

AGENDA

- 1. Call to Order** 7:00
- 2. Matters from the Public** 7:00 – 8:00
 - a. Comments by the public are limited to no more than 2 minutes per person.
 - b. Introduction of New Commission Members
 - c. Commission Orientation
- 3. Executive Director's Report** 8:00 – 8:30
 - a. The Executive Director's Report is attached. (click here for report)
 - i. Delivery of FY20 Amended Budget (click here for budget)
 - ii. Monthly staff activity report (click here for report)
 - iii. Mayor & Chair's Meeting Update (click here for update)
- 4. *Consent Agenda** 8:30– 8:30
Action Items:
 - a. * Minutes of the December 5, 2019 Meeting (click here for draft minutes)
- 5. * Finance Report** 8:30 – 8:45
 - a. **Quarterly Financial Reports (click here for reports)**
 - i. December Dashboard Report
 - ii. December Profit & Loss Statement
 - iii. December Balance Sheet
 - iv. December Accrued Revenues report
- 6. Other Business** 8:45 – 9:00
 - a. Roundtable Discussion by Jurisdiction
 - b. Next Meeting – March 5, 2020
- 7. * ADJOURN** 9:00

**Proposed action items*



Commissioner Orientation

TJPDC Commission Meeting February 7, 2020



Thomas Jefferson Planning District Commission

History

- Planning District Commissions were established by the General Assembly in 1969.
- TJPDC formally created in 1972.
- There are 21 PDCs and Regional Commissions in Virginia.
- Commissions are made up of elected officials and citizens appointed by local governments.
- The TJPDC is directed by a twelve-member board, consisting of two representatives appointed by each local governing board, more than half of whom must be local elected officials.

Thomas Jefferson Planning District Commission

Mission

The Thomas Jefferson Planning District Commission serves our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions.

- *Regional Vision*
- *Collaborative Leadership*
- *Professional Service*

Thomas Jefferson Planning District Commission

Added

8/6/2018

ORGANIZATIONAL VISION

TJPDC's vision is to be the intersection of ideas, partnerships and support creating a cohesive regional community.

Thomas Jefferson Planning District Commission

About —

Members

- ❑ *City of Charlottesville*
- ❑ *Albemarle County*
- ❑ *Fluvanna County*
- ❑ *Greene County*
- ❑ *Louisa County*
- ❑ *Nelson County*

Meet the 1st Thursday at 7:00 pm of every month except July and January.

Annual meeting and election of officers every June

Thomas Jefferson Planning District Commission

About —

Funding

TJPDC receives funding from:

- ☐ *Member local government appropriations*
- ☐ *Annual state appropriations through DHCD*
- ☐ *Program funding grants from federal & state sources*
- ☐ *Contracts for services*
- ☐ *Private grants and foundations*

Thomas Jefferson Planning District Commission

About —

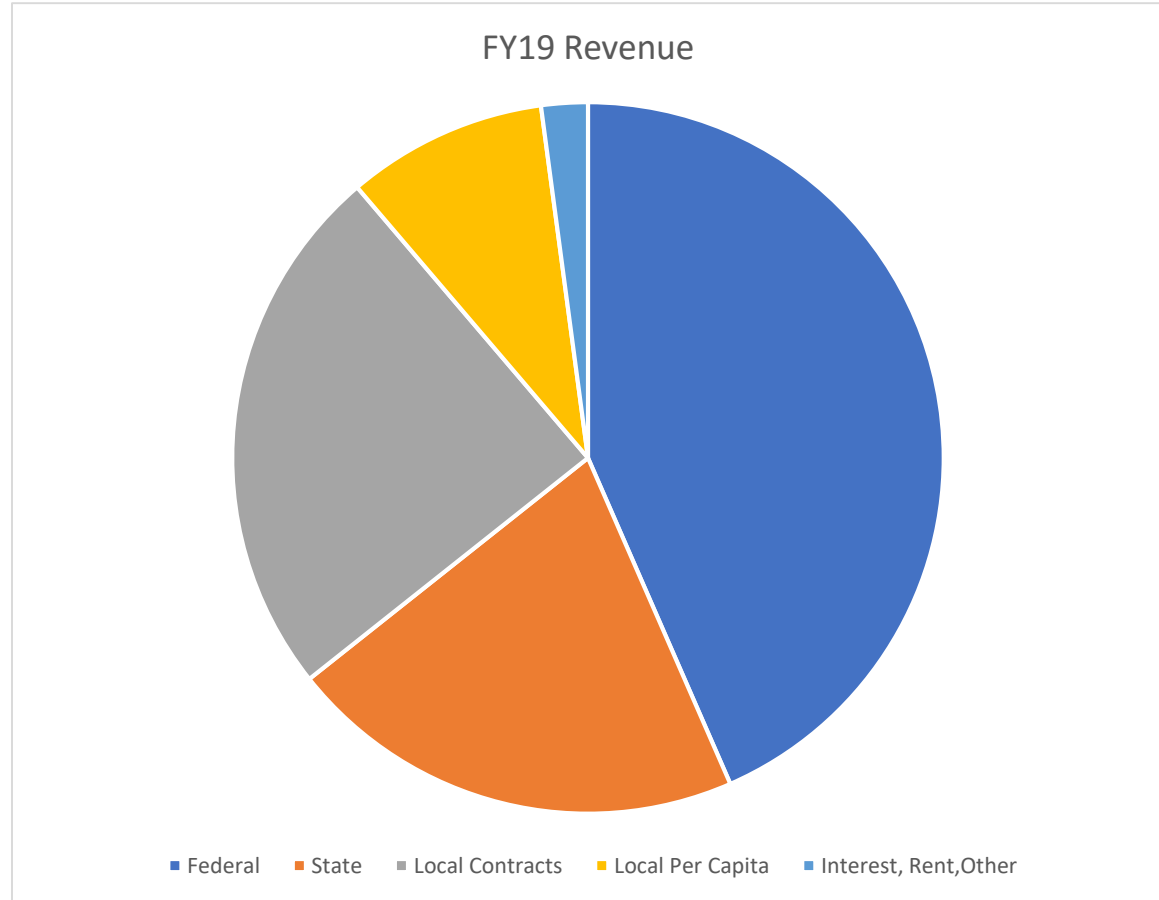
Funding

FY 19 Actuals

■ Total revenues of	<u>\$ 1,696,901</u>
○ Federal revenues	44%
○ State revenues	21%
○ Local Contracts	24%
○ Local member per capita	9%
○ Rent & Interest	2%
■ Expenses of	<u>\$ 1,646,490</u>
○ 14 Employees	56%
○ Rent	5%
○ Contracts	2%
○ Pass Through Payments	27%
○ Other operating	10%

Thomas Jefferson Planning District Commission

\$1.00
Per
Capita
Creates
\$10.00
Return



Thomas Jefferson Planning District Commission

Thomas Jefferson Planning District Commission

About —

Services

TJPDC provides services of:

- ☐ *Transportation Planning*
- ☐ *Land Use Planning*
- ☐ *Grant writing and management*
- ☐ *Environmental Planning*
- ☐ *Technical Assistance*
- ☐ *Legislative Liaison*
- ☐ *Housing Program*
- ☐ *Leadership Facilitation*

Thomas Jefferson Planning District Commission

About — Projects

Recent TJPDC projects:

- ☐ *2045 Long Range Transportation Plan*
- ☐ *Rural Long Range Transportation Plan*
- ☐ *Zions Crossroads Corridor Plan*
- ☐ *Ruckersville Corridor Plan*
- ☐ *Hydraulic & 29 Small Area Plan*
- ☐ *Amtrak Station Study*
- ☐ *Regional Transit Strategy*
- ☐ *Regional Housing Strategy*
- ☐ *Nelson Route 29 Economic Development Plan*

Thomas Jefferson Planning District Commission

About — Projects

Recent TJPDC projects:

- ☐ *Albemarle Neighborhood Infrastructure Map*
- ☐ *I-64 Staunton to Charlottesville Study*
- ☐ *Jefferson Area Bike Ped Plan*
- ☐ *Route 76 Bike Route Plan*
- ☐ *Columbia Flood Mitigation Project*
- ☐ *Lovington Economic Redevelopment Planning*

Thomas Jefferson Planning District Commission

Enabling Legislation

Regional Cooperation Act of 1995

- ☐ *Geographic regions established by the state*
- ☐ *Membership must be at least 51% elected*
- ☐ *Towns may be members upon request*
- ☐ *Universities may be members with legislative approval*
- ☐ *Must adopt a strategic plan*
- ☐ *Must submit annual updates of plan*
- ☐ *Review state and federal funding requests in region*

Thomas Jefferson Planning District Commission

History of Programs & Projects

- ❑ *JAUNT*
- ❑ *C-A MPO*
- ❑ *Thomas Jefferson Housing Improvement Corp
(Piedmont Housing Alliance)*
- ❑ *TJPDC Corporation*
- ❑ *HOME Consortium*
- ❑ *Coalition for the Homeless*
- ❑ *Central Virginia Partnership for Economic
Development*
- ❑ *JABA*

Thomas Jefferson Planning District Commission

TJPDC

By-Laws

- ☐ Latest version – 2003 *Updated 2017*
- ☐ Establishes the name
- ☐ Members
- ☐ Meeting dates & special meetings
- ☐ Quorum is at least 7 commissioners
- ☐ Equal votes
- ☐ Officers of chair, vice chair, treasurer & secretary
- ☐ Chair and vice can not be from same local government
- ☐ May have Standing & Special Committees

Thomas Jefferson Planning District Commission

By-Laws

- ☐ *April nominating committee for officers*
- ☐ *Officers elected at annual meeting in June*
- ☐ *Executive Director is appointed to manage day to day operations and prepare annual budget*
- ☐ *Fiscal Year is July 1 to June 30*
- ☐ *Annual budget approved at or before the May regular meeting*
- ☐ *2/3 vote is required to amend the by-laws*

Thomas Jefferson Planning District Commission

Commission Duties

- ❑ Support the work of the TJPDC and provide mission-based leadership and strategic governance.
- ❑ Attend meetings
- ❑ 3 consecutive absences must notify local government
- ❑ Read materials
- ❑ Review, participate and approve budget and financial reports
- ❑ Relay information to governments and stakeholders

Thomas Jefferson Planning District Commission

Staff

Name	Title	Email Address	979-7310 Extension	Direct Dial
David Blount	Assistant Executive Director & Legislative Liaison	dblount@tjpdcc.org	103	434-422- 4820
Chip Boyles	Executive Director	cboyles@tjpdcc.org	110	434-422- 4821
Jessica Hersh- Balling	Planner III	jballing@tjpdcc.org	104	434-422- 4822
Shirese Franklin	Planner II	sfranklin@tjpdcc.org	108	434-422- 4823
Christine Jacobs	Chief Operating Officer & Director of Housing	cjacobs@tjpdcc.org	101	434-422- 4825
Nick Morrison	Planning Manager	nmorrison@tjpdcc.org	115	434-422- 4826
Sara Pennington	Planning Manager, RideShare	spennington@tjpdcc.org	107	434-979- 1066
Sandy Shackelford	Director of Planning & Transportation	sshackelford@tjpdcc.org	108	434-422- 4823
Don Reed	Finance Director	dreed@tjpdcc.org	105	434-979- 0492
Lucinda Shannon	Transportation Manager	lshannon@tjpdcc.org	113	434-979- 0654
Gretchen Thomas	Administrative Assistant	gthomas@tjpdcc.org	106	434-979- 0114

Thomas Jefferson Planning District Commission

Programs & Functional Areas

- ☐ *Community Planning*
- ☐ *Mapping Services*
- ☐ *Environmental Planning*
- ☐ *Housing & Human Services*
- ☐ *Legislative*
- ☐ *Transportation*

Thomas Jefferson Planning District Commission

Strategic Plan

- ❑ *2019-2023 Strategic Plan*
- ❑ *Adopted in September 6, 2018*
- ❑ *5 Year Organizational Plan*
- ❑ *Established organizational actions to accomplish the strategic goals of the TJPDC*
- ❑ *Building relationships with all members and stakeholders*
- ❑ *Maintaining the financial capacity of the organization*

Thomas Jefferson Planning District Commission

Legislative Liaison

- *Directly funded service of the TJPDC*
- *Annual list of regional and local legislative priorities that are followed and promoted throughout the General Assembly*
- *Annual Legislative Forum held to interact with Commonwealth Legislators and to discuss key initiatives*
- *Members receive periodic email updates during the General Assembly and all year on key issues and legislation*

Thomas Jefferson Planning District Commission

Financials

7 Year Net Quick Assets

- *TJPDC experiences fluctuating net revenues (losses) based upon amount of funded programs*
- *Usually ranges from a loss of \$25,000 to gains of \$100,000*
- *FY13 & FY14 saw net losses in excess of \$100,000 mostly due to one project and staff hires*
- *FY15 reversed with a net gain of \$49,034 with recent years gaining \$89,383; \$101,245; \$50,411*
- *Net Assets fluctuate from \$350,000 to \$680,000*
 - ▣ *Goal is to keep over \$500,000 Net Quick Assets*

Thomas Jefferson Planning District Commission

Financials

Total Revenues

- *When not considering grants that “pass-through” the TJPDC, the funding revenues are mostly federal and local with a very close state.*
- *Total FY19 revenues were \$1,250,647 without pass through contracts.*
- *Again, without “pass-throughs” Transportation makes up the most expenses at 54%*
- *Pass-through funds do not financially benefit the PDC. They are contractual obligations to pass funds from the state/fed to other local uses*

Thomas Jefferson Planning District Commission

Financials

Review Process

- *Staff meets periodically with the Finance Committee to review in detail:*
 - ▣ *Financial Dashboard of established goals compared to financial activities*
 - ▣ *Profit & Loss Statement*
 - ▣ *Balance Sheet*
 - ▣ *Grants/Contracts Revenue as Accrued*
 - *Compares contracted revenues to average monthly expenses*
- *Monthly statements are provided to the Commission under the Consent Agenda*
- *Quarterly reviews are provided for detailed discussion with the Commission*

Thomas Jefferson Planning District Commission

Financials

Annual Audit

- *TJPDC completes an outside audit every year*
- *Performed by Robinson Farmer Cox*
- *We provide copies to all funding agencies*
- *Copies of audit posted on web site in agenda packets for November*
- *FY19 AGAIN received an Unmodified (Very good) report*

Thomas Jefferson Planning District Commission

Financials

Annual Budget

- *TJPDC completes an annual operating budget in May of every year*
- *In February the Finance Committee submits an amended current year's budget with updated revenues and expenses for March approval*
- *In October, a Projected budget is submitted estimating the next year's operating budget. This projected budget establishes the local government funding requests for the upcoming fiscal year*

Thomas Jefferson Planning District Commission

Financials

Annual Budget

- *In each budget, it is usually shown the past year's actual revenues & expenses, current approved and amended revenues & expenses and recommended budget for upcoming year*
- *FY 20 Draft Operating budget estimates a net gain of \$54,580*
- *FY 19 Actual budget produced a net gain of \$50,411*
- *Future Year projected budgets are always balanced to no gain or loss*

Thomas Jefferson Planning District Commission

Financials

Annual Budget

Process

- *Executive Committee gives direction to the staff of key items to be considered in the budget preparation such as staff salary increases, staffing changes, insurance changes, capital purchases, building costs, etc.*
- *This begins in January/February of each year for a May approval*
- *This process begins in August for the November consideration of the next year's Projected budget*

Thomas Jefferson Planning District Commission

New Requirements

Ethics & Conflict of Interests

- ❑ *Planning District Commissioners are required to complete state disclosures on Ethics and potential Conflicts of Interest*
- ❑ *TJPDC has state forms to be completed*
- ❑ *Elected and appointed officials already complete within your jurisdictions*
- ❑ *Others will have to complete*
- ❑ *TJPDC is required to collect copies of each Commissioners completed forms and file with the City Clerk of Charlottesville due to our physical location in the City*

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Discussion

MEMO

To: TJPDC Commissioners
From: Chip Boyles, Executive Director
Date: February 6, 2020
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since November 7, 2019

Administration

- February Meeting Agenda

2. Matters from the Public

- a. Comments from public.
- b. Welcome new Commission members:
 - i. Donna Price, Albemarle County
 - ii. Ned Gallaway, Albemarle County
 - iii. Michael Payne, Charlottesville
 - iv. Eric Purcell, Louisa County
- c. Commission Orientation Overview
 - i. A brief presentation will be provided of the history, current and future work of the TJPDC. Commissioners will be introduced to staff and hear examples of past and ongoing Commission work. An Orientation Packet will be provided.

3. Executive Director's Report

- a. Review of the agenda items.
 - 1. For REVIEW & COMMENT, the FY20 Final Budget will be presented for a final approval at the March meeting.
 - 2. The staff monthly activity report is provided with projects and staff assignment listed for any questions.
 - 3. The Legislative Liaison hosts quarterly meetings with the Mayor and Board Chairs and Chief Appointed Officials of member jurisdictions. The most recent was held January 24th and notes from the meeting are attached.

4. Consent Agenda

- a. Minutes of the December 5, 2019 Commission meeting
- b. December Financial Report

5. Quarterly Financial Report – December, 2019

a. Dashboard Report

Net quick assets are \$745,566. 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 \$236,189. (Net Quick Assets minus 5 months operating expenses: $\$745,566 - \$497,228 = \$248,338$)

Unrestricted Cash on Hand as of December 31, 2019 was \$476,419 or 4.8 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 \$3,154 for the month of December. This gives us a fiscal year net Loss of \$15,400. Budgeted fiscal year gain/loss is \$0. With October showing an increase, November and December may be loss months due to one staff member retirement, one staff member on leave and numerous holidays and vacation days that we cannot bill for. Now with holidays over and a full staff, we will quickly catch up with an estimated net gain for FY20 of \$50,000.

- b. Profit & Loss. Total income through December is \$903,842. With 6 months or 50% of the fiscal year complete, we have received 48% of our total budgeted income. Total expenses are \$919,242 or 49% of the budgeted total expenses of \$1,886,559.

Operating expenses for the same period are \$610,831 or 49% of our total budgeted operating expenses of \$1,255,477. Operating revenue through December is \$595,431 or 47% of the budgeted operating revenue of \$1,255,477.

- c. Balance Sheet. As of December 31, 2019, we have total current assets of \$956,021 and total fixed assets of \$5,382 giving total assets of \$961,404. Total assets are up by \$34,635 from the same time last year. Total liabilities have decreased from a year ago by \$1,475 with total liabilities as of December 31, 2019 of \$283,588. Total Equity has increased by \$34,635 to \$677,815 since the same time last year.

- d. Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have \$737,508 available in contracts and grants to end the year. December operating expenses were \$97,185. The 12-month average is \$99,446. We have \$122,918 in available funds per month for these operating expenses for the remaining 6 months in the fiscal year.

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.

6. Resolutions

7. Other Business

- a. Discussions by jurisdictions of timely topics from each local government.
- b. Next Meeting – March 5, 2019

8. Adjourn

END OF AGENDA REPORT

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Summary of Activities October through December 2019

Environment:

Regarding the **Chesapeake Bay Watershed Implementation Planning (WIP) Assistance 2020** program, an initial meeting has been scheduled for early January with a majority of PDCs participating in the WIP contract. The contract deliverables pertaining to site building and marketing have been regularly worked on since the Draft WIP contract was released this past October. TJPDC also will have the services of a UVA Economics student for a short time in January to assist on a number of deliverables.

TJPDC will be hosting the first **Solid Waste and Recycling** quarterly meeting in early January. The meeting, which was sparked by TJPDC Commission discussion this past Fall with representatives from Charlottesville, UVA, Van Der Linde Recycling and the Rivanna Solid Waste Authority, is designed to bring together stakeholders from throughout the region to collaborate on solid waste and recycling issues.

The **Rivanna River Technical Committee**, composed of City of Charlottesville, Albemarle County, and TJPDC staff met in late October to discuss feedback received from the public at the September FLOW River Arts Festival and to update mapping data for the river corridor. The September event was the public's first opportunity to comment on how they use the Rivanna River, areas of particular concern, and what they would like to see in the future. The Technical Committee will meet again in late January to discuss outreach and surveying efforts to be targeted towards business and property owners in the study area.

Housing:

The **Central Virginia Regional Housing Partnership (CVRHP)**, composed of public, private, nonprofit, and citizen housing-related stakeholders, met in October to discuss the Strategic Planning Retreat Report provided by The Spark Mill consulting firm. The Partnership determined that a comprehensive strategic planning document was needed to guide the work of the group. TJPDC staff began work on a draft strategic plan with input from the CVRHP Strategies and Analysis Committee.

The TJPDC staff continues to make progress on drafting a **Regional Housing Plan**. The purpose of the plan is to recommend housing strategies for each of the counties in the Planning District that can be included in the housing chapters of their respective Comprehensive Plans. During the past quarter, TJPDC deployed a regional housing survey and held public meetings with housing-related stakeholders and citizens in each of the counties.

The CVRHP Housing Events Committee has begun planning for the **Housing Our Future: 2nd Annual Regional Housing Summit** to be held on July 8, 2020 at the Omni Hotel in Charlottesville. The event will bring together elected officials, leaders from the public, private, and non-profit sectors, as well as citizens from throughout the region to discuss policy and programmatic tools designed to *House Our Future*.

Legislative Liaison:

Local governing bodies in the region approved the **2020 TJPDC Legislative Program** at their regular meetings in October and November. “State Budget and Funding Obligations” remains the top priority of the program for the 2020 General Assembly session, followed by Public Education Funding and Broadband. The TJPDC localities and their staffs helped shape this program, which will inform our legislators and help guide lobbying efforts during the 2020 session. The liaison also worked closely with several localities to shape their local legislative position statements and prepare bill requests for submission to area legislators.

The liaison attended various state level meetings, including the Senate budget retreat, the Joint Money Committees, workgroups of the Virginia Housing Commission, and the GO Virginia Board. He also attended the Virginia Association of Counties Annual Conference and the Virginia Municipal League Annual Conference. Additionally, he facilitated the October 25 meeting of the Mayor & Chairs/CAOs and participated in a meeting with Fluvanna County and its state legislators.

Local/Regional Support:

The **Regional Census Complete Count Committee** met for the first time on October 7th. Stakeholders from across the region, including representatives from local government and trusted community organizations, comprise the group. An immigrant/refugee subcommittee of the group has formed to focus outreach efforts among these populations. A media subcommittee spearheaded by the City of Charlottesville also has formed to identify funding for promotional efforts in a variety of media. TJPDC staff continue to work with Census staff to identify key stakeholders in school divisions to ensure that outreach efforts are communicated to all families in the region. The Regional Census Complete Count Committee meets again on January 22nd at the Water Street Center.

TJPDC staff assisted the town of Stanardsville with beginning the right-of-way phase of their Main Street project. This project is Phase II of the current **Stanardsville Downtown Streetscape Revitalization**, a TEA-21 funded streetscape enhancement project. The project is intended to provide a safer, more pedestrian-friendly Main Street corridor by integrating various streetscape design elements, such as sidewalk improvements, brick-patterned crosswalks, curb extensions, lighting and landscaping. Staff attended meetings, prepared invoices, meeting notes and handouts and advised on the process of engaging the 12 property owners to gain access to their property for the streetscape improvements.

TJPDC staff met with the Fifeville Neighborhood Association in early December to provide an update on the **Cherry Avenue Small Area Plan** and discuss next steps for moving the plan forward. Attendees recommended creation of a concise Executive Summary document to supplement the full plan. This Executive Summary document was prepared and then shared with Charlottesville staff and elected officials before being shared with the public at a December 19th Open House. Staff will take feedback received to develop a revised plan draft that will be shared with the Fifeville Neighborhood Association in January. Staff anticipates presenting the final draft plan to City Council in late January or early February.

The TJPDC has hired two field data analysts to conduct field work for an **inventory of existing infrastructure conditions in selected Albemarle County neighborhoods**. The two analysts were hired through a partnership with Piedmont Virginia Community College’s Network2Work program. Extensive progress has been made and TJPDC staff will meet with Albemarle County staff in January to review the data and discuss next steps.

Billie Campbell, the long-time program manager for the **HOME** and **HPG** programs, retired from TJPDC; her last day was October 31, 2019. Shirese Franklin has now taken on those responsibilities.

Transportation:

The **Regional Transit Partnership** met on October 24, where Garland Williams, Director of CAT, gave an update as the new director and JAUNT presented a budget overview and updates on the Crozet and Park Connect routes. During this meeting, three subcommittees were established to investigate topics of interest for the partnership: 1) Monthly Ridership Reporting; 2) Regional Driver Recruitment and Retention; and 3) Energy Efficient Bus and Resources. These subcommittees all met in early December to begin their work. The RTP/TJPDC will be assisting in developing the system of information-sharing for the subcommittees. The November meeting was rescheduled to December, at which time it was proposed that an application be made for a Regional Transit Visioning Plan in the upcoming DRPT grant cycle. The RTP also received information on the Afton Express Service Plan and voted to support its application for DRPT funding.

The **Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO)** held its annual joint meeting with the Staunton-Augusta-Waynesboro MPO, on October 1. Topics for presentation/discussion at that meeting included the Afton Express Service Plan; the Department of Rail and Public Transportation Inter-City Bus Expansion; and an update on the Crozet Tunnel.

CAMPO staff attended and organized meetings on transportation in the region, including the following.

- Staffed TJPDC Commission Meeting on 10/3
- Staffed Complete Count (Census) meeting with multiple stakeholders on 10/7
- Staffed Bike and Ped Coordinating Meeting on 10/10
- Attended Bi-Monthly Equity Breakfast on 10/18
- Hosted meeting of the CAA Housing and Transportation Committees
- Staffed Regional Transit Partnership Meeting on 10/24
- Attended Transit Oriented Social Hour with partners on 10/30
- Staffed Greenways Advisory Group on 10/31
- Staffed a joint meeting with the Staunton/Augusta/Waynesboro MPO on October 1st
- Met with City representatives regarding scooter program
- Met with UVA School of Architecture professor to discuss potential collaborations
- Met with UVA Fleet Manager for Facilities Management regarding sustainable fleet transition and official designation
- Staffed Bicycle and Pedestrian Advisory Committee Meeting on November 14th
- Staffed MPO Tech Committee meeting on November 19th
- Staffed CTAC meeting on November 20th
- Participated in ongoing Census Complete Count Committee efforts
- Hosted presentations from consultants/VDOT regarding a trail connection to Saunders-Monticello and a “Complete Street” project along Old Lynchburg Road
- Staff attended a rural transportation meeting in Lynchburg on 11/4
- Staff attended MPO Transportation planning meeting in Culpeper on 11/13
- Staff attended GO VA Site location meeting at Zion Crossroads on 11/15
- Staff attended Afton Transit Express meeting in Fishersville on 11/18
- Staff attended the Governor’s Transportation Conference in Crystal City on 11/20
- Staff met with Green County and JAUNT about transit services on 11/26

CAMPO staff is preparing to develop the Transportation Improvement Plan (TIP) for 2021 to 2024. They have met with DRPT and VDOT and the public transit agency staff about the

document preparation process. Three proposed amendments to the TIP were received in December; a public hearing is slated for the January 22, 2020 Policy Board meeting.

TJPDC, Albemarle County, and Charlottesville City staff members also met to discuss potential projects for consideration for the next round of Smart Scale funding.

The **Rural Technical Advisory Committee** met November 19th to review the community outreach process for the Jefferson Area Regional Bike and Pedestrian Plan as well as updates to the SmartScale review process. At its January meeting, the Technical Committee will discuss VDOT's new data viewing platform and best practices/lessons learned from the community outreach around the rollout of the new data platform.

RideShare: RideShare Week was held October 21-27 this year and through the new software and app, commuters were asked to log non-single occupancy trips taken that week to be considered in drawings for prizes. Prizes consisted of a \$100 Amazon card; UVA basketball tickets and the book, "The Road to Redemption;" and RideShare swag packages. Participants that week reduced vehicles miles traveled by 434 miles.

RideShare staff also participated in monthly ACT webinars and attended a virtual grant training through DRPT about the upcoming cycle of funding opportunities. December also included completion of the quarterly Park and Ride inventory.

10/6/2018

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita		\$0.62 per capita
Revenue	<u><i>FY17 Actual</i></u>	<u><i>FY18 Actual</i></u>	<u><i>FY19 Final</i></u>	<u><i>FY20 Original</i></u>	<u><i>FY20 Amended</i></u>
Federal	\$926,476	\$860,016	\$737,263	\$1,061,619	\$903,551
State	\$320,605	\$254,212	\$354,291	\$328,550	\$293,549
Local	\$342,474	\$431,932	\$414,611	\$463,523	\$532,055
Local per capita	\$150,811	\$154,070	\$154,838	\$156,968	\$156,968
Interest Income	\$1,933	\$5,601	\$16,693	\$6,000	\$10,000
Rent Event Income	\$0	\$0	\$19,205	\$16,800	\$16,800
Reserves Transfer	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$1,742,299	\$1,705,831	\$1,696,901	\$2,033,460	\$1,912,923
Operating Expenses					
Personnel Costs					
Salaries	\$599,837	\$714,558	\$737,738	\$855,406	\$794,677
Fringe and Release	\$148,980	\$167,612	\$176,550	\$217,246	\$187,823
Total Personnel	\$748,817	\$882,170	\$914,288	\$1,072,652	\$982,500
Other Costs					
Postage	\$3,035	\$3,372	\$1,289	\$3,238	\$3,456
Subscriptions	\$657	\$829	\$817	\$550	\$1,750
Supplies	\$5,148	\$6,054	\$7,790	\$11,735	\$9,994
Audit-Legal	\$16,703	\$15,735	\$15,500	\$16,500	\$16,500
Advertising	\$13,400	\$16,996	\$19,408	\$20,765	\$21,729
Meeting Expenses	\$3,941	\$7,202	\$23,879	\$13,028	\$17,239
TJPDC Contractual	\$36,385	\$28,682	\$36,761	\$82,240	\$53,953
Dues	\$6,876	\$10,782	\$10,890	\$9,720	\$9,832
Insurance	\$3,431	\$3,611	\$3,667	\$3,300	\$3,300
Printing/Copy	\$6,499	\$5,659	\$7,764	\$5,665	\$4,902
Rent	\$84,529	\$86,990	\$89,525	\$92,134	\$92,134
Equip/Data Use	\$26,637	\$25,317	\$21,768	\$24,336	\$43,502
Capital & Leases	\$0	\$0	\$0	\$0	\$0
Telephone	\$5,846	\$5,952	\$6,809	\$5,919	\$5,220
Travel-Vehicle	\$13,463	\$15,766	\$14,780	\$19,768	\$21,842
Janitorial	\$10,862	\$10,266	\$9,632	\$10,920	\$10,920
Professional Development	\$10,570	\$15,509	\$15,669	\$16,500	\$17,469
<i>Total Other Costs</i>	<i>\$247,982</i>	<i>\$258,722</i>	<i>\$285,948</i>	<i>\$336,318</i>	<i>\$333,742</i>
TOTAL OPERATING EXPENSES	\$996,799	\$1,140,892	\$1,200,236	\$1,408,970	\$1,316,242
Net Ordinary Income	\$745,500	\$564,939	\$496,665	\$624,490	\$596,681
Other					
HOME Pass Thru	\$426,850	\$357,736	\$224,984	\$411,216	\$411,216
5th St, CEDS, Housing, RRBC	\$20,784	\$0	\$221,270	\$162,332	\$59,225
HPG Pass Thru	\$208,483	\$105,958	\$0	\$50,942	\$71,660
<i>Total Other Expenses</i>	<i>\$656,117</i>	<i>\$463,694</i>	<i>\$446,254</i>	<i>\$624,490</i>	<i>\$542,101</i>
Net Other Income	-\$656,117	-\$463,694	-\$446,254	-\$624,490	-\$542,101
Net Income	\$89,383	\$101,245	\$50,411	\$0	\$54,580

FY20 Projected Budget Revenues Projected

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent	Transfer
Locality and State Revenue							
Charlottesville				\$30,462			
Albemarle				\$66,772			
Fluvanna				\$16,410			
Greene				\$12,391			
Louisa				\$21,722			
Nelson				\$9,212			
Legislative Liaison			\$101,269				
State Contribution - DHCD		\$75,971					
WSC & Offices						\$16,800	
Interest Income					\$10,000		
Transportation							
Charlottesville-Albemarle MPO							
FTA Funding	\$86,644	\$10,831					
PL Funding	\$163,928	\$20,491					
RTP			\$29,282				
Rideshare							
Rideshare VDPRT		\$139,258	\$37,812				
Clean Commute Day			\$825				
TJPDC Rural Transportation							
Rural Admin	\$14,400						
Rural Transportation Planning	\$19,600						
Rural Transp Zion Crossroads	\$24,000						
Other Programs							
Stanardsville	\$0		\$10,927				
Albemarle Planning			\$39,698				
Scottsville	\$0		\$4,426				
5th Street TAP	\$0		\$1,175				
VAPDC			\$57,602				
CACF			\$4,324				
Cherry			\$10,000				
Housing and Non-Profit							
HOME Consortium Admin	\$45,961						
Housing Preservation	\$8,928						
TJCLT			\$53,485				
Regional Housing Plan		\$39,274	\$0				
Lovington CDBG	\$25,000	\$0	\$0				
GCCV			\$5,548				
Environment							
RRBC			\$10,500				
Solid Waste			\$10,500				
Haz Mit Grant							
Rivanna Committee Alb Cville			\$87,464				
WIP DEQ	\$47,932						
Pass Through Revenue							
Consortium HOME Pass Through	\$411,216						
Housing Preservation Pass Thru	\$50,942						
Housing Plan		\$7,725	\$0				
5th Street TAP	\$0		\$46,500				
RTP			\$20,718				
Lovington CDBG	\$5,000						
Total Revenues by Category	\$903,551	\$293,550	\$532,055	\$156,968	\$10,000	\$16,800	\$0
Sum Total of Revenues							\$1,912,924

Possible Sources

1/13/2020		Lead	Support	Director	Two Week Update	In Wrike	Add to Wrike
ADMINISTRATION		Chip					
Finance & Executive Committee	110	Chip	Don	Chip			No
FY21 Budget & Local Requests	110	Chip	Chip, Don	Chip	Complete - All submitted	Yes	
FY20 Budget Amendment	110	Chip	Directors	Chip	Draft is due Jan 29th	Yes	
Quarterly Activity Reports	110	David		David	Next report is Jan-Mar 2020	No	No
Equity & Title VI	110 /190/191	Lucinda	Shirese	Chip	Updates from the Albemarle County monthly meetings.		No
Town Gown Visit	301/302	Dominique	Chip	Chip	Develop a committee and set 1st meeting date with Chamber		Yes
Annual TJPDC Meeting	110	David	Dominique	Chip	Working on April date & location	Yes	
Annual DHCD Report	110	Christine	David	Chip	Submitted to DHCD September 30, 2019. Log in for CAMS. Have contract.		No
Annual New Fiscal Year's Eve	110	Gretchen	David	David	Tuesday, June 30, 2020		
Staff & Family Picnic	110	Christine	Gretchen	Christine	Spring time staff with family event		
Annual April 13 Retreat	110	Gretchen	Christine	Chip			
Annual office clean up day	110	Gretchen	Christine	Christine			
Pers Policy Education Reimb	110	Chip		Chip	Developing policy. Date TBD		
Develop an abbreviations list	110	Gretchen		Sandy			
Communications							
TJPDC Web Site Development	110	Dominique	Sara	Chip	WIP III Tab created; reformatted scope and schedule uploaded with maps; Dominique and Jessica added to Staff; in the process of learning Wordpress interface with Ryan for site(s).		
Census Count Committee	300	Sara	Jessica	Chip	CCC Meeting set January 22, 2020. Louisa County meeting January 6th.		Yes
PACC / PACC Tech	301/302	Chip	Dominique	Chip	Next Leadership meeting is March 3rd. Update web site as needed. County is hosting 2020 Tech Committee.	No	No

Cloud Based IT	110	Chip		Chip	NWG given go ahead to transfer Q:drive and P: drive to Office365 OneDrive. Trial One Drive on Chip's computer.	Yes	
Regional Quality of Life Indicators	300			Chip	Example Baton Rouge CityStats	Yes	
LEGISLATIVE		David					
Legislative Affairs	277	David	Dominique	David	Leg. Prog. Development underway		
VAPDC	278	David	Dominique	David	Possible VHDA grants		No
FINANCE		Don					
Monthly Reporting	110	Don		Chip	Ongoing		
Annual Audit	110	Don		Chip	Audit Comm Mtg Nov 7th. Sign Christine up to CAMS and upload audit after adoption by Comm.		
H&W Contract Services	110	Don		Don			
Annual Health Benefits Report	110	Don		Christine			
Annual Health Insurance	110	Don		Christine			
Annual Liability Insurance	110	Don		Don			
Monthly bank reconciliation	110	Christine		Christine	Ongoing		
Human Resources Onboarding	110	Christine	Gretchen	Christine	Developing a document for new and current staff. Date TBD		
VRS ICMARC	110	Don		Christine	Presentation scheduled for Feb 4th at 9:30.		
PLANNING / ENVIRONMENTAL		Sandy	Nick				
Cherry Avenue	316	Nick	Sandy	Sandy	Present to City PC on Jan 29th.	Yes	
Albemarle Inventory	323	Sandy	Nick/	Sandy	2 field workers to do data entry are hired. Agreement amendment sent to Siri for extension. To be complete FY20.		Yes
Lovington CDBG	308	Sandy	Jessica	Nick	Prepare revised scope, schedule & budget by Feb 1st.		Yes
Zion Crossroads	171/309	Sandy	Sandy	Shirese	Met Jan 13. Staff to prepare detailed schedule and engagement options	Yes	
Scottsville	337	Nick		Sandy	Two maps due and then invoice in full.		No
CAA Action Plan	300 (note)	Lucinda		Chip	Develop an AARP Action Plan for the CAA. Due by end of January		Yes

ENVIRONMENT							
RRBC Admin	908	Dominique		Chip	RRBC Conf in September 2020		
Rural Rivanna Plan	908	Nick	Shirese/Sandy/ Jessica	Sandy	RRBC acting as Steering Committee. Set up an internal staff meeting.		Yes
Urban Rivanna Plan	329	Nick	Shirese/Sandy	Sandy	Steering Committee now meeting	Yes	
WIP	907	Dominique	Shirese	Chip	Submitting and rennewing on 10/1/19	Yes	
rd Mitigation & Climate Change Plan	330	Shirese	Jessica / Lucinda	Sandy	includes Albemarle County Committee. Contact Christopher Bruce with VDEM		
Solid Waste/Recycling	303	Shirese	Dominique	Sandy	Create Tech Comm to meet quarterly		
HOUSING & COMM DEVELOPMENT		Christine	Shirese				
HOME	727	Shirese	Christine	Christine	Nick environmental review		
HPG	728	Shirese	Christine	Christine	Nick environmental review		
REGIONAL HOUSING	729	Christine	Shirese	Christine			
Phase II Housing Plan	730	Christine	Nick	Shirese	Extend to Sept 30th. Staff scoped new schedule to end of Sept	Yes	
TJCLT	723	Christine	Shirese	Christine	Jan 27 joint meeting		
Community Development							
Charlottesville Area Alliance	300	Chip	Lucinda	Chip	Monthly meetings. 3 year action plan. Create 3 Task Forces for action plan.	No	
Region 9 GO Va Council	300	Chip		Chip	Next meeting January 30, 2020	No	
CVPED Board	300	Chip		Chip	Next meeting February 28, 2020.	No	
CEDS FY21	300	Sandy	Chip	Chip	Application submittal in FY20.		
TRANSPORTATION		Sandy	Lucinda	Sandy			
MPO		Lucinda	Sandy	Sandy		Yes	
Policy Board	190/191	Lucinda	Sandy	Sandy	By January 27th requires adoption of safety measures and annual obligation report.January should have Hydraulic modeling complete.		

CTAC	190/191	Jessica	Sandy	Sandy			
MPO Tech	190/191	Nick	Lucinda	Sandy			
Smart Scale FY20	198	Nick	Lucinda	Sandy	Contact Chuck Proctor for Hydraulic update.		
Bike / Ped Planning	193/195/196	Jessica	Lucinda	Sandy			
Revenue Study	195/196	Dominique	Lucinda	Sandy			
TIP	190/191	Lucinda	Sandy	Sandy			
L RTP Dashboard for FY21 UPWP	195/196	Lucinda	Jessica	Sandy	Researching for scope & budget FY21		
<i>RURAL TRANSPORTATION</i>		Nick	Lucinda	Sandy		Yes	
<i>Rural Tech</i>	170/171	Nick	Lucinda	Sandy			
<i>VDOT Invoicing</i>	170/190/191	Sandy	Lucinda	Sandy	Monthly Program Invoicing to VDOT due by last day of month for the previous month	Yes	
STAR TAP	315	Lucinda	Jessica	Sandy	Right of Way Phase . Quarterly Report and Invoice		Yes
<i>RIDESHARE-TDM</i>		Sara	Jessica	Sandy			
RTP	181/193	Sara	Jessica	Sandy	Possible funding request review?		
RTP Exchange Visit Blacksburg	181/193	Sara	Jessica	Sandy	Establish date, agenda, cost & attendees		Yes
RTP Reporting	181	Jessica		Sandy	Set up a committee meeting to include Energy Efficient Committee & Peer Visit Committee		
Amtrak	191/196/199	Chip	Jessica	Chip	Consultant work underway. Next mtg at TJPDC is January 16, 2020. Report due in April.	Yes	
SAW Intercity	193/196	Sara	Chip	Chip	Requests sent to Cville & Albemarle		
JAUNT Board	191	Chip	Sara	Chip		No	
Community Engagement Bus	195	Jessica	Chip	Chip	Search for grants \$		
Fifth Street Trails	192	Jessica	Lucinda	Chip	Close out project with VDOT. Repay funds.		Yes

TJPDC Corp.		Christine	Chip	Christine	Apply for extension VDACS and 990's 11.14.2019. Robinson Farmer Cox info		
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**Mayor & Chairs/CAOs Meeting
January 24, 2020
TJPDC Water Street Center
DRAFT Summary**

Attendees:

Elected Officials:

Dale Herring, TJPDC Chair—Greene County
Bill Martin, BOS Chair—Greene County
Bob Babyok, BOS Chair—Louisa County

Chief Administrative Officers:

Jeff Richardson, County Executive—Albemarle County
Eric Dahl, County Administrator – Fluvanna County
Mark Taylor, County Administrator—Greene County
Steve Carter, County Administrator—Nelson County

TJPDC Staff:

David Blount, Director of Legislative Services
Chip Boyles, Executive Director

Executive Director's Report

Chip Boyles reported on numerous items for the Executive Director's report:

>Localities were requested to notify TJPDC of new members who are appointed to be a TJPDC Commissioner.

>TJPDC is submitting budget requests to the localities for level funding, adjusted only for population, as is typical.

>TJPDC assisted Albemarle by using GIS for infrastructure mapping, partnering with PVCC's Network 2 Work program for assistance with the project.

>The Regional Census Committee being staff by TJPDC met last week and a website and social media outreach will be in place soon.

>The Charlottesville Area Alliance has compiled a survey to inform a strategic planning process that will consider the likes of housing, transportation and social participation for making communities more age-friendly. The Three Year Action Plan is expected to be presented to governing bodies in April.

> "Smart Scale" funding concept letters can be submitted starting March 1; applications for funding will be due in early August. Localities, the TJPDC and the MPO can apply for 4 projects each..

>TJPDC is still trying to plan for an annual meeting before the end of the fiscal year.

>The WIP technical assistance program continues, with work ongoing with local staff and stakeholders.

(more)

>TJPDC is facilitating communication among regional stakeholders on solid waste and recycling issues.

>Planning is underway for the next update to the Hazard Mitigation Plan in the next fiscal year; the plan will address resiliency for climate events.

>The Regional Housing Summit is being scheduled for July 8, and will contain both rural and urban elements.

>The Staunton/Augusta/Waynesboro MPO has initiated a grant for funding daily, jobs-based commuter transit service to the Charlottesville area.

>TJPDC is partnering with the Jefferson Area United Way's efforts to offer free tax preparation service for persons with incomes under \$56,000; they will offer the service three nights per week in the Water Street Center.

Purpose and Coordination of Regional Meetings

David Blount noted recent challenges to various meeting schedules for both the Mayor & Chairs/CAOs and informal administrator meetings. He asked the group to discuss the purpose, goals and scheduling of the Mayor & Chairs/CAOs meeting. Comments noted that value of the meetings and being able to discuss common challenges. Specific suggestions included getting feedback from those not attending this meeting; rotating meetings among the localities; including a focused discussion topic at meetings; and soliciting agenda ideas/topics in advance.

Legislative Update

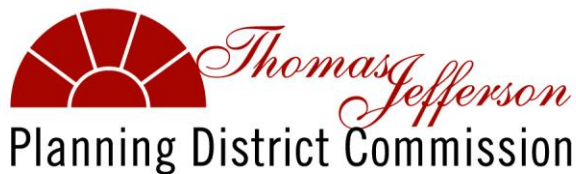
David provided a brief legislative update, noting that the General Assembly had gotten off to a slow start due to changes in the majority party and to some of the procedures. The House and Senate money committees have about three weeks until their amendments to the proposed biennial budget are due. He noted some concerted effort between the money committees and the Administration to sweeten K-12 education funding. David also highlighted efforts to secure some funding for localities for elections, given the upcoming early, no excuse voting period that will be in place for the November elections. He also gave a brief overview of the status of firearms legislation, noted that solar legislation was being negotiated and that changes to affordable housing provisions also were likely. He pointed out that various locally-requested bills were also progressing through the legislative process.

Roundtable Reports

Members discussed solid waste/recycling in general in their localities and interest in ongoing discussions of the solid waste/recycling committee.

Other Business

The next meeting will be scheduled for April 24, 2020, at the Water Street Center.



Regional Vision • Collaborative Leadership • Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, December 5, 2019

Commissioners Present:

Nikuyah Walker – Charlottesville (7:27)
Liz Palmer – Albemarle County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County (7:33)
Lisa Green – Charlottesville (7:19)
Jesse Rutherford – Nelson County
Keith Smith – Fluvanna County

Commissioners Absent:

Rick Randolph – Albemarle County
Tony O'Brien – Fluvanna County
Willie Gentry—Louisa County
Ernie Reed – Nelson County

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer

Guests Present: none

1. Call to Order: Dale Herring called the meeting to order at 7:00 PM.

2. Matters from the Public:

a. Comments by the Public: None

3. Executive Director's Report:

a. Report: A written report was included in the meeting packet.

b. Current Activity Report: Chip Boyles shared the Activity Report with the Commission with a narrative description of ongoing projects.

Chip shared that David Blount will now serve as the Deputy Director/Director of Legislative Affairs, as second in charge. Christine Jacobs will serve as the Chief Operating Officer/Director of Housing and will no longer be with the Thomas Jefferson Community Land Trust (TJCLT). The TJPDC plans to hire a new staff member to fill Christine's old roll as half-time TJCLT and half-time housing coordinator (or as other planner, as available). Shirese Franklin will assume the Regional Housing Plan management and assist with the Regional Housing Partnership management.

DRPT Audit: The Department of Rail and Public Transportation completed its Compliance Audit for FY15-18. Findings indicated that the TJPDC materially complied with all necessary requirements to receive DRPT controlled funding.

4. Consent Agenda: The consent agenda consisted of the draft minutes of the October 3, 2019 Commission meeting, the FY19 Annual Financial Audit, and the Legislative support letter for broadband.

- **On a motion by Rick Randolph, seconded by Bob Babyok, the Commission unanimously approved the minutes of the October 3, 2019 Commission meeting.**
- **On a motion by Rick Randolph, seconded by Andrea Wilkinson, the Commission unanimously accepted the FY19 Annual Financial Audit.**



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

401 East Water Street • Post Office Box 1505 • Charlottesville, Virginia 22902-1505

Telephone (434) 979-7310 • Fax (434) 979 1597 • Virginia Relay Users: 711 (TDD) • email: info@tjpd.org • web: www.tjpd.org

- **On a motion by Rick Randolph, seconded by Tony O'Brien, the Commission unanimously approved the Legislative support letter for broadband.**

5. Finance Report: Chip Boyles shared that there was a small deficit in September due to a couple of non-recurring expenses for IT server work and an audit payment to Robinson Farmer Cox. Further, there was a reduction in billable hours caused by two staff members not being hired until the 16th of the month. He also highlighted that the TJPDC's 12-month average operating expenses are \$99,081 per month. The TJPDC's grants and contract balances for FY20 show \$115,225 in available funds per month to cover the operating expenses.

6. Other Business:

a. TJPDC Commissioner Roundtable Reports:

- **Albemarle:** Rick Randolph shared that Albemarle had been planning on \$5 million in mitigation money from installation of the Atlantic Coast Pipeline that will likely not come to fruition. The County has a 99-year lease on the parkland at Biscuit Run. The Albemarle County Board of Supervisors passed a resolution asking the Virginia General Assembly for support in the form of \$5 million for each of the next 2 years. Rick noted that the park would not be funded regionally but would serve as a Regional Park with soccer fields. The state would need \$45 million to open it as a state park. Albemarle County would only need \$35 million to open the park. Liz Palmer shared that the Planning and Coordination Council (PACC) is dissolving and turning into a technical committee with staff representation. She also noted that Albemarle County Board of Supervisors passed a Resolution of Intent to Address Fill and Waste Activities and will consider a recycling ordinance next year to manage redevelopment issues related to demolition debris. Finally, she shared that the Albemarle County Board of Supervisors welcomed two new board members.
- **Nelson:** Ernie Reed reported that Nelson County also welcomed two new board members. Jesse Rutherford shared that Nelson County had an upcoming project that will be the first in the state. He withheld details until a future date. He also noted that Nelson will be working on the Lovingston streetscape project and Schuyler's wastewater project. The Schuyler project was denied both grant and loan funding. They will be looking at private sewage/drain fields for 44 homes. With the lots on soapstone it could amount to a \$5 million project.
- **Louisa:** Bob Babyok shared that Louisa is in the final stages of their Comprehensive Plan rewrite. They are now looking at a zoning rewrite. He shared frustration with the James River Water Authority project because only one half of the story is being publicized. Bob shared that the county dropped their concealed carry permit fee. He also shared that 12 new businesses were coming to the Zion Crossroads area.
- **Charlottesville:** Lisa Green noted that the City of Charlottesville had a Comprehensive Plan, Housing Policy, and Zoning rewrite coming up and that a consultant had been selected. She is particularly excited about the South First Street Public Housing Project and the community-led design and engagement that has occurred. Nikuyah Walker reiterated the work that was going into the planning and financing of the South First Street project. She shared that the City of Charlottesville is working on reconfiguring schools for upper elementary and middle so that there will be a true 6th-8th grade middle school.
- **Greene:** Andrea Wilkerson shared that the chair of the TJPDC Commission, Dale Herring, was re-elected to the Greene County Board of Supervisors. Dale Herring shared that they were excited about

the ground-breaking for the new farmers' market. He also shared that the Greene County Board of Supervisors welcomed 2 new board members.

- Fluvanna: Tony O'Brien shared that the new water tower was going up at Zion Crossroads and that there were frustrations with the water project.

b. Next Meeting: The next Commission meeting will be held on Thursday, February 6, 2020. There will not be a January Commission meeting.

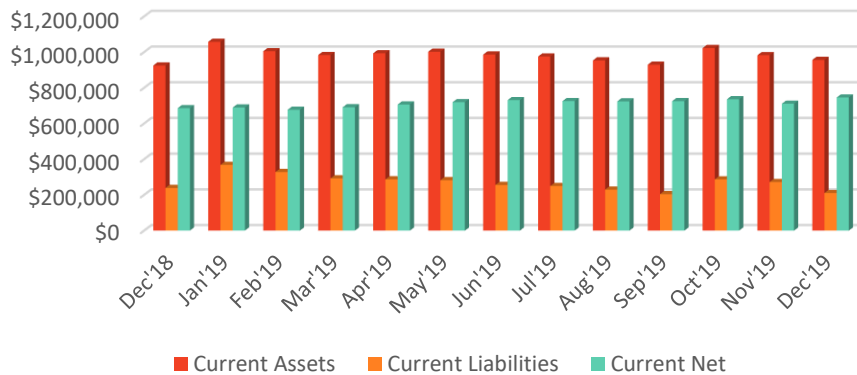
7. Adjournment: Without objection, the Commission meeting was adjourned at 9:13 pm.

FINANCIAL DASHBOARD Through December 31, 2019

Net Quick Assets

Target = \$497,228 (5 months operating expenses)

12 Month Average Monthly Operating Expenses = \$99,446



Net Quick Assets

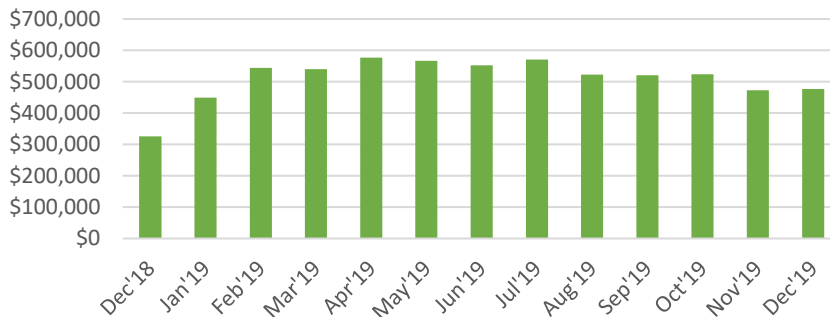
Dec'18 =	\$685,850
Jan'19 =	\$689,386
Feb'19 =	\$676,690
Mar'19 =	\$690,735
Apr'19 =	\$706,271
May'19 =	\$719,299
Jun'19 =	\$730,707
Jul'19 =	\$725,313
Aug'19 =	\$723,877
Sep'19 =	\$725,255
Oct'19 =	\$735,829
Nov'19 =	\$710,578
Dec'19 =	\$745,566

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 7.50 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses remained at \$99,446. The 3-month average of expenses is \$104,802. Actual operating expenses for December were \$97,185 compared to \$111,342 in November.

Unrestricted Cash on Hand

Target = \$397,784 (4 months operating expenses)

Alarm = <\$198,891 (average oper exp 2 mos)

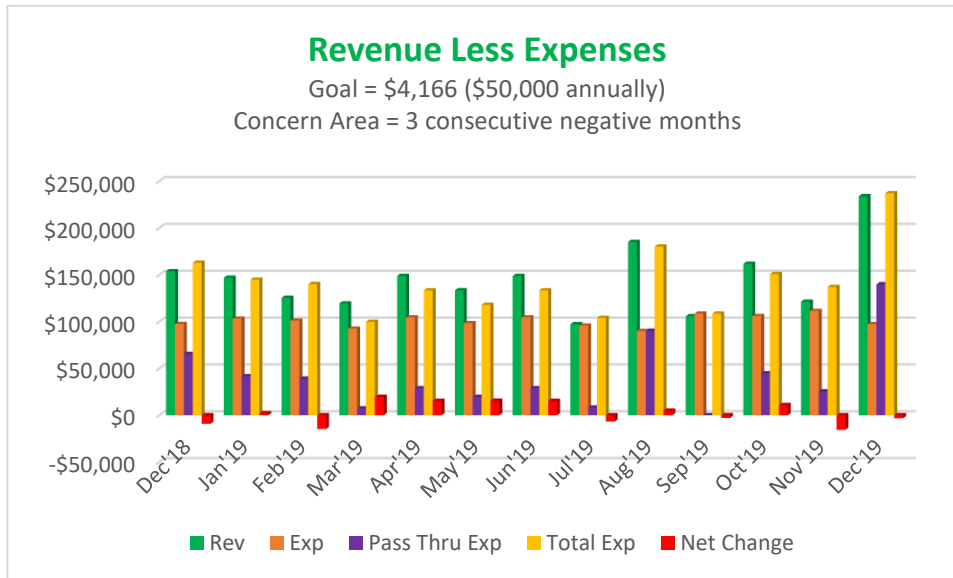


UNRESTRICTED CASH ON HAND

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 \$476,419 represents 4.80 months of operating expenses, exceeding the 4-month target.

FINANCIAL DASHBOARD Through December 31, 2019



Monthly Net Revenue

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)
Aug'19 =	\$4,872
Sep'19 =	(\$2,866)
Oct'19 =	\$10,903
Nov'19 =	(\$15,576)
Dec'19 =	(\$3,154)

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 December of \$3,154, resulting in a net loss of \$15,400 for the year to date. The Accrued Revenue Report shows available funds of \$115,225 per month for FY20. Actual operating expenses for December were \$97,185

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
December 2019

11:11 AM
01/22/20
Accrual Basis

	Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	167,500	85,973	483,576	515,838	1,031,676
4120 · State Funding Source	17,381	17,585	131,512	140,356	245,933
4130 · Local Source	34,845	38,361	202,909	228,127	445,982
42000 · Local Match Per Capita	13,059	13,081	78,355	78,484	156,968
4280 · Interest Income	1,019	500	7,490	3,000	6,000
Total Income	233,804	155,500	903,842	965,806	1,886,559
Gross Profit	233,804	155,500	903,842	965,806	1,886,559
Expense					
61000 · Personnel	78,269	75,343	459,083	486,294	955,008
6900 · Overhead Allocation	0	0	246	0	0
62391 · Postage Expense	192	287	843	1,726	3,452
62392 · Subscriptions, Publications	60	46	1,084	275	550
62393 · Supplies	125	692	4,658	4,155	8,360
62394 · Audit -Legal Expenses	0	0	14,000	16,500	16,500
6240 · Advertising	620	1,828	11,228	10,970	22,765
62404 · Meeting Expenses	496	592	5,885	3,554	7,108
62410 · TJPDC Contractual	2,426	4,148	24,313	25,161	51,209
6281 · Dues	1,692	760	3,562	4,660	9,220
62850 · Insurance	361	296	2,118	1,775	3,300
62890 · Printing/Copier	397	430	2,705	2,867	5,451
63200 · Rent Expense	7,766	7,678	46,005	46,067	92,134
63210 · Equipment/Data Use	2,128	2,451	9,665	14,709	29,417
63220 · Telephone Expense	825	493	3,686	2,960	5,919
63300 · Travel-Vehicle	664	1,423	7,735	8,747	17,207
6345 · Janitorial Service	490	910	4,200	5,460	10,920
6390 · Professional Development	673	1,413	9,815	8,479	16,957
Total Expense	97,185	98,791	610,831	644,357	1,255,477
Net Ordinary Income	136,619	56,708	293,010	321,448	631,082
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	131,124	34,268	265,227	205,608	411,216
8399 · Grants Contractual Services	8,649	18,322	43,184	109,933	219,866
Total Other Expense	139,772	52,590	308,411	315,541	631,082
Net Other Income	(139,772)	(52,590)	(308,411)	(315,541)	(631,082)
Net Income	(3,153)	4,118	(15,400)	5,907	0

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

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	450,685.58	362,686.97	87,998.61
1189 · Capital Reserve	236,189.00	185,594.00	50,595.00
Total Checking/Savings	<u>686,874.58</u>	<u>548,280.97</u>	<u>138,593.61</u>
Accounts Receivable			
1190 · Receivable Grants	238,391.17	362,262.47	-123,871.30
Total Accounts Receivable	<u>238,391.17</u>	<u>362,262.47</u>	<u>-123,871.30</u>
Other Current Assets			
1310 · Prepaid Rent	2,343.74	2,500.00	-156.26
1330 · Prepaid Insurance	11,985.60	2,738.61	9,246.99
1360 · Prepaid Other	16,426.70	8,317.18	8,109.52
Total Other Current Assets	<u>30,756.04</u>	<u>13,555.79</u>	<u>17,200.25</u>
Total Current Assets	<u>956,021.79</u>	<u>924,099.23</u>	<u>31,922.56</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	-122,936.89	-120,451.51	-2,485.38
Total Fixed Assets	<u>5,382.40</u>	<u>2,670.28</u>	<u>2,712.12</u>
TOTAL ASSETS	<u>961,404.19</u>	<u>926,769.51</u>	<u>34,634.68</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	35,560.11	14,479.11	21,081.00
Total Accounts Payable	<u>35,560.11</u>	<u>14,479.11</u>	<u>21,081.00</u>
Credit Cards			
2155 · Accounts Payable Credit Card	3,606.58	2,411.00	1,195.58
Total Credit Cards	<u>3,606.58</u>	<u>2,411.00</u>	<u>1,195.58</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	210,456.18	222,014.16	-11,557.98
Total Other Current Liabilities	<u>210,456.18</u>	<u>222,014.16</u>	<u>-11,557.98</u>
Total Current Liabilities	<u>249,622.87</u>	<u>238,904.27</u>	<u>10,718.60</u>
Long Term Liabilities			
2200 · Leave Payable	33,965.94	46,160.08	-12,194.14
Total Long Term Liabilities	<u>33,965.94</u>	<u>46,160.08</u>	<u>-12,194.14</u>
Total Liabilities	<u>283,588.81</u>	<u>285,064.35</u>	<u>-1,475.54</u>
Equity			
3000 · General Operating Fund	455,975.61	457,632.64	-1,657.03
3100 · Restricted Capital Reserve	236,189.00	185,594.00	50,595.00
3600 · Net Investment in Fixed Assets	1,051.18	2,452.90	-1,401.72
Net Income	-15,400.41	-3,974.38	-11,426.03
Total Equity	<u>677,815.38</u>	<u>641,705.16</u>	<u>36,110.22</u>
TOTAL LIABILITIES & EQUITY	<u>961,404.19</u>	<u>926,769.51</u>	<u>34,634.68</u>

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

Grant or Contract	GRANT- CONTRACT	GRANT- CONTRACT	GRANT- CONTRACT	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	YEAR TO	PREVIOUS	BUDGETED	GRANT TO	GRANT- CONTRACT	
	START DATE	END DATE	TOTAL	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20	DATE FY20	YEARS	AMOUNT FOR FY21	DATE	REMAINING FY20	
MPO-FTA	07/01/19	06/30/20	97,475	6,050	5,590	7,090	6,428	7,127	7,560							39,845			39,845	57,630	
MPO-PL	07/01/19	06/30/20	184,419	6,329	6,701	12,128	13,696	10,885	10,324							60,063			60,063	124,356	
HOME TJPDC	07/01/19	06/30/20	45,690	4,325	5,360	3,555	10,307	2,298	3,186							29,031			29,031	16,659	
HOME PASS-THROUGH	07/01/19	06/30/20	411,216	6,107	80,000		24,386	23,610	131,124							265,227			265,227	145,989	
HOUSING HPG	07/01/19	06/30/20	8,928	2,441	1,062	982	1,563	1,087	905							8,040			8,040	888	
HPG PASS-THROUGH	07/01/19	06/30/20	50,942	2,100	6,047		18,332	1,878	8,089							36,446			36,446	14,496	
STATE SUPPORT TO PDC	07/01/19	06/30/20	75,971	6,331	6,331	6,330	6,331	6,331	6,331							37,985			37,985	37,986	
RIDESHARE	07/01/19	06/30/20	177,070	12,120	18,944	11,926	13,460	12,300	9,900							78,650			78,650	98,420	
RURAL TRANSPORTATION	07/01/19	06/30/20	58,000	3,670	3,784	4,573	7,466	4,499	3,042							27,034			27,034	30,966	
RTP-TDM	07/01/19	06/30/20	50,000		1,704	2,939	1,718	1,854	2,373							10,588			10,588	39,412	
CACF GREENWAYS GRANT	07/01/17	10/15/19	40,320	438	579	1,111	1,974									4,102	35,464		39,566	754	
LOVINGSTON	11/01/18	06/30/20	0	628												628	8,430		9,058	-9,058	
SCOTTSVILLE PLAN	07/01/19	01/01/20	4,000	135	1,164	889	1,335	477	92							4,092			4,092	-92	
ALBEMARLE INVENTORY	05/04/19	09/30/19	45,450	2,487	19	469	2,061	7,574	8,043							20,653	4,845		25,498	19,952	
TJPDC CORPORATION	07/01/19	06/30/20	2,569	767	1,032	770										2,569			2,569	0	
LEGISLATIVE LIAISON	07/01/19	06/30/20	101,269	6,319	7,365	7,851	9,835	7,848	8,918							48,136			48,136	53,133	
VAPDC-ED	07/01/19	06/30/20	53,952	5,909	4,185	4,482	4,447	4,167	4,166							27,356			27,356	26,596	
SOLID WASTE	07/01/19	06/30/20	10,500	985		126	2,541	1,345	502							5,499			5,499	5,001	
RIVANNA RIVER CORRIDOR Ph 2	07/01/19	06/30/20	87,464	2,945	3,332	4,536	2,426	1,157	2,937							17,333			17,333	70,131	
RRBC	07/01/19	06/30/20	10,500	338	2,014	2,583	1,279	113	316							6,643			6,643	3,857	
WIP PHASE III	07/01/19	09/30/20	73,500	4,197	3,927	6,284	3,273	3,564	4,741							25,986	12,080	13,000	38,066	22,434	
TJCLT	10/19/17	10/19/19	54,990	3,754	4,751	4,821	5,019	3,865	3,244							25,454			25,454	29,536	
REGL HSG PLAN	10/31/18	06/30/20	63,150	2,083	4,474	5,332	4,018	2,565	1,142							19,614	14,776	20,000	34,390	8,760	
RHP PASS-THROUGH	10/31/18	06/30/20	61,850													0	54,125		54,125	7,725	
MEMBER PER CAPITA	07/01/19	06/30/20	156,968	12,906	12,906	13,365	13,059	13,059	13,059							78,354			78,354	78,614	
WATER STREET CENTER	07/01/19	06/30/20	7,800		840	525	420	420	525							2,730			2,730	5,070	
OFFICE LEASES - RENT	07/01/19	06/30/20	9,000	1,200	1,200	1,200	1,200	1,200	1,200							7,200			7,200	1,800	
OFFICE LEASES - DIRECT COSTS	07/01/19	06/30/20														0			0	0	
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	264	477	394	804	955	420							3,314	11,995		15,309	10,191	
5TH STREET TAP	11/16/16	10/01/20	27,352	629	266		2,217		86							3,198	19,652		22,850	4,502	
5th STREET TAP Pass Through	11/16/16	10/01/20	572,528						560							560	85,964		86,524	486,004	
BANK INTEREST	07/01/19	06/30/19	7,500	1,493	1,428	1,272	1,202	1,076	1,019							7,490			7,490	10	
TOTAL			2,575,873	96,950	185,482	105,533	160,797	121,254	233,804	0	0	0	0	0	0	903,820	247,331	33,000	1,151,151	1,391,722	
																	Pass-through funds		\$654,214		
																	Contract funds				
																	TJPDC Available Funds		\$737,508		
																	Available funds per month		\$122,918.07		
				Op Expenses	12 month average	\$99,298															
					3 month average	\$101,457															
					last month	\$105,878															



Account Statement

December 2019

Thomas Jefferson Planning District Commission

401 Water Street East
Charlottesville, VA 22902

VIP Stable NAV Liquidity Pool VA-01-0071-5001

Summary

		Average Monthly Yield: 1.79%					
		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0071-5001	GENERAL FUND	692,346.53	0.00	42,500.00	1,017.14	670,876.80	650,863.67

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
12/11/2019	Withdrawal		29,000.00		VLT00226840
12/26/2019	Withdrawal		6,000.00		VLT00231883
12/27/2019	Withdrawal		7,500.00		VLT00232373
12/31/2019	Income Earned For The Period	1,017.14			
12/31/2019	Ending Balance			650,863.670	

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Dec-19	0.000049181	1.80%
02-Dec-19	0.000049729	1.82%
03-Dec-19	0.000049455	1.81%
04-Dec-19	0.000049455	1.81%
05-Dec-19	0.000049455	1.81%
06-Dec-19	0.000048907	1.79%
07-Dec-19	0.000048907	1.79%
08-Dec-19	0.000048907	1.79%
09-Dec-19	0.000048907	1.79%
10-Dec-19	0.000048907	1.79%
11-Dec-19	0.000048633	1.78%
12-Dec-19	0.000048907	1.79%
13-Dec-19	0.000049181	1.80%
14-Dec-19	0.000049181	1.80%
15-Dec-19	0.000049181	1.80%
16-Dec-19	0.000049181	1.80%
17-Dec-19	0.000049181	1.80%
18-Dec-19	0.000048907	1.79%
19-Dec-19	0.000048633	1.78%
20-Dec-19	0.000048633	1.78%
21-Dec-19	0.000048633	1.78%
22-Dec-19	0.000048633	1.78%
23-Dec-19	0.000048907	1.79%
24-Dec-19	0.000048907	1.79%
25-Dec-19	0.000048907	1.79%
26-Dec-19	0.000048633	1.78%
27-Dec-19	0.000048359	1.77%
28-Dec-19	0.000048359	1.77%
29-Dec-19	0.000048359	1.77%
30-Dec-19	0.000048359	1.77%
31-Dec-19	0.000048633	1.78%