

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: May 5, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since April 7, 2022.

Administration

- May 5, 2022 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 (Read by Sandy Shackelford)
- c. PUBLIC HEARING – Draft HOME Annual Action Plan – 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. In years past, the required HUD submission was due May 15th. However, HUD has indicated that allocations may come later this year than usual, and as such, they have not yet posted the official due date for the Annual Action Plan submission for FFY22.

- 3. Presentations**

- a. Legislative Report – David Blount
 - i. A summary memo is included in the meeting packet.
- b. Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) FY23 Unified Planning Work Program (UPWP) – Sandy Shackelford.
 - i. A copy of the Power Point presentation and a draft of the FY23 UPWP are included in the meeting packet.

- 4. *Consent Agenda**

- a. Minutes of the March 7, 2022 Commission Meeting
- b. Minutes of the March 22, 2022 Special Commission Meeting

***Staff recommends approval of the consent agenda.**

5. New Business

- a. Quarter Three Financial Report (Jan – Mar) 2022
 - i. The meeting packet includes a copy of the March Financial Dashboard report, Profit and Loss Statement, Balance Sheet, and Accrued Revenue report.

Net quick assets have increased from \$882,982 in December of 2021 to \$908,525 as of March 31, 2022. Based upon the twelve-month average for operating expenses, we have 9.37 months of available operating expenses (compared to 9.21 in December). Our current goal is five months of available operating expenses. Funds available in our Capital Reserve Account are \$423,876. (Net Quick Assets minus 5 months operating expenses: $\$908,525 - \$484,650 = \$423,876$).

Unrestricted Cash on Hand as of March 31, 2022 was \$134,591 or 1.39 months of average monthly operating expenses. Four months is our current target level and concern level is less than two. Our accounts receivables show \$565,589 vs \$256,414 for the same time last year. However, this is due to an issue clearing the receivables related to the Cigarette Tax program in March. Staff has worked with Robinson, Farmer, Cox to remedy the issue, which will be evident in the April financials.

Revenue less Expenses - We had a net gain of \$21,052 for the month of March. This gives us a fiscal year to-date net gain of \$36,856. The budgeted fiscal year gain/loss is \$78,254.

Profit & Loss. Total income January through March was \$679,539. With nine month or 75% of our fiscal year complete, we have received 37% of our total budgeted income. This is primarily due to delays in contracting with DHCD for the VATI grant and the anticipated Cigarette Tax revenues that started in January. To date, have only received 28% of the revenue that we expect to pass-through (\$1,239,431 of \$4,437,872). Total expenses for January through March were \$311,206. We have expended or 67.5% of our budgeted operating expenses of \$1,317,051.

Balance Sheet. As of March 31, 2022, we have total current assets of \$1,587,436 and total fixed assets of \$10,918 giving total assets of \$1,598,354.

Total liabilities have increased from a year ago by \$345,617 with total liabilities as of March 31, 2022 of \$719,317. Total Equity has increased by \$73,828 to \$879,037 since the same time last year.

Accrued revenues of existing grant and contract balances for FY22 are shown. As of March 31, 2022, we have \$3,239,631 in grant funds remaining, \$2,855,716 of which is pass through. For the remaining three months we have \$127,971 available

per month for operating expenses. The 12-month average for operating expenses is \$96,930. Operating expenses last month were \$116,554. The accrued revenue is updated monthly and adjusted for new grants & contracts and fiscal year roll-over funding.

Staff recommends approval of the Jan-March 2022 quarterly financials.

- b. Presentation of TJPDC Officer Slate from the Nominating Committee
 - i. The Chair appointed a nominating committee in the April commission meeting. In the May meeting, the nominating committee will present a recommend slate of officers. The TJPDC elects officers at its June meeting. Current officers are:
 - 1. Jesse Rutherford, Chair
 - 2. Dale Herring, Vice Chair
 - 3. Keith Smith, Treasurer
 - 4. Christine Jacobs, Secretary
- c. TJPDC Corporation Appointment – The TJPDC’s non-profit arm (TJPDC Corporation) has several vacancies that need to be filled via commission appointments. The Corporation needs board members from Albemarle and Louisa. Both of those members need to be current TJPDC Commissioners to meet the required threshold via the Corporation Bylaws. The TJPDC Corporation normally meets once-twice per year to consider projects or programs that need non-profit assistance or sponsorship. These meetings are normally held immediately prior to a TJPDC regular board meeting. The Corporation serves as a fiscal sponsor to existing or start-up non-profits. Activities must be in line with the mission and activities of the TJPDC Commission. Currently, the Corporation sponsors one organization, Dementia Friendly Central Virginia. The current Corporation roster as well as an FY23 roster showing vacancies is included in the meeting packet.
- d. TJPDC staff will return to the office May 1. Staff can submit for up to two days of tele-work. All staff will be in the office on Tuesdays. We will follow CDC recommendations for COVID mitigation. We expect that in-person meetings of the Commission will resume with the June 2, 2022 meeting. The existing approved electronic participation policy remains in effect. We anticipate bringing a revised policy to the Commission in August, due to changes in state law taking effect September 1, 2022. A one-page summary of the TJPDC office and meeting policies as well as the approved electronic participation policy are included in the meeting packet.

6. Resolutions

- a. HOME Annual Action Plan FFY22 – The FFY22 HOME Annual Action plan draft was presented earlier in the meeting. A copy of the draft plan and resolution are in the meeting packet.

Staff recommends a motion to approve the resolution adopting the FFY22 HOME Annual Action Plan, as presented.

- b. FY23 Operating Budget, Revenues, and Work Plan – A draft FY23 Operating Budget and detailed cover memo were presented in the April Commission meeting detailing projected revenues and expenses for FY22. There are several relatively small changes in the newly presented budget:
 - i. The Federal Transit Administration sent revised FY23 budget numbers which increased the Charlottesville-Albemarle Metropolitan Planning Organization’s budget by \$16,134. Proportionate changes were made to the required local match. This budget revision reduced the reserve transfer needed to balance the budget by \$16,134.
 - ii. The FY22 Watershed Improvement Budget was amended to allow for \$10,00 in roll-over to FY23. This will allow for planning a River clean-up event as well as additional deliverables that are best suited for late summer, early fall. The local match was revised accordingly. This budget revision reduced the reserve transfer needed to balance the budget by \$8,005.
 - iii. In light of the increased need for legal counsel, staff added \$10,000 for legal expenses for FY23. This budget revision increased the reserve transfer needed to balance the budget by \$10,000.
 - iv. Due to the changes above, the total reserve transfer needed to balance the budget reduced from \$71,420 to \$57,281.

The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year. The FY23 budget contains revenues and expenditures of \$41,153,084 and requires a reserve transfer in the amount of \$57,281 (compared to \$54,470 in FY22) to be balanced. One project/grant or a combination of projects/grants that produce \$57,281 in revenues for the TJPDC will help balance the budget without having to rely on savings. Copies of the FY23 Budget, Budget Revenues, and Work Plan are included in the meeting packet.

Staff recommends a motion to approve the FY23 Operating Budget, Revenues, and Work Plan, as presented.

7. Executive Director’s Monthly Report

a. Administration –

- i. Following the lead of the federal government, the State of Virginia and the local governments in our region, the TJPDC will observe Juneteenth, the oldest known commemoration of the end of slavery in the U.S., as a paid holiday. As June 19, the day of observance, falls on a Sunday in 2022, the TJPDC holiday will occur on Monday, June 20. We anticipate officially incorporating this holiday into updates to our employee handbook later this year.
- ii. The TJPDC 3rd Quarterly Report was sent to each member government. A copy is included in the meeting packet.

b. Housing –

- i. Virginia Eviction Reduction Pilot (VERP) – Piedmont Housing Alliance (PHA), the sub-recipient, has successfully filled the two staff positions

funded by the VERP Implementation (Eviction Case Manager and Landlord Navigator).

- ii. The Regional Housing Partnership continues to move towards adoption of a new strategic plan. A draft outline was shared with the Executive Committee in April. A final draft will be reviewed by the committee in May with a recommendation to the full Partnership in June for adoption.
- iii. Formal award letters were sent to the three Virginia Housing Development Grant development partners. A press release was circulated. Staff are working with legal counsel to develop a final contract for sub-recipients.
- iv. TJPDC has completed the programmatic and financial monitoring on the Virginia Eviction Reduction Pilot through DHCD with no findings. Final step is to receive a formal close-out letter.

c. Transportation –

- i. The Commonwealth Transportation Board's draft budget includes funding for a Regional Transit Governance Study as well as funding for the Albemarle Transit Expansion demo grant. Staff will continue to monitor if the funding is approved.
- ii. A public meeting was held for the Zion Crossroads Gateway Plan on April 19th. The meeting was designed to inform the public of the transportation study and recommendations completed by Kittelson and Associates. There were approximately 90 attendees in the two sessions.
- iii. Staff completed rural bike/pedestrian infrastructure data collection in Stanardsville and will be completing the assessment in Scottsville soon as a part of the FY22 Rural Transportation work plan.
- iv. Funding for a Transportation Alternative Program (TAP) application submitted by the TJPDC on behalf of Nelson County for the Gladstone Depot project is currently in the Commonwealth Transportation Board's draft budget. Staff will continue to monitor if the funding is approved.
- v. Consultants for the Regional Transit Vision plan have drafted a vision and goals memo and have identified various scenarios for recommended regional transit system configurations (constrained and unconstrained). The consultants will present their recommended scenarios to the Charlottesville City Council and the Albemarle County Board of Supervisors. TJPDC staff will schedule presentations with the Nelson, Greene, Fluvanna, and Louisa Boards of Supervisors to share an update on the draft regional vision.
- vi. Staff have begun reaching out to planning staff in our rural localities to develop a Rural Transportation Program Strategic Plan. The strategic plan will identify opportunities to improve regional collaboration among our localities, create a more streamlined process for developing annual work programs, and provide better defined technical support for local members.
- vii. RideShare is currently working with all of the region's transit agencies to plan promotions for Clean Commute month in May.

d. Environment –

- i. Staff will convene a working group on May 6th to identify FY23 initiatives for the Rivanna River Basin Commission (RRBC).

- ii. Staff has scheduled presentations with each of the local governing bodies to present the draft Hazard Mitigation Plan.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, June 2, 2022. Items for the June meeting may include but are not limited to i) Election of TJPDC FY23 Officers, ii) Housing Preservation Grant Pre-Application Approval and IGR Review/Resolution, iii) TJPDC SmartScale Application Resolutions of Support, iv) Rural Transportation SmartScale Application Resolutions of Support, v) Virginia Telecommunications Initiative (VATI) Broadband Update.

Adjourn
