

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: May 6, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since April 1, 2021

Administration

- May 6, 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. PUBLIC HEARING – HOME Annual Action Plan – Shirese Franklin
 - i. A summary memo, power point presentation, and a draft of the annual action plan are included in the meeting packet.
 - b. Urban Rivanna River Plan Update – Sandy Shackelford
 - i. A summary memo is included in the meeting packet.
 - c. Legislative Update – David Blount
 - i. A summary memo is included in the meeting packet.
 4. **Consent Agenda**
 - a. Minutes of the April 1, 2021 Commission meeting
 - b. Quarterly Financial and Activity Reports – March 2021

Dashboard Report:

Net quick assets have increased to \$814,363. Based upon the twelve-month average for operating expenses, we have over 7.5 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$287,385. (Net Quick Assets minus 5 months operating expenses: \$814,363– \$526,978 = \$287,385)

Unrestricted Cash on Hand as of March 31, 2021 was \$318,247 or 3.02 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 \$259,965 vs \$445,679 for the same time last year.

Revenue less Expenses - We had a net Gain of \$52,771 for the month of March. This gives us a fiscal year to-date net Gain of \$96,208. March's significant gain can be attributed to decreased operating expenses due to personnel transitions, as well as unbudgeted revenue for the Cherry Avenue expanded scope of work. Additionally, several programs increased momentum with 5-year updates planned. With decreased expenses and the increase in revenues anticipated through FY21, staff expects a budgeted net gain of \$103,094.

Profit & Loss. Total income through March is \$3,671,487. With 9 months or 75% of the fiscal year complete, we have received 84% of our total budgeted income. Total expenses are \$3,575,278 or 83% of the budgeted total expenses of \$4,286,214. The amended FY21 budget approved March 4, 2021 reconciled and amended to more accurate projections in the March financials.

Operating expenses for the same period are \$948,492 or 71% of our total budgeted operating expenses of \$1,335,337. Operating revenue through March is \$1,044,700 or 73% of the budgeted operating revenue of \$1,438,431.

Balance Sheet. As of March 31, 2021, we have total current assets of \$1,162,829 and total fixed assets of \$19,459 giving total assets of \$1,182,288. Total assets are up by \$151,375 from the same time last year.

Total liabilities have increased from a year ago by \$48,174 with total liabilities as of March 31, 2021 of \$367,925. Total Equity has increased by \$103,201 to \$814,363 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$442,749 operating funds available in contracts and grants for the fiscal year. For the remaining 3 months, we have \$147,583 available per month for operating expenses. March operating expenses were \$94,122. The 12-month average is \$105,396. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Operating expenses decreased with staff changes that began in March.

Staff recommends approval of the consent agenda in two separate votes.

5. Resolutions

- a. HOME Annual Action Plan FFY2021-2022 – The TJPDC serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville. The HOME program requires a 5-year Consolidated Plan (completed in 2018) and an Annual Action Plan. The US Department of Housing and Urban Development (HUD) allocated \$676,615 for the HOME program for federal fiscal year 2021 (October 1, 2021 through September 30, 2022). The TJPDC Commission considers adoption of the annual action plan in May of each year, prior to the required HUD submission due date of May 15, 2021. **Staff recommends a motion to approve the resolution adopting the FY21-22 HOME Annual Action Plan, as presented.**

- b. FY22 Operating Budget, Revenues, and Work Plan - Resolution – A draft FY22 Operating Budget and cover memo were presented in the April Commission meeting detailing projected revenues and expenses for FY22. There is only one change in the newly presented budget. The Thomas Jefferson Community Land Trust (TJCLT) delivered a 30-day notice to terminate the contractual agreement between the TJPDC and the TJCLT effective May 1, 2021. Therefore, the FY22 budget, as presented, removes the TJCLT line item from the budget. This change had a nominal effect on the overall budget. All other revenues and expenses are the same as presented in the April Commission meeting.

The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year. The FY22 budget contains revenues and expenditures of \$2,319,325 and requires a reserve transfer in the amount of \$54,470 to be balanced, (\$17,000 of which are covered by deferred revenues). One project of \$38,000 to the TJPDC will help to balance the budget without having to rely on using our savings. The budget includes staff salary increases in the amount of 3% and includes the addition of one full-time planner. The planner will not be hired until an anticipated revenue source is secured to cover the associated expenses. The Executive/Finance Committee recommends adoption of this budget as presented. **Staff recommends a motion to approve the FY22 Operating Budget, Revenues, and Work Plan, as presented.**

- c. Resolution to Issue Request for Proposals for Strategic Planning Consultant for the Central Virginia Regional Housing Partnership (CVRHP) – The CVRHP is nearing the end of its initial strategic priorities, as determined by a half-day workshop in the fall of 2019. Virginia Housing has a grant track that provides \$20,000 for consultants to complete a three- to five-year strategic plan for housing-related organizations. A requirement of the grant application (Due May 31, 2021) is that the CVRHP have a pre-determined consultant with all appropriate requested paperwork prepared for the May 31st submission. This resolution permits staff to issue a request for proposal for consulting agencies to complete a strategic planning effort for the CVRHP as well as take all other actions consistent with the Commission Bylaws and approved Procedures Governing Purchases to procure and facilitate the services of said consultant. A contract with the consultant will only be executed if the TJPDC is awarded the Virginia Housing Tier 1: Strategic Planning Grant. **Staff recommends a motion to approve a resolution authorizing the issuance of a request for proposal for consultant services to develop a strategic plan for the Central Virginia Regional Housing Partnership.**
- d. Resolution to Issue a Request for Proposal for a Marketing Consultant to create Rideshare Marketing Materials – The approved FY21 Rideshare budget, as approved by the Department of Rail and Public Transit (DRPT), includes funding for advertising for Rideshare/TDM. Due to the pandemic and at DRPT's request, a hold was put on all advertising activities related to the sharing of rides thus far in FY21. With the approved advertising funding, the TJPDC will purchase through a state vendor or seek proposals from consultants to develop a marketing content library for use in post-pandemic marketing and programming, to include both

digital and print materials. This resolution permits staff to issue a request for proposals for marketing consultants to develop the content library, as well as permits staff to take all other actions consistent with the Commission Bylaws and approved Procedures Governing Purchases to procure and facilitate the services of said consultant. **Staff recommends a motion to approve a resolution authorizing the issuance of a request for proposal for consultant services to develop a marketing content library for the Rideshare/TDM program.**

6. New Business

- a. Presentation of TJPDC Officer Slate from the Nominating Committee for FY22:
 - i. The TJPDC elects officers at its June meeting. The Chair appointed the nominating committee in April. Current officers are:
 - 1. Dale Herring, Chair
 - 2. Jesse Rutherford, Vice Chair
 - 3. Keith Smith, Treasurer
 - 4. Chip Boyles (or Interim Executive Director), Secretary

7. Interim Executive Director's Monthly Report

- a. MPO/SmartScale - Smart Scale Project Withdrawal - Nelson County – A Smart Scale Round 3 application was submitted by the TJPDC for an RCUT in Nelson County at Route 29/Route 6. The project was approved with an anticipated start date in 2023 and with construction completion expected in 2028. In the meantime, a Highway Safety Improvement Project (HSIP) was initiated to install traffic actuated flashing beacons, which delivered the desired reduction in total and angle crashes. The HSIP study also indicated additional safety concerns and insufficient stopping distances if the original RCUT were to be completed. Therefore, VDOT recommended cancellation of the project with remaining funds to be returned to the District. The Nelson County Supervisors voted to request the cancellation of the project in their April 13 2021 meeting. TJPDC staff submitted a letter of support for the cancellation and requested that remaining funds be reallocated to Nelson County for another Nelson County project as submitted in Rounds 3 and 4 of Smart Scale.
- b. Housing Preservation Grant – US Department of Agriculture's (USDA) Rural Division oversees the Housing Preservation Grant (HPG). The TJPDC is the recipient of annual HPG funding. – USDA is currently in the process of switching the program administration from their Single-Family Unit to Multi-Family Unit, and therefore, have not yet released the FFY21 NOFA. TJPDC staff will continue to monitor the transition and will bring necessary Inter-Governmental Review and draft applications before the Commission at an upcoming meeting.
- c. The TJPDC Corporation board will stay consistent for FY22. TJPDC Commissioner appointees include: Genevieve Keller (Charlottesville), Donna Price (Albemarle), Keith Smith (Fluvanna), Andrea Wilkinson (Greene), Bob Babyok (Louisa), Ernie Reed (Nelson).
- d. Housing Speaker Series – The Regional Housing Partnership held its second virtual speaker session in a 4-part series on Affordable Housing Pro Forms and development financing with an explanation of what is feasible to build and maintain in the housing market. The session was attended by >50 participants and

was very well received. The remaining 2 session topics include: Transportation and Housing, and Equity and Housing. Details on the free sessions can be found on the TJPDC website under our housing program.

- e. Regional Transit Partnership (RTP) Work Plan – TJPDC staff, with RTP input and feedback, created an FY22 Work Plan to include priority initiatives for the Partnership. The work plan includes supporting the two transit grants (Albemarle Expansion and Regional Vision), a peer-city virtual workshop series, preparation for a strategic plan to be completed in FY23, ongoing information sharing (guest speakers, etc.) and an equitable driver appreciation project.
- f. The Albemarle Transit Expansion and Implementation Plan grant through DRPT is kicking off. The selection committee identified Michael Baker and Foursquare (subconsultant) as the strongest proposal and TJPDC staff issued a notice to proceed. A kick-off meeting is scheduled for May 6, 2021.
- g. The Regional Transit Vision Plan grant through DRPT is also underway. A Request for Proposals was issued with a return due date of May 5th. The selection committee meets May 10th to review proposals.
- h. Virginia Housing is in the process of developing a new grant track that they would like to administer through Planning District Commissions. TJPDC staff has attended informational and focus group sessions with Virginia Housing and VAPDC to learn more. Region 10, due to its population, would be eligible for up to \$2 million dollars to develop new affordable housing units. The grant is a non-competitive grant and the TJPDC would serve as a grant-maker to administer the funds. TJPDC staff are awaiting official program guidelines and a Notice of Available Funding and will apply when it is available.
- i. The TJPDC will be utilizing up to 3 interns for the summer of 2021. One intern will work with our housing planner, Shirese Franklin, on research for the HOME consortium. A second intern will be working with our transportation planner, Jessica Hersh-Ballering, to conduct the RTP's equitable driver appreciation research. A third intern may be working with Dominique Lavorata to complete Watershed Improvement Plan deliverables.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is June 3, 2021. Items for next meeting include, but are not limited to: i) Election of TJPDC Officers, ii) Public Hearing and Resolution – Inter-Governmental Review and Support for Housing Preservation Grant (HPG), iii) Watershed Improvement Plan (WIP) Update, iv) State Master Agreement – DRPT Funding, and v) Interim Executive Director Review.

Adjourn
