

MEMO

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

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since October 7, 2021

Administration

- November 4, 2021 Meeting Agenda

- 1. Call to Order and Roll Call**

- 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. FY21 Annual Financial Report – David Foley, Robinson, Farmer, Cox

For FY21, the TJPDC had total revenues of \$4,183,206 and total expenditures of 4,057,294 resulting in a general fund balance increase of \$125,912. The FY21 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 55% compared to 66% in FY20. During FY21, the Commission's net position increased by \$116,212.

- b. TJPDC 50th Anniversary and Elections Update– David Blount

- 4. Consent Agenda**

- a. Minutes of the October 7, 2021 Commission Meeting
- b. Monthly Financial Report– September 2021

Dashboard Report:

Net quick assets have decreased \$526 to \$886,391. Based upon the twelve-month average for operating expenses, we have 8.98 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$392,987. (Net Quick Assets minus 5 months operating expenses: \$886,391 – \$493,405 = \$392,987).

Unrestricted Cash on Hand as of September 30, 2021 was \$342,270 or 3.47 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 \$263,422 vs \$220,150 for the same time last year.

Revenue less Expenses - We had a net gain of \$2,583 for the month of September. This gives us a fiscal year to-date net gain of \$21,397. The budgeted fiscal year gain/loss is \$0.

Profit & Loss. Total income in September was \$180,746. With 3 month or 25% of our fiscal year complete, we have received 21.3% of our total budgeted income. Total expenses for September were \$78,195. We have expended or 21.7% of our budgeted operating expenses of \$1,316,143.

Total pass-thru expenses in September were \$75,613. The cumulative net gain for FY22 is \$21,397.

Balance Sheet. As of September 30, 2021, we have total current assets of \$1,311,615 and total fixed assets of \$14,601 giving total assets of \$1,326,216.

Total liabilities have decreased from a year ago by \$203,789 with total liabilities as of September 30, 2021 of \$460,372. Total Equity has increased by \$138,820 to \$865,844 since the same time last year.

Accrued revenues of existing grant and contract balances for FY22 are shown. As of September 30, 2021, we have \$2,057,862 in grant funds remaining. For the remaining 9 months we have \$116,285 available per month for operating expenses. September operating expenses were \$102,551 (due to the audit). The 12-month average is \$98,681. The accrued revenue is updated monthly and adjusted for new grants & contracts and fiscal year roll-over funding.

- c. FY21 Financial Report & Audit – Description in item 3a above.

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

5. Resolutions

None

6. New Business

- a. None

7. Interim Executive Director's Monthly Report

- a. **DHCD FY22 Annual Funding Contract and FY21 Annual Report** – The Commonwealth's Planning District Commissions are required by the Regional Cooperation Act of Virginia Code 15.2-4200 to submit an annual report to the Department of Housing and Community Development (DHCD) that contains a description of activities of the previous year, adherence to requirements of the Act

and a budget and accounting of revenues and expenses. Attached is the TJPDC Annual Report for FY21 as well as the annual funding contract for FY22. The FY22 contract reflects an increased payment of \$14,000 from FY21, thanks to a successful initiative of the Virginia Association of Planning District Commission (VAPDC).

- b. **Staffing update** – We are currently interviewing for both a full-time Planner I/II and full-time Planner III/IV position to support various programs.
- c. **Legislative** – Staff is meeting with local governing bodies during November and December to present the draft regional legislative program for approval. Once the program is finalized in early-to-mid December, it will be widely distributed and posted on the TJPDC website. Staff continues to work with several localities on legislative bills/initiatives; draft requests for bills to be introduced by the first day of the legislative session must be submitted to legislative staff in Richmond by the end of November. Finally, staff will provide a short legislative report previewing the 2022 General Assembly at your December meeting.
- d. **Housing** – i) The Central Virginia Regional Housing Partnership (CVRHP) held its first virtual Housing Speaker Series on Oct 21st with 70 attendees. The second session in the series, “Rural Housing Challenges and Solution” will be held on November 16th from 12pm to 1:30 pm. Commissioner Rutherford will be one of the panelists. 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. Commissioner Smith and Commissioner Gallaway will attend as panelists in the role of chair and vice chair of the partnership. iii) Staff released a request for Concepts in order to assess the potential project partners for the VA Housing \$2M development grant. Proposals are due to be submitted by November 22nd. Staff will then invite priority projects to submit a formal application for grant funding. iv) Staff has submitted the final work products for the Virginia Eviction Reduction Pilot (VERP) planning grant. Staff is preparing to apply for VERP implementation funding to support coordinated eviction prevention initiatives in Charlottesville and Albemarle. v) The CVRHP (through the TJPCD) was awarded \$20,000 from Virginia Housing to complete a 3–5-year strategic plan. A kickoff meeting was held November 1st.
- e. **Environment** – i) The Hazard Mitigation work group is meeting monthly to assess potential risks. A public survey is available [here](#).
- f. **Transportation** – i) Consultants for the Regional Transit Vision plan completed the first stakeholder meeting. They have completed the transit propensity and land use assessments. A public meeting is scheduled on November 18th at 6:30 pm. There are two surveys (in both English and Spanish) on the [website](#) to gather community and stakeholder input on the vision for transit in the region. ii) Hive Creative Group was selected as the consultant for RideShare to develop marketing guidance. Additionally, RideShare, in partnership with Jaunt, CAT, and University Transit has launched a collaboration to promote ‘Discover Transit’ month. A promotional campaign with ‘Discover Transit’ [videos](#) was completed in the month of October. iii) A stakeholder meeting on the North 29 Corridor Study was held on October 26th to review existing conditions and discuss priority intersections for the study. iv) MPO staff continues to develop Smart Scale projects and is convening a stakeholder group for the Rivanna River Bike/Ped bridge. Further, the MPO is developing performance targets for FY23.

8. Other Business

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

Adjourn
