

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: October 7, 2021
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since September 2, 2021

Administration

- October 7, 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. VATI Update – David Blount
- b. Redistricting – David Blount

4. **Consent Agenda**

- a. Minutes of the September 3, 2021 Commission Meeting
- b. Minutes of the September 21, 2021 Special Session Commission Meeting
- c. Monthly Financial Report– August 2021

Dashboard Report:

Net quick assets have increased to \$886,917. Based upon the twelve-month average for operating expenses, we have 8.90 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$388,709. (Net Quick Assets minus 5 months operating expenses: $\$886,917 - \$98,208 = \$388,709$).

Unrestricted Cash on Hand as of August 31, 2021 was \$295,072 or 2.96 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 \$295,072 vs \$277,980 for the same time last year.

Revenue less Expenses - We had a net gain of \$7,223 for the month of August. This gives us a fiscal year to-date net gain of \$18,067. The budgeted fiscal year gain/loss is \$0.

Profit & Loss. Total income in August was \$155,936. With 2 month or 17% of our fiscal year complete, we have received 13.4% of our total budgeted income. Total expenses for August were \$90,759. We have expended or 14% of our budgeted operating expenses of \$1,316,143.

Total pass-thru expenses in August were \$57,954. The cumulative net gain for FY22 is \$18,067.

Balance Sheet. As of August 31, 2021, we have total current assets of \$1,356,540 and total fixed assets of \$15,338 giving total assets of \$1,341,878.

Total liabilities have increased from a year ago by \$103,000 with total liabilities as of August 31, 2021 of \$509,364. Total Equity has increased by \$136,443 to \$862,514 since the same time last year.

Accrued revenues of existing grant and contract balances for FY22 are shown. As of August 31, 2021 we have \$1,971,404 in grant funds remaining. For the remaining 10 months we have \$101,040 available per month for operating expenses. August operating expenses were \$90,759. The 12-month average is \$99,642. The accrued revenue is updated monthly and adjusted for new grants & contracts and fiscal year roll-over funding.

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

5. Resolutions

- a. Consideration of FY23 Projected Budget and Local Revenues; FY23 Projected Budget Resolution

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. Charlottesville and Albemarle have asked for funding requests in October. This requires the TJPDC to approve a Projected Budget at their October meeting. The projected totals, revenues, and local funding requests along with a resolution are provided in the meeting packet. An official FY23 budget will be presented to you in April/May 2022.

The FY23 Projected Budget is a balanced budget with assumptions of known revenue sources and expenses as well as expected/anticipated revenue sources and expenses. It does not anticipate a per capita rate increase for the local governments; however, it does include a local contribution to support the Regional Housing program (similar to that of the Regional Transit program). It assumes an average of a 3% increase in staff salaries; however, staff intends to do a market comparison of the TJPDC's compensation which may result in changes to the projected personnel expenses if supported by the Commission. The official FY23 operating budget will change when additional grant programs are identified and when rollover amounts from current grants are known. The FY23 Projected Budget includes \$3,603,239 in revenues and \$3,603,239 in expenses.

Staff recommends approval of the FY23 Projected Operating Budget and Local Government Contribution Rate.

- b. Resolution for Adopting the Thomas Jefferson Solid Waste Planning Unit (TJSWPU) 2021-2026 Solid Waste Management Plan

The TJSWPU 2021-2026 includes a description of existing and projected solid waste needs and facilities, as well as a plan for management of the solid waste generated by residential, industrial, and commercial activities of the TJSWPU, which is made up of the Counties of Albemarle, Greene, and Fluvanna, the City of Charlottesville, and the towns of Scottsville and Stanardsville. The plan meets the Department of Environmental Quality's solid waste planning requirements for each locality in the planning unit by describing existing and proposed solid waste management systems that support the hierarchy of source reduction, reuse, recycling, resource recovery, incineration, and landfilling.

Staff recommends adopting the TJSWPU 2021-2026 Solid Waste Management Plan.

6. New Business

- a. None

7. Interim Executive Director's Monthly Report

- a. **Staffing update** – We are currently advertising for both a full-time Planner I/II and full-time Planner III/IV position to support various programs. Interviews are currently underway for the Planner III/IV transportation planner position.
- b. **Legislative** – Staff has been making draft revisions to the regional program and the revised version will be distributed to elected officials and key staff in early October. Staff is also working with several localities on legislative initiatives for introduction at the next General Assembly. There will be a short legislative report previewing the 2022 legislation session at your December meeting. Further, staff will be analyzing state and local results from the upcoming November elections and will have information available at your November meeting.
- c. **Housing** – i) The Central Virginia Regional Housing Partnership (CVRHP) will hold its first virtual Housing Speaker Series on October 21st from 12pm to 1:30 pm. The session's topic is "TJPDC Regional Housing Roundtable" and will include speakers from Charlottesville, Albemarle, Fluvanna, and Greene County. Registration information can be found [here](#). ii) The CVRHP was selected to participate in a panel presentation at the Virginia Governor's Housing Conference. The TJPDC will have 3 staff members attending the conference and the chair and vice chair of the partnership will be panelists. iii) Staff is currently developing a request for Proof of Concepts in order to assess the potential project partners for the VA Housing \$2M development grant. Staff will solicit for submission at the end of October or early November. iv) Staff is receiving final products from the consultants for the Virginia Eviction Reduction Pilot by mid-October. The work products will be used to support an implementation grant for VERP once program guidelines and the application are released. v) The HOME CAPER was submitted to HUD on September 27th. Staff are awaiting HUD's feedback. vi) The TJPDC received notification that we were awarded \$156,595 in Housing Preservation Grant funds for FFY21.

- d. **Environment** – i) The Rivanna River Basin Commission held its annual Board meeting and Conference on September 24th. The conference included a highly informative presentation from the Alliance for the Bay and VA DEQ on a Local Government Guide to the Chesapeake Bay. ii) Staff submitted the 2022 Watershed Improvement Program (WIP) Scope of Work to the VA Department of Environmental Quality at the end of September.
- e. **Transportation** – i) Staff submitted two Transportation Alternative Program (TAP) applications on behalf of Nelson County on October 1st; one for sidewalk improvements on Front Street in Lovingston and the other for the Gladstone Depot. ii) A request for proposals was issued for RideShare to develop marketing guidance. Proposals were due October 1st. Staff is in the process of reviewing the proposals to select a consultant. Additionally, Rideshare, in partnership with Jaunt, CAT, and University Transit has launched a collaboration to promote ‘Try Transit’ month. A promotional campaign will occur during the month of October. iii) Staff and VDOT held the first public meeting for the North 29 Corridor Study on September 9th. There were approximately 60 people in attendance. iv) The Regional Transit Vision Plan is underway. The first of two stakeholder meetings was held October 7th and was live-streamed for the public. The public will have opportunities to engage in the visioning process later this fall/winter.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, November 4, 2021. Items for the November meeting may include, but are not limited to: i) FY21 Annual Audit. Items for the December 2, 2021 meeting may include, i) CY22 Commission Meeting Agenda ii) FY23 Rideshare Work Program, iii) 2021 Legislative Update.

Adjourn
