

Commissioner Orientation

TJPDC Commission Meeting February 10, 2022



Thomas Jefferson Planning District Commission

TJPDC – History

- Planning District Commissions were established by the General Assembly in 1969.
- TJPDC formally created in 1972.
- There are 21 PDCs and Regional Commissions in Virginia.
- Commissions are made up of elected officials and citizens appointed by local governments.
- The TJPDC is directed by a twelve-member board, consisting of two representatives appointed by each local governing board, more than half of whom must be local elected officials.

Thomas Jefferson Planning District Commission

TJPDC – Mission

The Thomas Jefferson Planning District Commission serves our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions.

- *Regional Vision*
- *Collaborative Leadership*
- *Professional Service*

Thomas Jefferson Planning District Commission

TJPDC – Vision

ORGANIZATIONAL VISION

TJPDC's vision is to be the intersection of ideas, partnerships and support creating a cohesive regional community.

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TJPDC – Members

- City of Charlottesville
- Albemarle County
- Fluvanna County
- Greene County
- Louisa County
- Nelson County

**Meets the 1st Thursday of every month at 7:00 pm (except July and January).*

**Annual meeting and election of officers every June.*

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Enabling Legislation

Regional Cooperation Act of 1995

- Geographic regions established by the state
- Membership must be at least 51% elected
- Towns may be members upon request
- Universities may be members with legislative approval
- Must adopt a strategic plan (FY19-FY23)
- Must submit annual updates of plan

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TJPDC – Bylaws

- Latest version – 2003 *Updated 2017*
- Establishes the name
- Members
- Meeting dates & special meetings
- Quorum is at least 7 commissioners
- Equal votes
- Officers of chair, vice chair, treasurer & secretary
- Chair and vice can not be from same local government
- May have Standing & Special Committees

Thomas Jefferson Planning District Commission

TJPDC By-Laws

- April nominating committee for officers
- Officers elected at annual meeting in June
- Executive Director is appointed to manage day to day operations and prepare annual budget
- Fiscal Year is July 1 to June 30
- Annual budget approved at or before the May regular meeting
- 2/3 vote is required to amend the by-laws

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TJPDC – History of Programs & Projects

- JAUNT
- C-A MPO
- Thomas Jefferson Housing Improvement Corp
(Piedmont Housing Alliance)
- Thomas Jefferson Coalition for the Homeless (TJAHC)
- Central Virginia Partnership for Economic Development
(CVPED)
- Jefferson Area Board for Aging (JABA)
- TJPDC Corporation
- HOME Consortium

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TJPDC – Commission Duties

- Support the work of the TJPDC and provide mission-based leadership and strategic governance.
- Attend meetings regularly (10 meetings/year)
- 3 consecutive absences – required to notify local government
- Read materials
- Review, participate in, and approve budget and financial reports
- Relay information to governments and stakeholders

Thomas Jefferson Planning District Commission

About – Services

TJPDC provides services of:

- *Transportation and Transit Planning*
- *Land Use Planning*
- *Community Development/Planning*
- *Environmental Program and Planning*
- *Housing Program*
- *Grant Writing and Program Management*
- *Legislative Liaison*
- *Leadership Facilitation*
- *Technical Assistance*

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About – Projects

Current TJPDC projects:

- *Transportation*
 - *2045 Long Range Transportation Plan*
 - *SMARTSCALE Applications*
 - *FY23 Unified Planning Work Program (UPWP) for the CA-MPO*
 - *FY23 Rural Work Program*
 - *Zions Crossroads Corridor Plan*
 - *North 29 Corridor Plan*
 - *Albemarle Transit Expansion Study*
 - *Regional Transit Vision Plan*
 - *Rideshare/TDM*
 - *Nelson County TAP application*
 - *Transit Governance Study (pending)*
- *Housing*
 - *Regional Housing Partnership Strategic Planning*
 - *HOME Partnership Program Administration*
 - *Housing Preservation Grant (HPG) Administration*
 - *Virginia Eviction Reduction Pilot (VERP) Implementation Grant Administration*
 - *Virginia Housing PDC Development Grant*

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About – Projects (cont.)

Current TJPDC projects (continued):

- *Environment*
 - *Watershed Improvement Plan (III)*
 - *Solid Waste Plan*
 - *Hazard Mitigation Plan*
 - *Environmental Reviews (HOME/HPG program)*
- *Other*
 - *Virginia Telecommunications Initiative (VATI) grant administration*
 - *Regional Legislative Program*
 - *Blue Ridge Cigarette Tax Board administration*
 - *Comprehensive Economic Develop Strategy (CEDS) plan application*

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Legislative Liaison

- *Directly funded service of the TJPDC*
- *Annual list of regional and local legislative priorities that are followed and promoted throughout the General Assembly*
- *Annual Legislative Forum held to interact with Commonwealth Legislators and to discuss key initiatives*
- *Members receive periodic email updates during the General Assembly and all year on key issues and legislation*

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About – Funding

TJPDC receives funding from:

- *Member local government appropriations*
- *Annual state appropriations through DHCD*
- *Program funding grants from federal & state sources*
- *Contracts for services*
- *Private grants and foundations*

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About – Financials: (Net Quick Assets)

- *TJPDC experiences fluctuating net revenues (losses) based upon amount of funded programs*
- *Usually ranges from a loss of \$50,000 to gains of \$100,000*
- *FY13 & FY14 saw net losses in excess of \$100,000 mostly due to one project and staff hires*
- *FY15 reversed with a net gain of \$49,034. Recent year gains include:*
 - *FY16 80,287*
 - *FY17 \$89,383*
 - *FY18 \$101,245*
 - *FY19 \$50,410*
 - *FY20 \$33,863*
 - *FY21 \$126,293*
- *Net Assets fluctuate from \$500,000 to \$880,000*
 - *Goal is to keep over 5 months of operating expenses (\$510,962)*

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About –

Financials: (Pass-Throughs)

- Funding revenues that “pass-through” the TJPDC do not financially benefit the PDC.
- They are contractual obligations to pass funds from the state/fed for local uses
- Total FY21 revenues were \$4,183,206 with \$2,308,837 in “pass-throughs” (56.9%).
- Historically, the housing program has the greatest number of “pass-throughs” due to the HOME Partnership, Housing Preservation Grant, Emergency Rent and Mortgage Relief, VA Housing PDC Development Grant, and Virginia Eviction Reduction Pilot (VERP)

Thomas Jefferson Planning District Commission

About –

Financials: (Review Process)

- Monthly, staff provides the Commission the following under the consent agenda:
 - Financial Dashboard of established goals compared to financial activities
 - Profit & Loss Statement
 - Balance Sheet
 - Grants/Contracts Revenue as Accrued
 - Compares contracted revenues to average monthly expenses
- Quarterly presentations are provided for detailed discussion with the Commission

Thomas Jefferson Planning District Commission

About –

Financials: (Annual Budget)

- *TJPDC completes an annual operating budget in May of every year*
- *In February staff submits an amended current year's budget with updated revenues and expenses for March approval*
- *In October, a Projected budget is submitted estimating the next year's operating budget. This projected budget establishes the local government funding requests for the upcoming fiscal year*

Thomas Jefferson Planning District Commission

About –

Financials: (Annual Audit)

- *TJPDC completes an outside audit every year*
- *Performed by Robinson Farmer Cox Associates*
- *We provide copies to all funding agencies*
- *Copies of audit are posted on web site in agenda packets for November*
- *FY21, again, received an Unmodified (Very good) report*

Thomas Jefferson Planning District Commission

Financials

Annual Budget

- Each budget includes the past year's actual revenues & expenses, current approved and amended revenues & expenses and recommended budget for upcoming year
- FY 22 Amended Operating budget estimates a net gain of \$75,672.
- FY 21 Actual budget produced a net gain of \$126,293 (due to staff leadership transitions and vacant positions)
- Future Year projected budgets are always balanced to no gain or loss

Thomas Jefferson Planning District Commission

FY22 Local Contributions by Program

	7/1/20 Estimates			0.62	Local	Local	Local	0.4							75%	25%
	Pop.	% Pop.	Per Capita	Ride-Share	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Total Contribution	Per Capita	Rural	MPO	Haz Mitig.	Balance	Regional	Local
Charlottesville	\$49,181	19.10%	30,492	7,331	2,540	1,337	19,672	25,000	86,373	30,492	-	(11,759)	-	18,734	14,050	4,683
Albemarle	\$109,722	42.62%	68,028	15,876	5,560	6,210	43,889	25,000	164,562	68,028	(2,620)	(20,492)	-	44,915	33,686	11,229
Fluvanna	\$27,038	10.50%	16,764	3,999	1,370	1,897	10,815	-	34,845	16,764	(3,261)	-	-	13,503	10,127	3,376
Greene	\$20,097	7.81%	12,460	2,997	1,030	1,056	8,039	-	25,582	12,460	(2,472)	-	-	9,988	7,491	2,497
Louisa	\$36,620	14.22%	22,704	5,274	-	-	14,648	-	42,626	22,704	(4,278)	-	-	18,427	13,820	4,607
Nelson	\$14,794	5.75%	9,172	2,335	-	-	5,918	-	17,425	9,172	(1,869)	-	-	7,303	5,477	1,826
	\$257,452	100.00%	159,620	37,812	10,500	10,500	102,981	50,000	371,413	159,620	(14,500)	(32,251)	-	112,869	84,652	28,217
											\$14,500	\$32,251				

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About – Funding

FY21 Actuals

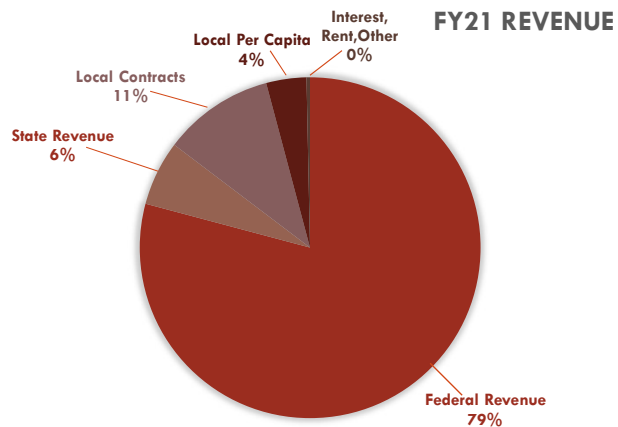
Total Revenues	\$4,183,206	100%
Federal Revenues	\$3,311,545	79.2%
State Revenues	\$256,898	6.1%
Local Contracts	\$441,561	10.6%
Local Member Per Capita	\$158,365	3.8%
Rent & Interest Income	\$14,837	0.3%
Total Expenses	\$4,057,294	100%
Personnel (11 Employees)	\$963,326	23.7%
Rent	\$97,269	2.4%
Pass-Through	\$2,308,837	56.9%
Contractual	\$393,537	9.7%
Other Operating	\$294,325	7.3%
FY21 Net Gain	\$126,293	

Thomas Jefferson Planning District Commission

Financial Return –

\$1.00 Per
Capita
Contribution
Creates \$25.41
Return

\$1.00 Local
Contribution
(Contracts + Per
Capita)
leverages
\$5.95 in State
and Federal
Revenue



Thomas Jefferson Planning District Commission

About – Ethics & Conflict of Interests

- *Local elected officials and planning commissioners are required to file state disclosures on Ethics and potential Conflicts of Interest in their corresponding jurisdictions.*
- *Citizen appointees file if designated to do so by their appointing locality.*

Thomas Jefferson Planning District Commission

Staff

Name	Title	Email Address	979-7310 Extension	Direct Dial
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Vacant	COO/Program Director			
Vacant	Cigarette Tax Compliance Agent			
Vacant	VATI Support (pending)			

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Questions?

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