MEMO

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: April 1, 2021
Re: Interim Executive Director's Report

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

Administration

- April 1, 2021 Meeting Agenda

  1. **Call to Order**
     a. Reading of the Electronic Meeting Notice

  2. **Matters from the Public**
     a. Comments from public – limited to no more than 2 minutes per person
     b. Comments received via written and electronic communication

  3. **Presentations**
     a. Regional Cigarette Tax/Memo – David Blount
     b. FY22 RMPO Unified Planning Work Program (UPWP) Update - Sandy Shackelford
     c. Albemarle County Transit Expansion Grant Consultant Selection – Jessica Hersch-Ballering

  4. **Consent Agenda**
     a. Minutes of the March 4, 2021 Commission meeting
     b. February Financial Reports

     Dashboard Report

     Net quick assets have decreased to $779,333. 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 $244,698. (Net Quick Assets minus 5 months operating expenses: $779,333 – $534,634 = $244,698)

     Unrestricted Cash on Hand as of February 28, 2021 was $265,074 or 2.48 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 $251,513 vs $361,200 for the same time last year.

Revenue less Expenses - We had a net Gain of $8,647 for the month of February. This gives us a fiscal year to-date net Gain of $43,346. Budgeted fiscal year gain/loss is $0 (as of February 28, 2021). 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 February is $3,466,538. With 8 months or 67% of the fiscal year complete, we have received 159% of our total budgeted income. Total expenses are $3,423,192 or 157% 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 approved March 4, 2021 will reconcile and amend to more accurate projections in the March financials.

Operating expenses for the same period are $854,371 or 64% of our total budgeted operating expenses of $1,329,108. Operating revenue through February is $897,717 or 68% of the budgeted operating revenue of $1,329,108.

Balance Sheet. As of February 28, 2021, we have total current assets of $1,123,497 and total fixed assets of $20,196 giving total assets of $1143,693. Total assets are up by $157,368 from the same time last year.

Total liabilities have increased from a year ago by $85,109 with total liabilities as of February 28, 2021 of $382,193. Total Equity has increased by $72,259 to $761,500 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have $602,226 operating funds available in contracts and grants for the fiscal year. For the remaining 4 months, we have $150,556.50 available per month for operating expenses. February operating expenses were $99,605. The 12-month average is $106,927. 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.

Staff recommends approval of the consent agenda in one vote.

5. **Resolutions**
   a. FY22 Rural Transportation Work Program - Staff is recommending approval of the final FY22 Rural Transportation Work Program. We anticipate receiving $58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates a 20% match, equivalent to $14,500. FY22 will focus on the 29 North Corridor Plan, the development of Smart Scale project funding assistance, and rural transportation program strategic planning. Staff recommends a **motion to approve the FY22 Rural Transportation Work Program as presented.**

b. Albemarle Transit Grant Consultant Selection – Staff is recommending approval of the resolution to enter into contract negotiations and authorizing the Interim Executive Director to commit to a resulting contract with the preferred consultant for the Albemarle County Transit Expansion Feasibility Study and Implementation Plan. The project budget is $106,215, with $53,108 approved by the Commonwealth Transportation Board in December, 2020 for a Virginia Department of Rail and Public Transportation grant to be matched with $53,107 of local funds from Albemarle County. The TJPDC will serve as the project sponsor. **Staff recommends a motion to approve the resolution authorizing the Interim Executive Director to engage in contract negotiations and enter into a contract with the preferred consultant for the Albemarle Transit Expansion Feasibility Study and Implementation Plan.**

6. **New Business**
    a. Appointment of Nominating Committee for FY22 TJPDC Officers
        i. The TJPDC elects officers at its June meeting. The Chair normally appoints a nominating committee in April or May. Current officers are:
            1. Dale Herring, Chair
            2. Jesse Rutherford, Vice Chair
            3. Keith Smith, Treasurer
            4. Chip Boyles, Secretary
    b. Presentation of the FY22 Operating Budget Draft
        i. Details of the FY22 operating budget are provided in a cover member. The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year, however, it also will be reviewed in November or December of 2021. This will be the second year in a row that staff will be considering using reserved savings to balance the budget, an amount of $41,000. However, expenses in excess of revenues can be attributed to one-time expenses due to leadership transitions. No increases are proposed to our local government membership. Federal and State increases to programs through the American Recovery Plan Act of 2021 may present opportunities for the TJPDC. One project of $60,000 would allow the TJPDC to hire a much-needed planner position. An additional $41,000 would prevent the TJPDC from using reserved savings to balance the budget. Staff will bring the FY22 Operating Budget draft before the commission at the May meeting for consideration/approval.

7. **Interim Executive Director's Monthly Report**
    a. The TJPDC staff continues to work intermittently from the office and remotely. Leadership will continue to monitor the COVID-19 pandemic to inform the decision to open to in-person work/meetings or delay opening. Staff vaccinations are a driving factor to determine the safety to return to work.
    b. Staff is working with VDOT on the combined MPO/Rural Transportation project of a US29 North Corridor Plan. VDOT recently received approval of the scope of work and issuance of the Notice to Proceed from Central Office of the Transportation and Mobility Division of VDOT. The scope of work includes $228,462.47 in direct consulting from Kittelson Associations, Inc. Charles Proctor will serve as the VDOT Task Manager. $51,000 from the MPO and $30,000 from

the Rural Transportation program will be committed to completing the study. TJPDC staff will be working with Albemarle and Greene counties to establish an overall vision for the corridor, ensuring that recommendations consider land use, community priorities, and policy implications.

c. Housing Speaker Series – The Regional Housing Partnership held its first virtual speaker session in a 4-part series on Zoning Hurdles and Incentives to developing affordable housing. The session had 65 participants and was very well received. The remaining 3 session topics include: Affordable Housing Pro Formas, Transportation and Housing, and Equity and Housing. Details on the free sessions can be found on the TJPDC website under our housing program.
d. The TJPDC is in the beginning phases of updating the regional Natural Hazard Mitigation Plan. A working group made up of planning and emergency response staff is meeting monthly, and staff is currently developing a survey to provide the first opportunity for public engagement. The plan is required by the Federal Emergency Management Agency (FEMA) in order for localities to be eligible for certain mitigation grant programs. FEMA requires the plan to be updated every five years.
e. 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 May 6, 2021. Items for next meeting include, but are not limited to: i) Resolution – FY22 Operating Budget and Work Plan for Approval, ii) Public Hearing and Resolution – Annual Action Plan – HOME, iii) Resolution – Inter-Governmental Review and Support for Housing Preservation Grant (HPG), and iv) TJPDC Officer Slate Notice from Nominating Committee.

Adjourn