



**Audit, Facilities & Finance Committee**

**AGENDA**

**September 22, 2020 – 2:00 PM**

**PlanRVA Office - James River Board Room**

*(Virtual Meeting information available upon request)*

- 1. Welcome and Introductions**
  - a. Statement regarding Virtual Meetings for PlanRVA ..... page 2
  - b. Roll Call of Attendees
  - c. August 25, 2020 Meeting Minutes.....page 3**
- 2. August 2020 YTD Financial Statements ..... page 6**
- 3. FY2021 New Positions Request ..... page 13**
  - a. Staff Position Listing
  - b. Position Classification Table
  - c. Positions Summary
- 4. New Business**
- 5. Adjourn**

Targeted adjournment is 3:00 pm



**Opening Statement for Electronic Meetings  
PlanRVA Audit, Facilities & Finance Committee Meeting, September 22, 2020**

Considering 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 Friday September 11, 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. 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>



**Audit, Facilities & Finance Committee**  
**August 25, 2020**  
**Virtual GoToMeeting Minutes**

Link to meeting recording: <https://www.youtube.com/watch?v=N0I3UQ8vPyA>

**Staff Present:**

Terry Eckhout, Director of Finance  
Diane Fusco, Office Manager  
Martha Heeter, Executive Director

**Members:**

Mr. Jim Holland (Chair)  
Ms. Patricia O'Bannon (Virtual Attendee)  
Ms. Patricia Paige  
Mr. Canova Peterson

Chairman. Holland called the meeting to order at 2:00 PM.

Ms. Heeter read the Statement regarding Virtual Meetings for PlanRVA. A roll call was completed by Ms. Fusco.

By motion of Ms. Paige and second by Mr. Peterson meeting minutes from May 29, 2020 and July 27, 2020 were approved.

Ms. Eckhout reviewed the July 2020 financial statements. She mentioned the FY2021 audit is underway. Mr. Peterson asked about the meaning of deferred long-term liabilities referenced in the right column of the balance sheet. Ms. Heeter described this column as the adjusted statements to account for the organizations future expenses that are not currently due. The left column represents all liabilities of the agency, regardless of the term while the right column indicates only those liabilities due in the near term. The left column meets reporting requirements for clearly indicating long term liabilities- such as pension liabilities- while the right column provides a clearer picture of the organizations current position.

Ms. Eckhout continued with month of July results compared to annual budget. She indicated an explanation of a variance is provided when actual results for the period differ more than 25% from the budget. Ms. Eckhout reviewed the current status of the designated fund balance, upcoming projections and monthly salaries versus budget. Salaries were over budget for the month and this was attributed to increased summer

costs for interns. Because the monthly salary budget uses straight-line division and does not take into consideration seasonal changes in staffing levels. Chairman Holland asked about the number of summer interns. He asked that staff note if interns are paid or unpaid on the personnel/headcount information. He also asked about special assessments and keeping track of who has paid. Ms. Eckhout reported that all jurisdictions have contributed or pledged to contribute the requested special assessment amount.

Ms. Paige asked about time tracking and how time is tracked. Ms. Eckhout explained time is tracked in an Access database which tracks total hours staff members work by work codes which are assigned to each program/project. The database entries serve as the basis of billing to our funders.

Ms. Eckhout reviewed updated financial management procedures processes in light of the transition to remote work because of COVID 19.

Ms. Eckhout introduced a draft investment policy which provides guidelines for managing transfers between the Local Government Investment Pool account and operating fund balance maintained with Truist (SunTrust) Bank. Mr. Peterson offered suggestions for clarifying some sections of the policy. Staff will bring a revised version back to the Committee for review. Ms. Heeter referenced a new procedure staff would like to put into place for orientation of the Treasurer. The document was included in the materials for information only; Ms. Eckhout will be coordinating with Mr. Davis who serves as Treasurer in FY2021.

Chairman Holland recommended including the monthly financial statements for review by the Treasurer and suggested staff review the materials included in the Chesterfield County Treasurer's report online for ideas on presentation and content.

Ms. Heeter referenced the included summary of staff positions by fiscal year; this information was requested at a previous meeting and was prepared in consultation with Chairman Holland. Ms. Paige asked for confirmation that the Commission has seen a decline in full time staff and if additional positions would be filled. Ms. Heeter said she would like to create and recruit for three new positions this fiscal year. She said the positions currently being considered are to fill the following needs: administrative and board support; data, research and analysis; and public outreach/community engagement.

While the current FY2021 budget provides adequate funding for the new positions, the Board adopted the budget with the understanding that the positions would not be created without individual approval. Ms. Heeter asked if the members of the Committee would like to play a role in the review of these positions. The committee asked to see a proposal on the new positions at their next meeting. Ms. Paige asked about a breakdown of the number of staff that work in each program area and inquired if the new positions would provide any relief to Ms. Fusco and Ms. Eckhout in meeting the agency's administrative support and financial management needs.

Mr. Peterson asked if staff is losing productivity while working remotely and wondered if the new positions would be necessary after eventual 'return to normal'. Ms. Heeter explained that the new positions are intended to support the new work coming to the Commission as well as the existing work load planned for this Fiscal Year. Based on current calculations, there are not enough staff hours currently to maximize the revenue available to the organization.

Ms. Heeter mentioned personnel policy updates to come and advised that some will have financial impacts. She and Ms. Eckhout will continue to give updates to the committee as these are developed.

Mr. Holland adjourned the meeting at approximately 3:06 PM.

DRAFT

PlanRVA  
Statement of Net Position

Balance Sheet  
August 31, 2020

**Statement of  
Net Position    Balance Sheet**

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · LGIP-Virginia Dept of Treasury	918,662	918,662
1070 · SunTrust Checking 8921	63,232	63,232

<b>Total Checking/Savings</b>	981,894	981,894
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**Accounts Receivable**

1200 · Accounts Receivable	363,014	363,014
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<b>Total Accounts Receivable</b>	363,014	363,014
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**Other Current Assets**

1150 · Prepaid Expenses	19,805	19,805
1250 · Miscellaneous Receivables	447,778	447,778
1300 · Due from CVTA	7,488	7,488

<b>Total Other Current Assets</b>	475,071	475,071
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<b>Total Current Assets</b>	1,819,979	1,819,979
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**Fixed Assets**

1300 · Property & Equipment	351,458	351,458
1350 · Accumulated Depreciation	(246,398)	(246,398)

<b>Total Fixed Assets</b>	105,060	105,060
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<b>Other Assets</b>	259,333	0
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<b>2,184,372</b>	<b>1,925,038</b>	<b>1,925,038</b>
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**TOTAL ASSETS**

**LIAI Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	64,220	64,220
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<b>Total Accounts Payable</b>	64,220	64,220
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**Other Current Liabilities**

2050 · Accrued Expenses	69,093	69,093
2500 · Compensated Absences	91,214	52,389
2525 · Deferred Revenue	520,383	520,383
2600 · Security Deposit	2,665	2,665

<b>Total Other Current Liabilities</b>	683,354	644,529
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<b>Total Current Liabilities</b>	747,574	708,749
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**Long Term Liabilities**

2800 · Deferred Rent Liability	22,959	0
2900 · Net Pension Liability	584,259	0
2950 · Deferred Inflows	130,799	0

<b>Total Long Term Liabilities</b>	738,017	0
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<b>Total Liabilities</b>	1,485,591	708,749
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**\*\*Fund Balance (see proposed restatement below)**

Fixed Asset	105,060	105,060
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Unassigned Fund Balance	593,721	1,111,229
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<b>Total Fund Balance</b>	698,781	1,216,289
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<b>2,184,372</b>	<b>1,925,038</b>	<b>1,925,038</b>
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Discussion at AFFC April 29th meeting. Balance Sheet liabilities are not current and due

PlanRVA  
Statement of Net Position  
Balance Sheet  
August 31, 2020

**TOTAL LIABILITIES & Fund Balance**

<b>Unrestricted Reserve - End of FY 20 (adjusted)</b>	1,110,789
<b>Net Surplus (Deficit) August YTD 2020</b>	(29,682)
<b>Special Assessments FY21</b>	30,122
<b>Unrestricted Reserve - 8/31/20</b>	<u><u>1,111,229</u></u>

**PlanRVA**  
**Profit & Loss Statement**  
**YTD August 2020**

	Aug-20	Annual Budget	8.33% % of Total Budget	YTD Notes for +/- 25% Variance
<b>Income</b>				
<b>4100 Federal Funding</b>				
4101 MPO FHWA/PL Funds - Fed share	78,809	1,204,736	6.54%	
4102 MPO Sect 5303 Funds - Fed share	21,316	433,984	4.91%	
4105 MPO Pass-Through	6,420	450,077	1.43%	
4110 DEQ-FY18/19Coastal	7,767	123,530	6.29%	
4111 FY20 Rural Coastal VA Mktg		9,095	0.00%	
4112 FY20 Lower Chickahominy		18,087	0.00%	
4113 FY20 Coastal TA & Resiliency		44,990	0.00%	
4115 CBRAP - WIP3/Fed Share	4,220	20,460	20.63%	Project ending date 12/31
4120 VDEM SHSP	6,297	95,650	6.58%	
4130 VDEM Pass-through grants		216,125	0.00%	
4140 Hazard Mitigation	745	140,625	0.53%	
<b>Item A 4190 Analysis of Impediments</b>	<b>9,355</b>	<b>5,000</b>	<b>187.10%</b>	<b>Project extended thru 3/31/21;</b>
<b>Total 4100 Federal Funding</b>	<b>\$134,929</b>	<b>\$2,762,359</b>	<b>4.88%</b>	<b>budget amendment forthcoming</b>
<b>4200 State Funding</b>				
4201 MPO FHWA/PL Funds - State share	9,726	150,592	6.46%	
4202 MPO Sec. 5303 - State share	2,665	54,248	4.91%	
4205 State MPO Pass-Through	1,605	112,519	1.43%	
4210 VDOT Rural Planning	0	58,000	0.00%	
4230 State Appropriation	9,549	113,900	8.38%	
<b>Total 4200 State Funding</b>	<b>\$23,545</b>	<b>\$489,259</b>	<b>4.81%</b>	
<b>4300 Local Funding</b>				
4301 TPO Assessment	4,204	50,447	8.33%	
4310 Local Membership Dues	45,440	544,903	8.34%	
4320 Capital Region Collaborative		24,290	0.00%	
<b>Total 4300 Local Funding</b>	<b>\$49,644</b>	<b>\$619,640</b>	<b>8.01%</b>	
<b>4400 Private Funding</b>				
<b>4410 Restricted Contributions</b>				
4360 FOLAR Grant	6,246	74,957	8.33%	
<b>Total 4410 Restricted Contributions</b>	<b>\$6,246</b>	<b>\$74,957</b>	<b>8.33%</b>	
<b>5000 Other Income</b>				
5001 Interest Income	578	0	0.00%	
<b>Total 5000 Other Income</b>	<b>578</b>	<b>0</b>	<b>0.00%</b>	
<b>Total Income</b>	<b>\$214,941</b>	<b>\$3,946,215</b>	<b>5.45%</b>	<b>Note 1: Total Income below budget of 8.33%</b>
<b>Expenses</b>				
<b>6000 Salary &amp; Wages</b>				
6100 Wages	126,521	1,442,094	8.77%	
6101 Leave Wages		150,000	0.00%	
6102 Leave PTO Adjusted		10,000	0.00%	
6200 Payroll Taxes	9,422	115,464	8.16%	
<b>6500 Benefits</b>				
6512 Healthcare	17,957	225,133	7.98%	
<b>Item B 6531 VRS Retirement Contribution</b>	<b>10,758</b>	<b>101,880</b>	<b>10.56%</b>	<b>VRS rates increased</b>
6535 Hybrid 401 A (matching funds)	379	0	0.00%	
6541 LTD	970	10,565	9.18%	
6542 Hybrid VRS ST & LT Disability	175		0.00%	
6550 FSA/HSA Section 125 Plans	105		0.00%	
6580 Payroll Fees	160	3,000	5.33%	
6590 Training	165	85,000	0.19%	
<b>Total 6000 Salary &amp; Wages</b>	<b>\$167,765</b>	<b>\$2,143,136</b>	<b>7.83%</b>	<b>Note 2: Overall Salaries under budget of 8.33%</b>
<b>7720 Legal Fees - Other</b>				
7721 General Counsel	(3,000)	7,500	-40.00%	
	2,000	24,000	8.33%	
<b>Total 7720 Legal Fees</b>	<b>(\$1,000)</b>	<b>31,500</b>	<b>-3.17%</b>	



	7730 Contracted Services	\$0	25,000	0.00%	
	Total 7100 Professional Fees	(\$1,000)	\$56,500	-1.77%	
	<b>7200 Office Expenses</b>				
	<b>7220 Computer Operations</b>				
	7221 Virtual Desktop Operations	9,026	95,000	9.50%	
	7222 Software	586	35,000	1.67%	
<b>Item C</b>	<b>7223 Broadband/network/telephone</b>	<b>1,313</b>	<b>9,750</b>	<b>13.47%</b>	<b>New phones, still adjusting</b>
	7224 Desktops & Support	1,076	12,000	8.97%	
	7226 Technology services	2,577	10,000	25.77%	recorded annual contract for services
	Total 7220 Computer Operations	\$14,578	\$161,750	9.01%	Over budget within 1%
	7230 Printing	2,579	37,400	6.90%	
<b>Item D</b>	<b>7235 Supplies</b>	<b>2,721</b>	<b>10,000</b>	<b>27.21%</b>	<b>Covid19 supplies, applied for VRSA grant</b>
	7245 Postage	22	2,000	1.10%	
	7250 Advertisements		7,500	0.00%	
	7290 Miscellaneous Expenses		10,000	0.00%	
	7295 Bank Fees	100	1,500	6.67%	
	Total 7200 Office Expenses	\$20,000	\$230,150	8.69%	Over budget within 1%
	<b>7400 Program Expenses</b>				
	7410 Organizational Dues	1,337	17,500	7.64%	
	7420 Travel - Board		3,500	0.00%	
	7425 Travel - Agency	0	32,500	0.00%	
	7430 Books & Periodicals	12	1,000	1.20%	
	7450 Pass-through and Matching funds				
	7451 Pass Through Funds - MPO	8,025	593,550	1.35%	
	7452 Pass Through Funds (VDEM)		216,125	0.00%	
	7454 Pass-through funds - Lower Ck		100,000	0.00%	
	7457 Pass-Thru Hazard Mitigation		120,000	0.00%	
<b>Item E</b>	<b>7459 Other Pass-Thru Expenses</b>	<b>9,355</b>	<b>0</b>	<b>0.00%</b>	<b>Analysis of Impediments; budget amendment forthcoming (refer Item A)</b>
	Total 7450 Pass-thru and Matching funds	17,380	1,029,675	1.69%	
	Total 7400 Program Expenses	\$18,729	\$1,084,175	1.73%	<b>Note 3: Program expenses below budget of 8.33%</b>
	<b>7600 Infrastructure</b>				
	7210 Rent	20,875	249,156	8.38%	Rent increased in Aug20
	7240 Insurance	573	7,390	7.75%	
	7680 Depreciation Expense	2,103	21,575	9.75%	
	Total 7600 Infrastructure	23,551	278,121	8.47%	
	Total Expenses	229,045	3,792,082	6.04%	
	Net Operating Income	(\$14,104)	\$154,133	-9.15%	
	Other Expenses				
<b>Item F</b>	<b>7900 Capital Expense Projects</b>	<b>5,947</b>	<b>20,000</b>	<b>29.74%</b>	<b>Covid19 Remodel in break room</b>
	7950 Transfer to/from Reserves		101,888	0.00%	
	7951 Trf to Reserves - Fund Balance Goal	0	32,245	0.00%	
	Total Other Expenses	<b>5,947</b>	154,133	3.86%	
	Net Income (Loss)	<b>(\$20,051)</b>	<b>\$0</b>	0.00%	

**Notes:**

MTD Loss is (\$20,051)

Note 1: Total Income is below budget - down 3% for the month to include pending budget amendment

Note 2: Overall Salaries & Wages are slightly under month to date budget; 52% reimbursement for salaries

Note 3: Program expenses below budget by -6.5% due to extension of program deadlines

Computer Operations and Office Expenses are over budget within 1%

**PlanRVA**  
**Profit & Loss Statement**  
**August 2020 YTD**

	Aug-20	Jul-20	YTD Actual Total	Annual Budget	16.67% YTD % of Total Budget	YTD Notes for +/- 25% Variance
<b>Income</b>						
<b>4100 Federal Funding</b>						
4101 MPO FHWA/PL Funds - Fed share	78,809	99,483	178,292	1,204,736	14.80%	
4102 MPO Sect 5303 Funds - Fed share	21,316	21,635	42,951	433,984	9.90%	
4105 MPO Pass-Through	6,420		6,420	450,077	1.43%	
4110 DEQ-FY18/19Coastal	7,767	8,505	16,272	123,530	13.17%	
4111 FY20 Rural Coastal VA Mktg			0	9,095	0.00%	
4112 FY20 Lower Chickahominy			0	18,087	0.00%	
4113 FY20 Coastal TA & Resiliency			0	44,990	0.00%	
<b>Item A</b>	<b>4,220</b>	<b>8,032</b>	<b>12,252</b>	<b>20,460</b>	<b>59.88%</b>	Project ending date 12/31
4120 VDEM SHSP	6,297	3,228	9,525	95,650	9.96%	
4130 VDEM Pass-through grants			0	216,125	0.00%	
4140 Hazard Mitigation	745		745	140,625	0.53%	
<b>Item B</b>	<b>9,355</b>		<b>9,355</b>	<b>5,000</b>	<b>187.10%</b>	Project extended thru 3/31/21; budget amendment forthcoming
Total 4100 Federal Funding	\$134,929	\$140,883	275,812	\$2,762,359	9.98%	
<b>4200 State Funding</b>						
4201 MPO FHWA/PL Funds - State share	9,726	12,435	22,161	150,592	14.72%	
4202 MPO Sec. 5303 - State share	2,665	2,705	5,370	54,248	9.90%	
4205 State MPO Pass-Through	1,605		1,605	112,519	1.43%	
4210 VDOT Rural Planning	0	915	915	58,000	1.58%	
4230 State Appropriation	9,549	9,549	19,097	113,900	16.77%	
Total 4200 State Funding	\$23,545	\$25,604	49,148	\$489,259	10.05%	
<b>4300 Local Funding</b>						
4301 TPO Assessment	4,204	4,204	8,408	50,447	16.67%	
4310 Local Membership Dues	45,440	45,061	90,501	544,903	16.61%	
4320 Capital Region Collaborative			0	24,290	0.00%	
Total 4300 Local Funding	\$49,644	\$49,265	98,909	\$619,640	15.96%	
<b>4400 Private Funding</b>						
4410 Restricted Contributions			0			
4360 FOLAR Grant	6,246	6,246	12,492	74,957	16.67%	
Total 4410 Restricted Contributions	\$6,246	\$6,246	12,492	\$74,957	16.67%	
<b>5000 Other Income</b>						
5001 Interest Income	578	132	710	0	0.00%	
Total 5000 Other Income	578	132	710	0	0.00%	
Total Income	\$214,941	\$222,129	\$437,070	\$3,946,215	11.08%	5.5% below budget;55% delta on salary reimbursements
<b>Expenses</b>						
<b>6000 Salary &amp; Wages</b>						
6100 Wages	126,521	126,298	252,819	1,442,094	17.53%	
6101 Leave Wages				150,000	0.00%	
6102 Leave PTO Adjusted				10,000	0.00%	
6200 Payroll Taxes	9,422	9,377	18,799	115,464	16.28%	
<b>6500 Benefits</b>						
6512 Healthcare	17,957	18,290	36,247	225,133	16.10%	
<b>Item C</b>	<b>10,758</b>	<b>10,758</b>	<b>21,516</b>	<b>101,880</b>	<b>21.12%</b>	VRS rates increased
6533 ICMA - 401 (1 staff/old retirement)	1,153	1,153	2,306	0	0.00%	
6535 Hybrid 401 A (matching funds)	379	379	759	0	0.00%	
6541 LTD	970	970	1,940	10,565	18.36%	
6542 Hybrid VRS ST & LT Disability	175	175	350		0.00%	
6550 FSA/HSA Section 125 Plans	105	106	211		0.00%	
6580 Payroll Fees	160	166	326	3,000	10.88%	
6590 Training	165	15,667	15,832	85,000	18.63%	

	Aug-20	Jul-20	YTD Actual Total	Annual Budget	16.67% YTD % of Total Budget	YTD Notes for +/- 25% Variance
Total 6000 Salary & Wages	\$167,765	\$183,340	\$351,105	\$2,143,136	16.38%	Total is inline with budget - 16.67%
7720 Legal Fees - Other	(3,000)	3,000	0	7,500	0.00%	
7721 General Counsel	2,000	2,000	4,000	24,000	16.67%	
Total 7720 Legal Fees	(\$1,000)	\$5,000	\$4,000	31,500	12.70%	
7730 Contracted Services	\$0	\$0	0	25,000	0.00%	
Total 7100 Professional Fees	(\$1,000)	\$5,000	\$4,000	\$56,500	7.08%	
7200 Office Expenses						
7220 Computer Operations						
7221 Virtual Desktop Operations	9,026	8,960	17,986	95,000	18.93%	
7222 Software	586	395	981	35,000	2.80%	
<b>Item D</b> 7223 Broadband/network/telephone	1,313	3,294	4,607	9,750	47.25%	New phones, still adjusting
7224 Desktops & Support	1,076	1,076	2,153	12,000	17.94%	
7226 Technology services	2,577	0	2,577	10,000	25.77%	recorded annual contract for services
Total 7220 Computer Operations	\$14,578	\$13,725	\$28,303	\$161,750	17.50%	Overbudget < 1%
7230 Printing	2,579	3,813	6,392	37,400	17.09%	
<b>Item E</b> 7235 Supplies	2,721	1,566	4,287	10,000	42.87%	Covid19 supplies, VRSA grant
7245 Postage	22		22	2,000	1.10%	
7250 Advertisements			0	7,500	0.00%	
7290 Miscellaneous Expenses			0	10,000	0.00%	
7295 Bank Fees	100	115	215	1,500	14.33%	
Total 7200 Office Expenses	\$20,000	\$19,219	\$39,219	\$230,150	17.04%	Overbudget < 1%
7400 Program Expenses						
7410 Organizational Dues	1,337	1,248	2,585	17,500	14.77%	
7420 Travel - Board			0	3,500	0.00%	
7425 Travel - Agency	0	76	76	32,500	0.23%	
7430 Books & Periodicals	12	12	24	1,000	2.40%	
7450 Pass-through and Matching funds			0			
7451 Pass Through Funds - MPO	8,025		8,025	593,550	1.35%	
7452 Pass Through Funds (VDEM)			0	216,125	0.00%	
7454 Pass-through funds - Lower Ck			0	100,000	0.00%	
7457 Pass-Thru Hazard Mitigation			0	120,000	0.00%	
<b>Item F</b> 7459 Other Pass-Thru Expenses	9,355		9,355	0	0.00%	Analysis of Impediments; budget amendment forthcoming (refer Item B)
Total 7450 Pass-thru and Matching funds	17,380	0	17,380	1,029,675	1.69%	
Total 7400 Program Expenses	\$18,729	\$1,336	\$20,065	\$1,084,175	1.85%	Below budget of 16.67%
7600 Infrastructure						
7210 Rent	20,875	20,190	41,065	249,156	16.48%	Rent increased in Aug20
7240 Insurance	573	573	1,146	7,390	15.51%	
7680 Depreciation Expense	2,103	2,103	4,205	21,575	19.49%	
Total 7600 Infrastructure	23,551	22,866	46,417	278,121	16.69%	
Total Expenses	229,045	231,760	460,805	3,792,082	12.15%	
Net Operating Income	(\$14,104)	(\$9,631)	(23,735)	\$154,133	-15.40%	
Other Expenses						
<b>Item G</b> 7900 Capital Expense Projects	5,947		5,947	20,000	29.74%	Covid19 Remodel in break room
7950 Transfer to/from Reserves			0	101,888	0.00%	
7951 Trf to Reserves - Fund Balance Goal	0	0	0	32,245	0.00%	
Total Other Expenses	5,947	0	5,947	154,133	3.86%	
Net Income (Loss)	(\$20,051)	(\$9,631)	(29,682)	\$0	0.00%	

**Notes:**

YTD Net Loss is (\$29,682)

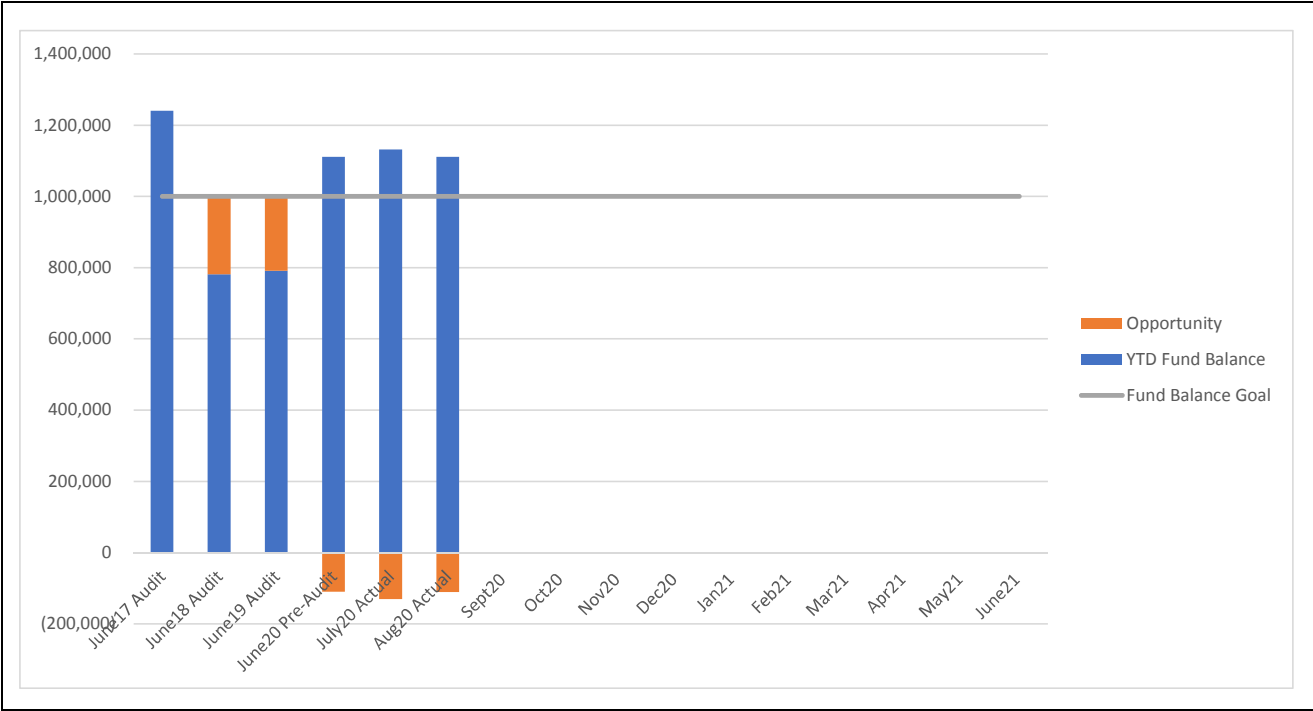
Total Income is underbudget 5.59%; 55% delta on salary reimbursements

Salaries & Wages are in line YTD with budget

Program Expenses are 14.85% below expected due to program deadlines extended

Computer Operations and Office Expenses are over budget <1%

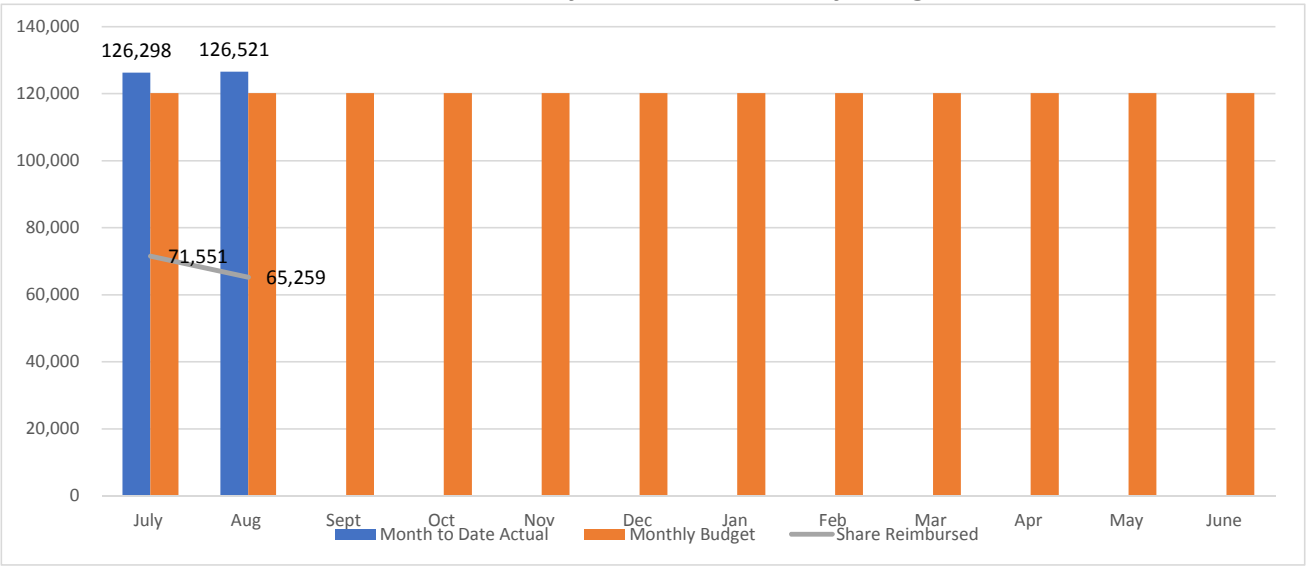
**Plan RVA  
Fund Balance Projection  
Fiscal Year 2020-2021**



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.

<b>Unrestricted Reserve - End of FY 20 (adjusted)</b>	1,110,789
<b>Net Surplus (Deficit) August YTD 2020</b>	(29,682)
<b>Special Assessments FY21</b>	<u>30,122</u>
<b>Unrestricted Reserve - 8/31/20</b>	<u><u>1,111,229</u></u>

**Salaries - Monthly Actual vs Monthly Budget**



**Staff Composition 2018-2021**  
**Allocation of Staff Time by Program Area**

<b>Program Area</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021- Budget</b>
Agency Administration	3.97	3.64	3.77	3.95
Community Development	1.72	0.29	0.58	0.06
Data, Research & Analysis	0.69	0.52	0.67	1.3
Emergency Management	1.59	1.11	1.17	1.13
Environment	1.13	2.13	2.34	2.24
Strategic Partnerships	2.26	0.85	0	0.04
Transportation	10.85	10.76	12.69	11.75
<b>Total FTEs</b>	<b>22.21</b>	<b>19.3</b>	<b>21.22</b>	<b>20.47</b>

<b>Position Type</b>	<b>Total Persons on Staff by Position Type</b>			
Full Time, Regular	23	23	20	19
Part Time, Regular	2	2	1	1
Part Time, Temporary	9	12	6	6
<b>Total Persons</b>	<b>34</b>	<b>37</b>	<b>27</b>	<b>26</b>

FY2021:

1 intern completed paid summer internship in mid august; replacement is signed on for paid summer internship through October 31.

1 intern converts to ~40 hours/week to 20 during paid fellowship thru May, 2021

1 intern remains at 20 hours/week during paid fellowship thru May, 2021

2 interns convert from paid to unpaid (Bonner Scholars) August 20th thru May, 2021

Job Type	Classification	Status	Title	Common Title	Alternate Title	Minimum	Middle	Maximum	Mid Annual Salary
Intern	Intern 1	PT- Non Exemp	"Program" Volunteer	Intern/Volunteer	Bonner Scholar/ VISTA	-	-	-	
Intern	Intern 2	PT- Non Exemp	Intern	Intern		\$ 10.50	\$ 13.35	\$ 16.20	
Intern	Intern 3	PT- Non Exemp	Intern	Intern		\$ 12.00	\$ 15.00	\$ 18.00	
Intern	Intern 4	PT- Non Exemp	Intern	Intern	Wilder Fellow	\$ 15.00	\$ 18.90	\$ 22.80	
Administrative	Admin 1	FT- Non Exemp	Administrative Assistant			\$ 13.75	\$ 17.25	\$ 20.75	\$ 36,156.00
Administrative	Admin 2	FT- Exempt	Program Assistant			\$ 17.00	\$ 21.25	\$ 25.75	\$ 44,540.00
Administrative	Admin 3	FT- Exempt	Executive Assistant			\$ 19.75	\$ 24.75	\$ 29.75	\$ 51,876.00
Coordinator	Coordinator 1	FT- Exempt	Assistant Coordinator	Project Coordinator		\$ 13.75	\$ 17.75	\$ 21.75	\$ 37,204.00
Coordinator	Coordinator 2	FT- Exempt	Coordinator	Program Coordinator		\$ 17.00	\$ 21.25	\$ 25.75	\$ 44,540.00
Coordinator	Coordinator 3	FT- Exempt	Senior Coordinator	Managing Coordinator		\$ 19.00	\$ 23.75	\$ 28.75	\$ 49,780.00
Analyst	Analyst 1	FT- Exempt	Associate Analyst			\$ 17.00	\$ 21.25	\$ 25.75	\$ 44,540.00
Analyst	Analyst 2	FT- Exempt	Analyst	Coordinator		\$ 19.00	\$ 24.25	\$ 29.75	\$ 50,828.00
Analyst	Analyst 3	FT- Exempt	Senior Analyst	Managing Analyst		\$ 23.50	\$ 29.50	\$ 35.50	\$ 61,828.00
Analyst	Analyst 4	FT- Exempt	Principal Analyst	Director		\$ 27.50	\$ 34.25	\$ 41.25	\$ 71,788.00
Manager	Manager 1	FT- Exempt	Assistant Manager			\$ 14.25	\$ 19.00	\$ 23.75	\$ 39,824.00
Manager	Manager 2	FT- Exempt	Manager	Project Manager	Office Manager	\$ 19.00	\$ 23.75	\$ 28.75	\$ 49,780.00
Manager	Manager 3	FT- Exempt	Senior Manager	Program Manager	Senior Office Manager	\$ 23.75	\$ 29.75	\$ 35.75	\$ 62,356.00
Manager	Manager 4	FT- Exempt	Assistant Managing Director	Senior Program Manager	Assistant Program Director	\$ 31.00	\$ 38.25	\$ 45.50	\$ 80,172.00
Manager	Manager 5	FT- Exempt	Managing Director	Principal Manager	Program Director	\$ 38.00	\$ 45.25	\$ 52.50	\$ 94,844.00
Planner	Planner 1	FT- Exempt	Associate Planner			\$ 14.25	\$ 19.00	\$ 23.75	\$ 39,824.00
Planner	Planner 2	FT- Exempt	Planner	Planning Coordinator		\$ 19.00	\$ 23.75	\$ 28.75	\$ 49,780.00
Planner	Planner 3	FT- Exempt	Senior Planner	Planning Manager		\$ 23.75	\$ 29.75	\$ 35.75	\$ 62,356.00
Planner	Planner 4	FT- Exempt	Assistant Director	Senior Planning Manager	Assistant Plng Dir	\$ 31.00	\$ 38.25	\$ 45.50	\$ 80,172.00
Planner	Planner 5	FT- Exempt	Director	Principal Planner	Planning Director	\$ 38.00	\$ 45.25	\$ 52.50	\$ 94,844.00
Executive	Exec 1	FT- Exempt	Senior Director	Deputy Executive Director		\$ 45.25	\$ 52.50	\$ 59.75	\$ 110,040.00
Executive	Exec 2	FT- Exempt	Executive Director			\$ 50.00	\$ 54.75	\$ 59.75	\$ 114,756.00
Executive	Exec 3	FT- Exempt	Senior Executive Director			\$ 57.25	\$ 71.50	\$ 85.75	\$ 149,866.00



## Request for Approval to Establish and Recruit for Three Positions

1. Manager 4/5 (depending on negotiations) \$23.75-35.75/hour: Position designed to support the governance functions of the Commission, the Richmond Regional Transportation Planning Organization and the Central Virginia Transportation Authority as well as their committees. The position will be responsible to and work directly with the Executive Director and Director of Transportation to assure timely and accurate materials are provided to members of the identified bodies, maintain all records of the bodies and develop a streamlined, customer service-based approach to supporting members of the Commission, CVTA and RRTPO. Incumbent will also serve as the FOIA officer for the Commission and the organizations it supports (CVTA, EMACV, RRTPO). Other related duties defined over the course of the year. Position supports general objective: Strengthen the Organization. Will allow current Office Manager and Program Coordinator to refocus attention on financial/grant administration and transportation planning respectively. The unified position also will support greater efficiency and continuity among governing body members.

**FY2021 Funding: 33% Admin/Indirect; 67% Transportation (RRTPO and CVTA)**

2. Coordinator 3/Manager 2 (depending on supervisory experience): Position designed to lead public engagement and community outreach activities across program areas. Priorities include developing an equity informed approach to public engagement including identifying community based and media strategies to raise awareness of PlanRVA and the RRTPO while providing support to specific planning projects underway including the current and next Long-Range Transportation Plan and Hazard Mitigation Plan. Position supports general objective: Promote Regional Success. Builds on prior year efforts to raise general awareness of PlanRVA and RRTPO and to fulfill expectations for public involvement in regional planning activities. Provides a dedicated resource to staff to support public participation and involvement throughout the planning process across agency programs.

**FY2021 Funding: 7% Emergency Management; 12% Environmental; 77% Transportation**

3. Manager 5/Planner 5 (depending on professional background): Position designed to support agency's research and data collection, management and analysis projects and will rely heavily on background in statistics, data management or economics. The position will be responsible for supporting redesign and management of the Regional Indicators project and Transportation Performance Measurement under direction from the Directors of Transportation and GIS/Planning. Key work products will include development of dataset development, visualization and publication. Position supports general objective: Build a Regional Resource Center. Provides additional staff capacity to focus on organization and integration of new/existing data sets, performance measurement in key priority areas and data visualization and presentation to the public and local/regional decision makers.

**FY2021 Funding: 20% Data, Research & Analysis; 80% Transportation**