



AGENDA
December 12, 2019 -- 9:00 a.m.
James River Board Room

Call to Order

Pledge of Allegiance

Certification of Meeting Quorum

1. Requests for Additions or Changes to Order of Business

2. Public Comment Period

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

3. Minutes for the November 14, 2019 Meeting (Tab 1)

Action Requested: Motion to approve the November 14, 2019 Meeting Minutes.

4. [Regional Forum: Socio-Economic Data and Scenario Planning](#)

Chet Parsons, Director of Transportation will provide an update on the Socio-Economic Data Report completed for the RRTPO and share the status of our capacity development for Scenario Planning in long range planning.

5. Reports

a. Executive Director's Report

i. Intergovernmental and Environmental Review Summary (Tab 2)

For information; no action requested

b. Executive Committee/Chairman's Report

i. Cancellation of January Meetings

Requested Action: Motion to cancel January 9, 2020 Full Commission Meeting.



c. Audit, Facilities & Finance Committee Report

i. October 30 Financial Statements (Tab 3)

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

d. Public Outreach and Engagement Committee Report

i. 50th Anniversary Report (Tab 4)

ii. Outreach & Engagement Agenda for 2020

6. Other Business

7. Adjourn: Target 10:30 am

Requested Action: Motion to Adjourn



**MINUTES
November 14, 2019**

Members and Alternates (A) Present

Parker Agelasto..... City of Richmond
 Nolen Blackwood (A) City of Richmond
 Steve Elswick Chesterfield County
 Gloria Freye..... Chesterfield County
 Timothy Davey..... Chesterfield County
 Dorothy Jaeckle Chesterfield County
 Angela Kelly-Wiecek, Secretary Hanover County
 Kristen Larson City of Richmond
 Susan Lascolette Goochland County
 Tyrone Nelson, Chair Henrico County
 Larry Nordvig Powhatan County
 Patricia Paige, Treasurer..... New Kent County
 Canova Peterson Hanover County
 Dr. George Spagna, Vice Chair Town of Ashland
 Randy Silber (A)..... Henrico County
 Frank Thornton Henrico County
 Randy Whittaker Hanover County
 Christopher Winslow..... Chesterfield County

Others Present

Eric Gregory..... Hefty, Wiley and Gore
 Mark Rhodes..... Dunham, Aukamp & Rhodes, PLC
 David Sacks..... Henrico County

Staff Present

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

Call to Order/Pledge of Allegiance

Chairman Nelson called the regularly scheduled November 14, 2019 meeting to order at approximately 9:15 a.m. in the James River Board Room. He then led members in the Pledge of Allegiance to the flag of the United States of America.

Certification of Meeting Quorum

Ms. Shickle, Executive Director, confirmed a quorum was present.

1. Requests for Additions or Changes to Order of Business

Chairman Nelson asked if there were any requests to change the agenda or order of business. With no requests for changes the agenda was approved.

2. Public Comment Period

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

3. Minutes for the October 10, 2019 Meeting

Mr. Peterson made a motion to accept the October 10, 2019 minutes as presented; Ms. Lascolette seconded the motion and the minutes were accepted. The motion carried unanimously.

4. Regional Forum: Local Government Panel

Chairman Nelson asked Ms. Shickle to introduce the panel for the regional forum. Ms. Shickle said five local government county administrators were in attendance for the meeting and the administrators for the remaining four localities would be in attendance at a Commission meeting in the Spring.

John Budesky, Goochland County; Michelle Johnson, Charles City County; Rodney Hathaway, New Kent County; Joshua Farrar, Town of Ashland; and Ted Vorhees, Powhatan County comprised the panel of County Administrators. Ms. Shickle asked each panelist to highlight issues and opportunities at the local level and how they may relate to the region.

Mr. Vorhees (Powhatan) began the session and discussed issues such as development in rural communities, broadband, and accessing federal funds. He discussed the recent VACO meeting and the goal of equal taxation treatment and the argument for this to be a local decision. He also mentioned a regional transportation funding taxing authority to enhance the region's ability to better leverage state and federal transportation funding.

Mr. Farrar (Ashland) discussed redevelopment efforts in Ashland and employing a strategic approach to use existing properties effectively and making use of local taxes. Regionally he agrees that some type of regional tax authority for transportation is critical. He feels now is the time to move on transportation issues and mass transit is an important topic to explore from a regional perspective.

Mr. Hathaway (New Kent) shared that the County is divided by how its citizen would like the county to look in the next 20 or 30 years. Half of the county does not want additional development, but the other half would like to see more big box stores and retail development. The County is starting on a strategic planning process and aims to get community input and this feedback will serve as a road map for the future. Other areas of priority are broadband, investments in transportation infrastructure and leverage for additional state and federal funds. Mr. Hathaway also agrees with a regional transportation tax authority and mentioned many investments that have been made in emergency services for New Kent.

Ms. Johnson (Charles City) referenced the tough election season and announced that the County will have a new Board member in 2020. She said a new library and Dollar General store have opened in the county and new development is taking place including two new power plants. Both projects are in excess of \$1 billion investments and will change the face of Charles City; the opportunities are endless. An assisted living facility has also been approved that will allow older citizens to stay in the county.

Mr. Budesky (Goochland) noted the county administrators do lean on each other, and as demonstrated from the panel, have a very strong relationship. He said Goochland is in a very good place and is structurally sound financially but noted there are service demands that must be balanced with the county's relatively low tax rate. He said the school population is dropping while the current median house value is \$505,000. He agrees there are regional transportation funding challenges that have been discussed in the past and different approaches should be considered in addition to a taxing solution.

Chairman Nelson thanked the panel members and asked if there were any questions. Ms. Jaeckle noted population wants benefits of density but not the density – they want broadband but not the people.

Ms. Lascolette said Smart Scale needs to be fixed. Ms. Kelly-Wiecek noted other regions have plans in place to seek authority to generate local transportation funds to improve competitiveness of applications submitted for funding and that we need to work with what is available.

Chairman Nelson asked Ms. Johnson about the power plants she mentioned in Charles City County. She said two natural gas power plants are planned and permitted and each plant will create jobs during construction and then fewer once they are operational. Ms. Johnson stated many citizens that are against the power plants are misinformed. Public hearings have been planned and there will be an information session with representatives from the Virginia Department of Environmental Quality. She reiterated the power plants are a great opportunity for the county and the Commonwealth of Virginia.

Mr. Thornton pointed out progressive regions are needed for the future and we need to customize the tools necessary for this region.

Ms. Shickle asked about implications of the newly designated tribal organizations. Mr. Hathaway discussed contact with the Pamunkey tribe regarding a casino being built and settling on a location that is about 3,000 acres. He said the federal government may underwrite some of the costs. Ms. Johnson mentioned discussions with the Chickahominy tribe regarding casinos in Charles City County and grant funding possibilities as the plans develop. She indicated she will keep the Regional Commission informed as these plans develop.

Mr. Nordvig commented on transportation planning and suggested developing these plans in conjunction with VDOT. He also discussed broadband and the need for funding to address the gap of service and the need for quick action

Chairman Nelson thanked the panel for attending the meeting and all the great work they are doing across the region.

5. Reports

a. Executive Director's Report

i. Intergovernmental and Environmental Review Summary

Ms. Shickle mentioned the review summary is included for informational purposes only; no action is requested.

ii. Cooperation Agreement for Multi-Jurisdictional Analysis of Impediments to Fair Housing Choice

Ms. Shickle said the Regional Commission was approached this summer about providing support for this analysis to economize the cost associated with producing this report. The localities affected determined they would like to work together to procure vendor services and asked the Regional Commission to administer the project. This would mean the Regional Commission would solicit the vendor and manage that vendor contract on behalf of the participating jurisdictions.

The total project cost has been capped at \$125,000, of which \$15,000 was set aside to compensate the Regional Commission for administering the project. Ms. Shickle pointed out that she has been working with David Sacks from Henrico County and he is in attendance to answer additional questions.

Mr. Elswick asked who represents the localities and if the study only addresses impediments and not the things that are being done well. Ms. Shickle pointed out the title is federal language. Representatives from the local community development departments are supervising the project; in Chesterfield County, the contact is Kathleen Thompson. Mr. Sacks provided additional contacts from the other localities involved.

Ms. Jaeckle asked about previous analysis and where they are located. Mr. Sacks said for Chesterfield County, one was completed about five years ago. He confirmed the most

recent mandate states the analysis must be done every five years and each locality should have the last one that was completed available for review either online or through the community development offices.

Ms. Kelly-Wiecek confirmed Regional Commission staff is not actually doing the study and asked where this study fits in to the strategic planning framework. Ms. Shickle said the study does fit within the framework in prioritizing work prioritized by the localities and this project is similar to how we work with emergency services to coordinate cost effective consultant services for multiple partnering jurisdictions. In addition, there is potential to enhance our database for the region. The equity analysis data may be useful in other program areas. Ms. Kelly-Wiecek said it would be helpful going forward to show where these types of projects fit within the matrix of the strategic framework.

Mr. Winslow asked about the standards of evaluation and Mr. Sacks replied standards used by HUD remain the same.

Mr. Peterson asked for clarification about the special assessment terminology used in the presentation. Ms. Shickle said each locality pays a portion of the total cost of the project and those jurisdictions that are not participating in the analysis are not contributing. Mr. Gregory said the special assessment can be considered a fee for service.

Mr. Agelasto asked if the bylaws have any stipulation about conducting a project outside of the Regional Commission boundaries. Ms. Shickle said she is not aware of any prohibition and the Regional Commission regularly collaborates with neighboring PDCs including the Crater PDC.

Ms. Lascolette asked what happens if the Regional Commission exceeds the \$15K fee and Ms. Shickle said the MOU does cap the fee at \$15K so any overages would be absorbed by the Regional Commission. Ms. Lascolette asked if Ms. Shickle feels confident the work can be managed within this fee. Ms. Shickle said the agency time allocations model indicates the project can be completed within this budget.

There were no additional questions and Chairman Nelson asked for a motion to approve the proposed agreement. Mr. Agelasto made the motion which was seconded by Mr. Winslow. The motion was approved unanimously.

b. Executive Committee/Chairman's Report

Ms. Larson pointed out today's meeting is Mr. Agelasto last meeting with the Regional Commission. Chairman Nelson reviewed other Commissioners whose terms would be ending in December – Ms. Jaeckle, Mr. Elswick, Ms. Cabell and Mr. Miles.

Chairman Nelson said he would give the outgoing Commissioners a chance to address the Board at the December meeting. Mr. Agelasto said it has been an honor to serve and he was thanked with a round of applause from the Commission.

c. Audit, Facilities & Finance Committee Report

September Financial Statements:

Dr. Spagna referred to Tab 4 of the agenda packet and said reports were reviewed by the Audit, Facilities & Finance committee. Overall, the reports are positive as the agency operating revenues for the first quarter exceeded expenses. The agency is performing better than expected at this time of the year due to a lag in filling vacancies (reducing personnel expenses) and less than expected expenses for contractors in the first quarter.

Dr. Spagna made a motion to accept the September Financial Statements as presented and Ms. Jaeckle seconded the motion and the motion carried unanimously. The Financial statements were accepted as presented.

FY19 Draft Annual Audit:

Dr. Spagna said the FY2019 review resulted in a clean audit with no recommendations for major changes. He said the Executive Committee motion to enter in to closed session in the earlier meeting mentioned fraud but there was no case of fraud, just an error in the language used. Dr. Spagna deferred any audit questions to Mr. Rhodes.

Chairman Nelson said the draft audit was distributed to localities' CAOs and Managers and suggestions to changes in language have been incorporated. Ms. Shickle also commented Henrico County had non-substantative changes that have been incorporated as well following distribution of the meeting materials.

Mr. Rhodes confirmed there were no findings in internal controls or concerns with regard to compliance with uniform guidance requirements. There were no additional questions.

Dr. Spagna made a motion to approve the FY2019 Annual Audit and Mr. Thornton seconded the motion and the motion carried unanimously.

d. Public Outreach and Engagement Committee Report

Mr. Nordvig reported the committee is meeting after the Full Commission adjourns and would provide an update at the December meeting. He also encouraged any locality that has not completed a resolution of the 50th Anniversary and the rebranding of PlanRVA to do so. He said this provides press for PlanRVA and exposure for the Board. He mentioned local community involvement, promotional products, and more activities to come.

Adjournment

With no other business, Chairman Nelson adjourned the meeting at approximately 10:27 a.m.

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:

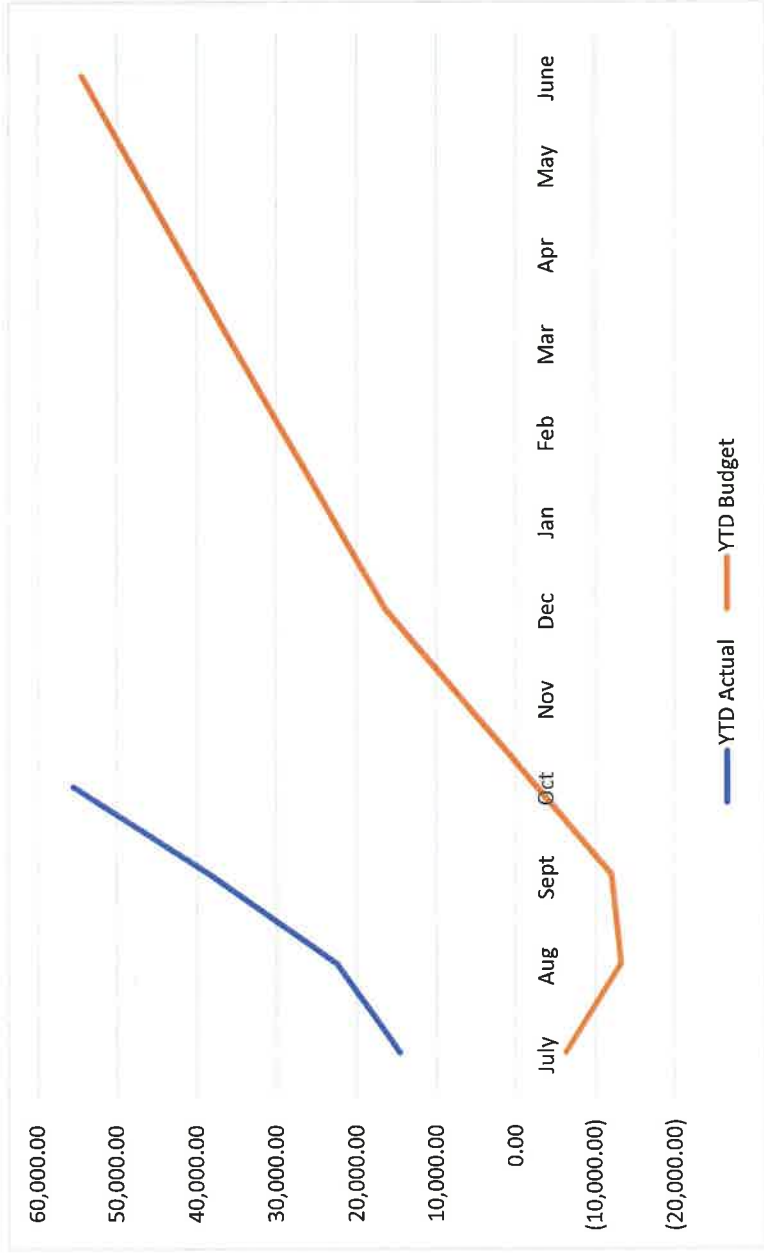
- State Agency grant applications for Federal funding, including:
 - CERCLA grant funds from US EPA (Superfund programming and site remediation)
 - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
 - Diesel Emission Reduction Act (DERA) State Clean 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/>.

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

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



Plan RVA
Profit Loss Budget Performance
October 2019

	July 19	Aug 19	Sept 19	Oct 19	YTD Actual	YTD Budget	% Spent
6532 - VRS Employee Contribution	89.42	(5.51)	73.48	0.15	157.54	0.00	
6533 - ICMA - 401	152.87	(752.13)	(1,752.13)	(1,752.13)	-4,103.52)	0.00	
6534 - ICMA - 457	660.30	1,565.30	2,565.30	2,565.30	7,356.20	0.00	
6535 - Hybrid 401 A	618.70	632.14	673.07	456.92	2,380.83	0.00	
6536 - HYBRID 457	0.00	0.00	0.00	373.22	373.22	0.00	
6538 - 403B Plan	0.00	0.00	0.00	0.00	0.00	0.00	
Total 6530 - Retirement	7,578.18	7,797.42	8,701.14	8,676.55	32,753.29	32,472.64	100.86%
6540 - Life & Disability							
6541 - LTD	567.86	584.79	615.29	644.33	2,412.27	3,367.64	71.63%
6542 - Hybrid VRS ST & LT Disabili	0.00	0.00	160.40	179.76	340.16	0.00	-28.37%
6543 - AFLAC	137.52	221.92	(321.84)	(0.01)	37.59	0.00	
6540 - Life & Disability - Other	(0.01)	0.00	0.00	0.00	(0.01)	0.00	
Total 6540 - Life & Disability	705.37	806.71	453.85	824.08	2,790.01	3,367.64	385.22%
6550 - FSA/HSA Section 125 Plans	395.30	1,266.51	(371.66)	451.05	1,741.20	452.00	0.00%
6500 - Benefits - Other	0.00	0.00	0.00	0.00	0.00	3,047.28	
Total 6500 - Benefits	23,392.05	23,902.84	23,340.53	21,179.88	97,815.30	108,984.92	89.75%
6580 - Payroll Fees	462.08	37.95	327.95	273.33	1,101.31	2,133.36	51.62%
6590 - Training	3,250.00	17,435.00	225.00	1,763.34	22,673.34	11,333.36	200.06%
Total 6000 - Salary & Wages	133,462.28	155,917.13	145,773.22	152,912.77	588,065.40	637,294.89	92.28%
7100 - Professional Fees							
7200 - Legal Fees							
7721 - RRPDC-	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00	8,000.00	100.00%
7722 - MPO	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
7720 - Legal Fees - Other	0.00	0.00	0.00	0.00	0.00	1,666.64	
Total 7720 - Legal Fees	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00	9,666.64	82.76%
7730 - Contracted Services	14,310.00	6,600.00	0.00	1,275.00	22,185.00	31,686.72	70.01%
Total 7100 - Professional Fees	16,310.00	8,600.00	2,000.00	3,275.00	30,185.00	41,353.36	72.99%
7200 - Office Expenses							
7200 - Office Expense - Desks	0.00	0.00	0.00	3,316.65	3,316.65	0.00	#DIV/0!
7221 - Virtual Desktop Operations	6,879.87	7,057.43	7,955.79	7,700.31	29,593.40	28,000.00	105.69%
7222 - Software	0.00	0.00	0.00	228.00	228.00	17,320.00	1.32%
7223 - Broadband/network/telephone	100.00	1,236.14	567.22	196.29	2,099.65	2,455.92	85.49%
7224 - Desktops & Support	1,751.30	1,751.30	1,751.30	1,751.30	7,005.20	5,821.88	120.33%
7226 - Technology Services	0.00	2,577.04	0.00	0.00	2,577.04	6,416.64	40.16%
7230 - Printing	3,943.23	2,758.09	2,890.96	2,468.79	12,061.07	12,466.64	96.75%
7235 - Supplies	200.66	1,655.76	592.03	1,456.27	3,904.72	3,206.64	121.77%
7245 - Postage	315.60	0.00	0.00	0.00	315.60	920.00	34.30%
7250 - Advertisements	0.00	0.00	0.00	0.00	0.00	1,666.64	0.00%
7280 - Staff Engagement	0.00	0.00	85.99	0.00	85.99	0.00	#DIV/0!
7290 - Miscellaneous Expenses	16.51	1,721.75	303.29	3,069.60	5,111.15	1,666.64	306.67%
7295 - Bank Fees	124.03	131.96	95.00	85.00	435.99	1,000.00	43.60%
Total 7200 - Office Expenses	13,331.20	18,889.47	14,241.58	20,272.21	66,734.46	80,941.00	82.45%
7400 - Program Expenses							
7410 - Organizational Dues	499.13	6,988.38	499.13	594.13	8,580.77	5,000.00	171.62%
Total	253,749.90	253,749.90	253,749.90	253,749.90	988,065.40	1,118,366.54	-17.55%
							(25,374.90)
							(2c)
							(14,206.54)
							Wages under budget (2a)
							(49,229.49)
							(11,168.36)

Plan RVA
Profit Loss Budget Performance
October 2019

	July 19	Aug 19	Sept 19	Oct 19	YTD Actual	YTD Budget	% Spent
7420 · Travel - Board	0.00	0.00	0.00	0.00	0.00	2,166.64	0.00%
7425 · Travel - Agency	555.95	3,813.03	1,375.10	516.93	5,261.01	10,833.36	57.79%
7430 · Books & Periodicals	0.00	28.16	28.16	28.16	84.48	333.36	25.34%
7450 · Pass-through and Matching funds				0.00	0.00		
7451 · Pass Through Funds - MPO	55,182.38	0.00	3,500.00	54,990.67	113,673.05	162,905.46	69.78%
7452 · Pass Through Funds (FEIMA)	21,074.49	13,674.07	35,758.47	5,428.00	75,935.03	64,594.64	117.56%
7457 · Pass-Through Funds - Lower Chic	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
7459 · Pass-Through Funds - FOLAR	0.00	282.92	(282.92)	0.00	0.00	0.00	#DIV/0!
95 Total 7450 · Pass-through and Matching funds	76,256.87	13,956.99	38,975.55	60,418.67	139,608.08	227,500.10	83.34%
7400 · Program Expenses - Other	0.00	0.00	517.42	0.00	517.42	0.00	-16.66%
97 Total 7400 · Program Expenses	77,311.95	24,786.56	41,395.36	61,557.89	235,051.76	245,833.46	83.41%
7600 · Infrastructure							(2b)
7210 · Rent	19,527.95	19,527.95	19,527.95	19,527.95	78,111.80	80,098.70	97.52%
7240 · Insurance	532.50	532.50	532.50	532.50	2,130.00	2,130.00	100.00%
7630 · Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	
102 Total 7600 · Infrastructure	20,060.45	20,060.45	20,060.45	20,060.45	80,241.80	82,228.70	97.58%
103 Total Expense	260,475.88	228,253.61	223,470.61	258,078.32	970,278.42	1,087,651.41	89.21%
Net Ordinary Income	14,595.18	7,845.75	15,726.06	17,322.34	55,489.33	(2,582.25)	(2)
Other Income/Expense							under budget
Other Expense							
7901 · Transfer to Reserve Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
110 Net Income	14,595.18	7,845.75	15,726.06	17,322.34	55,489.33	(2,582.25)	

Comments Regarding October 2019 YTD Variances:

- (1) Income is under budget by \$84k for the year; Federal funding is \$84k under budget in total for all programs
- (2) Expenditures are under budget by \$142k; Salaries & wages were \$49k below; program expenses are below budget by \$65k office & contractual are below \$25k

Plan RVA
 Profit Loss - Detailed
 October 2019

	Column A	Column B	Column C	Column D	Column E
	Oct 2019 Actual	Oct 2019 Budget	\$ Variance	% of Monthly Budget	Annual Budget
	Oct 19	Budget	\$ Over Budget	% of Budget	Annual Budget
1 Ordinary Income/Expense					
2 Income					
3 4100 · Federal Funding					
4 4101 · MPO FHWA/PL Funds - Fed share	132,900.80	106,868.30	26,032.50	124.36%	1,282,419.57
5 4102 · MPO Sect 5303 Funds - Fed share	17,368.80	32,285.20	-14,916.40	53.8%	387,422.40
6 4105 · MPO Pass-Through	0.00	6,666.67	-6,666.67	0.0%	80,000.00
7 4110 · DEQ-Coastal	12,195.00	7,258.33	4,936.67	168.01%	87,100.00
8 4115 · DEQ-Coastal Pass - Through	0.00	0.00	0.00	0.0%	0.00
9 4120 · VDEM SHSP	7,670.73	7,436.46	234.27	103.15%	89,237.56
10 4130 · VDEM Pass-through grants	5,428.00	16,148.65	-10,720.65	33.61%	193,783.84
11 Total 4100 · Federal Funding	175,563.33	176,663.61	-1,100.28	99.38%	2,119,963.37
12 4200 · State Funding					
13 4201 · MPO FHWA/PL Funds - State share	16,612.60	13,358.54	3,254.06	124.36%	160,302.45
14 4202 · MPO Sec. 5303 - State share	2,171.10	4,035.65	-1,864.55	53.8%	48,427.80
15 4205 · State MPO Pass-Through	0.00	1,666.63	-1,666.63	0.0%	20,000.00
16 4207 · DEQ WIP3 Funding	2,070.41	895.83	1,174.58	231.12%	10,750.00
17 4210 · VDOT Rural Planning	6,622.03	4,833.37	1,788.66	137.01%	58,000.00
18 4230 · State Appropation	9,491.67	9,491.67	0.00	100.0%	113,900.00
19 Total 4200 · State Funding	36,967.81	34,281.69	2,686.12	107.84%	411,380.25
20 4300 · Local Funding					
21 4301 · TPO Assessment	4,145.98	4,145.98	0.00	100.0%	49,751.73
22 4310 · Local Membership Dues	49,242.14	49,242.14	0.00	100.0%	590,905.69
25 Total 4300 · Local Funding	53,388.12	53,388.12	0.00	100.0%	640,657.42
26 4400 · Private Funding					
27 4360 · FOLAR Grant	6,933.87	6,933.87	0.00	100.0%	83,206.44
28 4410 · Other Contributions - PHA	343.44	0.00	343.44	100.0%	0.00
29 Total 4400 · Private Funding	7,277.31	6,933.87	343.44	104.95%	83,206.44
30 5000 · Other Income					
31 5001 · Interest Income	1,075.91	0.00	1,075.91	100.0%	0.00
32 5010 · Miscellaneous	1,128.18	0.00	1,128.18	100.0%	0.00
33 5020 · Restitution --Scott Newcomer	0.00	0.00	0.00	0.0%	0.00
34 Total 5000 · Other Income	2,204.09	0.00	2,204.09	0.0%	0.00
35 Total Income	275,400.66	271,267.29	4,133.37	101.52%	3,255,207.48
36 Expense					
37 6000 · Salary & Wages					
38 6100 · Wages	115,241.76	119,510.24	-4,268.48	96.43%	1,453,225.27
39 6200 · Payroll Taxes	8,454.46	9,200.56	-746.10	91.89%	110,406.73
40 6500 · Benefits					
41 6512 · Healthcare	17,228.20	17,411.33	-183.13	98.95%	208,936.00
42 6530 · Retirement					
43 6531 · VRS Retirement Contribution	7,033.09	8,118.17	-1,085.08	86.63%	97,418.00
44 6532 · VRS Employee Contribution	0.15	0.00	0.15	100.0%	
45 6533 · ICMA - 401	-1,752.13	0.00	-1,752.13	100.0%	
46 6534 · ICMA - 457	2,565.30	0.00	2,565.30	100.0%	
47 6535 · Hybrid 401 A	456.92	0.00	456.92	100.0%	
48 6536 · HYBRID 457	373.22	0.00	373.22	100.0%	
49 6538 · 403B Plan	0.00	0.00	0.00	0.0%	
50 Total 6530 · Retirement	8,676.55	8,118.17	558.38	106.88%	97,418.00
51 6540 · Life & Disability					
52 6541 · LTD	644.33	841.92	-197.59	76.53%	10,103.00
53 6542 · Hybrid VRS ST & LT Disability	179.76	0.00	179.76	100.0%	

Plan RVA
 Profit Loss - Detailed
 October 2019

	Oct 19	Budget	\$ Over Budget	% of Budget	Annual Budget
54	6543 · AFLAC	-0.01	0.00	-0.01	100.0%
55	6540 · Life & Disability - Other	0.00	0.00	0.00	0.0%
56	Total 6540 · Life & Disability	824.08	841.92	-17.84	97.88%
57	6550 · FSA/HSA Section 125 Plans	451.05	113.00	338.05	399.16%
58	6500 · Benefits - Other	0.00	762.00	-762.00	0.0%
59	Total 6500 · Benefits	27,179.88	27,246.42	-66.54	99.76%
60	6580 · Payroll Fees	273.33	533.33	-260.00	51.25%
61	6590 · Training	1,763.34	2,833.33	-1,069.99	62.24%
62	Total 6000 · Salary & Wages	152,912.77	159,323.88	-6,411.11	95.98%
63	7100 · Professional Fees				
64	7720 · Legal Fees				
65	7721 · RRPDC-	2,000.00	2,000.00	0.00	100.0%
66	7722 · MPO	0.00	0.00	0.00	0.0%
67	7720 · Legal Fees - Other	0.00	416.67	-416.67	0.0%
68	Total 7720 · Legal Fees	2,000.00	2,416.67	-416.67	82.76%
69	7730 · Contracted Services	1,275.00	1,671.66	-396.66	76.27%
70	Total 7100 · Professional Fees	3,275.00	4,088.33	-813.33	80.11%
71	7200 · Office Expenses				
72	7200 Office Expense - Desks	3,316.65	0.00	3,316.65	0.0%
73	7221 · Virtual Desktop Operations	7,700.31	7,000.00	700.31	110.0%
74	7222 · Software	228.00	255.00	-27.00	89.41%
75	7223 · Broadband/network/telephone	196.29	613.97	-417.68	31.97%
76	7224 · Desktops & Support	1,751.30	1,455.47	295.83	120.33%
77	7226 · Technology Services	0.00	1,604.17	-1,604.17	0.0%
78	7230 · Printing	2,468.79	3,116.67	-647.88	79.21%
79	7235 · Supplies	1,456.27	801.67	654.60	181.66%
80	7245 · Postage	0.00	230.00	-230.00	0.0%
81	7250 · Advertisements	0.00	416.67	-416.67	0.0%
82	7280 · Staff Engagement	0.00	0.00	0.00	0.0%
83	7290 · Miscellaneous Expenses	3,069.60	416.67	2,652.93	736.7%
84	7295 · Bank Fees	85.00	250.00	-165.00	34.0%
85	Total 7200 · Office Expenses	20,272.21	16,160.29	4,111.92	125.45%
86	7400 · Program Expenses				
87	7410 · Organizational Dues	594.13	1,250.00	-655.87	47.53%
88	7420 · Travel - Board	0.00	541.67	-541.67	0.0%
89	7425 · Travel - Agency	516.93	2,708.33	-2,191.40	19.09%
90	7430 · Books & Periodicals	28.16	83.33	-55.17	33.79%
91	7450 · Pass-through and Matching funds				
92	7451 · Pass Through Funds - MPO	54,990.67	40,726.37	14,264.30	135.03%
93	7452 · Pass Through Funds (FEMA)	5,428.00	16,148.65	-10,720.65	33.61%
94	7457 · Pass-Through Funds - Lower Chic	0.00	0.00	0.00	0.0%
95	Total 7450 · Pass-through and Matching funds	60,418.67	56,875.02	3,543.65	106.23%
96	7400 · Program Expenses - Other	0.00	0.00	0.00	0.0%
97	Total 7400 · Program Expenses	61,557.89	61,458.35	99.54	100.16%
98	7600 · Infrastructure				
99	7210 · Rent	19,527.95	20,190.25	-662.30	96.72%
100	7240 · Insurance	532.50	532.50	0.00	100.0%
102	Total 7600 · Infrastructure	20,060.45	20,722.75	-662.30	96.8%
103	Total Expense	258,078.32	261,753.60	-3,675.28	98.6%
104	Net Ordinary Income	17,322.34	9,513.69	7,808.65	182.08%
106	Other Expense				
107	7901 · Transfer to Reserve Account	0.00	0.00	0.00	0.0%
108	Total Other Expense	0.00	0.00	0.00	0.0%
109	Net Other Income	0.00	0.00	0.00	0.0%
110	Net Income	17,322.34	9,513.69	7,808.65	182.08%

Plan RVA
Balance Sheet
October 2019

		Column A <u>October, 2019</u>	Column A <u>(Less: non-operating)</u>
1	ASSETS		
2	Current Assets		
3	Checking/Savings		
4	1050 · LGIP-Virginia Dept of Treasury	612,012.81	612,012.81
5	1070 · SunTrust Checking 8921	114,941.41	114,941.41
6	Total Checking/Savings	<u>726,954.22</u>	<u>726,954.22</u>
7	Accounts Receivable		
8	1200 · Accounts Receivable	464,198.70	464,198.70
9	Total Accounts Receivable	<u>464,198.70</u>	<u>464,198.70</u>
10	Other Current Assets		
11	1150 · Prepaid Expenses	20,235.53	20,235.53
12	1250 · Miscellaneous Receivables	197,611.47	197,611.47
15	Total 1600 · Miscellaneous A/R-EE	1,319.50	1,319.50
16	Total Other Current Assets	<u>219,166.50</u>	<u>219,166.50</u>
17	Total Current Assets	<u>1,410,319.42</u>	<u>1,410,319.42</u>
18	Fixed Assets		
19	1300 · Property & Equipment	389,789.80	389,789.80
20	1350 · Accumulated Depreciation	(267,458.21)	(267,458.21)
21	Total Fixed Assets	<u>122,331.59</u>	<u>122,331.59</u>
22	Other Assets		
23	1950 · Deferred outflows - VRS Pymts	67,338.71	0.00
24	1951 · Deferred Outflows-Diff Proj vs	172,128.00	0.00
25	Total Other Assets	<u>239,466.71</u>	<u>0.00</u>
26	TOTAL ASSETS	<u><u>1,772,117.72</u></u>	<u><u>1,532,651.01</u></u>
27	LIABILITIES & EQUITY		
28	Liabilities		
29	Current Liabilities		
30	Accounts Payable		
31	2000 · Accounts Payable	(4,693.32)	(4,693.32)
32	Total Accounts Payable	<u>(4,693.32)</u>	<u>(4,693.32)</u>
33	Other Current Liabilities		
34	2050 · Accrued Expenses	53,196.81	53,196.81
35	2500 · Compensated Absences	69,894.39	0.00
36	2525 · Deferred Revenue	435,725.37	435,725.37
37	2600 · Security Deposit	2,664.66	2,664.66
38	Total Other Current Liabilities	<u>561,481.23</u>	<u>491,586.84</u>
39	Total Current Liabilities	<u>556,787.91</u>	<u>486,893.52</u>
40	Long Term Liabilities		
41	2800 · Deferred Rent Liability	32,798.94	0.00
42	2900 · Net Pension Liability	521,969.00	0.00
43	2950 · Deferred Inflows	131,122.00	0.00
44	Total Long Term Liabilities	<u>685,889.94</u>	<u>0.00</u>
45	Total Liabilities	<u>1,242,677.85</u>	<u>486,893.52</u>
46	Fund Balance		
47	Fixed Asset	122,331.59	122,331.59
48	Other Unrestricted Reserve	407,108.28	923,425.90
49	Total Fund Balance	<u>529,439.87</u>	<u>1,045,757.49</u>
50	TOTAL LIABILITIES & FUND BALANCE	<u><u>1,772,117.72</u></u>	<u><u>1,532,651.01</u></u>
51			
52	Unrestricted Reserve - End of FY 19 (adjusted)		790,619.57
53	Net Surplus (Deficit) October YTD 2019		55,489.33
54	Special Assessments FY20		77,317.00
55	Unrestricted Reserve - 10/31/19		<u><u>923,425.90</u></u>



Summary of Activities Related to 50th Anniversary

Background:

Richmond Regional Planning District Commission celebrates its 50th Anniversary in 2019. Inspired by this milestone, a strategic planning effort was initiated in August 2018 by the Commission, under leadership of our then-Chair Dorothy Jaeckle. An ad hoc committee, chaired by Tim Davey, was formed and soon thereafter determined its purpose to identify a vision for the organization for the next 50 years.

The process resulted in development of a strategic framework that has been guiding work of the Executive Director and staff as well as key initiatives of the Commission. The Framework identifies key areas of focus that ultimately realize the goal of Creating Value for the Region and realizing our Vision and Mission: “Better Together: Partnering for Outcomes that Matter for our Region”. These are:

- Strengthening the Organization
- Building Identity as a Regional Resource
- Promoting Regional Cooperation and Successes
- Prioritizing Work of the Agency Based on Customer Needs

In addition, the Commission took immediate steps to implement strategies to support the Framework, including:

- Formation of standing committees to advance work
 - o Audit, Facilities & Finance Committee
 - o Public Outreach & Engagement Committee
- Adoption of a new brand identity and logo
 - o With a new website as primary vehicle for the rebranding

Public Outreach & Engagement

The Public Outreach & Engagement Committee was charged with a strategic focus to “Broaden public participation and engagement, equity and inclusivity of the Organization”. As such, the Committee took the lead in considering the most appropriate methods for commemorating the 50th Anniversary. With much deliberation, the Committee recommended that the 50th Anniversary be incorporated into the agency’s broader messaging focused on improved accessibility to the public.

As such, the Commission hosted a celebration event on September 12th in lieu of a regular meeting. While a modest event, we achieved the goal of celebrating with each other, staff and community partners. Additionally, member jurisdictions were invited to adopt



resolutions recognizing 50 years of partnership in the region. A sample resolution was provided to localities this summer, which was modelled after the Joint Resolutions adopted by both houses of the General Assembly earlier this year. To date, the Town of Ashland and Counties of Chesterfield, Hanover, Henrico and Powhatan have adopted these resolutions. Charles City, Goochland and New Kent County as well as the City of Richmond are scheduled to adopt their versions this winter.

We'll continue to incorporate messaging about the 50th Anniversary into our regular public outreach activities as a basis for the strong regional cooperation that has occurred in the Richmond Region over the last 50 years. It's a major tenant of the talking points we use to promote awareness of the work our localities do together every day to move the region forward.

Summary of Expenses:

The following is a summary of vendor costs incurred to date related to activities in support of the agency's rebranding, general public outreach activities and most specifically, the 50th Anniversary Celebration.

*These expenses do not include costs incurred to support specific activities such as the public outreach work directed by the Emergency Management Alliance of Central Virginia or those related to the RRTPO participation in Richmond's PARKing Day.

**Additional expenditures are planned for the Fiscal Year to include another order of more ink pens and name badges for staff members.

Brand Strategy (West Cary Group):	\$ 11,550
Website Development (West Cary Group):	\$ 63,150
Content Writing & Design	\$ 13,650
Training & Implementation	\$ 7,525
Collateral Development & Purchasing (Images, Business Cards, Banners, Giveaways, etc):	\$ 2,450
Staff Apparel (Shirts):	\$ 915
50 th Anniversary Event (food, supplies & decorations):	\$ 705