



**Executive Committee**

**AGENDA**

**June 11, 2020 -- 8:15 a.m.**

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**Call to Order & Certification of a Quorum**

**1. Welcome and Introductions** (Nelson)

- a. Statement regarding Virtual Meetings for PlanRVA .....**page 3**
- b. Roll Call of Attendees (Fusco)

**2. Public Comment Period** (Nelson)

Speakers may address the Commission for up to three (3) minutes on any matters included in this meeting agenda. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

**3. Old Business**

- a. **Minutes for the March 13, 2020 and May 14, 2020 Meetings** (Davis) .....**page 5**  
Minutes from the March 13, 2020 and May 14, 2020 meetings are included for review.

**Requested Action:** Motion to accept the March 13 and May 14, 2020 meetings minutes.

- b. **Executive Director Evaluation** (Gregory)  
This item is added from instruction following the January review and carried over from the May meeting agenda.

**4. New Business:**

- a. **Review of Commission Meeting Meeting Agenda Items for Action**
  - i. **FY2021 Annual Budget** .....**page 11**

**Requested Action(s):** Motion to recommend FY2021 Budget for approval at the June 11 Full Commission meeting.

**5. Executive Director’s Report** (Heeter)

Ms. Shickle will provide a verbal agency update, time permitting.



**6. Other Business** (Nelson)

**a. Nominating Committee for FY21 Slate of Officers**

The Chair will appoint members to serve on the Nominating Committee.

**b. July 9, 2020 Executive Committee Meeting**

The Chair will entertain discussion regarding cancellation of the next meeting.

**Requested Action:** Motion to cancel the July 9, 2020 Executive Committee meeting.

**7. Public Comment Period**

Speakers may address the Commission for up to three (3) minutes on any matters relevant to the body. Speakers are requested to give their name, locality in which they reside, and if appropriate, the organization they represent. Members of the public may also submit comments through the Chat function.

**8. Adjourn**

Targeted Adjournment is 8:55 am.

**Requested Action:** Motion to Adjourn the meeting.



## **Opening Statement for Electronic Meetings PlanRVA Regional Commission Meeting, June 11, 2020**

In light of the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Richmond Regional Planning District Commissions have transitioned to a virtual format. Regional Public Bodies were granted authority to conduct meetings electronically, pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed advisable to return to in-person meetings.

Staff provided notice of this meeting and the means by which we are virtually gathered to members of the public on Monday June 1, 2020 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time during the meeting via email at [info@PlanRVA.org](mailto:info@PlanRVA.org) or by using the online chat functions of the meeting platform. Those individuals who are observing by phone may be called upon to share questions or comments. This meeting agenda includes two opportunities for members of the public to address this body. All comments and questions submitted during the meeting will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that everyone identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines have been muted by the meeting administrator 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.

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.



<PAUSE for Clerk's Response>

Now, please indicate your presence by saying "HERE" when your name is called during a roll call. Staff members will be asked to identify themselves and anyone else who wishes to identify themselves following the roll call of members will be invited to do so. Ms. Fusco, please call the roll.

<PAUSE for Roll Call>

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?



**Executive Committee  
Meeting Minutes  
March 12, 2020**

**Members Present**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Charles City County	William Coada	
Chesterfield County	Christopher M. Winslow	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	
Hanover County	Sean Davis, Secretary	X
Henrico County	Tyrone Nelson, Chair	X
New Kent County	Patricia Paige, Treasurer	X
Powhatan County	Larry J. Nordvig	
Town of Ashland	Dr. George Spagna, Vice-Chair	X

**Others Present**

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

**Staff Present**

Martha Heeter.....Executive Director  
 Terry Eckhout..... Director of Finance  
 Diane Fusco.....Office Manager  
 Sidd Kumar..... Project Coordinator

**Call to Order & Certification of a Quorum**

Chairman Nelson called the meeting to order at approximately 8:20 a.m. Ms. Heeter confirmed a quorum was present.

**1. Minutes for the January 9, 2020 Meeting**



Chairman Nelson called attention to the minutes included in the agenda packet under Tab 1 and asked members to review. He said if there are no items to review, edits or modifications, he would ask for a motion to approve the minutes as presented.

A motion was made by Dr. Spagna to approve the minutes and Mr. Spoonhower seconded the motion. The motion was adopted unanimously to approve the January 9, 2020 minutes.

## **2. Tenant Advisory Services Discussion**

Dr. Spagna said members of the Audit, Facilities and Finance Committee meet with three firms offering tenant advisory services to the Commission in anticipation of the October 2022 office space lease agreement expiration. The committee recommends using one of these firms to determine the plan going forward whether this means reconfiguring the existing space or moving to a new space.

The preference at this time of the three firms who presented to the committee is Cushman and Wakefield who is represented by Brian Berkey. Dr. Spagna asked for feedback from the Executive Committee.

Chairman Nelson thanked Dr. Spagna and opened the topic for discussion. Mr. Spoonhower asked about the cost of using such a firm. Dr. Spagna confirmed the cost is incurred by the landlord of the building, but other services would be additional. Mr. Spoonhower also asked if county resources, like the Goochland Economic Development Authority, had been considered for these types of services.

Dr. Spagna pointed out the current charter restriction of the PDC being located within the City of Richmond and each firm interviewed did provide information on spaces currently available for lease. Mr. Spoonhower agreed the PDC should move forward with the firm that makes the most sense if no additional taxpayer funds are involved. Dr. Spagna asked if the Executive Committee would like to interview prospective firms or if the Finance Committee can move forward.

Ms. Heeter pointed out she has been in touch with the Henrico Economic Development Authority and they confirmed working with a tenant advisory firm is advisable. The Henrico authority does not negotiate leases, but they are prepared to assist as needed. Mr. Spoonhower said he doesn't see the risk with the committee moving forward.

Ms. Paige shared her experience with the firms and their clients and pointed out the need to be good stewards of the funds available. Dr. Spagna pointed out literature and proposals from each firm is available for anyone who would like to review.



Dr. Newbille agreed staff needs to be comfortable with the firm being used and Chairman Nelson said he doesn't think the Executive Committee needs to be involved with additional vetting of the tenant advisory firms.

Dr. Spagna agreed to continue to provide updates to the Executive Committee and the Board.

### **3. Overview of Commission Meetings**

Ms. Heeter let the Executive Committee know that during the full commission meeting additions to the agenda will be presented that include an update on the Covid19 virus and regional plans. Dr. Danny Avula, the health department director for Henrico County and the City of Richmond is expected to provide an update on current events and developments. Dr. Avula will also be providing an update to local government administrators at 10:30 a.m.

Chairman Nelson mentioned the operational center is also up and running and groups in the region are planning collectively. Changes are happening by the minute and moving at warp speed with discussions already happening about school closures.

Ms. Paige mentioned her personal experience with virus exposure while at an urgent care facility and indication that a Longwood student has tested positive. Chairman Nelson confirmed the case at Longwood has been reported by the Richmond Times Dispatch.

Ms. Heeter said Mr. Gregory will also provide insight on personnel policies and impacts on agencies, employers and continuity of operations. She said there are issues worth considering while keeping things moving in as safe a manner as possible.

Ms. Paige reiterated the importance of following the guidelines of the Virginia Department of Health.

Mr. Gregory said at the full commission meeting he will talk about employer issues, labor laws and how to deal with employees during this health crisis. He mentioned personal travel may need to be dealt with and what happens if an employee is required to self-quarantine. There will be questions about whether an employer is required to pay in certain scenarios.

Policies and procedures for employees working from home and other issues will be discussed during the full commission meeting. Mr. Gregory mentioned there are laws already developed for some of the issues, while others are still novel like the virus itself.

Mr. Davis mentioned in Hanover, Henrico, Chesterfield and the City or Richmond a pre-emptive plan was put in place with some employees working from home as a test run to make sure individuals were able log on to necessary systems.



Dr. Spagna said he would like to commend Chairman Nelson and Ms. Heeter for getting ahead of the curve and working towards a plan. He said it was annoying in Hanover when he and others learned of a local case through unofficial channels.

Mr. Gregory said because the issue is so fast moving, he wouldn't have thought these discussions and actions would be needed just two days ago. It is necessary to be proactive and there is a need for more aggressive action.

Ms. Heeter offered support and help to the jurisdictions. If there is a way the PDC can help the offer stands and she would like the agency to be available to free up time for government officials to spend time on pressing issues.

Mr. Spoonhower said he appreciates the support offered.

Mr. Gregory encourages each locality to get advice and support from their legal counsel as well.

Ms. Heeter said the agency is operating under the assumption that it will be business as usual going forward and the April agenda will include the regional forum and County Administrators from Hanover, Henrico, Chesterfield, and the Deputy Administrator from the City of Richmond. She said this will be an opportunity to reflect on regional cooperation given the current health crisis.

In May, Richmond Region Tourism is planned to present the regional tourism master plan.

In June or July, a panel discussion is planned for trail infrastructure with internal staff as well as external partners to cover bike and pedestrian connectivity from a TPO perspective and a review of current projects.

#### **4. Other Business: Resolutions of Appreciation for Outgoing Commissioners**

Dr. Spagna made a motion to approve resolutions of appreciation for Commissioners whose service ended on December 31, 2019. Dr. Newbille seconded the motion and it carried unanimously.

#### **5. Adjourn**

The meeting was adjourned at approximately 8:55 am.





**Executive Committee  
GoToMeeting Virtual Meeting  
Meeting Minutes  
May 14, 2020  
8:15 a.m.**

**Members Present**

<u>LOCALITY</u>	<u>NAME</u>	<b>X (attended)</b>
Charles City County	William Coda	
Chesterfield County	Christopher M. Winslow	
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	
Hanover County	Sean Davis, Secretary	
Henrico County	Tyrone Nelson, Chair	X
New Kent County	Patricia Paige, Treasurer	
Powhatan County	Larry J. Nordvig	X
Town of Ashland	Dr. George Spagna, Chair	X

**Others Present**

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

**Staff Present**

Martha Heeter.....Executive Director  
 Terry Eckhout..... Director of Finance  
 Diane Fusco.....Office Manager  
 Sidd Kumar..... Project Coordinator  
 Chet Parsons.....Director of Transportation

The PlanRVA Executive Committee 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 GoToMeeting and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).



## **Call to Order**

Chairman Nelson called the PlanRVA Executive Committee meeting to order at approximately 8:30 a.m.

## **Attendance Roll Call & Certification of a Quorum**

Ms. Heeter read an opening statement for Electronic Meetings.

Diane Fusco, Office Manager, took attendance by roll call.

Ms. Heeter reported a quorum was not present. She confirmed that under advice from counsel, the committee can be updated on matters on the agenda, but no action may be taken. Mr. Gregory confirmed this is the case.

Ms. Heeter stated much of the agenda for the Executive Committee was a review of the Commission meeting agenda. She asked Mr. Gregory to provide an update on the Charter Amendments.

## **Charter Amendments**

Mr. Gregory reported on progress with the local jurisdictions on Charter Amendments under consideration – centrally located office, “super vote” provision allowing elected official members of the commission to be allowed to cast multiple votes, alternate members being allowed to cast one vote, and the position and rotation of the Commission Chair. He noted other items were clerical considerations and corrections that would be worked on as well.

Mr. Gregory said the next step would be to circulate another draft, based upon input received to date, to the Commission and the draft would be circulated over the summer. Chairman Nelson asked Mr. Gregory to bring this back up at the next Executive Committee meeting.

Chairman Nelson asked Ms. Heeter about the consent agenda items. The preference is to keep the items in the consent agenda to minimize the number of roll calls needed.

Dr. Spagna noted he had a correction for the Commission meeting minutes. Mr. Nordvig noted he would have to abstain from voting on the minutes as he was unable to connect for the last meeting, so he would agree to remove minutes from the consent agenda.

Dr. Newbille stated she was fine with removing minutes from the consent agenda items.

Ms. Heeter gave an overview of the last Finance committee meeting and information Ms. Eckhout will review during full Commission meeting. She mentioned potential head count needs and bringing this topic up to the full Commission. She agreed to work with Ms. Eckhout to develop a more detailed recommendation prior to further discussion.

## **Adjourn**

Chairman Nelson adjourned the meeting at approximately 8:55 a.m.

**PlanRVA FY 2021 (Draft) Revised Budget**

		FY18	FY19	FY20	FY21	FY20	Notes
		Final	Final	Budget	Budget	Variance	(Over \$5,000 Variance from Original Budget)
<b>INCOME</b>	<b>Federal Funding</b>						
	4101 · MPO FHWA/PL Funds - 80%		924,978	1,282,420	1,204,736	(77,684)	Less CO from FY2019 than FY2018
	4102 · MPO FTA Section 5303 Funds - 80%		672,967	387,422	433,984	46,562	Includes projected FY2020 5303 CO
	4105 · MPO RSTP - 80% Pass-Through		80,000	80,000	450,077	370,077	PT- Pending RSTP/CMAQ Approval
	4110 - FFY19 Coastal TA		64,860		8,612	8,612	CO from FY20; Final quarter of project term
	4110 - FFY19 Lower Chckahominy				114,918	114,918	CO from FY20; Final quarter of project term
	4115 - DEQ/WIP Grant			52,000	20,460	(31,540)	CO from FY20; Final 2 quarters of project term
	4111 - FFY20 Rural Coastal VA Marketing				9,095	9,095	New Request submitted; begins 10/1/20
	4112 - FFY20 Lower Chickahominy				18,087	18,087	New Request submitted; begins 10/1/20
	4113 - FFY20 Coastal TA & Resiliency				44,990	44,990	New Request submitted; begins 10/1/20
	4120 · SHSP Reg'I Planning & Grant Admin		89,238	89,238	95,650	6,412	Includes Multiple award requests
	4130- SHSP Projects Pass-Through for EMACV		193,784	193,784	216,125	22,341	Includes multiple award requests
	4140 - Hazard Mitigation Plan				140,625	140,625	New Request Pending Award; Includes PT (\$120k)
	4311 - Analysis of Impediments to Fair Housing			125,000	5,000	(120,000)	Single Project Funding; Carryover from FY2020
	<b>Total Federal Funding</b>	1,412,540	2,025,826	2,209,863	2,762,361	552,497	
	<b>State Funding</b>						
	4201 · MPO FHWA/PL VDOT State Match - 10%		115,622	160,302	150,592	(9,710)	Less CO from FY2019 than FY2018
	4202 · MPO FTA Section 5303 DRPT State Match- 10%		84,121	48,428	54,248	5,820	Includes projected FY2020 5303 CO
	4205 MPO RSTP State Match (Pass-Through)- 20&%		20,000	20,000	112,519	92,519	PT- Pending RSTP/CMAQ Approval
	4210 · SPR VDOT Rural Transportation Planning		58,000	58,000	58,000	0	
	4230 · General Assembly Appropriation		113,900	113,900	113,900	0	
	<b>Total State Funding</b>	255,492	391,643	400,630	489,259	88,629	
	<b>Local Funding</b>						
	4310 * Per Capita Local Member Dues		590,200	590,906	544,903	(46,003)	Per Capita reduced by \$0.05 due to COVID-19
	4301 * RRTPO Special Assessment		49,752	49,752	50,447	695	
	4320 * Capital Region Collaborative Special Assessment		49,814	0	24,290	24,290	Deferred Revenue from FY2019 Programmed (Reg'I Indicators)
	<b>Total Local Funding</b>	736,080	689,766	640,657	619,639	(21,018)	
	<b>Private Funding</b>						
	4330 * Capital Region Collaborative- ChamberRVA		50,000	0	0	0	
	4400 · Restricted Contributions		55,470	0	0	0	
	4360 FOLAR			83,206	74,957	(8,249)	Cost Share for position in FY2021 & COVID-19
	4410 - Other Private Funding			10,000		(10,000)	Nonrecurring award
	<b>Total Private Funding</b>		105,470	93,206	74,957	(18,249)	
	<b>Other Income</b>						
	5001 · Interest Income		0	0		0	

**PlanRVA FY 2021 (Draft) Revised Budget**

					FY18	FY19	FY20	FY21	FY20	Notes
					Final	Final	Budget	Budget	Variance	(Over \$5,000 Variance from Original Budget)
				5010 · Miscellaneous					0	
				5020 · Restitution --Scott Newcomer		0	0		0	
				<b>Total Other Income</b>	15,728	0	0	0	0	
				<b>Total Income</b>	<b>2,419,840</b>	<b>3,212,706</b>	<b>3,344,357</b>	<b>3,946,217</b>	<b>601,860</b>	

**PlanRVA FY 2021 (Draft) Revised Budget**

				FY18	FY19	FY20	FY21	FY20	Notes
				Final	Final	Budget	Budget	Variance	(Over \$5,000 Variance from Original Budget)
<b>EXPENSE</b>	<b>6000 · Salary &amp; Wages</b>								
	<b>6100 · Wages</b>			1,520,714	1,396,461	1,453,225	1,442,094	(11,131)	1 conversion FT to PT, 2 new FT positions beg 7/1, 10/1, 4/1; 2020 & 2021 Interns; Created new line for Leave Wages to align with audit statements; Created new line for PTO Leave Conversion if approved
	<b>6101 · Leave Wages</b>						150,000	150,000	
	<b>6102 · Leave PTO Adjusted</b>						10,000	10,000	
	<b>6200 · Payroll Taxes</b>				112,092	110,407	115,464	5,057	
	<b>6500 · Benefits</b>			409,018	258,285	326,956	337,578	10,622	
	<b>6580 · Payroll Fees</b>				6,400	6,400	3,000	(3,400)	
	<b>6590 · Training &amp; Employee Engagement</b>			57,385	34,000	34,000	85,000	51,000	
	<b>Total 6000 · Salary &amp; Wages</b>			1,987,117	1,807,237	1,930,988	2,143,136	212,148	
	<b>7100 · Professional Fees</b>								
	<b>7720 · Legal Fees</b>								
		<b>7721 · General Counsel</b>			18,000	24,000	24,000	0	
		<b>7720 · Legal Fees - Other</b>		18,000	5,000	5,000	7,500	2,500	
	<b>Total 7720 · Legal Fees</b>			18,000	23,000	29,000	31,500	2,500	
	<b>7730 · Contracted Services</b>			83,510	110,200	45,060	25,000	(20,060)	Contracted HR Support as needed
	<b>Total 7100 · Professional Fees</b>			101,510	133,200	74,060	56,500	(17,560)	
	<b>7200 · Office Expenses</b>								
	<b>7220 · Computer Operations</b>			95,590	119,705				
		<b>7221 - Virtual Desktop Operations &amp; Support</b>				84,000	95,000	11,000	Managed Services/ Hosted Desktop
		<b>7222 - Software</b>				19,360	35,000	15,640	
		<b>7223 - Broadband/network/telephone</b>				7,368	9,750	2,382	
		<b>7224 - Desktops &amp; Support</b>				17,466	12,000	(5,466)	PC replacement and configuration
		<b>7225 - Technology Services</b>				19,250	10,000	(9,250)	Reserved for special projects (beyond MS Contract)
	<b>7230 · Printing</b>			42,903	42,000	37,400	37,400	0	
	<b>7235 · Supplies</b>			26,527	10,000	9,620	10,000	380	
	<b>7245 · Postage</b>				6,000	2,760	2,000	(760)	
	<b>7250 · Advertisements</b>				4,000	5,000	7,500	2,500	
	<b>7290 · Miscellaneous Expenses</b>				7,000	5,000	10,000	5,000	COVID19 cleaning supplies/PPE
	<b>7295 · Bank Fees</b>				6,500	3,000	1,500	(1,500)	
	<b>Total 7200 · Office Expenses</b>			165,020	195,205	210,223	230,150	19,927	
	<b>7400 · Program Expenses</b>								
	<b>7410 · Organizational Dues</b>				12,000	15,000	17,500	2,500	
	<b>7420 · Travel - Board</b>					6,500	3,500	(3,000)	
	<b>7425 · Travel - Agency</b>			42,469	35,000	32,500	32,500	0	
	<b>7430 · Books &amp; Periodicals</b>			1,215	1,000	1,000	1,000	0	
	<b>7450 · Pass-through and Matching funds</b>								
		<b>7451 · Pass Through Funds - MPO</b>			511,733	488,716	593,550	104,834	Pending Approval of RSTP/CMAQ Funding
		<b>7454 · Pass-Through funds - Lower Chick</b>			0		100,000	100,000	Contract with UVA's IEN

**PlanRVA FY 2021 (Draft) Revised Budget**

						FY18	FY19	FY20	FY21	FY20	Notes		
						Final	Final	Budget	Budget	Variance	(Over \$5,000 Variance from Original Budget)		
									120,000	120,000	Contract with vendors TBD		
							193,784	193,784	216,125	22,341	Consultant(s) and Purchasing		
							0	110,000		(110,000)	Previously Recorded as xxxx		
							<b>Total 7450 · Pass-through funds</b>	160,084	705,517	792,500	1,029,675	237,175	
							<b>Total 7400 · Program Expenses</b>	203,768	753,517	847,500	1,084,175	236,675	
							<b>7600 · Infrastructure</b>						
							<b>7610 · Telephone</b>	9,133	7,500	0	0	0	
							<b>7630 · Vehicles</b>	1,401	0	0	0	0	
							<b>7210 · Rent</b>	232,254	235,661	241,621	249,156	7,535	rent increase of \$685 monthly; commence 8/1
							<b>7240 · Insurance</b>	18,693	21,800	6,390	7,390	1,000	
							<b>Total 7600 · Infrastructure</b>	261,481	264,961	248,011	256,546	8,535	
							<b>Total Expense</b>	2,718,896	3,154,120	3,310,783	3,770,507	459,724	

**PlanRVA FY 2021 (Draft) Revised Budget**

					FY18	FY19	FY20	FY21	FY20	Notes
					Final	Final	Budget	Budget	Variance	(Over \$5,000 Variance from Original Budget)
<b>Net Ordinary Income</b>					<b>(299,056)</b>	<b>58,585</b>	<b>53,719</b>	<b>175,710</b>	<b>121,991</b>	
<b>Other Income/Expense</b>										
<b>Other Expense</b>										
<b>7910 · Depreciation Expense</b>					0	0		21,575	21,575	New Line Item in FY21
<b>Transfer to Reserves- Uncommitted Fund Balance</b>								101,889	101,889	Transfer to balance less: Capital Outlay
<b>Transfer to Reserves- Fund Balance Goal</b>							53,719	32,245	<b>(21,474)</b>	Set aside to Fund Balance = 5% of Local Dues \$27,245
<b>Total Other Expense</b>					0	0	53,719	155,709	101,990	Set aside to Fund Balance: \$5k for space planning
<b>Net Other Income</b>					0	0	0	0	0	
<b>Net Income</b>					<b>(299,056)</b>	<b>58,585</b>	<b>0</b>	<b>20,000</b>	<b>19,999</b>	
<b>7900 · Capital Outlay</b>					64,186	59,062		20,000	20,000	Office Improvements for Physical Distancing
<b>Revenue over Expenses</b>					<b>(363,242)</b>	<b>(477)</b>	0	<b>0</b>	<b>(1)</b>	
<b>Revenues less Pass Through</b>					2,259,756	2,507,188	2,551,857	2,916,542		