

Commissioner Orientation

TJPDC Commission Meeting February 8, 2024



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Thomas Jefferson Planning District Commission

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.

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Enabling Legislation

Regional Cooperation Act of 1995

- *Geographic regions established by the state*
- *Membership of PDCs must be at least 51% elected*
- *Membership varies between regions (Example: Towns may be members upon request, Universities may be members with legislative approval)*
- *Must adopt a strategic plan (adopted 2023)*
- *Must submit annual updates of plan (to the VA Department of Housing and Community Development)*

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Thomas Jefferson Planning District Commission

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*

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Vision

REGIONAL VISION

Members create a shared vision by bringing the six governments together to understand the contribution of each to the region and the role each will play in meeting the region's needs.

ORGANIZATIONAL VISION

The TJPDC works at the intersection of ideas, partnerships, and support, to create a cohesive regional community

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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 in June.*

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Bylaws

- Latest version – 2017
- Establishes the name
- Membership
- Meeting dates & special meetings
- Quorum is at least 7 commissioners
- Equal votes
- Officers of chair, vice chair, treasurer and secretary (staff)
- Chair and Vice Chair cannot be from same local government
- May have Standing and Special Committees
 - ▣ Executive/Finance Committee (Chair, Vice Chair, Treasurer)

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Bylaws

- 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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History of Programs & Projects

- JAUNT
- Thomas Jefferson Housing Improvement Corp (Piedmont Housing Alliance)
- Thomas Jefferson Coalition for the Homeless (TJAH/BRACH)
- Central Virginia Partnership for Economic Development (CVPED)
- Jefferson Area Board for Aging (JABA)
- Currently Staff:
 - CA-MPO (Charlottesville/Albemarle Metropolitan Planning Organization)
 - TJPDC Corporation
 - HOME Consortium
 - Blue Ridge Cigarette Tax Board
 - Rivanna River Basin Commission

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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 in advance of meetings
- Review, participate in, and approve budget and financial reports
- Relay information to governments and stakeholders – serve as liaison

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Services

TJPDC provides services of:

- ❑ *Transportation and Transit Planning*
- ❑ *Land Use Planning*
- ❑ *Community Development and Housing Planning*
- ❑ *Economic Development Planning*
- ❑ *Environmental Program and Planning*
- ❑ *Grant Writing/Administration and Program Management*
- ❑ *Legislative Services*
- ❑ *Technical Assistance*

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Projects

Current TJPDC projects:

- ❑ *Transportation*
 - ❑ *2045 Long Range Transportation Plan*
 - ❑ *SMARTSCALE Applications*
 - ❑ *FY24 Unified Planning Work Program (UPWP) for the CA-MPO*
 - ❑ *Transportation Improvement Program (TIP)*
 - ❑ *FY24 Rural Work Program*
 - ❑ *Rideshare/Travel Demand Management*
 - ❑ *Nelson County TAP applications*
 - ❑ *Transit Governance Study*
 - ❑ *USDOT Safe Streets and Roads for All*
- ❑ *Housing*
 - ❑ *Regional Housing Partnership - Strategic Planning*
 - ❑ *HOME Partnership Program Administration*
 - ❑ *HOME-ARP Program Administration*
 - ❑ *Housing Preservation Grant (HPG) Administration*
 - ❑ *Virginia Eviction Reduction Pilot (VERP) Implementation Grant Administration*
 - ❑ *Virginia Housing PDC Development Grant*

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Projects (cont.)

Current TJPDC projects (continued):

- *Environment*
 - *Watershed Improvement Plan (III)*
 - *Rivanna River Basin Commission (RRBC)*
 - *Solid Waste Planning*
 - *Hazard Mitigation Planning*
 - *Environmental Reviews (HOME/HPG program)*
- *Other*
 - *Virginia Telecommunications Initiative (VATI-22) Grant Administration*
 - *Regional Legislative Program*
 - *Blue Ridge Cigarette Tax Board Administration*
 - *Comprehensive Economic Develop Strategy (CEDS) plan application*
 - *Town of Mineral Comprehensive Plan*

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Legislative Services

- *Directly funded service of the TJPDC*
- *Annual list of regional and local legislative priorities that are followed and promoted throughout the General Assembly*
- *Legislative Meetings – Support for local government/legislator meetings*
- *Members receive periodic email updates during the General Assembly and all year on key issues and legislation*
- *Communications – Legislative newsletters throughout the year with regular updates during the General Assembly*
- *Mayors and Chairs/CAOs – Quarterly Meeting Coordination*

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Revenue Sources

TJPDC receives funding from:

- *Member local government appropriations*
- *Annual state appropriations through DHCD*
- *Program funding grants from federal & state sources (often with local match requirements)*
- *Contracts for services*
- *Private grants and foundations*

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Financials

- *TJPDC experiences fluctuating net revenues (losses) based upon amount of funded programs*
- *Historically ranges from a loss of \$100,000 to gains of \$300,000*
- *Recent year gains include:*
 - *FY21 \$126,293*
 - *FY22 \$62,241*
 - *FY23 \$115,839*
- *Net Quick Asset Goal is to keep over 5 months of operating expenses (\$660,605 in June 2023)*

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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/federal government for local uses
- Example: Total FY23 revenues were \$19,227,682 with \$16,553,874 in “pass-throughs” (86.1%).
- Historically, the housing program had 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). However, the 13-jurisdiction VATI Broadband grant now produces our greatest pass-through amount.

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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, financials are pulled from the consent agenda and into new business to provide an opportunity for more detailed discussion, as needed.

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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*

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Financials (Annual Audit)

- *TJPDC completes an outside audit every year*
- *Currently Performed by Robinson, Farmer, Cox, Associates*
- *We provide copies (as requested) to all funding agencies*
- *Copies of audit are posted on web site in agenda packets for November*
- *FY23, again, received an Unmodified (Good) report*

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Financials (Annual Audit)

- Each budget includes the past year's actual revenues and expenses, current approved and amended revenues and expenses and recommended budget for upcoming year
- FY 24 Amended Operating budget estimates a net gain of \$306,412.
- FY 23 Actual budget produced a net gain of \$115,839
- Future Year projected budgets are always balanced to no gain or loss

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Financials

FY23 Actuals Revenue

FY23 Actuals

Total Revenues	\$19,227,682	100%
Federal Revenues	\$12,765,316	66.0%
State Revenues	\$955,735	5.0%
Local Revenue	\$5,313,450	27.6%
Local Member Per Capita	\$160,848	<1%
Rent & Interest Income	\$57,406	<1%

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Financials

FY23 Actuals

Expenses and Net Gain

Total Expenses	\$19,111,843	100%
Personnel (17 Employees)	\$1,170,954	6.1%
Rent	\$100,975	0.5%
Pass-Through	\$16,553,874	86.1%
Contractual	\$949,884	4.9%
Other Operating	\$437,132	2.3%
FY23 Net Gain	\$115,839	

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Ethics, Conflict of Interests, FOIA

- *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.*
- *Freedom of Information Act applies to the TJPDC*

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Questions?

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