and private infrastructure. Staff members update regional databases and GIS data layers regularly as part of specific planning projects as well as generalized data management for responsiveness to data inquiries from regional partners. Staff regularly convenes two groups representing localities in the region: the Regional GIS Managers Group and the Regional GIS Users Group to promote professional development in the field and to share best practices, local solutions and applications and open data policies.

The availability of data represented through GIS was a major priority in the development of the new website. As such, we will be reviewing our data collection and representation practices and identifying opportunities to expand our role in regional data discussions and representation of that data online and through other accessible media.

B. Regional Indicators Project

PlanRVA is working to support the ForwardRVA initiative in partnership with the Community Foundation for a greater Richmond and ChamberRVA and will be developing community indicators for economic mobility and opportunity over the coming fiscal year. This indicators project will replace previous data release efforts and be managed as an ongoing support to local and regional needs assessment, trend monitoring and decision making.

1. Market Value Analysis

In FY23, PlanRVA assumed responsibility for data hosting and analysis of the data from both the 2017 and 2021 Market Value Analysis projects developed by the Reinvestment Fund through contract with the Richmond Memorial Health Foundation. PlanRVA was named the data partner for this project in 2021 and will support this work on an ongoing basis through funding awarded from Virginia Housing and the Richmond Memorial Health Foundation. In FY2024, PlanRVA will coordinate with PHA and other regional housing partners to support integration of the Market Value Analysis data into the Regional Indicators project.

C. Policy Review, Legislative Analysis, and Intergovernmental and Environmental Reviews

We are the designated entity in the Richmond Region to receive and coordinate reviews of funding proposals pursuant to federal and state requirements regarding Intergovernmental (Executive Order 12372, 1982) and Environmental Reviews. Staff members review all requests provided to the Commission and distribute them to the appropriate contacts in local jurisdictions and relevant partner organizations in accordance with opportunities to offer input on the subject project. Additionally, we will provide selected review and analysis of state and federal programs and policy and evaluate impacts of decision making on regional and local programs of the Richmond region.

IV. Emergency Management Planning

A. Emergency Management Alliance of Central Virginia

The Emergency Management Alliance of Central Virginia is a forum for local emergency managers, public safety officials (federal, state, regional, private sector), higher education, and non-profit partners to collaborate, coordinate, and enhance emergency management and preparedness across 25 localities in Central Virginia. The Alliance was created upon request of the localities when federal legislation ended funding of the Central Virginia Urban Area Security Initiative (UASI). The program seeks to improve situational awareness across localities, create partnerships to leverage grant funding for regional projects,

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and to provide a place to share ideas and lessons learned.

PlanRVA provides staff support to the Alliance and participating local emergency management personnel for general emergency management planning, debris management, continuity of operations, incident after-action reports, GIS services, and incident-specific traffic management plans.

1. Resiliency Planning

a) Specific State Homeland Security Program Grant Administration

In FY2019, PlanRVA assumed the role of fiscal agent for regional grant awards made through the Virginia Department of Emergency Management's State Homeland Security Program and will continue to administer these grant-funded activities in FY2024. These include activities to support regional Public Outreach, Mass Care and Shelter Coordination, Regional Training and Exercise and Special Regional Planning Activities. In addition to fiscal administration, PlanRVA provides the staff support to activity planning, procurement, contractor management and reporting. A growing focus of these regional grants is increased outreach and awareness of the public regarding emergency preparedness and readiness.

V. Environmental Planning

A. Environmental Programming- Training and Coordination

The region's Environmental Technical Advisory Committee (EnvTAC) meets at least quarterly to discuss state and federal environmental initiatives, exchange information, participate in training to meet regulations more effectively, and to advise staff in program development to support the environmental priorities for the region. The EnvTAC also serves as a core organizing function for larger discussions addressing regional recreation, conservation, and resiliency planning. Convening the EnvTAC also satisfies grant requirements for participation in the Virginia Coastal Zone Management Program's Technical Assistance awards. RRPDC provides staff support to this body through meeting facilitation, training, and information dissemination. The Environmental Technical Advisory Committee is comprised of local government representatives directly involved in the management of coastal resources. Staff will continue to convene the EnvTAC and further develop its capacity and role in the following:

- inform and solicit input from localities about state and federal coastal initiatives.
- identify training needs and opportunities for member localities on new and updated environmental programs and regulations.
- exchange information on best practices, challenges, and opportunities

- pursue specific activities to develop additional capacity to meet emerging needs in resiliency planning.

B. Environmental Programming- Stakeholder Involvement

PlanRVA provides limited assistance to local jurisdictions for development and submission of topically relevant grant applications and technical advisory for local program and permit planning. Additionally, we participate in various state and regional stakeholder groups representing the coastal communities of the Richmond Region.

C. Regional Rivers Planning

As a priority area for the region (Capital Region Collaborative), the James River serves as a primary resource and asset intended to be leveraged as a centerpiece for recreation, entertainment, and commerce. To reconcile these objectives, PlanRVA will participate in and lead various planning efforts to promote responsible and equitable development along the river way.

1. Lower Chickahominy River Planning

In support of a conceptualized five-year planning effort initiated in 2017, PlanRVA will continue the project known as *Cumulative and Secondary Impacts: Leveraging Economic Benefits of the Natural Resources of the Lower Chickahominy*. The purpose of the project is to reconcile the availability of ecological resources in the watershed area below Walker's Dam to the river's confluence with the James River and increasing development pressure from surrounding urbanizing areas. The project includes an update of ecological data for the project area, economic impact analysis of the value of conservation, and formulation of policy recommendations for land conservation in the watershed. PlanRVA will serve as facilitator for the project among all partners serving on a Project Steering Committee, including representatives from the Virginia Departments of Game and Inland Fisheries, Conservation and Recreation, and Environmental Quality; the Counties of Charles City, New Kent, and James City; Hampton Roads Planning District Commission; Colonial Soil and Water Conservation District; and private partners. In addition, PlanRVA will coordinate GIS database development as directed by the Steering Committee.

2. Rural Coastal Virginia Marketing

PlanRVA is coordinating with the other PDCs (Planning District Commission) in the Coastal Virginia Region to expand the existing coastal marketing program along the Lower Chickahominy River to the Richmond and Crater planning districts. The project will include staff support to expand the existing inventory of assets in the region that supports ecotourism and leveraging of natural assets to boost the economy.

D. Chesapeake Bay TMDL/WIP 3 Planning and Support

Staff will manage the second round of funding provided through the Department of Environmental Quality to support the ongoing communication and coordination among localities in the Richmond Region

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for compliance with the Chesapeake Bay TMDL. Activities this year include specific public outreach regarding water quality awareness, identification of local strategies to promote water quality and implementation of local BMPs (Best Management Practice) that can be implemented to reduce nutrient and sediment loading throughout the region.

E. Regional Resiliency

Staff will continue to support the statewide Resiliency Planning efforts and provide technical support to local jurisdictions looking to incorporate resiliency into other planning areas. PlanRVA will be focusing on resiliency as a key theme across all program areas.

PlanRVA has submitted a notice of intent to apply as lead agency for Climate Pollution Reduction Grant program funding through the U.S. Environmental Protection Agency. On behalf of the localities within the central Virginia's Richmond Metropolitan Statistical Area, PlanRVA will be the presumptive applicant for planning grant funding totaling \$1,000,000 for a 3-year planning effort to develop a regional climate pollution reduction plan. The Plan will be the determinant of local and regional priorities for future project funding available through the EPA.

F. SolSmart Designation

PlanRVA will seek designation through the SolSmart program in FY2024 to become a broker of technical assistance for member jurisdictions. The technical assistance providers are invited to provide support to interested local governments to update processes and programs internally in accordance with best practices. The technical assistance is funded through SolSmart and is at no additional cost to the locality. The purpose of the program is to support local jurisdictions in evaluating their priorities and goals related to embracing solar energy as a viable renewable resource in their community. The technical assistance provided can assist with development of example language for comprehensive plans, developing systems for permitting requests, development of GIS data and analysis for site suitability, outreach, education, and awareness.

VI. Strategic Partnerships

A. Regional Studies, Collaborations

1. Organizational Partners, Affiliated Coalitions and Organizations

PlanRVA staff, through its work on specific projects and programs, works closely with other agencies and organizations to complete its work. PlanRVA will continue to partner via contract, memorandum of understanding, or other partnership agreement with several organizations as part of various projects and programs.

We are frequently asked to participate in coalitions or organizations focused on improving the quality of life in the Richmond region. The Executive Director may designate a staff person to represent the agency on the boards or

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

Richmond Regional Planning District Commission
424 Hull Street, Suite 300 | Richmond, VA 23224 | (804).323.2033

committees of such coalitions.

2. ForwardRVA- a framework for economic mobility and opportunity.

PlanRVA will continue partnership with the Community Foundation for a greater Richmond and ChamberRVA to develop a regional strategic framework for economic opportunity and mobility. The planning effort will create a framework for community organizations to align with local objectives to increase economic opportunity across the region and will satisfy the Commission's requirements for preparation of a regional strategic plan (Va Code Section 15.2-4209).

VII. Transportation Planning

A. Richmond Regional Transportation Planning Organization

The Richmond Regional Transportation Planning Organization (RRTPO) is the federally designated entity responsible for coordinating transportation planning and decision making within the urbanized area of the Richmond region. Under contract, the PlanRVA provides full staffing services to the RRTPO in four core program areas: Program Management, Transportation Planning, Technology and Applications, and Financial Programs.

Staff members provide contract administration for Federal Highway Administration (FHWA) metropolitan planning (PL) funds, FHWA Regional Surface Transportation Program, and Federal Transit Administration metropolitan planning (Section 5303) funds, and other funding programs as appropriate to provide for a multi-modal, continuing, comprehensive, and cooperative transportation planning and programming process in the region.

Summary information regarding the services provided to the RRTPO is included in this work program, but additional details can be found in the Unified Planning Work Program (UPWP), FY2024.

B. 1. Central Virginia Transportation Authority

PlanRVA assumed responsibility in FY2021 to provide administrative and operating support of the newly established Central Virginia Transportation Authority. The work is guided by a Memorandum of Understanding and agreement for compensation of administrative and planning services in support of the CVTA (Central Virginia Transportation Authority). In FY2024, PlanRVA will continue to support through provision of executive, technical and administrative support staffing, and contract management to fulfill the responsibilities of the organization.

PlanRVA
FY2024 Budget Summary
July 2023 - June 2024

	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Budget	FY2023 Budget	% Increase or (Decrease)
Income											
4100 Federal Funding	-	-	-	-	382,105	201,527	2,492,399	-	3,076,031	2,726,871	112.8%
4200 State Funding	126,061	-	-	-	14,048	-	351,550	-	491,659	453,095	108.5%
4300 Local Funding	596,160	-	-	-	-	-	54,196	423,596	1,073,952	845,945	127.0%
4400 Private Funding	31,000	25,000	527,500	125,000	25,000	85,805	-	-	819,305	852,514	96.1%
4900 Revenue Distribution	(307,842)	-	-	-	3,512	86,976	217,353	-	0	-	n/a
Total Income	445,379	25,000	527,500	125,000	424,666	374,308	3,115,498	423,596	5,460,947	4,878,424	111.9%
Expenses											
5000 Personnel Expenses											
5100 Salaries & Wages	655,279	55,979	29,726	129,947	128,617	192,065	1,014,528	139,221	2,345,362	1,950,920	120.2%
5500 Fringe Benefit Pool	(133,139)	27,818	14,447	66,182	64,812	97,126	482,825	70,905	690,976	649,219	106.4%
Total 5000 Personnel Expenses	522,140	83,797	44,172	196,129	193,429	289,191	1,497,353	210,127	3,036,338	2,600,139	116.8%
6000 Direct Cost Pool	-	12,000	473,000	1,200	204,375	31,525	839,008	71,200	1,632,308	1,445,750	112.9%
7000 Indirect Cost Pool											
7100 Professional Fees	89,200	-	-	-	-	-	-	-	89,200	122,500	72.8%
7200 General Operations	282,545	-	-	-	-	-	-	-	282,545	367,036	77.0%
7300 Technology Operations	149,362	-	-	-	-	-	-	-	149,362	190,500	78.4%
7400 Staff Development	179,200	-	-	-	-	-	-	-	179,200	152,500	117.5%
7900 Indirect Cost Allocations	(1,241,511)	41,379	21,812	96,848	95,515	142,803	739,393	103,761	0	-	n/a
Total 7000 Indirect Cost Pool	(541,204)	41,379	21,812	96,848	95,515	142,803	739,393	103,761	700,307	832,536	84.1%
Total Expenses	(19,064)	137,176	538,985	294,177	493,319	463,518	3,075,754	385,087	5,368,953	4,878,425	110.1%
Net Operating Income (Loss) before Transfers	464,443	(112,176)	(11,485)	(169,177)	(68,653)	(89,210)	39,744	38,509	91,994	(0)	n/a
890000 Transfers between Activities	(372,449)	112,176	11,485	169,177	68,653	89,210	(39,744)	(38,509)	(0)	-	n/a
Net Operating Income (Loss)	91,994	-	0	-	(0)	-	(0)	(0)	91,994	(0)	n/a
Transfers to Capital Projects Reserve											
9100 Capital Expense & Projects	(87,000)	-	-	-	-	-	-	-	(87,000)	-	n/a
Net Income (Loss)	4,994	-	-	-	-	-	-	-	4,994	-	n/a

PlanRVA
FY2024 Budget
July 2023 - June 2024

	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Budget	FY2023 Budget	% Increase or (Decrease)
Revenue											
4100 Federal Revenue											
4101 MPO FHWA/PL Funds- Fed Share							1,456,034		1,456,034	1,365,541	6.6%
4102 MPO Sect 5303 Funds- Fed Share							716,365		716,365	528,154	35.6%
4105 MPO Pass-thru							320,000		320,000	354,840	-9.8%
4111 FY20 Rural Coastal Va Mktg						7,992			7,992	11,481	-30.4%
4113 Coastal TA & Resiliency						64,480			64,480	64,263	0.3%
4115 CBRAP- WIP3/ Fed Share						58,020			58,020	57,745	0.5%
4117 Extreme Heat DOF						8,525			8,525	-	n/a
4119 EPA Grant						62,511			62,511	-	n/a
4120 VDEM SHSP					74,996				74,996	105,003	-28.6%
4121 Community Outreach					95,179				95,179	-	n/a
4129 Emergency Mgmt Admin					15,475				15,475	-	n/a
4130 VDEM Pass-Through Grants					143,775				143,775	233,800	-38.5%
4140 Hazard Mitigation Fed Share					52,681				52,681	6,044	771.7%
Total 4100 Federal Revenue	-	-	-	-	382,105	201,527	2,492,399	-	3,076,031	2,726,871	12.8%
4200 State Revenue											
4201 MPO FHWA/PL Funds - State Share							182,004		182,004	170,693	6.6%
4202 MPO Sec. 5303 - State Share							89,546		89,546	66,019	35.6%
4205 MPO Pass-thru							80,000		80,000	88,710	-9.8%
4220 Hazard Mitigation Plan					14,048				14,048	1,612	771.7%
4230 State Appropriation	126,061								126,061	126,061	0.0%
Total 4200 State Revenue	126,061	-	-	-	14,048	-	351,550	-	491,659	453,095	8.5%
4300 Local Revenue											
4301 TPO Assessment							54,196		54,196	53,768	0.8%
4310 Local Membership Dues	596,160								596,160	591,446	0.8%
4315 CVTA Reimbursement								385,087	385,087	121,137	217.9%
4316 CVTA Service Fee								38,509	38,509	12,114	217.9%
4320 Capital Region Collaborative									-	67,481	-100.0%
Total 4300 Local Revenue	596,160	-	-	-	-	-	54,196	423,596	1,073,952	845,945	27.0%
4400 Private Revenue											
4430 Virginia Housing Capacity Bldg Grant									-	-	n/a
4440 Regional Housing Grant - Partners			460,000						460,000	675,000	-31.9%
4441 Regional Housing Grant - PlanRVA			42,500						42,500	61,929	-31.4%
4450 FOLAR Grant						77,280			77,280	74,950	3.1%
4460 Project Partner Revenue				50,000	25,000				75,000	40,000	87.5%
4470 Special Project Revenue	25,000	25,000	25,000	75,000					150,000	-	n/a
4475 Donated Services						8,525			8,525	-	n/a
4801 Interest Income	6,000								6,000	635	845.0%
4810 Miscellaneous									-	-	n/a
Total 4400 Private Revenue	31,000	25,000	527,500	125,000	25,000	85,805	-	-	819,305	852,514	-3.9%

PlanRVA
FY2024 Budget
July 2023 - June 2024

	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Budget	FY2023 Budget	% Increase or (Decrease)
4900 Revenue Distribution											
491100 Local Match from General					3,512	86,976	217,353		307,842		n/a
494140 Local Match to Hazard Mitigation	(3,512)								(3,512)		n/a
495101 Local Match to ANPDC Eco Tourism	(7,992)								(7,992)		n/a
495102 Local Match to Eco Technical Asst	(64,480)								(64,480)		n/a
495240 Local Match to Ches Bay Watershed	(14,505)								(14,505)		n/a
497110 Local Match to MPO Prog Mgmt	(22,654)								(22,654)		n/a
497120 Local Match to UPWP Budget	(5,830)								(5,830)		n/a
497210 Local Match to Public Outreach	(15,137)								(15,137)		n/a
497220 Local Match to Special Planning Efforts	(23,662)								(23,662)		n/a
497230 Local Match to Contingency Funding	(32,461)								(32,461)		n/a
497310 Local Match to Long Range Trans Plan	(5,320)								(5,320)		n/a
497315 Local Match to Scenario Planning	(28,328)								(28,328)		n/a
497320 Local Match to Travel Demand Model	(6,804)								(6,804)		n/a
497330 Local Match to Transit	(21,192)								(21,192)		n/a
497340 Local Match to Act Trans - Bike/Ped	(19,982)								(19,982)		n/a
497350 Local Match to System Resiliency	(8,700)								(8,700)		n/a
497410 Local Match to Perf Based Trans Plng	(5,892)								(5,892)		n/a
497420 Local Match to Financial Prog/TIP	(19,698)								(19,698)		n/a
497430 Local Match to Rail & Freight	(1,694)								(1,694)		n/a
Total 4900 Revenue Distribution	(307,842)	-	-	-	3,512	86,976	217,353	-	-	-	n/a
Total Revenue	445,379	25,000	527,500	125,000	424,666	374,308	3,115,498	423,596	5,460,947	4,878,424	11.9%
Expenses											
5100 Salaries & Wages											
5101 Salaries & Wages	2,345,362								2,345,362	1,950,920	20.2%
5102 Salaries & Wages - Allocated	(2,318,227)	55,979	29,726	129,947	128,617	192,065	1,014,528	139,221	(628,144)	(1,930,920)	-67.5%
5111 Wages Allocated - Program	4,207								4,207	1,453,266	-99.7%
5113 Wages Allocated - Administrative	268,326								268,326	277,821	-3.4%
5120 Wages Allocated - Paid Time Off	355,612								355,612	199,833	78.0%
Total 5100 Salaries & Wages	655,279	55,979	29,726	129,947	128,617	192,065	1,014,528	139,221	2,345,362	1,950,920	20.2%
5500 Fringe Benefit Pool											
5510 Payroll Taxes	186,630								186,630	157,261	18.7%
5520 Retirement	181,146								181,146	184,729	-1.9%
5530 Healthcare	286,320								286,320	271,336	5.5%
5531 FSH/HAS Health Accounts	2,580								2,580	2,064	25.0%
5540 LTD Insurance	24,300								24,300	23,829	2.0%
5590 Leave Paid Out	10,000								10,000	10,000	0.0%
5599 Fringe Benefits Allocated	(824,115)	27,818	14,447	66,182	64,812	97,126	482,825	70,905	(0)	-	n/a
Total 5500 Fringe Benefit Pool	(133,139)	27,818	14,447	66,182	64,812	97,126	482,825	70,905	690,976	649,219	6.4%

PlanRVA
FY2024 Budget
July 2023 - June 2024

	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Budget	FY2023 Budget	% Increase or (Decrease)
6000 Direct Cost Pool											
6120 Legal Fees								42,000	42,000	-	n/a
6130 Contracted Services					28,000		369,308	5,000	402,308	25,000	1509.2%
6131 Donated Services						8,525			8,525	-	n/a
6153 Advertising: Mission Advancement			10,000		20,000	20,000	24,600	20,000	94,600	27,600	242.8%
6230 Printing							1,200		1,200	1,200	0.0%
6290 Miscellaneous		12,000	3,000		3,000	3,000		1,200	22,200	-	n/a
6320 Software Services				1,200			10,500		11,700	23,900	-51.0%
6350 Computer Supplies							10,500		10,500	3,600	191.7%
6360 Technology Services							-		-	-	n/a
6410 Organizational Dues					600		7,500		8,100	7,500	8.0%
6425 Travel- Agency					6,000		1,200		7,200	1,400	414.3%
6430 Training					3,000		10,000		13,000	10,000	30.0%
6455 Meeting Expenses							4,200	3,000	7,200	4,400	63.6%
6510 Grant Sub-recipient: Contractors			460,000						460,000	675,000	-31.9%
6590 Miscellaneous Pass-thru					143,775		400,000		543,775	666,150	-18.4%
Total 6000 Direct Cost Pool	-	12,000	473,000	1,200	204,375	31,525	839,008	71,200	1,632,308	1,445,750	12.9%
7000 Indirect Cost Pool											
7100 Professional Fees											
7111 Bank Fees	1,200								1,200	2,500	-52.0%
7120 Legal Fees	10,000								10,000	10,000	0.0%
7121 Legal Fees - General	36,000								36,000	30,000	20.0%
7131 Consultants: Recurring	12,000								12,000	12,000	0.0%
7132 Consultants: Non-recurring	-								-	18,000	-100.0%
7151 Advertising: General	3,000								3,000	5,000	-40.0%
7152 Advertising: Public Notices	3,000								3,000	5,000	-40.0%
7153 Advertising: Mission Advancement	24,000								24,000	40,000	-40.0%
Total 7100 Professional Fees	89,200	-	-	-	-	-	-	-	89,200	122,500	-27.2%
7200 General Operations											
7210 Rent	217,445								217,445	300,476	-27.6%
7220 Insurance	8,000								8,000	10,000	-20.0%
7230 Printing	19,100								19,100	26,560	-28.1%
7235 Supplies	18,000								18,000	14,000	28.6%
7240 Postage	300								300	6,000	-95.0%
7290 Miscellaneous	19,700								19,700	10,000	97.0%
Total 7200 General Operations	282,545	-	-	-	-	-	-	-	282,545	367,036	-23.0%
7300 Technology Operations											
7310 Virtual Desktop Operations	90,000								90,000	132,000	-31.8%
7320 Software Services	35,660								35,660	22,200	60.6%
7330 Communication Technology	14,702								14,702	17,100	-14.0%
7340 Desktops & Support	3,000								3,000	1,200	150.0%
7350 Computer Supplies	3,000								3,000	12,000	-75.0%
7360 Technology Services	3,000								3,000	6,000	-50.0%

PlanRVA
FY2024 Budget
July 2023 - June 2024

	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Budget	FY2023 Budget	% Increase or (Decrease)
Total 7300 Technology Operations	149,362	-	-	-	-	-	-	-	149,362	190,500	-21.6%
7400 Staff Development											
7410 Organizational Dues	32,000								32,000	20,000	60.0%
7420 Travel- Board	10,000								10,000	7,000	42.9%
7425 Travel- Agency	40,000								40,000	40,000	0.0%
7430 Training	60,000								60,000	60,000	0.0%
7440 Books & Periodicals	1,200								1,200	1,500	-20.0%
7450 Staff Engagement	12,000								12,000	12,000	0.0%
7455 Meeting Expenses	12,000								12,000	12,000	0.0%
7460 Special Event	12,000								12,000	-	n/a
7400 Staff Development	179,200	-	-	-	-	-	-	-	179,200	152,500	17.5%
7999 Indirect Costs Allocated	(1,241,511)	41,379	21,812	96,848	95,515	142,803	739,393	103,761	0		n/a
Total 7000 Indirect Cost Pool	(541,204)	41,379	21,812	96,848	95,515	142,803	739,393	103,761	700,307	832,536	-15.9%
Total Expenses	(19,064)	137,176	538,985	294,177	493,319	463,518	3,075,754	385,087	5,368,953	4,878,425	10.1%
Net Operating Income (Loss) before Transfers	464,443	(112,176)	(11,485)	(169,177)	(68,653)	(89,210)	39,744	38,509	91,994	(0)	n/a
890000 Transfers between Activities											
891100 Transfer from General Fund		112,176	11,485	169,177	68,653	49,466	-		410,958	-	n/a
891100 Transfer to General Fund	38,509								38,509	-	n/a
891700 Transfer to Public Engagement	(112,176)								(112,176)	-	n/a
892100 Transfer to Comm Dev Admin	(9,371)								(9,371)	-	n/a
892440 Transfer to Regional Housing	(2,114)								(2,114)	-	n/a
893200 Transfer to Regional Data & GIS	(169,177)								(169,177)	-	n/a
894090 Transfer to EM Prog Support	(1,676)								(1,676)	-	n/a
894100 Transfer to Reg'l EM Plng	(32,293)								(32,293)	-	n/a
894140 Transfer to Hazard Mitigation	(34,685)								(34,685)	-	n/a
895100 Transfer to Env General	(49,466)								(49,466)	-	n/a
895230 Transfer from Appomattox River	-						(39,744)		(39,744)	-	n/a
897340 Transfer to Active Transportation						39,744			39,744	-	n/a
897700 Transfer from CVTA								(38,509)	(38,509)	-	n/a
Total 890000 Transfers between Activities	(372,449)	112,176	11,485	169,177	68,653	89,210	(39,744)	(38,509)	(0)	-	n/a
9000 Transfers to Capital Projects Reserve											
9101 Transfer for Office Furniture	(62,000)								(62,000)		n/a
9102 Transfer for Computer Equipment	(25,000)								(25,000)		n/a
Total 9000 Transfers to Capital Projects Reserve	(87,000)	-	-	-	-	-	-	-	(87,000)	-	n/a
Net Operating Income (Loss)	4,994	-	-	-	-	-	-	-	4,994	-	n/a

PLANRVA – THE REGIONAL COMMISSION
POLICY FOR THE REMOTE PARTICIPATION OF MEMBERS

Adopted: October 13, 2022

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the local governing body. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. DEFINITIONS

a. “**PlanRVA**” means PlanRVA, the Regional Commission, or the Richmond Regional Planning District Commission or any committee, subcommittee, or other PlanRVA entity.

b. “**Member**” means any member of PlanRVA.

c. “**Remote participation**” means participation by an individual member of PlanRVA by electronic communication means in a public meeting where a quorum of PlanRVA is physically assembled, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of PlanRVA must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the

meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify PlanRVA Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify PlanRVA staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of PlanRVA has assembled for the meeting, the PlanRVA shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES**

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location PlanRVA shall record in its minutes (1) PlanRVA's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If PlanRVA goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.



PLANRVA COMMISSION FY24 PROPOSED MEETING SCHEDULE

MEETING DATE (all meetings are on Thursdays)	TIME	LOCATION
July 13, 2023	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
August – no meeting		
September 14, 2023	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
October 12, 2023	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
November 2, 2023 (note: special meeting day/time)	11:00 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
December 14, 2023	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
January – no meeting		
February 8, 2024	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
March 14, 2024	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
April 11, 2024	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
May 9, 2024	9:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
June 6, 2024 (Joint annual meeting with RRTPO and CVTA)	TBD	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224

PLANRVA EXECUTIVE COMMITTEE FY24 PROPOSED MEETING SCHEDULE

MEETING DATE (all meetings are on Thursdays)	TIME	LOCATION
July 13, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
August 10, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
September 14, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
October 12, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
November – no meeting		
July 13, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
August – no meeting		
September 14, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
October 12, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
November 9, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
December 14, 2023	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
January – no meeting		
February 8, 2024	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
March 14, 2024	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
April 11, 2024	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
May 9, 2024	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
June 13, 2024	8:30 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224

PLANRVA AUDIT, FINANCE & FACILITIES COMMITTEE FY24 PROPOSED MEETING SCHEDULE

MEETING DATE (all meetings are on Tuesdays)	TIME	LOCATION
July 25, 2023	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
August 22, 2023	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
October 31, 2023	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
January 23, 2024	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
March 26, 2024	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
April 23, 2024	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
May 28, 2024	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
June 25, 2024	1:30 p.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224

PLANRVA PUBLIC OUTREACH & ENGAGEMENT COMMITTEE FY24 PROPOSED MEETING SCHEDULE

MEETING DATE (all meetings are on Thursdays)	TIME	LOCATION
August 24, 2023	9:00 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
November 16, 2023	9:00 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
February 22, 2024	9:00 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224
April 25, 2024	9:00 a.m.	PlanRVA James River Boardroom 424 Hull Street, Suite 300, Richmond, VA 23224