



**Central Virginia Planning
District Commission**

12th Fl., 828 Main St.
Lynchburg, VA 24504

Hybrid Meeting:
Large Conference Room
& GoToMeeting
April 15, 2021
5:00 p.m.

Agenda

- 1) **Welcome**..... Richard Conner, Chair
- 2) **Approval of March 18, 2021 Meeting Minutes** Richard Conner, Chair
(Attached)
- 3) **Approval of FY 2022 Rural Transportation Program** Ada Hunsberger, CVPDC
(Attached)
- 4) **Authorization to apply for an Economic Development Administration Grant to update the region's Comprehensive Economic Development Strategy** Gary Christie, CVPDC
(Attached)
- 5) **Approval of FY 2022 PDC Workplan**..... Gary Christie, CVPDC
(Attached)
- 6) **Year to Date Financial Update** Rosalie Majerus, CVPDC
(Attached)
- 7) **Approval of FY 2022 PDC Budget** Gary Christie, CVPDC
(Attached)
- 8) **Other Business from Members or Staff**..... Richard Conner, Chair
- 9) **Adjourn: Next meeting: July 15, 2021, 5:00 p.m. (CVTPO: 4:00 p.m.) – Hybrid Meeting**

Informational Items:

Quarterly Report



**Central Virginia Planning
District Commission**
828 Main Street, 12th Floor
Lynchburg, VA 24504
Electronic Meeting - Zoom

**March 18, 2021
5:00 pm**

Minutes

Members Present:

Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Mayor Richard Conner, Town of Appomattox, Chair
Robert Hiss, Bedford County Administrator
Megan Lucas, Lynchburg Regional Economic Alliance
Mayor Dwayne Tuggle, Town of Amherst
Reid Wodicka, City of Lynchburg

Members Absent:

Jimmy Ayers, Amherst County Board of Supervisors
Susan Adams, Appomattox County Administrator
Trevor Hipps, Appomattox County Board of Supervisors
Bruce Johannessen, Bedford Town Council
Wayne Mitchell, Altavista Town Council
Mark Peake, Senate of Virginia
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Trenay Tweedy, City of Lynchburg
Bart Warner, Bedford Town Manager
Charlie Watts, Campbell County Board of Supervisors

Others Present:

Gary Christie, Central Virginia Planning District Commission, Executive Director
Mallory Cook, Central Virginia Planning District Commission
Philipp Gabathuler, Central Virginia Planning District Commission
Kelly Hitchcock, Central Virginia Planning District Commission
Ada Hunsberger, Central Virginia Planning District Commission
Rosalie Majerus, Central Virginia Planning District Commission
Ben Packett, Robinson, Farmer, Cox
Scott Pleasants, Innovate Lynchburg

Richard Conner, Chair, welcomed everyone and opened the meeting of the Central Virginia Planning District Commission at 5:00 p.m.

1. Approval of the January 21, 2021 Meeting Minutes

A motion was made by Reid Wodicka, seconded by Sara Carter to approve the January 21, 2021 meeting minutes as presented. The motion was unanimously approved.

2. Financial Update

- a. **Audit Report:** Ben Packett, with Robinson, Farmer, Cox, presented the audit report for FY 2020. A team of four auditors evaluated the financial statements of the CVPDC to prepare for the report. No major discrepancies or concerns were found within the review.
- b. **Year-to-Date Financial Report (through January 2021):** Rosalie Majerus reported that the Year-to-Date operating expenses are on track with what was budgeted for this year. One error was noted regarding employer cost health insurance and should be properly updated by the next financial report. Total operating expenses are still expected to be in line with expectations based on lower expenses for line items such as travel this year.

3. Presentation by Innovate Lynchburg

Gary Christie introduced Scott Pleasants, with Innovate Lynchburg. The PDC has had a long relationship over the years with the region's technology council and has provided financial investments into the work done by the council.

Scott Pleasants provided an update on the changes made to the Technology Council over the past several years with the name change and complete rebranding to Innovate Lynchburg. He noted that Innovate Lynchburg is focused on: entrepreneurship, business technology, social entrepreneurship, engineering & research, and STEM initiatives.

Innovate Lynchburg has been developing partnerships with a variety of organization and companies to help develop new strategies that are reaching a variety of audiences like students, other businesses, and workers. With continued opportunities for work-from-home in the future, a major goal of Innovate Lynchburg is to keep individuals in this region.

Next steps include hiring an Executive Director and growth of membership.

4. CVPDC Planning and Development Updates

- a. **Comprehensive Economic Development Strategy:** Staff is recommending moving forward with an application to update the CEDS so that it meets the requirements that EDA would like CEDS to have in addition to focusing on more economic needs of the rural parts of the region. When the budget is presented at the April meeting, the extra allocation for this will be included in the budget for approval.

- b. **Regional Hazard Mitigation Plan – Approval Update:** The regional plan was submitted in December. In January, the plan received an approval pending status.
- c. **FY21 CDBG Priority List:** This list is a yearly activity that has relevance to nine of the ten localities and provides a way to rate applications. Staff recommends approval of the proposed list as presented. By consensus, the proposed list was approved.

5. EPA Brownfields Assessment Coalition Grant

Gary Christie explained that EPA has provided funding for several jurisdictions where properties are assessed to determine what costs and degree of severity might be there to clean up the site. Staff will be working to identify if there are enough jurisdictions that have small sites that may not qualify for a grant independently but can be combined as an Assessment Coalition to pursue grant opportunities. Applications are due in the fall, and staff will be working on this throughout the summer.

6. Adjusting four CVPDC job classifications to different pay bands

In 2014, the personnel system was updated to a pay band system. As starting pay hasn't been adjusted since that point, it is recommended that four positions be moved up one band. These are not pay raises for current staff as all staff in these positions are currently paid more than the proposed new starting pay, however the adjustment would allow the PDC to be more competitive in recruitment.

A motion was made by Reid Wodicka, seconded by Gary Shanaberger, to approve the adjustment of the four positions to different pay bands, and it was unanimously approved.

7. Other Business from Members or Staff

Gary Christie shared that staff are working with the Central Virginia Vaccination Task force with administrative help.

Susan Cook, a former CVPDC employee who retired at the end of 2019 passed away in the past month.

The FY 2020 Annual Report is available in digital format and will be sent to members of the board for distribution.

Adjourn - There being no further business, the meeting adjourned at 6:02 p.m.



CVPDC Rural Transportation Work Program

Background

Each year, The Virginia Department of Transportation provides \$58,000 of state funding for PDCs to provide transportation planning services in areas outside of the MPO boundaries. We match this with \$14,500 of the PDC's funds.

We use these funds for staff to assist our localities with grant development, project management and technical assistance.

For example, in the current year, a portion of the rural funds were used to support the Village Highway Corridor Study in Rustburg.

2021-2022 Transportation Planning Summary

I. Rural Flood Impact Project

Staff will be exploring the regional roadways which are susceptible to flooding, as identified by the Central Virginia Planning District Commission's Hazard Mitigation Plan.

PDC staff will work with local officials to evaluate the potential need for rerouting of emergency vehicles, consider potential mitigation projects for the future, and address previously identified vulnerabilities.

II. Update to the Region 2000 Greenways, Blueways and Trails Plan.

Staff will begin updating the Region 2000 Greenways, Blueways and Trails Plan which was last updated in 2012, to guide the development of a linked series of trails, parks, and river connections.

Staff will begin an update of the plan, which will include data collection of new trails, community engagement to determine both needs and opportunities and the development of goals. The Plan update process will be spread over 18 months, beginning in the latter half of FY 22.

III. General Technical Assistance to local planners

- a) Grant application assistance, including Transportation Alternative Program applications.
- b) Planning and training activities and support for local planners related to transportation, including review of small or special area plans.
- c) Reviewing and updating local comprehensive plans.
- d) Developing and sharing GIS information.
- e) Providing education, information, and assistance to local transportation planning committees.

Recommended Action

Approval of the resolution authorizing the Executive Director to sign the appropriate contract with VDOT and the commitment for \$14,500 in local match for the Rural Transportation Planning program.

Central Virginia Planning District Commission

FY-2022 Rural Transportation Planning Work Program
July 01, 2021 – June 30, 2022



Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2022 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2022 - Program Administration (\$28,000.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Rural Transportation Planning Management - \$25,000.00

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees
- Review proposed enhancement projects as requested
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed
- Respond to requests for intergovernmental reviews and coordination
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, APA VA conferences, NADO conferences, and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

2. Rural Transportation Planning Work Program - \$3,000.00

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2022-2023 Rural Transportation Planning Work Program, which documents the activities to be accomplished by the Central Virginia Planning District Commission staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

SPR Funds (80%)	\$22,400.00
PDC Funds (20%)	\$5,600.00
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Total Budgeted Expenditure for Program Administration	\$28,000.00

FY 2022 - Program Activities (\$44,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Committee and the Planning District Commission. Individual projects and work elements are described below:

1. General Technical Assistance- \$20,000.00

Description: This task allows for the assistance to localities and VDOT on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the PDC's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan; this item includes assisting in the development of comprehensive plan's transportation element.
Other duties as required by VDOT, FHWA, and the PDC
- Development and provision of GIS information for use with transportation projects and planning efforts
- Enhancement and maintenance of a website
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition, Lynchburg Regional Transportation Advocacy Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees
- Writing transportation planning grants, including Transportation Alternatives and Safe Routes to School grants. This task includes any research and plan development necessary to support grant application efforts
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed
- GIS training activities
- Complete any outstanding items from the FY 2021 Scope of Work.
- Assist the District Planner in the update/review of the Small Urban Area Plans in the PDC #11 region.
- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. Use the GIS tool to be provided by VDOT-TMPD to geo-reference local

transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state

- Participate in the Fall Transportation Meeting held in the region and provide a display to serve as outreach to the region's citizens.
- Participate in meetings and trainings conducted by the Virginia Rural Caucus, Virginia Chapter of the American Planning Association, American Planning Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and other similar organizations.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
- Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the PDC's web site transportation component.

2. Rural Flood Impact Project - \$12,000.00

Description: The CVTPO will be exploring the regional roadways which are susceptible to flooding, as identified by the Central Virginia Planning District Commission's Hazard Mitigation Plan. PDC staff will work with local officials, Virginia Department of Emergency Management (VDEM) and Virginia Department of Transportation (VDOT) to evaluate potential need for rerouting of emergency vehicles and consideration of mitigation projects for the future.

Deliverable Product: Set of recommendations for localities to use as a basis for mitigation projects or rerouting.

3. **Active Transportation Planning Activities** - \$12,500.00

Description: The following items will be accomplished in support of active transportation planning efforts. These items coordinate with the CVTPO Active Transportation project activities. Activities include:

- Website updates
- Grant assistance
- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Active Transportation Webinar Series
- Locality assistance as appropriate
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile.
- Update to the Region 2000 Greenways, Blueways and Trails Plan

Deliverable Product: A summary report of above referenced activities.

SPR Funds (80%)	\$35,600.00
PDC Funds (20%)	\$8,900.00
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Total Budgeted Expenditure for Program Activities	\$44,500.00

<u>FY-2022 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$20,000.00	\$5,000.00	\$25,000.00
2. FY 22-23 Rural Transportation Planning Work Program Development	\$2,400.00	\$600.00	\$3,000.00
Total Budgeted Expenditure for Program Administration	\$22,400.00	\$5,600.00	\$28,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$16,000.00	\$4,000.00	\$20,000.00
2. Rural Flood Impact Project	\$9,600.00	\$2,400.00	\$12,000.00
3. Active Transportation Planning Activities	\$10,000.00	\$2,500.00	\$12,500.00
Total Budgeted Expenditure for Program Activities	\$35,600.00	\$8,900.00	\$44,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



RESOLUTION APPROVING THE FISCAL YEAR 2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the staff of the Central Virginia Planning District Commission (CVPDC) has prepared the annual Rural Transportation Work Program for fiscal year 2022; and,

WHEREAS, the Rural Transportation Work Program has been reviewed and recommended for approval by the Transportation Technical Committee; and,

WHEREAS, this Rural Transportation Work Program is now before the Central Virginia Planning District Commission (CVPDC) for approval.

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Planning District Commission does hereby approve the Rural Transportation Work Program for Fiscal Year 2022 and authorizes it to be submitted to the Virginia Department of Transportation.

ADOPTED this 15th day of April 2021 by the Central Virginia Transportation Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, *Secretary*
Central Virginia Planning District
Commission

Richard Conner, *Chair*
Central Virginia Planning District
Commission



Authorization to Apply for an Economic Development Administration Grant to Update the Region's CEDS

Background

We've had a relationship with the U.S. Department of Commerce's Economic Development Administration (EDA) since 2010. They have provided grant funding for two Comprehensive Economic Development Strategies during those years.

At the March PDC meeting we introduced the need to update the 2016 Comprehensive Economic Development Strategy (CEDS) over the next eighteen months starting in 2022 (spanning the two fiscal years 2022-2023).

Updating the CEDS document now will better position the PDC for EDA's Economic Development District designation and allow us to have a better picture of how we move our region's post-pandemic economy forward.

Proposed Not-to-Exceed Budget over two fiscal years:

Revenues:

EDA Grant - \$60,000
PDC Reserves - \$60,000

Expenditures

Consultant - \$90,000
Staff and expenses - \$30,000

Impact to PDC Reserves

Currently we estimate that we'll end the fiscal year with over \$700,000 in our reserves, that's with the commitment to CVCC taken out. Our financial policies say we should reserve nine (9) months of operating expenses, offset by our reoccurring income, which means that our reserve shouldn't drop too far below the \$600,000 range.

Our proposal is to use \$30,000 in FY 22 and \$30,000 in FY 23 to match this grant leaving us well within our reserve policies.

Recommended Action

Authorize staff to apply for an EDA planning grant to update the Comprehensive Economic Development Strategy using not-to-exceed \$60,000 from the PDC reserves.

FY 2021-2022 Work Plan

Proposed 4-15-21



The PDC's major work objectives for 2021-2022 that strives to support the CVPDC's mission:

- to be a **dynamic** public forum for matters of regional significance; and,
- to create **solutions** by coordinating plans and building coalitions; and,
- to provide **service** excellence to our localities and to the Commonwealth.

Planning and Community Development

1. Support localities recovery from COVID-19 economic shut-down including grant development, project administration, and communications.
2. Assist the City of Lynchburg in updating its Future Land Use Map
3. Assist localities with applications and grant management for community development, housing, infrastructure, trail, park or open space development projects.

Transportation

1. Analyze 10 intersections throughout the region for potential safety improvements
2. Maintain Long Range Transportation Plan Dashboard
3. Provide technical assistance to localities such as GIS and Comprehensive Plan services
4. Provide information to the Lynchburg Regional Transportation Advocacy Group
5. Continue to provide staff support to the Central Virginia Transportation Planning Organization

Transit



1. Maintain a current database of GLTC stops and routes. Use the Trillium online platform to submit GTFS feeds so that current information is reflected on online mapping tools (Google Maps).
2. Continued implementation of GLTC's Transit Strategic Plan (FY2019-2028) including supporting GLTC with any examinations of existing transit services, current funding sources and implementation of the plan's recommendations as well as continuing to engage stakeholders to implement the future vision for the GLTC's transit services.
3. Further the ADA (Americans with Disabilities Act) Bus Stop Accessibility Survey by proposing short-term, cost-effective solutions for making heavily used bus stops ADA accessible.
4. CVTPO Staff will work directly with the GLTC Route Advisory committee to recommend route adjustments and realignments that will improve the overall efficiency of the route system by providing scenarios showing route alternatives based on input from the committee, GLTC operations staff, and CVTPO staff.

Alternative Transportation

1. Update the Regional Greenways/Blueways/Trail plan and websites
2. Develop a Rideshare and Bicycle Data Program
3. Assist localities with Transportation Alternative Program Grant applications
4. With continued re-opening and DRPT-program eligibility, develop RIDE Solutions re-branding and program services.

Environment

1. Provide environmentally safe and cost effective solid waste disposal through the Region 2000 Services Authority
2. Coordinate with locality and area stakeholders, in cooperation with DEQ, to implement the Virginia Chesapeake Bay Watershed 2021 PDC Locality Implementation Program Scope of Work. Activities Include:
 - a) Host & facilitate local meetings on watershed topics, WIP BMP, and watershed management activities.
 - b) Develop project and coordination with the Middle James Vision Plan Project.
 - c) Collaborate with other Bay PDCs to execute WIP urban work program activities.
 - d) Assist with development and distribution of BMP, watershed protection tools & resources.
3. Explore the development of an EPA Brownfield Assessment Coalition Grant



Economic Development

1. Complete the Comprehensive Economic Development Strategy update over FY 22 & 23
2. Continue to identify mechanisms to support the region's advanced manufacturing economy
3. Continue to support local Technology Councils, Chambers of Commerce and Economic Development Organizations

Public Safety and Emergency Services

1. Continue providing staff support to the Central Virginia Vaccination Task Force
2. Provide coordination services for Radio Board with Campbell County public safety radio communication system implementation process scheduled to cut over April 2022.
3. Provide staff and financial management services to the Central Virginia Radio Board
 - a. Examine alternatives to the No Business Mountain U.S. Cellular tower and WSET Thaxton Mountain Tower
 - b. Develop maintenance schedules for roads, facilities and equipment at tower sites

Support for Local Governments



1. Serve as an organizational partner to advance public health through program participation (e.g. Lynchburg Area Health needs Assessment and Implementation), trail and sidewalk plan and implementation assistance, and watershed protection programs.
2. Serve as board representatives on numerous public service and social equity programs
3. Provide support to localities in grant writing and grant administration, including GO Virginia grants, planning and administrative services
4. Assist in coordinating data, GIS and other technology tools to inform, graphically articulate, and guide planning and implementation programs.
5. Research and support multi-jurisdictional programs that result in increased efficiencies and effectiveness and have the potential to save money and time
6. Support federal and state legislation in priority areas for local governments in the greater Lynchburg/Central Virginia region.
7. Support topical forums for local elected officials and engage them in regional efforts.
8. Host seminars, workshops, customized training to advance professional capacity of local government staff and help develop a cadre of volunteer planning officials.
9. Continue to identify and use civic engagement tools and techniques to seek substantive feedback and engage the public in planning and decision-making processes.
10. Maximize opportunities for regional cooperative purchasing and increase its utilization

Workforce Development

1. Continue to provide staff support to the Central Virginia Workforce Development Board
2. Seek additional resources to expand opportunities and services
3. Publish weekly newsletters



Communications

1. Publish monthly PDC newsletters and an annual report
2. Maintain information on social media sites

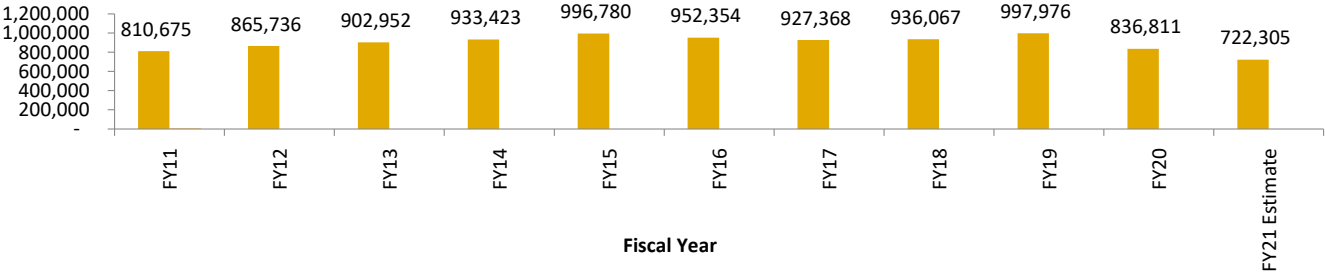
Central Virginia Planning District Commission							
Budget to Actual for FY21 - Prelim Budget for FY22							
Actual as of March 31, 2021							
	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Actual as of 3/31/21</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>YE Estimate fy21</u>	<u>Estimated Budget FY22</u>
OPERATIONS FUND (EXPENDITURES)							
SALARY							
ADMINISTRATION	164,250	171,531	128,487	43,045	74.91%	171,674	177,535
FINANCE	144,879	133,161	101,871	31,290	76.50%	135,161	139,112
OPERATIONS	232,336	252,675	186,930	65,745	73.98%	242,203	233,021
	541,464	557,367	417,287	140,080	74.87%	549,038	549,668
PART TIME HELP	0	10,000	2,572	7,428	25.72%	2,572	10,000
Total Salaries & Wages	541,464	567,367	419,859	147,508	74.00%	551,610	559,668
EMPLOYER COST FICA	39,077	43,404	29,737	13,667	68.51%	38,961	42,815
EMPLOYER COST V R S	25,602	23,409	17,289	6,121	73.85%	23,003	23,839
EMPLOYER COST HEALTH INS	89,019	79,952	76,333	3,619	95.47%	97,812	98,848
EMPLOYER COST LIFE INS	6,938	7,469	5,363	2,105	71.81%	7,120	7,365
WORKERS COMP	1,835	1,900	1,883	17	99.08%	1,883	1,900
Total Fringe Benefits	162,472	156,134	130,604	25,530	83.65%	168,779	174,766
OFFICE EXPENSES							
AUDITING SERVICES	4,360	6,000	4,440	1,560	74.00%	4,440	6,000
PAYROLL ACCOUNTING SERVICES	5,935	5,500	4,169	1,331	75.80%	6,747	6,500
LEGAL SERVICES	3,659	3,000	921	2,079	30.71%	1,500	3,000
LIABILITY INSURANCE	961	1,250	968	282	77.47%	968	1,250
CONTRACTUAL SERVICES	18,366	30,000	13,171	16,829	43.90%	14,775	30,000
ADVERTISING	124	1,000		1,000	0.00%	0	1,000
POSTAGE	483	1,000	114	886	11.45%	564	1,000
TELEPHONE	5,492	6,400	5,499	901	85.93%	8,063	8,076
INTERNET SERVICES	654	700	448	252	63.97%	981	1,524
OFFICE SUPPLIES	3,809	6,000	1,466	4,534	24.44%	1,797	6,000
PRINTING & BINDING		1,000	290	710	29.00%	290	1,000
TRAVEL	2,107	7,500	887	6,613	11.83%	1,129	6,500
SPECIAL MEETINGS	2,785	7,000	813	6,187	11.62%	909	6,000
EDUCATION & TRAINING	2,508	8,000	925	7,075	11.56%	1,325	7,000
DUES, SUBSCRIPTIONS	8,452	9,500	8,699	801	91.57%	9,000	9,500
PUBLICATIONS	256	500	163	337	32.60%	200	500
MISCELLANEOUS EXPENSES	254	1,000	1,798	(798)	179.78%	1,885	1,000
FURNITURE & FIXTURES		1,000		1,000	0.00%	1,000	1,000
RENTAL OFFICE EQUIPMENT	1,460	4,000	1,183	2,817	29.57%	1,556	4,000
OFFICE RENT	57,472	58,767	44,481	14,286	75.69%	59,359	60,843
PARKING	1,200	1,800	900	900	50.00%	1,200	1,200
COMPUTER EQUIP/SOFTWARE	10,497	12,000	10,127	1,873	84.39%	14,096	12,000
Total Office Expenses	130,834	172,917	101,464	71,453	58.68%	131,784	174,893
Total Operations Expenses	834,770	896,418	651,928	244,490	72.73%	852,173	909,328

Central Virginia Planning District Commission							
Budget to Actual for FY21 - Prelim Budget for FY22							
Actual as of March 31, 2021							
	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Actual as of 3/31/21</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>YE Estimate fy21</u>	<u>Estimated Budget FY22</u>
Total Operations Expenses (from Page 1)	834,770	896,418	651,928	244,490	72.73%	852,173	909,328
Direct Project Expenses							
Amherst CDBG - Old Town Madison Heights	64	750	3,545	(2,795)	472.67%	230	200
Appomattox CDBG - Meadowlark	280	0		0	0.00%		0
Appomattox Church Street Water Line							585
Appomattox Town Comp Plan	148	0	0	0	0.00%		0
Appomattox Recovery Planning Grant	419	0		0	0.00%		0
Bedford County CDBG		500	405		81.00%	500	0
CEDS	0	500		500	0.00%	0	49,000
CVCC-CTE	0	134,000		134,000	0.00%	0	134,000
Chesapeake Bay	170	1,000		1,000	0.00%	200	10,000
CVTC	150,000			0	0.00%		0
DHCD	402	2,500	149	2,351	5.96%	500	500
DRPT / FTA	3,491	12,000	30,349	(18,349)	252.91%	32,021	1,500
Hazard Mitigation	79,044	21,331	152	21,179	0.71%	21,356	0
Pamplin VDH Water	927			0	0.00%		0
Regional Radio Board - Campbell County						200	1,650
Regional Radio Board	543	750	623	127	83.07%	750	750
RideSolutions	5,366	22,265	602	21,663	2.70%	700	8,675
RideSolutions - Mobility		1,500		1,500	0.00%	0	0
VDOT - PL	23,425	27,000	17,436	9,564	64.58%	25,927	21,000
VDOT - Rural	28,612	6,000	1,853	4,147	30.88%	2,500	3,000
WIOA	284,731	544,004	209,578	334,426	38.53%	544,004	544,004
Total Direct Project Expenses	577,623	774,100	264,692	509,313	34.19%	628,888	774,864
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,412,394	\$1,670,518	\$916,620	\$753,803	54.87%	\$1,481,061	\$1,684,192
Pass Thru Expenses							
Regional Radio Board	1,916,521	1,149,988	889,139	260,849	77.32%	1,149,988	1,167,302
VDOT - PL	89,100	126,000	87,704	38,296	69.61%	117,000	76,500
WIOA	1,005,393	950,000	894,802	55,198	94.19%	950,000	950,000
Total Pass Thru Expenses	\$3,011,013	\$2,225,988	\$1,871,646	\$354,342	84.08%	\$2,216,988	\$2,193,802
Total Expenses	\$4,423,407	\$3,896,506	\$2,788,265	\$1,108,146	71.56%	\$3,698,049	\$3,877,994

Central Virginia Planning District Commission							
Budget to Actual for FY21 - Prelim Budget for FY22							
Actual as of March 31, 2021							
	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Actual as of 3/31/21</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>	<u>YE Estimate fy21</u>	<u>Estimated Budget FY22</u>
Revenues							
OPERATIONS FUND (REVENUE)							
Dues	155,420	156,242	156,242	0	100.00%	156,242	158,835
Miscellaneous Revenue	10,868	12,000	10,500	1,500	87.50%	10,500	11,000
Total Operations Revenue	166,287	168,242	166,742	1,500	99.11%	166,742	169,835
Direct Project Revenues							
Amherst County - Old Town Madison Heights		30,000	1,250	28,750	4.17%	16,150	12,500
Appomattox CDBG - Meadow Lark	24,000			0	0.00%		0
Appomattox Church Street Water Line							10,000
Appomattox Town Comp Plan	15,431			0	0.00%		0
Appomattox Recovery Planning & construction G	12,825			0	0.00%		0
Bedford County CDBG		6,000		6,000	0.00%	6,000	0
CEDS							30,000
Chesapeake Bay	21,500	52,000	52,000	0	100.00%	52,000	58,000
DHCD	75,971	75,971	56,978	18,993	75.00%	75,971	89,971
DRPT / FTA	97,037	125,262	106,747	18,515	85.22%	116,010	109,791
Hazard Mitigation	82,236	31,331		31,331	0.00%	38,831	0
Pamplin VDH Water		0		0	0.00%	0	0
Regional Radio Board - Campbell County						0	9,500
Regional Radio Board	25,000	26,000	26,405	(405)	101.56%	31,820	28,000
Region 2000 Services Authority	153,123	175,963	104,978	70,985	59.66%	167,478	175,963
RideSolutions	30,889	56,080	17,468	38,612	31.15%	43,772	48,083
RideSolutions - Mobility		12,000		12,000	0.00%	0	0
VDOT-PL	132,720	123,158	93,344	29,814	75.79%	111,626	108,380
VDOT-Rural	58,000	58,000	34,508	23,492	59.50%	41,000	58,000
WIOA	353,900	609,004	218,517	390,487	35.88%	609,004	609,004
Total Direct Project Revenues	1,082,632	1,380,769	712,194	668,575	51.58%	1,309,662	1,347,192
Interest	11,150	7,000	530	6,470	7.57%	674	1,000
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,260,069	1,556,012	879,467	676,545	56.52%	1,477,078	1,518,027
Surplus/(Use of Fund) Balance	(152,324)	(114,506)	(37,153)	(77,258)		(3,983)	(166,164)
Funding from Fund Balance	150,000						
CVCC-CTE		134,000					134,000
CEDS							30,000
Funding from Fund Balance	150,000	134,000	0	0		0	164,000
	(\$2,324)	\$19,494	(\$37,153)	(\$77,258)		(\$3,983)	(\$2,164)
Pass Thru Revenue							
Regional Radio Board	1,179,981	1,149,988	2,784,659	(1,634,671)	242.15%	2,784,659	1,167,302
VDOT - PL	89,100	126,000	87,704	38,296	69.61%	117,000	76,500
WIOA	1,019,211	950,000	904,656	45,344	95.23%	950,000	950,000
Total Pass Thru Revenues	\$2,288,291	\$2,225,988	\$3,777,019	(\$1,551,031)	169.68%	\$3,851,659	\$2,193,802
Total Revenue	3,698,360	3,916,000	4,656,486	(874,486)	118.91%	5,328,737	3,875,830
Net Surplus/(Use of Fund) Balance	(725,047)	19,494	1,868,220			1,630,688	(2,164)

Central Virginia Planning District Commission						Attachment #6	
Cash and Estimated Fund Balance							
March 31, 2021							
CASH ON HAND							
Sun Trust Checking							
	CVPDC Funds		179,302				
	WIA Trainit Funds		4,081				
	Petty Cash		130				
	Local Govt Invest Pool		403,249				
	Cash on Hand		\$ 586,762				
CALCULATION OF ESTIMATED YEAR-END FUND BALANCE							
Estimated Year-end Fund Balance				\$ 722,305			

Ending Fund Balance





FY 2022 PDC Budget Summary

Summary:

- 21-22 Budget is \$2,164 short for 21-22. We should make that up easily during the new fiscal year.
- Year end is expected to be short by \$3,983. We expect to be able to capture those funds in carryover from our VDOT and VDRPT contracts.
- Budgets \$134,000 for CVCC from reserves. CVCC has not drawn any of that money yet
- Budgets \$30,000 as a match for CEDS update from reserves
- 3.5% pay increase proposed

Revenues:

- Local Dues - \$5,146 additional from the \$0.01 dues increase
- State funds - \$14,000 additional appropriation
- Appomattox Town Church Street Water Line CDBG Grant Management project - \$10,000 additional
- DEQ Chesapeake Bay Contract - \$6,000 additional
- Radio Board - \$9,500 additional to support Campbell County's incorporation into the system; \$2,000 additional for general support
- \$30,000 – 1st year of the 2 year grant from EDA for CEDS update
- Draw from Reserves
 - \$30,000 – 1st year of the use of reserves to match EDA CEDS grant
 - \$134,000 – draw from reserves for pledge to CVCC for Career and Technical Education Academy staffing

Expenditures:

- 3.5% pay increase for staff
- Our health insurance rate went down by 1%, but the line increased by \$18,896 to correct an error in the FY 21 budget.
- \$10,000 in the DEQ Chesapeake Bay contract for a consultant
- \$45,000 for first year CEDS consultant costs
- \$134,000 for CVCC Career and Technical Education Academy staffing

Recommended Action

After discussion, approve the 2021-2022 Central Virginia Planning District Commission budget in the amount of \$3,875,830.