

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/87233569988>

Meeting ID: 872 3356 9988 **Passcode:** 890061

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

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick* 7:00 – 7:05
- b. *Vote to Allow Electronic Participation, if needed – *Chair O'Brien, Ruth Emerick*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person. 7:05 – 7:10
- b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)

3. *Presentations

- a. New Staff Introductions – *Christine Jacobs* 7:10 – 7:15
 - i. Taylor Jenkins, Director of Transportation
 - ii. Joe Klodzinski, VATI Project Administrative Assistant
 - iii. Igor Kalina, PATH Transportation Counselor
 - iv. Sarah Richardson, PATH Transportation Assistant
- b. FY26 PATH/Mobility Management Program Grant Application – *Lucinda Shannon* 7:15 – 7:25
- c. FY26 MERIT Technical Assistance Grant Application – *Lucinda Shannon* 7:25 – 7:35

4. *Consent Agenda – *Chair O'Brien*

7:35 – 7:45

- a. *Minutes of December 5, 2024, Meeting
- b. *Minutes of January 9, 2025, Meeting
- c. *November and December Financial Reports
 - i. November and December Dashboard Report
 - ii. November Consolidated Profit & Loss Statement and Balance Sheet
 - iii. December Consolidated Profit & Loss Statement and Balance Sheet
 - iv. December Accrued Revenue Report

5. * New Business

- a. *Central Virginia Regional Housing Partnership Appointments – *Ruth Emerick* 7:45 – 7:50
- b. *Quarter Two (October – December) Staff Memo and Financial Report – *Laura Greene* 7:50 – 7:55
- c. FY25 Draft Amended Operating Budget – *Christine Jacobs* 7:55 – 8:15
 - i. Staff Memo, Budget Totals, Revenues, and Local Contributions

6. Old Business

- a. None

7. Executive Director's Report

8:15 – 8:20

- a. Monthly Report – *Christine Jacobs*

8. Other Business

- a. Roundtable Discussion by Jurisdiction 8:20 – 8:45
- b. Next Meeting – March 6, 2025, 7:00 pm
Finance Executive Committee Meeting, March 6, 2025, 5:15 pm
Items for next meeting:
 - i. FY26 Rideshare Work Program and Grant Application – Presentation
 - ii. FY26 Draft Rural Transportation Work Program and Budget - Presentation
 - iii. *FY26 5-Year Strategic Plan – For Approval
 - iv. *FY25 Final Amended Operating Budget – For Approval
 - v. VATI Six-Month Update – Presentation



- vi. Executive Director Evaluation Process Begins
- vii. TJPDC Corporation – Appoint New Members, if needed

9. *ADJOURN

8:45

* Designates Items to be Voted On

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O’Brien, Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne, Vice Chair	City of Charlottesville
Philip d’Oronzio	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Taylor Jenkins	Director of Transportation
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Housing Grants Manager
Logan Ende	Regional Housing Planner II
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Project Administrator/Assistant
Isabella O’Brien	Regional Environmental Planner II
Sarah Simba	Regional Transportation Planner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Sarah Richardson	PATH Transportation Assistant
Igor Kalina	PATH Transportation Counselor
Kaiden Pritchett	AmeriCorps VISTA Member – Housing

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, ls Shannon@tjpd.org or visit the website www.tjpd.org.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, December 6, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Galloway	x		David Blount, Deputy Director	x	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Finance & HR Director		
Tony O'Brien, Chair	x		Sara Pennington, TDM Program Manager	x	
Keith Smith, Treasurer			Sarah Simba, Transportation Planner II		x
Greene County					
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x				
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne, Vice Chair					

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Tony O'Brien, presided and called the TJPDC meeting to order at 7:02 pm. Ruth Emerick took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation: Not needed.

2. MATTERS FROM THE PUBLIC:



a. Comments by the Public: None.

b. Comments provided via email, online, web site, etc.: None.

3. PRESENTATIONS:

a. New Staff Introduction

Christine Jacobs gave an update on hiring for the PATH mobility management program, noting that one hire started at the beginning of December and the second is anticipated to start in early January.

b. 2025 General Assembly Preview

Deputy Director David Blount provided an overview of the upcoming General Assembly session, including timeline and state budget considerations.

c. Commuter Assistance Program (CAP) Strategic Plan Draft

Sara Pennington, TDM Program Manager, presented the draft CAP Strategic Plan. The plan anticipates travel and transportation needs for the next five years based on a thorough evaluation of current conditions, programs, and services. Future funding requests and work programs will be based on the adopted plan.

4. CONSENT AGENDA:

a. Minutes of the November 7, 2024, Meeting

b. October Financial Reports

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously approved the Consent Agenda as presented.

5. NEW BUSINESS:

a. 2025 Calendar of Meetings

Executive Director Christine Jacobs gave an overview of the calendar year 2025 meeting schedule, including quarterly meetings by the Finance/Executive Committee.

Motion/Action: On a motion by Phil d’Oronzio, seconded by Ned Gallaway, the Commission unanimously approved the TJPDC’s Calendar of Meetings for calendar year 2025.

b. RAISE Grant Resolution for Application

Executive Director Christine Jacobs shared that there is still significant interest in applying for a RAISE Grant for the Preliminary Engineering phase for the Rivanna Bicycle and Pedestrian Bridge. In previous rounds of the grant, the application scored well but was not selected for funding.

Motion/Action: On a motion by Ned Gallaway, seconded by Phil d’Oronzio, the Commission unanimously adopted the Resolution supporting a RAISE Grant Application to fund Preliminary Engineering (PE phase) for the Rivanna River Bicycle and Pedestrian Bridge.

c. Rideshare FY26 Resolution for Application

Christine Jacobs gave an overview of the grant application cycle for TJPDC’s Rideshare program. The proposed work plan will be presented at a future meeting.

Motion/Action: On a motion by Ned Gallaway, seconded by James Higgins, the Commission unanimously approved the Resolution of Support for the FY26 Rideshare grant application.

d. PATH Mobility Management FY26 Resolution for Application

Christine Jacobs gave an overview of the grant application cycle for TJPDC’s PATH Mobility Management program. The proposed work plan will be presented at a future meeting.

Motion/Action: On a motion by Michael Pruitt, seconded by Phil d’Oronzio, the Commission unanimously approved the Resolution of Support for the FY26 PATH Mobility Management grant application.

e. Central Virginia Regional Housing Partnership Appointments

Ruth Emerick gave an update on the members appointed to the Central Virginia Regional Housing Partnership (CVRHP) by the TJPDC Commission, including current vacancies and staff recommendations for consideration.

Motion/Action: On a motion by Tim Goolsby, seconded by Phil d’Oronzio, the Commission unanimously appointed the following members to the RHP board: Luke Roark, Commonwealth Contractors (TJPDC Appointed Builder Representative), Fitzgerald Barnes, Louisa County Resident (TJPDC Appointed Citizen/Resident Representative – Rural), and Cameron Moore, Virginia Department of Health (TJPDC Appointed Health Industry Representative).

f. Building/Office Space Committee Appointments

Executive Director Christine Jacobs shared that staff have requested a committee to support the negotiation of a lease renewal and/or the consideration of a building purchase. The Finance/Executive Committee decided to bring the request before the full Commission to consider volunteers.

Motion/Action: On a motion by Tommy Barlow, seconded by Michael Pruitt, the Commission unanimously approved the following Building/Office Space Committee Appointments: Phil d’Oronzio, Jesse Rutherford, Keith Smith, Ned Gallaway, and Tony O’Brien.

6. OLD BUSINESS:

- a. None

7. EXECUTIVE DIRECTOR’S REPORT:

Monthly Report

Christine Jacobs shared updates on a number of topics, including progress on the current VATI 2022 project and updates on the recently awarded VATI 2024 grant. The TJPDC’s first Classification and Compensation Study is moving forward, with a kickoff meeting being held later in December. The Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan project is wrapping up round two of public engagement and expects to hold the next working group meeting in January. A minor amendment to the TJPDC’s Solid Waste Management Plan has been incorporated into the plan and DEQ has been notified.

8. OTHER BUSINESS:

- a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. **Next Meeting – February 6, 2025, 7:00 pm (Tentative Items)**
 - i. New Commission Member Orientation
 - ii. FY26 Rideshare Work Program and Grant Application – Presentation
 - iii. FY26 PATH Mobility Management and Grant Application – Presentation
 - iv. FY25 Draft Amended Budget – No Action
 - v. FY25 Quarter Two (Oct-Dec) Financial Report

9. ADJOURNMENT:

Motion/Action: On a motion by Phil d’Oronzio, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the December 6, 2024, Commission meeting at 8:13 pm.

Commission materials and meeting recording may be found at www.tjpd.org

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, January 6, 2025 - Special Session

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director		x
Ned Galloway		x	David Blount, Deputy Director		x
Mike Pruitt		x	Ruth Emerick, Chief Operating Officer		x
Fluvanna County			Laura Greene, Finance & HR Director		x
Tony O'Brien, Chair		x			
Keith Smith, Treasurer					
Greene County					
Tim Goolsby					
James Higgins		x			
Louisa County					
Tommy Barlow					
Manning Woodward		x			
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford		x	Shari Fallon, Gallagher		
City of Charlottesville					
Phil d'Oronzio		x			
Michael Payne, Vice Chair		x			

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Tony O'Brien, presided and called the TJPDC meeting to order at 7:05 pm. Ruth Emerick took attendance and certified that a quorum was present.

b. Electronic Meeting Notice:

The notice of electronic meeting was read by Ruth Emerick.



2. MATTERS FROM THE PUBLIC:

- a. Comments by the Public:** None.
- b. Comments provided via email, online, web site, etc.:** None.

3. PRESENTATIONS:

a. Introduction to Classification and Compensation Study

Laura Greene gave an overview of the need for a classification and compensation study, how Gallagher was selected to assist TJPDC, and introduced Shari Fallon.

b. Compensation Philosophy Presentation

Shari Fallon, Project Manager at Gallagher, gave an overview of the project scope, goals, deliverables, and timeline. The Commission's compensation philosophy will create a framework for consistency for employee pay. A survey of similar organizations will be conducted in order to assess the competitiveness of total compensation packages.

4. NEW BUSINESS:

a. Compensation Philosophy Discussion

Shari Fallon facilitated a discussion among the Commissioners regarding market competitiveness. Consensus among the Commissioners was to be above the median, with several Commissioners stating that TJPDC should be leading the market in order to attract and retain top talent.

5. OTHER BUSINESS:

a. Next Meeting – February 6, 2025, 7:00 pm

- i. New Commission Member Orientation, as needed
- ii. FY26 Rideshare Work Program and Grant Application – Presentation
- iii. FY26 PATH Mobility Management and Grant Application – Presentation
- iv. FY25 Draft Amended Budget – No Action
- v. FY25 Quarter Two (Oct-Dec) Financial Report

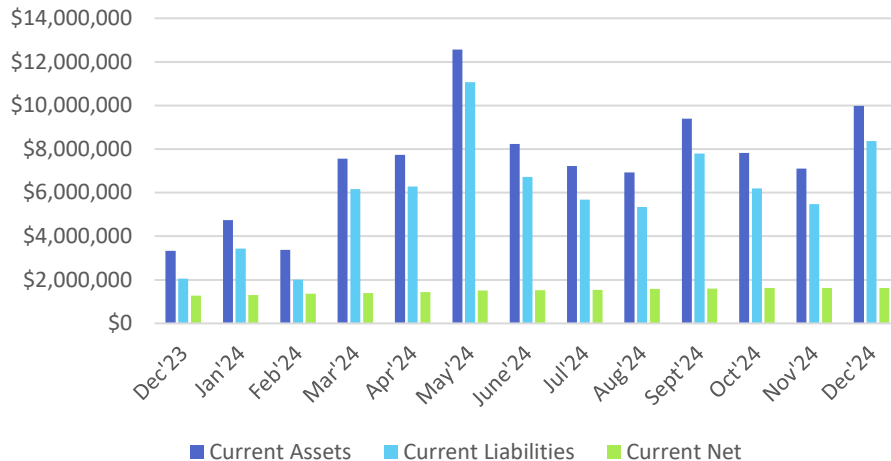
6. ADJOURNMENT:

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the January 6, 2025, Commission meeting at 7:57 pm.

Commission materials and meeting recording may be found at www.tjpd.org

NET QUICK ASSETS

Target = \$689,766 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$137,953



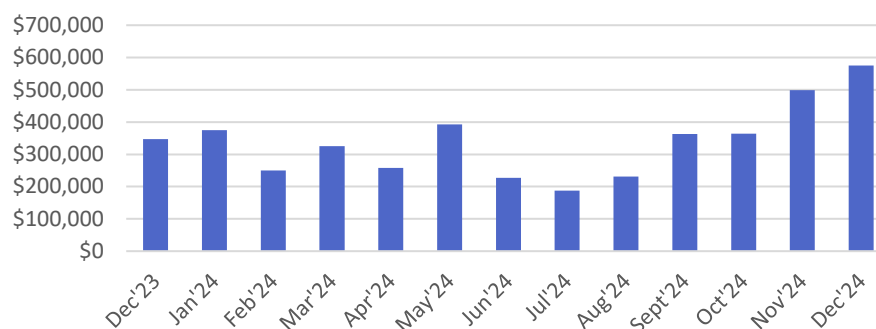
MONTHLY NET QUICK ASSETS

Nov'23 = 1,259,409
Dec'23 = 1,273,774
Jan'24 = \$1,309,673
Feb'24 = \$1,364,137
Mar'24 = \$1,395,162
Apr'24 = \$1,442,556
May'24 = \$1,502,579
Jun'24 = \$1,523,939
Jul'24 = \$1,538,193
Aug'24 = \$1,579,627
Sept'24 = \$1,594,519
Oct'24 = \$1,624,878
Nov'24 = \$1,624,250
Dec'24 = \$1,622,485

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of December 2024, the TJPDC had 11.76 months of operating expenses. The rolling twelve-month average operating expenses increased to \$137,953. The 3-month average operating expenses decreased to \$139,357. Actual operating expenses for November were \$130,270 and for December were \$139,521. Capital reserves on December 31 were \$932,719 (NQA minus 5 months of operating expenses).

UNRESTRICTED CASH ON HAND

Target = \$551,813 (4 months operating expenses)
Alarm = <\$275,906 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

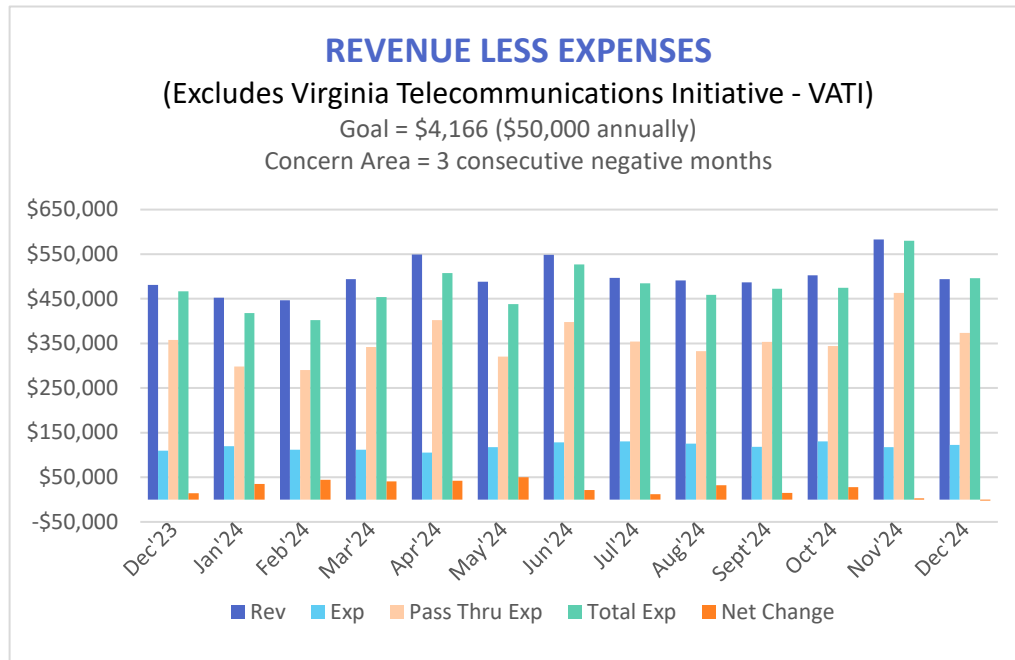
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average

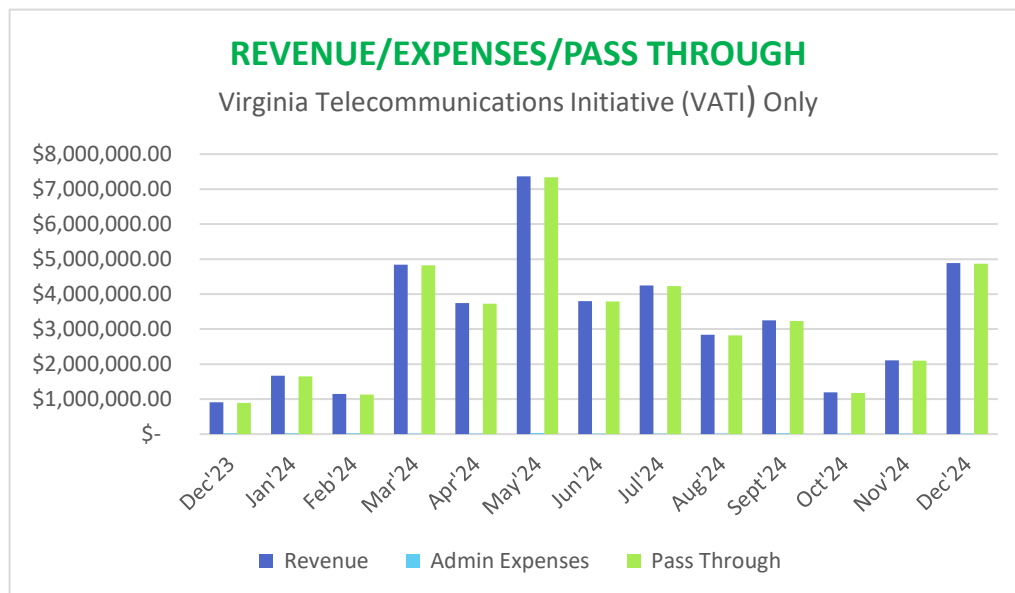
monthly operating expenses to give the number of months of operation without any additional cash received. December financials indicate that there were 4.17 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Nov'23 = \$24,355
Dec'23 = \$14,096
Jan'24 = \$34,814
Feb'24 = \$44,694
Mar'24 = \$40,588
Apr'24 = \$42,269
May'24 = \$49,807
Jun'24 = \$21,748
Jul'24 = \$11,876
Aug'24 = \$32,485
Sept'24 = \$14,966
Oct'24 = \$27,710
Nov'24 = \$3,008
Dec'24 = (\$1,936)



MONTHLY ADMIN

Dec'23 = \$19,456
Jan'24 = \$22,308
Feb'24 = \$20,510
Mar'24 = \$15,485
Apr'24 = \$14,924
May'24 = \$27,355
June'24 = \$14,920
Jul'24 = \$14,508
Aug'24 = \$16,720
Sept'24 = \$14,579
Oct'24 = \$17,955
Nov'24 = \$13,090
Dec'24 = \$16,873

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. To prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been removed from the Revenue Less Expenses graph/data and are reported separately in the VATI revenues, expenses, and pass-through graph both shown above.

The agency's net gain in November was \$3,008. The agency's net loss in December was \$1,936. The December Accrued Revenue Report shows the total average available funds of \$215,562 for the remaining 6 months in FY25, which is ample revenue to cover projected expenses.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
November 2024

9:16 PM

01/29/25

Accrual Basis

	Nov 24	Budget	Jul - Nov 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	1,928,104	3,157,902	14,591,480	15,789,511	37,894,825
4120 · State Funding Source	84,487	93,101	311,333	465,504	1,117,209
4130 · Local Source	660,776	287,634	3,387,704	1,438,170	3,451,608
4131 · Event Sponsors & Fees	0		630		
42000 · Local Match Per Capita	14,868	14,868	74,339	74,338	178,410
4279 · Program Income	0		1,840		
4280 · Interest Income	5,828	2,917	29,321	14,583	35,000
4999 · Prior Year Rev Corr	0		31		
Total Income	2,694,064	3,556,421	18,396,677	17,782,106	42,677,053
Gross Profit	2,694,064	3,556,421	18,396,677	17,782,106	42,677,053
Expense					
61000 · Personnel	104,458	119,458	534,621	597,291	1,433,498
6900 · Reimb. Overhead Allocation	0	0	0	0	0
6901 · Non-Reimb. Overhead Allocation	0	0	0	(0)	(0)
6240 · Advertising	1,071	3,162	5,494	15,810	37,945
62394 · Audit -Legal Expenses	736	5,865	5,022	29,323	70,375
6258 · Bank Charges	40	0	215	0	0
6260 · COGS	0	250	0	1,250	3,000
6281 · Dues	508	883	5,622	4,413	10,590
6242 · Employee Hiring & Recruitment	792		4,354		
62850 · Insurance	539	708	3,706	3,542	8,500
6345 · Janitorial Service	147	375	865	1,875	4,500
6450 · Meeting Expenses	328	1,065	4,051	5,327	12,785
6310 · Postage	51	209	524	1,043	2,503
62890 · Printing/Copier	192	540	1,198	2,701	6,482
6390 · Professional Dev & Meetings	1,734	5,797	21,749	28,986	69,565
6320 · Rent	9,009	8,945	44,279	44,726	107,343
6280 · Subscription-Publications	400	50	540	250	600
6290 · Supplies	136	803	3,289	4,014	9,634
63210 · Technology & Equipment	2,353	4,860	22,993	24,301	58,323
6600 · Telephone & Internet Service	1,414	1,283	6,713	6,413	15,392
6380 · TJPDC Contractual Services	1,323	6,085	20,039	30,424	73,017
63300 · Travel	5,038	4,003	22,776	20,013	48,031
9999 · Misc. / Contingency	0	5,831	0	29,155	69,971
Total Expense	130,270	170,172	708,050	850,857	2,042,056
Net Ordinary Income	2,563,794	3,386,250	17,688,627	16,931,248	40,634,997
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	119,249	121,648	351,294	608,239	1,459,775
83000 · HOME Pass-Through	77,826	98,432	118,576	492,161	1,181,186
84000 · Grants Pass-Through	2,363,712	3,166,170	17,126,992	15,830,849	37,994,037
Total Other Expense	2,560,786	3,386,250	17,596,862	16,931,249	40,634,997
Net Other Income	(2,560,786)	(3,386,250)	(17,596,862)	(16,931,249)	(40,634,997)
Net Income	3,008	(0)	91,765	(0)	0

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of November 30, 2024

	Nov 30, 24	Nov 30, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	992,922.60	637,868.65	355,053.95
1189 · Capital Reserve	938,960.00	577,052.00	361,908.00
Total Checking/Savings	1,931,882.60	1,214,920.65	716,961.95
Accounts Receivable			
1190 · Receivable Grants	5,151,084.27	6,321,226.74	-1,170,142.47
Total Accounts Receivable	5,151,084.27	6,321,226.74	-1,170,142.47
Other Current Assets			
1310 · Prepaid Rent	2,475.00	2,475.00	0.00
1330 · Prepaid Insurance	4,399.45	4,748.85	-349.40
1360 · Prepaid Other	7,991.36	7,934.67	56.69
Total Other Current Assets	14,865.81	15,158.52	-292.71
Total Current Assets	7,097,832.68	7,551,305.91	-453,473.23
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-120,358.55	-113,816.01	-6,542.54
Total Fixed Assets	16,349.13	22,891.67	-6,542.54
TOTAL ASSETS	7,114,181.81	7,574,197.58	-460,015.77
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	4,948,166.74	5,902,806.85	-954,640.11
Total Accounts Payable	4,948,166.74	5,902,806.85	-954,640.11
Credit Cards			
2155 · Accounts Payable Credit Card	6,388.22	5,395.84	992.38
Total Credit Cards	6,388.22	5,395.84	992.38
Other Current Liabilities			
2159 · Accrued Expenses	3,679.15	3,041.65	637.50
2160 · Accrued Payroll Payable	20,752.03	3,173.66	17,578.37
2465 · VRS Optional Life Payable	-0.01	0.00	-0.01
2469 · Hybrid VRS Contribution	232.73	184.66	48.07
2470 · Hybrid-457	656.99	552.72	104.27
2800 · Deferred Revenue	493,706.79	357,729.25	135,977.54
Total Other Current Liabilities	519,027.68	364,681.94	154,345.74
Total Current Liabilities	5,473,582.64	6,272,884.63	-799,301.99
Long Term Liabilities			
2200 · Leave Payable	52,041.63	47,505.89	4,535.74
Total Long Term Liabilities	52,041.63	47,505.89	4,535.74
Total Liabilities	5,525,624.27	6,320,390.52	-794,766.25
Equity			
3000 · General Operating Fund	541,483.64	443,209.19	98,274.45

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of November 30, 2024

	Nov 30, 24	Nov 30, 23	\$ Change
3100 · Restricted Capital Reserve	938,960.00	577,052.00	361,908.00
3600 · Net Investment in Fixed Assets	16,349.13	22,385.85	-6,036.72
Net Income	91,764.77	211,160.02	-119,395.25
Total Equity	1,588,557.54	1,253,807.06	334,750.48
TOTAL LIABILITIES & EQUITY	7,114,181.81	7,574,197.58	-460,015.77

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
December 2024

9:16 PM

01/29/25

Accrual Basis

	Dec 24	Budget	Jul - Dec 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	4,991,122	3,157,902	19,582,602	18,947,413	37,894,825
4120 · State Funding Source	67,221	93,101	378,554	558,605	1,117,209
4130 · Local Source	301,891	287,634	3,689,595	1,725,804	3,451,608
4131 · Event Sponsors & Fees	0		630		
42000 · Local Match Per Capita	14,868	14,868	89,207	89,205	178,410
4279 · Program Income	0		1,840		
4280 · Interest Income	5,941	2,917	35,262	17,500	35,000
4999 · Prior Year Rev Corr	0		31		
Total Income	5,381,043	3,556,421	23,777,720	21,338,527	42,677,053
Gross Profit	5,381,043	3,556,421	23,777,720	21,338,527	42,677,053
Expense					
61000 · Personnel	113,286	119,458	647,907	716,749	1,433,498
6900 · Reimb. Overhead Allocation	0	0	0	0	0
6901 · Non-Reimb. Overhead Allocation	0	(0)	0	(0)	(0)
6240 · Advertising	542	3,162	6,036	18,973	37,945
62394 · Audit -Legal Expenses	1,661	5,865	6,683	35,188	70,375
6258 · Bank Charges	40	0	255	0	0
6260 · COGS	0	250	0	1,500	3,000
6281 · Dues	483	882	6,106	5,295	10,590
6242 · Employee Hiring & Recruitment	422		4,776		
62850 · Insurance	539	708	4,245	4,250	8,500
6345 · Janitorial Service	233	375	1,099	2,250	4,500
6450 · Meeting Expenses	809	1,065	4,860	6,393	12,785
6310 · Postage	0	209	524	1,252	2,503
62890 · Printing/Copier	175	540	1,373	3,241	6,482
6390 · Professional Dev & Meetings	156	5,797	21,904	34,783	69,565
6320 · Rent	9,009	8,945	53,288	53,672	107,343
6280 · Subscription-Publications	51	50	591	300	600
6290 · Supplies	823	803	4,112	4,817	9,634
63210 · Technology & Equipment	7,288	4,860	30,281	29,162	58,323
6600 · Telephone & Internet Service	1,356	1,283	8,069	7,696	15,392
6380 · TJPDC Contractual Services	1,361	6,085	21,399	36,509	73,017
63300 · Travel	1,288	4,003	24,064	24,016	48,031
9999 · Misc. / Contingency	0	5,831	0	34,986	69,971
Total Expense	139,521	170,171	847,571	1,021,028	2,042,056
Net Ordinary Income	5,241,522	3,386,250	22,930,149	20,317,498	40,634,997
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	104,048	121,648	455,342	729,887	1,459,775
83000 · HOME Pass-Through	7,476	98,432	126,053	590,593	1,181,186
84000 · Grants Pass-Through	5,131,934	3,166,170	22,258,926	18,997,019	37,994,037
Total Other Expense	5,243,458	3,386,250	22,840,320	20,317,499	40,634,997
Net Other Income	(5,243,458)	(3,386,250)	(22,840,320)	(20,317,499)	(40,634,997)
Net Income	(1,936)	0	89,829	(0)	0

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,032,270.88	795,883.29	236,387.59
1189 · Capital Reserve	932,719.00	589,422.00	343,297.00
Total Checking/Savings	1,964,989.88	1,385,305.29	579,684.59
Accounts Receivable			
1190 · Receivable Grants	8,007,624.00	1,946,203.00	6,061,421.00
Total Accounts Receivable	8,007,624.00	1,946,203.00	6,061,421.00
Other Current Assets			
1310 · Prepaid Rent	2,250.00	2,250.00	0.00
1330 · Prepaid Insurance	3,770.94	4,070.42	-299.48
1360 · Prepaid Other	6,431.16	8,096.14	-1,664.98
Total Other Current Assets	12,452.10	14,416.56	-1,964.46
Total Current Assets	9,985,065.98	3,345,924.85	6,639,141.13
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-120,861.61	-114,656.51	-6,205.10
Total Fixed Assets	15,846.07	22,051.17	-6,205.10
TOTAL ASSETS	10,000,912.05	3,367,976.02	6,632,936.03
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	7,884,584.49	1,611,363.34	6,273,221.15
Total Accounts Payable	7,884,584.49	1,611,363.34	6,273,221.15
Credit Cards			
2155 · Accounts Payable Credit Card	9,594.79	4,007.50	5,587.29
Total Credit Cards	9,594.79	4,007.50	5,587.29
Other Current Liabilities			
2159 · Accrued Expenses	4,414.98	3,649.98	765.00
2160 · Accrued Payroll Payable	6,861.48	1,598.37	5,263.11
2468 · 401A VRS Contribution	0.00	-0.03	0.03
2800 · Deferred Revenue	457,124.97	432,400.60	24,724.37
Total Other Current Liabilities	468,401.43	437,648.92	30,752.51
Total Current Liabilities	8,362,580.71	2,053,019.76	6,309,560.95
Long Term Liabilities			
2200 · Leave Payable	52,212.70	47,437.84	4,774.86
Total Long Term Liabilities	52,212.70	47,437.84	4,774.86
Total Liabilities	8,414,793.41	2,100,457.60	6,314,335.81
Equity			
3000 · General Operating Fund	547,724.64	430,839.19	116,885.45
3100 · Restricted Capital Reserve	932,719.00	589,422.00	343,297.00
3600 · Net Investment in Fixed Assets	15,846.07	21,882.79	-6,036.72
Net Income	89,828.93	225,374.44	-135,545.51
Total Equity	1,586,118.64	1,267,518.42	318,600.22
TOTAL LIABILITIES & EQUITY	10,000,912.05	3,367,976.02	6,632,936.03

Accrued Revenue by Grant or Contract			For Year Ending June 30, 2025											
Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	YEAR TO DATE FY25	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY26+	GRANT TO DATE	GRANT- CONTRACT REMAINING FY25	NOTES
299	State Support to PDC (DHCD)	\$ 114,971	\$ 9,581	\$ 9,581	\$ 9,581	\$ 9,581	\$ 9,581	\$ 9,580	\$ 57,485	\$ -	\$ 20,452	\$ 57,485	\$ 37,034	State funding to TJPDC General/Contingency \$20,452 Deferred to FY26
112	TJPDC Corporation	\$ 1,200	\$ 135	\$ 99	\$ -	\$ -	\$ 266	\$ 99	\$ 600	\$ -	\$ -	\$ 600	\$ 600	501(c)3 Non-profit Arm
110	Bank Interest	\$ 70,000	\$ 5,864	\$ 5,884	\$ 5,585	\$ 6,159	\$ 5,828	\$ 5,941	\$ 35,262	\$ -	\$ -	\$ 35,262	\$ 34,738	Investment Pool Savings Income
120	SCRC	\$ 23,000	\$ -	\$ -	\$ -	\$ 9,597	\$ 334	\$ 135	\$ 10,066	\$ -	\$ 5,750	\$ 10,066	\$ 7,184	*SCRC Cooperative Agreement (Oct 1-Sept 30)
170/171	Rural Transportation	\$ 58,000	\$ 2,994	\$ 2,853	\$ 1,814	\$ 5,494	\$ 2,219	\$ 3,042	\$ 18,416	\$ -	\$ -	\$ 18,416	\$ 39,584	VDOT Rural Transp Planning
273	Water Street Center & Office Leases	\$ 40,000	\$ 2,420	\$ 2,385	\$ 2,580	\$ 2,155	\$ 2,525	\$ 2,295	\$ 14,360	\$ -	\$ -	\$ 14,360	\$ 25,640	Rental Fees
277	Legislative Liaison	\$ 118,128	\$ 5,608	\$ 8,651	\$ 6,776	\$ 9,423	\$ 11,621	\$ 6,619	\$ 48,699	\$ -	\$ -	\$ 48,699	\$ 69,429	*Legislative Operations - \$12,700 in deferred revenue budgeted
278	VAPDC-ED	\$ 55,243	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,826	\$ 4,583	\$ 27,743	\$ -	\$ -	\$ 27,743	\$ 27,500	Contract for Admin Services
296	Member Per Capita	\$ 178,411	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 89,207	\$ -	\$ -	\$ 89,207	\$ 89,204	Local Govt Annual Contributions
300	Regional - Professional Development Grant	\$ 4,750	\$ -	\$ -	\$ 4,750	\$ -	\$ -	\$ -	\$ 4,750	\$ -	\$ -	\$ 4,750	\$ -	VRSA Grant for Professional Development
303	Solid Waste	\$ 11,500	\$ 1,628	\$ 2,259	\$ 199	\$ 631	\$ 3,293	\$ 2,557	\$ 10,567	\$ -	\$ -	\$ 10,567	\$ 933	*Contract for annual reporting + \$1,000 in deferred revenue
325	Mineral	\$ 4,647	\$ 334	\$ 2,975	\$ 317	\$ 832	\$ 190	\$ -	\$ 4,647	\$ -	\$ -	\$ 4,647	\$ (0)	Contract for Support Developing Town of Mineral Comprehensive Plan
907	WIP Phase III - Contract #7	\$ 58,000	\$ 4,597	\$ 2,764	\$ 6,497	\$ 3,103	\$ 1,415	\$ -	\$ 18,376	\$ 39,624	\$ -	\$ 58,000	\$ -	*Watershed Improvement Plan
907	WIP Phase III - Contract #8	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,934	\$ -	\$ 22,066	Watershed Improvement Plan
908	RRBC	\$ 11,130	\$ 3,156	\$ 2,045	\$ 3,841	\$ 671	\$ 266	\$ 33	\$ 10,012	\$ -	\$ -	\$ 10,012	\$ 1,118	*Rivanna River Basin Commission
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thrus	\$ -												
172	Safe Streets and Roads for All (SS4A)	\$ 82,000	\$ 6,721	\$ 4,954	\$ 3,972	\$ 3,610	\$ 2,778	\$ 1,887	\$ 23,921	\$ 26,054	\$ 2,789	\$ 49,974	\$ 29,237	*Estimated Completion - June 2025
	SS4A Pass-Thru	\$ 990,000	\$ 22,100	\$ 14,850	\$ 28,050	\$ 59,349	\$ 59,250	\$ 64,770	\$ 248,369	\$ 266,545	\$ 10,500	\$ 514,914	\$ 464,586	*Pass through to Kimley Horn, AvidCore, and VDOT
180A-24	Mobility Management - 2024	\$ 86,371	\$ 11,172	\$ 11,864	\$ 6,576	\$ -	\$ -	\$ -	\$ 29,613	\$ 56,759	\$ -	\$ 86,371	\$ (0)	*Mobility Management - Oct 1 - September 30, 2024
	Mobility Management Pass-Thru - 2024	\$ 31,112	\$ 4,848	\$ 6,425	\$ 4,378	\$ -	\$ -	\$ -	\$ 15,650	\$ 15,462	\$ -	\$ 31,113	\$ (0)	Contracted with JABA
180A-25	Mobility Management - 2025	\$ 196,438	\$ -	\$ -	\$ -	\$ 11,596	\$ 6,378	\$ 13,524	\$ 31,498	\$ -	\$ 41,197	\$ 31,498	\$ 123,743	*Mobility Management - Oct 1 - September 30, 2025
	Mobility Management Pass-Thru - 2025	\$ 11,831	\$ -	\$ -	\$ -	\$ 4,879	\$ 6,953	\$ -	\$ 11,831	\$ -	\$ -	\$ 11,831	\$ -	
180B-Local	Mobility Management - Branding	\$ 17,871	\$ 339	\$ 505	\$ 921	\$ 199	\$ 533	\$ 679	\$ 3,175	\$ 3,154	\$ -	\$ 6,329	\$ 11,542	*BAMA grant, CACF grant, UVA contribution to support Mobility Mgmt
	Mobility Management Pass-Thru	\$ 35,027	\$ -	\$ -	\$ -	\$ 946	\$ -	\$ -	\$ 946	\$ 30,027	\$ -	\$ 30,973	\$ 4,054	Branding/Marketing Consultant for Mobility Management
181	RTP-TDM - Admin	\$ 50,000	\$ 2,617	\$ 3,582	\$ 3,508	\$ 5,638	\$ 3,213	\$ 3,364	\$ 21,922	\$ -	\$ 7,647	\$ 21,922	\$ 20,431	*Regional Transit Partnership - *budget includes \$7,647 deferred revenue
	RTP Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	*Grant Match if needed
190/195/198	MPO-PL	\$ 290,276	\$ 16,129	\$ 11,931	\$ 11,733	\$ 14,675	\$ 9,499	\$ 13,982	\$ 77,949	\$ -	\$ 64,363	\$ 77,949	\$ 147,964	*MPO PL Transportation Planning - Passive Roll Over Permitted
	MPO - PL - Consultant Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	L RTP Support Consultant
191/196/199	MPO-FTA	\$ 123,166	\$ 5,772	\$ 4,531	\$ 5,643	\$ 5,961	\$ 4,298	\$ 8,886	\$ 35,091	\$ -	\$ -	\$ 35,091	\$ 88,075	MPO FTA Transit Planning
	MPO - FTA Pass Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Consultant Pass-thru if needed
193	Rideshare - Admin	\$ 174,198	\$ 11,754	\$ 13,361	\$ 10,207	\$ 10,261	\$ 10,119	\$ 9,031	\$ 64,733	\$ -	\$ -	\$ 64,733	\$ 109,465	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A for FY24
194	Rideshare CAP Strategic Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Rideshare Strategic Plan - One-time grant - TJPDC admin not covered
	Strategic Plan Pass-Thru	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,104	\$ -	\$ 66,104	\$ 3,896	Full grant is direct pass through to consultant
726	HOME ARP - Admin	\$ 367,541	\$ 2,042	\$ 923	\$ 1,722	\$ 2,745	\$ 1,327	\$ 1,007	\$ 9,766	\$ 146,237	\$ 201,772	\$ 156,003	\$ 9,766	*HUD-ARPA Planning funds (not to exceed 5% of grant) - \$32,670 budgeted
	HOME ARP Pass-Thru	\$ 2,082,730	\$ -	\$ -	\$ 12,771	\$ 9,640	\$ 13,326	\$ 9,359	\$ 45,095	\$ 31,109	\$ 1,961,430	\$ 76,204	\$ 45,095	*Admin includes Consultant for Gap Analysis - \$277697 budgeted
727-21	HOME-21 TJPDC Admin	\$ 67,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,662	\$ -	\$ 67,662	\$ -	*HUD HOME-21 Housing Grants Admin
	HOME-21 Pass-Thru	\$ 607,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,883)	\$ (1,883)	\$ 608,954	\$ -	\$ 607,071	\$ -	*HUD HOME-21 Housing Grants Construction
727-22	HOME-22 TJPDC Admin	\$ 74,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,783	\$ -	\$ 74,783	\$ -	*HUD HOME-22 Housing Grants Admin
	HOME-22 Pass-Thru	\$ 785,628	\$ 18,340	\$ -	\$ -	\$ -	\$ 7,550	\$ -	\$ 25,890	\$ 326,146	\$ 277,616	\$ 352,036	\$ 155,977	*HUD HOME-22 Housing Grants Construction
727-23	HOME-23 TJPDC Admin	\$ 78,529	\$ 4,150	\$ 8,397	\$ 2,327	\$ 4,891	\$ 1,342	\$ -	\$ 21,107	\$ 57,421.71	\$ -	\$ 78,529	\$ -	*HUD HOME-23 Housing Grants Admin
	HOME-23 Pass-Thru	\$ 706,757	\$ -	\$ -	\$ -	\$ -	\$ 56,950	\$ -	\$ 56,950	\$ 129,519.14	\$ 520,288	\$ 186,469	\$ 0	*HUD HOME-23 Housing Grants Construction
727-24	HOME-24 TJPDC Admin	\$ 65,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,111	\$ -	\$ (0)	*HUD HOME-24 Housing Grants Admin
	HOME-24 Pass Thru	\$ 586,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,000	\$ -	\$ -	\$ 80,000	*HUD HOME-24 Housing Grants Construction
728-22	Housing Preservation Grant-22 - Admin	\$ 32,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,250	\$ -	\$ 32,250	\$ -	*USDA Housing Repair Admin
	HPG-22 Pass-Thru	\$ 182,750	\$ -	\$ -	\$ 10,316	\$ -	\$ -	\$ -	\$ 10,316	\$ 172,434	\$ -	\$ 182,750	\$ -	*USDA Housing Repair Construction
728-23	Housing Preservation Grant-23 - Admin	\$ 31,865	\$ 5,678	\$ 4,059	\$ -	\$ -	\$ -	\$ -	\$ 9,737	\$ 22,129	\$ -	\$ 31,865	\$ -	*USDA Housing Repair Admin
	HPG-23 Pass-Thru	\$ 180,570	\$ 27,183	\$ 13,100	\$ 30,096	\$ -	\$ 8,850	\$ 7,063	\$ 86,291	\$ 45,484	\$ 33,772	\$ 131,775	\$ 15,023	*USDA Housing Repair Construction
728-24	Housing Preservation Grant-24 - Admin	\$ 20,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,287	\$ 4,012	\$ -	\$ 10,185	\$ 4,012	\$ 6,172	*USDA Housing Repair Admin
	HPG-24 Pass-Thru	\$ 115,427	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,570	\$ -	\$ 28,857	*USDA Housing Repair Construction
729	Regional Housing Partnership	\$ 33,882	\$ 2,906	\$ 14,381	\$ 2,703	\$ 3,612	\$ 2,598	\$ 1,945	\$ 28,144	\$ -	\$ -	\$ 28,144	\$ 5,738	Regional Housing Partnership
	RHP - Consultant Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
729-1	RHP Housing Summit 2025	\$ 95,218	\$ 3,679	\$ 3,000	\$ 3,523	\$ 2,543	\$ 2,934	\$ 2,441	\$ 18,120	\$ 3,384	\$ -	\$ 21,503	\$ 73,715	RHP Housing Summit 2025
	RHP Summit Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
729-2	RHP Housing Study	\$ 126,671	\$ -	\$ -	\$ 2,490	\$ 3,235	\$ 939	\$ 956	\$ 7,620	\$ -	\$ 62,084	\$ 7,620	\$ 56,967	Regional Housing Study Grant
	RHP Housing Study Pass-Thru	\$ 148,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,247	\$ -	\$ 37,082	
732 CY24	VERP-24 - Admin	\$ 24,129	\$ 1,849	\$ 2,114	\$ 2,921	\$ 2,168	\$ 2,327	\$ 1,821	\$ 13,198	\$ 10,931		\$ 24,129	\$ (0)	*VA Eviction Planning Grant - Admin
	VERP 24 Pass-Thru	\$ 325,270	\$ 15,942	\$ 17,045	\$ 16,365	\$ 36,869	\$ 53,046	\$ 39,278	\$ 178,545	\$ 146,725		\$ 325,270	\$ (0)	*VA Eviction Planning Grant - Consultants
733	VA Housing Development - Admin	\$ 200,000	\$ 5,144	\$ 5,780	\$ 6,592	\$ 6,933	\$ 4,210	\$ 3,081	\$ 31,741	\$ 94,958	\$ 44,111	\$ 126,699	\$ 29,190	*VA Housing PDC - Admin
	VA Housing Pass-Through	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 795,412	\$ 334,863	\$ 795,412	\$ 669,725	*VA Housing PDC - Construction/Partnership
2.6-2025	Blue Ridge Cigarette Tax Board	\$ 123,558	\$ 14,510	\$ 10,068	\$ 6,878	\$ 8,637	\$ 8,175	\$ 6,631	\$ 54,897		\$ -	\$ 54,897	\$ 68,661	Includes Administrative Fees
	Cig Tax Pass-Through	\$ 3,274,313	\$ 265,957	\$ 281,490	\$ 268,202	\$ 291,532	\$ 257,117	\$ 254,948	\$ 1,619,245		\$ -	\$ 1,619,245	\$ 1,655,068	Pass through - direct costs

761	VATI 22 - Admin	\$ 875,000	\$ 14,508	\$ 16,720	\$ 14,579	\$ 11,609	\$ 9,616	\$ 15,432	\$ 82,464	\$ 491,997	\$ 200,279	\$ 574,460	\$ 100,261	*VATI Admin - 36-42 months
	VATI 22 Pass-Through	\$ 109,848,780	\$ 4,874,596	\$ 2,820,737	\$ 4,037,723	\$ 1,842,349	\$ 2,097,745	\$ 4,869,923	\$ 20,543,074	\$ 43,318,502	\$ 28,530,278	\$ 63,861,576	\$ 17,456,926	*Program/Construction Pass-Through
762	VATI 24 - Admin	\$ 280,062	\$ -	\$ -	\$ 7,215	\$ 6,346	\$ 3,474	\$ 1,441	\$ 18,476	\$ -	\$ 224,042	\$ 18,476	\$ 37,544	*VATI Admin - 18 months
	VATI 24 Pass-Through	\$ 13,008,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,588,438	\$ -	\$ 2,420,000	*Program/Construction Pass-Through
901	DEQ Septic Program - Admin	\$ 18,390							\$ -	\$ -	\$ 6,788	\$ -	\$ 11,602	
	DEQ Septic Pass-Through	\$ 146,630							\$ -	\$ -	\$ -	\$ -	\$ 146,630	
902	DEQ Rain Barrel Program	\$ 10,821							\$ -	\$ -	\$ 2,550	\$ -	\$ 8,271	
	DEQ Rain Barrel Pass-Through	\$ 3,477							\$ -	\$ -	\$ -	\$ -	\$ 3,477	
	TOTAL - All Programs	\$ 139,293,279	\$ 5,393,703	\$ 3,328,763	\$ 4,562,801	\$ 2,417,319	\$ 2,694,064	\$ 5,381,043	\$ 23,777,693	\$ 47,079,763	\$ 43,956,056	\$ 70,857,456	\$ 24,479,767	TOTAL - All Programs
	Pass Thru Sub-totals	\$ 121,636,743	\$ 5,228,965	\$ 3,153,647	\$ 4,407,900	\$ 2,245,563	\$ 2,560,786	\$ 5,243,458	\$ 22,840,320	\$ 45,952,422	\$ 42,961,002	\$ 68,792,742	\$ 23,186,396	Pass-Thru Subtotal

\$ 137,953 12 month average - Operating Expenses
\$ 139,357 3 month average - Operating Expenses
\$ 139,521 last month - Operating Expenses

Total Grant Funds Remaining	\$ 24,479,767
Pass-through funds	\$ 23,186,396
TJPDCAvailable Funds	\$ 1,293,371
Average Funds Available per Month	\$ 215,562

*Indicates unspent funds can 'roll-over' in FY26

Central Virginia Regional Housing Partnership: TJPDC Appointments

December 5, 2024

Voting Member Title	Name
City of Charlottesville Elected or Planning Commission Official (1)	Michael Payne, City Councilor
Albemarle County Elected or Planning Commission Official (1)	Ned Gallaway, Member, Board of Supervisors
Fluvanna County Elected or Planning Commission Official (1)	Bree Murray-Key, Planning Commissioner
Greene County Elected or Planning Commission Official (1)	Ron Williams, Planning Commissioner
Louisa County Elected or Planning Commission Official (1)	Rachel Jones, Board of Supervisor
Nelson County Elected or Planning Commission Official (1)	Jesse Rutherford, Board of Supervisor
TJPDC Appointed Non-Profit Housing Representatives (3)	Shayla Washington, Blue Ridge Coalition for the Homeless Dan Rosensweig, Habitat for Humanity of Greater Charlottesville Sunshine Mathon, Piedmont Housing Alliance
TJPDC Appointed Builder Representative (1)	Luke Roark, Commonwealth Contractors
TJPDC Appointed Developer Representative (1)	William Park, Pinnacle Construction & Development
TJPDC Appointed Financial Lender Representative (1)	Peter Holman, UVA Community Credit Union
TJPDC Appointed Design Professional Representative (1)	Kurt Keesecker, BRW Architects
TJPDC Appointed Citizen/Resident Representative (Urban) (1)	Emily Dreyfus, Public Housing Association of Residents
TJPDC Appointed Citizen/Resident Representative (Rural) (1)	Fitzgerald Barnes, Louisa County Resident
University of Virginia (UVA) (1)	Colette Sheehy, University of Virginia
Thomas Jefferson Planning District Commission Commissioner (1)	Keith Smith, TJPDC Commission
Rural Nonprofit (Non-CHAACH) Representative (Nelson Community Development Foundation, Fluvanna/Louisa Housing Foundation, Skyline Community Action Partnership) – Appointed by TJPDC (1)	Margaret Clair, Nelson County Community Development Foundation
Workforce Investment Board (WIB) Chair (1)	Annette Hyde, Workforce Investment Board Chair
Regional Transit Partnership (RTP) Chair (1)	Diantha McKeel, Regional Transit Partnership Chair
TJPDC Appointed Health Industry Representative (1)	Cameron Moore, Virginia Department of Health

*Recommended Motion: Motion to appoint Kurt Keesecker as the TJPDC Appointed Design Professional for the Central Virginia Regional Housing Partnership.

TO: TJPDC Commission
FROM: Laura Greene, Director of Finance and Human Resources
RE: FY25 Quarter Two (October - December 2024) Financial Report
DATE: February 6, 2025

Purpose: To provide a detailed quarterly report on the Thomas Jefferson Planning District Commission's finances for October through December of 2024.

The meeting materials include the December Financial Dashboard, Accrued Revenue Report, Consolidated Profit and Loss Statement, and Balance Sheet. Additionally, the meeting materials include a FY25 Quarter Two Profit and Loss Prior Year Comparison Statement. Staff will present a high-level overview of the agency's performance in Quarter Two (October – December 2024).

Quarter Two Financial Overview:

Net quick assets have increased \$27,966 from \$1,594,519 on September 30, 2024, to \$1,622,485 as of December 31, 2024. Based upon the twelve-month average for operating expenses, we have 11.76 months of available operating expenses (compared to 11.80 in September). Our current goal is five months of available operating expenses. Funds available in our Capital Reserve Account are \$932,719 (Net Quick Assets minus 5 months operating expenses: \$1,622,485 - \$689,766).

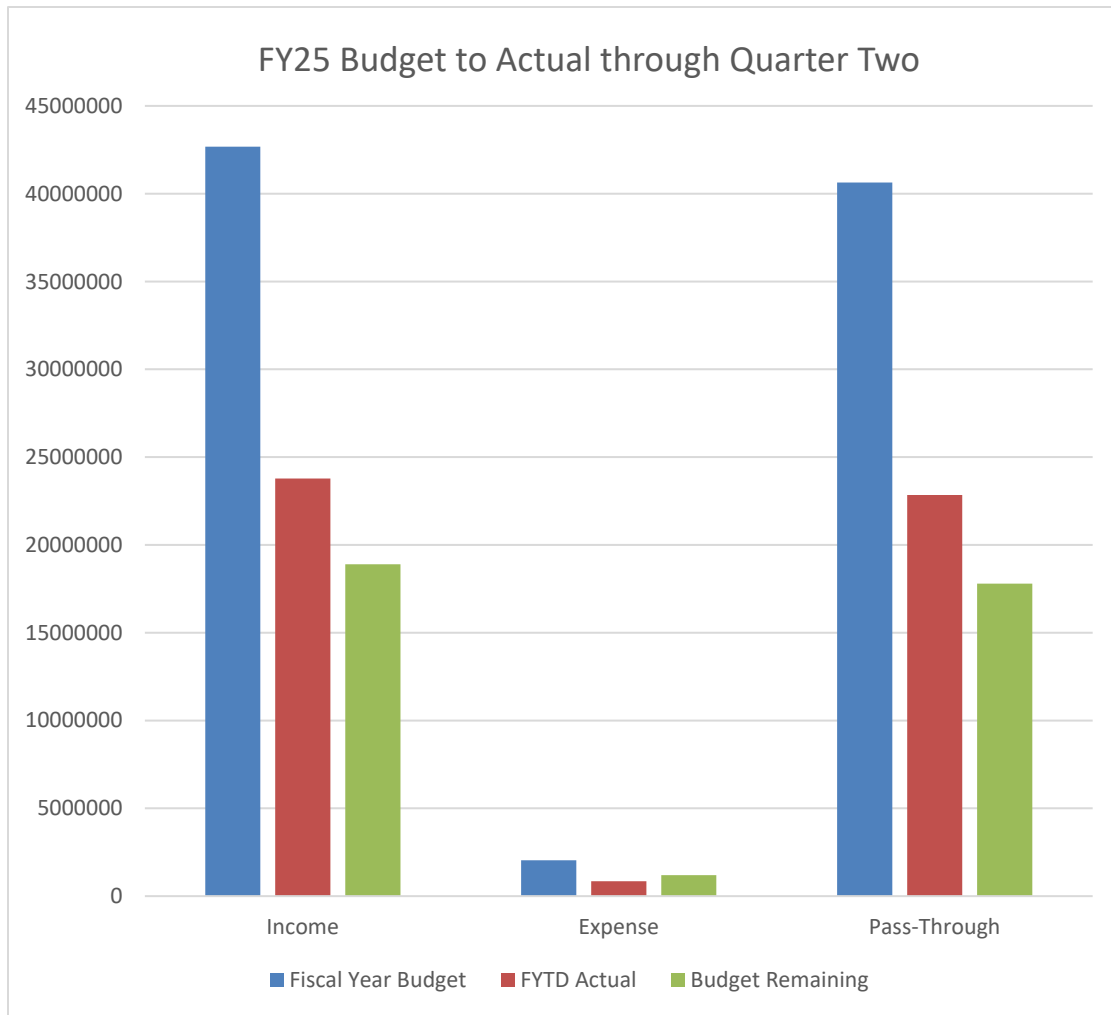
Unrestricted Cash on Hand as of December 31st was \$575,146 or 4.17 months of average monthly operating expenses. Four months is our current target level and concern level is less than two.

Revenue less Expenses – The net loss in December was \$1,936 resulting in a cumulative fiscal year net gain of \$89,828.93.

Profit & Loss (P&L) - Budget vs Actual – On December 31 we were 50% through FY25:

- Total FY25 income through December - was \$23,777,720.
 - This is 55.72% of the \$42,677,053 budgeted.
- Total FY25 expense through December - was \$847,571.
 - This is 41.51% of the \$2,042,056 budgeted.
- Total Pass-Through through December - was \$22,840,320.
 - This is 56.21% of the \$40,634,997 budgeted.





Balance Sheet: As of December 31, total current assets were \$9,985,066 and total fixed assets were \$15,846 for a balance in total assets of \$10,000,912. A \$6,632,936 increase from this time last year. Account receivables make up the majority of this increase with a balance on December 31 of \$8,007,624 compared to \$1,946,203 at same time last year. Total current liabilities as of December 31 were \$8,362,581 an increase of \$6,273,221.

The account receivable and liability increases are primarily attributable to intensification of activity related to the VATI program.

Accrued revenues: Existing grant and contract balances for FY25 are shown in the Accrued Revenue report. As of December 31, 2024, we had \$24,479,767 in grant funds remaining to be earned, of which \$23,186,396 are pass-through funds, resulting in \$1,293,371 available for the remaining six months averaging \$215,562 per month for operating expenses. The 12-month average for operating expenses is \$137,953. Operating expenses last month were \$139,521.

Recommendation: No action required.

Thomas Jefferson Planning District Commission

Profit & Loss Prev Year Comparison

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	19,582,602.19	7,888,729.14	11,693,873.05	148.2%
4120 · State Funding Source	378,553.73	369,023.93	9,529.80	2.6%
4130 · Local Source	3,689,595.00	2,571,964.80	1,117,630.20	43.5%
4131 · Event Sponsors & Fees	630.00	0.00	630.00	100.0%
42000 · Local Match Per Capita	89,206.52	85,527.01	3,679.51	4.3%
4279 · Program Income	1,840.00	0.00	1,840.00	100.0%
4280 · Interest Income	35,261.80	25,734.48	9,527.32	37.0%
4999 · Prior Year Rev Corr	30.62	11,197.40	-11,166.78	-99.7%
Total Income	23,777,719.86	10,952,176.76	12,825,543.10	117.1%
Gross Profit	23,777,719.86	10,952,176.76	12,825,543.10	117.1%
Expense				
61000 · Personnel	647,907.01	620,551.78	27,355.23	4.4%
6240 · Advertising	6,036.04	900.32	5,135.72	570.4%
62394 · Audit -Legal Expenses	6,682.75	9,074.98	-2,392.23	-26.4%
6258 · Bank Charges	255.00	160.00	95.00	59.4%
6260 · COGS	0.00	2,287.50	-2,287.50	-100.0%
6281 · Dues	6,105.60	5,120.52	985.08	19.2%
6242 · Employee Hiring & Recruitment	4,775.72	200.00	4,575.72	2,287.9%
62850 · Insurance	4,245.02	3,937.02	308.00	7.8%
6345 · Janitorial Service	1,098.57	1,229.60	-131.03	-10.7%
6450 · Meeting Expenses	4,860.10	2,302.35	2,557.75	111.1%
6310 · Postage	523.71	-59.90	583.61	974.3%
62890 · Printing/Copier	1,372.88	1,065.76	307.12	28.8%
6390 · Professional Dev & Meetings	21,904.40	11,923.53	9,980.87	83.7%
6320 · Rent	53,287.95	51,775.20	1,512.75	2.9%
6280 · Subscription-Publications	590.96	82.99	507.97	612.1%
6290 · Supplies	4,111.82	3,996.95	114.87	2.9%
63210 · Technology & Equipment	30,280.82	13,818.07	16,462.75	119.1%
6600 · Telephone & Internet Service	8,068.95	8,088.95	-20.00	-0.3%
6380 · TJPDC Contractual Services	21,399.38	44,715.84	-23,316.46	-52.1%
63300 · Travel	24,064.37	13,810.30	10,254.07	74.3%
Total Expense	847,571.05	794,981.76	52,589.29	6.6%
Net Ordinary Income	22,930,148.81	10,157,195.00	12,772,953.81	125.8%
Other Income/Expense				
Other Expense				
82999 · Grants Contractual Services	455,341.62	393,205.52	62,136.10	15.8%
83000 · HOME Pass-Through	126,052.65	544,233.31	-418,180.66	-76.8%
84000 · Grants Pass-Through	22,258,925.61	8,994,381.73	13,264,543.88	147.5%
Total Other Expense	22,840,319.88	9,931,820.56	12,908,499.32	130.0%
Net Other Income	-22,840,319.88	-9,931,820.56	-12,908,499.32	-130.0%
Net Income	89,828.93	225,374.44	-135,545.51	-60.1%



To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 6, 2025

Re: Draft Amended Operating FY25 Budget

Purpose: To present the Draft Amended FY25 Operating Budget, to be used as the basis for financial reports throughout the remainder of the fiscal year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May preceding the fiscal year as prescribed in the TJPDC Bylaws, and 3) an amended operating budget for approval in March, to serve as the budget for financial reports through the year. The budget presented tonight is in draft form. At the March 6, 2025, meeting, the Commission will be presented with the final amended operating budget for FY25 for consideration and approval.

In your meeting packet is the Draft Amended FY25 Operating Budget. For your reference, the FY22 Actuals, FY23 Actuals, FY24 Actuals, and the FY25 Amended Operating budgets are included. Staff operate from a detailed line item working budget by program that is available to you upon request.

Proposed Amended FY25 Operating Budget: The recommended Draft Amended FY25 Operating Budget incorporates changes to revenue and expense assumptions from the original FY25 budget adopted at the May 2, 2024, meeting and is adjusted to include changes that have occurred during the first half of FY25 and changes that are projected to occur during the second half of FY25. The amended budget includes total projected revenue of \$48,257,467 and expenditures of \$48,003,615 for an anticipated net gain of \$253,852.

Changes to revenue in the Amended FY25 budget include, but are not limited to:

- **Federal Revenues:** Federal Revenues are amended to be \$37,588,493 in the amended budget (compared to \$37,894,825 in the original projected budget).
 - Projections for the FY22 VATI revenues are higher (\$38,182,724 vs. \$35, 201,556) due to an increase in pace in the completion of the VATI 22 project. \$35,582,724 of that revenue is expected to be from a federal source and \$2,600,000 is expected to be from a local source.
 - Due to the FY24 VATI award, additional revenues in the amount of \$2,476,020 are included in the amended budget. \$10,000 each from federal and local sources and \$2,456,020 from a state source.

- The TJPDC was awarded a DEQ IJIA Implementation grant to manage a pilot septic program and rain barrel workshops. An additional \$169,979 in federal funding is included in the amended budget.
- The TJPDC was awarded an FFY25 PATH/Mobility Management grant. Federal revenues for this grant include \$139,227.
- Due to staff vacancies in the transportation department, MPO federal revenues are lower than additional projected, however, unspent funds will roll over into FY27.
- HOME-ARP revenues are lower than expected (\$109,772 vs. \$310,367) due to sub-recipients pooling resources for larger projects. Unspent funds in FY25 will roll into future fiscal years.
- Federal revenues for the Safe Streets and Roads for All grant are expected to be greater than originally forecasted (\$612,890 vs. \$514,560) to account for lower than expected spending in FY24 that rolled into FY25.
- Projections for the annual HOME pass through amounts are less than expected as sub-grantees are pooling their allocations for larger projects.
- **State Revenues:** State Revenues are amended to be \$3,779,210 (compared to \$1,117,209 in the original projected budget).
 - Due to staff vacancies in the transportation department, MPO state revenues are lower than additional projected, however, unspent funds will roll over into FY27.
 - Due to the FY24 VATI award, additional revenues in the amount of \$2,476,020 are included in the amended budget. \$2,456,020 from a state source and \$10,000 each from federal and local sources.
 - The TJPDC was not awarded an additional year of Virginia Eviction Reduction Pilot (VERP) grant funding for CY2025, however, staff did not originally budget to include revenue for this program as it was an unconfirmed source at the time of the original budget's development.
 - State revenues for the VA Housing Development grant are higher than expected (\$730,657 versus \$670,000) due to increases in sub-recipient spending. However, it is important to note that staff recently received a request for a project/budget extension. If VA Housing grants this, state revenues will be lower in this fiscal year and any unspent funds will roll into FY26 and FY27.
- **Local Revenues:** Local Revenues are amended to be \$6,601,354 (compared to \$3,427,608 in the original projected budget).
 - Local funds for the Regional Housing Summit and Regional Housing Study are included (\$102,714) and come from sponsorships, local government contributions, and local foundations/grants.
 - The largest difference in local revenues is a result of larger than projected tax revenues for the Blue Ridge Cigarette Tax Board (BRCTB) (\$3,397,871 versus \$2,965,000). This increase is associated with the inclusion of cigarette taxes from sales in Rockingham and Mount Crawford, as new members of the BRCTB.
- **Other Revenues:**
 - Rental space projected revenue increased from \$24,000 to \$40,000 due to an increase in the rental rates to reflect the TJPDC's increased rates. Additionally, all

available sub-tenant space is expected to be rented and the demand for meeting space in the Water Street Center has increased.

- Interest income is expected to be \$70,000 vs. \$35,000 due to higher interest rates, larger FY24 net gains, and the use of the VIP Investment Pool for savings.

Changes to expenses in the FY25 Amended budget include:

- Slight decrease in salary and benefits. This is attributed to the net difference between reduced costs due to vacancies to include the Director of Transportation position (now filled), two transportation planners (now filled), one VATI Program Assistant (now filled) and the increase of costs due to bringing the Mobility Management transportation counselor and assistant in house rather than contracting it out. As originally budgeted, staff received a one-time bonus at the end of the calendar year. Staff will also receive an increased one-time bonus at the end of the fiscal year (to compensate for the additional staff workload related to the numerous staff vacancies listed above).
- Increase in Supplies/Cost of Goods Sold due to additional regional stamp rolls needed for the increased sales of cigarettes for the Blue Ridge Cigarette Tax Board.
- Decrease in contingency expenses. DHCD state contingency funds were allocated to specific programs for project/program costs.
- Decrease in Audit/Legal expenses due to fewer personnel-related legal expenses incurred than anticipated.
- Increase in meeting expenses due to space rentals and staff professional development /travel to Fluvanna/Louisa.
- Increase in Equipment/Data Use due to the purchase of needed computers that could not be allocated to specific programs, the purchase of an AED, replacement of broken office furniture.
- Decrease in Professional Development due to reallocating those costs to specific programs to be reimbursed by our grantors.

Overall, we expect revenues to exceed expenditures by approximately \$253,852 for the year. Staff are working to prepare the FY26 budget to be delivered to you in April 2025. The excess revenues accumulated in FY25 may be required to balance the FY26 budget due to a lower-than-average calculated FY26 indirect cost rate (41% compared to 65%).

Recommended Motion by Commission: *None at this time. This is a draft of the amended FY25 operating budget. A final will be brought to the March 2025 meeting for consideration and approval.*

TJPD - FY25 Amended Budget

02.06.2025

	<i>\$0.62 per capita</i>	<i>\$0.62 per capita</i>	<i>\$0.64 per capita</i>	<i>\$0.66 per capita</i>
Revenue	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Actual</u>	<u>FY25 Amended</u>
Federal	\$1,319,439	\$12,765,316	\$26,941,918	\$37,588,493
State	\$862,261	\$955,735	\$838,859	\$3,779,210
Local	\$0	\$5,313,450	\$8,579,291	\$6,601,354
Local per capita	\$158,876	\$160,847	\$171,054	\$178,411
Interest Income	\$2,769	\$35,208	\$61,276	\$70,000
Rent Income	\$25,200	\$22,198	\$26,098	\$40,000
Grant & Reserves Transfer		-\$32,486	\$11,197	\$0
Total Revenue	\$4,276,502	\$19,220,268	\$36,629,693	\$48,257,467
Operating Expenses				
Personnel Costs				
Salaries	\$775,648	\$967,741	\$998,838	\$1,139,306
Fringe and Release	\$147,991	\$203,213	\$225,045	\$276,301
Total Personnel	\$923,639	\$1,170,954	\$1,223,883	\$1,415,607
Direct Costs				
Overhead Allocation	\$0	\$0	\$0	\$0
Nonreimbursable Overhead	\$0	\$0	\$0	\$0
Contingency	\$0	-\$56	\$0	\$17,115
Postage	\$1,947	\$1,948	\$326	\$1,339
Subscriptions	\$249	\$708	\$317	\$630
Supplies/COGS	\$5,819	\$13,510	\$15,132	\$19,485
Audit-Legal	\$22,900	\$27,817	\$28,753	\$37,920
Advertising	\$22,580	\$16,030	\$20,883	\$39,963
Meeting Expenses	\$1,824	\$7,525	\$4,383	\$41,030
TJPD Contractual	\$80,652	\$109,322	\$77,341	\$80,769
Dues	\$8,623	\$9,312	\$10,924	\$12,412
Insurance	\$5,942	\$7,731	\$7,406	\$8,020
Printing/Copy	\$4,538	\$5,139	\$2,539	\$5,269
Rent	\$97,850	\$100,975	\$104,296	\$107,700
Equip/Data Use	\$40,050	\$50,026	\$26,592	\$56,473
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,388	\$6,258	\$16,079	\$17,530
Travel-Vehicle	\$9,675	\$17,741	\$32,766	\$65,448
Janitorial	\$2,050	\$2,917	\$2,545	\$5,500
Professional Development	\$16,555	\$52,815	\$16,628	\$48,511
Total Other Costs	\$327,642	\$429,717	\$366,910	\$565,113
TOTAL OPERATING EXPENSES	\$1,251,280	\$1,600,671	\$1,590,793	\$1,980,721
Net Ordinary Income - Pass Through \$	\$3,025,222	\$17,619,596	\$34,578,718	\$46,276,746
Other				
HOME Pass Through	\$736,642	\$376,127	\$775,261	\$407,125
HPG Pass Through	\$115,899	\$141,171	\$168,632	\$140,552
Cigarette Tax Pass Through	\$1,389,338	\$2,659,620	\$2,683,169	\$3,274,313
VATI Broadband Pass Through	\$0	\$13,376,956	\$29,941,546	\$40,420,000
Other Grants Pass Through	\$721,102	\$949,884	\$1,010,110	\$1,780,905
Total Other Expenses	\$2,962,981	\$17,503,758	\$34,578,718	\$46,022,895
Net Other Income	-\$2,962,981	-\$17,503,758	-\$26,615,515	-\$46,022,895
Net Income	\$62,241	\$115,839	\$460,182	\$253,852

FY25 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State - DHCD Allocation		\$60,615				
110	WSC & Offices						\$40,000
110	Interest Income					\$70,000	
301	Charlottesville				\$33,843		
302	Albemarle				\$76,227		
304	Fluvanna				\$18,376		
305	Greene				\$13,969		
306	Louisa				\$26,219		
307	Nelson				\$9,777		
	Unknown Source/Reserve Transfer			\$0			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	\$12,800					
171	Rural Transportation Planning	\$45,200					
172	Safe Streets and Roads for All (SS4A)	\$42,526		\$10,631			
180B-Local	PATH/Mobility Management - Local			\$14,717			
180-FFY24	PATH/Mobility Management FY224	\$25,199	\$5,039				
180-FFY25	PATH/Mobility Management FFY25	\$129,762	\$25,952				
	Transit Planning						
181	Regional Transit Partnership (RTP)			\$42,353			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	\$200,812	\$25,102				
191/196/199	FTA Funding	\$109,481	\$13,685				
	Rideshare						
193	Rideshare/TDM - DPRT		\$139,358	\$34,840			
194	CAP/Rideshare Strategic Plan	\$1,792	\$1,948	\$156			
	Other Transportation						
334	Nelson TAP			\$0			
HOUSING AND NONPROFIT							
726	HOME-ARP	\$19,531					
727-21	HOME Consortium Admin-21	\$0					
727-22	HOME Consortium Admin-22	\$0					
727-23	HOME Consortium Admin-23	\$21,111					
727-23.1	HOME Consortium Admin-23.1		\$30,000				
727-24	HOME Consortium Admin-24	\$0					
728-22	Housing Preservation Admin - HPG-22	\$0					
728-23	Housing Preservation Admin - HPG-23	\$9,673					
728-23.1	Housing Preservation Admin - HPG-23.1		\$3,904				
728-24	Housing Preservation Admin - HPG 24	\$10,185					
729	Regional Housing Partnership			\$33,882			
729.1	Regional Housing Summit		\$15,000	\$76,835			
729.2	Regional Housing Study		\$38,708	\$25,880			
732	VERP - DHCD		\$13,198				
733	VA Housing - PDC		\$60,931				
ENVIRONMENT							
303	Solid Waste			\$11,500			
901	IJJA DEQ Septic Program	\$11,602					
902	IJJA DEQ Rain Barrel Program	\$8,270					
907	WIP DEQ	\$40,441					
908	RRBC			\$11,130			
OTHER PROGRAMS							
112	TJPDC - Corporation			\$1,200			
120	SCRC - Capacity Building	\$17,250					
277	Legislative Liaison			\$118,128			
278	VAPDC			\$55,243			
300	Regional - Other			\$4,750			
325	Mineral - LSL			\$4,647			
760	Reional Cigarette Tax			\$123,558			
761	VATI 2022 - DHCD	\$182,724		\$0			
762	VATI 2023 - DHCD		\$56,020	\$0			
PASS THRU REVENUE							

170/171	Rural Transportation Planning	\$0		\$0			
172	Safe Streets and Roads for All (SS4A)	\$570,364		\$142,591			
180B-Local	PATH/Mobility Management - Local			\$5,000			
180-FFY24	PATH/Mobility Management - FFY24	\$12,520	\$2,504				
180-FFY25	PATH/Mobility Management - FFY25	\$9,465	\$1,893				
181	Regional Transit Partnership (RTP)			\$0			
190/195/198	MPO - PL	\$0	\$0	\$0			
191/196/199	MPO - FTA	\$0	\$0	\$0			
193	Rideshare/TDM - DRPT	\$0	\$0	\$0			
194	CAP/Rideshare Strategic Plan						
303	Solid Waste			\$0			
726	HOME-ARP Pass Through	\$90,191					
727-21	Consortium HOME Pass Through-21	-\$1,883					
727-22	Consortium HOME Pass Through-22	\$181,867					
727-23	Consortium HOME Pass Through-23	\$56,950					
727-24	Consortium HOME Pass Through-24	\$80,000					
728-22	Housing Preservation Pass Through-22	\$10,316					
728-23	Housing Preservation Pass Through-23	\$101,378					
728-24	Housing Preservation Pass Through-24	\$28,857					
729	Regional Housing Partnership		\$0				
729.1	Regional Housing Summit						
729.2	Regional Housing Study		\$37,082				
732	VERP - DHCD Pass Through		\$178,545				
733	VA Housing - PDC Pass Through		\$669,725				
760	Regional Cigarette Tax Pass Through			\$3,274,313			
761	VATI 2022- DHCD Pass Through	\$35,400,000		\$2,600,000			
762	VATI 2024 - DHCD Pass Through	\$10,000	\$2,400,000	\$10,000			
901	IJJA DEQ Septic Program	\$146,630					
902	IJJA DEQ Rain Barrel Program	\$3,477					
Total Revenues by Category		\$37,588,493	\$3,779,210	\$6,601,354	\$178,411	\$70,000	\$40,000
Sum Total of Revenues							\$48,257,467

FY25

FY25

			Per Capita		Direct Local Contributions					Per Capita		Required Local Match						
7/1/2022			0.66	Local	Local	Local	0.4	Local	Local	0.66	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita		
Program Code			110/300	193	303	908	277	181	729	Various	300	170/171	180	190/195/198	191/196/199	330	907	120
																		Southeast Crescent Regional Commission
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	Mobility Management	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)		(SCRC)
Charlottesville	51,278	18.97%	\$ 33,843	\$ 7,331	\$ 2,540	\$ 1,337	\$ 20,511	\$ 25,000	\$ 9,550	\$ 100,113	\$ 33,843	\$ -	\$ (1,678)	\$ (14,125)	\$ -	\$ (2,751)	\$ -	
Albemarle	115,495	42.73%	\$ 76,227	\$ 15,876	\$ 5,560	\$ 6,210	\$ 46,198	\$ 25,000	\$ 21,310	\$ 196,381	\$ 76,227	\$ (7,645)	\$ (3,780)	\$ (31,813)	\$ -	\$ (6,195)	\$ -	
Fluvanna	27,843	10.30%	\$ 18,376	\$ 3,999	\$ 1,370	\$ 1,897	\$ 11,137	\$ -	\$ 5,250	\$ 42,030	\$ 18,376	\$ (1,843)	\$ (911)	\$ -	\$ -	\$ (1,494)	\$ -	
Greene	21,165	7.83%	\$ 13,969	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,466	\$ -	\$ 3,905	\$ 31,423	\$ 13,969	\$ (1,401)	\$ (693)	\$ -	\$ -	\$ (1,135)	\$ -	
Louisa	39,725	14.70%	\$ 26,219	\$ 5,274	\$ -	\$ -	\$ 15,890	\$ -	\$ 7,110	\$ 54,493	\$ 26,219	\$ (2,630)	\$ (1,300)	\$ -	\$ -	\$ (2,131)	\$ -	
Nelson	14,813	5.48%	\$ 9,777	\$ 2,335	\$ -	\$ -	\$ 5,925	\$ -	\$ 2,875	\$ 20,912	\$ 9,777	\$ (981)	\$ (485)	\$ -	\$ -	\$ (795)	\$ -	
TOTALS			270,319	100.00%	\$ 178,411	\$ 37,812	\$ 10,500	\$ 108,128	\$ 50,000	\$ 50,000	\$ 445,350	\$ 178,411	\$ (14,500)	\$ (8,847)	\$ (45,938)		\$ (14,500)	\$ -

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: February 6, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since December 5, 2024. Items with an asterisk (*) require action from the Commission.

Administration:

- February 6, 2025, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick*
- b. *Vote to Allow Electronic Participation, if needed – *Ruth Emerick*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person.
- b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)

3. Presentations

- a. **New Staff Introductions** – *Christine Jacobs*
 - i. Taylor Jenkins, Director of Transportation
 - ii. Joe Klodzinski, VATI Project Administrative Assistant
 - iii. Igor Kalina, PATH/Mobility Management Transportation Counselor
 - iv. Sarah Richardson, PATH Transportation Assistant
- b. **FFY26 PATH/Mobility Management** – *Lucinda Shannon*

In the December meeting, the Commission provided a resolution of support for the FFY26 grant application to the Virginia Department of Rail and Public Transportation (DRPT) to continue our PATH program providing support to seniors and individuals with disabilities in identifying available transportation options. Staff will provide a brief overview of the application and planned activities for FY26, should the grant be awarded. A copy of the staff's presentation will be provided following the meeting.

- c. **FY MERIT Technical Assistance Grant Application** – *Lucinda Shannon*

The newly formed Charlottesville Area Regional Transit Authority will hold its initial meeting in the early months of calendar year 2025. To identify a work plan for CARTA,

staff is applying for a DRPT MERIT Technical Assistance Grant to review all existing planning documents (to include, but not limited to, the Regional Vision Plan, the Transit Governance Study, and Transit Providers' Transit Development and Transit Strategic Plans) to develop and prioritize regional implementation activities. Staff will present on the application and proposed work plan. A copy of the staff's presentation will be shared following the meeting.

4. Consent Agenda – Chair O'Brien

Copies of the following materials are included in the meeting materials:

- a. ***Minutes of December 5, 2024, Commission Meeting**
- b. ***Minutes of January 9, 2025, Special Session of the Commission**
- c. ***November and December Financial Reports**
 - i. November and December Dashboard Report
 - ii. November Consolidated Profit & Loss Statement and Balance Sheet
 - iii. December Consolidated Profit & Loss Statement and Balance Sheet
 - iv. December Accrued Revenue Report
 - v.

***Recommended Action:** Staff recommend a motion to approve the consent agenda.

5. New Business

- a. ***Central Virginia Regional Housing Partnership Appointments – Ruth Emerick**

The RHP consists of a 21-member voting board. The commission is responsible for several appointments to the board. Staff will recommend one new member for the commission's consideration. A copy of the RHP's draft board roster is included in the meeting materials.

***Recommended Action:** Staff recommends a motion to appoint Kurt Kesecker as the TJPDC Appointed Design Professional for the Central Virginia Regional Housing Partnership.

- b. ***Quarter Two (October – December) Staff Memo and Financial Report – Ruth Emerick**

Staff will give an update on the TJPDC's financial performance for quarter one of Fiscal Year 2025. Included in the meeting materials are a staff memo and a Quarter One Profit and Loss Prior Year Comparison Statement.

***Recommended Action:** Staff recommends a motion to accept the Quarter Two financials, as presented.

- c. **FY25 Draft Amended Operating Budget – Christine Jacobs**

Staff will present the FY25 Draft Amended operating budget for review, questions, and comments. No action is requested from the commission in this meeting. The final draft

will be brought be for the Commission in their March meeting for consideration and approval. The approved amended budget will be the final approved budget for FY25 to be utilized for auditing purposes unless amended prior to June 30th. This amended budget allows staff to update budgeted revenues and expenses after six months of actual operating expenses and new contract awards. A detailed FY25 budget memo is included in the meeting materials and provides more details of the recommended changes. FY25 will be another positive financial year for the TJPDC.

6. Old Business

None

7. Executive Director's Monthly Report

- a. Administrative: VACO Local Government Day – Two staff members attended the VACO Local Government Day in Richmond in January. Additionally, staff attended the VAPDC Board and Executive Director's meeting while in Richmond.
- b. Virginia Telecommunications Initiative (VATI) 2022: Staff continue to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD's portion of Firefly's construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

Project milestones reported to DHCD in January are as follows:

- 1,600 miles of field data collection.
- 3,351 miles of fiber design.
- 1,772 miles of make ready construction.
- Seven communications huts set.
- 1,347 miles of aerial fiber placement.
- 615 miles of underground fiber placement.
- 1,471 miles of splicing.
- 16,009 passings.

Firefly's website includes timelines, project progress in each County, maps, and communications for specific project areas. This information is updated on a regular basis.

Each month, the TJPDC staff conduct site visits to monitor ongoing work across the project area. On December 11, TJPDC staff conducted a site visit to observe the Goochland hut installation on Sandy Hook Road in Goochland County. This hut was purchased through the USDA ReConnect program and will provide connectivity to thousands of VATI passings in the eastern region of Goochland County not already connected to CVEC's system as well as parts of Powhatan County.

There is a scheduled site visit on 1/30/25 to visit a recently completed aerial fiber construction in Madison County.

- c. Virginia Telecommunications Initiative (VATI) 2024: The TJPDC and Firefly's \$12.2 million VATI 2024 grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in ten central Virginia counties, to include Fluvanna, Greene, and Louisa Counties in our Planning District. The contract grant agreement was executed with DHCD on January 7, 2025.

- d. Transportation

- i. Safe Streets and Road for All (SS4A) Comprehensive Safety Action Plan: [Move Safely Blue Ridge](#) is the region's plan to reduce roadway fatalities and serious injuries for all road users no matter their choice of transportation.

Completed Activities

- Round II of Public Engagement
 - Held twelve pop-up events (two per jurisdiction) to promote the *Move Safely Blue Ridge* project and gather community feedback.
 - Conducted a community survey to identify roadway safety enhancement projects.
 - Analyzed survey responses to identify potential safety solutions based on public input.
 - Featured the *Move Safely Blue Ridge* discussion on the "Let's Talk Albemarle" podcast.
- Virtual Public Meetings – Round II of Public Engagement
 - Meeting #1: December 11, 2024, 12:00 PM–12:45 PM.
 - Meeting #2: December 11, 2024, 5:00 PM–5:45 PM.
 - Working Group Meeting #5: January 16, 2025.

Ongoing Efforts

- City of Charlottesville Demo Project Coordination
 - Coordinating the implementation of the East High St–Meade Avenue demo project.
 - Preparing for a survey launch in February to gather feedback, running through March 7, 2025.
 - Organizing a public meeting to seek input on which implementation project residents believe will have the greatest safety impact, scheduled for February 25, 2025, at 5:00 PM.

Upcoming Efforts

- Draft Comprehensive Safety Action Plan completion and preparation for review.
- Round III of Public Engagement focused on gathering feedback on the draft *Comprehensive Safety Action Plan*.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction (if time permits).
- b. **The next Commission meeting will be held on Thursday, March 6, 2025. There will be a Finance/Executive Committee Meeting preceding the March 6th meeting at 5:15 pm.**

Items for next meeting:

- i. FY26 Rideshare Work Program and Grant Application – Presentation
- ii. FY26 Draft Rural Transportation Work Program and Budget - Presentation
- iii. *FY26 5-Year Strategic Plan – For Approval
- iv. *FY25 Final Amended Operating Budget – For Approval
- v. VATI Six-Month Update – Presentation
- vi. Executive Director Evaluation Process Begins
- vii. TJPDC Corporation – Appoint New Members, if needed

9. *Adjourn

Designates Items to be Voted On
