

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/83010978001?pwd=TnMxOENSb2U0K3ErTkZSeFhCZms1QT09>

Meeting ID: 830 1097 8001

Passcode: 423612

By call-in: 1 (301) 715-8592

- | | |
|--|---------------|
| 1. Call to Order | 12:30 – 12:35 |
| a. Call to Order, Roll Call, Notice of Electronic Meeting (Ruth Emerick) | |
| 2. New Business | 12:35 – 1:05 |
| a. TJPDC Office Building Change of Ownership – Christine Jacobs | |
| b. TJPDC Per Capita Rate Discussion – Christine Jacobs, David Blount | |
| c. FY24 Projected Operating Budget – Christine Jacobs | |
| i. FY24 Per Capita/Local Contributions | |
| ii. FY24 Projected Revenues | |
| iii. FY24 Projected Operating Budget | |
| 3. *Closed Session - *per Code of Virginia 2.2-3711 (A)1 | 1:05 – 1:25 |
| a. Employee – Individual Employee(s) Discussion | |
| b. *Public Session Resumes | |
| 4. Other Business | 1:25 – 1:30 |
| *ADJOURN | 1:30 |
| *Designates Items to be Voted On* | |

NOTICE OF ELECTRONIC MEETING DUE TO COVID-19 STATE OF EMERGENCY

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to *Code of Virginia* § **2.2-3708.2**, which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.



3 Boars Head Lane
Suite D
Charlottesville, VA 22903
(434) 202-0706

Date: July 18, 2022

To: Thomas Jefferson Planning District Commission

Attn: Christine Jacobs

Address: 114 4TH ST. S.E.

Subject: New Management at the WATER STREET BUILDING

Dear Mr./Mrs. Christine Jacobs:

It is our pleasure to be working with you as the new property management team for 2PIC LLC. Your property management team's contact information is below.

Name: **Alexandra** [REDACTED]

Title: **Portfolio Manager**

Telephone: [REDACTED]

E-Mail: [REDACTED]

The first monthly rent payments will be due August 1, 2022, to new ownership. Please mail payment to, with your address listed in the MEMO line:

2PIC, LLC
c/o Thalhimer
P.O. Box 5160
Glen Allen, VA 23058-5160

Once your account has been set-up in our Accounting System, you will receive an invitation to utilize Versapay, an on-line platform to receive the monthly rent invoices and make your payment. You will still be welcome to pay by check, but we hope that the Versapay system will streamline things for you.



CUSHMAN &
WAKEFIELD

THALHIMER

Per your lease agreement, please provide a copy of your Certificate of Insurance with the following information included:

Certificate Holder should read:

2PIC, LLC

c/o Thalhimer

3 Boars Head Lane, Suite D

Charlottesville VA, 22903

Please include 2PIC, LLC and Thalhimer as additionally insured regarding general liability coverages.

Service requests can be placed at **<http://www.buildingengines.com/login>** or call (434) 202-0706. For after hour calls, including after hour emergencies, please call (434) 327-4601.

We have included a Tenant Contact Information sheet, VersaPay Fact Sheet, and Building Engines tenant guide. The Contact sheet that needs to be completed should be returned to Alexandra.mitchener@thalhimer.com no later than **August 5, 2022**.

Thank you for being a tenant partner and we look forward to working with you! If we can be of any assistance to you, please do not hesitate to contact the Thalhimer Team. For leasing or general inquiries, Jenny [REDACTED] and John [REDACTED] are available as well.

Sincerely,

Alexandra [REDACTED], CPM®
Portfolio Manager

TJPDC Per Capita Rate

Fiscal Year	Per Capita Rate	Total Per Capita Assessment	Per January 2021 Weldon Cooper Projection			
			Population	259,432		
FY05	\$ 0.52	\$ 107,185.00				
FY06	\$ 0.54	\$ 116,799.00				
FY07	\$ 0.56	\$ 121,787.00				
FY08	\$ 0.58	\$ 126,481.00	\$ 0.63	\$ 163,442	\$ 2,594	
FY09	\$ 0.60	\$ 131,827.00	\$ 0.64	\$ 166,036	\$ 2,594	
FY10	\$ 0.60	\$ 125,324.00	\$ 0.65	\$ 168,631	\$ 2,594	
FY11	\$ 0.60	\$ 123,838.00	\$ 0.66	\$ 171,225	\$ 2,594	
FY12	\$ 0.60	\$ 123,838.00	\$ 0.67	\$ 173,819	\$ 2,594	
FY13	\$ 0.62	\$ 140,513.00	\$ 0.68	\$ 176,414	\$ 2,594	
FY14	\$ 0.62	\$ 144,381.00				
FY15	\$ 0.62	\$ 148,075.00				
FY16	\$ 0.62	\$ 150,752.00				
FY17	\$ 0.62	\$ 152,817.00				
FY18	\$ 0.62	\$ 154,070.00				
FY19	\$ 0.62	\$ 154,910.00				
FY20	\$ 0.62	\$ 156,969.00				
FY21	\$ 0.62	\$ 158,365.00				
FY22	\$ 0.62	\$ 159,620.00				
FY23	\$ 0.62	\$ 160,847.84				

FY24

FY24			Per Capita				Per Capita								Per Commission Policy:					
	7/1/2022		0.62	Local	Local	Local	0.4	Local	Local	0.65		Required Local Match		75%	25%					
			Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	MPO	Hazard Mit (FY26/FY27)	Solid Waste/ Recycling	Balance	Regional	Local	Difference from FY23 Total Contribution	
	Pop.	% Pop.																		
Charlottesville	\$ 51,079	19.11%	\$ 31,669	\$ 7,331	\$ 2,540	\$ 1,337	\$ 20,432	\$ 25,000	\$ 9,550	\$ 97,859	\$ 31,669	\$ -	\$ (11,759)	\$ (2,007)	\$ 19,910	\$ 14,933	\$ 4,978	\$ 1,665		
Albemarle	\$ 114,424	42.81%	\$ 70,943	\$ 15,876	\$ 5,560	\$ 6,210	\$ 45,770	\$ 25,000	\$ 21,310	\$ 190,668	\$ 70,943	\$ (2,620)	\$ (20,492)	\$ (4,495)	\$ 47,830	\$ 35,873	\$ 11,958	\$ 3,957		
Fluvanna	\$ 27,556	10.31%	\$ 17,085	\$ 3,999	\$ 1,370	\$ 1,897	\$ 11,022	\$ -	\$ 5,250	\$ 40,623	\$ 17,085	\$ (3,261)	\$ -	\$ (1,083)	\$ 13,824	\$ 10,368	\$ 3,456	\$ 361		
Greene	\$ 21,030	7.87%	\$ 13,039	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,412	\$ -	\$ 3,905	\$ 30,439	\$ 13,039	\$ (2,472)	\$ -	\$ (826)	\$ 10,566	\$ 7,925	\$ 2,642	\$ 721		
Louisa	\$ 38,364	14.35%	\$ 23,786	\$ 5,274	\$ -	\$ -	\$ 15,346	\$ -	\$ 7,110	\$ 51,515	\$ 23,786	\$ (4,278)	\$ -	\$ (1,507)	\$ 19,508	\$ 14,631	\$ 4,877	\$ 1,380		
Nelson	\$ 14,820	5.54%	\$ 9,188	\$ 2,335	\$ -	\$ -	\$ 5,928	\$ -	\$ 2,875	\$ 20,326	\$ 9,188	\$ (1,869)	\$ -	\$ (582)	\$ 7,319	\$ 5,490	\$ 1,830	\$ (86)		
TOTALS	\$ 267,273	100.00%	\$ 165,709	\$ 37,812	\$ 10,500	\$ 10,500	\$ 106,909	\$ 50,000	\$ 50,000	\$ 431,430	\$ 165,709	\$ (14,500)	\$ (34,766)	\$ (10,500)	\$ 118,958	\$ 89,219	\$ 29,740	\$ 7,998		
												\$14,500	\$34,766			10,500				
0.03022372																				
\$ 7,841		296-LOCALITY FUNDING FY24 Projected																		

Published January 28th, 2022

FY24 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State Contribution - DHCD		\$89,971				
110	WSC & Offices						\$15,000
110	Interest Income					\$2,000	
301	Charlottesville				\$31,669		
302	Albemarle				\$70,943		
304	Fluvanna				\$17,085		
305	Greene				\$13,039		
306	Louisa				\$23,786		
307	Nelson				\$9,188		
	Unknown Source/Reserve Transfer			\$58,976			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	\$12,800					
171	Rural Transportation Planning	\$45,200					
	Transit Planning						
181	Regional Transit Partnership (RTP)			\$50,000			
184	Transit Governance Study	\$8,211		\$4,028			
	Charlottesville-Albemarle MPO						
191/196/199	FTA Funding	\$91,222	\$11,402				
190/195/198	PL Funding	\$186,914	\$23,364				
	Rideshare						
193	Rideshare/TDM - DPRT		\$139,358	\$34,840			
HOUSING AND NONPROFIT							
726	HOME-ARP	\$35,004					
727	HOME Consortium Admin	\$70,035					
728	Housing Preservation	\$23,489					
729	Regional Housing Partnership			\$68,000			
732	VERP - DHCD		\$0				
733	VA Housing - PDC		\$53,333				
ENVIRONMENT							
303	Solid Waste			\$5,500			
330	Haz Mit Grant	\$0	\$0				
907	WIP DEQ	\$58,000					
908	RRBC			\$10,500			
OTHER PROGRAMS							
277	Legislative Liaison			\$106,909			
278	VAPDC			\$50,000			
333	CEDS	\$5,334		\$1,333			
760	Reional Cigarette Tax			\$140,979			
761	VATI DHCD	\$180,818		\$69,182			
PASS THRU REVENUE							
181	Regional Transit Partnership (RTP)			\$0			
184	Transit Governance Study	\$32,563		\$15,973			
170/171	Rural Transportation Planning	\$0		\$0			
193	Rideshare/TDM - DRPT		\$0	\$0			
191/196/199	MPO - FTA	\$0	\$0				
190/195/198	MPO - PL	\$0	\$0				
303	Solid Waste			\$5,000			
333	CEDS	\$21,334		\$5,333			
726	HOME-ARP Pass Through	\$277,697					
727	Consortium HOME Pass Through	\$630,317					
728	Housing Preservation Pass Through	\$133,106					
732	VERP - DHCD Pass Through		\$0				
733	VA Housing - PDC Pass Through		\$600,000				
760	Regional Cigarette Tax Pass Through			\$2,400,000			
761	VATI - DHCD	\$28,569,180		\$10,930,818			
Total Revenues by Category		\$30,381,223	\$917,429	\$13,957,371	\$165,709	\$2,000	\$15,000
Sum Total of Revenues		\$45,438,732					

8/26/2022

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Approved</u>	<u>FY24 Operating</u>
Federal	\$3,311,545	\$1,319,557	\$25,906,174	\$30,381,224
State	\$256,898	\$862,691	\$1,100,715	\$917,429
Local	\$442,110	\$1,908,011	\$13,914,065	\$13,898,396
Local per capita	\$157,820	\$158,876	\$160,847	\$165,708
Interest Income	\$1,382	\$25,200	\$500	\$2,000
Rent Income	\$13,450	\$2,769	\$13,500	\$15,000
Grant & Reserves Transfer	\$0		\$57,270	\$58,976
Total Revenue	\$4,183,206	\$4,277,104	\$41,153,072	\$45,438,733
Operating Expenses				
Personnel Costs				
Salaries	\$793,008	\$931,013	\$1,073,840	\$1,050,795
Fringe and Release	\$170,318	\$0	\$229,094	\$229,382
Total Personnel	\$963,326	\$931,013	\$1,302,934	\$1,280,177
Other Costs				
Postage	\$1,835	\$1,942	\$2,344	\$2,344
Subscriptions	\$947	\$156	\$1,850	\$1,850
Supplies	\$5,470	\$5,912	\$8,668	\$8,668
Audit-Legal	\$15,936	\$22,900	\$37,000	\$37,000
Advertising	\$4,574	\$22,580	\$24,414	\$28,664
Meeting Expenses	\$1,119	\$1,824	\$9,093	\$9,955
TJPCDC Contractual	\$58,537	\$80,958	\$75,970	\$95,805
Dues	\$9,132	\$8,623	\$12,016	\$12,766
Insurance	\$5,774	\$6,563	\$6,300	\$7,000
Printing/Copy	\$4,459	\$4,538	\$6,261	\$6,205
Rent	\$97,269	\$98,058	\$101,142	\$104,092
Equip/Data Use	\$36,280	\$40,728	\$21,113	\$28,113
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$7,659	\$6,388	\$8,967	\$8,967
Travel-Vehicle	\$6,711	\$9,646	\$70,709	\$43,573
Janitorial	\$2,310	\$2,050	\$6,001	\$6,001
Professional Development	\$5,421	\$16,555	\$34,996	\$37,648
Total Other Costs	\$263,433	\$329,420	\$426,843	\$438,650
TOTAL OPERATING EXPENSES	\$1,226,759	\$1,260,434	\$1,729,776	\$1,718,828
Net Ordinary Income - Pass Through \$	\$2,956,447	\$3,016,670	\$39,423,296	\$43,719,905
Other				
HOME Pass Thru	\$582,891	\$736,642	\$937,322	\$976,041
HPG Pass Thru	\$105,287	\$113,255	\$149,870	\$149,870
All Grants/Contracts Pass Thrus	\$2,141,976	\$2,110,440	\$38,336,104	\$42,593,994
Total Other Expenses	\$2,830,154	\$2,960,337	\$39,423,296	\$43,719,905
Net Other Income	-\$2,830,154	-\$2,960,337	-\$39,423,296	-\$43,719,905
Net Income	\$126,293	\$56,333	\$0	\$0

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION – Executive Committee

Closed Session Draft Minutes, Friday, August 26, 2022

Minutes prepared by Christine Jacobs

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	
Michael Payne		David Blount, Deputy Director/Legislative Director	
Lyle Solla-Yates			
Albemarle County			
Ned Gallaway, Chair			
Jim Andrews			
Fluvanna County			
Tony O'Brien, Vice-Chair			
Keith Smith, Treasurer			
Greene County			
Dale Herring			
Andrea Wilkinson			
Louisa County			
Rachel Jones		GUESTS/PUBLIC PRESENT	
Tommy Barlow			
Nelson County			
Jesse Rutherford			
Ernie Reed			

Closed Session:

Motion to Enter Closed Session: I, _____, move that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss personnel issues. Motion seconded by _____.

Roll call vote:

_____ (Aye) (Nay) Michael Payne	_____ (Aye) (Nay) Andrea Wilkinson
_____ (Aye) (Nay) Lyle Solla-Yates	_____ (Aye) (Nay) Rachel Jones
_____ (Aye) (Nay) Jim Andrews	_____ (Aye) (Nay) Tommy Barlow
_____ (Aye) (Nay) Tony O'Brien	_____ (Aye) (Nay) Jesse Rutherford
_____ (Aye) (Nay) Keith Smith	_____ (Aye) (Nay) Ernie Reed
_____ (Aye) (Nay) Dale Herring	_____ (Aye) (Nay) Ned Gallaway

Motion (Passed) (Failed).



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

401 East Water Street • Post Office Box 1505 • Charlottesville, Virginia 22902-1505

Telephone (434) 979-7310 • Fax (434) 979-1597 • Virginia Relay Users: 711 (TDD) • email: info@tjpd.org • web: www.tjpd.org

Motion to Exit Closed Session: I, _____, move that the Commission exit closed session. Motion seconded by _____ for the committee to exit closed session.

Roll call vote:

_____ (Aye) (Nay) Michael Payne	_____ (Aye) (Nay) Andrea Wilkinson
_____ (Aye) (Nay) Lyle Solla-Yates	_____ (Aye) (Nay) Rachel Jones
_____ (Aye) (Nay) Jim Andrews	_____ (Aye) (Nay) Tommy Barlow
_____ (Aye) (Nay) Tony O'Brien	_____ (Aye) (Nay) Jesse Rutherford
_____ (Aye) (Nay) Keith Smith	_____ (Aye) (Nay) Ernie Reed
_____ (Aye) (Nay) Dale Herring	_____ (Aye) (Nay) Ned Gallaway

Motion (Passed) (Failed).

Motion to Certify: I _____ move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session. Motion seconded by _____ to Certify.

Roll call vote:

_____ (Aye) (Nay) Michael Payne	_____ (Aye) (Nay) Andrea Wilkinson
_____ (Aye) (Nay) Lyle Solla-Yates	_____ (Aye) (Nay) Rachel Jones
_____ (Aye) (Nay) Jim Andrews	_____ (Aye) (Nay) Tommy Barlow
_____ (Aye) (Nay) Tony O'Brien	_____ (Aye) (Nay) Jesse Rutherford
_____ (Aye) (Nay) Keith Smith	_____ (Aye) (Nay) Ernie Reed
_____ (Aye) (Nay) Dale Herring	_____ (Aye) (Nay) Ned Gallaway

Motion (Passed) (Failed).

Certified: _____ Christine Jacobs