

MEMO

To: TJPDC Commissioners
From: Chip Boyles, Executive Director
Date: February 4, 2021
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since December 3, 2020

Administration

- February 4, 2021 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. Introduction of new Commission members as appointed by local member governments.

4. Consent Agenda

- a. Minutes of the December 3, 2020 Commission meeting.
- b. Calendar Year 2021 Commission Meeting Schedule
 - 1. Meeting monthly except for January and July

Staff recommends approval of the consent agenda in one vote.

5. Resolutions

- a. FY22 Rideshare Grant Application
The TJPDC applies and normally receives an annual grant from the Department of Rail and Public Transportation for the TJPDC's Rideshare and Transportation Demand Management program. Because of the decrease in activity due to COVID-19 and subsequent revenue shortfalls, this program has decreased funding from previous years but is expected to resume to full funding in FY23. The Rideshare and Van Pooling activities of the program have been reprioritized to promotion, education and advocacy of Remote Work and Work from Home activities. The grant application is due on February 1, 2021. **Staff recommends a Motion to approve the FY22 Rideshare grant application in an amount of \$139,358 with a local match provided by the member local governments of \$34,840.**

- b. The TJPDC received the award of a \$175,000 from DRPT for the development of a regional transit visioning plan as recommended by the Regional Transit Partnership. There is a 50% match of \$175,000 to be provided by Albemarle County and City of Charlottesville over a two fiscal year period. The regional visioning plan will be coordinated with work being completed by Charlottesville Area Transit, Albemarle County and Jaunt to produce a vision and direction to improve public transit within the region and especially in the urban ring area. The TJPDC will receive approximately \$35,000 to manage and provide community engagement for the project. TJPDC staff recommends you **approve the Regional Transit Visioning Plan grant award resolution in an amount of \$350,000.**
- c. The TJPDC received the award of an Albemarle County Transit Expansion Study from DRPT in the amount of \$106,215 to be matched 50% by Albemarle County. This study is to develop the financial feasibility of new transit services, of some type in the areas of Route 29 north, Pantops and Monticello. The end product of the study is to prepare a grant application by February 1, 2022 to submit to DRPT to apply for a demonstration grant to fund the implementation of the transit services to be recommended in the feasibility study. TJPDC is expected to receive approximately \$12,000 to manage the facilitate, manage and provide community engagement for the project. Staff recommends to **approve the Resolution for the Albemarle County Transit Expansion Study.**

6. New Business

- a. December Quarterly Financial Report

Dashboard Report

Net quick assets have increased to \$779,233. 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 \$239,853. (Net Quick Assets minus 5 months operating expenses: \$779,233 – \$539,380 = \$239,853)

Unrestricted Cash on Hand as of December 31, 2020 was \$308,759 or 2.86 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 \$239,953 vs \$234,599 for the same time last year.

Revenue less Expenses - We had a net Gain of \$18,723 for the month of December. This gives us a fiscal year to-date net Gain of \$34,114. Budgeted fiscal year gain/loss is \$0. We expect operating expenses to decrease with the upcoming personnel transitions and limited work due to COVID resulting in an amended budget net gain of \$91,846.

Profit & Loss. Total income through December is \$3,146,263. With 6 months or 50% of the fiscal year complete, we have received 144% of our total budgeted income. Total expenses are \$ 3,112,148 or 142% 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 budgeted amounts. The amended FY21 budget presented tonight for a March approval will reconcile and amend to more accurate projections.

Operating expenses for the same period are \$650,139 or 49% of our total budgeted operating expenses of \$1,329,108. Operating revenue through October is \$ 684,254 or 51.5% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of December 31, 2020, we have total current assets of \$1,070,096 and total fixed assets of \$21,500 giving total assets of \$1,091,596. Total assets are up by \$133,984 from the same time last year.

Total liabilities have increased from a year ago by \$58,017 with total liabilities as of December 31, 2020 of \$339,327. Total Equity has increased by \$75,967 to \$752,269 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. This report has been revised to account for several recent new contracts and contract amendments to include TJCLT amendment, 5th Street Bike/Ped Smart Scale award, Rideshare funding revision, and adding the two transit planning grants. With these amendments, we currently have \$779,614 operating funds available in contracts and grants for the fiscal year. For the remaining 6 months, we have \$129,936 available per month for operating expenses. December operating expenses were \$108,094. The 12-month average is \$107,876. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Operating expenses should decrease with staff changes beginning in February.

Staff recommends a Motion to accept the Financial Reports through December, 2020 as presented.

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.

- b. The draft FY21 Amended Budget is presented for your review, questions and comments. Approval is requested at the March Commission Meeting. The approved amended budget will be the final approved budget for FY21 to be utilized for final auditing purposes unless amended prior to June 30th. (We do not usually have to amend after the March approval.) This amended budget allows staff to make changes of budgeted revenues and expenses after 6 months of actual expenses and new contract awards. An FY21 Amended Budget Cover Sheet provides more details of the recommended changes. FY21 will be a very positive financial year for the TJPDC.

- c. The Department of Housing and Community Development who administers the Federal Community Development Block Grant program asks for regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC asks local governments and area housing agencies for notice of anticipated CDBG application for FY22. As of the end of January, we have been notified of potential projects to include a Louisa County Planning & Infrastructure Grant for affordable housing, a Nelson County grant for downtown revitalization, an Albemarle County acquisition and redevelopment grant for an affordable housing project, and one Scottsville redevelopment project. We ask that you share with your local staff to let us know of any potential CDBG applications so that they may be considered in your prioritization approval at your March Commission meeting.
- d. The TJPDC has completed the regional administration of the Regional Rental & Mortgage Relief Program through sub-grantees in the region. We have received grant approvals of \$1,813,890 for the region. We were able to expend \$1,624,356 of that amount in direct rent and mortgage relief assistance by December 30, 2020. Allotments have been made to each jurisdiction based upon a per capita formula until the last month when all remaining funds were available regionwide first come first serve to expend the funds by December 30th. TJPDC admin revenue is 5% of the final total award. 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 March 15th.
- b. The TJPDC has amended its staffing agreement with the Thomas Jefferson Community Land Trust effective January 1, 2021 as the TJCLT transitions to the Piedmont Housing Alliance. TJPDC and TJCLT have contracted to now provide one full time staff person to serve as the TJCLT Executive Director. The agreement includes office space and is billed at program rates for 40 hours per week.
- c. 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.
- d. Staff is working with VDOT on a combined TJPDC and MPO project of a US 29 North Corridor Plan. This is a combined Albemarle and Greene County project.
- e. Regional Cigarette Tax Program - A meeting is scheduled with area managers and finance directors in early February. Staff has conferred with legal counsel and is expecting to present a proposal to the Commission to offer the regional administration of the cigarette tax collection, enforcement and management for participating localities within and outside of our immediate region.
- f. Commonwealth Transportation Board met in January to receive VDOT recommendations for FY22 Smart Scale. The TJPDC region received 14 of the 20 recommended projects for the Culpeper District. While there is no direct funding for the TJPDC, this is a huge success for our transportation planners. Also, approved in the Six Year Improvement Plan included the Staunton to Charlottesville Transit Service, Albemarle Transit Plan and Regional Transit Plan. Indirect to us is funding for CAT, Jaunt and Greene Area Transit.

- g. Water Street Center – No public meetings have been allowed in Water Street Center since the pandemic declaration. TJPDC will be allowing the United Way, following very strict protocols for safety and cleaning, be using the Water Street Center to provide their annual Tax Filing program for eligible families. The Water Street Center will be unavailable for any other use from February 1st through April 15th. (Unless the TJPDC Commission decides to hold in-person meetings, which there is a cleaning protocol to take place before and after that meeting.)

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- 9.** The Commission is asked for a Closed Session to discuss the resignation of the Executive Director and transition to an Interim Director. After discussion, the Commission may consider in open session, a Resolution appointing the Interim Director. The required motion and vote are included in the agenda packet.
- 10.** Consider a resolution appointing an Interim Executive Director.

The next Commission meeting is March 4, 2021.

Adjourn
