



AGENDA
September 10, 2020 -- 9:00 a.m.

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Call to Order

1. Welcome and Introductions

a. Statement regarding Virtual Meetings for PlanRVA (Spoonhower) Page 1

b. Roll Call of Attendees and Certification of a Quorum (Fusco)

2. Requests for Additions or Changes to Order of Business (Spoonhower)

3. Minutes for the August 13, 2020 Meeting (Nordvig)..... Page 2

Requested Action: Motion to accept August 13, 2020 Minutes as provided.

4. Standing Committee and Other Reports

a. Executive Committee & Chairman’s Report (Spoonhower)

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

i. July 2020 Financial Statements Page 10

Requested Action: Motion to accept the Financial Statements for July 31, 2020 as presented (roll call vote).

c. Executive Director’s Report (Heeter)

i. Extension of Vacation Leave Deadline

Staff is requesting temporary extension of the deadline for use of vacation leave from December 31, 2020 to June 30, 2021 due to COVID-19. The extension will allow staff members who were unable to take leave in 2020 additional time to meet the deadline before leave is forfeited. The request was reviewed by the Executive Committee in August and is recommended for approval by the Full Commission.

Requested Action: Motion to approve the requested extension (roll call vote).



- ii. **Commissioner Orientation, Hosted Webinars, Future Meeting Topics** (Heeter)
Following two online Commissioner Orientation sessions this summer, staff will establish a quarterly schedule to conduct sessions. Any Commissioner who wishes to participate may. Additionally, staff will be scheduling online program updates for Commissioners to get more detailed updates on projects, offer input and discuss opportunities to connect regional programs with local priorities. Both initiatives are intended to support Commissioners in getting to know the Commission, our staff and the work we do. Commissioners are invited to give input and suggestions for future meeting topics during Commission meetings and staff hosted webinars.

No Action Requested: This item is intended to provide information and give Commissioners opportunity for discussion.

5. 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.

6. Commissioner Comments

7. Adjourn: Target 10:30 am



**Opening Statement for Electronic Meetings
PlanRVA Regional Commission Meeting, September 10, 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 appropriate 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 August 31, 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 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.

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

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 the roll call. Staff members will also 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>



Commission Meeting

**Minutes of Action Meeting
GoToMeeting Virtual Meeting
August 13, 2020 -- 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	X
Rhonda Russell (A)	X				
<u>Chesterfield County</u>		<u>City of Richmond</u>		<u>Hanover County</u>	
Kevin Carroll	X	Nolen Blackwood (A)	X	Sean Davis, Secretary	
Tim Davey	X	Jacob Giovia	X	Anne Marie Lauranzon	
Gloria Freye	X	Kim Gray	X	Canova Peterson	X
Leslie Haley	X	Kristen Larson		Faye Prichard (A)	
James Holland	X	Stephanie Lynch		Randy Whittaker	X
Jim Ingle	X	Dr. Cynthia Newbille, Past Chair	X		
Jesse Smith (A)	X	Rodney Poole	X		
Chris Winslow	X				
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Chris Archer	X	John Lockwood (A)		Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	X
William Mackey		Patricia Paige, Treasurer	X	Larry Nordvig	X
Tyrone Nelson, Chair	X				
Patricia O'Bannon					
Daniel J. Schmitt	X				
Frank Thornton					

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 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 GoToMeeting and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Call to Order

Chairman Nelson called the PlanRVA Commission meeting to order at approximately 9:05 a.m.

Attendance Roll Call & Certification of a Quorum

Ms. Heeter read an opening statement for Electronic Meetings.

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

Recognition of newly appointed Commissioners and Alternates

Ms. Heeter recognized newly appointed Commissioners – Mr. Dan McGraw from Ashland, Mr. Bobby Hall from Powhatan Planning Commission and Mr. Jacob Giovia, Citizen Member from City of Richmond.

Public Comment Period

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

Requests for Additions or Changes to Order of Business

Chairman Nelson confirmed there were no requests for additions or changes to the order of business.

Minutes for the May 11, 2020 Meeting

On motion of Mr. Carroll, seconded by Ms. Gray, the Commissioners approved the minutes of the June 11, 2020 meeting by roll call vote. The motion carried (Appendix A).

Standing Committee and Other Reports

Mr. Holland asked Ms. Eckhout to provide an update on FY2020 financials and the letter that was sent out regarding the status of the fund balance. Ms. Eckhout reported YTD net income for FY2020 is currently \$278,068. The projected fund balance is \$1,068,668. Mr. Holland recognized the Finance Committee's work toward this progress.

Ms. Eckhout continued to review the May and June 2020 financial statements.

Mr. Holland confirmed the adjustment from VRS has been received and this was reflected in the communication sent from Chairman Nelson and will be in the audited financial statements.

Ms. Eckhout said the revenue section of the audit will be conducted on site at the PlanRVA office.

Mr. Peterson suggested the smaller committees of the Commission try to work in person going forward to improve communications. Mr. Holland said this suggestion will be noted.

Mr. Nordvig asked about the extra \$68,000 in the fund balance. Mr. Holland noted the localities member dues were reduced this year. Mr. Nordvig suggested a line item or some designation so the excess funds are not used for some other purpose. Mr. Holland confirmed the money will be monitored and any spending going forward will be judicious and transparent.

Mr. Spoonhower asked about any mechanisms in place to limit access to the funds. Mr. Peterson also noted the \$1MM reserve was set as a minimum and doesn't feel an adjustment is in order at this point.

On motion of Mr. Holland, seconded by Mr. Peterson, the Commissioners approved the May and June 2020 financial statements by roll call vote. The motion carried (Appendix A).

Nominating Committee for FY21 Slate of Officers

Dr. Newbille provided an update on the nominating committee. The committee presented a proposed slate of officers minus a Vice Chair to the Executive Committee earlier this morning. After that discussion a Vice Chair was identified. Dr. Newbille asked Ms. Heeter to present the slate of officers up for consideration.

The FY2021 proposed slate of officers:

- Chair Neil Spoonhower, Goochland County
- Vice-Chair Christopher Winslow, Chesterfield County
- Treasurer Sean Davis, Hanover County
- Secretary Larry Nordvig, Powhatan County

Chairman Nelson asked for a vote to approve the slate of officers. On motion of Mr. Archer, seconded by Ms. Gray, the Commissioners approved the recommendation of Officers for FY2021 by roll call vote. The motion carried (Appendix A).

Chairman Elect Spoonhower took over the meeting at this point and thanked everyone and expressed his appreciation.

Executive Director's Report

Ms. Heeter reviewed information provided in the agenda packet.

Ms. Heeter discussed the resolution to offer support services to the CVTA.

Ms. Paige asked about funding and the structure of the authority and how compensation will occur to the Commission. Ms. Heeter discussed some of the revenue sources and Mr. Gregory mentioned the statute of the CVTA sets forth the budget process.

Mr. Holland said the Commission should be fully compensated for any work done for the CVTA.

On motion of Mr. Carroll, seconded by Mr. Davey, the Commissioners approved the recommendation of the resolution to offer support services to the CVTA by roll call vote. The motion carried (Appendix A).

Other Business

Ms. Heeter reviewed membership of the existing standing committees – Audit, Facilities & Finance Committee and Public Outreach and Engagement Committee. She noted official appointments will occur at the next meeting by Chairman Spoonhower.

Chairman Spoonhower invited Rev. Nelson to offer closing comments.

Rev. Nelson thanked Ms. Heeter and the staff for all their work and support. He looks forward to continuing to serve on the Commission and supporting the new leadership.

Ms. Paige expressed her appreciation to Rev. Nelson for his leadership during this challenging time and she appreciates his dedication.

Mr. Holland also expressed his thanks to Rev. Nelson. He also noted the new transportation authority is significant progress for this region.

Dr. Newbille also expressed thanks and appreciation to Rev. Nelson for his leadership.

Mr. Peterson suggested all attendees unmute and give a round of applause to Rev. Nelson.

Mr. Thornton commended Rev. Nelson on his work and noted the CVTA is a great opportunity for this region.

Public Comment Period

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

Chairman Spoonhower adjourned the meeting at 10:15 a.m.



APPENDIX A

PlanRVA Board of Commissioners - Voting Record

Date of Meeting: June 11, 2020

Item 4. Minutes for the May 14, 2020 Meeting

Members Present (A = Alternate)

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood	X		
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton	X		
New Kent County	John Moyer			X
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig			X
Powhatan County	Bobby Hall			

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

Richmond Regional Planning District Commission



Item 5b. ii. May & June 2020 Financial Statements

Members Present (A = Alternate)

Locality	Member	AYE	NAY	Abstain
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood			
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton			
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig		X	
Powhatan County	Bobby Hall			



Item 5c. FY2021 Officers

Members Present (A = Alternate)

Locality	Member	AYE	NAY	Abstain
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood			
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton			
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig	X		
Powhatan County	Bobby Hall			



Item 5d. Resolution Offering Support Services to the CVTA

Members Present (A = Alternate)

Locality	Member	AYE	NAY	Abstain
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley			
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood			
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton	X		
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig		X	
Powhatan County	Bobby Hall			

PlanRVA
Statement of Net Position
Balance Sheet
July 31, 2020

	<u>Statement of Net Position</u>	<u>Balance Sheet</u>	
ASSETS			
Current Assets			
Checking/Savings			
1050 · LGIP-Virginia Dept of Treasury	618,465	618,465	
1070 · SunTrust Checking 8921	62,916	62,916	
Total Checking/Savings	681,381	681,381	
Accounts Receivable			
1200 · Accounts Receivable	846,072	846,072	
Total Accounts Receivable	846,072	846,072	
Other Current Assets			
1150 · Prepaid Expenses	21,909	21,909	
1250 · Miscellaneous Receivables	319,818	319,818	
Total Other Current Assets	341,727	341,727	
Total Current Assets	1,869,180	1,869,180	
Fixed Assets			
1300 · Property & Equipment	351,458	351,458	
1350 · Accumulated Depreciation	(244,295)	(244,295)	
Total Fixed Assets	107,163	107,163	
Other Assets	239,467	0	
TOTAL ASSETS	2,215,810	1,976,342	
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	55,398	55,398	
Total Accounts Payable	55,398	55,398	
Other Current Liabilities			
2050 · Accrued Expenses	69,093	69,093	
2500 · Compensated Absences	98,855	48,163	
2525 · Deferred Revenue	560,478	560,478	
2600 · Security Deposit	2,665	2,665	
Total Other Current Liabilities	731,091	680,399	
Total Current Liabilities	786,489	735,797	
Long Term Liabilities			
2800 · Deferred Rent Liability	22,959	0	
2900 · Net Pension Liability	521,969	0	
2950 · Deferred Inflows	131,122	0	
Total Long Term Liabilities	676,050	0	
Total Liabilities	1,462,539	735,797	
**Fund Balance (see proposed restatement below)			
Fixed Asset	107,163	109,265	
Unassigned Fund Balance	646,107	1,131,280	
Total Fund Balance	753,270	1,240,545	
TOTAL LIABILITIES & Fund Balance	2,215,809	1,976,342	

Discussion at AFFC April 29th meeting. Balance Sheet liabilities are not current and due

PlanRVA
Statement of Net Position
Balance Sheet
July 31, 2020

Unrestricted Reserve - End of FY 20 (adjusted)	1,110,789	
Net Surplus (Deficit) July YTD 2020	(9,631)	20,491
Special Assessments FY21	30,122	
Unrestricted Reserve - 7/31/20	<u><u>1,131,280</u></u>	

PlanRVA
Profit & Loss Statement
YTD July 2020

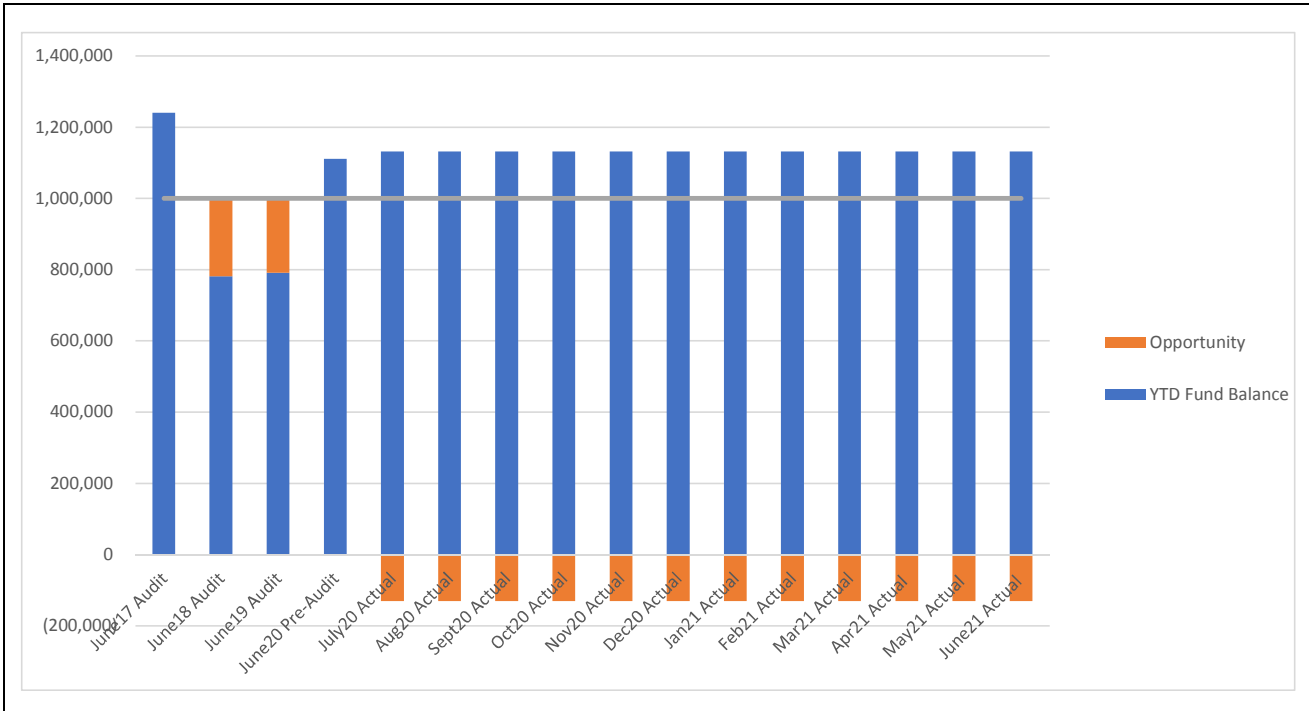
	<u>Total</u>	<u>Annual Budget</u>	<u>YTD % of Total Budget</u>	<u>8.33% Target Variance</u>	<u>Notes for +/- 25% Variance</u>
Income					
4100 Federal Funding					
4101 MPO FHWA/PL Funds - Fed share	99,483	1,204,736	8.26%	-0.08%	
4102 MPO Sect 5303 Funds - Fed share	21,635	433,984	4.99%	-3.35%	
4105 MPO Pass-Through		450,077	0.00%	-8.33%	
4110 DEQ-FY18/19Coastal	8,505	123,530	6.88%	-1.45%	
4111 FY20 Rural Coastal VA Mktg		9,095	0.00%	-8.33%	
4112 FY20 Lower Chickahominy		18,087	0.00%	-8.33%	
4113 FY20 Coastal TA & Resiliency		44,990	0.00%	-8.33%	
4115 CBRAP - WIP3/Fed Share	8,032	20,460	39.26%	30.92%	Project ending date to be extended 12/31
4120 VDEM SHSP	3,228	95,650	3.37%	-4.96%	
4130 VDEM Pass-through grants		216,125	0.00%	-8.33%	
4140 Hazard Mitigation		140,625	0.00%	-8.33%	
4190 Analysis of Impediments		5,000	0.00%	-8.33%	
Total 4100 Federal Funding	\$140,883	\$2,762,359	5.10%	-3.23%	
4200 State Funding					
4201 MPO FHWA/PL Funds - State share	12,435	150,592	8.26%	-0.08%	
4202 MPO Sec. 5303 - State share	2,705	54,248	4.99%	-3.35%	
4205 State MPO Pass-Through		112,519	0.00%	-8.33%	
4210 VDOT Rural Planning	915	58,000	1.58%	-6.76%	
4230 State Appropriation	9,549	113,900	8.38%	0.05%	
Total 4200 State Funding	\$25,604	\$489,259	5.23%	-3.10%	
4300 Local Funding					
4301 TPO Assessment	4,204	50,447	8.33%	0.00%	
4310 Local Membership Dues	45,061	544,903	8.27%	-0.06%	
4320 Capital Region Collaborative		24,290	0.00%	-8.33%	
Total 4300 Local Funding	\$49,265	\$619,640	7.95%	-0.38%	

	<u>Total</u>	<u>Annual Budget</u>	<u>YTD % of Total Budget</u>	<u>8.33% Target Variance</u>	Notes for +/- 25% Variance
4400 Private Funding					
4410 Restricted Contributions					
4360 FOLAR Grant	6,246	74,957	8.33%	0.00%	
Total 4410 Restricted Contributions	<u>\$6,246</u>	<u>\$74,957</u>	8.33%	0.00%	
5000 Other Income					
5001 Interest Income	132	0	0.00%	-8.33%	
Total 5000 Other Income	<u>132</u>	<u>0</u>	0.00%	-8.33%	
Total Income	<u>\$222,129</u>	<u>\$3,946,215</u>	5.63%	-2.70%	
Expenses					
6000 Salary & Wages					
6100 Wages	126,298	1,442,094	8.76%	0.42%	
6101 Leave Wages		150,000	0.00%	-8.33%	
6102 Leave PTO Adjusted		10,000	0.00%	-8.33%	
6200 Payroll Taxes	9,377	115,464	8.12%	-0.21%	
6500 Benefits					
6512 Healthcare	18,290	225,133	8.12%	-0.21%	
6531 VRS Retirement Contribution	10,758	101,880	10.56%	2.23%	
6533 ICMA - 401 (1 staff/old retirement)	1,153	0	0.00%	-8.33%	
6535 Hybrid 401 A (matching funds)	379	0	0.00%	-8.33%	
6541 LTD	970	10,565	9.18%	0.85%	
6542 Hybrid VRS ST & LT Disability	175		0.00%	-8.33%	
6550 FSA/HSA Section 125 Plans	106		0.00%	-8.33%	
6580 Payroll Fees	166	3,000	5.55%	-2.79%	
6590 Training	15,667	85,000	18.43%	10.10%	
Total 6000 Salary & Wages	<u>\$183,340</u>	<u>\$2,143,136</u>	8.55%	0.22%	
7720 Legal Fees - Other	3,000	7,500	40.00%	31.67%	CVTA
7721 General Counsel	2,000	24,000	8.33%	0.00%	
Total 7720 Legal Fees	<u>\$5,000</u>	<u>31,500</u>	15.87%	7.54%	

	<u>Total</u>	<u>Annual Budget</u>	<u>YTD % of Total Budget</u>	<u>8.33% Target Variance</u>	Notes for +/- 25% Variance
7730 Contracted Services	\$0	25,000	0.00%	-8.33%	
Total 7100 Professional Fees	\$5,000	\$56,500	8.85%	0.52%	
7200 Office Expenses					
7220 Computer Operations					
7221 Virtual Desktop Operations	8,960	95,000	9.43%	1.10%	
7222 Software	395	35,000	1.13%	-7.20%	
7223 Broadband/network/telephone	3,294	9,750	33.79%	25.45%	Billing error, to be adjusted next month
7224 Desktops & Support	1,076	12,000	8.97%	0.64%	
7226 Technology services		10,000	0.00%	-8.33%	
Total 7220 Computer Operations	\$13,725	\$161,750	8.49%	0.15%	
7230 Printing	3,813	37,400	10.20%	1.86%	
7235 Supplies	1,566	10,000	15.66%	7.32%	
7245 Postage		2,000	0.00%	-8.33%	
7250 Advertisements		7,500	0.00%	-8.33%	
7290 Miscellaneous Expenses		10,000	0.00%	-8.33%	
7295 Bank Fees	115	1,500	7.67%	-0.67%	
Total 7200 Office Expenses	\$19,219	\$230,150	8.35%	0.02%	
7400 Program Expenses					
7410 Organizational Dues	1,248	17,500	7.13%	-1.20%	
7420 Travel - Board		3,500	0.00%	-8.33%	
7425 Travel - Agency	76	32,500	0.23%	-8.10%	
7430 Books & Periodicals	12	1,000	1.20%	-7.13%	
7450 Pass-through and Matching funds					
7451 Pass Through Funds - MPO		593,550	0.00%	-8.33%	
7452 Pass Through Funds (FEMA)		216,125	0.00%	-8.33%	
7454 Pass-through funds - Lower Ck		100,000	0.00%	-8.33%	
7457 Pass-Thru Hazard Mitigation		120,000	0.00%	-8.33%	
Total 7450 Pass-thru and Matching funds	0	1,029,675	0.00%	-8.33%	
Total 7400 Program Expenses	\$1,336	\$1,084,175	0.12%	-8.21%	
7600 Infrastructure					

	Total	Annual Budget	YTD % of Total Budget	8.33% Target Variance	Notes for +/- 25% Variance
7210 Rent	20,190	249,156	8.10%	-0.23%	
7240 Insurance	573	7,390	7.75%	-0.58%	
7680 Depreciation Expense	2,103	21,575	9.75%	1.41%	
Total 7600 Infrastructure	22,866	278,121	8.22%	-0.11%	
Total Expenses	231,760	3,792,082	6.11%	-2.22%	
Net Operating Income	(\$9,631)	\$154,133	-6.25%	-14.58%	
Other Expenses					
7900 Capital Expense Projects		20,000	0.00%	-8.33%	
7950 Transfer to/from Reserves		101,888	0.00%	-8.33%	
7951 Trf to Reserves - Fund Balance Goal	0	32,245	0.00%	-8.33%	
Total Other Expenses	0	154,133	0.00%	-8.33%	
Net Income	(\$9,631)	\$0	0.00%	-8.33%	

**Plan RVA
Fund Balance Projection
Fiscal Year 2020-2021**



The goal is to meet \$1 million target fund balance by Jun 21; change to accrual accounting in FY19 prevents detailed comparison prior to FY 19.

Unrestricted Reserve - End of FY 20 (adjusted)	1,110,789
Net Surplus (Deficit) July YTD 2020	(9,631)
Special Assessments FY21	<u>30,122</u>
Unrestricted Reserve - 7/31/20	<u><u>1,131,280</u></u>

Salaries - Monthly Actual vs Monthly Budget

