

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: December 3, 2020
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since November 5, 2020

Administration

- December 3, 2020 Meeting Agenda

- 1. Call To Order**

- a. Reading of the Electronic Meeting Notice

- 2. Matters from the Public**

- a. Comments from public
- b. Comments received via written and electronic communication

- 3. Presentations**

- a. Congratulations to TJPDC's Rideshare Program Manager, Sara Pennington for being selected to the National Association of Commuter Transportation (ACT) 40 Under 40 Awards for her work at the local and national level with the Rideshare program.
- b. David Blount will provide a review of the upcoming Virginia General Assembly scheduled to start January 13, 2021 and proposed regional legislative initiatives.
- c. Dominique Lavorata will provide a short update on the Chesapeake Bay Watershed Improvement Program (WIP) progress and goals.

- 4. Consent Agenda**

- a. Minutes of the November 5, 2020 Commission meeting.
- b. October Financial Report

Dashboard Report

Net quick assets have increased to \$773,192. 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 \$239,291. (Net Quick Assets minus 5 months operating expenses: \$773,192 – \$533,901 = \$239,291)

Unrestricted Cash on Hand as of October 31, 2020 was \$341,493 or 3.2 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at \$219,743 vs \$223,426 for the same time last year.

Revenue less Expenses - We had a net Gain of \$12,874 for the month of October. This gives us a fiscal year net Gain of \$30,401. Budgeted fiscal year gain/loss is \$0. We should experience similar but smaller gains through the end of December when the RMRP ends. We are hurt by the number of holidays and leave days in November and December where we cannot bill programs for those days. We will have decreased revenues at the end of that program but hope to gain three new programs, CEDS, Albemarle Transit Plan and Regional Transit Plan that will initiate in later FY21. We do expect to have additional IT expenses as we finish up our web development and as we continue work from home which brings about increased IT needs and service.

Profit & Loss. Total income through October is \$1,771,094. With 4 months or 33% of the fiscal year complete, we have received 81% of our total budgeted income. Total expenses are \$ 1,740,692 or 80% of the budgeted total expenses of \$2,183,834. The RMRP grant and its large pass-through expenses contributes to the substantial differences of income/expenses to expected %'s.

Operating expenses for the same period are \$428,459 or 32% of our total budgeted operating expenses of \$1,329,108. Operating revenue through October is \$ 458,861 or 35% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of October 31, 2020, we have total current assets of \$1,337,094 and total fixed assets of \$21,478 giving total assets of \$1,358,573. Total assets are up by \$339,079 from the same time last year. The large difference since last year is due to the purchase of an IT server and IT equipment (laptops) replacing fully depreciated equipment and web site development.

Total liabilities have increased from a year ago by \$287,703 due to the balance of RMRP grant payments with total liabilities as of October 31, 2020 of \$610,018. Total Equity has increased by \$51,376 to \$748,556 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$876,177 operating funds available in contracts and grants for the fiscal year. For the remaining 8 months, we have \$109,522 available per month for operating expenses. October operating expenses were \$102,406. The 12-month average is \$106,780. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Recent changes include a decreased estimate for Bank Interest Revenue, a decreased Rideshare revenue due to state budget reductions, RMRP adjustment and Nelson CARES program adjustment.

Revenues do not reflect the Affordable Housing Locator revenues because expenses are mixed with per capita expenses shown in other line items of this report. This gives us an extra \$37,500 of FY21 operating revenue not shown in this report. We anticipate the CEDS, Albemarle Transit and Regional Transit contracts to be awarded and shown in future reports.

- c. 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.

Staff recommends approval of the consent agenda in one vote.

5. Resolutions

- a. None at this time.

6. New Business

- a. The TJPDC continues to administer the Regional Rental & Mortgage Relief Program through sub-grantees in the region. We have received grant approvals of \$1,800,000 for the region. We are estimating being able to expend \$1,500,000 of that amount in rent and mortgage relief assistance by December 30, 2020. Allotments have been made to each jurisdiction based upon a per capita formula. TJPDC admin revenue is 5% of the final total award. It is possible that a second local marketing grant will be offered for the TJPDC to assist the state with marketing a state-run program at the local level. Christine Jacobs will provide an overview of the report and how both the CARES Act RMRP and the State funded RMRP 2.0 will continue.

7. Executive Director's Monthly Report

- a. The TJPDC staff continues to work intermittently from the office and remotely. Staff expects to begin a formal schedule of ½ the staff present two to three days per week at the office beginning January 19th.
- b. The TJPDC will be ending its staffing agreement with the Thomas Jefferson Community Land Trust effective January 31, 2021 as the TJCLT transitions to the Piedmont Housing Alliance. TJPDC will transfer current staff to the Regional Housing Partnership to replace the combined staff between the RHP and TJCLT.
- c. We continue to develop and expand the new TJPDC web site. The MPO site will be the last to be incorporated and will occur in FY22. The Regional Affordable Housing Locator is in place and was introduced to 80 people during an online seminar on November 12th. The locator was fully funded with local government CARES Act funds and a grant from Charlottesville Area Community Foundation.
- d. The draft FY21 Amended Budget will be delivered to the Commission in February for a March approval. The draft FY22 Operating Budget will be delivered to the Commission in April for a May approval. Also, in February will be a Regional Hazard Mitigation Plan update report. This plan is required for local governments to be eligible for FEMA Emergency funding.
- e. Staff is working with VDOT on a combined TJPDC and MPO project of a US 29 North Corridor Plan. TJPDC may be able to apply to VDOT for a Technical

Assistance grant for additional consulting assistance to meet V-Trans needs in this corridor. This is a combined Albemarle and Greene County project.

- f. A meeting is scheduled with area managers and leaders on December 1st to discuss possible regional cigarette tax programs.
- g. Commonwealth Transportation Board meets December 8/9 to consider the Six Year Improvement Plan that includes project budgets directly related to us; Rideshare budget (\$50k decrease), Staunton to Charlottesville Transit Service, Albemarle Transit Plan and Regional Transit Plan. Indirect to us is funding for CAT, Jaunt and Greene Area Transit. I spoke at the November 24th CTB meeting in support of the SYIP funding.
- h. Local government FY22 requests have been submitted to all member jurisdictions except Nelson and Greene which will occur in December.
- i. TJPDC staff participated on November 6th in a Chesapeake Bay clean up project with Rivanna Conservation Alliance in a cleanup of Moore's Creek.
- j. TJPDC hosted a virtual City/County/Town Managers' Breakfast for TJPDC and RRRC regional executives on November 20th.
- k. Over 80 people attended the rollout of the RHP Housing Locator Portal on November 12th.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. There will be **NO MEETING IN JANUARY**. The next Commission meeting is February 4, 2021. Unless the Governor's Emergency Order is extended beyond December 31, 2020, we will meet in person at Water Street Center. If an extension is issued, we will continue on-line virtual meetings.

9. Adjourn
