



## AGENDA Executive Committee

May 12, 2022 -- 8 a.m.

James River Board Room- PlanRVA

Register to attend the meeting virtually at:

[https://planrva-org.zoom.us/webinar/register/WN\\_xTrFL5YqQsaGVHG2X8wo8w](https://planrva-org.zoom.us/webinar/register/WN_xTrFL5YqQsaGVHG2X8wo8w)

Members of the public may observe the meeting on our YouTube Channel at [www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

View our complete [Public Participation Guide](#) for other ways to participate.

### 1. Welcome and Introductions (Winslow)

#### a. Roll Call of Attendees and Certification of a Quorum (Gogel)

### 2. Meeting Minutes (Paige)

**Requested Action:** Motion to approve the committee meeting minutes from April.

### 3. Old Business

#### a. New Office Update (Heeter)

**Information Item:** Ms. Heeter will provide an update on the project.

#### b. CVTA Staffing Update (Heeter)

##### i. PlanRVA Employee Classification and Pay Schedule

**Action Item:** Motion to approve the additional classification to support CVTA.

### 4. New Business

#### a. FY2023 Budget (van Doornick)

**Action Item:** Motion to recommend approval of the FY2023 Budget.

#### b. Personnel Items

##### i. Executive Director Performance Evaluation

**Discussion Item:** Members will discuss the timeline for completing this annual activity.

##### ii. FY2023 Personnel Priorities (Heeter)

**Information Item:** Ms. Heeter will review potential goals for FY2023

### 5. Adjourn



**Executive Committee  
Meeting Minutes  
April 14, 2022  
8:00 a.m.**

The PlanRVA Executive Committee meeting was held using electronic communication means as set forth by the Emergency Declaration set forth by the Richmond City Council in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom. A live stream of the meeting was available through YouTube to assure open access by members of the public. All recordings are available on our Plan RVA YouTube Channel at [www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

<b>LOCALITY</b>	<b>NAME</b>	<b>X (attended)</b>
Charles City County	William Coda	
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille - Virtual	X
Goochland County	Don Sharpe	X
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Kathy Abbott (A) - Virtual	X

**Others Present:**

Eric Gregory (Hefty, Wiley & Gore, PC)

**Staff Present:**

Martha Heeter, Sidd Kumar, Gilbrith Gogel, Greta Ryan

**Welcome and Introductions**

Chairman Winslow called the meeting to order at 8:06 AM.

**Roll Call of Attendees and Certification of a Quorum**

Ms. Heeter took attendance by roll call and confirmed a quorum was present.

## **Motion for Approval of Minutes**

Meeting minutes were deferred in March to provide additional time to review the meeting recordings and were presented for approval in April. The original drafts were updated to provide more detail upon advice from legal counsel and to assure accuracy of the record reflected in the video recordings given the significance of action taken in February.

Ms Paige made a motion to approve the February 10, 2022, and March 10, 2022, minutes. Mr. Byerly seconded the motion, and the minutes were approved unanimously.

## **New Office Space Update**

Ms. Heeter provided an overview of the new office project status. She explained that Baskervill's architectural design work has been progressing. Staff has been working with Productive AV and IT managed services provider, Proxios, to review design specifications for technology in the space such as power, data, and AV.

The Audit, Facilities and Finance committee met on April 13<sup>th</sup> to review proposals for mechanical, electrical, and plumbing (MEP) design and selected Baskervill, which will support continuity in the plan development process.

Staff consulted with Chesterfield County's procurement department to discuss options for sourcing furniture through existing bulk contracts. We are currently investigating two well-known directories which are Sourcewell and Omnia. Both have a wide range of options for furniture vendors. We will be collaborating with local dealer Creative, to coordinate the furniture specifications development and bidding.

Baskervill presented a proposed color palette and design theme following the Finance committee meeting last week. Samples were available for board members to view and provide input. Ms. Heeter had the opportunity to tour a couple office spaces of other organizations that recently made a move and was able to receive advice and feedback from their own experiences and lessons learned. The team is exploring how materials may differ in front and back of house to remain cost conscious in material selections.

Staff is continuing to explore assorted options for meeting spaces following the scheduled move from the current office space in October. There has been confirmation from the Current's property owners that warehouse storage space could be available for furniture and equipment. Pricing for various alternatives will be completed in the coming weeks.

## **RRTPO Update**

A letter from Mr. Williams and addressed to Chairmen Winslow and Thornton officially inviting the members of PlanRVA and CVTA, respectively, to convene at a joint meeting hosted by the RRTPO in June. Chair Winslow expressed interest for the PlanRVA board to take part in this joint meeting. The Executive Committee concurred that they will still hold the meeting time on June 9<sup>th</sup> to discuss office space updates, as necessary, but it will be recommended that the Full Commission cancel their meeting on that date. Ms. Heeter said

that one invitation will be sent to each board member and requested that members attend in-person, if possible, though staff will try to accommodate virtual participation.

Mr. Davis entered the meeting at 8:15 am.

The purpose of this meeting is to convene the organizations to identify and discuss the collective goals that tie the entities together. This is an opportunity to review the accomplishments of the three bodies over the last year, as well as provide a big picture look ahead. Materials will be provided to be shared with local boards as well as members of the public. A location will be decided by the end of the month.

Rev. Nelson joined the meeting at 8:20 am.

### **FY2023 Budget Overview**

Ms. Heeter presented goals and timeline of the FY2023 budget. A draft of the FY2023 annual budget will be presented to the AFFC meeting on April 26<sup>th</sup> and then will be presented to the Executive Committee and Full Commission for review in the May meetings. Ms. Heeter provided an overview of PlanRVA's approach and current variables that are still being figured out. Staff is still working through several unknowns on the status of the state budget process but are proceeding with the assumption that most of our funds passing through or originating with the Commonwealth will be similar to the current FY and that revenue will remain steady. Funding for community development activities is secured for the upcoming year due to the 3-year award for housing productions. Renewals for grants supporting the environmental program have been submitted and applications for emergency management grants will be submitted later this Spring/Summer. Funding levels have been confirmed by VDOT and DRPT for the MPO program; Mr. Parsons is working on final additions to that work program for presentation to the RRTPO TAC in May and the Policy Board in June. Staff is also working through the content of the MOU with the CVTA, as directed in the last Executive Committee and Full Commission meeting. Staff has given a rough draft for legal review and will be working to address questions and details of the parties' roles and responsibilities over the coming weeks, with plans to review with the Executive Committee in May.

Ms. Heeter presented some points that staff is requesting EC advice/feedback, the first being salary increases for staff of 5.9%, a number calculated according to the cost-of-living adjustment that was reported by SSA in January 2022. The second point for review is a merit pool of \$20,000, contingent on funding in December, with authorization to award one-time adjustments in lieu of added compensation increases. There was discussion about concerns about other organizations and localities that have been unable to do the salary increases and the bonuses desired due to lack of flexibility in budget. The current salary climate was also brought up, with a concern of retention of PlanRVA employees. Some support for the ideas was voiced for these proposals but careful consideration of all aspects was requested before continuing. The last point is the establishment of a part time position that would be filled by a Wilder Fellow VCU. The position would provide technical support to the small and rural localities. This would be a pilot concept which would provide direct technical assistance to Hanover, Ashland, Charles City, Goochland, New Kent, and Powhatan. Ms. Heeter gave an

overview of results of staff surveys about needs for compensation, benefits, and external recognition.

Ms. Heeter discussed the key objectives for next fiscal year and priorities for the Executive Committee which will include the review of health insurance options. There will evaluation of employee benefits program including comprehensive review of health insurance, employee recognition and staff engagement activities. There will also be policy revisions geared toward recruitment and retention, and in support of the Succession Management Plan.

To prepare for the election of officers scheduled for July, Chair Winslow appointed a nominating committee to review the rotation and make recommendations on the slate of officers for FY2023. The members of the nominating committee are Rev. Thornton and Mr. Spoonhower. The nominating committee should plan to report its recommendations at the June meeting.

**Chair Winslow adjourned the Executive Committee at 9:05.**

Job Type	Classification	Status	Title	Common Title	Alternate Title	Minimum	Middle	Maximum	Mid Annual Salary	Max Annual Salary
Intern	Intern 1	PT- Non Exemp	"Program" Volunteer	Intern/Volunteer	Bonner Scholar/ VISTA	-	-	-		
Intern	Intern 2	PT- Non Exemp	Intern	Intern		\$ 11.00	\$ 13.00	\$ 15.00		
Intern	Intern 3	PT- Non Exemp	Intern	Intern		\$ 13.00	\$ 15.00	\$ 17.00		
Intern	Intern 4	PT- Non Exemp	Intern	Intern	Wilder Fellow	\$ 17.00	\$ 19.00	\$ 21.00		
Administrative	Admin 1	FT- Non Exemp	Administrative Assistant	Administrative Assistant		\$ 15.00	\$ 17.50	\$ 20.00	\$ 36,540.00	\$ 41,760.00
Administrative	Admin 2	FT- Exempt	Administrative Assistant 2	Programs Assistant		\$ 17.00	\$ 20.00	\$ 23.00	\$ 41,760.00	\$ 48,024.00
Administrative	Admin 3	FT- Exempt	Administrative Assistant 3	Executive Assistant		\$ 19.00	\$ 22.50	\$ 26.00	\$ 46,980.00	\$ 54,288.00
Administrative	Admin 3	FT- Exempt	Administrative Assistant 4	Sr Executive Assistant		\$ 21.00	\$ 25.00	\$ 29.00	\$ 52,200.00	\$ 60,552.00
Coordinator	Coordinator 1	FT- Exempt	Assistant Coordinator			\$ 15.00	\$ 17.50	\$ 20.00	\$ 36,540.00	\$ 41,760.00
Coordinator	Coordinator 2	FT- Exempt	Coordinator	Project Coordinator		\$ 17.00	\$ 20.00	\$ 23.00	\$ 41,760.00	\$ 48,024.00
Coordinator	Coordinator 3	FT- Exempt	Senior Coordinator	Projects Coordinator		\$ 19.00	\$ 24.00	\$ 29.00	\$ 50,112.00	\$ 60,552.00
Coordinator	Coordinator 4	FT- Exempt	Senior Coordinator 2	Program Coordinator		\$ 21.50	\$ 27.25	\$ 33.00	\$ 56,898.00	\$ 68,904.00
Analyst	Analyst 1	FT- Exempt	Associate Analyst			\$ 17.00	\$ 20.00	\$ 23.00	\$ 41,760.00	\$ 48,024.00
Analyst	Analyst 2	FT- Exempt	Analyst	Coordinator		\$ 19.00	\$ 22.50	\$ 26.00	\$ 46,980.00	\$ 54,288.00
Analyst	Analyst 3	FT- Exempt	Senior Analyst	Managing Analyst		\$ 21.50	\$ 27.25	\$ 33.00	\$ 56,898.00	\$ 68,904.00
Analyst	Analyst 4	FT- Exempt	Principal Analyst	Research Manager		\$ 25.00	\$ 32.50	\$ 40.00	\$ 67,860.00	\$ 83,520.00
Manager	Manager 1	FT- Exempt	Assistant Manager			\$ 19.00	\$ 24.00	\$ 29.00	\$ 50,112.00	\$ 60,552.00
Manager	Manager 2	FT- Exempt	Manager	Project Manager	Office Manager	\$ 21.50	\$ 27.25	\$ 33.00	\$ 56,898.00	\$ 68,904.00
Manager	Manager 3	FT- Exempt	Senior Manager	Program Manager	Senior Office Manager	\$ 25.00	\$ 32.50	\$ 40.00	\$ 67,860.00	\$ 83,520.00
Manager	Manager 4	FT- Exempt	Assistant Managing Director	Senior Program Manager	Assistant Program Director	\$ 28.50	\$ 36.75	\$ 45.00	\$ 76,734.00	\$ 93,960.00
Manager	Manager 5	FT- Exempt	Managing Director	Principal Manager	Program Director	\$ 32.00	\$ 43.50	\$ 55.00	\$ 90,828.00	\$ 114,840.00
Planner	Planner 1	FT- Exempt	Associate Planner			\$ 19.00	\$ 24.00	\$ 29.00	\$ 50,112.00	\$ 60,552.00
Planner	Planner 2	FT- Exempt	Planner	Planning Coordinator		\$ 21.50	\$ 27.25	\$ 33.00	\$ 56,898.00	\$ 68,904.00
Planner	Planner 3	FT- Exempt	Senior Planner	Planning Manager		\$ 25.00	\$ 32.50	\$ 40.00	\$ 67,860.00	\$ 83,520.00
Planner	Planner 4	FT- Exempt	Assistant Director	Senior Planning Manager	Assistant Plng Dir	\$ 28.50	\$ 36.75	\$ 45.00	\$ 76,734.00	\$ 93,960.00
Planner	Planner 5	FT- Exempt	Director	Principal Planner	Planning Director	\$ 32.00	\$ 43.50	\$ 55.00	\$ 90,828.00	\$ 114,840.00
Executive	Exec 1	FT- Exempt	Senior Director	Deputy Executive Director		\$ 45.00	\$ 52.50	\$ 60.00	\$ 109,620.00	\$ 125,280.00
Executive	Exec 2	FT- Exempt	Executive Director	Executive Director		\$ 50.00	\$ 62.50	\$ 75.00	\$ 130,500.00	\$ 156,600.00
Executive	Exec 3	FT- Exempt	Senior Executive Director	Executive Director		\$ 65.00	\$ 75.00	\$ 85.00	\$ 156,600.00	\$ 177,480.00
Executive	Exec 4	FT- Exempt	Senior Executive Director II	Executive Director		\$ 75.00	\$ 97.50	\$ 120.00	\$ 203,580.00	\$ 250,560.00

# PlanRVA

## FY2023 Budget Statement

	FY2023 Recommendation	FY2022		Difference
		Original	Projection	FY23 Recommendation vs FY22 Projection
<b>Revenue</b>				
<b>4100 Federal Revenue</b>				
4101 MPO FHWA/PL Funds- Fed Share	1,346,031.81	1,244,104.42	1,223,583.35	122,448.46
4102 MPO Sect 5303 Funds- Fed Share	547,663.52	342,032.45	321,717.88	225,945.64
4105 MPO Pass-thru	354,840.00	200,000.00	200,000.00	154,840.00
4111 FY20 Rural Coastal Va Mktg	11,481.44	7,617.60	9,119.54	2,361.90
4112 Lower Chickahominy	-	-	78,910.69	(78,910.69)
4113 Coastal TA & Resiliency	64,263.20	56,708.07	72,837.76	(8,574.56)
4115 CBRAP- WIP3/ Fed Share	57,744.57	66,342.17	67,860.94	(10,116.37)
4116 Flood Protection and Prevention	-	-	7,519.82	(7,519.82)
4117 DCR Floodplain Management Grant	-	19,817.93	20,000.00	(20,000.00)
4120 VDEM SHSP	105,002.81	68,976.96	134,453.74	(29,450.93)
4130 VDEM Pass-Through Grants	233,799.50	85,868.00	86,000.00	147,799.50
4140 Hazard Mitigation Fed Share	6,043.75	86,233.92	50,899.91	(44,856.16)
4141 Hazard Mitigation Admin	-	5,766.72	2,804.47	(2,804.47)
<b>Total 4100 Federal Revenue</b>	<b>2,726,870.60</b>	<b>2,183,468.24</b>	<b>2,275,708.10</b>	<b>451,162.50</b>
<b>4200 State Revenue</b>				
4201 MPO FHWA/PL Funds - State Share	168,253.98	155,513.05	152,947.92	15,306.06
4202 MPO Sec. 5303 - State Share	68,457.94	42,754.06	40,214.73	28,243.21
4205 MPO Pass-thru	88,710.00	50,000.00	50,000.00	38,710.00
4210 VDOT Rural Planning	-	58,000.00	20,264.97	(20,264.97)
4220 Hazard Mitigation Plan	1,611.67	22,995.71	13,573.31	(11,961.64)
4230 State Appropriation	126,061.00	126,216.07	126,061.00	-
<b>Total 4100 State Revenue</b>	<b>453,094.59</b>	<b>455,478.89</b>	<b>403,061.93</b>	<b>50,032.66</b>
<b>4300 Local Revenue</b>				
4301 TPO Assessment	53,767.85	50,797.25	50,797.25	2,970.60
4310 Local Membership Dues	591,446.35	526,283.62	526,283.62	65,162.73
4315 CVTA Reimbursement	121,136.55	190,605.60	191,125.07	(69,988.51)
4316 CVTA Service Fee	12,113.66	19,060.56	19,112.51	(6,998.85)
4320 Capital Region Collaborative	67,481.01	81,494.37	24,122.89	43,358.12
4360 FOLAR Grant	74,950.00	74,950.00	74,950.00	-
<b>Total 4300 Local Revenue</b>	<b>920,895.42</b>	<b>943,191.40</b>	<b>886,391.33</b>	<b>34,504.09</b>

# PlanRVA

## FY2023 Budget Statement

	FY2023 Recommendation	FY2022		Difference
		Original	Projection	FY23 Recommendation vs FY22 Projection
4400 Private Revenue				
4430 Virginia Housing Capacity Bldg Grant	-	10,000.00	44,165.23	(44,165.23)
4440 Regional Housing Grant - Partners	675,000.00	1,000,310.14	726,307.32	(51,307.32)
4441 Regional Housing Grant - PlanRVA	61,928.94	-	-	61,928.94
4460 Project Partner Revenue	40,000.00	-	-	40,000.00
4801 Interest Income	634.94	-	-	634.94
4810 Miscellaneous	-	-	-	-
4900 Revenue Distribution	-	-	-	-
Total 4400 Private Revenue	777,563.88	1,010,310.14	770,472.55	7,091.33
<b>Total Revenue</b>	<b>4,878,424.48</b>	<b>4,592,448.67</b>	<b>4,335,633.91</b>	<b>542,790.57</b>
<b>Expenses</b>				
5100 Salaries & Wages				
5101 Salaries & Wages	1,950,919.79	-	1,556,483.62	394,436.17
5102 Salaries & Wages - Allocated	(1,930,919.79)	-	(1,556,483.62)	(374,436.17)
5111 Wages Allocated - Program (FT)	1,358,718.89	1,296,617.44	1,155,619.36	203,099.53
5112 Wages Allocated - Program (PT)	94,547.24	83,509.45	87,051.79	7,495.46
5113 Wages Allocated - Administrative	277,820.75	110,543.01	129,471.15	148,349.61
5121 Wages Allocated - Holiday	101,904.03	-	81,462.36	20,441.67
5122 Wages Allocated - Annual	71,710.78	202,211.68	102,878.97	(31,168.19)
5123 Wages Allocated - Sick	26,218.10	-	-	26,218.10
Total 5100 Salaries & Wages	1,950,919.79	1,692,881.58	1,556,483.62	394,436.17



# PlanRVA

## FY2023 Budget Statement

	FY2023 Recommendation	FY2022		Difference
		Original	Projection	FY23 Recommendation vs FY22 Projection
<b>5500 Fringe Benefit Pool</b>				
5510 Payroll Taxes	157,260.96	129,505.44	127,639.40	29,621.57
5520 Retirement	184,729.09	194,000.00	165,217.78	19,511.31
5530 Healthcare	271,336.00	300,000.00	220,630.12	50,705.88
5531 FSH/HAS Health Accounts	2,064.00	2,750.00	1,872.00	192.00
5540 LTD Insurance	18,978.72	14,000.00	8,774.74	10,203.98
5541 Hybrid VRS STD & LTD	4,849.84	2,750.00	-	4,849.84
5590 Leave Paid Out	10,000.00	10,000.00	10,000.00	-
5598 Fringe Benefits Billed	-	-	-	-
5599 Fringe Benefits Applied	-	-	-	-
<b>Total 5500 Fringe Benefit Pool</b>	<b>649,218.61</b>	<b>653,005.44</b>	<b>534,134.04</b>	<b>115,084.57</b>
<b>6000 Direct Cost Pool</b>				
6120 Legal Fees		5,000.00	5,000.00	(5,000.00)
6130 Contracted Services	25,000.00	35,000.00	116,825.04	(91,825.04)
6153 Advertising: Mission Advancement	27,600.00	-	10,000.00	17,600.00
6230 Printing	1,200.00	-	-	1,200.00
6320 Software Services	23,900.00	13,738.36	13,738.36	10,161.64
6350 Computer Supplies	3,600.00	-	-	3,600.00
6410 Organizational Dues	7,500.00	-	7,500.00	-
6425 Travel- Agency	1,400.00	-	11,000.00	(9,600.00)
6430 Training	10,000.00	15,000.00	15,000.00	(5,000.00)
6455 Meeting Expenses	4,400.00	-	-	4,400.00
6510 Grant Sub-recipient: Contractors	675,000.00	931,873.06	675,000.00	-
6590 Miscellaneous Pass-thru	666,150.12	335,000.00	335,000.00	331,150.12
<b>Total 6000 Direct Cost Pool</b>	<b>1,445,750.12</b>	<b>1,335,611.42</b>	<b>1,189,063.40</b>	<b>256,686.72</b>

# PlanRVA

## FY2023 Budget Statement

	FY2023 Recommendation	FY2022		Difference
		Original	Projection	FY23 Recommendation vs FY22 Projection
7000 Indirect Cost Pool				
7100 Professional Fees				
7111 Bank Fees	2,500.00	2,500.00	2,500.00	-
7120 Legal Fees	10,000.00	10,000.00	10,000.00	-
7121 Legal Fees - General	30,000.00	30,000.00	30,000.00	-
7131 Consultants: Recurring	12,000.00	-	-	12,000.00
7132 Consultants: Non-recurring	18,000.00	110,401.00	110,400.00	(92,400.00)
7151 Advertising: General	5,000.00	-	-	5,000.00
7152 Advertising: Public Notices	5,000.00	-	-	5,000.00
7153 Advertising: Mission Advancement	40,000.00	50,000.00	60,000.00	(20,000.00)
Total 7100 Professional Fees	122,500.00	202,901.00	212,900.00	(90,400.00)
7200 General Operations				
7210 Rent	311,134.60	290,281.63	290,281.63	20,852.97
7211 Rent (sub-lease)	(10,658.64)	(31,975.92)	(31,975.92)	21,317.28
7220 Insurance	10,000.00	10,000.00	10,000.00	-
7230 Printing	26,560.00	29,000.00	29,000.00	(2,440.00)
7235 Supplies	14,000.00	14,000.00	14,000.00	-
7240 Postage	6,000.00	10,000.00	10,000.00	(4,000.00)
7290 Miscellaneous	10,000.00	15,000.00	3,000.00	7,000.00
Total 7200 General Operations	367,035.96	336,305.71	324,305.71	42,730.25
7300 Technology Operations				
7310 Virtual Desktop Operations	132,000.00	120,000.00	162,000.00	(30,000.00)
7320 Software Services	22,200.00	28,500.00	32,290.00	(10,090.00)
7330 Communication Technology	17,100.00	18,000.00	16,000.00	1,100.00
7340 Desktops & Support	1,200.00	-	-	1,200.00
7350 Computer Supplies	12,000.00	20,000.00	23,000.00	(11,000.00)
7360 Technology Services	6,000.00	10,000.00	5,000.00	1,000.00
Total 7300 Technology Operations	190,500.00	196,500.00	238,290.00	(47,790.00)

# PlanRVA

## FY2023 Budget Statement

	FY2023 Recommendation	FY2022		Difference
		Original	Projection	FY23 Recommendation vs FY22 Projection
7400 Staff Development				
7410 Organizational Dues	20,000.00	20,000.00	17,500.00	2,500.00
7420 Travel- Board	7,000.00	7,000.00	-	7,000.00
7425 Travel- Agency	40,000.00	40,000.00	14,000.00	26,000.00
7430 Training	60,000.00	60,000.00	60,000.00	-
7440 Books & Periodicals	1,500.00	1,500.00	1,500.00	-
7450 Staff Engagement	12,000.00	-	7,500.00	4,500.00
7455 Meeting Expenses	12,000.00	-	4,500.00	7,500.00
7400 Staff Development	152,500.00	128,500.00	105,000.00	47,500.00
7998 Indirect Costs Billed	-	-	-	-
7999 Indirect Costs Applied	-	-	-	-
Total 7000 Indirect Cost Pool	832,535.96	864,206.71	880,495.71	(47,959.75)
Total Expenses	4,878,424.48	4,545,705.15	4,160,176.76	718,247.72
<b>Net Operating Income (Loss)</b>	<b>(0.00)</b>	<b>46,743.52</b>	<b>175,457.14</b>	<b>(175,457.15)</b>
<b>Non-Operating Activities</b>				
8000 Capital & Non-allocable Expenses	-	45,750.60	40,000.00	(40,000.00)
9000 Transfers between Lines-of-business	-	-	-	-
Total Non-Operating Activities	-	45,750.60	40,000.00	(40,000.00)
<b>Net Budgeted Income (Loss)</b>	<b>(0.00)</b>	<b>992.92</b>	<b>135,457.14</b>	<b>(135,457.15)</b>

# PlanRVA

## FY2023 Line-of-Business Budgets

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	Total
<b>Revenue</b>								
<b>4100 Federal Revenue</b>								
4101 MPO FHWA/PL Funds- Fed Share							1,346,031.81	1,346,031.81
4102 MPO Sect 5303 Funds- Fed Share							547,663.52	547,663.52
4105 MPO Pass-thru							354,840.00	354,840.00
4111 FY20 Rural Coastal Va Mktg					11,481.44			11,481.44
4113 Coastal TA & Resiliency					64,263.20			64,263.20
4115 CBRAP- WIP3/ Fed Share					57,744.57			57,744.57
4120 VDEM SHSP				105,002.81				105,002.81
4130 VDEM Pass-Through Grants				233,799.50				233,799.50
4140 Hazard Mitigation Fed Share				6,043.75				6,043.75
4141 Hazard Mitigation Admin								-
<b>Total 4100 Federal Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>344,846.06</b>	<b>133,489.21</b>	<b>-</b>	<b>2,248,535.33</b>	<b>2,726,870.60</b>
<b>4200 State Revenue</b>								
4201 MPO FHWA/PL Funds - State Share							168,253.98	168,253.98
4202 MPO Sec. 5303 - State Share							68,457.94	68,457.94
4205 MPO Pass-thru							88,710.00	88,710.00
4210 VDOT Rural Planning								-
4220 Hazard Mitigation Plan				1,611.67				1,611.67
4230 State Appropriation	126,061.00							126,061.00
<b>Total 4100 State Revenue</b>	<b>126,061.00</b>	<b>-</b>	<b>-</b>	<b>1,611.67</b>	<b>-</b>	<b>-</b>	<b>325,421.92</b>	<b>453,094.59</b>
<b>4300 Local Revenue</b>								
4301 TPO Assessment							53,767.85	53,767.85
4310 Local Membership Dues	591,446.35							591,446.35
4315 CVTA Reimbursement							121,136.55	121,136.55
4316 CVTA Service Fee							12,113.66	12,113.66
4320 Capital Region Collaborative			67,481.01					67,481.01
4360 FOLAR Grant					74,950.00			74,950.00
<b>Total 4300 Local Revenue</b>	<b>591,446.35</b>	<b>-</b>	<b>67,481.01</b>	<b>-</b>	<b>74,950.00</b>	<b>-</b>	<b>187,018.06</b>	<b>920,895.42</b>
<b>4400 Private Revenue</b>								
4430 Virginia Housing Capacity Bldg Grant								-
4440 Regional Housing Grant - Partners		675,000.00						675,000.00
4441 Regional Housing Grant - PlanRVA		61,928.94						61,928.94
4460 Project Partner Revenue	40,000.00							40,000.00
4801 Interest Income	634.94							634.94
4810 Miscellaneous								-
4900 Revenue Distribution	(276,880.36)			402.91	93,533.38		182,944.07	-
<b>Total 4400 Private Revenue</b>	<b>(236,245.42)</b>	<b>736,928.94</b>	<b>-</b>	<b>402.91</b>	<b>93,533.38</b>	<b>-</b>	<b>182,944.07</b>	<b>777,563.88</b>
<b>Total Revenue</b>	<b>481,261.93</b>	<b>736,928.94</b>	<b>67,481.01</b>	<b>346,860.64</b>	<b>301,972.59</b>	<b>-</b>	<b>2,943,919.38</b>	<b>4,878,424.49</b>

# PlanRVA

## FY2023 Line-of-Business Budgets

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	Total
<b>Expenses</b>								
<b>5100 Salaries &amp; Wages</b>								
5101 Salaries & Wages	1,950,919.79							1,950,919.79
5102 Salaries & Wages - Allocated	(1,930,919.79)							(1,930,919.79)
5111 Wages Allocated - Program (FT)	20,974.34	26,719.84	95,865.19	83,589.54	152,120.63	9,589.77	969,859.58	1,358,718.90
5112 Wages Allocated - Program (PT)	2,520.00						92,027.24	94,547.24
5113 Wages Allocated - Administrative	277,820.75							277,820.75
5121 Wages Allocated - Holiday	101,904.03							101,904.03
5122 Wages Allocated - Annual	71,710.78							71,710.78
5123 Wages Allocated - Sick	26,218.10							26,218.10
<b>Total 5100 Salaries &amp; Wages</b>	<b>521,148.00</b>	<b>26,719.84</b>	<b>95,865.19</b>	<b>83,589.54</b>	<b>152,120.63</b>	<b>9,589.77</b>	<b>1,061,886.83</b>	<b>1,950,919.80</b>
<b>5500 Fringe Benefit Pool</b>								
5510 Payroll Taxes	157,260.96							157,260.96
5520 Retirement	184,729.09							184,729.09
5530 Healthcare	271,336.00							271,336.00
5531 FSH/HAS Health Accounts	2,064.00							2,064.00
5540 LTD Insurance	18,978.72							18,978.72
5541 Hybrid VRS STD & LTD	4,849.84							4,849.84
5590 Leave Paid Out	10,000.00							10,000.00
5598 Fringe Benefits Billed	(617,975.58)	13,643.15	14,866.29	37,201.92	50,013.83		502,250.38	-
5599 Fringe Benefits Applied	(72,116.87)		34,082.48	5,478.90	27,658.96	4,896.54		-
<b>Total 5500 Fringe Benefit Pool</b>	<b>(40,873.84)</b>	<b>13,643.15</b>	<b>48,948.77</b>	<b>42,680.82</b>	<b>77,672.79</b>	<b>4,896.54</b>	<b>502,250.38</b>	<b>649,218.61</b>
<b>6000 Direct Cost Pool</b>								
6130 Contracted Services							25,000.00	25,000.00
6153 Advertising: Mission Advancement				3,000.00			24,600.00	27,600.00
6230 Printing							1,200.00	1,200.00
6320 Software Services			13,200.00				10,700.00	23,900.00
6350 Computer Supplies							3,600.00	3,600.00
6410 Organizational Dues							7,500.00	7,500.00
6425 Travel- Agency							1,400.00	1,400.00
6430 Training							10,000.00	10,000.00
6455 Meeting Expenses							4,400.00	4,400.00
6510 Grant Sub-recipient: Contractors		675,000.00						675,000.00
6590 Miscellaneous Pass-thru				222,600.12			443,550.00	666,150.12
<b>Total 6000 Direct Cost Pool</b>	<b>-</b>	<b>675,000.00</b>	<b>13,200.00</b>	<b>225,600.12</b>	<b>-</b>	<b>-</b>	<b>531,950.00</b>	<b>1,445,750.12</b>

# PlanRVA

## FY2023 Line-of-Business Budgets

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	Total
7000 Indirect Cost Pool								
7100 Professional Fees								
7111 Bank Fees	2,500.00							2,500.00
7120 Legal Fees	10,000.00							10,000.00
7121 Legal Fees - General	30,000.00							30,000.00
7131 Consultants: Recurring	12,000.00							12,000.00
7132 Consultants: Non-recurring	18,000.00							18,000.00
7151 Advertising: General	5,000.00							5,000.00
7152 Advertising: Public Notices	5,000.00							5,000.00
7153 Advertising: Mission Advancement	40,000.00							40,000.00
<b>Total 7100 Professional Fees</b>	<b>122,500.00</b>	-	-	-	-	-	-	<b>122,500.00</b>
7200 General Operations								
7210 Rent	311,134.60							311,134.60
7211 Rent (sub-lease)	(10,658.64)							(10,658.64)
7220 Insurance	10,000.00							10,000.00
7230 Printing	26,560.00							26,560.00
7235 Supplies	14,000.00							14,000.00
7240 Postage	6,000.00							6,000.00
7290 Miscellaneous	10,000.00							10,000.00
<b>Total 7200 General Operations</b>	<b>367,035.96</b>	-	-	-	-	-	-	<b>367,035.96</b>
7300 Technology Operations								
7310 Virtual Desktop Operations	132,000.00							132,000.00
7320 Software Services	22,200.00							22,200.00
7330 Communication Technology	17,100.00							17,100.00
7340 Desktops & Support	1,200.00							1,200.00
7350 Computer Supplies	12,000.00							12,000.00
7360 Technology Services	6,000.00							6,000.00
<b>Total 7300 Technology Operations</b>	<b>190,500.00</b>	-	-	-	-	-	-	<b>190,500.00</b>
7400 Staff Development								
7410 Organizational Dues	20,000.00							20,000.00
7420 Travel- Board	7,000.00							7,000.00
7425 Travel- Agency	40,000.00							40,000.00
7430 Training	60,000.00							60,000.00
7440 Books & Periodicals	1,500.00							1,500.00
7450 Staff Engagement	12,000.00							12,000.00
7455 Meeting Expenses	12,000.00							12,000.00
<b>7400 Staff Development</b>	<b>152,500.00</b>	-	-	-	-	-	-	<b>152,500.00</b>

**PlanRVA**

FY2023 Line-of-Business Budgets

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	Total
7998 Indirect Costs Billed	(1,018,647.17)	21,565.95	23,499.38	58,805.67	79,057.67		835,718.51	-
7999 Indirect Costs Applied	(113,996.30)		53,874.72	8,660.58	43,720.96	7,740.04		-
<b>Total 7000 Indirect Cost Pool</b>	<b>(300,107.50)</b>	<b>21,565.95</b>	<b>77,374.10</b>	<b>67,466.25</b>	<b>122,778.62</b>	<b>7,740.04</b>	<b>835,718.51</b>	<b>832,535.96</b>
<b>Total Expenses</b>	<b>180,166.66</b>	<b>736,928.94</b>	<b>235,388.06</b>	<b>419,336.73</b>	<b>352,572.04</b>	<b>22,226.35</b>	<b>2,931,805.71</b>	<b>4,878,424.49</b>
<b>Net Operating Income (Loss)</b>	<b>301,095.27</b>	<b>-</b>	<b>(167,907.05)</b>	<b>(72,476.09)</b>	<b>(50,599.45)</b>	<b>(22,226.35)</b>	<b>12,113.67</b>	<b>(0.00)</b>
Non-Operating Activities								
8000 Capital & Non-allocable Expenses	-	-	-	-	-	-	-	-
9000 Transfers to/from Lines-of-business	(301,095.27)	-	167,907.05	72,476.09	50,599.45	22,226.35	(12,113.67)	0.00
<b>Total Non-Operating Activities</b>	<b>(301,095.27)</b>	<b>-</b>	<b>167,907.05</b>	<b>72,476.09</b>	<b>50,599.45</b>	<b>22,226.35</b>	<b>(12,113.67)</b>	<b>0.00</b>
<b>Net Budgeted Income (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0.00)</b>