



Joint Annual Meeting

June 13, 2024

PlanRVA Administrative Items

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PlanRVA Commission Meeting

June 13, 2024

Staff Report - FY25 Work Program and Budget

Background:

The proposed FY25 Work Program and Budget (attached) were developed around the following imperatives:

- Regional Strategic Plan
- Regional Convenor
- Local Technical Assistance
- Regional Data Center/Hub
- Compliance & Agency Sustainability

The proposed Work Program was reviewed by the Public Outreach & Engagement Committee on May 21, 2024. The committee recommended approval as presented.

The Work Program and Budget were reviewed by the Audit, Finance & Facilities Committee on May 22, 2024. The committee recommended approval as presented.

Requested action: Motion to approve the FY25 Work Program and Budget as presented.



FY25 Work Program

The Richmond Regional Planning District Commission, known as PlanRVA, is a regional planning organization comprised of the nine local governments in the Richmond Region, including the Town of Ashland, Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the City of Richmond, with the purpose of encouraging collaboration to address regionally significant issues and opportunities.

PlanRVA convenes community and elected leaders to build relationships and capacity across the region; provides technical planning and project management assistance to member jurisdictions; serves as a liaison between local, state, and federal governments; and implements services when requested by members. The mission of PlanRVA is to promote regional cooperation and collaboration among government, private sector, and community organizations to improve the quality of life for citizens in the planning district.

Each year, staff members of PlanRVA prepare an annual work program for consideration and approval by the Commission. The document outlines the key efforts the staff will undertake in the coming year and describes the allocation of financial resources of the agency represented in the budget. The annual work program for this fiscal year includes the following agency priority activities:

FY25 Proposed Priority Activities:

- Coalesce our Regional Strategic Plan
- Be the Regional Convenor
- Support Member Jurisdictions through local planning assistance
- Serve as the Regional Data Hub
- Ensure Compliance and Agency Sustainability

Regional Strategic Plan

The Regional Cooperation Act established Planning District Commissions (PDCs) for the purposes of providing regional planning, technical and planning assistance, and coordination among the member jurisdictions. The Act specifies that PDCs must prepare a regional strategic plan to guide the district on matters of importance for more than one locality. The Plan must include regional goals, objectives, and strategies to meet and measure progress. The Act also states that the Plan should reflect input from a wide range of organizations and stakeholders in the region.

Over the coming year, PlanRVA plans to further develop and refine the regional strategic plan by:

- Using the newly developed Vision to guide agency work.
- Continuing to develop, update, and implement core planning documents in the agency's functional areas, and to engage the community through these efforts. The FY25 status of each of the program area's core plans (under development, updating, implementing) is provided in the Program Area descriptions below.



- Developing Regional Indicators in coordination with our partners, to help the region measure progress.

More information about these activities is described below and as outlined in the Program Areas section of the work plan.

Local Planning Assistance

PlanRVA works closely with each of the member jurisdictions' elected leaders, appointed boards, and staff to support local planning and project implementation.

The functions within PlanRVA's core services on behalf of our localities may include:

- support to convene partners on common interest issues.
- research and sharing best practices or solutions.
- help to seek funds for specific projects or programs.
- grant administration and management services.
- data research and analysis.
- support in marketing and communications; and
- other general planning assistance required to prepare studies, reports, or plans for localities or their partners.

Local planning assistance is carried out across all of PlanRVA's Program Areas; some of the anticipated activities for FY25 are listed in the Program Area descriptions below. These services may be provided directly by PlanRVA staff or through the PlanRVA bench of consultants for marketing/communications or planning/engineering professional and non-professional services.

Regional Data Hub

One of the requirements of the Regional Cooperation Act is for PDCs to serve as a clearinghouse for regional data from and for its locality members, the U.S. Census Bureau, and various data partners in the non-profit, educational, and private sectors.

In FY25, PlanRVA will continue to prioritize developing and disseminating data for the region. This work is carried out across PlanRVA's Program Areas, with key support provided by the agency's Data team. As one area of focus in FY25, PlanRVA will continue to develop metrics and data tracking at the regional level to show progress toward our vision and goals and to inform all stakeholders who are contributing to these efforts for the region. PlanRVA will construct a web interface to facilitate access to the data dissemination tool for our stakeholders.

More information about data efforts and anticipated FY25 activities is included in the Program Area descriptions and the Cross-Agency Support: Data sections below.



Regional Convenor

PlanRVA convenes community representatives to build relationships and capacity across the region. In the coming year, PlanRVA will continue to provide administrative support to the Commission and programmatic clients including the Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, the Richmond Regional Transportation Planning Organization, and the Lower Chickahominy Watershed Collaborative. Each program area, client, and partner organization require ongoing activity to support progress, compliance, and accountability.

PlanRVA also convenes various groups to support cooperative work leveraging regional expertise and to promote networking and relationship building among peers in the region. Some examples of these activities include roundtables of the local governments' Chief Administrative Officers, Clerks and Legislative Liaisons, Finance Directors, and Public Information Officers & Communicators, as well as staff in a variety of fields for the Environment Technical Advisory Committee.

In FY25, staff will also convene a variety of community stakeholders, working groups and other gatherings as part of core plan development and updates and other programmatic activities described in the Program Areas section below. We operate with a curious and creative mindset, open to innovation that might make regional planning more efficient and effective for our communities.

Compliance and Agency Sustainability

PlanRVA carries out its work in accordance with the Virginia code governing Planning District Commissions (Section 15.2-4200, et seq.) as well as other state and federal laws (e.g. Title VI, Freedom of Information Act, etc.). PlanRVA staff will continue to apply legal and regulatory requirements across all programs and undertake training to ensure that best practices are followed.

PlanRVA also strives to conduct agency operations in a responsible and proactive way to best meet organizational objectives and the needs of the member localities. This includes sound financial management, staff retention and development, delivery of key work priorities, and continuous engagement with the Commissioners, localities, and regional partners.

Staff will work with Commission committees to establish specific objectives related to financial sustainability (Audit, Facilities and Finance Committee) and staff development (Executive Committee) in FY2025. Additional work will be undertaken to prepare for federal recertification for the RRTPO.

Program Areas

PlanRVA's work will focus on developing the following functional planning areas in FY2025: Economic Development, Hazard Mitigation, Energy, Environment, Housing,

and Transportation. Given the many ways that regional issues overlap among the program areas, PlanRVA recognizes the importance of working to align efforts across program areas.



Figure 1: Alignment of PlanRVA's Functional Program Areas to the Regional Strategic Plan

This alignment follows guidance from Virginia Code describing the Regional Strategic Plan and reflects the current and planned areas of focus for PlanRVA. The following pages provide information on the Core Plans, Supporting Plans and Studies, and Supported Programs for each of the six functional Program Areas. The pages highlight FY25 work plan status and activities for each of these categories.

The program areas are supported by staff of our Organizational Program Areas (Community Development, REME and Transportation) who possess technical expertise in our focus areas. In addition, the agency deploys our support teams who work across the agency: Administration, Data, and Community Relations. A description of each, and anticipated FY25 activities, is also provided below.

Definitions

Plan – Strategic document that lays out goals and objectives, strategies to meet those goals and objectives, and mechanisms for measuring progress toward the goals and objectives.



Study – independent investigation of issues and problems of regional significance that inform plans.

Program – services, technical assistance, and other mechanisms to implement or advance plans.

Program: Community Development - Economic Development

PlanRVA works with member localities and partners to develop plans and provide support for strategic investments in human capital and physical infrastructure that will lead to a more dynamic Richmond region.

	Items	FY25 Status and Major Deliverables
Core Plan(s)	Richmond Regional Comprehensive Economic Development Strategy (CEDS)	Significant Plan Update: Key tasks will include data analysis; regional partner coordination, locality staff and stakeholder engagement, and preparation of an updated Plan strategy leading to an application for designation as an Economic Development District.
Supporting Plans and Studies	Target Industry Analysis (GRP)	PlanRVA staff will coordinate as needed with the Greater Richmond Partnership’s effort to update the 2012 Target Cluster Analysis (to be complete by Dec 2024). The Target Cluster Analysis will be incorporated into the CEDS update.
Supported Programs	Central Virginia Regional Entrepreneurship Initiative (REI)	Explore Regional Entrepreneurship Initiative (REI) Small Business Strategy coordinating organization role for a portion of Region 4 (East/West Exurbs) in coordination with Activation Capital and other entities.
	Upward Mobility Framework	Support the regional Upward Mobility Framework effort with partner organizations (ChamberRVA, United Way, the Community Foundation of Greater Richmond, etc.), and integrate this effort into the CEDS update process to include community input that has been gathered, to help develop metrics to measure progress in implementing the CEDS, and to reflect information and recommendations from component efforts such as Inclusive Growth Network participation.
	Talent Pipeline Initiative (TPI)	Support the work of TPI-ChamberRVA with Brightpoint for Advanced Pharma and IT and reflect in the CEDS.



	Regional Economic Development Coordination	Continue and enhance regional economic development coordination efforts including: participation in local/regional/state forums on economic development and convening locality Planning and Economic Development Directors.
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Program: Community Development - Housing

PlanRVA works with member localities and partners to expand regional choice in housing.

Category	Items	FY25 Status and Major Deliverables
Core Plan(s)	Richmond Regional Comprehensive Economic Development Strategy (CEDS)	Significant Plan Update (see under Economic Development below).
Supporting Plans and Studies	Regional Housing Framework (Partnership for Affordability - PHA)	Support PHA Framework implementation activities and annual updates.
	Analysis of Impediments (AI) to Fair Housing (2020)	Work with participating localities to determine need and appropriate timing for Analysis of Impediments to Fair Housing update, with recognition of new Fair Housing legislation; support any update effort as needed.
	Market Value Assessment (2022)	Determine feasibility and funding for updating the Market Value Analysis, and for using an adjusted methodology to expand the analysis to all nine jurisdictions. If these efforts move forward, provide data support and contract administration.
Supported Programs	PDC Virginia Housing Grant	PDC Grant for affordable housing unit creation is in its final year of implementation, with completion in June 2025. Staff activities include contract support, reporting, and coordination with Partnership for Housing Affordability.
	WORTH BIPOC Homeownership Initiative	Continue to provide support to regional housing organizations and initiatives, including the following: biennial data support to assist LISC with program administration for the WORTH BIPOC Homeownership Initiative; and biennial data and logistical support to assist Homeward in the Point in Time count of

		individuals and families experiencing homelessness.
	Regional Housing Coordination	Continue to provide regional housing coordination and support to localities, including activities such as: Assisting localities with housing issues/zoning analysis, participating in local/regional/state housing groups, sponsoring and/or participating in regional issue forums, and engaging with Planning and Economic Development Directors from the localities

Program: REME - Emergency Management

PlanRVA works with member localities and partners to equitably prepare and protect the whole community against natural hazards and to strengthen and develop partnerships for mitigating and reducing hazard impacts.

	Items	FY25 Status and Major Deliverables
Core Plan(s)	Richmond-Crater Regional Hazard Mitigation Plan	2024 & 2025 Regional Hazard Mitigation Plan Annual Review Reports. During FY25 PlanRVA staff will complete the 2024 Annual Review and then begin the 2025 Annual Review.
Supporting Plans and Studies	Regional Recovery Framework; Business Recovery Toolkit Regional Critical Infrastructure Mapping & Methodology Family Assistance Center Framework; Joint Information Center Framework 2018 Regional Threat & Hazard Identification and Risk Assessment (THIRA)	Shelter Training video production Mass Care Symposium and Training Regional CERT Exercise and Skills Rodeo; Regional CERT Forum Coordination and administrative support for maintenance and improvements to ES-1, an exercise support trailer and associated equipment.
Supported Programs	Emergency Management Alliance of Central Virginia (EMACV),	Administrative and coordination support for EMACV: Alliance meetings, Executive Committee, Subcommittees: Mass Care and Human Services, Public Outreach, Community Emergency Response Team (CERT), Training and Exercise, Planning, Finance;

	Central Virginia Emergency Preparedness and Response Funds	Whole Community Preparedness outreach campaign, including Richmond Flying Squirrels partnership; business and non-profit community outreach
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Program: REME - Environment

PlanRVA works with member localities and other partners to improve the region's environmental health, protect its natural resources, and enhance recreational access.

	Items	FY25 Status and Major Deliverables
Core Plan(s)	Green Infrastructure Plan	New Plan Development: Key tasks will include data analysis, locality staff and stakeholder engagement, and plan products including project webpage, online mapping resources, and other documents.
Supporting Plans and Studies	Lower Chickahominy Watershed (LCWC) Priorities Implementation Plan	LCWC Support: Living Shoreline Outreach with Colonial Soil and Water Conservation District, Tribal Historical information for lower Chickahominy watershed plantations and historical sites, land conservation and acquisition coordination and mapping, topic area toolkits for locality and tribal staff.
Supporting Plans and Studies	PlanRVA Resilience Outreach Framework	The Resilience Outreach Framework will detail priority resilience concepts in the region and provide guidance to staff on outreach methods, tools, and content to share with communities. PlanRVA staff will begin edits to resilience website content.



Supported Programs	Lower Chickahominy Watershed Collaborative;	Committee and Workgroup facilitation and practitioner training opportunities;
	PlanRVA Environmental Technical Advisory Committee;	Don't Trash campaign media toolkits;
	Don't Trash Central Virginia;	Identification and implementation assistance for water quality practices/green infrastructure projects
	Regional Green Infrastructure Coordination	Participation in local, regional, and state environmental planning committees: Virginia Coastal Policy Team, RVA H2O, Virginia Coastal Resilience Technical Advisory Committee, etc,
	Regional Environmental and Intergovernmental Review Center	PlanRVA staff coordinate regional review and responses for numerous environmental permitting processes, Coastal Zone Management consistency reviews, NEPA reviews, and similar processes.

Program: REME - Resilience/Energy

PlanRVA works with member localities and partners to ensure that individuals, communities, businesses, and institutions can survive and adapt now and into the future. Resilience planning engages diverse communities in urban, suburban, and rural settings; works with the community to promote education, awareness, and participation; maintains, protects, and improves the built and natural infrastructure to cultivate vibrant communities; and prioritizes social equity by evaluating the impact of policies, programs, and projects on historically marginalized and vulnerable populations.

	Item	FY25 Status and Major Deliverables
Core Plan(s)	Comprehensive Climate Action Plan (CPRG)	New Plan Development: Key components will include a regional greenhouse gas (GHG) inventory, Workgroup and Steering Committee, community outreach, workforce analysis, development of GHG reduction measures for all sectors of the economy; GHG projection modeling; and impact assessment for low-income and disadvantaged communities
Supporting Plans and Studies	Energy Futures Plan	In partnership with Richmond, Henrico, Chesterfield, Ashland, Chickahominy Indian Tribe Eastern Division, project:HOMES, and Viridiant, develop a plan for a concierge energy savings action hub.



	Urban Agricultural Suitability Studies (uLESA)	Through the Urban Land Evaluation and Site Assessment (uLESA) in partnership with VCU, analysis and staff engagement will result in guidance to Richmond and Henrico about suitable urban agricultural sites.
	Richmond Electric Vehicle Initiative Readiness Plan Update	Through a partnership with the VCU Institute of Sustainable Energy and Environment, PlanRVA will undertake an update of the 2013 Richmond Electric Vehicle Initiative Readiness Plan. Updating this plan is an identified key action in The CPRG Priority Climate Action Plan.
	NASA Pluvial Blue Spot Analysis	Maintained, sharing data as needed
	Heat Island and Cooling Capacity Analysis	
Solar Suitability Tool		
Supported Programs	Regional SolSmart Designation;	Continue to develop resources and trainings for localities associated with solar planning and broader resilience planning.
	PlanRVA Environmental TAC	

Program: Transportation

PlanRVA works with member localities and partners to deliver a transportation system in the Richmond Region that will reliably and safely connect people, prioritize more equitable opportunities for all to thrive and live healthy lives, promote a strong economy, and respect environmental stewardship.

	Items	FY25 Status and Major Deliverables
Core Plan(s)	ConnectRVA 2045	Beginning update process, continued implementation activities
Supporting Plans and Studies	BikePedRVA	Biennial updates to BikePedRVA including a refinement of the spur trail definition
		Analysis and prioritization report of gaps in sidewalk and bike networks for people to bike, walk, or roll to bus stops



	Transit Vision Plan	Rural Public Transportation Study
	Intermodal Plan	Development of freight corridor profiles and commodity flow data Analysis and cataloguing at-grade rail crossings with emphasis on freight and safety impacts
	Regional Transportation Safety Plan	
	Pathways to the Future	
		Update of the Congestion Management Process to reflect current conditions
Supported Programs	RRTPO funding, CVTA funding	Updates to the Regional Project Prioritization and Allocation Framework

Cross-Agency Support: Administration

PlanRVA administration directs activities that support the overall operational effectiveness of the organization include financial administration, human resources management, information technology and governance (board) support.

FY25 Highlights:

- Support work in the program areas, including core plan development and updates.
- Review and improve internal administrative systems to provide efficiency and transparency in internal operational practices (Employee Handbook and Personnel Policies, Staff Organization and Development Plan, Succession Management Plan)
- Increase financial reporting at the organizational level to provide useful information to program area leads and project managers

Cross-Agency Support: Community Relations

PlanRVA staff coordinates public participation in the planning and decision-making process across all programs and applies legal and regulatory requirements (i.e., Title VI, Freedom of Information Act) where appropriate. Staff members create informational materials and utilize digital tools to clearly convey key messages to intended audiences.

FY25 Highlights:

- Support work in the program areas, including core plan development and updates.
- Launch Public Engagement Innovation Lab focusing on experimenting with best practices in community engagement. Specific activities will include:
 - o Use of Artificial Intelligence (AI) tools for improved public input collection and analysis
 - o Use of digital tools (Social Pinpoint) for increased access of the public to provide input and raise awareness of planning activities and invitations to participate
 - o Outreach through the Arts and Culture community to raise awareness of community issues and increase connectivity between community issues of interest and action

Cross-Agency Support: Data, Research & Analysis

Data team staff members routinely gather data from federal, state, and local sources and aggregate data at a regional level for analysis. The data team supports work in each of the functional program areas described above. They also provide technical data analysis to the member localities and an increasing number of community partners, non-profits, and, as appropriate, interested business sector parties.

FY25 Highlights:

- Continue the development of regional indicators to monitor trends and metrics across key areas such as transportation, economy, education, affordable housing, health, and regional demographics in alignment with the Urban Institute's Upward Mobility Framework.
- Support the creation of a dedicated regional indicators website.
- Support work in the program areas, including core plan development and updates.
- Convene Regional GIS Managers Group and the Regional GIS Users Group to promote professional development in the field and to share best practices, local solutions and applications and open data policies.

PlanRVA

FY2025 Budget - Proposed

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2025 Proposed	FY2024 Version 2	Change	
											Increase or (Decrease)	% Increase or (Decrease)
Revenue												
General Revenues												
Local Membership Dues	659,502	-	-	-	-	-	-	-	659,502	596,160	63,342	10.63%
State Appropriation	152,956	-	-	-	-	-	-	-	152,956	127,956	25,000	19.54%
Special Project	-	-	-	-	-	-	-	-	-	10,000	(10,000)	-100.00%
Interest	6,000	-	-	-	-	-	-	-	6,000	6,000	-	0.00%
Miscellaneous	-	-	-	-	-	-	-	-	-	1,950	(1,950)	-100.00%
Total 4100 Federal Revenue	818,458	-	-	-	-	-	-	-	818,458	742,066	76,392	110.29%
Transportation												
PL (VDOT)	-	-	-	-	-	-	1,811,173	-	1,811,173	1,645,989	165,184	10.04%
PL (VDOT) Carryover	-	-	-	-	-	-	379,758	-	379,758	-	379,758	n/a
Sec 5303 (DRPT)	-	-	-	-	-	-	724,229	-	724,229	818,684	(94,455)	-11.54%
Sec 5303 (DRPT) Carryover	-	-	-	-	-	-	342,411	-	342,411	-	342,411	n/a
Rural Planning (VDOT)	-	-	-	-	-	-	-	-	-	-	-	n/a
TPO Assessment	-	-	-	-	-	-	-	-	-	54,196	(54,196)	-100.00%
Total Transportation	-	-	-	-	-	-	3,257,570	-	3,257,570	2,518,869	738,701	129.33%
Environment												
Technical Assistance (WIP)	-	-	-	-	-	61,375	-	-	61,375	75,233	(13,858)	-18.42%
ANPDC Eco Tourism	-	-	-	-	-	-	-	-	-	17,133	(17,133)	-100.00%
Lower Chickahominy	-	-	-	-	-	-	-	-	-	-	-	n/a
Chesapeake Bay Watershed (WIP3)	-	-	-	-	-	52,200	-	-	52,200	75,443	(23,243)	-30.81%
Flood Protection & Prevention	-	-	-	-	-	-	-	-	-	-	-	n/a
Extreme Heat DOF (w Match)	-	-	-	-	-	-	-	-	-	17,742	(17,742)	-100.00%
CPRG Project: Professional Services	-	-	-	-	-	126,257	-	-	126,257	162,801	(36,544)	-22.45%
CPRG Project: Professional Services FY24	-	-	-	-	-	(32,000)	-	-	(32,000)	-	(32,000)	n/a
CPRG Project: Direct Expenses	-	-	-	-	-	308,100	-	-	308,100	-	308,100	n/a
Project Partner	-	-	-	-	-	77,280	-	-	77,280	77,280	-	0.00%
Special Project	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Environment	-	-	-	-	-	593,212	-	-	593,212	425,633	167,579	139.37%
Emergency Management												
SHSP (VDEM)	-	-	-	-	75,000	-	-	-	75,000	74,996	4	0.01%
Hazard Mitigation	-	-	-	-	-	-	-	-	-	52,832	(52,832)	-100.00%
Project Partner	-	-	-	-	-	-	-	-	-	5,875	(5,875)	-100.00%
Community Outreach	-	-	-	-	27,000	-	-	-	27,000	57,000	(30,000)	-52.63%
Mass Care Program	-	-	-	-	4,500	-	-	-	4,500	-	4,500	n/a
Critical Infrastructure	-	-	-	-	-	-	-	-	-	38,000	(38,000)	-100.00%
Administrative Fees	-	-	-	-	-	-	-	-	-	15,475	(15,475)	-100.00%
Total Emergency Management	-	-	-	-	106,500	-	-	-	106,500	244,178	(137,678)	43.62%
Other Program Revenue												
Project Partner	-	-	-	-	-	-	-	-	-	48,000	(48,000)	-100.00%
Special Project: VACP	-	-	-	25,000	-	-	-	-	25,000	25,000	-	0.00%
Regional Housing: Administration	-	-	-	-	-	-	-	-	-	64,144	(64,144)	-100.00%
Special Project: SCRC	-	-	25,000	-	-	-	-	-	25,000	25,000	-	0.00%
CVTA Service Fees: Professional Services	-	-	-	-	-	-	-	18,357	18,357	15,532	2,826	18.19%
CVTA Service Fees: Administration	-	-	-	-	-	-	-	34,570	34,570	22,474	12,096	53.82%
Total Other Program Management	-	-	25,000	25,000	-	-	-	52,927	102,927	200,150	(97,223)	51.43%

PlanRVA

FY2025 Budget - Proposed

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2025 Proposed	FY2024 Version 2	Change	
											Increase or (Decrease)	% Increase or (Decrease)
Pass-thru Revenue & Expense												
STBG	-	-	-	-	-	-	-	-	-	400,000	(400,000)	n/a
STBG	-	-	-	-	-	-	-	-	-	(400,000)	400,000	n/a
SHSP (VDEM) - Pass thru	-	-	-	-	-	-	-	-	-	143,775	(143,775)	n/a
EM: Regional CERT	-	-	-	-	40,000	-	-	-	40,000		40,000	n/a
EM: Training & Exerciser Enhancement	-	-	-	-	20,000	-	-	-	20,000		20,000	n/a
EM: Community Outreach & Marketing	-	-	-	-	33,000	-	-	-	33,000		33,000	n/a
EM: Mass Care Enhancement	-	-	-	-	60,000	-	-	-	60,000		60,000	n/a
EM: Mass Care Video Training	-	-	-	-	85,500	-	-	-	85,500		85,500	n/a
EM: Mass Care Equipment	-	-	-	-	67,530	-	-	-	67,530		67,530	n/a
EM: Pass-thru Expenditures	-	-	-	-	(306,030)	-	-	-	(306,030)	(97,420)	(208,610)	n/a
Regional Housing: Sub-contracts	-	-	-	-	-	-	-	-	-	347,728	(347,728)	n/a
Regional Housing: Sub-contracts	-	-	-	-	-	-	-	-	-	(347,728)	347,728	n/a
CVTA Reimbursement: Professional Services	-	-	-	-	-	-	-	183,573	183,573	155,317	28,255	n/a
CVTA Reimbursement: Administration	-	-	-	-	-	-	-	345,700	345,700	224,741	120,959	n/a
CVTA Reimbursement: Direct Expenses	-	-	-	-	-	-	-	250,000	250,000		250,000	n/a
CVTA Reimbursements	-	-	-	-	-	-	-	(779,273)	(779,273)		(779,273)	n/a
Total Pass-thru Revenue & Expense	-	-	-	-	-	-	-	-	-	426,413	(426,413)	n/a
4900 Revenue Distribution: n/a												
Total 4900 Revenue Distribution	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Revenue	818,458	-	25,000	25,000	106,500	593,212	3,257,570	52,927	4,878,667	4,557,310	321,358	107.05%
Expenses												
5100 Salaries & Wages												
5101 Salaries & Wages	2,584,611	-	-	-	-	-	-	-	2,584,611	2,288,390	296,222	12.94%
5102 Salaries & Wages - Allocated	(1,442,842)	-	10,168	8,947	40,060	114,735	1,268,932	-	(0)	-	(0)	n/a
	-	-	-	-	-	-	-	-	-	-	-	-
Compensation Pool: Salaries (5%)	129,231	-	-	-	-	-	-	-	129,231	-	129,231	n/a
Compensation Pool: Fringe Benefits	18,744	-	-	-	-	-	-	-	18,744	-	18,744	n/a
	-	-	-	-	-	-	-	-	-	-	-	-
Total 5100 Salaries & Wages	1,289,743	-	10,168	8,947	40,060	114,735	1,268,932	-	2,732,586	2,288,390	444,196	119.41%
5500 Fringe Benefit Pool												
5510 Payroll Taxes	210,538	-	-	-	-	-	-	-	210,538	179,229	31,309	17.47%
5520 Retirement	188,156	-	-	-	-	-	-	-	188,156	243,367	(55,211)	-22.69%
5530 Healthcare	324,000	-	-	-	-	-	-	-	324,000	283,322	40,678	14.36%
5531 FSH/HAS Health Accounts	-	-	-	-	-	-	-	-	-	403	(403)	-100.00%
5540 LTD Insurance	23,969	-	-	-	-	-	-	-	23,969	16,041	7,928	49.42%
5590 Leave Paid Out	10,000	-	-	-	-	-	-	-	10,000	-	10,000	n/a
5599 Fringe Benefits Allocated	(759,559)	-	5,353	4,710	21,089	60,400	668,007	-	(0)	(0)	0	-100.00%
Total 5500 Fringe Benefit Pool	(2,896)	-	5,353	4,710	21,089	60,400	668,007	-	756,663	722,363	34,300	104.75%

PlanRVA

FY2025 Budget - Proposed

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2025 Proposed	FY2024 Version 2	Change	
											Increase or (Decrease)	% Increase or (Decrease)
6000 Direct Cost Pool												
6120 Legal Fees	-	-	-	-	-	-	-	-	-	42,000	(42,000)	-100.00%
6130 Contracted Services	-	-	-	-	-	305,000	50,000	-	355,000	555,849	(200,849)	-36.13%
6131 Donated Services	-	-	-	-	-	-	-	-	-	8,525	(8,525)	-100.00%
6150 Advertising	-	-	-	-	-	-	-	-	-	94,600	(94,600)	-100.00%
6220 Insurance	-	-	-	-	-	-	-	-	-	3,000	(3,000)	-100.00%
6230 Printing	-	-	-	-	-	-	-	-	-	1,200	(1,200)	-100.00%
6235 Supplies	-	-	-	-	-	500	-	-	500	1,000	(500)	-50.00%
6290 Miscellaneous	-	3,000	3,000	3,000	3,000	3,000	3,000	-	18,000	22,200	(4,200)	-18.92%
6320 Software Services	-	-	-	-	-	-	6,000	-	6,000	11,700	(5,700)	-48.72%
6350 Computer Supplies	-	-	-	-	-	-	6,000	-	6,000	10,500	(4,500)	-42.86%
6360 Technology Services	-	-	-	-	-	-	33,000	-	33,000	-	33,000	n/a
6410 Organizational Dues	-	-	-	-	-	-	10,000	-	10,000	8,100	1,900	23.46%
6425 Travel- Agency	-	-	-	-	3,000	600	6,000	-	9,600	7,200	2,400	33.33%
6430 Training	-	-	-	-	2,000	-	12,000	-	14,000	13,000	1,000	7.69%
6450 Staff Engagement	-	-	-	-	-	-	500	-	500	-	500	n/a
6455 Meeting Expenses	-	-	-	-	-	2,000	6,000	-	8,000	7,200	800	11.11%
6500 Bad Debt Expense	-	-	-	-	-	-	5,000	-	5,000	11,181	(6,181)	-55.28%
6460 Special Event	-	-	-	-	-	-	-	-	-	36,495	(36,495)	-100.00%
Total 6000 Direct Cost Pool	-	3,000	3,000	3,000	8,000	311,100	137,500	-	465,600	833,750	(368,150)	55.84%
7000 Indirect Cost Pool												
7100 Professional Fees												
7111 Bank Fees	1,200	-	-	-	-	-	-	-	1,200	1,200	-	0.00%
7120 Legal Fees	10,000	-	-	-	-	-	-	-	10,000	5,000	5,000	100.00%
7121 Legal Fees - General	36,000	-	-	-	-	-	-	-	36,000	36,000	-	0.00%
7130 Contracted Services	-	-	-	-	-	-	-	-	-	-	-	n/a
7131 Consultants: Recurring	12,000	-	-	-	-	-	-	-	12,000	12,000	-	0.00%
7132 Consultants: Non-recurring	-	-	-	-	-	-	-	-	-	-	-	n/a
7150 Advertising	15,000	-	-	-	-	-	-	-	15,000	15,000	-	0.00%
Total 7100 Professional Fees	74,200	-	-	-	-	-	-	-	74,200	69,200	5,000	107.23%
7200 General Operations												
7210 Rent	276,581	-	-	-	-	-	-	-	276,581	217,445	59,136	27.20%
7215 Parking	30,000	-	-	-	-	-	-	-	30,000	-	30,000	n/a
7218 Office Space Expense	12,000	-	-	-	-	-	-	-	12,000	10,000	2,000	20.00%
7220 Insurance	10,000	-	-	-	-	-	-	-	10,000	9,000	1,000	11.11%
7230 Printing	24,000	-	-	-	-	-	-	-	24,000	19,100	4,900	25.65%
7235 Supplies	12,000	-	-	-	-	-	-	-	12,000	12,000	-	0.00%
7240 Postage	3,000	-	-	-	-	-	-	-	3,000	300	2,700	900.00%
7290 Miscellaneous	6,000	-	-	-	-	-	-	-	6,000	8,700	(2,700)	-31.03%
Total 7200 General Operations	373,581	-	-	-	-	-	-	-	373,581	276,545	97,036	135.09%
7300 Technology Operations												
7310 Virtual Desktop Operations	90,000	-	-	-	-	-	-	-	90,000	102,000	(12,000)	-11.76%
7320 Software Services	51,070	-	-	-	-	-	-	-	51,070	39,000	12,070	30.95%
7330 Communication Technology	15,600	-	-	-	-	-	-	-	15,600	15,362	238	1.55%
7340 Desktops & Support	-	-	-	-	-	-	-	-	-	500	(500)	-100.00%
7350 Computer Supplies	3,000	-	-	-	-	-	-	-	3,000	2,000	1,000	50.00%
7360 Technology Services	-	-	-	-	-	-	-	-	-	500	(500)	-100.00%
Total 7300 Technology Operations	159,670	-	-	-	-	-	-	-	159,670	159,362	-	100.19%

PlanRVA

FY2025 Budget - Proposed

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2025 Proposed	FY2024 Version 2	Change	
											Increase or (Decrease)	% Increase or (Decrease)
7400 Staff Development												
7410 Organizational Dues	24,000	-	-	-	-	-	-	-	24,000	20,000	4,000	20.00%
7420 Travel- Board	12,000	-	-	-	-	-	-	-	12,000	12,000	-	0.00%
7421 Training-Board	12,000	-	-	-	-	-	-	-	12,000	-	12,000	n/a
7425 Travel- Agency	30,000	-	-	-	-	-	-	-	30,000	20,000	10,000	50.00%
7430 Training	60,000	-	-	-	-	-	-	-	60,000	30,000	30,000	100.00%
7440 Books & Periodicals	600	-	-	-	-	-	-	-	600	500	100	20.00%
7450 Staff Engagement	12,000	-	-	-	-	-	-	-	12,000	10,000	2,000	20.00%
7455 Meeting Expenses	12,000	-	-	-	-	-	-	-	12,000	8,000	4,000	50.00%
7460 Special Event	12,000	-	-	-	-	-	-	-	12,000	10,000	2,000	20.00%
7400 Staff Development	174,600	-	-	-	-	-	-	-	174,600	110,500	64,100	158.01%
7999 Indirect Costs Allocated	(1,345,281)	-	9,480	8,342	37,351	106,977	1,183,131	-	(0)	0	(0)	-100.00%
Total 7000 Indirect Cost Pool	(563,230)	-	9,480	8,342	37,351	106,977	1,183,131	-	782,051	615,607	166,136	127.04%
Total Expenses	723,618	3,000	28,000	25,000	106,500	593,212	3,257,570	-	4,736,900	4,460,110	276,790	6.21%
Net Operating Income (Loss) before Transfers	94,840	(3,000)	(3,000)	-	-	0	0	52,927	141,768	97,200	44,568	145.85%
890000 Transfers between Activities												
Total 890000 Transfers between Activities	-	-	-	-	-	-	-	-	-	-	-	n/a
9000 Transfers to Capital Projects Reserve												
9101 Transfer for Office Furniture	(50,000)	-	-	-	-	-	-	-	(50,000)	(66,515)	16,515	-24.83%
9102 Transfer for Computer Equipment	(25,000)	-	-	-	-	-	-	-	(25,000)	(25,000)	-	0.00%
Total 9000 Transfers to Capital Projects Reserve	(75,000)	-	-	-	-	-	-	-	(75,000)	(91,515)	16,515	81.95%
Net Operating Income (Loss)	19,840	(3,000)	(3,000)	-	-	-	-	52,927	66,768	5,685	61,083	n/a

PlanRVA Commission Meeting

June 13, 2024

Staff Report - FY25 Election of Officers

Background:

The members of the Nominating Committee, Byron Adkins, Jim Ingle, Steve McClung and Cynthia Newbille and staff reviewed the historic rotation/election of officers since 2017 and determined that the following rotation would most effectively meet the objective of a reasonable opportunity for each locality to chair the Commission every nine or so years:

- FY2025: Ashland
- FY2026: New Kent
- FY2027: Charles City
- FY2028: Richmond
- FY2029: Henrico
- FY2030: Goochland
- FY2031: Chesterfield
- FY2032: Hanover
- FY2033: Powhatan

Based on this rotation, the committee is recommending the officers for FY25 be:

- Chair: Ashland - Dan McGraw
- Vice Chair: New Kent - Jordan Stewart
- Treasurer: Charles City - Byron Adkins
- Secretary: Richmond – Cynthia Newbille

Requested action: Nomination of Dan McGraw as Chair, Jordan Stewart as Vice Chair, Byron Adkins as Treasurer and Cynthia Newbille as Secretary for FY25.



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PlanRVA Commission Meeting

June 13, 2024

Staff Report - FY25 Meeting Schedule

Background:

Staff has compiled the proposed FY25 meeting schedule for the Commission, Executive Committee, Audit, Finance & Facilities Committee and Public Outreach & Engagement Committee (attached).

Requested action: Motion to approve the proposed FY25 meeting schedule as presented.



FY25 PROPOSED MEETING SCHEDULE

PLANRVA COMMISSION

MEETING DATE	TIME	LOCATION
July – no meeting		
August 1, 2024	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
September 12, 2024	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
October – no meeting		
November 14, 2024	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
December 5, 2024 Joint Meeting & End-of-Year Breakfast	8:00 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
January – no meeting		
February 13, 2025	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
March – no meeting		
April 10, 2025	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
May – no meeting		
June 12, 2025	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA

PLANRVA EXECUTIVE COMMITTEE

MEETING DATE	TIME	LOCATION
July and August – no meetings		
September 12, 2024	8:00 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
October – no meeting		
November 14, 2024	8:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
December and January – no meetings		
February 13, 2025	8:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
March and April – no meetings		
May 8, 2025	8:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
June – no meeting		



PLANRVA AUDIT, FINANCE & FACILITIES COMMITTEE

MEETING DATE	TIME	LOCATION
October 21, 2024 Note: this date is a placeholder; meeting may be moved to another date between October 21 and October 31	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
January 27, 2025 Note: this date is a placeholder; meeting may be moved to another date between January 27 and January 31	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
April 21, 2025 Note: this date is a placeholder; meeting may be moved to another date between April 21 and April 25.	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
May 12, 2025 Note: this date is a placeholder; meeting may be moved to another date between May 12 and May 31.	9:30 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA

PLANRVA PUBLIC OUTREACH & ENGAGEMENT COMMITTEE

MEETING DATE	TIME	LOCATION
August 29, 2024	9:00 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
October 31, 2024	9:00 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
January 9, 2025	9:00 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA
March 27, 2025	9:00 a.m.	PlanRVA, James River Boardroom 424 Hull Street, Suite 300, Richmond, VA