



AGENDA
February 13, 2020 -- 9:00 a.m.
James River Board Room

Call to Order

Pledge of Allegiance

Certification of Meeting Quorum

- 1. Welcome and Introductions- New and Returning Members**
- 2. Requests for Additions or Changes to Order of Business**
- 3. Public Comment Period**

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

4. Minutes for the December 12, 2019 Meeting (Tab 1) – Mr. Davis

Action Requested: Motion to approve the December 12, 2019 Meeting Minutes.

5. Reports

a. Executive Committee/Chairman’s Report – Chairman Nelson

i. Closed Session

Chairman Nelson will provide an update on the completion of the Executive Director’s performance evaluation and other actions approved by the Executive Committee on January 9, 2020.

Requested Action: “Motion to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning specific Commission employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters during which all recording of the meeting will cease.

b. Audit, Facilities & Finance Committee Report – Dr. Spagna

i. November and December Financial Statements (Tab 2)

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

ii. Mid Year Budget Review Update

No Action is requested for this item.



- c. **Public Outreach and Engagement Committee Report – Mr. Nordvig**
 - i. **Outreach & Engagement Agenda for 2020 (Tab 3)**
- d. **Executive Director’s Report – Ms. Shickle**
 - i. **Intergovernmental and Environmental Review Summary (Tab 4)**

For information; no action requested

- ii. **Review of Future Meeting Topics**

**6. Regional Forum: Richmond Regional Housing Framework – Elizabeth Greenfield/
Jovan Burton**

The Partnership for Housing Affordability will present the recently released Framework and share information regarding next steps for implementation in coordination with covered jurisdictions. Data are also available for localities within the Richmond Region that were not specifically included in the Framework. Find the full report at <https://pharva.com/framework/about-the-framework/>

7. Other Business

8. Adjourn: Target 10:30 am

Requested Action: Motion to Adjourn



MINUTES
December 12, 2019
James River Board Room

Members and Alternates (A) Present

Gregory Baka	Henrico County
Nolen Blackwood (A)	City of Richmond
Angela Cabell	Powhatan County
Steve Elswick	Chesterfield County
Timothy Davey	Chesterfield County
Dorothy Jaeckle	Chesterfield County
Angela Kelly-Wiecek, Secretary	Hanover County
Susan Lascolette	Goochland County
Anne Marie Lauranzon	Hanover County
Tyrone Nelson, Chair	Henrico County
Dr. Cynthia Newbille	City of Richmond
Larry Nordvig	Powhatan County
Patricia Paige, Treasurer	New Kent County
Canova Peterson	Hanover County
Daniel Schmitt	Henrico County
Dr. George Spagna, Vice Chair	Town of Ashland
Randy Whittaker	Hanover County
Christopher Winslow	Chesterfield County

Others Present

Eric Gregory	Hefty, Wiley and Gore
Tyler Walter	Chesterfield County, Dept. of Planning/Zoning

Staff Present

Terry Eckhout	Director of Finance
Diane Fusco	Office Manager
Barbara Jacocks	Principal Planner
Sidd Kumar	Project Coordinator
Dan Motta	Wilder Fellow
Chet Parsons	Director of Transportation
Martha Shickle	Executive Director

Call to Order

Chairman Nelson called the regularly scheduled December 12, 2019 meeting to order at approximately 9:20 a.m. in the James River Board Room. He then led members in the Pledge of Allegiance to the flag of the United States of America.

Requests for Additions or Changes to Order of Business

There were no requests for additions or changes to the order of business. A motion to approve the agenda as presented was made by Mr. Nordvig and seconded by Mr. Davey. The motion carried unanimously.

1. Public Comment Period

Seeing no requests from the public to address members of the Commission, Chairman Nelson closed the public comment period.

2. Minutes for the November 14, 2019 Meeting

Dr. Newbille pointed out she was absent from the November 14th meeting, but Ms. Shickle confirmed absences are not captured in the minutes, only those in attendance are listed.

Mr. Peterson made a motion to accept the November 14, 2019 minutes as presented; Ms. Paige seconded the motion and the minutes were accepted. The motion carried unanimously.

3. Regional Forum: Socio-Economic Data and Scenario Planning

Ms. Shickle stated the regional forum section of the agenda was added as an implementation step of the strategic planning process and an opportunity for leaders gathered from around the region to come together and discuss issues facing the region. Topics were identified by survey of Commissioners earlier this year and scheduled according to the Commission's work program/calendar and availability of outside speakers. This month's forum topic was a carry over from the October meeting.

Chet Parsons, Director of Transportation provided an update on the Socio-Economic Data Report completed for the RRTPO and shared the status of our capacity development for Scenario Planning in long range planning. Mr. Parson's presentation can be found here: <https://prezi.com/view/jaTggJ0KfDSb4erWR6lb/>

Ms. Kelly-Wiecek asked about the jobs and housing balance and the trend with people working from home and the impact on commuting. Mr. Parsons said this is considered in the survey data used and there may be additional data sets in the future. Ms. Shickle commented that the trend nationwide in areas the size of our region is about 5% are not commuting to work. That the question is now asked in surveys indicates there is an awareness of this growing trend.

Mr. Parson also mentioned the freelance culture and people working from various locations. Ms. Shickle said there is now better technology available to track locations.

Mr. Davey asked about data source regarding future growth of jobs and where the jobs are going to be located. Mr. Parsons stated projections come from various sources as well as talking to experts (economic development professionals, etc.) from around the region.

Chairman Nelson thanked Mr. Parsons for his informative presentation.

4. Reports

a. Executive Director's Report

i. Intergovernmental and Environmental Review Summary

Information was included for review. No Commissioners had questions about the report.

Ms. Shickle let the Commissioners know the PlanRVA staff holiday celebration is planned for Monday, December 16 at 12:30 p.m. to 2:30 p.m. in the office; all are invited to attend.

b. Executive Committee/Chairman's Report

i. Cancellation of January Meetings

Chairman Nelson mentioned the January meetings are normally cancelled and asked for a motion to cancel the full commission meeting but said there may be a need for the Executive Committee to meet on January 9th.

Mr. Nordvig moved to cancel the full commission meeting on January 9th and Dr. Spagna seconded the motion. The motion carried unanimously.

Chairman Nelson recognized the Commissioners who will be leaving their appointments at the end of this calendar year - Parker Agelasto, Angie Cabell, Steve Elswick, Dorothy Jaeckle, and Floyd Miles. He recognized and expressed appreciation for their service and commitment to not only the commission but to their communities and the region.

Ms. Jaeckle said she enjoyed getting to know everyone and appreciates the opportunity to serve. Mr. Elswick and Ms. Cabell agreed with Ms. Jaeckle's comments. The Commission recognized them with a round of applause.

Chairman Nelson also recognized Sharon Robeson's upcoming retirement after 18 years of service to the agency and faithfully serving as the clerk of the Policy Board and subcommittees for the RRTPO. Ms. Robeson thanked the Board for all their hard work and was recognized with a round of applause. Chairman Nelson wished her all the best in her retirement.

c. Audit, Facilities & Finance Committee Report

i. October 30 Financial Statements

Dr. Spagna went over the October financials that were reviewed by the committee via conference call prior to the meeting. He stated current results show a net positive position of \$55,000 year to date and reflects a more concerted effort to have staff time spent on work that is reimbursable. He also reviewed the balance sheet and the current fund balance of just over \$923,000 showing progress toward meeting the \$1,000,000 goal by the end of Fiscal Year 2021.

Ms. Kelly-Wiecek asked about the chart reflecting the Operating budget and asked if this reflected the additional contributions through the localities. Ms. Shickle confirmed this only reflected Commission activities and not the special assessments.

Ms. Shickle reiterated that staff time is being spent working on reimbursable programs and the first quarter of this fiscal year reflected a budget that was higher than actual for contract services for Jill Swinger (Interim CFO). Those services were not needed due to the expertise of Ms. Eckhout and Ms. Swinger's time was only needed for audit related work.

Ms. Shickle said assessments from jurisdictions have come in ahead of schedule, but the net positive position of \$55,000 is in addition to the \$77,000 in special assessments collected to date.

Mr. Peterson stated he had trouble getting through the last conference call of the Finance committee and Ms. Shickle agreed to look into the conference call service currently being used. He stated he did have concerns upon hearing that the agency is using an employment agency to fill staff positions.

Ms. Shickle confirmed Ajilon has been used in the past to hire for staff positions and most recently was used when filling the vacancy when Julie Fry retired. She said this occurred in the previous fiscal year.

Chairman Nelson confirmed the concern is that a "head hunter" was used to hire a non-executive position. Ms. Shickle said prior to her starting at the agency Ajilon had been used for administrative positions and they were called upon for help filling what became the Program Assistant position and found an excellent placement.

Ms. Kelly-Wiecek stated previously county resources were used to fill vacancies even at the executive level for the Commission and the TPO. She said this is important particularly in a time when everyone is working so hard to protect the operating budget.

Mr. Peterson reiterated that the resources available through the jurisdictions should be used whenever possible rather than spending money.



Chairman Nelson asked for a motion to accept the October 30 financial statements. Dr. Spagna made the motion and Ms. Lascolette seconded and the motion carried unanimously.

d. Public Outreach and Engagement Committee Report

Mr. Nordvig provided an overview of the last committee brainstorming session. He said the focus is to spotlight and raise awareness of cooperation within the region. The committee would like to have people in local politics and in the public sphere to get out more, so the public becomes more aware of what they do.

Mr. Nordvig mentioned spotlighting supervisors and other individuals within the region and sharing information via social media, websites, newsletters, etc. He also mentioned outreach at the local level by going to high schools, universities, and encouraging student participation.

He mentioned the Powhatan Leadership Institute and replicating this in other localities and creating participation in town hall meetings and providing PlanRVA exposure to citizens.

Mr. Nordvig pointed out new commission members will start with PlanRVA in the new year and it is important to let them know what the agency is all about including the public outreach efforts.

The committee is also considering live streaming of meetings or having a video archive available to the public. The brainstorming session considered staff spotlights as well and publicizing projects that will have an impact to the public.

Chairman Nelson thanked Mr. Nordvig for the update.

5. Other Business

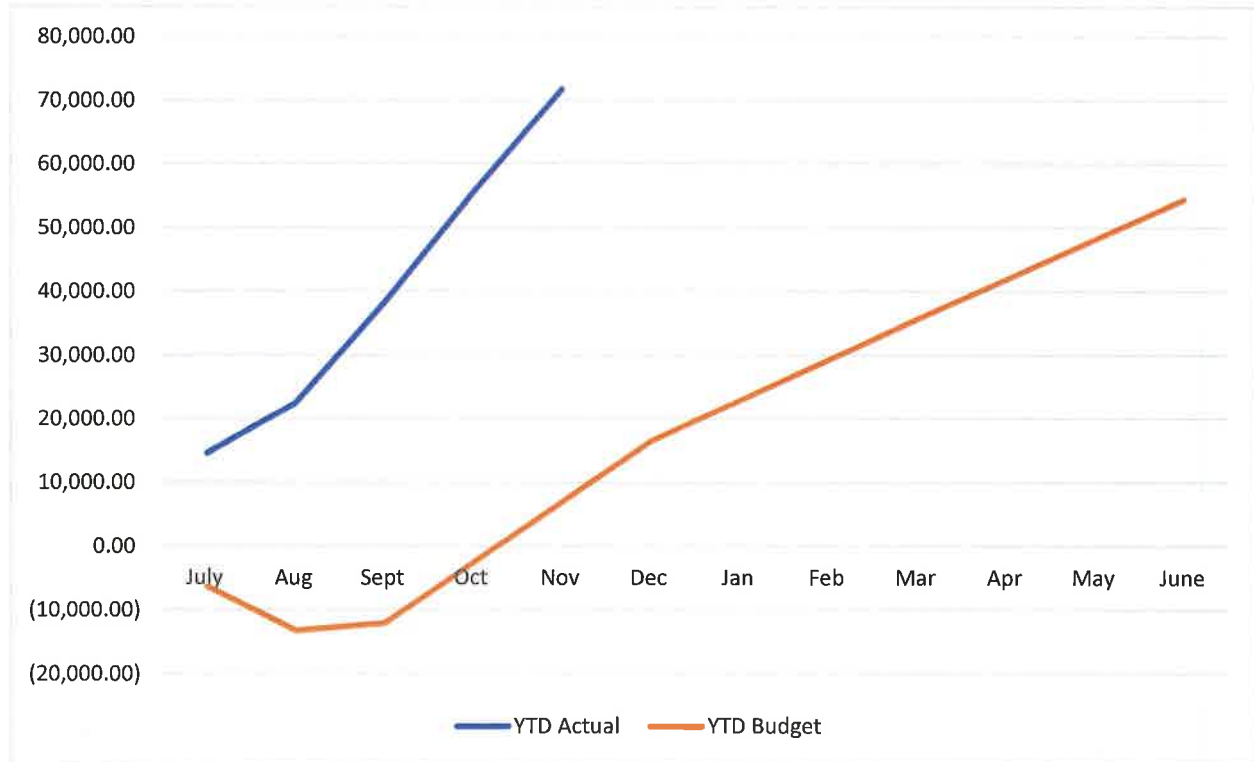
No other business was identified, and Chairman Nelson reminded the Commissioners there will not be a full commission meeting in January, but the Executive Committee meeting on January 9, 2020 is still scheduled. He said if the meeting is cancelled it would be communicated.

6. Adjourn:

The meeting was adjourned at 10:10 a.m. by Chairman Nelson.

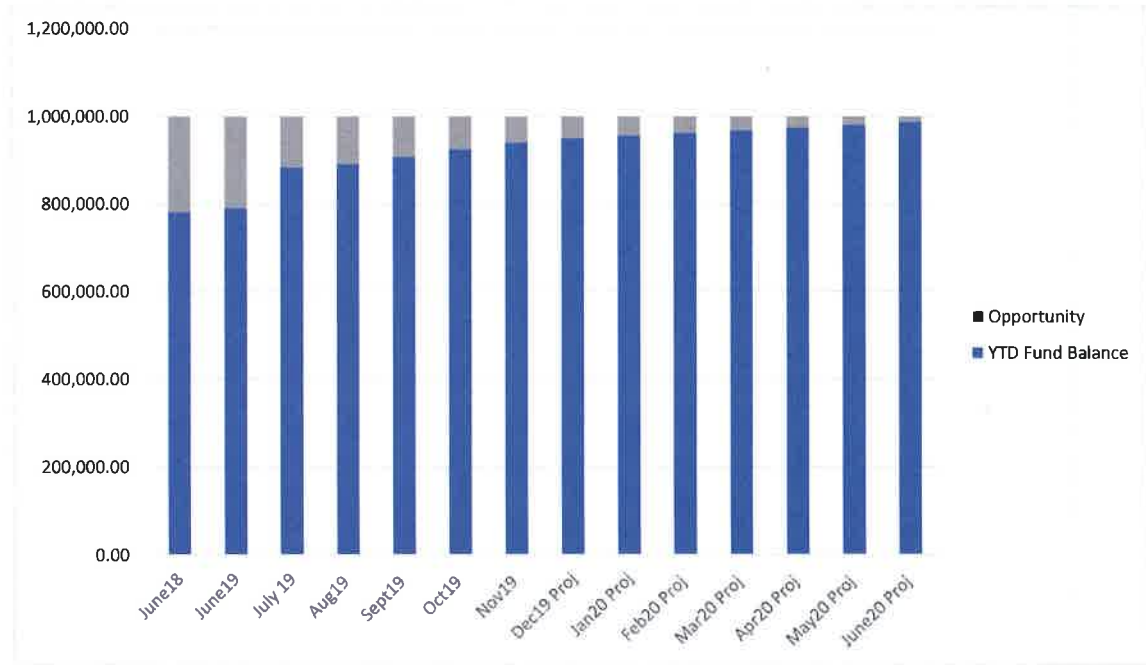
**Plan RVA
YTD Budget vs YTD Actual
Month Ending November 30, 2019**

	YTD Actual	YTD Budget
July	14,595.18	(6,356.64)
Aug	22,440.93	(13,276.29)
Sept	38,166.99	(12,095.94)
Oct	55,489.33	(2,582.25)
Nov	71,731.40	6,931.44
Dec		16,445.13
Jan		22,829.28
Feb		29,213.43
Mar		35,597.58
Apr		41,873.36
May		48,149.14
June		54,424.92



**Plan RVA
Fund Balance Projection
Month Ending November 30, 2019**

	YTD Fund Balance	YTD Net Income thru Nov19	Opportunity
June18	780,962.00		219,038.00
June19	790,619.00		209,381.00
July 19	882,531.00	14,595.18	117,469.00
Aug19	890,377.00	22,440.93	109,623.00
Sept19	906,103.00	38,166.99	93,897.00
Oct19	923,425.00	55,489.33	76,575.00
Nov19	939,667.97	71,498.65	60,332.03
Dec19 Proj	949,181.66	81,012.34	50,818.34
Jan20 Proj	955,565.81	87,396.49	44,434.19
Feb20 Proj	961,949.96	93,780.64	38,050.04
Mar20 Proj	968,334.11	100,164.79	31,665.89
Apr20 Proj	974,609.89	106,440.57	25,390.11
May20 Proj	980,885.67	112,716.35	19,114.33
June20 Proj	987,161.45	118,992.13	12,838.55



PlanRVA
Profit Loss Budget Performance
November 2019

	Nov 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Federal Funding	204,580.86	176,663.61	27,917.25	115.8%
4200 · State Funding	35,101.24	34,281.69	819.55	102.39%
4300 · Local Funding	53,388.12	53,388.12	0.00	100.0%
4400 · Private Funding	8,095.74	6,933.87	1,161.87	116.76%
5000 · Other Income	1,079.17			
Total Income	<u>302,245.13</u>	<u>271,267.29</u>	<u>30,977.84</u>	<u>111.42%</u>
Expense				
6000 · Salary & Wages	152,198.42	159,323.88	-7,125.46	95.53%
7100 · Professional Fees	9,100.00	4,088.33	5,011.67	222.59%
7200 · Office Expenses	16,203.35	16,160.29	43.06	100.27%
7400 · Program Expenses	88,440.84	61,458.35	26,982.49	143.9%
7600 · Infrastructure	20,060.45	20,722.75	-662.30	96.8%
Total Expense	<u>286,003.06</u>	<u>261,753.60</u>	<u>24,249.46</u>	<u>109.26%</u>
Net Ordinary Income	16,242.07	9,513.69	6,728.38	170.72%
Other Income/Expense				
Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>16,242.07</u></u>	<u><u>9,513.69</u></u>	<u><u>6,728.38</u></u>	<u><u>170.72%</u></u>

PlanRVA
Profit Loss - Detailed
November 2019

	<u>Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Federal Funding				
4101 · MPO FHWA/PL Funds -- Fed share	134,174.40	106,868.30	27,306.10	125.55%
4102 · MPO Sect 5303 Funds - Fed share	19,876.80	32,285.20	-12,408.40	61.57%
4105 · MPO Pass-Through	0.00	6,666.67	-6,666.67	0.0%
4110 · DEQ-Coastal	14,320.00	7,258.33	7,061.67	197.29%
4120 · VDEM SHSP	8,113.82	7,436.46	677.36	109.11%
4130 · VDEM Pass-through grants	28,095.84	16,148.65	11,947.19	173.98%
Total 4100 · Federal Funding	204,580.86	176,663.61	27,917.25	115.8%
4200 · State Funding				
4201 · MPO FHWA/PL Funds - State share	16,771.80	13,358.54	3,413.26	125.55%
4202 · MPO Sec. 5303 - State share	2,484.60	4,035.65	-1,551.05	61.57%
4205 · State MPO Pass-Through	0.00	1,666.67	-1,666.67	0.0%
4207 · DEQ WIP3 Funding	517.03	895.83	-378.80	57.72%
4210 · VDOT Rural Planning	5,836.14	4,833.33	1,002.81	120.75%
4230 · State Appropriation	9,491.67	9,491.67	0.00	100.0%
Total 4200 · State Funding	35,101.24	34,281.69	819.55	102.39%
4300 · Local Funding				
4301 · TPO Assessment	4,145.98	4,145.98	0.00	100.0%
4310 · Local Membership Dues	49,242.14	49,242.14	0.00	100.0%
Total 4300 · Local Funding	53,388.12	53,388.12	0.00	100.0%
4400 · Private Funding				
4410 · Restricted Contributions				
4360 · FOLAR Grant	6,933.87	6,933.87	0.00	100.0%
4410 · Restricted Contributions - Other	1,161.87	0.00	1,161.87	100.0%
Total 4410 · Restricted Contributions	8,095.74	6,933.87	1,161.87	116.76%
Total 4400 · Private Funding	8,095.74	6,933.87	1,161.87	116.76%
5000 · Other Income				
5001 · Interest Income	1,079.17			
Total 5000 · Other Income	1,079.17			
Total Income	302,245.13	271,267.29	30,977.84	111.42%
Expense				
6000 · Salary & Wages				
6100 · Wages	115,899.85	119,510.24	-3,610.39	96.98%
6200 · Payroll Taxes	8,492.46	9,200.56	-708.10	92.3%
6500 · Benefits				
6512 · Healthcare	17,228.20	17,411.33	-183.13	98.95%
6530 · Retirement				
6531 · VRS Retirement Contribution	7,033.09	8,118.17	-1,085.08	86.63%
6532 · VRS Employee Contribution	-4.35			
6533 · ICMA - 401	-752.13			
6534 · ICMA - 457	1,565.30			
6535 · Hybrid 401 A	393.92			
6536 · HYBRID 457	373.72			
Total 6530 · Retirement	8,609.55	8,118.17	491.38	106.05%
6540 · Life & Disability				
6541 · LTD	991.00	841.92	149.08	117.71%
6542 · Hybrid VRS ST & LT Disability	179.76			
6543 · AFLAC	-0.01			
Total 6540 · Life & Disability	1,170.75	841.92	328.83	139.06%
6550 · FSA/HSA Section 125 Plans	451.05	113.00	338.05	399.16%
6500 · Benefits - Other	0.00	762.00	-762.00	0.0%

PlanRVA
Profit Loss - Detailed
November 2019

	<u>Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6500 · Benefits	27,459.55	27,246.42	213.13	100.78%
6580 · Payroll Fees	152.56	533.33	-380.77	28.61%
6590 · Training	194.00	2,833.33	-2,639.33	6.85%
Total 6000 · Salary & Wages	152,198.42	159,323.88	-7,125.46	95.53%
7100 · Professional Fees				
7720 · Legal Fees				
7721 · General Counsel	2,000.00	2,000.00	0.00	100.0%
7722 · Legal Fees - Other	0.00	416.67	-416.67	0.0%
Total 7720 · Legal Fees	2,000.00	2,416.67	-416.67	82.76%
7730 · Contracted Services	7,100.00	1,671.66	5,428.34	424.73%
Total 7100 · Professional Fees	9,100.00	4,088.33	5,011.67	222.59%
7200 · Office Expenses				
7280 · Staff Engagement	275.00			
7220 · Computer Operations				
7221 · Virtual Desktop Operations	7,564.39	7,000.00	564.39	108.06%
7222 · Software	818.91	255.00	563.91	321.14%
7223 · Broadband/network/telephone	1,292.57	613.97	678.60	210.53%
7224 · Desktops & Support	1,751.30	1,455.47	295.83	120.33%
7226 · Technology services	0.00	1,604.17	-1,604.17	0.0%
Total 7220 · Computer Operations	11,427.17	10,928.61	498.56	104.56%
7230 · Printing	3,102.59	3,116.67	-14.08	99.55%
7235 · Supplies	771.36	801.67	-30.31	96.22%
7245 · Postage	315.60	230.00	85.60	137.22%
7250 · Advertisements	0.00	416.67	-416.67	0.0%
7290 · Miscellaneous Expenses	721.63	416.67	304.96	173.19%
7295 · Bank Fees	85.00	250.00	-165.00	34.0%
7200 · Office Expenses - Other	-495.00			
Total 7200 · Office Expenses	16,203.35	16,160.29	43.06	100.27%
7400 · Program Expenses				
7410 · Organizational Dues	2,155.13	1,250.00	905.13	172.41%
7420 · Travel - Board	0.00	541.67	-541.67	0.0%
7425 · Travel - Agency	4,211.84	2,708.33	1,503.51	155.51%
7430 · Books & Periodicals	221.20	83.33	137.87	265.45%
7450 · Pass-through and Matching funds				
7451 · Pass Through Funds - MPO	53,756.83	40,726.37	13,030.46	132.0%
7452 · Pass Through Funds (FEMA)	28,095.84	16,148.65	11,947.19	173.98%
7459 · Other Pass-thru expenses	0.00	0.00	0.00	0.0%
Total 7450 · Pass-through and Matching funds	81,852.67	56,875.02	24,977.65	143.92%
7400 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 7400 · Program Expenses	88,440.84	61,458.35	26,982.49	143.9%
7600 · Infrastructure				
7210 · Rent	19,527.95	20,190.25	-662.30	96.72%
7240 · Insurance	532.50	532.50	0.00	100.0%
Total 7600 · Infrastructure	20,060.45	20,722.75	-662.30	96.8%
Total Expense	286,003.06	261,753.60	24,249.46	109.26%
Net Ordinary Income	16,242.07	9,513.69	6,728.38	170.72%
Other Income/Expense				
Net Income	16,242.07	9,513.69	6,728.38	170.72%

PlanRVA
Balance Sheet
November 2019

Nov 30, 19 (Less: non-operating)

ASSETS

Current Assets

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury	743,089.22	743,089.22
1070 · SunTrust Checking 8921	111,305.47	111,305.47

Total Checking/Savings

	854,394.69	854,394.69
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Accounts Receivable

1200 · Accounts Receivable	208,742.11	208,742.11
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Total Accounts Receivable

	208,742.11	208,742.11
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Other Current Assets

1150 · Prepaid Expenses	18,507.86	18,507.86
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1250 · Miscellaneous Receivables	401,204.89	401,204.89
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1499 · Undeposited Funds	1.00	1.00
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1620 · Employee Receivable	1,271.00	1,271.00
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Total 1600 · Miscellaneous A/R-EE	1,271.00	1,271.00
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Total Other Current Assets

	420,984.75	420,984.75
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Total Current Assets

	1,484,121.55	1,484,121.55
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Fixed Assets

1300 · Property & Equipment	389,789.80	389,789.80
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1350 · Accumulated Depreciation	(267,458.21)	(267,458.21)
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Total Fixed Assets

	122,331.59	122,331.59
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Other Assets

	239,466.71	0.00
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TOTAL ASSETS

	<u>1,845,919.85</u>	<u>1,606,453.14</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	57,566.29	57,566.29
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Total Accounts Payable

	57,566.29	57,566.29
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Other Current Liabilities

2050 · Accrued Expenses	53,196.81	53,196.81
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2500 · Compensated Absences	69,894.39	0.00
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2525 · Deferred Revenue	431,025.84	431,025.84
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2600 · Security Deposit	2,664.66	2,664.66
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Total Other Current Liabilities

	556,781.68	486,887.29
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Total Current Liabilities

	614,347.97	544,453.58
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Long Term Liabilities

2800 · Deferred Rent Liability	32,798.94	0.00
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2900 · Net Pension Liability	521,969.00	0.00
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2950 · Deferred Inflows	131,122.00	0.00
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Total Long Term Liabilities

	685,889.94	0.00
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Total Liabilities

	1,300,237.91	544,453.58
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Fund Balance

Fixed Asset	122,331.59	122,331.59
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Other Unrestricted Reserve	423,350.35	939,667.97
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Total Fund Balance

	545,681.94	1,061,999.56
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TOTAL LIABILITIES & Fund Balance

	<u>1,845,919.85</u>	<u>1,606,453.14</u>
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PlanRVA
Balance Sheet
November 2019

Unrestricted Reserve - End of FY 19 (adjusted)	790,619.57
Net Surplus (Deficit) November YTD 2019	71,731.40
Special Assessments FY20	<u>77,317.00</u>
Unrestricted Reserve - 11/30/19	<u><u>939,667.97</u></u>

PlanRVA
Profit Loss Budget Performance
YTD November 2019

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Jul - Nov 19 YTD Actual	Jul - Nov 19 YTD Budget	% Spent	
6531 · VRS Retirement Contribution	6,056.89	6,357.62	7,141.42	7,033.09	7,033.09	33,622.11	40,590.81	82.83%	
6532 · VRS Employee Contribution	89.42	-5.51	73.48	0.15	-4.35	153.19		0.00%	
6533 · ICMA - 401	152.87	-752.13	-1,752.13	-1,752.13	-752.13	-4,855.65		0.00%	
6534 · ICMA - 457	660.30	1,565.30	2,565.30	2,565.30	1,565.30	8,921.50		0.00%	
6535 · Hybrid 401 A	618.70	632.14	673.07	456.92	393.92	2,774.75		0.00%	
6536 · HYBRID 457	0.00	0.00	0.00	373.22	373.72	746.94		0.00%	
Total 6530 · Retirement	7,578.18	7,797.42	8,701.14	8,676.55	8,609.55	41,362.84	40,590.81	101.90%	1.90% 772.03
6540 · Life & Disability									
6541 · LTD	567.86	584.79	615.29	644.33	991.00	3,403.27	4,209.56	80.85%	
6542 · Hybrid VRS ST & LT Disability	137.52	0.00	160.40	179.76	179.76	657.44		0.00%	
6543 · AFLAC	-0.01	221.92	-321.84	-0.01	-0.01	-99.95		0.00%	
Total 6540 · Life & Disability	705.37	806.71	453.85	824.08	1,170.75	3,960.76	4,209.56	94.09%	
6550 · FSA/HSA Section 125 Plans	395.30	1,266.51	-371.66	451.05	451.05	2,192.25	565.00	388.01%	
6500 · Benefits - Other	0.00	0.00	0.00	0.00	0.00	0.00	3,809.28	0.00%	
Total 6500 · Benefits	23,392.05	23,902.84	23,340.53	27,179.88	27,459.55	125,274.85	136,231.34	91.96%	-8.04% (10,956.49)
6580 · Payroll Fees	462.08	37.95	327.95	273.33	152.56	1,253.87	2,666.69	47.02%	
6590 · Training	3,250.00	17,435.00	225.00	1,763.34	194.00	22,867.34	14,166.69	161.42%	
Total 6000 · Salary & Wages	133,462.28	155,917.13	145,773.22	152,912.77	152,198.42	740,263.82	796,618.77	92.93%	-7.07% (56,354.95)
7100 · Professional Fees									(2a)
7720 · Legal Fees									Wages under budget
7721 · General Counsel	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00	10,000.00	100.00%	
7722 · Legal Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	2,083.31	0.00%	
Total 7720 · Legal Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00	12,083.31	82.76%	
7730 · Contracted Services	14,310.00	6,600.00	0.00	1,275.00	7,100.00	29,285.00	33,358.38	87.79%	
Total 7100 · Professional Fees	16,310.00	8,600.00	2,000.00	3,275.00	9,100.00	39,285.00	45,441.69	86.45%	-13.55% (6,156.69)
7200 · Office Expenses									
7280 · Staff Engagement	0.00	0.00	85.99	0.00	275.00	360.99		0.00%	
7220 · Computer Operations									
7221 · Virtual Desktop Operations	6,879.87	7,057.43	7,955.79	7,700.31	7,564.39	37,157.79	35,000.00	106.17%	
7222 · Software	0.00	0.00	0.00	228.00	818.91	1,046.91	17,575.00	5.96%	
7223 · Broadband/network/telephone	100.00	1,236.14	567.22	1,127.29	1,292.57	4,323.22	3,069.89	140.83%	
7224 · Desktops & Support	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	8,756.50	7,277.35	120.33%	
7226 · Technology services	0.00	2,577.04	0.00	0.00	0.00	2,577.04	8,020.81	32.13%	
7220 · Computer Operations - Other	0.00	0.00	0.00	-931.00	0.00	-931.00	0.00	0.00%	(20,320.17)
Total 7220 · Computer Operations	8,731.17	12,621.91	10,274.31	9,875.90	11,427.17	52,930.46	70,943.05	74.61%	(2b)
7230 · Printing	3,943.23	2,967.79	2,890.96	2,468.79	3,102.59	15,373.36	15,583.31	98.65%	
7235 · Supplies	200.66	1,655.76	592.03	961.27	771.36	4,181.08	4,008.31	104.31%	
7245 · Postage	315.60	0.00	0.00	0.00	315.60	631.20	1,150.00	54.89%	
7250 · Advertisements	0.00	0.00	0.00	0.00	0.00	0.00	2,083.31	0.00%	
7290 · Miscellaneous Expenses	16.51	1,512.05	303.29	3,069.60	721.63	5,623.08	2,083.31	269.91%	
7295 · Bank Fees	124.03	131.96	95.00	85.00	85.00	520.99	1,250.00	41.68%	
7200 · Office Expenses - Other	0.00	0.00	0.00	3,811.65	-495.00	3,316.65		0.00%	

PlanRVA
Profit Loss Budget Performance
YTD November 2019

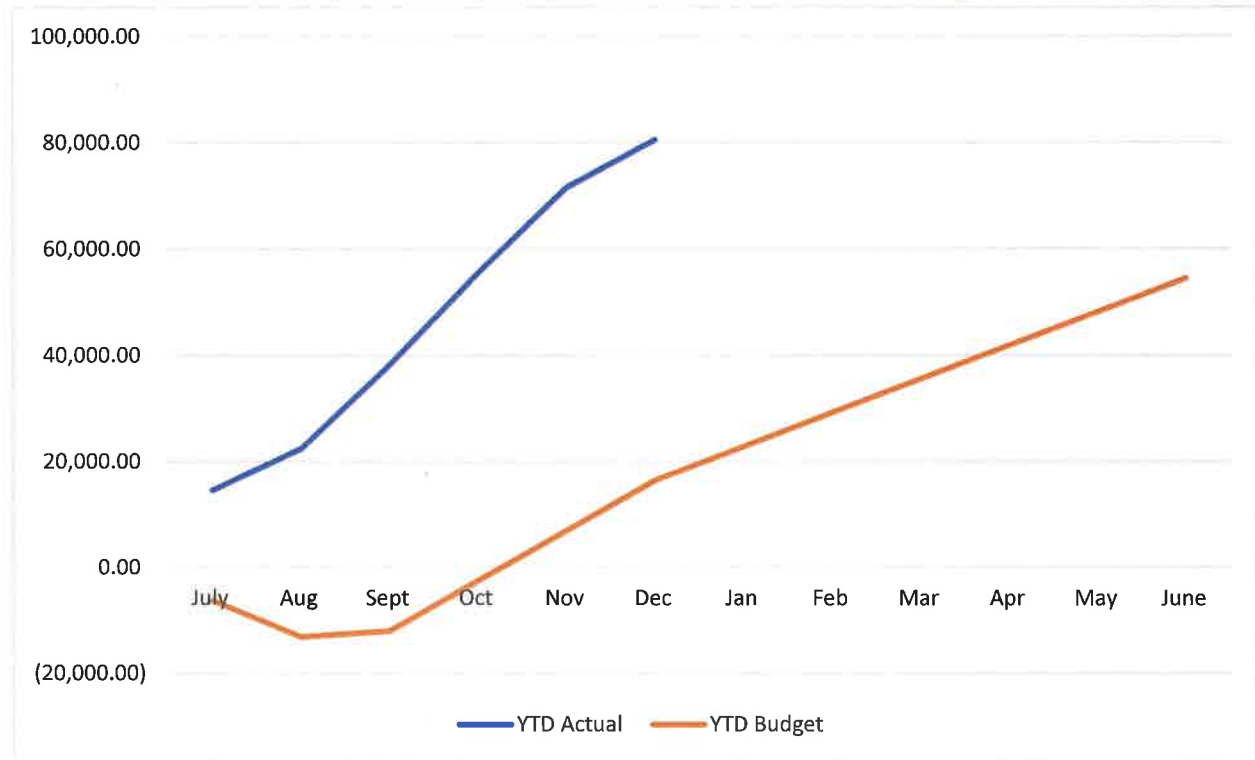
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Jul - Nov 19 YTD Actual	Jul - Nov 19 YTD Budget	% Spent		
Total 7200 · Office Expenses	13,331.20	18,889.47	14,241.58	20,272.21	16,203.35	82,937.81	97,101.29	85.41%	-14.59%	(14,163.48)
7400 · Program Expenses										
7410 · Organizational Dues	499.13	6,988.38	499.13	594.13	2,155.13	10,735.90	6,250.00	171.77%		
7420 · Travel - Board	0.00	0.00	0.00	0.00	0.00	0.00	2,708.31	0.00%		
7425 · Travel - Agency	555.95	3,813.03	1,375.10	516.93	4,211.84	10,472.85	13,541.69	77.34%		
7430 · Books & Periodicals	0.00	28.16	28.16	28.16	221.20	305.68	416.69	73.36%		
7450 · Pass-through and Matching funds										
7451 · Pass Through Funds - MPO	55,182.38	0.00	3,500.00	54,990.67	53,756.83	167,429.88	203,631.83	82.22%		
7452 · Pass Through Funds (FEMA)	21,074.49	13,674.07	35,758.47	5,428.00	28,095.84	104,030.87	80,743.29	128.84%		
7459 · Other Pass-thru expenses	0.00	282.92	-282.92	0.00	0.00	0.00	0.00	0.00%		
Total 7450 · Pass-through and Matching funds	76,256.87	13,956.99	38,975.55	60,418.67	81,852.67	271,460.75	284,375.12	95.46%		
7400 · Program Expenses - Other	0.00	0.00	517.42	0.00	0.00	517.42	0.00	0.00%		
Total 7400 · Program Expenses	77,311.95	24,786.56	41,395.36	61,557.89	88,440.84	293,492.60	307,291.81	95.51%	-4.49%	(13,799.21)
7600 · Infrastructure										(2c)
7210 · Rent	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	97,639.75	100,288.95	97.36%		
7240 · Insurance	532.50	532.50	532.50	532.50	532.50	2,662.50	2,662.50	100.00%		
Total 7600 · Infrastructure	20,060.45	20,060.45	20,060.45	20,060.45	20,060.45	100,302.25	102,951.45	97.43%		
	260,475.88	228,253.61	223,470.61	258,078.32	286,003.06	1,256,281.48	1,349,405.01	93.10%	-6.90%	(93,123.53)
Net Ordinary Income	14,595.18	7,845.75	15,726.06	17,322.34	16,242.07	71,731.40	6,931.44	1034.87%		(2)
Other Income/Expense										Expenditures under budget
7900 · Capital Expense Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Net Income	14,595.18	7,845.75	15,726.06	17,322.34	16,242.07	71,731.40	6,931.44	1034.87%		

Comments Regarding November 2019 YTD Variances:

- (1) Income is under budget by \$28k for the year; Federal funding is \$31k under budget in total for all programs
- (2) Expenditures are under budget by \$92k; Salaries & wages/benefits were \$56k below; program expenses are below budget by \$13k office & contractual are below budget \$20k

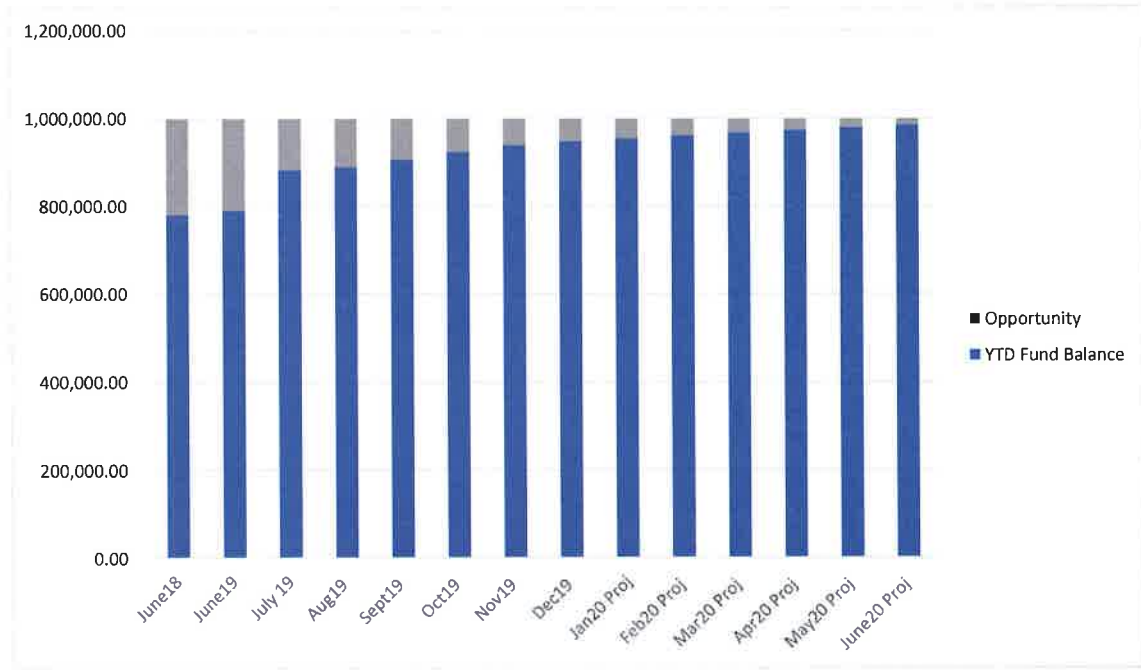
**Plan RVA
YTD Budget vs YTD Actual
Month Ending December 31, 2019**

	YTD Actual	YTD Budget
July	14,595.18	(6,356.64)
Aug	22,440.93	(13,276.29)
Sept	38,166.99	(12,095.94)
Oct	55,489.33	(2,582.25)
Nov	71,498.65	6,931.44
Dec	80,503.10	16,445.13
Jan		22,829.28
Feb		29,213.43
Mar		35,597.58
Apr		41,873.36
May		48,149.14
June		54,424.92



**Plan RVA
Fund Balance Projection
Month Ending December 31, 2019**

	YTD Fund Balance	YTD Net Income thru Nov19	Opportunity
June18	780,962.00		219,038.00
June19	790,619.00		209,381.00
July 19	882,531.00	14,595.18	117,469.00
Aug19	890,377.00	22,440.93	109,623.00
Sept19	906,103.00	38,166.99	93,897.00
Oct19	923,425.00	55,489.33	76,575.00
Nov19	939,435.32	71,498.65	60,564.68
Dec19	948,439.67	78,968.00	51,560.33
Jan20 Proj	954,823.82	85,352.15	45,176.18
Feb20 Proj	961,207.97	91,736.30	38,792.03
Mar20 Proj	967,592.12	98,120.45	32,407.88
Apr20 Proj	973,867.90	104,396.23	26,132.10
May20 Proj	980,143.68	110,672.01	19,856.32
June20 Proj	986,419.46	116,947.79	13,580.54



PlanRVA
Profit Loss Budget Performance
December 2019

	<u>Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Federal Funding	174,827.16	176,663.61	-1,836.45	98.96%
4200 · State Funding	27,560.39	34,281.69	-6,721.30	80.39%
4300 · Local Funding	53,388.12	53,388.12	0.00	100.0%
4400 · Private Funding	7,603.83	6,933.87	669.96	109.66%
5000 · Other Income	2,414.46			
Total Income	<u>265,793.96</u>	<u>271,267.29</u>	<u>-5,473.33</u>	<u>97.98%</u>
Expense				
6000 · Salary & Wages	150,050.26	159,323.88	-9,273.62	94.18%
7100 · Professional Fees	7,225.00	4,088.33	3,136.67	176.72%
7200 · Office Expenses	14,267.89	16,160.29	-1,892.40	88.29%
7400 · Program Expenses	65,418.66	61,458.35	3,960.31	106.44%
7600 · Infrastructure	20,060.45	20,722.75	-662.30	96.8%
Total Expense	<u>257,022.26</u>	<u>261,753.60</u>	<u>-4,731.34</u>	<u>98.19%</u>
Net Ordinary Income	8,771.70	9,513.69	-741.99	92.2%
Other Income/Expense				
Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>8,771.70</u></u>	<u><u>9,513.69</u></u>	<u><u>-741.99</u></u>	<u><u>92.2%</u></u>

PlanRVA
Profit Loss - Detailed
December 2019

	<u>Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Federal Funding				
4101 · MPO FHWA/PL Funds - Fed share	91,273.60	106,868.30	-15,594.70	85.41%
4102 · MPO Sect 5303 Funds - Fed share	20,953.60	32,285.20	-11,331.60	64.9%
4105 · MPO Pass-Through	0.00	6,666.67	-6,666.67	0.0%
4110 · DEQ-Coastal	8,893.00	7,258.33	1,634.67	122.52%
4120 · VDEM SHSP	7,654.05	7,436.46	217.59	102.93%
4130 · VDEM Pass-through grants	46,052.91	16,148.65	29,904.26	285.18%
Total 4100 · Federal Funding	<u>174,827.16</u>	<u>176,663.61</u>	<u>-1,836.45</u>	<u>98.96%</u>
4200 · State Funding				
4201 · MPO FHWA/PL Funds - State share	11,409.20	13,358.54	-1,949.34	85.41%
4202 · MPO Sec. 5303 - State share	2,619.20	4,035.65	-1,416.45	64.9%
4205 · State MPO Pass-Through	0.00	1,666.67	-1,666.67	0.0%
4207 · DEQ WIP3 Funding	980.95	895.83	85.12	109.5%
4210 · VDOT Rural Planning	3,059.37	4,833.33	-1,773.96	63.3%
4230 · State Appropriation	9,491.67	9,491.67	0.00	100.0%
Total 4200 · State Funding	<u>27,560.39</u>	<u>34,281.69</u>	<u>-6,721.30</u>	<u>80.39%</u>
4300 · Local Funding				
4301 · TPO Assessment	4,145.98	4,145.98	0.00	100.0%
4310 · Local Membership Dues	49,242.14	49,242.14	0.00	100.0%
Total 4300 · Local Funding	<u>53,388.12</u>	<u>53,388.12</u>	<u>0.00</u>	<u>100.0%</u>
4400 · Private Funding				
4360 · FOLAR Grant	6,933.87	6,933.87	0.00	100.0%
4410 · Restricted Contributions - Other	669.96	0.00	669.96	100.0%
Total 4410 · Restricted Contributions	<u>7,603.83</u>	<u>6,933.87</u>	<u>669.96</u>	<u>109.66%</u>
Total 4400 · Private Funding	<u>7,603.83</u>	<u>6,933.87</u>	<u>669.96</u>	<u>109.66%</u>
5000 · Other Income				
5001 · Interest Income	2,414.46			
Total 5000 · Other Income	<u>2,414.46</u>			
Total Income	<u>265,793.96</u>	<u>271,267.29</u>	<u>-5,473.33</u>	<u>97.98%</u>
Expense				
6000 · Salary & Wages				
6100 · Wages	113,487.97	119,510.24	-6,022.27	94.96%
6200 · Payroll Taxes	8,902.27	9,200.56	-298.29	96.76%
6500 · Benefits				
6512 · Healthcare	16,429.20	17,411.33	-982.13	94.36%
6530 · Retirement				
6531 · VRS Retirement Contribution	7,033.09	8,118.17	-1,085.08	86.63%
6532 · VRS Employee Contribution	12.32			
6533 · ICMA - 401	887.87			
6534 · ICMA - 457	-74.70			
6535 · Hybrid 401 A	782.23			
6536 · HYBRID 457	33.58			
Total 6530 · Retirement	<u>8,674.39</u>	<u>8,118.17</u>	<u>556.22</u>	<u>106.85%</u>
6540 · Life & Disability				
6541 · LTD	885.71	841.92	43.79	105.2%
6542 · Hybrid VRS ST & LT Disability	179.76			
6543 · AFLAC	321.82			
Total 6540 · Life & Disability	<u>1,387.29</u>	<u>841.92</u>	<u>545.37</u>	<u>164.78%</u>
6550 · FSA/HSA Section 125 Plans	571.30	113.00	458.30	505.58%
6500 · Benefits - Other	0.00	762.00	-762.00	0.0%
Total 6500 · Benefits	<u>27,062.18</u>	<u>27,246.42</u>	<u>-184.24</u>	<u>99.32%</u>

PlanRVA
Profit Loss - Detailed
December 2019

	Dec 19	Budget	\$ Over Budget	% of Budget
6580 · Payroll Fees	228.84	533.33	-304.49	42.91%
6590 · Training	369.00	2,833.33	-2,464.33	13.02%
Total 6000 · Salary & Wages	150,050.26	159,323.88	-9,273.62	94.18%
7100 · Professional Fees				
7720 · Legal Fees				
7721 · General Counsel	2,000.00	2,000.00	0.00	100.0%
7722 · Legal Fees - Other	0.00	416.67	-416.67	0.0%
Total 7720 · Legal Fees	2,000.00	2,416.67	-416.67	82.76%
7730 · Contracted Services	5,225.00	1,671.66	3,553.34	312.56%
Total 7100 · Professional Fees	7,225.00	4,088.33	3,136.67	176.72%
7200 · Office Expenses				
7280 · Staff Engagement	0.00			
7220 · Computer Operations				
7221 · Virtual Desktop Operations	8,194.24	7,000.00	1,194.24	117.06%
7222 · Software	338.97	255.00	83.97	132.93%
7223 · Broadband/network/telephone	548.75	613.97	-65.22	89.38%
7224 · Desktops & Support	1,751.30	1,455.47	295.83	120.33%
7226 · Technology services	0.00	1,604.17	-1,604.17	0.0%
Total 7220 · Computer Operations	10,833.26	10,928.61	-95.35	99.13%
7230 · Printing	2,619.19	3,116.67	-497.48	84.04%
7235 · Supplies	472.52	801.67	-329.15	58.94%
7245 · Postage	0.00	230.00	-230.00	0.0%
7250 · Advertisements	0.00	416.67	-416.67	0.0%
7290 · Miscellaneous Expenses	242.92	416.67	-173.75	58.3%
7295 · Bank Fees	100.00	250.00	-150.00	40.0%
Total 7200 · Office Expenses	14,267.89	16,160.29	-1,892.40	88.29%
7400 · Program Expenses				
7410 · Organizational Dues	1,253.13	1,250.00	3.13	100.25%
7420 · Travel - Board	0.00	541.67	-541.67	0.0%
7425 · Travel - Agency	1,502.00	2,708.33	-1,206.33	55.46%
7430 · Books & Periodicals	42.03	83.33	-41.30	50.44%
7450 · Pass-through and Matching funds				
7451 · Pass Through Funds - MPO	16,568.59	40,726.37	-24,157.78	40.68%
7452 · Pass Through Funds (FEMA)	46,052.91	16,148.65	29,904.26	285.18%
Total 7450 · Pass-through and Matching funds	62,621.50	56,875.02	5,746.48	110.1%
Total 7400 · Program Expenses	65,418.66	61,458.35	3,960.31	106.44%
7600 · Infrastructure				
7210 · Rent	19,527.95	20,190.25	-662.30	96.72%
7240 · Insurance	532.50	532.50	0.00	100.0%
Total 7600 · Infrastructure	20,060.45	20,722.75	-662.30	96.8%
Total Expense	257,022.26	261,753.60	-4,731.34	98.19%
Net Ordinary Income	8,771.70	9,513.69	-741.99	92.2%
Other Income/Expense				
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	8,771.70	9,513.69	-741.99	92.2%

PlanRVA
Balance Sheet
December 2019

Dec 31, 19 (Less: non-operating)

ASSETS

Current Assets

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury	744,189.09	744,189.09
1070 · SunTrust Checking 8921	43,303.41	43,303.41

Total Checking/Savings	787,492.50	787,492.50
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Accounts Receivable

1200 · Accounts Receivable	571,949.56	571,949.56
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Total Accounts Receivable	571,949.56	571,949.56
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Other Current Assets

1150 · Prepaid Expenses	16,780.19	16,780.19
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1250 · Miscellaneous Receivables	39,330.49	39,330.49
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1620 · Employee Receivable	1,050.00	1,050.00
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Total 1600 · Miscellaneous A/R-EE	1,050.00	1,050.00
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Total Other Current Assets	57,160.68	57,160.68
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Total Current Assets	1,416,602.74	1,416,602.74
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Fixed Assets

1300 · Property & Equipment	389,789.80	389,789.80
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1350 · Accumulated Depreciation	(267,458.21)	(267,458.21)
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Total Fixed Assets	122,331.59	122,331.59
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Other Assets	239,466.71	0.00
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TOTAL ASSETS	<u>1,778,401.04</u>	<u>1,538,934.33</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	61,056.40	61,056.40
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Total Accounts Payable	61,056.40	61,056.40
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Other Current Liabilities

2050 · Accrued Expenses	53,196.81	53,196.81
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2500 · Compensated Absences	69,894.39	0.00
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2525 · Deferred Revenue	351,245.22	351,245.22
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2600 · Security Deposit	2,664.66	2,664.66
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Total Other Current Liabilities	477,001.06	407,106.67
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Total Current Liabilities	538,057.46	468,163.07
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Long Term Liabilities

2800 · Deferred Rent Liability	32,798.94	0.00
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2900 · Net Pension Liability	521,969.00	0.00
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2950 · Deferred Inflows	131,122.00	0.00
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Total Long Term Liabilities	685,889.94	0.00
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Total Liabilities	1,223,947.40	468,163.07
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Fund Balance

Fixed Asset	122,331.59	122,331.59
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Other Unrestricted Reserve	432,122.05	948,439.67
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Total Fund Balance	554,453.64	1,070,771.26
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TOTAL LIABILITIES & Fund Balance	<u>1,778,401.04</u>	<u>1,538,934.33</u>
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PlanRVA
Balance Sheet
December 2019

Unrestricted Reserve - End of FY 19 (adjusted)	790,619.57
Net Surplus (Deficit) December YTD 2019	80,503.10
Special Assessments FY20	<u>77,317.00</u>
Unrestricted Reserve - 12/31/19	<u><u>948,439.67</u></u>

PlanRVA
Profit Loss Budget Performance
YTD December 2019

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jul - Dec 19 YTD Actual	Jul - Dec 19 YTD Budget	% Spent		
6531 · VRS Retirement Contribution	6,056.89	6,357.62	7,141.42	7,033.09	7,033.09	7,033.09	40,655.20	48,708.98	83.47%		
6532 · VRS Employee Contribution	89.42	-5.51	73.48	0.15	-4.35	12.32	165.51		0.00%		
6533 · ICMA - 401	152.87	-752.13	-1,752.13	-1,752.13	-752.13	887.87	-3,967.78		0.00%		
6534 · ICMA - 457	660.30	1,565.30	2,565.30	2,565.30	1,565.30	-74.70	8,846.80		0.00%		
6535 · Hybrid 401 A	618.70	632.14	673.07	456.92	393.92	782.23	3,556.98		0.00%		
6536 · HYBRID 457	0.00	0.00	0.00	373.22	373.72	33.58	780.52		0.00%		
Total 6530 · Retirement	7,578.18	7,797.42	8,701.14	8,676.55	8,609.55	8,674.39	50,037.23	48,708.98	102.73%	2.73%	1,328.25
6540 · Life & Disability											
6541 · LTD	567.86	584.79	615.29	644.33	991.00	885.71	4,288.98	5,051.48	84.91%		
6542 · Hybrid VRS ST & LT Disability	137.52	0.00	160.40	179.76	179.76	179.76	837.20		0.00%		
6543 · AFLAC	-0.01	221.92	-321.84	-0.01	-0.01	321.82	221.87		0.00%		
Total 6540 · Life & Disability	705.37	806.71	453.85	824.08	1,170.75	1,387.29	5,348.05	5,051.48	105.87%		
6550 · FSA/HSA Section 125 Plans	395.30	1,266.51	-371.66	451.05	451.05	571.30	2,763.55	678.00	407.60%		
6500 · Benefits - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,571.28	0.00%		
Total 6500 · Benefits	23,392.05	23,902.84	23,340.53	27,179.88	27,459.55	27,062.18	152,337.03	163,477.76	93.19%	-6.81%	(11,140.73)
6580 · Payroll Fees	462.08	37.95	327.95	273.33	152.56	228.84	1,482.71	3,200.02	46.33%		
6590 · Training	3,250.00	17,435.00	225.00	1,763.34	194.00	369.00	23,236.34	17,000.02	136.68%		
Total 6000 · Salary & Wages	133,462.28	155,917.13	145,773.22	152,912.77	152,198.42	150,050.26	890,314.08	955,942.65	93.13%	-6.87%	(65,628.57)
7100 · Professional Fees											(2a)
7720 · Legal Fees											Wages under budget
7721 · General Counsel	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	12,000.00	12,000.00	100.00%		
7722 · Legal Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,499.98	0.00%		
Total 7720 · Legal Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	12,000.00	14,499.98	82.76%		
7730 · Contracted Services	14,310.00	6,600.00	0.00	1,275.00	7,100.00	5,225.00	34,510.00	35,030.04	98.52%		
Total 7100 · Professional Fees	16,310.00	8,600.00	2,000.00	3,275.00	9,100.00	7,225.00	46,510.00	49,530.02	93.90%	-6.10%	(3,020.02)
7200 · Office Expenses											
7280 · Staff Engagement	0.00	0.00	85.99	0.00	275.00	0.00	360.99		0.00%		
7220 · Computer Operations											
7221 · Virtual Desktop Operations	6,879.87	7,057.43	7,955.79	7,700.31	7,564.39	8,194.24	45,352.03	42,000.00	107.98%		
7222 · Software	0.00	0.00	0.00	228.00	818.91	338.97	1,385.88	17,830.00	7.77%		
7223 · Broadband/network/telephone	100.00	1,236.14	567.22	1,127.29	1,525.32	316.00	4,871.97	3,683.86	132.25%		
7224 · Desktops & Support	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	10,507.80	8,732.82	120.33%		
7226 · Technology services	0.00	2,577.04	0.00	0.00	0.00	0.00	2,577.04	9,624.98	26.77%		
7220 · Computer Operations - Other	0.00	0.00	0.00	-931.00	0.00	0.00	-931.00	0.00	0.00%		(19,075.90)
Total 7220 · Computer Operations	8,731.17	12,621.91	10,274.31	9,875.90	11,659.92	10,600.51	63,763.72	81,871.66	77.88%		(2b)
7230 · Printing	3,943.23	2,967.79	2,890.96	2,468.79	3,102.59	2,619.19	17,992.55	18,699.98	96.22%		
7235 · Supplies	200.66	1,655.76	592.03	961.27	771.36	472.52	4,653.60	4,809.98	96.75%		
7245 · Postage	315.60	0.00	0.00	0.00	315.60	0.00	631.20	1,380.00	45.74%		
7250 · Advertisements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,499.98	0.00%		
7290 · Miscellaneous Expenses	16.51	1,512.05	303.29	3,069.60	721.63	242.92	5,866.00	2,499.98	234.64%		
7295 · Bank Fees	124.03	131.96	95.00	85.00	85.00	100.00	620.99	1,500.00	41.40%		
7200 · Office Expenses - Other	0.00	0.00	0.00	3,811.65	-495.00	0.00	3,316.65		0.00%		

PlanRVA
Profit Loss Budget Performance
YTD December 2019

	<u>Jul 19</u>	<u>Aug 19</u>	<u>Sep 19</u>	<u>Oct 19</u>	<u>Nov 19</u>	<u>Dec 19</u>	<u>Jul - Dec 19 YTD Actual</u>	<u>Jul - Dec 19 YTD Budget</u>	<u>% Spent</u>		
Total 7200 · Office Expenses	13,331.20	18,889.47	14,241.58	20,272.21	16,436.10	14,035.14	97,205.70	113,261.58	85.82%	-14.18%	(16,055.88)
7400 · Program Expenses											
7410 · Organizational Dues	499.13	6,988.38	499.13	594.13	2,155.13	1,253.13	11,989.03	7,500.00	159.85%		
7420 · Travel - Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,249.98	0.00%		
7425 · Travel - Agency	555.95	3,813.03	1,375.10	516.93	4,211.84	1,502.00	11,974.85	16,250.02	73.69%		
7430 · Books & Periodicals	0.00	28.16	28.16	28.16	221.20	42.03	347.71	500.02	69.54%		
7450 · Pass-through and Matching funds											
7451 · Pass Through Funds - MPO	55,182.38	0.00	3,500.00	54,990.67	53,756.83	16,568.59	183,998.47	244,358.20	75.30%		
7452 · Pass Through Funds (FEMA)	21,074.49	13,674.07	35,758.47	5,428.00	28,095.84	46,052.91	150,083.78	96,891.94	154.90%		
7459 · Other Pass-thru expenses	0.00	282.92	-282.92	0.00	0.00	0.00	0.00	0.00	0.00%		
Total 7450 · Pass-through and Matching funds	76,256.87	13,956.99	38,975.55	60,418.67	81,852.67	62,621.50	334,082.25	341,250.14	97.90%		
7400 · Program Expenses - Other	0.00	0.00	517.42	0.00	0.00	0.00	517.42	0.00	0.00%		
Total 7400 · Program Expenses	77,311.95	24,786.56	41,395.36	61,557.89	88,440.84	65,418.66	358,911.26	368,750.16	97.33%	-2.67%	(9,838.90)
7600 · Infrastructure											(2c)
7210 · Rent	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	117,167.70	120,479.20	97.25%		
7240 · Insurance	532.50	532.50	532.50	532.50	532.50	532.50	3,195.00	3,195.00	100.00%		
Total 7600 · Infrastructure	20,060.45	20,060.45	20,060.45	20,060.45	20,060.45	20,060.45	120,362.70	123,674.20	97.32%		
Total Expense	260,475.88	228,253.61	223,470.61	258,078.32	286,235.81	256,789.51	1,513,303.74	1,611,158.61	93.93%	-6.07%	(97,854.87)
Net Ordinary Income	14,595.18	7,845.75	15,726.06	17,322.34	16,009.32	9,004.45	80,503.10	16,445.13	489.53%		(2)
Other Income/Expense											Expenditures under budget
Other Expense											
7900 · Capital Expense Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Net Income	14,595.18	7,845.75	15,726.06	17,322.34	16,009.32	9,004.45	80,503.10	16,445.13	489.53%		

Comments Regarding December 2019 YTD Variances:

- (1) Income is under budget by \$33k for the year; Federal funding is \$33k under budget in total for all programs
- (2) Expenditures are under budget by \$97k; Salaries & wages/benefits were \$65k below; program expenses are below budget by \$10k office & contractual are below budget \$19k



Month	Activity	Notes
February	Update Commissioner Roster and Complete Bio Sheets	Complete Roster to be circulated at February Meeting; Survey to be used for additional biographical information
February	Kickoff Commissioner and Staff Spotlights	Staff Member: Sarah Stewart (February); Lark Washington (March); Chet Parsons (April) Commissioner: Larry Nordvig (February); Kristen Larson (March); Chris Winslow (April)
February/March	Schedule New Commissioner Orientation Sessions	Invite anyone to participate in 1:1 meeting To cover overview of PlanRVA, programs and responsibilities; Ways to connect and support Launch Commissioner Match Up Program for newly appointed Members
March	Develop Social Media Policy/Guidelines	For Committee Review and Recommendations to Full Commission
April	Draft PlanRVA Collateral Material	<ul style="list-style-type: none"> - Menu of Services & Programs - Value of Regional Planning - Strategic Planning Framework
April	ID Specific Investments for FY2021	Training, Software, Subscriptions, Professional Services
May	Identify List of Speaking Opportunities and Ongoing Partners for Outreach	Schedule for remainder of calendar 2020
June	Develop Newsletter Strategy	Audience, Frequency, Metrics

Environmental & Intergovernmental Reviews

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

Environmental reviews can include:

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

Intergovernmental reviews can include:

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

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

<https://planrva.org/environment/reviews/>.

Environmental and Intergovernmental Reviews

December 2019 - January 2020

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

Located within the Richmond Region

VADEQ Performance Partnership Grant Amendment 3

DEQ is seeking \$186,731 in Federal funds with no match requirement. VADEQ will use the funds to accelerate efforts to meet the intent and deadlines set in the EPA NPDES eReporting rule. As a compliment to this effort, DEQ intends to undergo a full business process re-engineering at Governor Ralph Northam's direction as expressed in Executive Order 6. These grant funds will be used for: installation and configuration of nFORM on DEQ servers, establishment of security patterns and CROMERR certification, development of two forms that required by eReporting, and training materials & delivery.

Magnolia Green Phase III - Permit Modification

Chesterfield

Moseley LP has requested to modify its current Virginia Water Protection (VWP) permit for the Magnolia Green – Phase III project. The project consists of the construction of a residential development and the site is located north of U.S. Route 360 (Hull Street Road) and west of State Route 667 (Otterdale Road) in Chesterfield County. The proposed permit modification will allow the permittee to fill wetlands and stream bed in order to construct associated roads and utility infrastructure and will add a new section to the development plan. The requested modification adds 0.06 acre of permanent forested wetland impact, adds the permanent conversion of no more than 0.02 acre of forested wetland to emergent wetland, and adds 1,877 linear feet of permanent stream bed impacts. The request also adds temporary impacts to 99 linear feet of stream bed. Additionally, a request has also been made to change a stream classification from intermittent stream to ephemeral stream at a previously permitted impact location. The permit will now authorize the permanent impact of 2.02 acres of forested wetlands, 0.02 acre of emergent wetland, 6,897 linear feet of stream bed, and the permanent conversion of no more than 2.22 acres of forested wetland to emergent wetland. In addition, the project shall result in temporary impacts to no more than 0.15 acre emergent wetland and 384 linear feet of stream bed. The activity proposed in the permit modification will affect wetlands and streams that drain to Blackman Creek in the James River watershed. The applicant will provide compensation for permanent impacts to wetlands and stream authorized by this permit through the purchase of 6.28 wetland mitigation bank credits and 7,788 USM stream mitigation bank credits from a mitigation bank in the same or adjacent watershed. If sufficient wetland mitigation bank credits are not available, the permit allows the permittee to purchase credits from an in-lieu-fee fund. Total cumulative impacts for this facility, including those authorized by this permit and previous permits, are permanent impacts to 4.76 acres of forested wetland, 0.02 acre of emergent wetland, and 19,076 linear feet of stream bed; permanent conversion of 4.30 acres of forested wetland to emergent wetland; and temporary impacts to 0.02 acre of forested wetland, 0.15 acre of emergent wetland, and 1,847 linear feet of stream bed. The DEQ's preliminary decision is to issue the permit modification.

Data Center Development - American Tobacco Site

Chesterfield

The Chesterfield Economic Development Authority has applied for a new permit for the Data Center Development – American Tobacco Site project. The project site is located approximately at 2400 Bermuda Hundred Road in Chesterfield County, VA. The project consists of the construction of a data center complex along with roadways, utility infrastructure, and stormwater management facilities. The permit will allow the applicant to fill and convert wetlands and also fill stream beds. The project will result in permanent impacts to no more than 4.27 acres of forested wetland, 1,096 linear feet of stream bed, and the permanent conversion of 1.94 acres of forested wetland to emergent wetland. The activity proposed in the permit will affect wetlands and streams that drain to James River and Appomattox River in the James River watershed. The applicant will provide compensation for permanent impacts to wetlands and streams authorized by this permit through the purchase of 10.48 wetland mitigation bank credits and 1,204 USM stream mitigation bank credits from a mitigation bank or in lieu fee fund in the same or adjacent watershed, as approved by DEQ. The DEQ's preliminary decision is to issue the permit.

Project Tiger at Airpark

Hanover

A Federal Consistency Certification is necessary because the proposed project will require a wetland impact permit from the US Army Corps of Engineers. The proposed project will develop the Site for use as a large-scale regional distribution center with associated infrastructure including buildings, road access, parking, and utility/stormwater management infrastructure.

The Site encompasses approximately 221.75 acres and is located in Hanover County. Currently the Site is unimproved and consists of predominately mixed pine-hardwood forest. The purpose and need of this project is to provide the end user with an improved site that can serve as a regional distribution center with the ability to service the growing number of store locations in the region in a logistically responsible and cost effective manner.

Due to the nature of the project and due to the distance of the proposed project Site to protected resources, the proposed project is anticipated to result in no adverse effects to environmental resources and is consistent with the enforceable policies of the Virginia Coastal Zone Management (CZM) Program.

Powhatan Correctional Center

Powhatan

Virginia Department of Corrections has applied for reissuance of a permit for the Powhatan Correctional Center Wastewater Treatment Facility. The applicant proposes to release treated sewage wastewaters at a rate of 465,000 gallons per day into a water body. Sludge from the treatment process will be removed by a contractor who is responsible for land application of the sludge. The facility proposes to release the treated sewage wastewater into an unnamed tributary to the James River in Powhatan County in the James River watershed. The permit will limit the following pollutants to amounts that protect water quality: nutrients, organic matter, bacteria, chlorine and solids.

VCU Health Commuter Parking Lot

Richmond

The purpose of the proposed project is to provide VCUHS with additional parking resources, specifically for commuters. The project site is located at 2000 Mecklenburg Street. It is a 9.6 acre site bounded by I-64, Mecklenburg Street, forested area, railroad tracks, Bowling Green Road, industrial development, and residential development.

Direct Environmental Impacts –

Construction activity will have the potential to create a temporary environment that is conducive to the generation of fugitive dust as a result of site grading, and the general operation of construction equipment. Similarly, the operation of diesel-powered construction equipment could provide a means for the release of fugitive emissions including particulate matter.

The project site is located within the Virginia Coastal Zone Management Area. Accordingly, the proposed project is subject to the enforceable and applicable policies comprising the Coastal Zone Management Program (CZMP) including wetlands management, non-point source pollution control, point source pollution control and air pollution control during all construction phases. Effective post construction stormwater management (SWM) practices will be integrated into the project design to minimize the potential manifestation of long term/cumulative impacts to natural surface water features.

A RMA (resource management area) covers the northern half of the project site. The mitigation of potential impacts includes implementation of applicable E&S controls and effective post construction stormwater management practices which will be integrated into the project design.

In conclusion, despite the impacts identified and considering the proposed mitigation plans, implementation of the proposed project does not reduce or alter streamflow, disturb or destroy archeological sites, result in clearing or construction within a scenic area, consume significant land or generate significant demands on the natural resources of the immediate or surrounding area.