

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: June 3, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since May 6, 2021

Administration

- June 3, 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
 - c. Jaunt Introduction
 3. **Presentations**
 - a. US Department of Transportation RAISE Grant – Jessica Hersh-Ballering
 - b. Interim Executive Director 100-Day Plan Update – Christine Jacobs
 4. **Consent Agenda**
 - a. Minutes of the May 6, 2021 Commission meeting
 - b. Monthly Financial Report– April 2021

Dashboard Report:

Net quick assets have increased to \$840,928. Based upon the twelve-month average for operating expenses, we have 8.13 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$324,032. (Net Quick Assets minus 5 months operating expenses: \$840,928– \$516,895 = \$324,032)

Unrestricted Cash on Hand as of April 30, 2021 was \$279,092 or 2.7 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 \$267,344 vs \$445,679 for the same time last year.

Revenue less Expenses - We had a net Gain of \$28,784 for the month of April. This gives us a fiscal year to-date net Gain of \$122,774. April's gain can be attributed to decreased operating expenses due to personnel transitions. Additionally, several programs increased momentum with 5-year updates planned.

Profit & Loss. Total income through April is \$3,843,389. With 10 months or 83% of the fiscal year complete, we have received 83.5% of our total budgeted income. Total expenses are \$3,720,616 or 87% 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 April financials.

Operating expenses for the same period are \$1,038,014 or 78% of our total budgeted operating expenses of \$1,335,337. Operating revenue through April is \$1,160,787 or 81% of the budgeted operating revenue of \$1,438,431.

Balance Sheet. As of April 30, 2021, we have total current assets of \$1,256,701 and total fixed assets of \$18,722 giving total assets of \$1,275,423. Total assets are up by \$208,628 from the same time last year.

Total liabilities have increased from a year ago by \$81,447.43 with total liabilities as of April 30, 2021 of \$434,495. Total Equity has increased by \$127,181 to \$840,928 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$439,017 operating funds available in contracts and grants for the fiscal year. For the remaining 2 months, we have \$158,110 available per month for operating expenses. April operating expenses were \$89,521. The 12-month average is \$103,379. 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 February.

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

5. Resolutions

- a. Resolution to Elect TJPDC Officers for FY22: The TJPDC bylaws state that the Commission shall elect the officers of chair, vice-chair, treasurer, and secretary at its annual meeting held in June each year. The Chair and Vice-Chair may succeed themselves in office for no more than one additional year. The Chair and Vice-Chair shall not be representatives of the same government subdivision nor shall they be elected officers of the governmental subdivision whose respective terms expire simultaneously. In the May 6 commission meeting the selection committee presented the recommended following slate of officers:

<u>Name</u>	<u>Office</u>
Jesse Rutherford (Nelson County)	Chair
Dale Herring (Greene County)	Vice-Chair
Keith Smith (Fluvanna County)	Treasurer
Christine Jacobs (Staff)	Secretary

Staff recommends a motion to approve the resolution electing the recommended slate of board directors to serve as officer of the commission for fiscal year 2022.

- b. Resolution to Elect *GO Virginia* Region 9 Council Representatives: The TJPDC Commission is the appointing body for *GO Virginia* Board appointments of a CAO and elected official from PDC Region 10. The TJPDC is currently represented on the *Go Virginia* Board by Chief Administrative Officer (CAO) Christian Goodwin, Louisa County, and elected official Tony O'Brien, Fluvanna County. Each of their first terms expire June 30, 2021 and each are both eligible for reappointment and willing to serve a second term. Further, the planning district is charged with appointing the ex-officio appointment of the current Executive Director to the Region 9 Council.

Staff recommends a motion to appoint Fluvanna County Board of Supervisor's member Tony O'Brien and Louisa County Administrator Christian Goodwin, while also approving the TJPDC Executive Director to serve as the TJPDC representatives on the *Go Virginia* Region 9 Council.

- c. Resolution to Issue Request for Proposals for Consultant Services for the Virginia Eviction Reduction Pilot (VERP) Planning Grant application through the Virginia Department of Housing and Community Development (DHCD): DHCD created the VERP planning grant to provide funding to individual localities that wish to apply for the VERP implementation grant to be released near the end of the calendar year. The Planning Grant is designed to help localities prevent evictions and will help applicants prepare necessary planning elements required for implementation. The grant is for \$50,000 with 10% administrative fees to the TJPDC. Should the TJPDC receive notice of a grant award, staff would request the services of a consultant (~\$40,000) to collect and analyze necessary eviction prevention and diversion data in the City of Charlottesville and the County of Albemarle as well as seek professional services to develop a community work plan with implementation strategies to reduce evictions. Staff will not contract with a consultant unless grant funds are awarded. A copy of the grant program guidelines is included in the meeting packet for review.

Staff recommends a motion to authorize the issuance of a request for proposal for Consultant Services for the Virginia Eviction Reduction Pilot (VERP) grant application through the Virginia Department of Housing and Community Development.

- d. Resolution to Support a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application to the US Department of Transportation to Fund a Charlottesville Regional Multimodal Transportation Station Master Plan: TJPDC transportation planner presented earlier in the meeting on the recommended re-submission of a FY21/22 RAISE grant application for no more than \$800,000 for the creation of a master plan to address capacity, safety, and accessibility issues at Charlottesville Union Station and the surrounding site.

Staff recommends a motion to support a RAISE grant application to the US Department of Transportation to Fund a Charlottesville Regional Multimodal Transportation Station Master Plan.

6. New Business

- a. Remote Meeting Participation Policy – David Blount: The Virginia Freedom of Information Act permits individual members of a body to participate in public meetings through electronic means if such participation is authorized through an adopted written policy. In May 2020, the Commission adopted a Remote Meeting Policy to allow meetings to be held without members physically present during a declared state of emergency. However, the Commission has not adopted a policy, as enabled in 2018, to authorize remote participation by members at Commission meetings when a quorum is physically assembled.

Staff recommends that the Commission adopt the Remote Electronic Participation Policy as authorized by subsection C of § 2.2-3708.2 of the Code of Virginia.

7. Interim Executive Director's Monthly Report

- a. TJPDC staff will submit a \$2M grant application to Virginia Housing's Planning District Commission Housing Development Program Grant on June 4, 2021. The 3-year grant supports PDCs as intermediaries in order to
 - Promote regional approaches to housing project/program planning and development
 - Enhance collaboration between regional and local organizations comprising the housing delivery network, and
 - Strengthen PDC capacity to address housing opportunities identified in state studies as well as Virginia Housing's Strategic Plan

The grant requires that 'new affordable units' will be developed (in partnership with nonprofit, public, and/or private developers). The TJPDC would serve as a 'grant-maker', ensuring that a developer meets all program guidelines. The grant is designed such that the first 8-12 months are intended for 1) identifying local housing priorities, goals, strategies, and available resources, 2) identifying and selecting partners, 3) developing necessary programming, guidelines, contracts, MOUs, etc., 4) developing an action plan and financial plan in coordination with a development partner, and 5) identifying opportunities for innovation, eco-friendly, and universal design elements. The grant requires that a minimum of 10 units are developed for each \$1M awarded. Virginia Housing anticipates issuing notices of grant awards by June 30, 2021. This is a non-competitive grant and Virginia Housing has committed to supporting Planning District Commissions in both the application and development phases.

- b. The US Department of Housing and Urban Development (HUD) allocated \$2,452,270 in FY2021 HOME Investment Partnership – American Rescue Plan (HOME-ARP) funds (in addition to the annual HOME award). The one-time funding will be available for expenditure until September of 2030. HOME-ARP funds will not be available until HUD has issued an implementing notice and subsequently reviewed and accepted a substantial amendment to the FY2021 Annual Action Plan. TJPDC staff will be consulting with the member governments and appropriate housing service-providers to identify unmet needs among target populations and to consider potential uses of HOME-ARP funds and to position the TJPDC to design and implement the new program expeditiously.

- c. Nelson County has contracted with the TJPDC to prepare two Transportation Alternative Program (TAP Grants). One grant is for sidewalk infrastructure in downtown Lovington and the other is to build a foundation for the historic Gladstone Train Depot station's relocation. Applications are accepted on a biennial cycle and a pre-application is required by July 1. VDOT will review pre-applications on a continuous basis for approval. Final applications are due October 1, 2021.
- d. Housing Speaker Series – The Regional Housing Partnership held its third virtual speaker session in a 4-part series on Transportation and Affordable Housing. The session was attended by 65 participants and was very well received. The remaining session topic includes: Equity and Housing. Details on the free sessions can be found on the TJPDC website under our housing program.
- e. Jaunt Site Visit – 5 TJPDC staff members participated in a Jaunt Site Visit. The visit was intended to learn more about Jaunt's regional operations, view their facilities, meet staff leadership, and build relationships. Staff is planning on arranging for a similar visit to Charlottesville Area Transit and University of Virginia Transit.
- f. Staff continues to work remotely with several staff working in the office a few days a week. An expected return to work date is July 6. Staff will be expected to be in the office a minimum of 2 days per week (on a rotating schedule). We will continue to monitor the Governor's direction on the state of emergency and its effect on our ability to hold meetings remotely.
- g. Staff has advertised a full-time Planner I/II position to increase our staff capacity in anticipation of the \$2M grant award from Virginia Housing. We have received several applications and will be moving forward with narrowing down candidates for the position in the month of June. A candidate will not be hired until we receive official notification of a grant award. Information about the position as well as an online application can be found at: <https://tjpd.org/apply>.
- h. The Regional Broadband Partnership met on May 21. With guidance on the use of American Rescue Plan (APR) Act funding for broadband infrastructure having been released earlier in the month, members heard from the state's broadband team about this and other funding opportunities. There also was an update from Gary Wood (CVEC) on the CVEC/Firefly/Dominion/REC Partnership and the broadband planning and work being done in each of our region's counties.
- i. Regional Cigarette Tax – At this time, seven counties in our broader region have endorsed resolutions expressing interest in participating in regional cigarette tax administration. Discussions and work continue with the various county staff toward standing up a regional cigarette tax board.
- j. The Virginia Association of Planning District Commissions (VAPDC) is presenting a series of educational and information programs throughout the summer. These four virtual sessions will feature engaging speakers addressing timely topics being discussed in our communities, including housing opportunities, election analysis and broadband. The TJPDC can cover the nominal registration costs of these events for Commissioners who may want to attend. Additional information is available on the [VAPDC website](#).

8. Closed Session - *per Code of Virginia 2.2-3711 A.1.

- a. Employee – Individual Employee(s) Discussion
- b. *Public Session Resumes
*Personnel Actions to take place in Public Session

9. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is August 5, 2021. Please note: **There is no July Commission meeting.** Items for August meeting may include, but are not limited to: i) Public Hearing, IGR, and Approval of Pre-Application Resolution – Housing Preservation Grant, ii) State Master Agreement – DRPT Funding, iii. Draft Solid Waste Plan, iv) Watershed Improvement Plan Update, and v) Delivery of Draft FY23 Projected Budget.

Adjourn
