

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Interim Executive Director
Date: March 4, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since February 4, 2021

Administration

- March 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. FY22 Rideshare Work Program and Grant Application – Sara Pennington
- b. FY22 Rural Transportation Work Program & Budget DRAFT – Sandy Shackelford
- c. Route 29 North Corridor Study – Jessica Hersch-Ballering

- 4. Consent Agenda**

- a. Minutes of the February 4, 2021 Commission meeting
- b. January Financial Reports

Dashboard Report

Net quick assets have increased to \$782,692. 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 \$244,427. (Net Quick Assets minus 5 months operating expenses: $\$782,692 - \$538,265 = \$244,427$)

Unrestricted Cash on Hand as of January 31, 2021 was \$253,567 or 2.36 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 \$277,760 vs \$285,310 for the same time last year.

Revenue less Expenses - We had a net Gain of \$603 for the month of January. This gives us a fiscal year to-date net Gain of \$34,981. Budgeted fiscal year gain/loss is \$0. We expect operating expenses to decrease with the personnel transitions and limited work due to COVID resulting in an amended budget net gain of \$103,094.

Profit & Loss. Total income through January is \$3,315,541. With 7 months or 58% of the fiscal year complete, we have received 150% of our total budgeted income. Total expenses are \$3,280,559 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 approval will reconcile and amend to more accurate projections.

Operating expenses for the same period are \$754,765 or 57% of our total budgeted operating expenses of \$1,329,108. Operating revenue through January is \$789,746 or 59.4% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of January 31, 2021, we have total current assets of \$1,075,941 and total fixed assets of \$20,932 giving total assets of \$1,096,873. Total assets are up by \$77,691 from the same time last year.

Total liabilities have increased from a year ago by \$5,603 with total liabilities as of January 31, 2021 of \$343,737.54. Total Equity has increased by \$72,088 to \$753,135 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$705,799 operating funds available in contracts and grants for the fiscal year. For the remaining 5 months, we have \$117,633 available per month for operating expenses. January operating expenses were \$104,616. The 12-month average is \$107,653. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Operating expenses should decrease with staff changes that began in February.

Included in your packet is an FY20 Audit Governance Letter from the TJPDC Auditors, Robinson Farmer Cox. This letter provides a final statement of the FY20 Financial Audit reviewing the completed responsibilities, time schedule and scope of the audit. No action is required.

Staff recommends approval of the consent agenda in one vote.

5. Resolutions

- a. FY21 Amended Annual Operating Budget - Staff is recommending an amended budget for FY21 that reflects more accurate revenues and expenses based upon the previous 7 months experience of FY21. Upon adoption, this amended budget will become the FY21 Operating utilized for audit and reporting purposes. There are several changes within the amended budget detailed in the February 2021 commission packet to account for new or ended projects and their associated revenues and expenses. Further, there are several minor changes to the draft

Amended budget that was presented in the February commission meeting to account for updated revenues and expenses. More detail is provided in the attached Budget Memo. **Staff recommends a motion to adopt the FY21 Amended Budget as presented.**

- b. VDOT Technical Consultant Assistance for Route 29 North Corridor Study – The Route 29 Corridor Study will be completed with funding from both the MPO and Rural program across approximately 18 months in FY21 and FY22. In FY21, the MPO has budgeted approximately \$30,000 and the rural program has budgeted \$20,000. FY22 funding is yet to be determined as it will come through the FY22 Unified Planning Work Program (UPWP). The study area extends from Airport Road to Route 33 in Ruckersville and includes the Charlottesville-Albemarle Airport and the UVA Research Park. VDOT has funding available to conduct planning studies for high priority areas as identified in Virginia’s Office of Intermodal Planning and Investment (OIP10 multimodal transportation plan (VTRANS)). **Staff recommends a motion to approve the request for VDOT Technical Assistance for the North 29 Corridor Study.**
- c. 2021 CDBG Regional Priorities – 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 asked local governments and area housing agencies for notice of anticipated CDBG application for 2021. Albemarle County, Scottsville, Nelson County, and Louisa County all sent staff anticipated projects for FY22 which are included on the Regional Priority Worksheet. **Staff recommends a motion to approve the 2021 CDBG Regional Priorities.**

6. New Business

- a. Interim Executive Director – 100-day plan

7. Interim Executive Director’s Monthly Report

- a. The draft FY22 Operating Budget will be delivered to the Commission in April for a May approval.
- b. The Urban Rivanna River Corridor Study – Staff has completed a full draft of Urban Rivanna River Corridor Study. It is currently being reviewed by Albemarle County and Charlottesville City staff. TJPDC staff anticipates finalizing recommendations by the end of the fiscal year and then soliciting public comment and review.
- c. 5-year Thomas Jefferson Solid Waste Planning Unit Update – TJPDC staff are currently working on initial data collection for the plan. A working group has been developed and they will meet monthly to guide the updates. The plan will be brought before the commission in August/September 2021 for review and consideration for approval. The plan is due to be submitted to DEQ by October 2021.
- d. Regional Housing Plan draft – TJPDC staff are diligently working on the Regional Housing Plan to incorporate a draft comprehensive plan housing chapter for each jurisdiction with recommendations for addressing housing needs. Additionally,

there will be a regional chapter, which highlights regional housing priorities and strategies. The Strategies and Analysis Committee of the Regional Housing Partnership have been instrumental in guiding the work on the plan. The final draft is expected to be completed by April 1, 2021. It will be presented to each jurisdiction for review and then go to the Regional Housing Partnership for their recommendation to the Commission for approval.

- e. Porchlight Update – Regional Affordable Housing Locator Website – As of February 23rd, PorchLightVA has had a total of 12,766 individual searches in the past 365 days, with 2,154 occurring in 2021. There are currently 197 listings in the region by 76 landlords. TJPDC staff continues to monitor the listing and search statistics and will update the Regional Housing Partnership and the Commission intermittently.
- f. Water Street Center – No public meetings have been allowed in Water Street Center since the pandemic declaration. TJPDC allows the United Way, following very strict protocols for safety and cleaning, to use 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, for which there are strict cleaning protocols for before and after the meeting.)

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is April 1, 2021. Items for next meeting include, but are not limited to: i) Presentation of Draft FY22 Operating Budget, ii) Public Hearing – HOME Annual Action Plan, iii) Final FY22 Rural Transportation Work Program and Budget, and iv) Albemarle Transit Grant Resolution.

Adjourn
