

**MEMO**

**To:** TJPD Commissioners  
**From:** Chip Boyles, Executive Director  
**Date:** June 6, 2019  
**Re:** Executive Director's Report

**Purpose:** To inform Commissioners of Agency Activities since May 2, 2019

**Administration**

- June Meeting Agenda

**2. Matters from the Public**

- a. Comments from public.

**3. Executive Director's Report**

- a. Review of this report.
- b. Attached FY19-FY20 Project Report
  - i. Overview of projects worked on or completed in FY19.
- c. Census 2020 Complete County Committee
  - i. The US Census Bureau is working to achieve an accurate count of US residents and their demographic information during the 2020 census count. Accurate population counts are very important to localities, regions and states as this is a defining factor in many federal funding formulas and congressional districting. To do so, the US Census Bureau is working with local governments across the country to build support and assistance with the public to respond and respond accurately to census surveys. One way many localities are working toward this effort is through regional partnerships such as their Planning District Commissions. There is no funding for such efforts so PDC's vary in the amount of support being provided.

After discussion with City and County leaders, it is the TJPDC staff recommendation that it would be advantageous for the TJPDC to take a limited role in our region, organizing a regional Complete Count Committee, staffing this committee, collecting available marketing materials for the census and assisting local governments and others to publish and distribute these materials. There will be a regional staff cost to this effort but should be kept to minimum unless the local governments should decide to fund a more robust level of engagement.

#### 4. Consent Agenda

- a. Minutes of May 2, 2019
- b. Financial Report

i. Dashboard Report - Net quick assets are \$706,271. Based upon the twelve-month average for operating expenses, we remain to have 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$201,236. (Net Quick Assets minus 5 months operating expenses;  $\$706,271 - \$505,035 = \$188,652$ )

Unrestricted Cash on Hand as of April 30, 2019 was \$577,090 or 5.71 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months.

Revenue less Expenses - We had a net gain of \$ 15,398 for the month of April. This gives us a fiscal year net gain of \$19,150. Budgeted fiscal year net gain is \$11,490. Staff costs were lower in April due to the departure of two key staff early in March. Two other planners left in May which will provide lower operating expenses through June. As of June 1<sup>st</sup>, only one of the four open positions have been filled.

ii. Profit & Loss. Total income through April is \$1,438,432. With 10 months or 83% of the fiscal year complete, we have received 67% of our total budgeted income. Total expenses are \$ 1,419,282 or 66% of the budgeted total expenses of \$2,143,928. Capital revenues and capital expenses projected for FY19 in the HOME projects and Fifth Street Bike Trail project will be delayed until FY20 causing the total revenue/expense difference.

Operating expenses for the same period are \$1,016,333 or 80% of our total budgeted operating expenses of \$1,273,017. Operating revenue through April is \$ 1,035,483 or 81% of the budgeted operating revenue of \$1,284,507. At 81%, we are now projected to exceed our FY19 Amended Budget projections with a net gain exceeding \$25,000.

iii. Balance Sheet. As of April 30, 2019, we have total current assets of \$993,421 and total fixed assets of \$1,986. Total assets are down by \$61,021 from the same time last year. Total liabilities have decreased from a year ago by \$97,698 with total liabilities as of April 30, 2019 of \$331,044. Total Equity has increased by \$36,677 to \$664,362 since the same time last year.

iv. Accrued revenues of existing grant and contract balances for FY19 are shown. We currently have \$281,429 available in contracts and grants for the remaining 2 months of FY19. April operating expenses were \$104,486. (April operating expenses were inflated due to the Housing Conference held on April 19<sup>th</sup>. There were more than equal offsetting revenues generated by the conference to cover all costs but increased our average monthly operating expenses and revenues.) Our 12-month average is \$101,007. We currently have \$140,715 available funds per month for operating expenses. We will likely not see all of this revenue by year's end with projects of the Housing Plan and Watershed Improvement Program and others extending FY19 funds into FY20.

- i. As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = \$579,293) where we will have 1) at least 6 months

operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

## **5. Resolutions**

### **a. FY20 Election of Officers**

Nominating Committee recommended slate of officers for Fy20:

Chair – Dale Herring, Greene County Board of Supervisors

Vice-Chair – Jesse Rutherford, Nelson County Board of Supervisors

Treasurer – Keith Smith, Fluvanna County At-Large

Secretary – Chip Boyles, TJPDC executive Director

## **6. Other Business**

### **a. Discussions by jurisdictions of timely topics from each local government.**

## **7. Adjourn**

END OF AGENDA REPORT

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**The latest staff meeting agendas is attached for current programs, projects and efforts of the TJPDC staff.**

### **Of note includes:**

- The LRTP was approved by the MPO in May.
- The Regional Transit Partnership completed development of an annual funding agreement MOU and funding formula between Charlottesville Area Transit and Albemarle County. The RTP voted in May to recommend the MOU to the City of Charlottesville and Albemarle County.
- The RTP has suggested that a joint economic development (Chamber), planning and transit peer exchange visit with a similar community be organized and held in the Fall. Similar, the RTP has asked for a Business Transportation/Transit summit be held in partnership with the regional Chambers.
- Virginia Association of MPO's and Virginia Association of Planning District Commissions are hosting a Training Conference in Charlottesville on June 14<sup>th</sup>.
- Staff is working with all PDC's in the Chesapeake Bay Watershed to create a matching fund that would annually fund a part time person at PDC's to assist local governments with Watershed Improvement Program goals and other water quality issues. TJPDC executed an agreement for an additional \$21,500 for February 1 to September 30, 2019 work. FY20 funds have now been approved and we expect an additional agreement of \$52,000 and \$13,000 local match for the remaining portion of FY20 and into FY21.

- Staff with the building search committee continues to work on options for a new office space. Our lease is up in August of 2020 but is expected to be extended to August, 2021.
- TJPDC is working to assist Central Virginia Electric Coop with facilitating discussions with local governments for their build out of fiber broadband services within their utility territory. Staff is working with Greene and Albemarle Counties for a possible regional broadband authority.
- Upon not being awarded funds for a pilot transit program connecting Staunton to Charlottesville, staff is working with SAWMPO on a revised grant application to review a modified transit or van pool service from Waynesboro to Charlottesville. Currently, funding is in place for a review of a modified system. While there is \$60,000 awarded, the MPO's are looking at a \$30,000 study that would require a local match of \$6,000 between the two MPO's.
- Nelson County was awarded an initial \$3,000 CDBG Planning Grant applications for a downtown revitalization planning grant. Nelson has now been awarded \$35,000 for the Lovingson Business District Revitalization Plan.
- Completed Phase I of Rivanna River Corridor study and developed Scope of Work and Budget for Phase II. Tentative approvals have been received from both Albemarle County and City of Charlottesville. A Notice to Proceed with work is expected in May. A Technical Committee kick-off meeting is planned for mid-June.
- Work has begun on the Rural Rivanna Plan that maps assets and identifies development goals of areas of the Rivanna Corridor through rural Albemarle County and through Fluvanna County to the James River.
- Staff has submitted the funding application for the update of the Region's Hazard Mitigation Plan. When awarded this will likely begin in FY21.
- Assisted Town of Scottsville with Comprehensive Plan data and a proposal for Small Area Planning assistance for community engagement.
- Staff is preparing a scope of work for a joint Small Area Plan for the Fluvanna/Louisa Zion Crossroads area. This would be a FY20 project that will include both land use planning and rural transportation planning. Initial presentations began with a presentation to area businesses on April 30<sup>th</sup>.
- We have developed a new organizational chart for the TJPDC to structure the new positions required by the current opening of three positions on our staff. Interviews for new staff began May 28<sup>th</sup>.
- Charlottesville Cherry Avenue Small Area Plan is reaching its final stages. One final community engagement push will be made for final revisions and a July completion date.
- We plan to submit grant funding in early FY20 for a Federal Economic Development Administration (EDA) grant to fund a Regional Comprehensive Economic Development Strategies Plan.

- Staff is assisting Albemarle County on the Albemarle Climate Action Committee considering what efforts by Charlottesville and Albemarle may have regional interest.