

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: November 3, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since October 6, 2022.

Administration

- November 3, 2022, Meeting Agenda

- 1. Call to Order**

- a. Call to Order, Roll Call – Chair Gallaway, Sandy Shackelford
- b. Vote to Allow Electronic Participation, if needed – Sandy Shackelford

- 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)

- 3. Presentations**

- a. FY22 Annual Financial Audit Report/Presentation – David Foley, RFC – For FY22, the TJPDC had total revenues of \$4,274,965 and total expenditures of 4,228.664 resulting in a \$56,801 net gain. Included in revenues and expenditures are \$736,642 in HOME pass-through funds, \$115,899 in Housing Preservation Grant (HPG) pass-through funds, and \$1,450,644 in Blue Ridge Cigarette Tax Board revenues and expenses. The FY22 audit calculates the indirect cost ratio based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated ratio is 79.5%, compared to 55% in FY21. During FY22, the Commission's net position increased by \$61,008. A complete draft copy of the FY22 financial audit is included in the meeting materials.

***The Executive/Finance Committee of the Commission recommends a motion to accept the FY22 Financial Audit as presented.**

- b. Virginia Telecommunications Initiative (VATI) Quarterly Presentation/Update – Lori Allshouse – Staff will provide an update on the 2022 VATI project, share next steps, and provide an update on the 2023 VATI grant application/process. A copy of the presentation will be made available following the commission meeting.

- c. Zion Crossroads Plan – Sandy Shackelford – Staff will present on the newly completed Zion Crossroads Gateway Plan and Recommended Transportation System Improvements completed with local per capita and rural transportation funding. A copy of the presentation is included in the meeting materials and a link to a copy of the Gateway Plan and Recommended Transportation Improvements Report are included on the agenda.
- d. Regional Transit Vision Plan – Lucinda Shannon – Staff will present the final draft of the Regional Transit Vision Plan completed through a grant from the VA Department of Rail and Public Transportation, with local matches provided by the City of Charlottesville and Albemarle County. The Regional Transit Vision Plan is a collaborative effort to evaluate transit services in the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson to establish a clear, long-term vision for efficient, equitable, and effective transit service in the region. A copy of the presentation is included in the meeting materials and a link to the complete draft report is included on the agenda.

4. *Consent Agenda

- a. Minutes of the October 6, 2022, Commission Meeting

***Staff recommends a motion to approve the consent agenda.**

5. New Business

- a. TJPDC Quarterly Activities Report – David Blount
- b. FOIA Letter – David Blount
- c. Monthly Financial Reports are included in the meeting materials – September 2022

Dashboard Report:

Net Quick Assets have increased \$7,963 to \$948,946. Based upon the twelve-month average for operating expenses, we have 8.44 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$386,526. (Net Quick Assets minus 5 months operating expenses: \$948,946 - \$562,420 = \$386,526.)

Unrestricted Cash on Hand as of September 30, 2022, was \$334,374 or 2.97 months of average monthly operating expenses. Four months is our current target level and concern level is less than two. Our accounts receivables are at \$527,328 compared to \$253,881 for the same time last year.

Revenue less Expenses – We had a net gain of \$7,741 for the month of September. This gives us a fiscal year-to-date net gain of \$24,108. The budgeted fiscal year gain/loss is \$0.

Profit & Loss – Total income in September was \$320,997. With three months or 25% of our fiscal year complete, we have received 13% of our total budgeted income (primarily due to several programs that did not anticipate proportionate revenues in the first quarter, to include HOME-ARP and VATI). Total expenses

for September were \$117,171. Total pass-through expenses for September were \$196,085. The cumulative net gain for FY23 is \$24,108.

Balance Sheet – As of September 30, 2022, we have total current assets of \$1,690,285 and total fixed assets of \$35,624 giving us total assets of \$1,725,909. The total liabilities have increased from a year ago by \$41,157 with total liabilities as of September 20, 2022, of \$774,322. Total equity has increased by \$91,564 to \$951,588.

Accrued Revenues of existing grant and contract balances for FY22 are shown. As of September 30, 2022, we have \$1,644,926 in grant funds remaining. For the remaining nine months, we have an average of \$182,769.52 available per month for operating expenses. September operating expenses were \$117,171. The 12-month average is \$112,484. The accrued revenue report is updated monthly and adjusted for new grants, contracts, and fiscal year roll-over funding.

Staff recommends a motion to accept the Quarter One (July – September) financial report, as presented.

- d. *Regional Housing Partnership (RHP) Appointment – The RHP is an advisory board that consists of 21 voting members (8 of which are appointed by the TJPDC Commission). Included in the meeting packet is the list of current members. The Workforce Development representative seat on the partnership needs to be filled due to a new person on the Workforce Investment Board.

Staff recommends a motion to appoint Kenny Allison, Vice Chair of the Workforce Investment Board, to the Central Virginia Regional Housing Partnership as the workforce development representative.

6. Resolutions

None

7. Executive Director's Monthly Report

Administration –

- i. The TJPDC is pleased to share that we have filled the Housing and Community Development Grants Manager position with a highly qualified candidate. The new staff member will join us November 8th.
- ii. We are currently conducting second round interviews for the VATI program administrative assistant and the Transportation planner.
- iii. In an effort to continue to attract qualified talent for our open positions, staff has begun to review our benefits package as it compares to our member jurisdictions and competitive regional governments. To date, as a practice, the TJPDC did not provide VRS retirement for employees during the first six-month probationary period. Staff has determined that this practice is detrimental to our ability to offer competitive benefits and thus, intends to provide VRS retirement upon starting for all new hires.

- iv. Staff will gather for the holidays to design and decorate gingerbread houses as a team building activity. Commissioners will be asked to anonymously vote on the gingerbread houses at their December commission meeting.

Housing –

- i. Regional Housing Partnership – Implementation committees for the Regional Housing Strategic plan have begun meeting to include: Executive, Communications, and Data. The Executive Committee will meet in November to conduct a work session on the bylaws. The December quarterly meeting will include Delegate Sally Hudson in an effort to engage elected officials on local/regional/state housing initiatives.
- ii. Regional Housing Summit – Planning continues for the March 24th Housing Summit at the Omni Charlottesville. Fundraising is ongoing and staff will meeting with all presenters/panelists to plan for sessions.
- iii. HOME-ARP – Staff is working to draft the required Annual Action Plan to access HOME-ARP funding. We are meeting with all member jurisdictions to identify priorities for local allotments.
- iv. Housing Preservation Grant – Staff has received official word from USDA that we were awarded the full \$215,000. Staff will work to renew contracts with sub-recipients for FFY22 funding.

Transportation –

- i. Safe Streets for All – As a part of the application, staff secured support from VDOT through their Highway Safety Improvement Program to conduct a crash analysis in all six jurisdictions. Regardless of grant award, VDOT will conduct the analysis beginning in 2023.
- ii. Charlottesville-Albemarle Metropolitan Planning Organization – Staff has procured a consultant to support the Long-Range Transportation plan, now named *Moving Toward 2050*. Staff continues to work with the Office of Intermodal Planning and Investment (OIPI) on a methodology to prioritize projects. Staff is working on collecting background information and developing public engagement materials.
- iii. Rural Transportation – Staff supported a Nelson County OIPI grant application to conduct a small area plan in Nellysford with the intention of designating it as a Urban Development Area (UDA).
- iv. Mobility Management – Staff is exploring an FTA/DRPT 5310 Mobility Management grant to develop a one-call center to support seniors and individuals with disabilities access to appropriate transit and transportation options.
- v. Title VI – Staff has developed a required Title VI plan for the CA-MPO and TJPDC. The plan has been approved by VDOT and will be presented to commissioners in the December meeting for consideration for adoption.
- vi. Carbon Reduction Program – Staff continues to monitor federal formula funding for Carbon Reduction Strategies for the Urbanized Area. Staff is awaiting direction from VDOT on how to access the funding.
- vii. Commonwealth Transportation Board – Staff met with the new Culpeper District Commonwealth Transportation Board member, Darrell Byers, to discuss regional transportation initiatives and provide an introductory meeting.

- viii. Commuter Assistance Program (CAP) Strategic Plan – Staff is beginning to prepare an application to DRPT for technical assistance grant funding to develop a required 5-year strategic plan for the RideShare program. The grant requires a 50/50 state/local share. Staff will not be seeking additional funding from member governments to support the local match, rather, regional per capita funding will be used.

Environment –

- i. Staff continues to work with local government staff to identify potential opportunities to support local initiatives through the WIP program. Currently, staff is working with Albemarle County staff to develop SMART goals for sustainable waste management practices. Staff is working on updates to the Rivanna River Basin Commission website.
- ii. Hazard Mitigation – The draft regional Hazard Mitigation Plan was approved by VDEM. FEMA requested several additional maps and revisions. A final plan with requested revisions was submitted to FEMA and is awaiting final approval.

Economic Development –

- i. A Request for Proposals was issued for a consultant to complete a Comprehensive Annual Action Plan for Region 10 and Region 9. Eight proposals were received and scored by a selection committee. Staff will interview the top three consultants.

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 1, 2022. Items for the December meeting may include but are not limited to 1) 2022 General Assembly Legislative Report, 2) Regional Transit Partnership Update/Regional Transit Governance Study Presentation, 3) Title VI Presentation, IV) DRPT Mobility Management Presentation.

Adjourn
