

AGENDA

- 1. Call to Order** 7:00
- 2. Matters from the Public** 7:00 – 7:30
 - a. Comments by the public are limited to no more than 2 minutes per person.
 - b. Presentation of VAPDC 50th Anniversary Publication – David Blount
 - c. Introduction of Southside Planning District Commission Executive Director, Deborah Gosney – David Blount
 - d. GO Virginia Region 9 Regional Plan Update – Shannon Holland, CVPED
- 3. Executive Director's Report** 7:30 – 7:45
 - a. Report is attached
 - b. Review of FY20 TJPDC/MPO Projects
- 4. * Consent Agenda** 7:45– 7:45

Action Items:

 - a. * Minutes of the August 1, 2019 Meeting
 - b. * Financial Reports
 - i. July Dashboard Report
 - ii. July Profit & Loss Statement
 - iii. July Balance Sheet
 - iv. July Accrued Revenues report
- 5. Resolutions** 7:45 – 7:50
 - a. Census 2020 Complete Count Committee
 - b. Water Street Center Conference Room Policies
- 6. Other Business** 7:50 – 8:30
 - a. Roundtable Discussion by Jurisdiction
 - b. Next Meeting – October 3, 2019
- 7. ADJOURN** 8:30
**Proposed action items*



MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: September 5, 2019
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since August 1, 2019

Administration

- September Meeting Agenda

2. Matters from the Public

- a. Comments from public.
- b. David Blount will display the Virginia Association of Planning District Commission's 50th Anniversary Publication of PDC's around the Commonwealth to include the VAPDC's new logo.
- c. Deborah Gosney, the ED from the Southside PDC will be visiting with us.
- d. A GO Virginia Region 9, Piedmont Opportunity Corridor, regional growth & diversification plan update will be presented by Shannon Holland.

3. Executive Director's Report

- a. Review of the agenda items.
- b. I have consolidated the staff's ongoing projects and programs into a spreadsheet that will provide a project name, responsible party and current work status. This includes major programs and projects as well as routine tasks. Highlighted items will include projects that are of immediate importance.
- c. The Water Street Center continues to grow in use, especially with City of Charlottesville departmental use. Staff began new reporting procedures just over a year ago and after 12 months of data, have developed a recommended set of policies and procedures for WSC use. Staff asks the Commission's approval of these policies as attached.

4. Consent Agenda

- a. Minutes of the August 1, 2019 Commission meeting
- b. Finance Report

i. Dashboard Report

Net quick assets are \$725,313. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$225,438. (Net Quick Assets minus 5 months operating expenses; $\$725,313 - \$499,875 = \$225,438$)

Unrestricted Cash on Hand as of July 31, 2019 was \$571,152 or 5.7 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months.

Revenue less Expenses - We had a net loss of \$ 6,621 for the month of July. This gives us a fiscal year net loss of \$6,621. Budgeted fiscal year gain is \$0. July is normally a loss month for us with holiday, vacations, and FY20 revenues beginning to flow in August. This year we had fewer staff to bill against programs as well.

- ii. Profit & Loss. Total income through July is \$97,260. With 1 months or 8% of the fiscal year complete, we have received 5% of our total budgeted income. Total expenses are \$ 103,881 or 5.5% of the budgeted total expenses of \$1,886,559.

Operating expenses for the same period are \$95,674 or 8% of our total budgeted operating expenses of \$1,255,477. Operating revenue through July is \$ 89,053 or 7% of the budgeted operating revenue of \$1,255,477.

- iii. Balance Sheet. As of July 31, 2019, we have total current assets of \$975,162 and total fixed assets of \$6,688 giving total assets of \$981,850. Total assets are down by \$103,216 from the same time last year. Total liabilities have decreased from a year ago by \$149,746 with total liabilities as of July 31, 2019 of \$292,333. Total Equity has increased by \$46,530 to \$689,517 since the same time last year.
- iv. Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have \$1,231,358 available in contracts and grants to end the year. July operating expenses were \$95,674. The 12-month average is \$99,975. We have \$111,942 in available funds per month for these operating expenses.

As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = \$579,293) where we will have 1) at least 6 months operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

5. Resolutions

- a. Census 2020 Complete County Committee Resolution
- b. Water Street Use Policies

The Water Street Center continues to grow in use, especially with City of Charlottesville departmental use. Staff began new reporting procedures just over a year ago and after 12 months of data, have developed a recommended set of policies and procedures for WSC use. Staff asks the Commission's approval of these policies as attached.

6. Other Business

- a. Discussions by jurisdictions of timely topics from each local government.
- b. Next Meeting – October 3, 2019

7. Adjourn

END OF AGENDA REPORT

Project	Billing Account	Lead Staff	Weekly Update
ADMINISTRATION			
Finance & Executive Committee	110	Chip Billie	Meets again Draft due Sept 25th. Comm approval October 3rd. Due October 29. Group meeting Sept 4th. Sara is asking DRPT for TSP cost estimates and consulting firms.
FY21 Budget & Local Requests	110	Billie	Draft is due Jan 29th
FY20 Budget Amendment	110	Chip	Join the Albemarle County monthly meetings. (
Equity & Title VI	110 /190/191	Lucinda	
Town Gown Visit	301/302	Dominique	Develop a committee and set 1st meeting date with Chamber
Annual TJPDC Meeting	110	David	Working on April date & location
Annual DHCD Report	110	Billie	
Annual New Fiscal Year's Eve	110	Gretchen	
Annual April 13 Retreat	110	Gretchen	
Annual office clean up day	110	Gretchen	
Annual Day of Caring	110	Christine	
Pers Policy Education Reimb	110	Chip	Developing policy. Date TBD
Pers Policy Flex Time	110	Chip	Developing policy. Date TBD
Communications			
TJPDC Web Site Development	110	Dominique	Meeting with Ryan scheduled. Familiarizing me w/ interface so I can make changes.
Census Count Committee	300	Sara	
PACC / PACC Tech	301/302	Chip	Next meeting is TBD. Update web site is needed.
Cloud Based IT	110	Chip	1. Richmond consultant to advise. 2. Process & quote from NWG to transfer Q;drive to OneDrive.
Joint Cville Alb Meeting	301/302	Chip	Sept 9th Mtg. Prepare slide presentation by Sept 3rd. 1. Hydraulic SAP Funding 2. RTP progress to include TSP funding.
LEGISLATIVE			
Legislative Affairs	277	David	
VAPDC	278	David	
Mayor & Chairs Meeting	277	David	
FINANCE			
		Don	

Monthly Reporting	110	Don	Ongoing
Annual Audit	110	Don	Auditors begin office work Sept. 3rd. / Audit Comm Mtg Nov 1st.
H&W Accounting Contract	110	Don	
Annual Health Benefits Report	110	Don	
Annual Health Insurance	110	Don	
Annual Liability Insurance	110	Don	
Monthly bank reconciliation	110	Billie	
Human Resources Onboarding	110	Chip	Developing a document for new and current staff. Date TBD
PLANNING / ENVIRONMENTAL		Sandy	
Cherry Avenue	316	Nick	2 more community engagement meetings and final draft prep Hiring 2 field workers to do data entry. Working with Habitat and PVCC
Albemarle Inventory	323	Sandy	On-hold
Lovingston CDBG	308	Nick	
Zion Crossroads	171/309	Sandy	Meetings with local staff ongoing
Scottsville	337	Nick	Ongoing public engagement
ENVIRONMENT			
RRBC Admin	908	Dominique	Board meeting in September. RRBC Conf in September RRBC acting as Steering Committee
Rural Rivanna Plan	908	Shirese	
Urban Rivanna Plan	329	Nick	Steering Committee now meeting Finalizing deliverables for
WIP III	907	Dominique	Septmebr 30
Hazard Mitigation & Climate Change Pla	303	Shirese	
Solid Waste/Recycling	303	Shirese	
Albemarle Climate Comm	302	Shirese	
Scenic Rivers - James & Hardware	908	Sandy	
HOUSING & COMM DEVELOPMENT		Billie	
HOME	727	Billie	
HPG	728	Billie	
Regional Housing Partnership	729	Christine	
Phase II Plan	730	Christine	
TJCLT	723	Christine	
Community Development			
STAR TAP	315	Billie	
Fifth Street Trails	192	Billie	

Charlottesville Area Alliance	300	Chip	Monthly meetings. 3 year action plan. Create 3 Task Forces for action plan. Next meeting October 10th Next meeting August 23rd. Invited to Sept. Comm Mtg Application submittal in FY20.
Region 9 GO Va Council	300	Chip	
CVPED Board	300	Chip	
CEDS FY21	300	Sandy	
TRANSPORTATION		Sandy	
MPO		Lucinda	
Policy Board	190/191	Lucinda	
CTAC	190/191	Jessica	
MPO Tech	190/191	Nick	
			Chip is setting up a meeting with City and Alb leaders & transp staff to discuss Hydarulic options
Smart Scale FY20	198	Nick	
Bike / Ped Planning	193/195/196	Jessica	
Revenue Study	195/196	Dominique	
TIP	190/191	Lucinda	
RURAL TRANSPORTATION		Nick	
Rural Tech	170/171	Nick	
PEC/CACF Greenways	187	Billie	
RIDESHARE-TDM		Sara	
RTP	181/193	Sara	
RTP Reporting	181	Jessica	
Amtrak	191/196/199	Chip	Waiting on DRPT's proposal from Michael Baker
SAW Intercity	193/196	Sara	
JAUNT Board	191	Chip	Next meeting Sept 11.
Community Engagement Bus	195	Jessica	
TJPDC Corp.		Billie	

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Draft Minutes, August 1, 2019

Commissioners Present:

Nikuyah Walker – Charlottesville (7:20)
Rick Randolph – Albemarle County
Liz Palmer – Albemarle County
Tony O’Brien – Fluvanna County
Keith Smith – Fluvanna County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County
Willie Gentry—Louisa County
Jesse Rutherford – Nelson County

Commissioners Absent:

Lisa Green – Charlottesville
Ernie Reed – Nelson County

Staff Present:

Chip Boyles, Executive Director
David Blount, Legislative Liaison
Billie Campbell, Senior Program Manager
Sara Pennington, TDM Manager
Dominique Lavorata, Legislative Aide

Guests Present:

Kathy O’Connell, U.S. Census Bureau

Call to Order: Dale Herring called the meeting to order.

Matters from the Public:

Comments by the Public: None

Introduction: David Blount introduced Dominique Lavorata, who joined TJPDC on July 16. She will be assisting the Legislative Services program as a Legislative Aide while also working on several planning projects. Dominique is a 2019 UVA Graduate in Politics, with a concentration in American Government and has several years of volunteer experience in local and state elections. Chip Boyles noted that several other new staff members will be starting soon: Jessica Hersh-Ballering will start August 16 working in areas of Transportation Demand Management and transit planning. Sherise Franklin will be starting September 16, and will work on the Rivanna River Corridor Plan and environmental projects.

US Census 2020 Count: Kathy O’Connell, Partnership Specialist with the U.S. Census Bureau Philadelphia Region, briefed the Commission on the 2020 Census. The Census Bureau is working with states and localities to encourage people to participate in the Census to ensure the best data possible. Data from the decennial census determines representation in Congress, supports redistricting, guides the distribution of \$675 billion of federal funds, provides information for planning efforts and supports decision-making for local communities. The goal for the 2020 Census is to count everyone one, only once and in the right place. The 2020 Census will optimize self-response through on-line, phone and mail options and using technology for address canvassing. Key messages to promote participation will focus on confidentiality, self-reporting options, and the importance of high-quality data in shaping the future. Complete Count Committees are being formed to engage community partners and trusted voices to develop and implement strategies to encourage people to respond to the census. To start a TJPDC Complete Count Committee (CCC), the Commission would need to pass a resolution or record a vote supporting the formation of a CCC, designate a point of contact and invite members to participate. The CCC would identify local hard-to-count populations. The goal is to increase participation and ensure a complete count through an Educate, Encourage and Engage approach. The Census Bureau is hiring locally for hundreds of temporary positions to assist with the census.



RideShare Presentation: Sara Pennington, Transportation Demand Management (TDM) Program Manager, shared information about RideShare and new on-line ride matching tool. Sara is the point person for RideShare at the TJPDC. She has been with the TJPDC for nine years. The purpose of the TDM Program and RideShare is to reduce traffic congestion and Single Occupancy Vehicles (SOVs). The RideShare program coverage area includes the TJPDC and Central Shenandoah PDC (CSPDC) regions. The RideShare Program expanded in 2009 to include the CSPDC region. RideShare services include car/vanpool matching, the Guaranteed Ride Home Program, Park and Ride lot information and marketing, Transportation referral for the region, and employer services. Car/Vanpool matching is a service for commuters. TJPDC maintains a commuter database and matches commuters according to their origin/destination and schedule. RideShare also provides support and tips for contacts and carpool set up and vanpool administrative support. The Guaranteed Ride Home (GRH) program provides coverage to those sharing a ride for emergency situations, which can be a key fear and concern when considering alternative transportation options. Anyone using transportation other than SOV at least two times per week is eligible to receive up to five free rides per year by taxi or rental car. A new system for RideShare and van pool matching is now in place, and can be accessed at www.rideshareinfo.org. This is available for use as an app or on-line, and offers the possibility of rewards and points to users. The new system launched in January 2019 and the old system was discontinued in April. There are 850 members. The system offers new metrics, including miles not driven and money saved. Bob Babyok asked if there was any alignment with JAUNT. Sara responded that those using JAUNT, CAT or Greene County Transit at least twice a week are eligible for the Guaranteed Ride Home program. Work is underway to fully integrate fixed route services as a direct link. In response to a question about services in rural areas, Sara indicated that some targeting marketing is being carried out in some areas. Sara also attends Inter-Agency Council (IAC) meeting in the counties to get the word out about services. Willie Gentry indicated that he would like to learn more about how this could work in Louisa. Rick Randolph asked about an on-demand system; RideShare can only follow what the state implements.

Consent Agenda: The consent agenda consisted of the draft minutes of the June 6, 2019 Commission meeting. **On a motion by Rick Randolph, seconded by Jesse Rutherford, the Commission unanimously approved the June minutes,** with Nikuyah Walker, Tony O'Brien, and Keith Smith abstaining.

Year End Financial Reports: Materials in the meeting packet included the Financial Dashboard, Consolidated Profit and Loss Statement, Balance Sheet, and Accrued Revenue Report for the month of June, which ends the 2019 Fiscal Year. Chip Boyles reported that net quick assets were \$730,707 on June 30, the highest level since TJPDC has been tracking this measure. There was a net gain of \$15,398 for the month, yielding a year to date gain of \$50,410, exceeding the annual target of \$50,000. This was a strong end to the fiscal year. There were some unexpended funds at the end of the year, most of which will carry forward to FY20. **On a motion by Andrea Wilkinson, seconded by Keith Smith, the Commission unanimously accepted the June 2019 Financial Reports.**

Executive Director's Report: A written report was included in the meeting packet. Chip Boyles highlighted several items from the report:

- **Regional Transit Partnership (RTP):** The Regional Transit Partnership completed development of an annual funding agreement MOU and funding formula between Charlottesville Area Transit and Albemarle County. The City of Charlottesville and Albemarle County voted in May to approve the MOU. This was a major accomplishment that demonstrates the value of the RTP as a way of building relationships and trust. The development of an MOU was a goal that was included in the study that laid the foundation for the formation of the RTP.
- **Peer Exchange:** The RTP has suggested that a joint economic development (Chamber), planning and transit peer exchange visit with a similar community be organized and held in the Fall. Similar, the

RTP has asked for a Business Transportation/Transit summit be held in partnership with the regional Chambers. This will need to occur in the early fall or spring when students are in the community.

- Building Search Committee: The committee continues to work on options for a new office space, but has not moved much further along in the process. TJPDC continues to work with the building owners. TJPDC's lease is up in August of 2020 but is expected to be extended to August, 2021, to coincide with the CACF's lease for space on the second floor. Tony O'Brien had mentioned a building that could be available; Chip Boyles looked at the building.
- Possible Floodplain Management Seminar: The quarterly meeting of the Mayor & Chairs is Friday, August 2. One topic is a possible Floodplain Management seminar on Community Rating Systems with a regional speaker. A second topic will be gaging interest in regional climate action strategies.

Water Street Center User Fees and Policies: Materials included in the meeting packet included Water Street Center Information and the TJPDC Water Street Center (WSC) User Agreement. Chip Boyles reported that TJPDC started monitoring usage of the Water Street Center a year ago. Charlottesville and Albemarle County use the space frequently. There was about 700 hours of outside usage in the past year. Usage by state and regional (3 or more local governments) agencies are not charged a fee, but usage is covered by the regional per capita pool. Local government usage, including any of their departments, are debited at the listed rates against annual per capita local contributions to the TJPDC. The guidelines add a section on times of availability to provide set up time, in response to past conflicts between evening usage and morning meetings the next day. Because of changes to the parking system at the Water Street Garage, parking allowances are no longer included in WSC use unless specifically added to the agreement. Parking validation may be provided for a 1-hour allowance for a cost of \$2.00 per person. No staff support is available for audio/visual/Internet services. Without objection, the Commission accepted the revised information and User Agreement.

Other Business:

TJPD Commissioner Roundtable Reports:

- Fluvanna: Keith Smith reported that the Regional Housing Partnership (RHP) held an all-day strategic planning meeting in the Water Street Center on August 30. UVA is represented on the work group by Colleen Sheehy, Senior Vice President for Operations. It was a productive meeting. The April Housing Summit was a success, with some funding left over. Tony O'Brien noted that Eric Dahl is now the County Administrator; Steve Nichols retired the end of June. The Governor was in the County on July 12 to announce plans to expand rural broadband in Southeastern Fluvanna County with funds awarded by the Virginia Telecommunication Initiative (VATI). CVEC plans to build fiber for the Columbia substation through its subsidiary Firefly Fiber BroadbandSM. CVEC serves about 65% of the County, so this is a significant initiative. The County has acquired land at Zion Crossroads (ZXR); the water pipeline project will get water to ZXR in about 18 months.
- Greene: Andrea Wilkinson reported on new amenities in Greene County: the Greene Farmers Market and The Pavilion which houses the Farmers Market and provides a space for special events. A property has also been acquired for a new Greene County Visitor Center near the intersection of U.S. Routes 29 and 33 in Ruckersville. There were some issues along the way to approval. The new Center is expected to be in service in about two years. Dale Herring added that the County is looking at its recycling program; It now costs more to recycle material than to landfill it. The County is considering ending its recycling efforts.
- Albemarle: Rick Randolph reported that the County is working on its homestay ordinance, looking at criteria and enforcement. The County is also looking at issues related to adding new residential

development when the transportation system is compromised. Biscuit Run Park has no state funding for development; conversations with the General Assembly are underway seeking \$2 million this year. The Southwood Development was previously approved for rezoning and the County decided to invest \$3.2 million into the project. New concerns have been raised by the Planning Commission; the project is on the BOS agenda for the August 21 meeting. Liz Palmer reported that the Midway project will provide Broadband service from the Miller School Road/Midway Road through Batesville Road. Partial funding for the \$1.5 million project is coming from Virginia Telecommunications Initiative (VATI). Gary Wood, president and CEO of the Central Virginia Electric Cooperative (CVEC), helped arrange for and spoke during the press conference kicking off the project. The County is now accepting only #1 and #2 plastics, to narrow down to material with a market. Citizens are doing a good job separating plastic material.

- Louisa: Bob Babyok reported that the County has been awarded \$600,000 through GO Virginia toward a regional business park. Two joint ventures with Fluvanna County are underway: Broadband service through CVEC in the Green Springs area and the James River Water Project. The Board of Supervisors will consider the first installment of new development at Zion Crossroads at their August 5 meeting, including homes and businesses. He commended the VAPDC for the great presentations at the summer event in Williamsburg.
- Charlottesville: Nikuyah Walker reported that housing work is going well, with the announcement of low-income housing tax credits (LIHTC) for CRHA's redevelopment work and a donation from Red Light Development. Residents will be hired as part of the work through the Section 3 program. The City sent firefighting gear to its sister city in Ghana and will be sending two city firefighters later in the summer. The base wage rate for City employees will be \$15 per hour beginning January 2020. The City has hired Garland Williams as the new Director of Charlottesville Area Transit (CAT).
- Nelson: Jesse Rutherford reported that the County has a new Planning/Zoning Director and is beginning work on its Comprehensive Plan update. 50 people were arrested for trespassing at a Schuyler quarry and "no parking" signs have been posted at the Nelson/Albemarle line. Schuyler held a Clean Up Day, which became a community event. The Waste Water Treatment Plant (WWTP) replacement in Schuyler is estimated at \$5 million. The County is trying to get 75% of the cost covered through grants. Broadband work is underway Stoney Creek/Wintegreen/Faber areas. There are some small areas of the County that will not be covered for 5 to 10 years. The Landscape Architecture school at UVA is interested in working on the Lovingson project.

Next Meeting: The next Commission meeting will be held on Thursday, September 5.

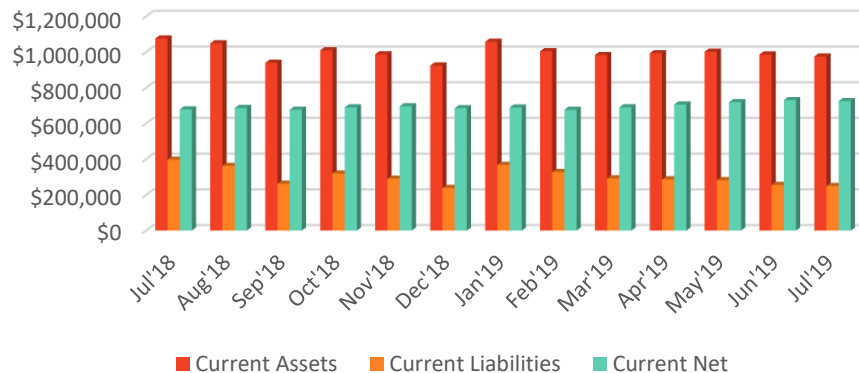
Adjournment: On a motion by Rick Randolph, seconded by Bob Babyok, the Commission unanimously adjourned the meeting.

FINANCIAL DASHBOARD Through July 31, 2019

Net Quick Assets

Target = \$499,873 (5 months operating expenses)

12 Month Average Monthly Operating Expenses = \$99,975



Net Quick Assets

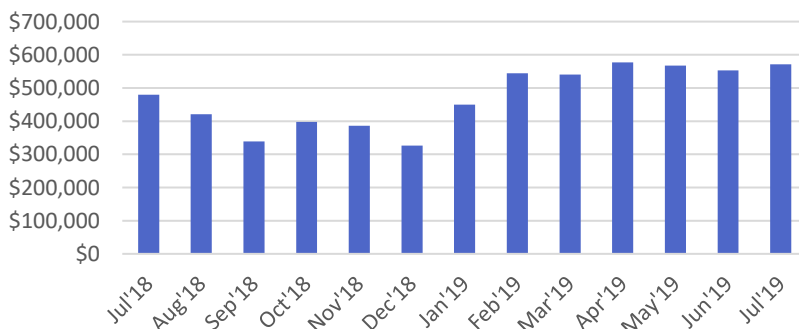
Jul'18 =	\$678,731
Aug'18 =	\$686,684
Sep'18 =	\$677,044
Oct'18 =	\$690,063
Nov'18 =	\$696,672
Dec'18 =	\$685,850
Jan'19 =	\$689,386
Feb'19 =	\$676,690
Mar'19 =	\$690,735
Apr'19 =	\$706,271
May'19 =	\$719,299
Jun'19 =	\$730,707
Jul'19 =	\$725,313

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 7.25 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased slightly from \$100,028 in June to \$99,975 in July. The 3-month average of expenses is \$93,193. Actual operating expenses for July were \$95,674 compared to \$85,614 in June. Staff costs increased by \$8,846 from June to July; one new staff person joined the TJPDC in July. Salary increases for continuing staff went into effect July 1. Contractual and Professional Development costs in July were higher than June.

Unrestricted Cash on Hand

Target = \$399,899 (4 months operating expenses)

Concern Area = <\$199,949 (2 months operating expenses)



UNRESTRICTED CASH ON HAND

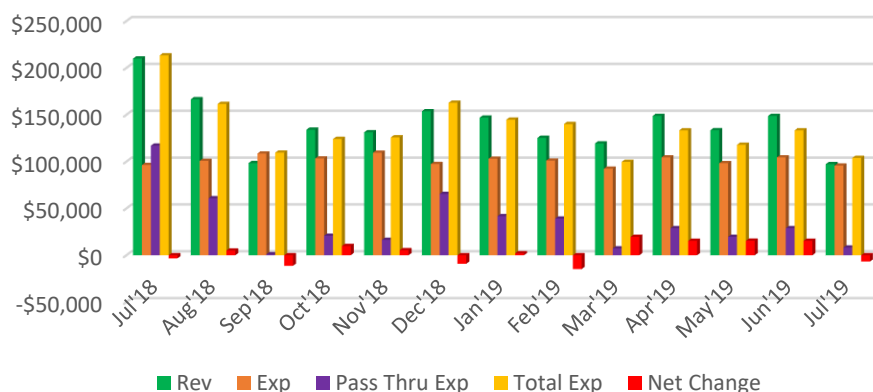
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. The end of month level of Unrestricted Cash on Hand of \$571,152 represents 5.71 months of operating expenses, exceeding the 4-month target.

FINANCIAL DASHBOARD Through July 31, 2019

Revenue Less Expenses

Goal = \$4,166 (\$50,000 annually)
Concern Area = 3 consecutive negative months



Monthly Net Revenue

Jul'18 =	(\$3,276)
Aug'18 =	\$5,027
Sep'18 =	(\$11,276)
Oct'18 =	\$9,885
Nov'18 =	\$5,381
Dec'18 =	(\$9,056)
Jan'19 =	\$2,087
Feb'19 =	(14,753)
Mar'19 =	19,668
Apr'19 =	15,398
May'19 =	15,505
Jun'19 =	15,756
Jul'19 =	(6,621)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY20 Budget adopted in May 2019 is balanced. There was a loss for the month of July of \$6,621. The Accrued Revenue Report shows available funds of \$111,942 per month for FY20. Actual operating expenses for July were \$95,674. Monthly expenses will continue to increase in both August and September due to new staff coming on board.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
July 2019

11:47 AM
08/23/19
Accrual Basis

	Jul 19	Budget	Jul 19	YTD B...	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	33,843	85,973	33,843	85,973	1,031,676
4120 · State Funding Source	19,734	20,770	19,734	20,770	245,933
4130 · Local Source	29,284	35,245	29,284	35,245	445,982
4131 · Event Sponsors & Fees	0	0	0	0	0
42000 · Local Match Per Capita	12,906	13,081	12,906	13,081	156,968
4280 · Interest Income	1,493	500	1,493	500	6,000
Total Income	97,260	155,568	97,260	155,568	1,886,559
Gross Profit	97,260	155,568	97,260	155,568	1,886,559
Expense					
61000 · Personnel	70,612	82,628	70,612	82,628	955,008
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	345	287	345	287	3,452
62392 · Subscriptions, Publications	309	46	309	46	550
62393 · Supplies	1,046	693	1,046	693	8,360
62394 · Audit -Legal Expenses	0	0	0	0	16,500
6240 · Advertising	373	1,828	373	1,828	22,765
62404 · Meeting Expenses	867	592	867	592	7,108
62410 · TJPDC Contractual	6,585	4,281	6,585	4,281	51,209
6281 · Dues	700	773	700	773	9,220
62850 · Insurance	315	296	315	296	3,300
62890 · Printing/Copier	537	611	537	611	5,451
63200 · Rent Expense	7,496	7,678	7,496	7,678	92,134
63210 · Equipment/Data Use	1,166	2,451	1,166	2,451	29,417
63220 · Telephone Expense	615	493	615	493	5,919
63300 · Travel-Vehicle	1,407	1,593	1,407	1,593	17,207
6345 · Janitorial Service	715	910	715	910	10,920
6390 · Professional Development	2,589	1,413	2,589	1,413	16,957
Total Expense	95,674	106,574	95,674	106,574	1,255,477
Net Ordinary Income	1,586	48,995	1,586	48,995	631,082
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	6,107	34,268	6,107	34,268	411,216
8399 · Grants Contractual Services	2,100	18,322	2,100	18,322	219,866
Total Other Expense	8,207	52,590	8,207	52,590	631,082
Net Other Income	(8,207)	(52,590)	(8,207)	(52,590)	(631,082)
Net Income	(6,621)	(3,595)	(6,621)	(3,595)	0

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of July 31, 2019

	<u>Jul 31, 19</u>	<u>Jul 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	554,071.58	568,933.12	-14,861.54
1189 · Capital Reserve	230,565.00	200,029.00	30,536.00
Total Checking/Savings	<u>784,636.58</u>	<u>768,962.12</u>	<u>15,674.46</u>
Accounts Receivable			
1190 · Receivable Grants	170,089.93	295,682.16	-125,592.23
Total Accounts Receivable	<u>170,089.93</u>	<u>295,682.16</u>	<u>-125,592.23</u>
Other Current Assets			
1310 · Prepaid Rent	1,041.67	1,041.67	0.00
1330 · Prepaid Insurance	4,903.22	4,807.91	95.31
1360 · Prepaid Other	14,490.66	9,526.87	4,963.79
Total Other Current Assets	<u>20,435.55</u>	<u>15,376.45</u>	<u>5,059.10</u>
Total Current Assets	<u>975,162.06</u>	<u>1,080,020.73</u>	<u>-104,858.67</u>
Fixed Assets			
1413 · Server Software	5,197.50	0.00	5,197.50
1400 · Office furniture and Equipment	111,737.79	111,737.79	0.00
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-121,630.99	-118,075.66	-3,555.33
Total Fixed Assets	<u>6,688.30</u>	<u>5,046.13</u>	<u>1,642.17</u>
TOTAL ASSETS	<u>981,850.36</u>	<u>1,085,066.86</u>	<u>-103,216.50</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	28,780.88	108,601.74	-79,820.86
Total Accounts Payable	<u>28,780.88</u>	<u>108,601.74</u>	<u>-79,820.86</u>
Credit Cards			
2155 · Accounts Payable Credit Card	7,582.62	3,806.89	3,775.73
Total Credit Cards	<u>7,582.62</u>	<u>3,806.89</u>	<u>3,775.73</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	213,485.14	288,660.44	-75,175.30
Total Other Current Liabilities	<u>213,485.14</u>	<u>288,660.44</u>	<u>-75,175.30</u>
Total Current Liabilities	<u>249,848.64</u>	<u>401,069.07</u>	<u>-151,220.43</u>
Long Term Liabilities			
2200 · Leave Payable	42,484.73	41,010.33	1,474.40
Total Long Term Liabilities	<u>42,484.73</u>	<u>41,010.33</u>	<u>1,474.40</u>
Total Liabilities	<u>292,333.37</u>	<u>442,079.40</u>	<u>-149,746.03</u>
Equity			
3000 · General Operating Fund	469,062.79	443,197.64	25,865.15
3100 · Restricted Capital Reserve	225,440.00	200,029.00	25,411.00
3600 · Net Investment in Fixed Assets	1,635.18	3,036.90	-1,401.72
Net Income	-6,620.98	-3,276.08	-3,344.90
Total Equity	<u>689,516.99</u>	<u>642,987.46</u>	<u>46,529.53</u>
TOTAL LIABILITIES & EQUITY	<u>981,850.36</u>	<u>1,085,066.86</u>	<u>-103,216.50</u>

**Accrued Revenue by Grant or Contract
For Year Ending June 30, 2020**

Grant or Contract	GRANT- CONTRACT	GRANT- CONTRACT	GRANT- CONTRACT	JULY FY19	AUG FY19	SEPT FY19	OCT FY19	NOV FY19	DEC FY19	JAN FY19	FEB FY19	MARCH FY19	APRIL FY19	MAY FY19	JUNE FY19	YEAR TO DATE FY19	PREVIOUS YEARS	BUDGETED	GRANT TO DATE	GRANT- CONTRACT
	START DATE	END DATE	TOTAL															AMOUNT FOR FY21		REMAINING FY19
MPO-FTA	07/01/19	06/30/20	97,475	6,050												6,050			6,050	91,425
MPO-PL	07/01/19	06/30/20	184,419	6,329												6,329			6,329	178,090
HOME TJPDC	07/01/19	06/30/20	45,690	4,325												4,325			4,325	41,365
HOME PASS-THROUGH	07/01/19	06/30/20	411,216	6,107												6,107			6,107	405,109
HOUSING HPG	07/01/19	06/30/20	8,928	2,441												2,441			2,441	6,487
HPG PASS-THROUGH	07/01/19	06/30/20	50,942	2,100												2,100			2,100	48,842
STATE SUPPORT TO PDC	07/01/19	06/30/20	75,971	6,331												6,331			6,331	69,640
RIDESHARE	07/01/19	06/30/20	177,070	12,430												12,430			12,430	164,640
RURAL TRANSPORTATION	07/01/19	06/30/20	58,000	3,670												3,670			3,670	54,330
RTP-TDM	07/01/19	06/30/20	50,000													0			0	50,000
CACF GREENWAYS GRANT	07/01/19	06/30/20	40,320	438												438	35,464		35,902	4,418
LOVINGSTON	11/01/18	06/30/20	30,000	628												628	8,430		9,058	20,942
SCOTTSVILLE PLAN	07/01/19	01/01/20	4,000	135												135			135	3,865
ALBEMARLE INVENTORY	05/04/19	09/30/19	45,450	2,487												2,487	4,845		7,332	38,118
TJPDC CORPORATION	07/01/19	06/30/20	767	767												767			767	0
LEGISLATIVE LIAISON	07/01/19	06/30/20	101,269	6,319												6,319			6,319	94,950
VAPDC-ED	07/01/19	06/30/20	50,000	5,909												5,909			5,909	44,091
SOLID WASTE	07/01/19	06/30/20	10,500	985												985			985	9,515
RIVANNA RIVER CORRIDOR Ph 2	07/01/19	06/30/20	70,000	2,945												2,945			2,945	67,055
RRBC	07/01/19	06/30/20	3,908	338												338			338	3,570
RRBC PASS-THROUGH	07/01/19	06/30/20	6,592													0			0	6,592
WIP PHASE III	07/01/19	09/30/19	21,500	4,197												4,197	12,080		16,277	5,223
TJCLT	10/19/17	10/19/19	54,990	3,754												3,754			3,754	51,236
REGL HSG PLAN	10/31/18	06/30/20	50,000	2,083												2,083			2,083	47,917
RHP PASS-THROUGH	10/31/18	06/30/20	68,000													0			0	68,000
MEMBER PER CAPITA	07/01/19	06/30/20	156,968	12,906												12,906			12,906	144,062
WATER STREET CENTER	07/01/19	06/30/20	7,800													0			0	7,800
OFFICE LEASES - RENT	07/01/19	06/30/20	9,000	1,200												1,200			1,200	7,800
OFFICE LEASES - DIRECT COSTS	07/01/19	06/30/20														0			0	0
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	264												264	11,995		12,259	13,241
5TH STREET TAP	11/16/16	10/01/20	27,352	629												629	19,652		20,281	7,071
5th STREET TAP Pass Through	11/16/16	10/01/20	572,528													0	85,964		85,964	486,564
BANK INTEREST	07/01/19	06/30/19	6,000	1,493												1,493			1,493	4,507
TOTAL			2,522,155	97,260	0	0	0	0	0	0	0	0	0	0	0	97,260	178,430	0	275,690	2,246,465

Op Expenses	12 month average	\$99,975	Pass-through funds	\$1,015,107
	3 month average	\$93,193	Contract funds	
	last month	\$95,674	TJPCD Available Funds	<u>\$1,231,358</u>
			Available funds per month	\$111,941.64



**RECOGNIZING THE IMPORTANCE OF THE UPCOMING 2020 CENSUS AND AUTHORIZATION OF A
REGIONAL COMPLETE COUNT COMMITTEE**

WHEREAS, Article 1, Section 2 of the United States Constitution mandates that every 10 years, a count of all the people living in the United States and its territories; and

WHEREAS, this monumental task is one that affects the distribution of approximately \$675 billion from the federal government, as well as the redistricting of numerous federal, state and local governmental representatives; and

WHEREAS, the 2020 Census will address every household in the nation with a simple questionnaire, with the goal of counting everyone once, only once, and in the right place; and

WHEREAS, the Commonwealth, local jurisdictions, and the business community utilize census data to provide descriptions of the social and economic characteristics of the region and our jurisdictions to determine the potential for commerce, as well as funding needs and opportunities for infrastructure, economic development, job training, schools, and other activities; and

WHEREAS, it will take the partnership of community leaders, faith organizations, non-profit organizations, regional partners, regional governmental entities, and educational institutions to raise the public's awareness of the importance of the census, and support the census efforts; and

WHEREAS, we recognize that by working in partnership at the regional level we can accomplish more than working without coordination and group strategy development;

NOW, THEREFORE, BE IT RESOLVED that Board of the Thomas Jefferson Planning District Commission do hereby authorize staff to develop and convene a Regional Complete Count Committee to help guide, inform, coordinate and support the regional efforts for the 2020 Census Count.

Adopted by the Thomas Jefferson Planning District Commission at its duly called meeting of September 5, 2019, in the City of Charlottesville, Virginia, a quorum being present.

Dale Herring, Chair

September 5, 2019



**ADOPTION OF WATER STREET CENTER AND THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
MEETING ROOM POLICY**

WHEREAS, the Thomas Jefferson Planning District Commission offers meeting room space at its offices and adjoining Water Street Center to member governments, regional partners, state agencies and the general public; and

WHEREAS, the ability to offer meeting space use to these parties is a benefit to the TJPDC as a revenue generator and as community service; and

WHEREAS, policies and procedures for use fees and use guidelines are necessary to maintain a quality meeting environment; and

WHEREAS, the priority use of all TJPDC conference and meeting rooms is for TJPDC use; and

WHEREAS, second in priority is member government, regional, state and community use that are directly reflected by programs of the TJPDC; and

NOW, THEREFORE, BE IT RESOLVED that to meet the above priorities, the Board of the Thomas Jefferson Planning District Commission do adopt the Water Street Center Guidelines and the Water Street User Agreement as attached and hereby authorizes the executive Director to update and revise with minor changes.

Adopted by the Thomas Jefferson Planning District Commission at its duly called meeting of September 5, 2019, in the City of Charlottesville, Virginia, a quorum being present.

Dale Herring, Chair

September 5, 2019

WATER STREET CENTER INFORMATION

WHAT IS THE WATER STREET CENTER?

The Thomas Jefferson Planning District Commission (TJPDC)'s Water Street Center meeting room is located at 407 East Water Street, next to the TJPDC offices. The Water Street Center is an ADA-accessible community meeting room for civic and educational activities.

The Water Street Center features:

- Movable seating for up to 58 people
- Tables can be provided upon request
- Podium
- Screen
- Wall mounted pin-up boards
- Self-service kitchen including sink and refrigerator (Note: room users must provide all utensils for food service)
- ADA accessible restroom available during business hours

WHO CAN USE THE SPACE?

The Water Street Center meeting room may be used for civic and educational purposes by the following groups:

- Government agencies
- Community groups
- Non-profit organizations
- For-profit organizations

WHAT ARE THE WATER STREET CENTER RATES?

State & regional government agencies (Regional = 3 or more local governments)

- *No-charge for ½ day or less.*
- *After 1st half-day:*
 - *\$35/ hour – minimum 2-hour reservation*
 - *\$200 daily maximum*
 - *\$35 food surcharge per event if applicable*

Local governments and departments (debited against annual local contributions to TJPDC)

- *\$35/ hour – minimum 2-hour reservation*
- *\$200 daily maximum*
- *\$35 food surcharge per event if applicable*

Non-profit & community use

- *\$35/ hour – minimum 2-hour reservation*
- *\$200 daily maximum*
- *\$35 food surcharge per event if applicable*

For-profit & individual use

- *\$50/ hour – minimum 2-hour reservation*
- *\$300 daily maximum*
- *\$35 food surcharge per event if applicable*

TIMES OF AVAILABILITY

9:00 AM to 5:00 PM Monday through Friday

Exceptions may be accommodated upon request.

7:00 AM to 9:00 AM times must allow set up during the previous day. (Room must be free of use between 4:00 PM and 5:00 PM the previous day for set up.)

Parking

Pay parking is available at the Water Street Garage (200 Water Street East) and Market Street Garage (546 East Market Street) and at several private pay lots on Water Street and Market Street.

Free 2 hour parking may be found along City Streets.

PARKING ALLOWANCES ARE NOT INCLUDED IN WATER STREET CENTER USE UNLESS SPECIFICALLY ADDED TO THE AGREEMENT.

Parking validation may be provided for a 1-hour allowance for a cost of \$2.00 per person.

HOW DO YOU RESERVE THE WATER STREET CENTER?

- Check room availability online at <http://www.tjpd.org/WaterStreet/calendar.html>.
- Complete and submit a registration form
- Reservation is tentative until a written confirmation is provided by the TJPDC
- Submit a signed user agreement
- Receipt of signed user agreement
- Leave a refundable \$70 event deposit, if applicable
- First time users should schedule a time to come in for an orientation during regular business hours.
For use of the space outside of office hours, a key can be obtained at the time of the orientation.

Room reservations will not be confirmed until the TJPDC receives a completed copy of the registration form, signed user agreement, and, if applicable, event deposit.

A user agreement and deposit may be kept on file at the TJPDC for up to one year. User agreements and deposits must be renewed each year.

WATER STREET CENTER GUIDELINES

- The fact that a group is permitted to use the meeting room does not, in any way, constitute an endorsement of the group of individual's policies or beliefs by the TJPDC.
- TJPDC may require groups to obtain liability insurance depending on the nature of the event.
- Smoking is prohibited in all rooms at all times.
- Food and beverages may be consumed in the meeting room. A \$35 janitorial fee will be charged for all events where food or beverages are consumed on the premises.
- Alcohol use is prohibited for groups renting the space.

- Each group is responsible for providing its own meeting supplies and set up. Meeting organizers are expected to serve as the primary contact for all event-related inquiries and manage all event-related logistics before and during the event.
- While audio/visual/internet is often available for use, AV/internet supply and services are not provided as a rental benefit.
- Meetings must be contained to the room reserved, and sound kept to a reasonable level that is not disruptive to our building neighbors and office tenants.
- With the exception of the pin up walls, nothing may be attached to the walls, ceiling or windows without prior approval from the TJPDC.
- Storage facilities for outside meeting materials will not be provided.
- Renters are required to leave rooms in the condition in which they are found, and are financially responsible for any damage incurred to the premises, furniture, or equipment while using a room. After the event, user responsibilities include wiping down counter tops and tables, placing all overflow garbage & recycling in the kitchen (**Note: all trash must be put in trash bags**), returning extra tables and chairs to the storage closet, checking bathrooms and kitchen for litter, and making sure all lights are turned off before leaving (please note the entry way lights are permanently on for convenience and safety). If a group fails to leave the space in an acceptable condition, the TJPDC reserves the right to deduct the cost of any necessary maintenance, repairs or cleaning from the group's event deposit.
- Burning of any materials, including candles, is prohibited.
- Groups should give the TJPDC 48 hours advance notice if a meeting is canceled so that others may schedule use of the meeting room. If a group does not show for a scheduled meeting, the group may lose its event deposit and be charged for the reservation.
- The TJPDC reserves the right to make all final determinations regarding appropriate use of the space and to prohibit a group's further use of the meeting room for disorderly conduct or for failure to abide by meeting room policies, procedures, or guidelines. The person signing for use of the meeting room is responsible for assuring that use of the room complies with all TJPDC policies.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

WATER STREET CENTER USER AGREEMENT

This agreement is made by and between the **Thomas Jefferson Planning District Commission (TJPDC)**, and _____ (the “Renter”), entered into this _____ day of _____, _____ in order to set forth the understandings and

Day Month Year

agreements of the parties regarding use, by the Renter, of the property located at **407 East Water Street, Charlottesville, VA** (“Water Street Center”) and occupied by the TJPDC. This agreement includes Attachments “A” Water Street Center Information policies dated July 1, 2019 and “B” Water Street Center Online Reservation Form. By signing below, the Renter agrees to be legally bound by the terms, policies, information and conditions contained herein.

RULES FOR USE OF WATER STREET CENTER

The Renter agrees to abide by the following rules:

- (1) Smoking and candles are not permitted indoors.
- (2) Nothing may be attached to the walls or ceiling without the TJPDC’s prior approval. TJPDC reserves the right to approve or disapprove, in its discretion, all decorations, lighting, and sound and electrical systems used in connection with the event.
- (3) The Renter shall obtain all licenses, orders and permits necessary for its contemplated use of the Water Street Center and the Renter agrees to indemnify and hold harmless the TJPDC from any claims or losses related to failure to obtain any such licenses, orders or permits.
- (4) Alcohol use is prohibited for groups renting the space.
- (5) In addition to the Renter’s rental fee, a \$70 damage deposit is required for all events. In the event of damage to the Water Street Center, The TJPDC may apply the deposit towards payment of its costs and expenses. The Renter is responsible for any damage in excess of the amount of the damage deposit. Lost key charge is \$ 25.00.
- (6) The TJPDC may require the Renter to obtain additional liability insurance for an event. Failure to obtain insurance in such amounts as are required by the TJPDC may result in the TJPDC’s cancellation of the event.
- (7) Failure to adhere to any of the above rules and agreements may result in cancellation of the Renter’s event and forfeiture of the Renter’s rental fee and/or deposit.

- (8) If meals are served, no red onions, dill pickles or other such pungent odor foods may be served.

DATE, SET-UP AND EVENT TIME

TJPDC OFFICE USE ONLY	
Event Date(s): _____	
Beginning Time _____:	_____
Ending Time _____:	_____
Total Use Time: _____	hours
Use Fee: _____	hours X \$_____ per hour
Additional Fees: \$ _____	Food
\$ _____	Parking
\$ _____	Other
TOTAL RENTAL FEES: \$ _____	
TJPDC Program Account # _____	
Waiver of Fee: Yes / No	
TJPDC Initials: _____	

RELEASE

The Renter agrees that it shall be responsible for any and all injury or loss sustained by the Renter, its employees, guests, invitees and agents, including but not limited to any damage to physical facilities, personal injury or death. The Renter hereby releases, and shall indemnify and hold harmless the TJPDC from any and all claims arising from this agreement or from the use of the Water Street Center by the Renter, its employees, guests, invitees and agents. The Renter agrees that the TJPDC is not responsible for the conduct of the Renter, its employees, guests, invitees and agents, nor of any other party who gains access to the Water Street Center by the Renter's invitation or permission.

MISCELLANEOUS

This agreement shall be governed by and shall be construed in accordance with the laws of the Commonwealth of Virginia. No waiver of any provision of this agreement shall be deemed, or shall constitute, a waiver of any other provision. If any provision of this agreement or any application thereof is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this agreement or of any other application of such provision shall in no way be affected thereby. This agreement constitutes the entire agreement between the parties pertaining to its subject matter, and it supersedes all prior contemporaneous agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties.

WITNESS the following signatures.

**Thomas Jefferson Planning District
Commission**

Date

By: Charles P. Boyles, II
Executive Director
(or designee)

RENTER: _____

Date

Printed name: _____