

AGENDA

- 1. Call to Order** 7:00
- 2. Matters from the Public** 7:00 – 7:15
 - a. Comments by the public are limited to no more than 2 minutes per person.
 - b. Introduction of new TJPDC staff
 - i. Lucinda Shannon – MPO Transportation Manager
 - ii. Shirese S.R. Franklin – Community & Environmental Planner
 - iii. Jessica Hersh-Ballering – Transit/TDM/Rideshare Planner
- 3. Executive Director's Report** 7:15 – 7:30
 - a. Report is attached
 - b. Current Activity Report
 - c. Annual DHCD Report
- 4. * Consent Agenda** 7:30– 7:30

Action Items:

 - a. * Minutes of the September 5, 2019 Meeting
 - b. * Financial Reports
 - i. August Dashboard Report
 - ii. August Profit & Loss Statement
 - iii. August Balance Sheet
 - iv. August Accrued Revenues report
- 5. *Resolutions** 7:30 – 7:50
 - a. * FY21 Projected Budget & Local Government Revenue Rates
- 6. Other Business** 7:50 – 8:30
 - a. Roundtable Discussion by Jurisdiction
 - b. Next Meeting – November 7, 2019
 - a. Presentation on Recycling
 - b. FY19 Financial Audit Report
- 7. ADJOURN** 8:30
**Proposed action items*



MEMO

To: TJPDC Commissioners
From: Chip Boyles, Executive Director
Date: October 3, 2019
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since September 5, 2019

Administration

- October Meeting Agenda

2. Matters from the Public

- a. Comments from public.
- b. Introduction of new staff members:
 - i. Lucinda Shannon – Planner IV – Manager of Transportation Planning
 - ii. Shirese Franklin – Planner II – Environmental, Land Use and Housing Planning
 - iii. Jessica Hersh-Ballering – Planner III – Transit/TDM/Rideshare Planning

3. Executive Director's Report

- a. Review of the agenda items.
- b. Staff activity and responsibility report
- c. The Commonwealth's Planning District Commissions are required by the Regional Cooperation Act of Virginia Code 15.2-4200 to submit an annual report to the Department of Housing and Community Development that contains a description of activities of the previous year, adherence to requirements of the Act and a budget and accounting of revenues and expenses. Attached is the TJPDC Annual Report for Fiscal Year 2019.

4. Consent Agenda

- a. Minutes of the September 5, 2019 Commission meeting
- b. Finance Report

- i. Dashboard Report

Net quick assets are \$723,877. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$228,472. (Net Quick Assets minus 5 months operating expenses; $\$723,877 - \$495,405 = \$228,472$)

Unrestricted Cash on Hand as of August 31, 2019 was \$522,445 or 5.27 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 \$ 4,872 for the month of August. This gives us a fiscal year net loss of \$1,749. Budgeted fiscal year gain/loss is \$0

- ii. Profit & Loss. Total income through August is \$282,238. With 2 months or 17% of the fiscal year complete, we have received 15% of our total budgeted income. Total expenses are \$ 283,987 or 15% of the budgeted total expenses of \$1,886,559.

Operating expenses for the same period are \$185,633 or 14.75% of our total budgeted operating expenses of \$1,255,477. Operating revenue through August is \$ 183,884 or 14% of the budgeted operating revenue of \$1,255,477.

- iii. Balance Sheet. As of August 31, 2019, we have total current assets of \$953,283 and total fixed assets of \$6,427 giving total assets of \$959,711. Total assets are down by \$93,600 from the same time last year. Total liabilities have decreased from a year ago by \$133,988 with total liabilities as of August 31, 2019 of \$271,428. Total Equity has increased by \$40,388 to \$688,282 since the same time last year.
- iv. Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have \$1,133,459 available in contracts and grants to end the year. August operating expenses were \$95,674. The 12-month average is \$99,975. We have \$103,042 in available funds per month for these operating expenses.

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. Fiscal Year 2021 Projected Budget & Local Government Revenues

Attached memo & resolution.

6. Other Business

- a. Discussions by jurisdictions of timely topics from each local government.
- b. Next Meeting – November 7, 2019

7. Adjourn

END OF AGENDA REPORT

		Lead	Support	Weekly Update	In Wrike	Add to Wrike
ADMINISTRATION		Chip	Billie			
Finance & Executive Committee	110	Billie		Meets again		
FY21 Budget & Local Requests	110	Billie	Chip, Don	Draft due Sept 25th. Comm approval October 3rd. Due October 29. Group meeting Sept 4th. Sara is asking DRPT for TSP cost estimates and consulting firms.	Yes	
FY20 Budget Amendment	110	Chip		Draft is due Jan 29th	Yes	
Equity & Title VI	110 /190/191	Lucinda	Shirese	Join the Albemarle County monthly meetings.		
Town Gown Visit	301/302	Dominique	Chip	Develop a committee and set 1st meeting date with Chamber		
Annual TJPDC Meeting	110	David	Dominique	Working on April date & location	Yes	
Annual DHCD Report	110	Billie		Submitted to DHCD September 30, 2019		
Annual New Fiscal Year's Eve	110	Gretchen	David	Tuesday, June 30, 2020		
Annual April 13 Retreat	110	Gretchen	Chip			
Annual office clean up day	110	Gretchen	Christine			
Annual Day of Caring	110	Christine		Wednesday, September 25, 2019		
Pers Policy Education Reimb	110	Chip		Developing policy. Date TBD		
Pers Policy Remote Work	110	Chip	Lucinda	Draft policy available for review.		
Communications						
TJPDC Web Site Development	110	Dominique		WIP III Tab created; reformatted scope and schedule uploaded with maps; Dominique and Jessica added to Staff; in the process of learning Wordpress interface with Ryan		
Census Count Committee	300	Sara	Jessica	CCC Meeting set October 7, 2019		
PACC / PACC Tech	301/302	Chip	Sara	Next meeting is TBD. Update web site is needed.		
Cloud Based IT	110	Chip		1. Richmond consultant to advise. 2. NWG given go ahead to transfer Q:drive and P: drive to Office365 OneDrive.	Yes	
Joint Cville Alb Meeting	301/302	Chip		Sept 9th Mtg. Prepare slide presentation by Sept 3rd. 1. Hydraulic SAP Funding 2. RTP progress to include TSP funding.		
Regional Quality of Life Indicators	300	Chip		Example Baton Rouge CityStats	Yes	
LEGISLATIVE		David				
Legislative Affairs	277	David	Dominique	Leg. Prog. Development underway		
VAPDC	278	David	Dominique			
FINANCE		Don				
Monthly Reporting	110	Don		Ongoing		
Annual Audit	110	Don		Auditors begin office work Sept. 3rd. / Audit Comm Mtg Nov 1st.		
H&W Contract Services	110	Don				
Annual Health Benefits Report	110	Don				
Annual Health Insurance	110	Don				
Annual Liability Insurance	110	Don				
Monthly bank reconciliation	110	Billie				
Human Resources Onboarding	110	Chip		Developing a document for new and current staff. Date TBD		
PLANNING / ENVIRONMENTAL		Sandy	Nick			
Cherry Avenue	316	Nick	Sandy	2 more community engagement meetings and final draft prep	Yes	
Albemarle Inventory	323	Sandy	Nick/	Hiring 2 field workers to do data entry. Working with Habitat and PVCC		
Lovington CDBG	308	Nick		On-hold		
Zion Crossroads	171/309	Sandy	Nick/Shirese/ Lucinda	Meetings with local staff ongoing	Yes	
Scottsville	337	Nick		Ongoing public engagement		
ENVIRONMENT						
RRBC Admin	908	Dominique		Board meeting in September. RRBC Conf in September		
Rural Rivanna Plan	908	Nick	Shirese/Sandy	RRBC acting as Steering Committee		
Urban Rivanna Plan	329	Nick	Shirese/Sandy	Steering Committee now meeting	Yes	
WIP III	907	Dominique	Shirese	Submitting and renewing on 10/1/19	Yes	
rd Mitigation & Climate Change Plan	303	Shirese				
Solid Waste/Recycling	303	Shirese				
Albemarle Climate Comm	302	Shirese				
Scenic Rivers - James & Hardware	908	Sandy	Nick			
HOUSING & COMM DEVELOPMENT		Billie	Christine			
HOME	727	Billie				
HPG	728	Billie				
REGIONAL HOUSING	729	Christine				
Phase II Plan	730	Christine	Nick / Shirese/Dom		Yes	
TJCLT	723	Christine	Chip			
Community Development						
STAR TAP	315	Billie				
Fifth Street Trails	192	Billie				
Charlottesville Area Alliance	300	Chip	Billie	Monthly meetings. 3 year action plan. Create 3 Task Forces for action plan.	No	
Region 9 GO Va Council	300	Chip		Next meeting October 10th Invited to Sept. TJPDC Comm Mtg	No	
CVPED Board	300	Chip		Next meeting October 25th.	No	
CEDS FY21	300	Sandy	Chip	Application submittal in FY20.		
TRANSPORTATION		Sandy	Lucinda			
MPO		Lucinda	Sandy		Yes	
Policy Board	190/191	Lucinda	Sandy			
CTAC	190/191	Jessica	Sandy			
MPO Tech	190/191	Nick	Lucinda			
Smart Scale FY20	198	Nick	Lucinda	Meeting held with city/county staff on 8/30/19		
Bike / Ped Planning	193/195/196	Jessica	Lucinda			
Revenue Study	195/196	Dominique	Lucinda			
TIP	190/191	Lucinda	Sandy			
RURAL TRANSPORTATION		Nick	Lucinda		Yes	
Rural Tech	170/171	Nick	Lucinda			
VDOT Invoicing	170/190/191	Sandy	Lucinda	Monthly Program Invoicing to VDOT due by last day of month for the previous month	Yes	
PEC/CACF Greenways	187	Billie	Jessica			
RIDESHARE-TDM		Sara	Jessica			
RTP	181/193	Sara	Jessica			
RTP Reporting	181	Jessica				
Amtrak	191/196/199	Chip	Jessica	DRPT has issued PO for work. First meeting scheduled for Sept 12th.	Yes	
SAW Intercity	193/196	Sara	Chip			
JAUNT Board	191	Chip	Sara	Next meeting Sept 11.	No	
Community Engagement Bus	195	Jessica	Chip	Search for grants \$		
TJPDC Corp.		Billie	Chip			



Regional Vision • Collaborative Leadership • Professional Service

September 27, 2019

J. David Conmy
Local Government Policy Administrator
Virginia Department of Housing and Community Development
600 E. Main St. Suite 300
Richmond, VA 23219

Dear Mr. Conmy,

The Thomas Jefferson Planning District Commission (TJPDC) is pleased to submit our Annual Report highlighting TJPDC's work during the 2019 Fiscal Year from July 1, 2018 to June 30, 2019. Since its founding, the TJPDC has played an important role in the region. TJPDC has been responsible for identifying the need for new organizations and services, such as regional rural transit (JAUNT), regional economic development (CVPED), and services for senior adults (JABA). TJPDC has also taken the lead in a number of major regional initiatives such as the Thomas Jefferson Study to Preserve and Assess the Regional Environment (TJSPARE) and associated Sustainability Accords; the Rivanna River Roundtable that led to the formation of the Rivanna River Basin Commission; the Thomas Jefferson HOME Consortium to obtain housing assistance funds for low and moderate income residents; and the Eastern Planning Initiative, a comprehensive effort for regional land use and transportation coordination in the eastern portions of the region.

In addition to those efforts, TJPDC has long provided important services to local governments including the development of comprehensive plans; downtown, small area, and corridor plans; transportation planning assistance through the MPO and rural transportation planning program; as well as planning tools for special populations, including seniors and people with disabilities.

The Thomas Jefferson Planning District Commission serves Planning District 10 of the Commonwealth, consisting of the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson and the City of Charlottesville. Represented under their governing counties include the Towns of Louisa, Mineral, Scottsville and Stanardsville. While each of these communities have a unique character, history and development goals, they also have many shared concerns and visions.

The TJPDC has positioned itself to be the intersection for ideas, people and action for all things regional in our collective communities. Our work during FY19 exemplified this role, with regional initiatives and accomplishments over the year, as well as a significant body of work directly for our localities.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "C. P. Boyles, II".

Charles P. Boyles, II
Executive Director

City of Charlottesville Albemarle County Fluvanna County Greene County Louisa County Nelson County

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Thomas Jefferson Planning District Commission (TJPDC) Annual Report for FY19

- 1) Please upload a one-page cover letter signed by your organization's Executive Director summarizing the annual report responses and identifying any other matters the PDC would like to highlight that may not be captured by the annual report questions.
- 2) Please use the following table to identify the PDC's member jurisdictions and the name of their representative.

Name of Locality/Entity	Name of Representative for Locality/Entity	Title of Representative
City of Charlottesville	Nikuyah Walker	Mayor
City of Charlottesville	Lisa Greene	Chair, Planning Commission
Albemarle County	Rick Randolph	Supervisor
Albemarle County	Liz Palmer	Supervisor
Fluvanna County	Tony O'Brien	Supervisor
Fluvanna County	Keith Smith	Citizen
Greene County	Dale Herring	Supervisor
Greene County	Andrea Wilkinson	Citizen
Louisa County	Willie Gentry	Supervisor
Louisa County	Bob Babyok	Supervisor
Nelson County	Ernie Reed	Supervisor
Nelson County	Jesse Rutherford	Supervisor

- a. Have any member jurisdictions withdrawn or no longer formally participate with the PDC? Please identify these jurisdictions and indicate when such change occurred.

No

- b. Have any Native American tribes joined the PDC (pursuant to § 15.24203 of the Code of Virginia)? Please identify these tribes and indicate when they joined.

No

- 3) What is the latest Weldon Cooper population estimate for the PDC?

255,428

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- 4) Please upload a copy of the PDC's budget from the most recent and current fiscal years in CAMS and complete the following information related to the PDC's annual budget:

Fiscal Year	Total Budget Amount	Total Budget Amount from Local Sources	Total Budget Amount from State Sources	Total Budget Amount from Federal Sources	Total Budget Amount from other Sources
FY 20	\$2,033,460	\$620,491	\$328,550	\$1,061,619	\$22,800
FY 19	\$2,155,418	\$589,176	\$387,881	\$1,155,361	\$23,000

- 5) Has the Charter or Bylaws been amended in the past fiscal year? If yes, please email updated document to DHCD Staff.

No. The last update was March 2, 2017.

- 6) Please upload a copy of the PDC's Work Plan/Program in CAMS.

Element #1: Successes and achievements

- 7) Please list and describe 3-5 successes and achievements of special note with regional efforts in cooperation over the last fiscal year. List these highlights in order of their importance to your PDC/region. Keep in mind that one or two highlights from each PDC will be selected for inclusion in the biennial report on PDCs that is submitted to the Governor and General Assembly. **Answers that are too succinct or similar to answers from recent past reports will likely lead to follow-up questions by DHCD staff.**

Highlight #1: Long Range Transportation Plan and Jefferson Area Bicycle and Pedestrian Plan

The Policy Board of the Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO) formally adopted the 2045 Long Range Transportation Plan (LRTP) at their May 22, 2019 meeting, culminating work over the past two years. The LRTP is a federally-mandated plan that looks ahead three decades to assess future priority transportation projects for the Charlottesville-Albemarle MPO area. The plan includes all transportation modes (roadways, transit, rail, bicycle, pedestrian, and air). Projects identified in the LRTP were developed using both technical evaluation tools (travel demand modeling and mapping) and through a robust public engagement effort. Outreach included four open houses, two public hearings, and other

opportunities for comments during the two-year process of updating the plan. The Jefferson Area Bicycle and Pedestrian Plan was incorporated into the 2045 LRTP as adopted. A set of performance measures, created using federal resources, public comment, and committee input, was used to produce quantitative values for project scenarios. Public engagement was augmented through a two-year Strengthening Systems Grant through the Charlottesville Area Community Foundation (CACF) to Build a Regional Bicycle and Pedestrian Transportation Network. As part of that work, the Piedmont Environmental Council (PEC) and the TJPDC worked with communities in the Charlottesville and Albemarle urban area to envision a comprehensive network of bicycle and pedestrian trails and greenways.

Highlight #2: Regional Housing Partnership (RHP) Needs Assessment and Summit

At their September 6, 2018 meeting, the TJPDC Commission approved the Operational Framework for the Regional Housing Partnership (RHP). The RHP is an advisory board, created by the TJPDC and multi-sector stakeholders related to housing, to enhance regional coordination and effectiveness. The RHP addresses housing needs of the Thomas Jefferson Planning District's region, with a focus on housing production, equity, diversity, accessibility, cost, location, design, and increasing stability for the region's residents. Work completed during the year included the Regional Housing Needs Analysis and the Spring 2019 Housing Summit "Opening the Door" held April 19, 2019. The Comprehensive Regional Housing Study and Needs Analysis was developed by consultant Partners for Economic Solutions (PES) working with the RHP. The study was completed in March 2019, with findings presented at the Housing Summit held on April 19. The summit brought together elected officials and other leaders from the public, private and non-profit sectors to discuss policy and programmatic tools designed to Open the Door to housing opportunities for all residents of our region. 180 people attended the day-long event. Participants included elected officials from all six jurisdictions in the Planning District. Speakers discussed housing needs for both rural and urban areas and ownership and rental opportunities. The RHP will utilize the regional housing needs assessment report to identify and support strategies to bring about the alignment of policy, funding, and programming in order to create a full housing ladder of opportunity in the region.

Highlight #3: Transit Funding Agreement

The Jefferson Area Regional Transit Partnership (RTP) was formed in 2017 by the Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO), the City of Charlottesville, Albemarle County and JAUNT to provide recommendations to decision-makers on transit-related matters. This action was based on TJPDC's review of Regional Transit coordination and organizational options, highlighting several opportunities for improving continued communication, coordination and collaboration between the identified transit partners. The study also recommended developing formal agreements for specific funding and service responsibilities. Starting with its March 2019 meeting, the RTP focused its discussions on working toward a Memorandum of Understanding (MOU) between the City and County. As a result of that work, the first formal MOU between the City of Charlottesville and Albemarle

County for annual Charlottesville Area Transit service was adopted by the City and the County. The MOU establishes a new formula for the fee based on the number of hours of fixed-route service in Albemarle multiplied by CAT's net cost per service hour. The MOU also provides for reporting, performance, and procedures for changing service.

Highlight #4: Rivanna River Corridor Plan

Phase I of the Rivanna River Corridor Plan was completed in December. The plan is a joint effort between the City of Charlottesville and Albemarle County, along with other stakeholders, to develop a vision and action plan for the Rivanna River. This effort will help to refocus attention on the Rivanna. The planning process and subsequent Master Plan will help localities and stakeholders coordinate on making a cleaner, safer and more livable waterway that serves as a catalyst for community investment. Phase I focused on developing the necessary data and groundwork for beginning a joint Master Plan for the Rivanna River between the City of Charlottesville and Albemarle County. The TJPDC facilitated this process and developed the written report. During the year, the TJPDC also developed the Scope of Work and Budget for Phase II of the Rivanna River Corridor Plan, with the agreement for the second phase executed in June. TJPDC staff met with Albemarle County and City of Charlottesville staff members to lay the groundwork for the Phase II work, which will result in a conceptual planning document to develop the vision for both development and preservation of the multi-jurisdictional area and draft recommendations for use in Phase III, the creation of the Master Plan.

Highlight #5: Watershed Implementation Planning

The TJPDC, along with other PDCs across the state, took a lead role in the region for Phase III of the Watershed Implementation Planning (WIP) Assistance project. Stakeholders for the effort included staff from localities, the Thomas Jefferson Soil and Water Conservation District, Piedmont Environmental Council, UVA, and the Virginia Departments of Environmental Quality (DEQ) and Forestry. The TJPDC held four stakeholder meetings throughout the process, submitting its final report to the Department of Environmental Quality (DEQ) on December 14. The effort included data collection on Best Management Practices (BMPs) in the region and identifying programmatic actions for implementation. Work started up again in March, with DEQ contracting with PDCs in the Chesapeake Bay Watershed for a Locality Implementation Program. This work continued the momentum of operations, discussions and relationships with local governments and stakeholders that were part of WIP III work. Deliverables under the Locality Implementation Program include a regionally-specific annual Scope of Work, three meetings on Bay WIP issues, cost estimates and potential budgets for implementation of Bay Program-approved Best Management Practices (BMP) projects, and identification of opportunities to align multiple program needs. The work also included compiling and submitting Geographic Information System (GIS) shapefiles to support the Bay High-Resolution Land Cover Update project.

Element #2: Strategic Planning

- 8) Pursuant to § 15.2-4209 of the Code of Virginia, "Except in planning districts in which regional planning also is conducted by multi-state councils of government, each planning district commission shall prepare a regional strategic plan for the guidance of the district." Has a regional strategic plan been adopted? (Please mark an "X" next to your answer.)

- a. ☒ Yes
- b. ☐ Yes- Revision, amendment, or rewrite in progress
- c. ☐ No- However adoption is in progress
 - i. Please explain why adoption has not occurred.

Click here to enter text.

- d. ☐ No- Exempted from requirement by law

- i. Pursuant to § 15.2-4209 (B) of the Code of Virginia, preparation of such a regional strategic plan is optional. Please explain why the PDC has not considered this option.

Click here to enter text.

- 9) Please describe the status of the PDC's regional strategic planning activities by answering the following questions.

- a. What was the adoption/revision date for the PDC's existing strategic plan?

September 6, 2018

- i. If the adoption date is greater than 5 years old, § 15.2-4212 of the Code of Virginia requires revision and formal approval of such plan. Please describe the efforts the PDC has made to proceed with this requirement.

N/A

- b. How was the strategic plan developed?

In May, 2018, this Strategic Planning process was initiated with a presentation to the Commission of a process and timeline for updating the plan. An online

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survey was created and distributed to over 60 regional stakeholders, with 30 responses received from this diverse group. The TJPDC Commissioners met on June 7, 2018, to review survey responses and to discuss and prioritize goals and strategies. The TJPDC's Mission Statement, Vision Statement, and Core Values were reaffirmed. The draft recommendations were shared with elected and appointed officials throughout the local governments of the region. The TJPDC Commission adopted the Strategic Plan for FY 2019-23 on September 6, 2018.

c. Who (persons and organizations) was involved?

TJPDC Commission, Mayors & Chairs, Local Government Administrators and Executives/Department Heads, Planning and Coordinating Committee, UVA Representative or Technical Committee, TJPDC Staff, the Chamber of Commerce, and the Central Virginia Partnership for Economic Development (CVPED).

d. List all recommendations and activities identified in the plan in order of their importance or priority and explain how these priorities were established.

Recommendation/Activity (ranked in order of importance/priority)	Explanation of importance/prioritization
Equally serve all members, towns and key regional stakeholders	Localities are the TJPDC's primary stakeholders. The TJPDC has an urban core surrounded by rural areas. It's critical for the needs of the urban and rural areas to be treated equally.
Serve as convener of regional topics	Regionalism is key to the TJPDC's identity and purpose. The TJPDC should act as the intersection of ideas, people and action bringing together people and ideas from all segments of the region to solve community issues.
Identify and address key regional issues.	The six major program areas are: Transportation, Regional Planning and Convening, Economic Development Planning, Housing, Broadband, and Legislative Services.

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10) What projects and activities from the PDC's strategic plan were implemented or are underway as of the end of the most recent fiscal year? Also, explain what entities were responsible for implementation of those projects and activities. Please use the following table to answer this question and choose the category that best describes the project or activity:

Name of Project/Activity	Entities Involved	Category of Project/Activity	Notes
Regional Housing Partnership	TJPDC, Localities, multi-sector stakeholders related to housing	Housing. Regional Planning and Convening. Address urban and rural areas.	Completed Regional Housing Needs Assessment and held first Summit.
Small Area Plans	TJPDC, City of Charlottesville, Albemarle County	Regional Planning and Convening.	Phase I Rivanna River Plan completed and scope approved for Phase II. Only final meeting & recommendations remain for Cherry Avenue SAP.
Transportation	MPO, Rural Transportation Technical Committee, localities	Transportation program area. Planning and convening.	Completed LRTP and Bike/Ped Plan. Had a local foundation grant to enhance community engagement for urban portion of Bike/Ped plan.
Broadband	TJPDC staff participated in the	Telecommunications/Technology	Statewide group advocating for

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	Commonwealth Connect Coalition		increased state funding
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- 11) Based on the PDC's strategic plan, what are the next projects and activities that will be undertaken by the PDC this fiscal year? Identify the entities that will be responsible for implementation of those projects and activities. Please use the following table to answer this question and choose the category that best describes the project or activity.

Name of Project/Activity	Entities Involved	Category of Project/Activity	Notes
Regional Housing Plan	Localities, stakeholders	Housing program area. Regional planning and convening	Housing chapters for each locality's Comp Plan and regional strategies.
Rivanna River Plan Phase II	Localities in Rivanna Watershed	Regional Planning and Convening	Conceptual plan, with a clear vision and draft recommendations
Regional CEDS plan	Localities, MPO, CVPED	Regional Convening, economic development	Strategy-driven plan for regional economic development – will improve scores for Smart Scale projects

- 12) Please list the most important issues for the region.

Affordable housing, transportation, broadband

Element #3: Duties Performed

The following questions seek to address § 15.2-4208 of the Code of Virginia, which establishes the general duties of PDCs.

- 13) List studies with regional significance that the PDC has conducted (either initiated or completed) over the last fiscal year. For purposes of regional significance, please identify

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only those studies that involve two or more localities. Please use the following table to answer this question and choose the category that best describes the study.

Name of Study	Category of Study	Status of Study (Initiated/Completed)	Notes
Watershed Implementation Plan	Environment	WIP III initiated, to be complete by September 2019	Goal review and data on BMPs
Rivanna River Corridor Plan – Ph I	Environment	Phase I complete – existing conditions report	Phase II scope developed
Regional Housing Needs Assessment	Housing	Complete	Strategies now being developed
HOME Action Plan	Housing	Complete	Annual Plan for HOME Consortium
Analysis of Impediments to Fair Housing Choice	Housing	Complete	AFFH delayed to 2023
CAPER	Housing	Completed	Annual HOME Performance Report
Solid Waste Recycling Report	Environment	Completed	Louisa & Nelson are not part of TJSWD
Cherry Avenue Small Area Plan	Planning, Zoning, and Community Development	Initiated	Nearly complete
Long Range Transportation Plan	Transportation	Completed	Urban area plan
Jefferson Area Bike/Ped Plan	Transportation	Completed	Both urban and rural areas
Transportation Improvement Plan (TIP)	Transportation	Completed	Maintain list of federally funded projects for next 3 years

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Transit MOU	Transportation	Completed	First written agreement on transit funding
Regional Legislative Program	Other	Completed	Developed with localities
General Assembly Final Legislative Report	Other	Completed	Summary report
Zion Crossroads Small Area Plan	Transportation	Initiated	Includes both land use planning & transportation

- 14) Address how the PDC has identified and studied opportunities for local cost savings and staff efficiencies through coordinated governmental efforts over the last fiscal year. If possible, please estimate the state and local savings over the last fiscal year as a result of these efforts. Please use the following table to answer this question and choose the category that best describes the study.

Name of Study	Category of Study	Estimated Local Savings (Pre-defined Ranges)	Estimated State Savings (Pre-defined Ranges)	Notes
Regional Housing Needs Assessment	Housing	\$50,001 - \$100,000	Choose an item.	One study to serve all 5 counties
Hazard Mitigation Plan Update application	Disaster Planning	Under \$50,000	Choose an item.	One regional plan fulfills requirement for all 6 jurisdictions
One Map for bike-ped infrastructure	Transportation	Under \$50,000	Choose an item.	TJPDC, City, County, UVA project, shared data protocols

- 15) List the PDC's mechanisms for coordinating state and local interests on a regional basis. For purposes of this question, mechanisms are considered procedures, committees, subcommittees, websites, and other structured processes and resources. Please use the

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following table to answer this question and choose the category that best describes the mechanism.

Name of Mechanism	Category of Mechanism	Notes
Mayor & Chairs quarterly meetings	Other	Addresses issues of regional significance
Rivanna River Basin Commission (RRBC)	Environment	Regional organization guiding stewardship of the watershed
Regional Transit Partnership	Transportation	Coordination among transit
Regional Housing Partnership	Housing	New effort to coordinate housing strategies across the region
Housing Directors Council	Housing	Planning & coordination for HOME & HPG programs and other housing efforts
Hazard Mitigation Working Group	Disaster Planning	Guide plan development and maintenance
Broadband Support	Telecommunications/Technology	Our Legislative Liaison focused on state broadband funding and legislative initiatives.

16) List activities where the PDC has implemented services at the request of member localities over the last fiscal year. Please use the following table to answer this question and choose the category that best describes the request.

Name of Activity	Locality/Localities requesting	Category of Request	Notes
Scottsville Comprehensive Plan assistance	Town of Scottsville	Planning, Zoning, and Community Development	Selected tasks to inform Comp Plan development

Commonwealth of Virginia
PDC Annual Report

Rivanna River Corridor Plan	Charlottesville and Albemarle	Planning, Zoning, and Community Development	Phase I complete, Phase II scope developed
Neighborhood Inventory	Albemarle County	Infrastructure	Completed pilot project to establish protocols & collect info
Zion Crossroads Small Area Plan	Fluvanna and Louisa Counties	Planning, Zoning, and Community Development	Initiated project. Also has a transportation component.
Stanardsville Streetscape project	Town of Stanardsville	Planning, Zoning, and Community Development	Continuation of TAP-funded Streetscape project, including assistance in applying for additional funds
Cherry Avenue Small Area Plan	City of Charlottesville	Planning, Zoning, and Community Development	Click here to enter text.

- 17) Describe the technical assistance the PDC has provided to state government and member localities over the last fiscal year. Please use the following table to answer this question and choose the category that best describes the request.

Name/Description of Technical Assistance	State Agency/Agencies and/or Local Government(s) Involved	Category of Request	Notes
HOME planning and administration	6 localities	Housing	Environmental reviews, compliance

Commonwealth of Virginia
PDC Annual Report

Housing Preservation Grant	5 counties	Housing	Environmental reviews, compliance, application
Solid Waste – recycling report	5 localities, DEQ	Environment	Data collection and compilation
Fluvanna CDBG Planning Grant	Fluvanna, DHCD	Housing	Member of management team
Regional Transportation Research	5 counties	Transportation	Topic and funding research
GIS Support – mapping for emergency services	Greene County	Disaster Planning	Click here to enter text.

- 18) Explain how the PDC has served as a liaison between local governments and state and federal agencies as requested over the last fiscal year. For purposes of the liaison activities addressed by this question, please identify the state and federal agencies the PDC has interacted with over the last fiscal year. In circumstances where state and federal agencies are both involved (e.g. federal programs administered at the state level), please list both entities for the activity. Please use the following table to answer this question and choose the category that best describes the request.

Name of Liaison Activity	State/Federal Agency or Agencies and Local Government(s) Involved	Category of Request	Notes
Metropolitan Planning Organization (MPO)	VDOT, DRPT, City of Charlottesville, Albemarle County	Transportation	Also coordinate with SAW MPO
Rural Transportation	VDOT/Counties	Transportation	Rural Technical Committee
Solid Waste	DEQ, Charlottesville, Albemarle, Fluvanna, Greene, Nelson	Environment	Click here to enter text.

Commonwealth of Virginia
PDC Annual Report

Hazard Mitigation planning	VDEM, localities	Disaster Planning	Annual meeting, application for update, info on application process for local projects
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19) Explain how the PDC has reviewed local government aid applications over the last fiscal year. For purposes of this question, please include applications to agencies of the state or federal government for loans, grants-in-aid for local projects, and as required by other state or federal law or regulation. Please use the following table to answer this question and choose the category that best describes the application.

Name of Application	Locality or Localities Requesting	State and/or Federal Agency or Agencies Involved	Category of Application	Notes
Transportation Alternative	Town of Stanardsville, City of Charlottesville, Albemarle County	VDOT	Transportation	Assist with selecting projects to submit (Ch/Alb); assist with application (Stanardsville)
VATI	Albemarle County	DHCD	Telecommunications/Technology	Legislative Liaison consulted with County on its application

20) Address how the PDC has developed regional functional-area plans as deemed necessary by the commission or upon request by member localities over the last fiscal

Commonwealth of Virginia
PDC Annual Report

year. For purposes of this question, a regional functional-area plan is a plan to address service, need, or opportunity in a functional area (including but not limited to the available categories in the table below) that encompasses or involves two or more localities. Please use the following table to answer this question and choose the category that best describes the plan.

Name of Plan	Localities Involved	Category of Plan	Notes
Transportation Improvement Plan (TIP)	Charlottesville and Albemarle	Transportation	Click here to enter text.
Long Range Transportation Plan (LRPT)	Charlottesville and Albemarle	Transportation	Adopted in May
Jefferson Area Bicycle and Pedestrian Plan	All 6 localities	Transportation	Adopted into LRTP in May
HOME Action Plan	All 6 localities	Housing	Click here to enter text.
Analysis of Impediments to Fair Housing Choice	All 6 localities	Housing	Most work in FY18; finalized in FY19
Transit Development Plan	Charlottesville and Albemarle	Transportation	Started in FY18. 6-year plan

21) Address how the PDC has assisted state agencies, upon request, in developing substate plans over the last fiscal year. Please use the following table to answer this question and choose the category that best describes the plan.

Name of Plan	Name of State Agency	Category of Substate Plan	Notes
Long Range Transportation Plan	VDOT and DRPT	Transportation	MPO urban area
Transportation Improvement Plan (TIP)	VDOT	Transportation	Click here to enter text.

Commonwealth of Virginia
PDC Annual Report

22) Has the PDC participated in the VGIN statewide geographic information system in the past fiscal year? If no, why not?

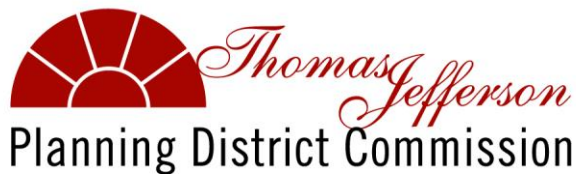
Yes

23) Has the PDC served as a data center affiliate for the region and member governments in the past fiscal year? If no, why not?

Yes

24) Notwithstanding the duties mandated in the Regional Cooperation Act that have been answered in questions 8 through 11 and 13 through 24, what other noteworthy services does the PDC provide to member localities, the Commonwealth, or other entity?

Legislative Liaison



Regional Vision • Collaborative Leadership • Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Draft Minutes, September 5, 2019

Commissioners Present:

Nikuyah Walker – Charlottesville (7:30)
Lisa Green – Charlottesville (7:15)
Rick Randolph – Albemarle County
Tony O'Brien – Fluvanna County (7:08)
Keith Smith – Fluvanna County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County
Willie Gentry—Louisa County
Jesse Rutherford – Nelson County
Ernie Reed – Nelson County

Commissioners Absent:

Liz Palmer – Albemarle County

Staff Present:

Chip Boyles, Executive Director
David Blount, Legislative Liaison
Billie Campbell, Senior Program Manager
Sara Pennington, TDM Manager
Dominique Lavorata, Legislative Aide

Guests Present:

Deborah Gosney, Southside PDC
Shannon Holland, CVPED

Call to Order: Dale Herring called the meeting to order.

Matters from the Public:

Presentation of VAPDC 50th Anniversary Publication: David Blount distributed copies of the VAPDC's recent publication celebrating 50 years of Regional Collaboration. David serves as the Executive Director of the VAPDC; he reminded Commissioners that he had mentioned the upcoming anniversary at his presentation to the commission last fall. The VAPDC unveiled its new logo at its Summer Conference in July, during which it also celebrated 50 years of regional collaboration. The conference was a successful event, with good content in the program, presentations of letters of commendation, and a reception during which PDC Executive Directors had the opportunity to meet with members of the General Assembly. VAPDC worked with a consultant to design the new logo, which will be used with new messaging for the organization. The 50th Anniversary publication was also released at the Summer Conference. The piece highlights the uniqueness of the PDCs through pictures and text, and will be used for communication about and promotion of the VAPDC. Ryan Pace was instrumental in the design. Commissioners are welcome to share the publication, which is also available on the VAPDC web site at <https://www.vapdc.org/>.

Visit by Southside PDC Executive Director: David Blount introduced Deborah Gosney, new Executive Director of the Southside PDC. She has 32 years of experience with the SPDC in a variety of increasingly responsible roles, most recently as Deputy Director, TJPDC is her third stop in visiting other PDCs. She previously met with the Central Shenandoah PDC (CSPDC) and the West Piedmont PDC.

GO Virginia Region 9 Regional Plan Update: Shannon Holland, GO Virginia Director for Region 9, attended to present the update of the Region's Plan. The regional GO Virginia Council is very involved and engaged; Chip Boyles and Tony O'Brien are members of the Council. GO Virginia is an economic development initiative in the state, focused on collaboration to grow and diversify Virginia's economy. The state has had slower growth than the United States as a whole in recovering from recession. The program awards grants to incentivize regional action. Tom Farrell of Dominion Energy is the Chair of the state GO Virginia Board. GO Virginia began in 2016 and statewide has awarded 51 awards totaling \$20



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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

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

million and leveraging an additional \$30 million. Region 9 has received 8 grants totaling \$1.895 million, listed in the revised plan on page 13. The GO Virginia enabling legislation provides for a 2-year cycle for updates to the regional plans. Shannon distributed copies of the August 2019 Region 9 Growth and Diversification Plan Update and a two-sided handout summarizing the key elements of the plan. Grant proposals must still meet state goals, must be framed on one of the specific project types (talent development, growing existing businesses, startup/innovation/commercialization, and site readiness), and focus on one of the identified target industries (Financial and Business Services; Food & Beverage Manufacturing, Information Technology & Communications, Light Manufacturing, or Biomedical & Biotechnology). Broadband is not yet eligible for GO Virginia funding, but is still being looked at. Projects must target higher-paying jobs, with above-average wages. Economic development marketing is not fundable through GO Virginia. CVPED and help localities with recruitment.

Executive Director's Report: A written report was included in the meeting packet. Chip Boyles highlighted several items from the report:

- **TJPDC Projects:** A list of TJPDC projects and tasks was attached to the written ED report. Selected efforts were highlighted:
 - A draft FY21 budget will be sent to Commissioners by September 25 for review and adoption at the October 3 meeting. Budget submissions to Charlottesville and Albemarle are due October 29.
 - TJPDC is working on new design and content for its web site.
 - TJPDC will make a presentation to the Joint Charlottesville-Albemarle meeting to be held September 9. The presentation will address the Hydraulic Small Area Plan (SAP) and the Regional Transit Partnership.
 - Planning work includes completion of the Cherry Avenue SAP, the Zion Crossroads SAP is moving along well, and TJPDC is assisting the Town of Scottsville with some small tasks.
 - The Rivanna River Plan's steering committee has been meeting to finalize the plan deliverables.
 - The Watershed Implementation Planning (WIP) Assistance project, Phase III, continues to the end of September and TJPDC expects that funding will be extended for PDCs to continue to work with localities in the Chesapeake Bay watershed.
 - Focus groups are being scheduled in the Counties for public engagement on the Regional Housing Partnership (RHP) Phase II plan. Louisa is finishing its Comprehensive Plan update and won't duplicate public engagement for the RHP plan. The City is working on its strategies as a separate project from the RHP.

Consent Agenda: The consent agenda consisted of the draft minutes of the August 1, 2019 Commission meeting and Financial Reports for July 2019. There were two corrections to the minutes. On page 3 under the Greene County Roundtable report, the section on recycling was revised to read: "Dale Herring added that the County is looking at its recycling program. There is no market for the recycling of plastics." In the Albemarle Roundtable report, the sentence on Biscuit Run was revised to read "Biscuit Run Park has no state funding for development; conversations with the General Assembly are underway seeking \$5 million this year" **On a motion by Willie Gentry, seconded by Bob Babyok, the Commission unanimously approved the Consent Agenda, with corrections to the minutes as noted,** with Lisa Greene and Ernie Reed abstaining on the minutes.

Resolutions:

Census 2020 Complete Count Committee: A presentation on the Census and the formation of a Regional Complete County Committee was made at the August meeting. **On a motion by Bob Babyok, seconded by Keith Smith, the Commission unanimously adopted the Resolution Recognizing the Importance of the 2020 Census and Authorization of a Regional Complete County Committee.**

Water Street Center Conference Room Policies: Revised information and guidelines for use of the Water Street Center were presented at the August meeting, with no comments received. **On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously approved the Resolution of Adoption of Water Street Center and Thomas Jefferson Planning District Commission Meeting Room Policy.**

Other Business:

TJPD Commissioner Roundtable Reports:

- Fluvanna: Keith Smith thanked Jesse Rutherford and Chip Boyles for participating in the all-day Strategic Planning Session for the Regional Housing Partnership (RHP). Tony O'Brien noted that the County has started its Comprehensive Plan Update. Zion Crossroads is attracting business and he is optimistic about county growth. The Fluvanna 2019 County Fair & Carnival was a successful event, held in mid-August. The new County Administrator Eric Dahl has begun work.
- Louisa: Willie Gentry reported that the September 3rd Board of Supervisors meeting lasted from 5:00 p.m. to 1:30 a.m. The Comprehensive Plan was approved. Monacan Indian Nation members and their supporters spoke out against the planned Louisa – Fluvanna water project. Bob Babyok reported on major projects considered by the BOS for approval. The Zion Town Center, with 600 housing units, a hotel and grocery store was approved, with buildout projected over 7 years. A proposal for 322 apartments on a small parcel was denied. The Comprehensive Plan has a goal of focusing development around interstate exits to keep most of the County rural. There are 8 different projects in various stages of the review process. CVEC has begun measuring for micro-ditching; the process seems to be going pretty fast. Bob would like to know how funds to address the opioid crisis are being distributed. Walmart has increased its pay rate to \$15 per hour; they have had difficulty attracting new staff for their 80 new jobs.
- Albemarle: Rick Randolph announced that the County was celebrating its 275th Anniversary on September 28. The Albemarle County Board of Supervisors unanimously approved the first phase of the redevelopment of Southwood Mobile Home Park. The traffic impact in development areas is an issue for residents; the adequacy of a recent traffic study was questioned. Residents want studies to examine multiple projects in the same corridor, instead of looking at projects in isolation. The Albemarle Broadband Authority (ABBA) submitted an application with Century Link for \$291,300 in VATI funds. This was one of 39 applications submitted for the \$19 million of VATI funds available. The Governor's budget for FY21 is proposing a significant increase in VATI funding. The Smart Scale application process is also very competitive; more support for rural areas would be welcome. The County has hired a new Community Development Director.
- Greene: Andrea Wilkinson noted that the county was doing some fact finding around recycling issues. The County has stopped accepting plastics for recycling as they have had to landfill them anyway. Andrea recalled that Ann Mallek had previously successfully made a suggestion to state legislators to eliminate phosphates from fertilizers. She thought maybe TJPDC could come up with some suggestion for the legislature, and they could help legislatively. An idea Dale had suggested to her is the possibility of a regional or state recycling and reuse center that could manufacture a product, and thus provide a market as the Chinese market (a big one previously) has dried up. Andrea thought possibly GO Virginia might help with funding to establish that. Dale Herring noted that projects along the Route 29 Corridor generate more traffic. The County is looking at an RCUT project on Route 29 as a Smart Scale application; VDOT thinks this could work in that location. The County submitted their first VATI application last week.
- Charlottesville: Nikuyah Walker reported that the new CAT Director has begun attending the Regional Transit Partnership (RTP) meetings.

- Nelson: Jesse Rutherford reported that the County was working on some big issues: the Wintergreen and Schuyler wastewater treatment plants, the library, and Career and Technical Education (CTE). A meeting was held with PVCC President Frank Friedman on Workforce Development opportunities.
- Next Meeting: The next Commission meeting will be held on Thursday, October 3.

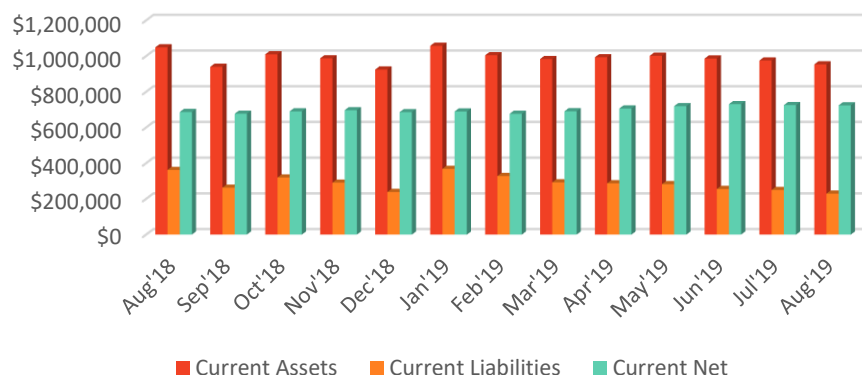
Adjournment: On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously adjourned the meeting.

FINANCIAL DASHBOARD Through August 31, 2019

Net Quick Assets

Target = \$495,407 (5 months operating expenses)

12 Month Average Monthly Operating Expenses = \$99,081



Net Quick Assets

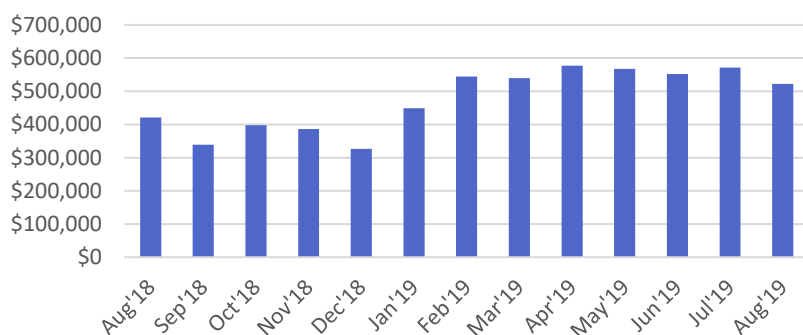
Aug'18 =	\$686,684
Sep'18 =	\$677,044
Oct'18 =	\$690,063
Nov'18 =	\$696,672
Dec'18 =	\$685,850
Jan'19 =	\$689,386
Feb'19 =	\$676,690
Mar'19 =	\$690,735
Apr'19 =	\$706,271
May'19 =	\$719,299
Jun'19 =	\$730,707
Jul'19 =	\$725,313
Aug'19 =	\$723,877

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 (TJPD 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. TJPD had 7.31 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased slightly from \$99,975 in July to \$99,081 in August. The 3-month average of expenses is \$90,416. Actual operating expenses for August were \$89,959 compared to \$95,674 in July. Staff costs were about \$1,000 less in August than July and TJPD contractual costs were about \$4,000 less in August than July.

Unrestricted Cash on Hand

Target = \$396,326 (4 months operating expenses)

Concern Area = <\$198,163 (2 months operating expenses)

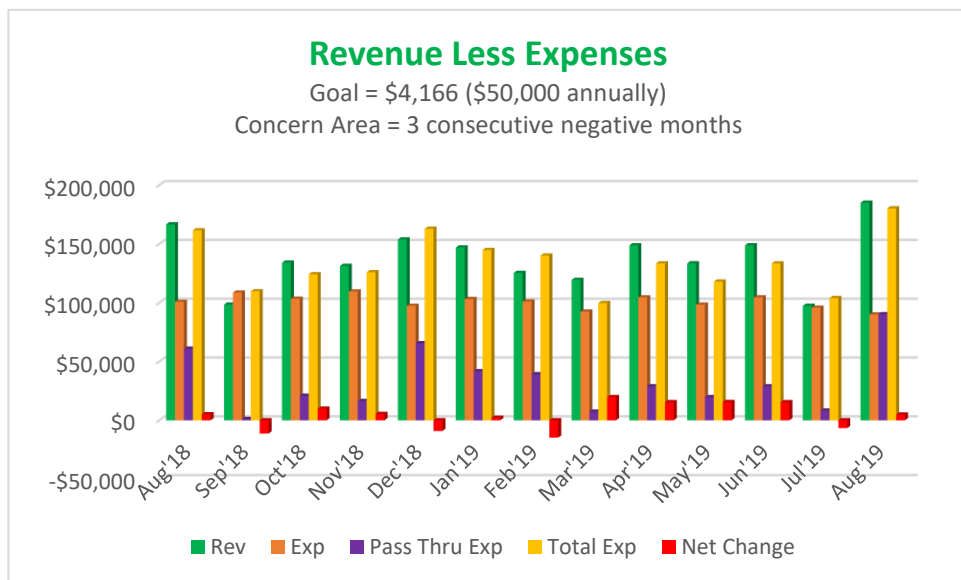


UNRESTRICTED CASH ON HAND

consists of funds held in checking and money market accounts immediately available to TJPD 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. The end of month level of Unrestricted Cash on Hand of \$522,445 represents 5.27 months of operating expenses, exceeding the 4-month target.

FINANCIAL DASHBOARD Through August 31, 2019



Monthly Net Revenue

Aug'18 =	\$5,027
Sep'18 =	(\$11,276)
Oct'18 =	\$9,885
Nov'18 =	\$5,381
Dec'18 =	(\$9,056)
Jan'19 =	\$2,087
Feb'19 =	(14,753)
Mar'19 =	19,668
Apr'19 =	15,398
May'19 =	15,505
Jun'19 =	15,756
Jul'19 =	(6,621)
Aug'19 =	\$4,872

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY20 Budget adopted in May 2019 is balanced. There was a surplus for the month of August of \$4,872, resulting in a shortfall of \$1,749 for the year to date. The Accrued Revenue Report shows available funds of \$111,942 per month for FY20. Actual operating expenses for July were \$95,674. Monthly expenses will continue to increase in both August and September due to new staff coming on board.

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
August 2019

9:26 AM
09/23/19
Accrual Basis

	Aug 19	Budget	Jul - A...	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	112,092	85,973	145,935	171,946	1,031,676
4120 · State Funding Source	26,158	30,216	45,891	50,986	245,933
4130 · Local Source	32,394	38,143	61,678	73,388	445,982
42000 · Local Match Per Capita	12,906	13,081	25,813	26,161	156,968
4280 · Interest Income	1,428	500	2,921	1,000	6,000
Total Income	184,978	167,912	282,238	323,481	1,886,559
Gross Profit	184,978	167,912	282,238	323,481	1,886,559
Expense					
61000 · Personnel	69,571	84,025	140,183	166,653	955,008
62391 · Postage Expense	37	288	382	576	3,452
62392 · Subscriptions, Publications	0	46	309	92	550
62393 · Supplies	729	693	1,775	1,385	8,360
62394 · Audit -Legal Expenses	0	0	0	0	16,500
6240 · Advertising	2,377	1,828	2,749	3,657	22,765
62404 · Meeting Expenses	272	592	1,139	1,185	7,108
62410 · TJPDC Contractual	2,369	3,910	8,954	8,191	51,209
6281 · Dues	177	773	877	1,545	9,220
62850 · Insurance	361	296	676	592	3,300
62890 · Printing/Copier	374	518	912	1,129	5,451
63200 · Rent Expense	7,496	7,678	14,992	15,356	92,134
63210 · Equipment/Data Use	835	2,451	2,001	4,903	29,417
63220 · Telephone Expense	721	493	1,335	987	5,919
63300 · Travel-Vehicle	1,226	1,478	2,632	3,071	17,207
6345 · Janitorial Service	769	910	1,484	1,820	10,920
6390 · Professional Development	2,644	1,413	5,233	2,826	16,957
Total Expense	89,959	107,392	185,633	213,966	1,255,477
Net Ordinary Income	95,019	60,520	96,605	109,515	631,082
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	80,000	34,268	86,107	68,536	411,216
8399 · Grants Contractual Services	10,147	18,322	12,247	36,644	219,866
Total Other Expense	90,147	52,590	98,354	105,180	631,082
Net Other Income	(90,147)	(52,590)	(98,354)	(105,180)	(631,082)
Net Income	4,872	7,930	(1,749)	4,335	0

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of August 31, 2019

	Aug 31, 19	Aug 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	513,128.86	476,949.80	36,179.06
1189 · Capital Reserve	228,470.00	207,156.00	21,314.00
Total Checking/Savings	741,598.86	684,105.80	57,493.06
Accounts Receivable			
1190 · Receivable Grants	192,356.66	347,808.68	-155,452.02
Total Accounts Receivable	192,356.66	347,808.68	-155,452.02
Other Current Assets			
1310 · Prepaid Rent	833.34	838.34	-5.00
1330 · Prepaid Insurance	4,467.05	4,564.45	-97.40
1360 · Prepaid Other	14,027.59	11,633.79	2,393.80
Total Other Current Assets	19,327.98	17,036.58	2,291.40
Total Current Assets	953,283.50	1,048,951.06	-95,667.56
Fixed Assets			
1413 · Server Software	5,197.50	0.00	5,197.50
1400 · Office furniture and Equipment	111,737.79	111,737.79	0.00
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-121,892.17	-118,762.18	-3,129.99
Total Fixed Assets	6,427.12	4,359.61	2,067.51
TOTAL ASSETS	959,710.62	1,053,310.67	-93,600.05
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	8,099.48	94,817.22	-86,717.74
Total Accounts Payable	8,099.48	94,817.22	-86,717.74
Credit Cards			
2155 · Accounts Payable Credit Card	2,153.79	4,457.59	-2,303.80
Total Credit Cards	2,153.79	4,457.59	-2,303.80
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	219,154.08	262,995.91	-43,841.83
Total Other Current Liabilities	219,154.08	262,995.91	-43,841.83
Total Current Liabilities	229,407.35	362,270.72	-132,863.37
Long Term Liabilities			
2200 · Leave Payable	42,020.96	43,146.04	-1,125.08
Total Long Term Liabilities	42,020.96	43,146.04	-1,125.08
Total Liabilities	271,428.31	405,416.76	-133,988.45
Equity			
3000 · General Operating Fund	460,042.61	436,070.64	23,971.97
3100 · Restricted Capital Reserve	228,470.00	207,156.00	21,314.00
3600 · Net Investment in Fixed Assets	1,518.38	2,920.10	-1,401.72
Net Income	-1,748.68	1,747.17	-3,495.85
Total Equity	688,282.31	647,893.91	40,388.40
TOTAL LIABILITIES & EQUITY	959,710.62	1,053,310.67	-93,600.05

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2020

Grant or Contract	GRANT- CONTRACT START DATE	GRANT- CONTRACT END DATE	GRANT- CONTRACT TOTAL	JULY FY19	AUG FY19	SEPT FY19	OCT FY19	NOV FY19	DEC FY19	JAN FY19	FEB FY19	MARCH FY19	APRIL FY19	MAY FY19	JUNE FY19	YEAR TO DATE FY19	PREVIOUS YEARS	BUDGETED AMOUNT FOR FY21	GRANT TO DATE	GRANT- CONTRACT REMAINING FY19
MPO-FTA	07/01/19	06/30/20	97,475	6,050	5,590											11,640			11,640	85,835
MPO-PL	07/01/19	06/30/20	184,419	6,329	7,812											14,141			14,141	170,278
HOME TJPDC	07/01/19	06/30/20	45,690	4,325	5,360											9,685			9,685	36,005
HOME PASS-THROUGH	07/01/19	06/30/20	411,216	6,107	80,000											86,107			86,107	325,109
HOUSING HPG	07/01/19	06/30/20	8,928	2,441	1,062											3,503			3,503	5,425
HPG PASS-THROUGH	07/01/19	06/30/20	50,942	2,100	6,047											8,147			8,147	42,795
STATE SUPPORT TO PDC	07/01/19	06/30/20	75,971	6,331	6,331											12,662			12,662	63,309
RIDESHARE	07/01/19	06/30/20	177,070	12,430	17,329											29,759			29,759	147,311
RURAL TRANSPORTATION	07/01/19	06/30/20	58,000	3,670	3,784											7,454			7,454	50,546
RTP-TDM	07/01/19	06/30/20	50,000		1,704											1,704			1,704	48,296
CACF GREENWAYS GRANT	07/01/17	10/15/19	40,320	438	579											1,017	35,464		36,481	3,839
LOVINGSTON	11/01/18	06/30/20	30,000	628												628	8,430		9,058	20,942
SCOTTSVILLE PLAN	07/01/19	01/01/20	4,000	135	1,164											1,299			1,299	2,701
ALBEMARLE INVENTORY	05/04/19	09/30/19	45,450	2,487	19											2,506	4,845		7,351	38,099
TJPDC CORPORATION	07/01/19	06/30/20	1,799	767	1,032											1,799			1,799	0
LEGISLATIVE LIAISON	07/01/19	06/30/20	101,269	6,319	7,365											13,684			13,684	87,585
VAPDC-ED	07/01/19	06/30/20	50,000	5,909	4,185											10,094			10,094	39,906
SOLID WASTE	07/01/19	06/30/20	10,500	985												985			985	9,515
RIVANNA RIVER CORRIDOR Ph 2	07/01/19	06/30/20	70,000	2,945	3,332											6,277			6,277	63,723
RRBC	07/01/19	06/30/20	3,908	338	2,014											2,352			2,352	1,556
RRBC PASS-THROUGH	07/01/19	06/30/20	6,592													0			0	6,592
WIP PHASE III	07/01/19	09/30/19	21,500	4,197	3,927											8,124	12,080		20,204	1,296
TJCLT	10/19/17	10/19/19	54,990	3,754	4,751											8,505			8,505	46,485
REGL HSG PLAN	10/31/18	06/30/20	50,000	2,083	4,474											6,557			6,557	43,443
RHP PASS-THROUGH	10/31/18	06/30/20	68,000													0			0	68,000
MEMBER PER CAPITA	07/01/19	06/30/20	156,968	12,906	12,906											25,812			25,812	131,156
WATER STREET CENTER	07/01/19	06/30/20	7,800		840											840			840	6,960
OFFICE LEASES - RENT	07/01/19	06/30/20	9,000	1,200	1,200											2,400			2,400	6,600
OFFICE LEASES - DIRECT COSTS	07/01/19	06/30/20														0			0	0
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	264	477											741	11,995		12,736	12,764
5TH STREET TAP	11/16/16	10/01/20	27,352	629	266											895	19,652		20,547	6,805
5th STREET TAP Pass Through	11/16/16	10/01/20	572,528													0	85,964		85,964	486,564
BANK INTEREST	07/01/19	06/30/19	6,000	1,493	1,428											2,921			2,921	3,079
TOTAL			2,523,187	97,260	184,978	0	0	0	0	0	0	0	0	0	0	282,238	178,430	0	460,668	2,062,519

Op Expenses	12 month average	\$99,975	Pass-through funds	\$929,060
	3 month average	\$93,193	Contract funds	
	last month	\$95,674	TJPDC Available Funds	\$1,133,459
			Available funds per month	\$103,041.73



To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: October 3, 2019

Re: FY21 Projected Budget Approval

Purpose: Approval of the projected FY21 budget for local government revenue requests to TJPDC members.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to member localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) a revised operating budget after the first half of the fiscal year, for approval in March, 2020, to serve as the final approved as amended budget and for final financial reports. At the October 3, 2019 meeting, the Commission will consider the Projected Budget for FY21. The amended final operating budget for FY20 will be considered at the March 5, 2020 Commission meeting. The FY21 Annual Operating Budget will be approved at the May 7, 2020 Commission Meeting.

In your agenda packet is the Projected FY21 Budget. For your reference, the FY18 Actual Budget, FY 19 Actual Budget, and FY20 Approved (in March) Operating budgets are included. Source documents include the FY21 projected revenues by source, and the FY21 Local Member Assessments.

Projected FY21 Budget:

The Projected FY21 Budget is approved by the Commission prior to the effective fiscal year in preparation of our local government members' budget preparation cycle. Charlottesville and Albemarle now require submissions in October of each year with other jurisdictions immediately following. A revenue request is established based upon expected expenditures for the upcoming fiscal year. Local revenue requests are forwarded to the local governments for their consideration for funding to the TJPDC. The TJPDC is usually notified in May of the local governments' approved funding.

The Projected FY21 Budget incorporates changes to revenue and expense assumptions from the FY19 Budget and adjusted to include changes that have occurred during the first quarter of FY20 and expected throughout FY20 and into FY21.

The FY21 projected budget is very conservative in projected revenues and anticipates a zero-balanced budget. For FY21, we recommend keeping the per capita rate constant as past years adjusting only for increased population as defined by the Weldon Cooper Center.

FY21 expenses do not include any major increases to include no salary raises and no merit bonuses for employees. Salary adjustments and bonuses will be considered later in the fiscal year accordingly during the FY21 Annual Operating Budget consideration in May. No new staff positions are currently planned for FY21.

Changes to revenue in the FY21 budget include:

- Includes estimated population changes by Weldon Cooper
- Keeps the per capita rate constant at \$ 0.62 per capita
- Keeps the per capita rate for legislative services constant at \$ 0.40 per capita
- Maintains Water Street Center and Office rentals at \$16,000.
- Anticipates an ongoing VDEQ contract for WIP technical assistance services of \$58,000.
- Anticipates a \$ 45,450 contract with Albemarle County to continue an ongoing Community Inventory and Small Area Planning initiated in FY19.
- Anticipates a \$ 26,392 Regional Comprehensive Economic Development Strategies (CEDS) grant to be initiated in completed in FY21.
- Anticipates continuation of the VAPDC and TJCLT contracts.

Changes to expenses in the FY21 budget include:

- No salary adjustments
- No bonuses
- Rent increases due to annual 3% office and Water Street Center rent
- Contractual and professional development expenses are increased as flexible accounts that are adjustable according to actual available revenues
- All new employees receive only Employee paid health coverage, reducing the TJPDC's expenses for new employee family coverage
- Increased Rideshare Advertising and Contracted Ride Home expenses
- Reduced Indirect Cost Rate from 67% to 63%.
- All other expenses are in line with FY19 Actual and expected FY20 budget expenses

- A major change staff began in FY17 and recommends continuing into FY21 is to provide each member locality a separate activities program account along with a regional activities account. Each local government is provided an account of staff hours derived from their per capita contributions minus program matches of MPO, Rural Transportation, and Legislative Liaison per capita commitments. 75% of those hours are assigned to Regional Program uses (3 or more localities) and 25% are assigned to hours of service committed to that locality within that fiscal year. The 25% local services includes any conference room use by a single local government. Staff will work with our local members during the fall and winter to identify projects and priorities for the TJPDC to work on specific to the locality and as well, comprehensively for the region. These will be included in our annual work program to be considered every May with the Annual Operating Budget. This not only helps us to identify the assistance provided specific to our local members whether map preparation, data gathering or even conference space use but also helps us to charge staff time at a fully loaded rate with indirect costs charged, that helps to reduce our overall annual indirect cost rate.

Overall, we expect revenues to equal expenditures for FY21. This is a very conservative budget estimate. We anticipate this based upon recent activity to:

- ✓ Apply and be awarded new federal & state grants and local contracts
- ✓ Monitor expenditures for minimized spending

Member Assessments

Total Member Assessments are effected by several factors. Total population for the region increased from July 1, 2017 to July 1, 2018 by 2,254 people or 9/10 %. All localities grew except Nelson County experiencing a loss of 22 people and Greene County losing 26 people.

Louisa grew the most with 2.80% increase with 986 new residents. Albemarle County grew at .8 % since 2017. Charlottesville grew by .3%. The newest population estimates are multiplied by \$0.62 per capita for general fund expenditures and \$0.40 for Legislative Liaison services. Matches for participating localities are divided by each's share of the population accordingly with the required match amount.

Report from Staff: Staff reviewed the FY 21 Projected Budget. Projected revenues and local funding requests were considered based upon estimated expenses. Recommendations were made considering the ongoing financial benchmarks established by the Commission to:

- Operate financially conservative to create a fiscally sustainable agency

- Maintain a reasonable cash position to provide adequate resources for lean revenue months.
- Work to build an adequate retained earnings reserve for future services and future growth opportunities
- Prioritize service programs that are fiscally sustainable and pay for themselves
- Control expenses within known revenue sources
- Create a capital account for savings to be reserved for future capital needs
- Concentrate per capita contributions based upon a ratio of 75% regional services and 25% local.

Recommended Motion by Commission: To approve the Projected FY21 Budget for use in local, state and federal funding requests.

			6/30/2019	5/2/2019	10/5/2019
	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY18 Actual</u>	<u>FY19 Budget</u>	<u>FY19 Actual</u>	<u>FY20 Budget</u>	<u>FY21 Projected</u>
Federal	\$860,016	\$1,155,361	\$744,113	\$1,031,676	\$1,037,795
State	\$254,212	\$387,881	\$350,225	\$245,933	\$246,550
Local	\$431,932	\$434,266	\$413,512	\$442,053	\$390,180
Local per capita	\$154,070	\$154,910	\$154,838	\$156,968	\$158,365
Interest Income	\$5,601	\$8,000	\$16,693	\$6,000	\$6,000
Rent Misc Income	\$0	\$15,000	\$19,205	\$3,929	\$16,800
Reserves Transfer	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$1,705,831	\$2,155,418	\$1,698,586	\$1,886,559	\$1,855,690
Operating Expenses					
Personnel Costs					
Salaries	\$708,016	\$790,000		\$772,646	\$769,721
Fringe and Release	\$178,369	\$177,500		\$182,362	\$165,688
Total Personnel	\$886,385	\$967,500	\$914,228	\$955,008	\$935,409
Other Costs					
Postage	\$3,372	\$1,514	\$1,289	\$3,452	\$2,404
Subscriptions	\$829	\$725	\$817	\$550	\$807
Supplies	\$6,054	\$9,198	\$7,790	\$8,360	\$13,207
Audit-Legal	\$15,735	\$16,500	\$15,500	\$16,500	\$16,961
Advertising	\$16,996	\$21,865	\$19,408	\$22,765	\$22,029
Meeting Expenses	\$7,202	\$13,345	\$23,879	\$7,108	\$25,786
TJPDC Contractual	\$28,682	\$42,181	\$36,761	\$51,209	\$39,531
Dues	\$10,782	\$9,180	\$10,890	\$9,220	\$9,720
Insurance	\$3,611	\$3,300	\$3,667	\$3,300	\$3,300
Printing/Copy	\$5,659	\$6,915	\$7,764	\$5,451	\$5,197
Rent	\$86,990	\$89,524	\$89,525	\$92,134	\$92,134
Equip/Data Use	\$25,317	\$31,938	\$21,768	\$29,417	\$28,836
Capital & Leases	\$0	\$0	\$0	\$0	\$0
Telephone	\$5,952	\$6,454	\$6,809	\$5,919	\$5,905
Travel-Vehicle	\$15,766	\$21,838	\$14,797	\$17,207	\$19,514
Janitorial	\$10,266	\$10,920	\$9,632	\$10,920	\$10,920
Professional Development	\$15,509	\$20,120	\$15,669	\$16,957	\$19,237
<i>Total Other Costs</i>	<i>\$258,722</i>	<i>\$305,517</i>	<i>\$285,965</i>	<i>\$300,469</i>	<i>\$315,488</i>
TOTAL OPERATING EXPENSES	\$1,145,107	\$1,273,017	\$1,200,193	\$1,255,477	\$1,250,897
Net Ordinary Income	\$560,724	\$882,401	\$498,393	\$631,082	\$604,793
Other					
HOME Pass Thru	\$357,736	\$561,599	\$224,984	\$411,216	\$529,883
5th St, CEDS, Housing, RRBC	\$0	\$186,894	\$221,270	\$168,924	\$6,592
HPG Pass Thru	\$105,958	\$122,418	\$0	\$50,942	\$68,318
<i>Total Other Expenses</i>	<i>\$463,694</i>	<i>\$870,911</i>	<i>\$446,254</i>	<i>\$631,082</i>	<i>\$604,793</i>
Net Other Income	-\$463,694	-\$870,911	-\$446,254	-\$631,082	-\$604,793
Net Income	\$97,030	\$11,490	\$52,139	\$0	\$0

FY20 Projected Budget Revenues Projected

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent	Transfer
Locality and State Revenue							
Charlottesville				\$30,554			
Albemarle				\$67,356			
Fluvanna				\$16,549			
Greene				\$12,375			
Louisa				\$22,333			
Nelson				\$9,198			
Legislative Liaison			\$102,171				
State Contribution - DHCD		\$75,971					
WSC & Offices						\$16,800	
Interest Income					\$6,000		
Balance Transfer							\$0
Transportation							
Charlottesville-Albemarle MPO							
FTA Funding	\$86,645	\$10,830					
PL Funding	\$163,928	\$20,491					
RTP			\$29,282				
Rideshare							
Rideshare VDPRT		\$139,258	\$37,812				
Clean Commute Day			\$825				
TJPDC Rural Transportation							
Rural Admin	\$14,600						
Rural Transportation Planning	\$43,400						
Other Programs							
Stanardsville	\$0		\$5,000				
Albemarle Planning			\$45,450				
CEDS Regional	\$26,392						
5th Street TAP	\$0						
VAPDC			\$53,952				
Housing and Non-Profit							
HOME Consortium Admin	\$58,947						
Housing Preservation	\$8,400						
TJCLT			\$53,970				
Regional Housing Plan			\$20,000				
Lovington CDBG			\$0				
Environment							
RRBC			\$3,908				
Solid Waste			\$10,500				
Haz Mit Grant							
Rivanna Committee Alb Cville			\$0				
WIP DEQ	\$58,000						
Pass Through Revenue							
Consortium HOME Pass Through	\$529,883						
Housing Preservation Pass Thru	\$47,600						
RRBC			\$6,592				
5th Street TAP	\$0						
RTP			\$20,718				
CEDS Regional	\$0						
Total Revenues by Category	\$1,037,795	\$246,550	\$390,180	\$158,365	\$6,000	\$16,800	\$0
Sum Total of Revenues	\$1,855,690						

 Possible Sources

	7/1/2019		0.62	Local	Local	Local	0.4							75%	25%
	Pop.	% Pop.	Per capita	Rideshare	Solid Waste	RRBC	Leg Liaison	Total Contri	Per capita	Rural	MPO	Haz	Balance	Regional	Local
Charlotte	49,281	19.29%	\$30,554	\$7,331.00	\$2,520	\$1,337	\$19,712	\$61,455	\$30,554	\$0	-\$11,304	0	\$19,251	\$14,438	\$4,813
Albemarle	108,639	42.53%	\$67,356	\$15,876.00	\$5,565	\$6,210	\$43,456	\$138,463	\$67,356	-\$2,620	-\$19,699	0	\$45,037	\$33,778	\$11,259
Fluvanna	26,692	10.45%	\$16,549	\$3,999.00	\$1,365	\$1,897	\$10,677	\$34,487	\$16,549	-\$3,261	\$0	0	\$13,288	\$9,966	\$3,322
Greene	19,959	7.81%	\$12,375	\$2,997.00	\$1,050	\$1,056	\$7,984	\$25,461	\$12,375	-\$2,472	\$0	0	\$9,902	\$7,427	\$2,476
Louisa	36,021	14.10%	\$22,333	\$5,274.00	\$0	\$0	\$14,408	\$42,015	\$22,333	-\$4,278	\$0	0	\$18,056	\$13,542	\$4,514
Nelson	14,836	5.81%	\$9,198	\$2,335.00	\$0	\$0	\$5,934	\$17,468	\$9,198	-\$1,869	\$0	0	\$7,329	\$5,497	\$1,832
	255,428	100.00%	\$158,365	\$37,812	\$10,500	\$10,500	\$102,171	\$319,349	\$158,365	-\$14,500	-\$31,003	0	\$112,862	\$84,647	\$28,216

\$14,500 \$31,003

296-LOCALITY FUNDING FY21 Projected



*Serving local governments by providing regional vision,
collaborative leadership and professional service to develop effective solutions.*

**RESOLUTION
APPROVING THE FISCAL YEAR 2021
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
PROJECTED BUDGET**

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10, and;

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners, and;

WHEREAS, the Commission prepares an annual projected budget containing a revenue summary and expenditure plan to fund and carry out its work program, and;

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year, and;

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year, and;

WHEREAS, the Executive Director and Finance Committee recommend to the Commission for the Fiscal Year 2021 a Projected Budget of \$1,855,690 in Revenues and \$1,855,690 in Expenses, and;

WHEREAS, the FY 2021 projected budget recommends local funding with per capita funding remaining constant at sixty-two cents per person and maintaining a per capita contribution of forty cents per person specific to legislative liaison services, based upon the most recent Weldon Cooper Center population estimates published January 28, 2019; and

WHEREAS, the FY 2021 budget anticipates per capita contributions to first provide grant matching funds to urban and rural transportation grants and then to regional and local services in a ratio of 75% regional and 25% direct local services; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2021 Projected Budget and Member Assessments, which is attached hereto and which shall be included in the minutes of the Commission meeting of October 3, 2019.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of October 3, 2019 in the City of Charlottesville, Virginia, a quorum being present.

Charles P. Boyles, II
Executive Director

Dale Herring
Commission Chair

Date