



AGENDA COMMISSION MEETING

June 10, 2021 -- 9:00 a.m.

James River Board Room- PlanRVA

Members of the public may observe the meeting via YouTube: www.youtube.com/PlanRVA

Executive Committee Members and invited guests will receive a link to the Zoom meeting upon request.

- 1. **Welcome and Introductions** (Spoonhower)
 - a. **Pledge of Allegiance to the United States of America**
 - b. **Statement regarding Virtual Meetings for PlanRVA**page 3
 - c. **Roll Call of Attendees and Certification of a Quorum**
 - d. **Public Comments**
Staff will share any comments that were received in advance of the meeting with members.
- 2. **Consent Agenda** (Spoonhower)
 - a. **Approval of Agenda**
 - b. **Approval of May Meeting Minutes**Page 4
- 3. **Standing Committee and Other Reports**
- 4. a. **Executive Committee & Chairman’s Report** (Spoonhower)
 - b. **Audit, Facilities & Finance Committee Report** (Holland)
 - i. **Action Item: Financial Statements** (Heeter).....Page 9
Action Requested: Motion to accept the April Financial Statements.
 - ii. **Action Item: FY2022 Annual Budget** (Heeter)Page 14
Action Requested: Motion to approve the FY2022 Annual Budget including: establishment of a 3% pool to award salary increases to staff effective July 1, 2021; authorization to create and fill four new full time, regular positions; and reclassification of one position from Coordinator to Planner.

c. Public Outreach and Engagement Committee Update (Davey)

Mr. Davey will provide an update on the status of the Commission’s Community Engagement Strategy and Implementation Plan and other related projects.

d. Nominating Committee Report and Election of Officers (Newbille/Nelson)

Dr. Newbille and Reverend Nelson will provide the Nominating Committee Report and the chairman will facilitate Officer Elections for FY2022.

e. Executive Director’s Report

Ms. Heeter will provide an update on staff activities and progress in meeting the FY2021 Key Imperatives.

4. Old Business

Adoption of proposed Bylaws Amendments.....Page 22

Action Requested: Motion to accept the proposed amendments to the Bylaws pursuant to introduction by Mr. Gregory on May 13, 2021.

5. New Business

6. Commissioner Comments- Local Updates and Discussion

Adjourn- Targeted Adjournment is 10:30 a.m.

Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided advance notice of this meeting to members and the public including instructions for accessing the meeting and materials. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at info@PlanRVA.org. Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

If anyone has questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate, they should communicate by email if viewing via YouTube or chat if within the Zoom platform.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Commission Meeting
Zoom Virtual Meeting
Meeting Minutes
May 13, 2021
9:00 a.m.

Members Present (A = Alternate)

| <u>Charles City County</u> | | <u>Town of Ashland</u> | | <u>Goochland County</u> | |
|-----------------------------------|----------|--------------------------------|----------|--------------------------------|----------|
| William Coad | | Kathy Abbott (A) | | Susan Lascolette (A) | |
| Michelle Johnson (A) | | Mr. Daniel McGraw | X | Neil Spoonhower, Chair | X |
| Rhonda Russell (A) | | | | | |
| | | | | | |
| <u>Chesterfield County</u> | | <u>City of Richmond</u> | | <u>Hanover County</u> | |
| Kevin Carroll | X | Andreas Addison | X | Sean Davis | X |
| Tim Davey | X | Nolen Blackwood (A) | | Anne Marie Lauranzon | |
| Gloria Freye | X | Jacob Giovia | X | Canova Peterson | X |
| Leslie Haley | | Michael Jones (A) | | Faye Prichard (A) | |
| James Holland | X | Ann-Francis Lambert | | Randy Whittaker | X |
| Jim Ingle | X | Stephanie Lynch | | | |
| Jesse Smith (A) | X | Dr. Cynthia Newbille | X | | |
| Chris Winslow, Vice-Chair | X | Rodney Poole | | | |
| | | Ellen Robertson (A) | | | |
| <u>Henrico County</u> | | <u>New Kent County</u> | | <u>Powhatan County</u> | |
| Gregory Baka | X | John Lockwood (A) | X | Michael Byerly | X |
| Thomas M. Branin | | John Moyer | | Bobby Hall | X |
| William Mackey | | Patricia Paige | X | | |
| Tyrone Nelson, Past Chair | X | | | | |
| Patricia O'Bannon | X | | | | |
| Daniel J. Schmitt | | | | | |
| Frank Thornton | | | | | |

Others Present:

Eric Gregory.....Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter.....Executive Director
 Diane Fusco.....Office Manager
 Sidd Kumar.....Project Coordinator

The PlanRVA Regional Commission meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly 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.

Call to Order

Chairman Spoonhower called the PlanRVA Commission meeting to order at approximately 9:00 a.m.

Attendance Roll Call & Certification of a Quorum

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

Public Comment Period

Since there were no requests from the public to address members of the Commission, Chairman Spoonhower closed the public comment period.

Approval of Agenda

Chairman Spoonhower asked the committee for approval of Agenda. The Agenda was approved by acclamation.

Approval of Meeting Minutes

Chairman Spoonhower asked for approval of the meeting minutes. The meeting minutes were approved by acclamation.

Rural Transportation Work Program- FY2022

Chairman Spoonhower introduced the Rural Transportation program briefly; he stated that the request before the Commission is an authorization for the PlanRVA staff to apply for the fiscal year 2022 funding opportunity to VDOT. While work continues to expand the boundaries of the area served by the Richmond Regional Transportation Planning Organization (RRTPO), this application is being submitted to assure coverage in the interim. Chairman Spoonhower asked the commission for a consensus vote on approval of Rural Transportation Work program. The Transportation Work Program, was approved by acclamation

.Executive Committee and Chairman's Report

Chairman Spoonhower recognized the localities' efforts to work together during this time. He talked about the Charter revisions being under review since October 2020 and announced that in the Executive committee meeting today Ms. Heeter provided an update to the status of local approvals. The latest version should be approved by all nine localities by May.

According to the Commission's Bylaws, new officers will be elected at the June 10th Commission meeting. He announced appointment of Reverend Nelson and Dr. Newbille,

as past chairs, to serve on the nominating committee. They will work with staff over the coming month to put the nominations together.

Ms. O'Bannon asked if the historic rotation of officers would be followed for this upcoming election. Chairman Spoonhower confirmed that would be the starting point for the Committee.

Mr. Gregory made a statement about the Charter revisions and the Bylaws. He stated that six of the nine member jurisdictions have approved the Charter and we are waiting on the other three to approve it in the coming weeks. Mr. Gregory reviewed recommended changes to the Bylaws which would be distributed to members later in the day.

Ms. O'Bannon asked if the Commission needed to vote to accept the discussion to review these changes. Mr. Gregory stated that while it is not necessary to make that vote, a motion on the record acknowledging compliance with article nine of the Bylaws requiring their presentation at this meeting today would be acceptable. Ms. O'Bannon made a motion review the Bylaws. Mr. Baka seconded the motion which passed by acclamation.

Audit, Facilities & Finance Committee

Mr. Holland reported that the Finance Committee met in April to review the February and March financials. The overall financials demonstrated an improvement in the year-to-date financial position. The staff have been working through the transition with support from VML/VACO Finance and appreciate the assistance from Chesterfield and Henrico County finance departments. The Finance Committee

- Reviewed an extension of the existing audit services engagement with Dunham and Rhodes and authorized an extension of the agreement for an additional year for fiscal year 2022. He stated staff is working on a release of an RFP.
- Convened in closed session to discuss the matters concerning the office lease.

Ms. Heeter gave an overview of the statements for the period through March 31st and echoed Mr. Holland's statement about financially being in good shape.

The Finance Committee did take a vote in April to accept the February and March financial statements so no second is needed and can be voted upon by acclamation. Mr Holland called the question and the financial statements were accepted by acclamation.

Public Outreach and Engagement Committee

Mr. Davey gave an update on PlanRVA's activities for use of the Community Foundation grant (\$50,000) to support improvements to public outreach and stakeholder engagement. The staff led a comprehensive solicitation process through development and issuance of an RFP, proposal review and virtual interviews. PlanRVA selected six firms to serve on the on-call bench. He and Mr. Thornton and staff have been working very closely to utilize the resources to help with the outreach efforts. Mr. Davey also stated that these resources are

also available to each of the jurisdictions.

Mr. Davey stated he was impressed with the work completed thus far.

Chairman Spoonhower expressed his gratitude on the available resources to help strengthen the community outreach and engagement efforts amongst our localities and the region.

Executive Director's Report

Ms. Heeter shared a new reporting format summarizing the activities of staff. She has been working with Chairman Spoonhower to develop this program dashboard. Chairman Spoonhower expressed his interest in developing this dashboard and how this is a great tool to share on the updates and broader picture of the agency.

Mr. Peterson mentioned that a great job was done on developing this Program Dashboard and made some suggestions to improve the dashboard.

Mr. Holland expressed his gratitude and thanks to the team for developing this dashboard.

Ms. Heeter shared an update regarding the Better Together Webinar Series PlanRVA launched in November. As a reminder, Commissioners and key partner organization leaders and stakeholders are the primary audience of the series. The program is intended to provide an opportunity to hear first-hand about examples of regional collaboration across our region. The upcoming May 20th Webinar is on how to improve water quality in the region.

New Business

No new business was raised.

Commissioner Comments - Local Updates and Discussion

Chairman Spoonhower opened this portion of the agenda with an invitation for Commissioners to share news from their locality or provide other information regarding current challenges or successes.

Ms. O'Bannon shared that Henrico County was mentioned in Richmond Magazine highlighting successful projects.

Mr. Holland recognized the wonderful staff, Board and employees in Chesterfield County and the County's distribution of Girl Scout cookies in acknowledgement of Public Officials recognition.

Ms. Paige announced that New Kent County will be celebrating July 4th again this year.

Mr. Carroll reminded everyone of National Law Enforcement Officer Memorial Week and shared that Chesterfield County held their wreath memorial ceremony recognizing the five officers and two deputies that have died in the line of duty.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 10:30 a.m.

DRAFT

Richmond Regional PDC
Balance Sheet
As of April 30, 2021

| | Statement of Net Position | Balance Sheet |
|--|------------------------------|------------------------|
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1050 LGIP-Virginia Dept of Treasury | 515,612.19 | 515,612.19 |
| 1070 SunTrust Checking 8921 | 269,660.12 | 269,660.12 |
| Total Bank Accounts | \$ 785,272.31 | \$ 785,272.31 |
| Accounts Receivable | | |
| 1200 Accounts Receivable | 274,253.82 | 274,253.82 |
| Total Accounts Receivable | \$ 274,253.82 | \$ 274,253.82 |
| Other Current Assets | | |
| 1150 Prepaid Expenses | 0.00 | 0.00 |
| 1250 Accrued Revenue | 592,439.61 | 592,439.61 |
| 1300 Due from CVTA | 82,406.19 | 82,406.19 |
| Total Other Current Assets | \$ 674,845.80 | \$ 674,845.80 |
| Total Current Assets | \$ 1,734,371.93 | \$ 1,734,371.93 |
| Fixed Assets | | |
| 1300 Property & Equipment | 351,457.57 | |
| 1350 Accumulated Depreciation | -259,897.02 | |
| Total Fixed Assets | \$ 91,560.55 | \$ 0.00 |
| Other Assets | | |
| 1950 Deferred outflows - VRS Pymts | 84,635.67 | |
| 1951 Deferred Outflows-Diff Proj vs | 174,697.00 | |
| Total Other Assets | \$ 259,332.67 | \$ 0.00 |
| TOTAL ASSETS | \$ 2,085,265.15 | \$ 1,734,371.93 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 Accounts Payable | 113,970.10 | 113,970.10 |
| Total Accounts Payable | \$ 113,970.10 | \$ 113,970.10 |
| Credit Cards | | |
| 2020 Account Payable - Other | 23,942.98 | 23,942.98 |
| Total Credit Cards | \$ 23,942.98 | \$ 23,942.98 |
| Other Current Liabilities | | |
| 2050 Accrued Expenses | 59,937.16 | 59,937.16 |
| 2500 Compensated Absences | 0.00 | 0.00 |
| 2525 Deferred Revenue | 247,532.43 | 247,532.43 |
| 2600 Security Deposit | 2,664.66 | 2,664.66 |
| Total Other Current Liabilities | \$ 250,134.25 | \$ 310,134.25 |
| Total Current Liabilities | \$ 542,748.73 | \$ 448,047.33 |



Back to Agenda

Richmond Regional PDC
Balance Sheet
As of April 30, 2021



Back to Agenda

| | Statement of Net Position | Balance Sheet |
|---|------------------------------|------------------------|
| Long-Term Liabilities | | |
| 2800 Deferred Rent Liability | 22,959.30 | |
| 2900 Net Pension Liability | 584,259.00 | |
| 2950 Deferred Inflows | 130,799.00 | |
| Total Long-Term Liabilities | \$ 738,017.30 | \$ 0.00 |
| Total Liabilities | \$ 1,280,766.03 | \$ 448,047.33 |
| Net Position | | |
| Investment in capital assets | 91,560.55 | |
| Unrestricted | 712,938.57 | |
| Total Net Position | \$ 804,499.12 | |
| Fund Balance | | |
| Nonspendable | | 0.00 |
| Unassigned | | 1,286,324.60 |
| Total Net Position | | \$ 1,286,324.60 |
| TOTAL LIABILITIES AND EQUITY | \$ 2,085,265.15 | \$ 1,734,371.93 |

Richmond Regional PDC
Profit and Loss
July 2020 - April 2021

| | Jul 2020 | Aug 2020 | Sep 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | Total |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Income | | | | | | | | | | | |
| 4100 Federal Funding | | | | | | | | | | | 0.00 |
| 4101 MPO FHWA/PL Funds - Fed share | 99,483.00 | 78,809.00 | 70,113.79 | 82,910.54 | 76,735.26 | 25,811.20 | 76,648.00 | 83,503.20 | 98,819.44 | 86,438.79 | 779,272.22 |
| 4102 MPO Sect 5303 Funds - Fed share | 21,635.00 | 21,316.00 | 26,540.00 | 21,993.46 | 19,600.00 | 21,653.54 | 20,225.60 | 22,648.80 | 25,340.95 | 23,077.08 | 224,030.43 |
| 4105 MPO Pass-Through | | 6,420.03 | 3,956.20 | | | | 39,684.86 | | 41,466.19 | 61,613.65 | 153,140.93 |
| 4110 DEQ-FY18/19Coastal-TAC | 478.00 | 898.00 | -743.61 | 867.05 | 295.50 | 4,784.45 | | | | 0.00 | 6,579.39 |
| 4111 FY20 Rural Coastal VA Mktg | | | | 114.91 | 179.53 | 191.36 | | 397.75 | 236.06 | 148.44 | 1,268.05 |
| 4112 FY20 Lower Chickahominy | | | 0.00 | 2,147.07 | 2,848.67 | 4,970.35 | 4,063.02 | 4,286.33 | 2,975.15 | 4,135.25 | 25,425.84 |
| 4113 FY20 Coastal TA & Resiliency | | | | 135.81 | 686.50 | 1,472.43 | 3,806.17 | 7,046.68 | 3,844.78 | 22,486.59 | 39,478.96 |
| 4114 FY18/19 Coastal - Lwr Chk | 8,027.00 | 6,868.68 | -19,877.05 | 4,981.37 | | 51,040.00 | | | | 0.00 | 51,040.00 |
| 4115 CBRAP - WIP3/Fed Share | 8,032.00 | 4,220.00 | 1,426.00 | 2,525.00 | 4,746.23 | 14,416.87 | 6,854.85 | 1,963.42 | 4,260.12 | 4,393.15 | 52,837.64 |
| 4120 VDEM SHSP | 3,227.66 | 6,297.23 | 7,221.97 | 6,941.06 | 6,238.22 | 9,966.32 | 2,887.10 | 5,841.69 | 5,885.61 | 6,983.57 | 61,490.43 |
| 4130 VDEM Pass-through grants | | | | 8,502.24 | | 5,400.00 | 10,800.00 | 11,463.28 | 11,081.09 | 27,946.58 | 75,193.19 |
| 4140 Hazard Mitigation | | 745.00 | 6,642.49 | 955.47 | 1,155.62 | 3,975.54 | 6,232.15 | 5,896.97 | 8,158.42 | 8,263.23 | 42,024.89 |
| 4190 Analysis of Impediments | | 9,355.50 | 17,180.70 | 16,650.00 | | 35,056.75 | | 2,556.93 | 6,967.22 | 0.00 | 87,767.10 |
| Total 4100 Federal Funding | \$ 140,882.66 | \$ 134,929.44 | \$ 112,460.49 | \$ 148,723.98 | \$ 112,485.53 | \$ 178,738.81 | \$ 171,201.75 | \$ 145,605.05 | \$ 209,035.03 | \$ 245,486.33 | \$ 1,599,549.07 |
| 4200 State Funding | | | | | | | | | | | 0.00 |
| 4201 MPO FHWA/PL Funds - State share | 12,435.00 | 9,726.00 | 8,889.72 | 10,363.82 | 9,591.91 | 3,226.27 | 9,581.00 | 10,437.90 | 12,352.43 | 10,804.85 | 97,408.90 |
| 4202 MPO Sec. 5303 - State share | 2,705.00 | 2,665.00 | 3,316.00 | 2,749.18 | 2,450.00 | 2,705.82 | 2,528.20 | 2,831.10 | 3,167.62 | 2,884.63 | 28,002.55 |
| 4205 State MPO Pass-Through | | 1,605.01 | 989.05 | | | | 9,921.21 | | 10,366.54 | 15,403.41 | 38,285.22 |
| 4210 VDOT Rural Planning | 915.00 | | -81.76 | 753.44 | 2,362.67 | 1,868.77 | 2,655.22 | 5,221.46 | 5,853.95 | 8,037.94 | 27,586.69 |
| 4220 VDEM-Hazard Mitigation Plan | | | 1,771.33 | 595.45 | 385.21 | 983.10 | 1,661.91 | 1,572.53 | 2,012.84 | 2,120.56 | 11,102.93 |
| 4230 State Appropriation | 9,548.63 | 9,548.63 | 9,991.46 | 9,548.63 | 9,548.63 | 9,691.29 | 9,548.63 | 9,548.63 | 9,548.63 | 9,548.63 | 96,071.79 |
| Total 4200 State Funding | \$ 25,603.63 | \$ 23,544.64 | \$ 24,875.80 | \$ 24,010.52 | \$ 24,338.42 | \$ 18,475.25 | \$ 35,896.17 | \$ 29,611.62 | \$ 43,302.01 | \$ 48,800.02 | \$ 298,458.08 |
| 4300 Local Funding | | | | | | | | | | | 0.00 |
| 4301 TPO Assessment | 4,204.00 | 4,203.92 | 4,203.92 | 4,203.92 | 4,203.92 | 4,203.92 | 4,203.92 | 4,203.92 | 4,203.92 | 4,203.92 | 42,039.28 |
| 4310 Local Membership Dues | 45,061.00 | 45,440.18 | 45,440.18 | 45,440.18 | 45,440.18 | 40,853.70 | 45,440.18 | 45,045.29 | 45,440.18 | 45,440.18 | 449,041.25 |
| 4315 Service/Fee Income | | | 29,613.97 | 15,451.29 | 14,228.39 | 24,854.47 | 15,164.18 | 16,224.81 | 19,964.86 | 16,430.55 | 151,932.52 |
| 4320 Capital Region Collaborative | | | 168.25 | 1,459.37 | 733.89 | 386.16 | 881.87 | 5,349.14 | 3,283.95 | | 12,262.63 |
| Total 4300 Local Funding | \$ 49,265.00 | \$ 49,644.10 | \$ 79,426.32 | \$ 66,554.76 | \$ 64,606.38 | \$ 70,298.25 | \$ 65,690.15 | \$ 70,823.16 | \$ 72,892.91 | \$ 66,074.65 | \$ 655,275.68 |
| 4400 Private Funding | | | | | | | | | | | 0.00 |
| 4410 Restricted Contributions | | | | | | | | | 0.00 | | 0.00 |
| 4360 FOLAR Grant | 6,245.83 | 6,245.83 | 6,245.83 | 6,245.83 | 6,245.83 | 6,245.83 | 6,245.83 | 6,245.83 | 6,245.83 | 6,245.83 | 62,458.30 |
| Total 4410 Restricted Contributions | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 62,458.30 |
| Total 4400 Private Funding | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 6,245.83 | \$ 62,458.30 |
| 5000 Other Income | | | | | | | | | | | 0.00 |
| 5001 Interest Income | 131.61 | 578.82 | 163.77 | 335.36 | 96.11 | 93.41 | 86.41 | 240.61 | 44.66 | 97.53 | 1,868.29 |
| 5010 Miscellaneous | | | -0.40 | 525.00 | | | | | 0.00 | | 524.60 |
| Total 5000 Other Income | \$ 131.61 | \$ 578.82 | \$ 163.37 | \$ 860.36 | \$ 96.11 | \$ 93.41 | \$ 86.41 | \$ 240.61 | \$ 44.66 | \$ 97.53 | \$ 2,392.89 |
| Total Income | \$ 222,128.73 | \$ 214,942.83 | \$ 223,171.81 | \$ 246,395.45 | \$ 207,772.27 | \$ 273,851.55 | \$ 279,120.31 | \$ 252,526.27 | \$ 331,520.44 | \$ 366,704.36 | \$ 2,618,134.02 |
| Gross Profit | \$ 222,128.73 | \$ 214,942.83 | \$ 223,171.81 | \$ 246,395.45 | \$ 207,772.27 | \$ 273,851.55 | \$ 279,120.31 | \$ 252,526.27 | \$ 331,520.44 | \$ 366,704.36 | \$ 2,618,134.02 |
| Expenses | | | | | | | | | | | |

Richmond Regional PDC
Profit and Loss
July 2020 - April 2021

| | Jul 2020 | Aug 2020 | Sep 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | Total |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| 6000 Salary & Wages | | | | | | | | | | | 0.00 |
| 6110 Salaries FT Chargeable | 64,062.08 | 62,679.12 | 67,312.71 | 66,930.37 | 66,348.81 | 99,751.15 | 78,475.88 | 83,619.72 | 84,826.03 | 101,023.50 | 775,029.37 |
| 5100 Fringe Benefit Pool | 25,835.75 | 25,396.15 | 26,592.49 | 44,988.00 | 39,014.60 | 116,090.69 | 42,343.06 | 40,610.47 | 45,575.55 | 40,935.86 | 447,382.62 |
| 5105 Fringe Benefits Applied | -25,835.75 | -25,396.15 | -26,592.49 | -44,988.00 | -39,014.60 | -116,090.69 | -42,343.06 | -40,610.47 | -45,575.55 | -40,935.86 | -447,382.62 |
| 5400 Indirect Costs Pool | 61,893.49 | 60,088.44 | 113,865.32 | 76,858.71 | 75,034.69 | 109,649.05 | 77,273.93 | 82,051.50 | 94,692.31 | 85,542.34 | 836,949.78 |
| 5410 Indirect Costs Applied | -61,893.49 | -60,088.44 | -113,865.32 | -76,858.71 | -75,034.69 | -109,649.05 | -77,273.93 | -82,051.50 | -94,692.31 | -85,542.34 | -836,949.78 |
| 6100 Salaries - Local | 23,631.10 | 35,310.30 | 30,136.18 | 29,569.93 | 30,312.09 | -23,256.17 | 14,583.32 | 16,240.30 | 14,262.38 | 12,149.51 | 182,938.94 |
| 6101 Leave Wages | 23,568.54 | 15,706.99 | 13,978.77 | 11,553.89 | 13,686.76 | 41,033.27 | 13,110.67 | 10,633.48 | 13,300.85 | 14,440.64 | 171,013.86 |
| 6105 Salaries - PT Chargeable | 15,036.74 | 12,825.17 | 8,532.96 | 8,962.78 | 8,729.77 | 12,785.88 | 8,647.50 | 7,735.50 | 9,012.55 | 8,186.77 | 100,455.62 |
| Total 6110 Salaries FT Chargeable | \$ 126,298.46 | \$ 126,521.58 | \$ 119,960.62 | \$ 117,016.97 | \$ 119,077.43 | \$ 130,314.13 | \$ 114,817.37 | \$ 118,229.00 | \$ 121,401.81 | \$ 135,800.42 | \$ 1,229,437.79 |
| 6200 Payroll Taxes | 9,376.54 | 9,421.95 | 8,793.91 | 8,812.16 | 8,690.93 | 5,262.86 | 16,204.30 | 9,078.04 | 9,033.17 | -2,880.91 | 81,792.95 |
| 6500 Benefits | | | | | | | | | | | 0.00 |
| 6512 Healthcare | 18,290.20 | 17,956.80 | 18,116.60 | 18,116.60 | 18,116.60 | 18,116.60 | 16,047.60 | 16,520.60 | 17,318.60 | 17,318.60 | 175,918.80 |
| 6530 Retirement | | | | | | | | | | | 0.00 |
| 6531 VRS Retirement Contribution | 10,757.77 | 10,757.77 | 10,757.77 | 10,757.77 | 10,757.77 | 10,757.77 | 10,707.77 | 10,707.77 | 10,730.17 | 10,730.17 | 107,422.50 |
| 6532 VRS Employee Contribution | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | -5.70 | 0.13 | -171.53 | -176.19 |
| 6533 ICMA - 401 | 1,153.11 | 1,153.11 | 1,153.11 | 1,153.11 | 1,153.11 | 1,153.11 | 1,153.11 | 1,153.11 | 1,153.11 | 1,153.11 | 11,531.10 |
| 6534 ICMA - 457 | -714.70 | -714.70 | -714.70 | -714.70 | -714.70 | -714.70 | -1,072.05 | -1,528.17 | -714.70 | -714.70 | -8,317.82 |
| 6535 Hybrid 401 A | 1,093.90 | 1,093.90 | 1,093.90 | 1,093.90 | 1,093.90 | 1,093.90 | 899.26 | 1,092.44 | 1,097.54 | 1,104.10 | 10,756.74 |
| 6536 HYBRID 457 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.15 | -520.39 | -5.74 | 0.08 | -525.30 |
| Total 6530 Retirement | \$ 12,290.31 | \$ 12,290.31 | \$ 12,290.31 | \$ 12,290.31 | \$ 12,290.31 | \$ 12,290.31 | \$ 11,688.37 | \$ 10,899.06 | \$ 12,260.51 | \$ 12,101.23 | \$ 120,691.03 |
| 6540 Life & Disability | | | | | | | | | | | 0.00 |
| 6541 LTD | 969.76 | 969.76 | 969.76 | 969.76 | 969.76 | 969.76 | 821.74 | 996.71 | 995.91 | 995.87 | 9,628.79 |
| 6542 Hybrid VRS ST & LT Disability | 175.09 | 175.09 | 175.09 | 175.09 | 175.09 | 175.09 | 175.09 | 205.59 | -61.00 | 176.63 | 1,546.85 |
| 6543 AFLAC | -0.02 | -0.02 | -0.02 | -0.02 | -0.02 | -0.02 | -162.99 | -0.02 | -0.02 | -0.02 | -163.17 |
| Total 6540 Life & Disability | \$ 1,144.83 | \$ 1,144.83 | \$ 1,144.83 | \$ 1,144.83 | \$ 1,144.83 | \$ 1,144.83 | \$ 833.84 | \$ 1,202.28 | \$ 934.89 | \$ 1,172.48 | \$ 11,012.47 |
| 6550 FSA/HSA Section 125 Plans | 105.79 | 104.79 | 104.79 | 104.79 | 142.59 | 445.26 | 277.06 | -161.95 | 289.55 | -693.40 | 719.27 |
| Total 6500 Benefits | \$ 31,831.13 | \$ 31,496.73 | \$ 31,656.53 | \$ 31,656.53 | \$ 31,694.33 | \$ 31,997.00 | \$ 28,846.87 | \$ 28,459.99 | \$ 30,803.55 | \$ 29,898.91 | \$ 308,341.57 |
| 6580 Payroll Fees | 166.40 | 159.48 | 164.67 | 156.02 | 156.02 | 151.54 | 400.64 | 217.13 | 1,579.81 | 172.95 | 3,324.66 |
| 6590 Training | 15,667.00 | 165.00 | 1,340.00 | 1,219.39 | 884.25 | 25.00 | | | 12,863.00 | | 32,163.64 |
| Total 6000 Salary & Wages | \$ 183,339.53 | \$ 167,764.74 | \$ 161,915.73 | \$ 158,861.07 | \$ 160,502.96 | \$ 167,750.53 | \$ 160,269.18 | \$ 155,984.16 | \$ 175,681.34 | \$ 162,991.37 | \$ 1,655,060.61 |
| 7100 Professional Fees | | | | | | | | | | | 0.00 |
| 7720 Legal Fees | 3,000.00 | -3,000.00 | | | | | | | | | 0.00 |
| 7721 General Counsel | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 20,000.00 |
| Total 7720 Legal Fees | \$ 5,000.00 | -\$ 1,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 20,000.00 |
| 7730 Contracted Services | | | | | | | 10,400.00 | 4,987.50 | 5,017.50 | 12,022.50 | 32,427.50 |
| Total 7100 Professional Fees | \$ 5,000.00 | -\$ 1,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 12,400.00 | \$ 6,987.50 | \$ 7,017.50 | \$ 14,022.50 | \$ 52,427.50 |
| 7200 Office Expenses | | | | | | | | 285.00 | | | 285.00 |
| 7220 Computer Operations | | | | | | | | | | | 0.00 |
| 7221 Virtual Desktop Operations | 8,959.51 | 9,026.25 | 8,970.13 | 8,975.17 | 8,808.87 | 8,855.09 | 9,457.81 | 8,793.59 | 9,750.98 | 8,740.03 | 90,337.43 |
| 7222 Software | 394.92 | 419.92 | 2,000.15 | 468.92 | 551.28 | 552.92 | 716.08 | 552.92 | 922.44 | 720.47 | 7,300.02 |
| 7223 Broadband/network/telephone | 3,294.10 | 1,273.23 | 1,195.26 | 1,216.72 | 554.45 | 605.97 | 1,208.86 | 1,133.86 | 994.81 | 994.82 | 12,472.08 |

Richmond Regional PDC
Profit and Loss
July 2020 - April 2021

| | Jul 2020 | Aug 2020 | Sep 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | Total |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| 7224 Desktops & Support | 1,076.30 | 1,076.30 | 1,192.10 | 1,076.30 | 1,076.30 | 1,076.30 | 1,076.30 | 1,076.30 | 3,126.33 | 392.97 | 12,245.50 |
| 7226 Technology services | | 2,577.04 | | | | | | | | 1,270.94 | 3,847.98 |
| Total 7220 Computer Operations | \$ 13,724.83 | \$ 14,372.74 | \$ 13,357.64 | \$ 11,737.11 | \$ 10,990.90 | \$ 11,090.28 | \$ 12,459.05 | \$ 11,556.67 | \$ 14,794.56 | \$ 12,119.23 | \$ 126,203.01 |
| 7225 Computer Supplies | | | | | | | | 4.23 | 183.46 | | 187.69 |
| 7230 Printing | 3,813.14 | 2,579.09 | 2,909.24 | 2,579.09 | 2,828.37 | 2,635.94 | 2,911.24 | 2,579.09 | 2,467.86 | 1,187.51 | 26,490.57 |
| 7235 Supplies | 1,565.62 | 2,721.45 | 226.12 | 207.22 | | 49.74 | 38.51 | 296.57 | 361.50 | | 5,466.73 |
| 7245 Postage | | 21.78 | | | | | | | | | 21.78 |
| 7250 Public Outreach/Advertisements | | | | | | 961.00 | | | 1,556.96 | | 2,517.96 |
| 7290 Miscellaneous Expenses | | 166.13 | 1,902.59 | 2,102.47 | | 1,269.89 | 500.00 | 400.00 | 1,680.00 | 400.00 | 8,421.08 |
| 7295 Bank Fees | 115.00 | 100.00 | 85.00 | 85.00 | 100.00 | 82.50 | 70.00 | 85.00 | 100.00 | 75.00 | 897.50 |
| Total 7200 Office Expenses | \$ 19,218.59 | \$ 19,961.19 | \$ 18,480.59 | \$ 16,710.89 | \$ 13,919.27 | \$ 16,089.35 | \$ 15,978.80 | \$ 15,202.33 | \$ 20,965.11 | \$ 13,965.20 | \$ 170,491.32 |
| 7400 Program Expenses | | | | | | | | | | | 0.00 |
| 7410 Organizational Dues | 1,247.79 | 1,337.05 | 1,222.80 | 847.80 | 1,390.80 | 2,476.30 | 1,141.67 | 3,720.29 | 4,566.64 | | 17,951.14 |
| 7425 Travel - Agency | 75.92 | 0.00 | 8.00 | | | 92.18 | | | | | 176.10 |
| 7430 Books & Periodicals | 11.99 | 11.99 | 11.99 | 11.99 | 111.99 | 11.99 | 11.99 | 11.99 | 71.99 | | 267.91 |
| 7450 Pass-through and Matching funds | | | | | | | | | | | 0.00 |
| 7451 Pass Through Funds - MPO | | 8,025.04 | 10,198.30 | | | | 49,606.07 | | 51,832.73 | 77,017.06 | 196,679.20 |
| 7454 Pass-through funds - Lower Ck | | | | | | 47,679.67 | | | | | 47,679.67 |
| 7456 Pass - Through Funds - SHSP | | | | 8,502.24 | | 5,400.00 | 10,516.30 | 6,346.98 | 7,894.10 | 31,133.57 | 69,793.19 |
| 7457 Pass-Thru Hazard Mitigation | | | | | | | | | | 12,500.00 | 12,500.00 |
| 7459 Other Pass-thru expenses | | 9,355.50 | 12,075.13 | 16,650.00 | | 35,056.75 | | | | | 73,137.38 |
| Total 7450 Pass-through and Matching funds | \$ 0.00 | \$ 17,380.54 | \$ 22,273.43 | \$ 25,152.24 | \$ 0.00 | \$ 88,136.42 | \$ 60,122.37 | \$ 6,346.98 | \$ 59,726.83 | \$ 120,650.63 | \$ 399,789.44 |
| Total 7400 Program Expenses | \$ 1,335.70 | \$ 18,729.58 | \$ 23,516.22 | \$ 26,012.03 | \$ 1,502.79 | \$ 90,716.89 | \$ 61,276.03 | \$ 10,079.26 | \$ 64,365.46 | \$ 120,650.63 | \$ 418,184.59 |
| 7600 Infrastructure | | | | | | | | | | | 0.00 |
| 7210 Rent | 20,190.24 | 20,875.77 | 20,875.77 | 20,875.77 | 20,875.77 | 20,875.77 | 20,875.77 | 20,875.77 | 20,875.77 | 20,875.77 | 208,072.17 |
| 7240 Insurance | 573.08 | 573.08 | 573.08 | 573.08 | 573.08 | 573.08 | 573.08 | 573.08 | 2,292.36 | | 6,877.00 |
| 7680 Depreciation Expense | 2,102.65 | 2,102.65 | 2,102.65 | 2,102.65 | 1,710.00 | 1,710.00 | 1,710.00 | 1,710.00 | 1,710.00 | 1,710.00 | 18,670.60 |
| Total 7600 Infrastructure | \$ 22,865.97 | \$ 23,551.50 | \$ 23,551.50 | \$ 23,551.50 | \$ 23,158.85 | \$ 23,158.85 | \$ 23,158.85 | \$ 23,158.85 | \$ 24,878.13 | \$ 22,585.77 | \$ 233,619.77 |
| Total Expenses | \$ 231,759.79 | \$ 229,007.01 | \$ 229,464.04 | \$ 227,135.49 | \$ 201,083.87 | \$ 299,715.62 | \$ 273,082.86 | \$ 211,412.10 | \$ 292,907.54 | \$ 334,215.47 | \$ 2,529,783.79 |
| Net Operating Income | -\$ 9,631.06 | -\$ 14,064.18 | -\$ 6,292.23 | \$ 19,259.96 | \$ 6,688.40 | -\$ 25,864.07 | \$ 6,037.45 | \$ 41,114.17 | \$ 38,612.90 | \$ 32,488.89 | \$ 88,350.23 |
| Other Expenses | | | | | | | | | | | |
| 7900 Capital Expense Projects | | 5,947.01 | | 5,422.50 | 602.50 | 1,125.00 | | 150.00 | | | 13,247.01 |
| 7950 Transfer to/from Reserves | 0.00 | | | | | | | | | | 0.00 |
| 7952 Transfer to Local Match | | | | 4,981.37 | | -4,586.48 | | -394.89 | | | 0.00 |
| Total Other Expenses | \$ 0.00 | \$ 5,947.01 | \$ 0.00 | \$ 10,403.87 | \$ 602.50 | -\$ 3,461.48 | \$ 0.00 | -\$ 244.89 | \$ 0.00 | \$ 0.00 | \$ 13,247.01 |
| Net Other Income | \$ 0.00 | -\$ 5,947.01 | \$ 0.00 | -\$ 10,403.87 | -\$ 602.50 | \$ 3,461.48 | \$ 0.00 | \$ 244.89 | \$ 0.00 | \$ 0.00 | -\$ 13,247.01 |
| Net Income | -\$ 9,631.06 | -\$ 20,011.19 | -\$ 6,292.23 | \$ 8,856.09 | \$ 6,085.90 | -\$ 22,402.59 | \$ 6,037.45 | \$ 41,359.06 | \$ 38,612.90 | \$ 32,488.89 | \$ 75,103.22 |

PlanRVA
Proposed Budget
FY 2022



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| Income | FY2022 Proposed | FY2021 Predicted | Change from FY2021 | Notes |
|--|------------------------|------------------------|------------------------|--------------------------------|
| 4100 Federal Funding | | | | |
| 4101 MPO FHWA/PL Funds- Fed Share | \$ 1,244,104.42 | \$ 848,394.72 | \$ 395,709.70 | |
| 4102 MPO Sect 5303 Funds- Fed Share | \$ 342,032.45 | \$ 306,511.76 | \$ 35,520.69 | New Positions Increase Revenue |
| 4105 MPO Pass-Through | \$ 200,000.00 | \$ 223,559.00 | \$ (23,559.00) | |
| 4110 DEQ- FY18/19 Coastal- TAC | \$ - | \$ 6,581.00 | \$ (6,581.00) | |
| 4111 FY20 Rural Coastal Va Mktg | \$ 7,617.60 | \$ 3,149.00 | \$ 4,468.60 | Grant Expires 9/30/21 |
| 4112 FY20 Lower Chickahominy | \$ 85,868.00 | \$ 139,790.00 | \$ (53,922.00) | Grant Expires 9/30/21 |
| 4113 Coastal TA & Resiliency | \$ 56,708.07 | \$ 18,366.00 | \$ 38,342.07 | Includes FY21 and FY22 awards |
| 4114 FY18/19 Coastal- Lwr Chickahominy | \$ - | \$ 51,040.00 | \$ (51,040.00) | |
| 4115 CBRAP- WIP3/ Fed Share | \$ 66,342.17 | \$ 70,732.00 | \$ (4,389.83) | Grant Expires 12/31/21 |
| 4120 VDEM SHSP | \$ 68,976.96 | \$ 76,609.00 | \$ (7,632.04) | Grant Applications Pending |
| 4130 VDEM Pass-Through Grants | \$ - | \$ 110,000.00 | \$ (110,000.00) | Grant Applications Pending |
| 4140 Hazard Mitigation Fed Share | \$ 86,233.92 | \$ 100,578.00 | \$ (14,344.08) | |
| 4141 Hazard Mitigation Admin | \$ 5,766.72 | \$ 3,453.00 | \$ 2,313.72 | |
| 4190 Analysis of Impediments/ Fair Housing | \$ - | \$ 101,817.00 | \$ (101,817.00) | |
| DCR Floodplain Management Grant | \$ 19,817.93 | \$ - | \$ 19,817.93 | Grant Applications Pending |
| Total 4100 Federal Funding | \$ 2,183,468.23 | \$ 2,060,580.48 | \$ 122,887.75 | |
| 4200 State Funding | | | | |
| 4201 MPO FHWA/PL Funds - State Share | \$ 155,513.05 | \$ 106,049.00 | \$ 49,464.05 | |
| 4202 MPO Sec. 5303 - State Share | \$ 42,754.06 | \$ 38,313.00 | \$ 4,441.06 | New Positions Increase Revenue |
| 4205 State MPO Pass Through | \$ 50,000.00 | \$ 55,889.00 | \$ (5,889.00) | |
| 4210 VDOT Rural Planning | \$ 58,000.00 | \$ 58,000.00 | \$ - | |
| 4220 Hazard Mitigation Plan | \$ 22,995.71 | \$ 26,820.00 | \$ (3,824.29) | |
| 4230 State Appropriation | \$ 126,216.07 | \$ 112,061.00 | \$ 14,155.07 | Per 2021 GA Action |
| Total 4200 State Funding | \$ 454,485.96 | \$ 397,132.00 | \$ 57,353.96 | |
| 4300 Local Funding | | | | |
| 4301 TPO Assessment | \$ 50,797.25 | \$ 53,567.50 | \$ (2,770.25) | |
| 4310 Local Membership Dues | \$ 526,283.62 | \$ 544,903.00 | \$ (18,619.38) | |
| 4315 Service/Fee Income | \$ 209,666.16 | \$ 188,383.00 | \$ 21,283.16 | Pending Approval of MOU |
| 4320 Capital Region Collaborative | \$ 81,494.37 | \$ 12,645.00 | \$ 68,849.37 | Transfer from ChamberRVA |
| Total 4300 Local Funding | \$ 868,241.40 | \$ 799,498.50 | \$ 68,742.90 | |
| 4400 Private Funding | | | | |
| 4420 Community Impact Grant | \$ - | \$ 50,000.00 | \$ (50,000.00) | |
| 4360 FOLAR Grant | \$ 74,950.00 | \$ 74,957.00 | \$ (7.00) | |
| 4430 Virginia Housing Capacity Bldg Grant | \$ 10,000.00 | \$ 74,958.00 | \$ (64,958.00) | |
| 4440 Regional Housing Production Grant | \$ 1,000,310.14 | \$ 74,958.00 | \$ 925,352.14 | Grant Applications Pending |
| Total 4410 Restricted Contributions | \$ 1,085,260.14 | \$ 274,873.00 | \$ 810,387.14 | |
| Total Income | \$ 4,591,455.74 | \$ 3,532,083.98 | \$ 1,059,371.76 | |

PlanRVA
Proposed Budget
FY 2022



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| | | | | | |
|---|-----------|---------------------|-----------|---------------------|--|
| Expenses | | | | | |
| 6000 Salary & Wages | | | | | |
| 6100 Wages- Indirect | \$ | 110,543.01 | \$ | 185,245.00 | \$ (74,701.99) Transfer of FT Staff to Contract |
| 6101 Leave Wages | \$ | 202,211.68 | \$ | 217,515.00 | \$ (15,303.32) |
| 6102 Leave Paid Out | \$ | 10,000.00 | \$ | 10,000.00 | \$ - |
| 6105 Salaries- Part Time Chargeable | \$ | 83,509.45 | \$ | 112,681.43 | \$ (29,171.99) 2 PT positions converted to FT |
| 6110 Salaries- Full Time Chargeable | \$ | 1,296,617.44 | \$ | 961,863.00 | \$ 334,754.44 New Positions Assigned to Programs |
| 6200 Payroll Taxes | \$ | 129,505.44 | \$ | 115,464.00 | \$ 14,041.44 |
| 6500 Benefits | | | | | |
| 6512 Healthcare | \$ | 300,000.00 | \$ | 225,133.00 | \$ 74,867.00 |
| 6531 VRS Retirement Contribution | \$ | 168,000.00 | \$ | 126,000.00 | \$ 42,000.00 |
| 6533 ICMA- 401 | \$ | 19,000.00 | \$ | 14,000.00 | \$ 5,000.00 |
| 6535 Hybrid 401 A (matching funds) | \$ | 7,000.00 | \$ | 5,000.00 | \$ 2,000.00 |
| 6541 LTD | \$ | 14,000.00 | \$ | 10,565.00 | \$ 3,435.00 |
| 6542 Hybrid VRS ST & LT Disability | \$ | 2,750.00 | \$ | 2,000.00 | \$ 750.00 |
| 6550 FSH/HAS Section 125 Plans | \$ | 2,750.00 | \$ | 2,000.00 | \$ 750.00 |
| 6580 Payroll Fees | \$ | 3,500.00 | \$ | 3,000.00 | \$ 500.00 |
| 6590 Training | \$ | 75,000.00 | \$ | 40,000.00 | \$ 35,000.00 Re-established post COVID |
| Wages Adjustment to Actual | \$ | - | \$ | (42,441.00) | |
| Total 6000 Salary & Wages | \$ | 2,424,387.01 | \$ | 1,988,025.43 | \$ 436,361.58 |
| 7720 Legal Fees- Other | | | | | |
| 7721 General Counsel | \$ | 15,000.00 | \$ | - | \$ 15,000.00 |
| | \$ | 30,000.00 | \$ | 24,000.00 | \$ 6,000.00 |
| # Total 7720 Legal | \$ | 45,000.00 | \$ | 24,000.00 | \$ 21,000.00 |
| 7730 Contracted Services | \$ | 145,401.00 | \$ | 46,621.00 | \$ 98,780.00 Contract CFO, Audit, HR, Training |
| Total 7100 Professional Fees | \$ | 190,401.00 | \$ | 70,621.00 | \$ 119,780.00 |
| 7200 Office Expenses | | | | | |
| 7220 Computer Operations | | | | | |
| 7221 Virtual Desktop Operations | \$ | 120,000.00 | \$ | 108,000.00 | \$ 12,000.00 |
| 7222 Software | \$ | 38,738.36 | \$ | 32,738.00 | \$ 6,000.36 |
| 7223 Broadband/network/telephone | \$ | 18,000.00 | \$ | 16,000.00 | \$ 2,000.00 |
| 7224 Desktops & Support | \$ | 20,000.00 | \$ | 20,450.00 | \$ (450.00) |
| 7226 Technology Services | \$ | 10,000.00 | \$ | 4,500.00 | \$ 5,500.00 |
| Total 7220 Computer Operations | \$ | 206,738.36 | \$ | 181,688.00 | \$ 25,050.36 |
| 7230 Printing | \$ | 29,000.00 | \$ | 35,000.00 | \$ (6,000.00) In House Only; Outsourced in line 7250 |
| 7235 Supplies | \$ | 14,000.00 | \$ | 8,500.00 | \$ 5,500.00 Re-established post COVID |
| 7245 Postage | \$ | 10,000.00 | \$ | 100.00 | \$ 9,900.00 Re-established post COVID |
| 7250 Public Outreach/ Advertisements | \$ | 50,000.00 | \$ | 2,000.00 | \$ 48,000.00 Pending Approval by EC for Obligation |
| 7290 Miscellaneous Expenses | \$ | 15,000.00 | \$ | 12,000.00 | \$ 3,000.00 |
| 7295 Bank Fees | \$ | 2,500.00 | \$ | 1,100.00 | \$ 1,400.00 |
| Total 7200 Office Expenses | \$ | 327,238.36 | \$ | 240,388.00 | \$ 86,850.36 |
| 7400 Program Expenses | | | | | |
| 7410 Organizational Dues | \$ | 20,000.00 | \$ | 17,500.00 | \$ 2,500.00 |
| 7420 Travel- Board | \$ | 7,000.00 | \$ | - | \$ 7,000.00 Re-established post COVID |
| 7425- Travel- Agency | \$ | 40,000.00 | \$ | 5,000.00 | \$ 35,000.00 Re-established post COVID |
| 7430 Books & Periodicals | \$ | 1,500.00 | \$ | 1,000.00 | \$ 500.00 |
| 7450 Pass-Through and Matching Funds | | | | | |
| 7451 Pass Through Funds- MPO | \$ | 250,000.00 | \$ | 279,449.00 | \$ (29,449.00) RSTP Allocation by RRTPO |
| 7452 Pass Through Funds (VDEM) | \$ | - | \$ | 100,000.00 | \$ (100,000.00) Grant Applications Pending |
| 7454 Pass Through Funds Lower Ck | \$ | 85,000.00 | \$ | 132,679.00 | \$ (47,679.00) Pending FY2021 Reconciliation |
| 7457 Pass- Through Hazard Mitigation | \$ | - | \$ | 70,000.00 | \$ (70,000.00) Pending FY2021 Reconciliation |
| 7459 Other Pass Through Awards | \$ | 931,873.06 | \$ | 123,138.00 | \$ 808,735.06 Va Housing Grant Pass Through |
| Total Pass-Thru and Matching Funds | \$ | 1,266,873.06 | \$ | 705,266.00 | \$ 561,607.06 |
| Total 7400 Program Expenses | \$ | 1,335,373.06 | \$ | 728,766.00 | \$ 606,607.06 |
| 7600 Infrastructure | | | | | |
| 7210 Rent | \$ | 258,305.71 | \$ | 249,156.00 | \$ 9,149.71 Lease Rent Escalation |
| 7240 Insurance | \$ | 10,000.00 | \$ | 7,390.00 | \$ 2,610.00 Pending Renewal Package |
| 7680 Depreciation Expense | \$ | - | \$ | 21,575.00 | \$ (21,575.00) |
| Total 7600 Infrastructure | \$ | 268,305.71 | \$ | 278,121.00 | \$ (9,815.29) |
| Total Expenses | \$ | 4,545,705.14 | \$ | 3,305,921.43 | \$ 1,239,783.71 |



PlanRVA
Proposed Budget
FY 2022



| | | | | |
|--|---------------------|----------------------|------------------------|---------------------------------------|
| Net Operating Income | \$ 45,750.60 | \$ 226,162.55 | \$ (180,411.95) | |
| Other Expenses | | | | |
| 7900 Capital Expense Projects | \$ 45,750.60 | \$ 20,000.00 | \$ 25,750.60 | Pending Approval by EC for Obligation |
| 7950 Transfer to/from Reserves | \$ - | \$ 101,888.00 | \$ (101,888.00) | |
| 7951 Trf to Reserves - Fund Balance Goal | \$ - | \$ 32,245.00 | \$ (32,245.00) | |
| Total Other Expenses | \$ 45,750.60 | \$ 154,133.00 | \$ (108,382.40) | |
| Net Income (Loss) | \$ (0.00) | \$ 72,029.55 | \$ (72,029.55) | |



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

April 2021 - May 2021

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

Cosby Center

Chesterfield

The Applicant is actively pursuing a Virginia Department of Environmental Quality (DEQ) Section 401 Individual Permit and an Army Corps of Engineers (COE) Section 404 Individual Permit to support the development of the Project. The purpose of the proposed Project is to provide the surrounding community with mixed-use development, including approximately fourteen (14) buildings to house a mix of retail stores, office space and dining options, plus parking areas, pedestrian paths, and outdoor seating. Additional parcel improvements associated with the Project include installation of appurtenant utilities, including sanitary sewer, water, and a stormwater conveyance system throughout, as well as roadway improvements along Hull Street and Cosby Road. Approximately 1.11 acres (48,283 square feet) of palustrine forested (PFO) wetlands, 0.36 (15,856 square feet) of palustrine emergent (PEM) wetlands, 0.85 acres (37,071 square feet) of palustrine open water (POW), 0.09 acres of palustrine scrub-shrub (PSS) wetlands and 64 linear feet of ephemeral (R6) stream channel will be permanently impacted. Compensatory mitigation for unavoidable impacts to WOUS will be achieved through the purchase of off-site mitigation credits using standard mitigation ratios from a Wetland and Stream Mitigation Bank that is approved for use in the Appomattox watershed. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about the proposed project.

New Kent County Airport

New Kent

The Assessment addresses both airfield and airspace infrastructure projects that collectively enhance W96's ability to improve safety, meet FAA design criteria, and achieve the County's development goals. The Proposed Action includes aviation easement acquisition, the mitigation of tree obstructions to the protected airspace surfaces associated with Runways 11 and 29, and hangar construction to accommodate the current and anticipated demand at W96. These projects are anticipated to occur within the next five years. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no concerns about the projects proposed in the Assessment.

Located outside - but potentially impacting - the Richmond Region

Cabin Point and Glebe Harbor

Westmoreland

Virginia American Water has applied for a modified Existing User permit for the Cabin Point and Glebe Harbor Subdivision in Westmoreland County, Virginia. The permit allows the applicant to withdraw an average of 48,822 gallons per day. The modification of the permit would allow a switch of which multi-aquifer screened production well is to be replaced during this permit term versus the next permit term and to extend the due date for the well abandonment and aquifer testing from October 1, 2023 to January 4, 2025. The groundwater withdrawal supports a non-municipal public water supply. The withdrawal will utilize the Piney Point aquifer at a depth between 144 and 206 feet below land surface; the Aquia aquifer at a depth between 338-470 feet below land surface; and the Potomac aquifer at a depth between 505 to 718 feet below land surface at the withdrawal location. PlanRVA staff received no comments from locality staff. PlanRVA staff responded with no comments about the proposed permit.



BYLAWS OF THE RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

ARTICLE I Name

The name of this organization is the Richmond Regional Planning District Commission, hereinafter referred to as the “COMMISSION.” The COMMISSION was established pursuant to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et. seq., Code of Virginia (1950), as amended), recodified as the Regional Cooperation Act (Title 15.2, Chapter 42, Sections 15.2-4200 et. seq.). Further, the COMMISSION was established by joint resolutions of the governing bodies of its constituent member jurisdictions in 1969.

ARTICLE II Definitions

- (1) “Richmond Regional Planning District” comprises the City of Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Town of Ashland. It includes all governmental subdivisions within Planning District 15 with a population in excess of 3,500.
- (2) The “COMMISSION” means the Richmond Regional Planning District Commission.
- (3) “Planning Agency” means any county, city, or town planning agency authorized under state or local laws to make and adopt a comprehensive plan, whether or not its jurisdiction is exclusive or concurrent.
- (4) The “Act” means the Regional Cooperation Act.
- (5) “He” means any member or officer of the COMMISSION, whether male or female.
- (6) “Year,” as it applies to the COMMISSION, shall be the fiscal year July 1 to June 30.
- (7) “Charter Agreement” means the agreement of the several governing bodies establishing this COMMISSION by resolution or ordinance in 1969.

ARTICLE III Purposes and Duties

The COMMISSION shall be a public body corporate and politic with all the powers and duties granted to it by the laws of the Commonwealth of Virginia including the Regional Cooperation Act. The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE IV
Membership

Section 1

Membership in the COMMISSION shall be as set forth in the Charter Agreement.

ARTICLE V
Terms of Office and Voting Rights

Section 1

The terms of office and voting rights of COMMISSION members shall be as set forth in the Charter Agreement.

ARTICLE VI
Officers

Section 1

Officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, Treasurer, and Secretary who shall be elected by the membership of the COMMISSION.

Section 2

The Chairman, Vice-Chairman, Treasurer, and Secretary shall be elected for terms of one year.

Section 3

The Chairman shall not be eligible to serve consecutive terms. No jurisdiction shall have more than one representative serving as a COMMISSION officer except that the Treasurer, when reelected for a consecutive term, may serve even though another COMMISSION officer is from the same jurisdiction.

Section 4

Elections for said offices shall be held annually at the first meeting of the COMMISSION after June 1st of each calendar year. The term of each office shall be one year, commencing July 1 of the year in which he was elected, PROVIDED, however, that any office shall become vacant if the incumbent at any time during his term ceases to be a member of the COMMISSION. If any office shall become vacant for any reason, an election to fill the office shall be held at the next regular meeting of the COMMISSION at which a majority of the members are present, and the new officer so elected shall complete the unexpired term of the officer he succeeded.

Section 5

A majority vote of the COMMISSION members shall be required for election to any office.

Section 6

Duties and Powers:

a) Chairman

In addition to the well-recognized and inherent duties and powers of the office of Chairman, the Chairman shall sign all acts or orders necessary to carry out the will of the COMMISSION; and, he shall have the authority to delegate any routine ministerial function to a member or members of the staff. He shall exercise all of the check signing powers of the Treasurer in that officer's absence. He shall preside over all meetings of the COMMISSION except when not in attendance or while he is addressing remarks to an issue before the COMMISSION, if such remarks are not within the scope of authority inherent to a presiding officer; he shall be eligible to vote on all issues regardless of a tie vote; he is authorized to appoint standing and special committees with the concurrence of the Executive Committee and to appoint substitutes to serve on standing and special committees when any member of a committee is temporarily unable to serve.

b) Vice-Chairman

The primary responsibility of the Vice-Chairman shall be to serve as Acting Chairman of the COMMISSION in the absence of the Chairman. When the Vice-Chairman is serving as Acting Chairman in the absence of the Chairman, the Vice-Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws and by any other action of the COMMISSION.

c) Treasurer

The Treasurer is the official custodian of the funds of the COMMISSION. As custodian, the Treasurer is responsible for having accurate knowledge of the COMMISSION's financial condition at all times. The Treasurer may delegate certain administrative and clerical tasks to the Executive Director or other paid staff of the COMMISSION. He may also delegate the following financial authority to the Executive Director: the signing, without the Treasurer's countersignature, of all payroll related checks drawn on the COMMISSION's authorized bank account, by the Executive Director; and, the signing, without the Treasurer's countersignature, of non-payroll related checks drawn on the COMMISSION's authorized bank account up to a maximum of three thousand dollars and no cents (\$3,000.00) by the Executive Director. The Treasurer shall be responsible for:

1. Making a brief report to the COMMISSION each month regarding the organization's current financial condition.
2. Advising the COMMISSION from time to time concerning the future financial needs of the COMMISSION.

3. Initiating the preparation of an independent audit of the COMMISSION's financial records as soon as possible after the end of the COMMISSION's fiscal year.
4. Countersigning, with the Executive Director, all non-payroll related checks in excess of three thousand dollars (\$3,000.00) drawn on the authorized bank account established by the COMMISSION.

d) Secretary

The Secretary shall be responsible for:

1. Arranging for the giving of notice of regular and special meetings of the COMMISSION.
2. Arranging for the keeping of minutes of the proceedings of the COMMISSION.
3. Authenticating by his signature the minutes and resolutions of the COMMISSION.

The Secretary may delegate certain administrative and clerical tasks to the Executive Secretary and other paid staff of the COMMISSION.

ARTICLE VII

Committees

Section 1

The COMMISSION may establish any, and as many, standing committees as it deems desirable. A motion to establish a standing committee shall receive a majority of the votes of the members present. The Chairman shall then appoint the members to the standing committee with the concurrence of the Executive Committee. The Executive Committee and the Charter and Bylaws Committee, shall, at a minimum, be composed of at least one representative from each jurisdiction composing the COMMISSION. All other committees may have such membership as are, in the opinion of the Chairman, appropriate for the task of the committee. At the request of a Commission member from a jurisdiction not represented on a committee, the Chairman shall appoint a member from that jurisdiction to the committee.

Section 2

One of the standing committees shall be the Executive Committee. The Chairman of the COMMISSION shall serve as a member and as the chairman of the Executive Committee. In addition, the Executive Committee shall consist of the officers of the COMMISSION, the immediate past Chairman of the COMMISSION, and one representative from each jurisdiction not having an officer on the COMMISSION. The Chairman shall appoint these additional members of the Executive Committee.

The Executive Committee shall have the following specific powers and duties:

- a) The Executive Committee shall be responsible for recommending the Annual Work Program and Budget to the COMMISSION.
- b) The Executive Committee shall be responsible for monitoring the COMMISSION's Annual Work Program and Budget and recommending all necessary modifications to the COMMISSION.
- c) The Executive Committee shall be responsible for the annual performance and salary evaluation of the COMMISSION's Executive Director.
- d) The Executive Committee shall be responsible for considering, and approving if warranted, all special personnel requests recommended by the COMMISSION's Executive Director, provided such personnel requests do not involve a change in authorized positions or the total annual personnel budget.
- e) The Executive Committee shall be responsible for determining attendance by members of the COMMISSION at State and National meetings and conferences.
- f) The Executive Committee shall be responsible for reviewing all actions of COMMISSION standing and special committees before the actions are brought to the attention of the COMMISSION, provided, however, that the Chairman of a standing or special committee may request consideration by the full COMMISSION of any action of his committee, regardless of the review by the Executive Committee.
- g) The Executive Committee shall have any other power granted to it in an open meeting of the COMMISSION, provided a quorum of the COMMISSION is present at said open meeting; and further provided that at least a majority of the total membership of the COMMISSION votes affirmatively to grant such power to the Executive Committee.
- h) A quorum of the Executive Committee shall consist of a majority of the Executive Committee's members. In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, provided a quorum is present.

Section 3

All policy committees shall be considered standing committees.

Section 4

The Chairman may from time to time establish such special committees as he deems desirable and shall appoint the members thereto with the concurrence of the Executive Committee. An example of such a committee would be the Nominating Committee.

Section 5

A majority of the members of any committee shall constitute a quorum of the committee. When there is less than a quorum, as required by these Bylaws, the lack of a quorum shall be noted in its report to the COMMISSION.

Section 6

The Chairman of the COMMISSION shall be an ex-officio member of all committees, but without vote, except for standing committees to which he has been named as a regular member.

Section 7

Citizens appointed to any committee shall have been residents of the appointing local jurisdiction for not less than two years.

ARTICLE VIII Meeting of the Commission

Section 1

Regular meetings of the COMMISSION shall be held on the second Thursday of each month. Special meetings may be called by the Chairman at his discretion, or must be called by the Chairman on petition of one-third (1/3) of the COMMISSION members. Meetings shall be at the offices of the COMMISSION unless otherwise designated by the Chairman.

Section 2

Meetings of the COMMISSION and its committees shall be open to the public as provided by the Virginia Freedom of Information Act.

Section 3

A majority of the COMMISSION members shall constitute a quorum.

Section 4

In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, PROVIDED, a quorum is present and that in the case of an action involving more than one jurisdiction, the negative votes of a minority of the COMMISSION shall be made a matter of record. No vote by any member of the COMMISSION shall be construed as an official commitment of the agency or jurisdiction represented by the member unless so authorized by said agency or jurisdiction.

Section 5

No action shall be taken upon any new business at the meeting in which it is introduced unless full information pertaining to same shall have been mailed to each COMMISSION member at least ten (10) days prior to the meeting at which such business is proposed to be acted upon. This requirement may be waived only by the majority consent of the commissioners present at the meeting in which such business is introduced and at which a quorum is present.

Section 6

A regular meeting of the COMMISSION may be cancelled in either of the following ways:

- (a) By a two-thirds (2/3) vote of the membership present at any prior regular meeting of the COMMISSION, provided a quorum is present at such prior meeting, and further provided that those members voting in favor of canceling a future COMMISSION meeting must constitute at least a majority of the entire COMMISSION.
- b) By the Chairman responding to a special request to cancel a future regular meeting, provided notices of the cancellation must be mailed to all members at least ten (10) days prior to the date of the regular meeting. However, two regularly scheduled meetings in succession may not be cancelled.

ARTICLE IX Amendment of Bylaws

Any proposed amendment to these Bylaws shall be proposed in writing to the members of the COMMISSION at a regular COMMISSION meeting at least thirty (30) days prior to the date that such proposed amendment is voted upon by the COMMISSION. A majority vote of all members of the COMMISSION shall be required to adopt any proposed amendment to the Bylaws.

ARTICLE X Staff

There shall be an Executive Director, appointed by the COMMISSION, and such staff as the Executive Director deems necessary or desirable subject to the prior approval of the COMMISSION and provided the COMMISSION shall have created and funded the positions requested by the Executive Director.

ARTICLE XI Budget

Section 1

The COMMISSION shall adopt a budget annually as set forth in the Charter Agreement. The COMMISSION shall not amend its budget once adopted during the applicable fiscal year except pursuant to an affirmative vote of the same number of the entire membership of the COMMISSION required to adopt the budget.

ARTICLE XII
Parliamentary Procedure

In all matters of parliamentary procedure not specifically covered by these Bylaws, the Roberts Rules of Order shall obtain.

ARTICLE XIII
Effective Date

These Bylaws shall become effective immediately upon adoption.

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Final Revisions and Adoption By
Richmond Regional Planning District Commission
February 8, 1990

Amendments to ARTICLE VII – OFFICERS
Adopted By
Richmond Regional Planning District Commission
November 14, 1991

Revisions Adopted By
Richmond Regional Planning District Commission
September 14, 2000

Revisions Adopted By
Richmond Regional Planning District Commission
March 8, 2001

Revisions Adopted By
Richmond Regional Planning District Commission
January 10, 2002

Revisions Adopted By
Richmond Regional Planning District Commission
June 8, 2017