

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/88945066141?pwd=V1RjT1BtblBleUFIR21mQlJIRDYvZz09>

Meeting ID: 889 4506 6141

Passcode: 913906

By call-in 1 (646) 558-8656 #

1.	Call to Order a. Notice of Electronic Meeting and Commissioner and Public Protocol	7:00-7:00
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, web site, etc. (Read by Sandy Shackelford)	7:00 – 7:05
3.	Presentations a. Regional Cigarette Tax/Memo – David Blount b. FY22 MPO Unified Planning Work Program (UPWP) Update – Sandy Shackelford c. Albemarle County Transit Expansion Grant Consultant Selection – Jessica Hersh-Ballering	7:05 – 7:35
4.	* Consent Agenda Action Items: a. * Minutes of March 4, 2021 Meeting b. * Monthly Financial reports i. February Dashboard Report ii. February Profit & Loss Statement iii. February Balance Sheet iv. February Accrued Revenues Report	7:35 – 7:40
5.	* Resolutions a. FY 22 Rural Transportation Work Program b. Albemarle Transit Grant Consultant Selection	7:40 – 7:50
6.	New Business a. Appointment of Nominating Committee for FY22 TJPDC Officers b. Presentation of FY22 Operating Budget Draft	7:50 – 8:15
7.	Interim Executive Director’s Report a. Monthly Report	8:15 – 8:20
8.	Other Business a. Roundtable Discussion by Jurisdiction b. Next Meeting –May 6, 2021 Items for Next Meeting: i. Resolution - FY22 Operating Budget and Work Plan for Approval ii. PUBLIC HEARING and Resolution – Annual Action Plan - HOME	8:20 – 8:50



	iii. Resolution – Inter-Governmental Review and Support for Housing Preservation Grant (HPG) iv. TJPDC Officer Slate Notice from Nominating Committee	
	*ADJOURN	9:00
	Designates Items to be Voted On	

**NOTICE OF ELECTRONIC MEETING
DUE TO COVID-19 STATE OF EMERGENCY**

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to Item 4.0-01 of the approved state budget (HB 29) that allows public bodies to hold electronic meetings in the current COVID-19 emergency, in that it is impracticable or unsafe to assemble in a single location and that the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

MEMO

To: TJPD Commissioners
From: David Blount, Deputy Director
Date: April 1, 2021
Re: Regional Cigarette Tax Board

Purpose:

To inform the Commission of staff discussions and work with our member localities regarding the potential formation of a regional cigarette tax administration board.

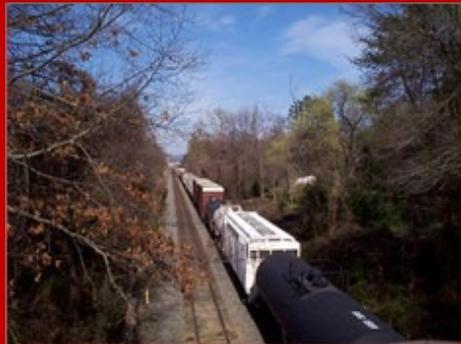
Background:

The General Assembly approved, and the governor signed into law, two bills from the 2020 General Assembly session that provide counties with additional revenue-raising flexibility, though with some limitations. Additional authority was granted in the areas of admissions taxes, meals taxes, lodging taxes, and cigarette taxes, where the law allows new local cigarette taxes (on top of the state tax of 60 cents per pack) of up to 40 cents per pack, effective July 1, 2021. The measures cap cigarette taxes in cities and towns, which already had the authority to levy a tax on cigarettes, at current rates, if higher than 40 cents.

During the 2021 legislative session, [SB 1326](#), as introduced, would have required localities implementing a cigarette tax for the first time to be part of a regional board composed of at least 10 localities. Through the legislative process, the bill changed to encourage local cigarette stamping and tax collection through regional cigarette tax boards (of at least six localities) modeled on the Northern Virginia Cigarette Tax Board (NVCTB).

In discussion with member localities, TJPD staff began examining how a regional cigarette tax board could function in the region. We worked with the City of Charlottesville to provide an information session for local staff on cigarette taxation in December. We have discussed logistics of such a board with the NVCTB and our legal counsel. In February, we convened local government staff to discuss formation of a regional cigarette tax board to administer cigarette taxes and to gauge interest in pursuing a regional approach. Recently, staff also has been working more closely with a smaller group that includes staff from Albemarle, Charlottesville, Fluvanna, Louisa and Orange counties.

Status: The TJPD is continuing to work with member localities on the issues involved in setting up a regional approach to administering cigarette taxation. We anticipate providing some additional key information to member governments in the near future, to include background materials and a resolution of interest for consideration.



Unified Planning Work Program (UPWP)

Fiscal Year 2022
July 1, 2021 – June 30, 2022

 *Thomas Jefferson*
Planning District Commission
Charlottesville/Albemarle MPO



Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPDC) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), Jaunt, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

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INTRODUCTION

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area for fiscal year 2022. The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

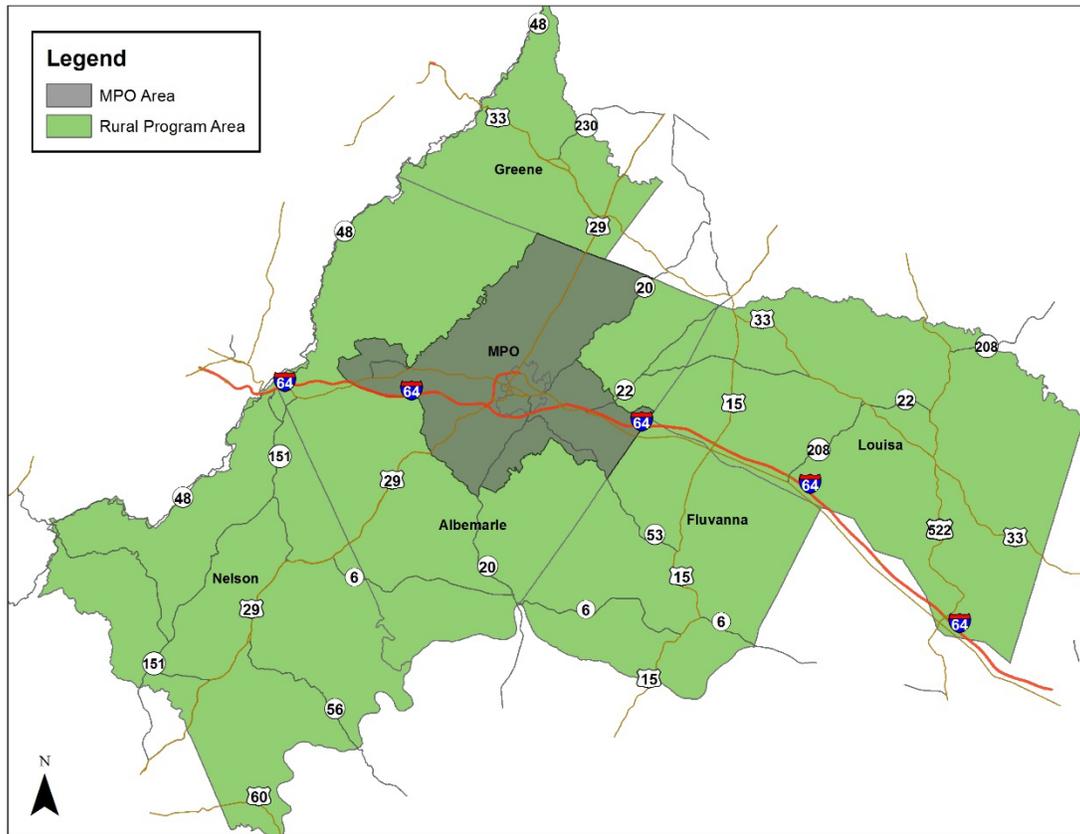
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), JAUNT, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (Attachment B).

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, JAUNT, UVA, FHWA, the Federal Aviation Administration (FAA), FTA, and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



Relationship of UPWP to Long Range Transportation Planning

The MPO develops its UPWP each spring. It outlines the transportation studies and planning efforts to be conducted during the upcoming fiscal year (July 1 – June 30). The transportation studies and planning efforts outlined in the UPWP are guided by the regional transportation vision, goals, issues, and priorities developed through the extensive long-range planning process. Federal law requires the MPO to address eight basic planning factors in the metropolitan planning process. These eight planning factors are used in the development of any plan or other work of the MPO, including the Work Program, and are as follows:

- *Economic Vitality*: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- *Safety*: Increase the safety of the transportation system for motorized and non-motorized users;
- *Security*: Increase the security of the transportation system for motorized and non-motorized users;
- *Accessibility/Mobility*: Increase the accessibility and mobility of people and freight;
- *Environmental Quality*: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- *Connectivity*: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- *Efficiency*: Promote efficient system management and operation; and,
- *Maintenance*: Emphasize the preservation of the existing transportation system.

MPO Transportation Infrastructure Issues and Priorities

In addition to the eight planning factors identified by FHWA and FTA, the issues listed below (in no particular order) have been identified by the MPO, its transportation planning partners, and the public throughout the metropolitan planning process. These issues are interconnected components of effective regional transportation planning, and collectively create the planning priorities facing the CA-MPO that will be addressed through the Work Program tasks and deliverables.

The following issues call for a need to:

- Expand and enhance transit, transportation demand management strategies including ridesharing services, and parking strategies to provide competitive choices for travel throughout the region;
- Improve mobility and safety for the movement of people and goods in the area transportation system;
- Improve strategies to make the community friendly to bicycles and pedestrians, particularly the mobility and safety of bicyclists and pedestrians, as well as access to transit, rail and transit/rail facilities;
- Take more visible steps to better integrate transportation planning with local government land use plans, with a goal of creating patterns of interconnected transportation networks and long-term multimodal possibilities such as non-vehicular commuter trails, intercity rail, and right-of-way corridors for bus ways;
- Ensure that new transportation networks are designed to minimize negative impacts on the community and its natural environment, and to save money;
- Encourage public involvement and participation, particularly addressing environmental justice and Title VI issues;¹
- Improve the understanding of environmental impacts of transportation projects and identify opportunities for environmental mitigation; and,
- Seriously consider budget shortfalls and its impediments to transportation projects and work to tap alternative sources of funding.

Public Participation/Title VI and Environmental Justice

The MPO makes every effort to include minority, low-income, and limited-English speaking populations in transportation planning. Throughout this document there are several tasks that specifically discuss the MPO's efforts to include these populations. In addition to the UPWP, the MPO also maintains a Public Participation Plan and a Title VI/Environmental Justice Plan. Both plans specify that the MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans state that the MPO must make all official documents accessible to all members of our community. The Title VI/Environmental Justice Plan also outlines a complaint process, should a member of these specialized populations feel as though they have been discriminated against. These documents work in tandem with the UPWP to outline the MPO's annual goals and processes for regional transportation planning.

¹ The 1994 Presidential Executive Order directs Federal agencies to identify and address the needs of minority and low-income populations in all programs, policies, and activities.

Funding

Two federal agencies fund the MPO’s planning activity. This includes FHWA’s funds, labeled as “PL,” and FTA, labeled as “FTA.” The FHWA funds are administered through VDOT, while FTA funds are administered through the DRPT. Funds are allocated to the TJPDC, to carry out MPO staffing and the 3c’s process. The CA-MPO budget consist of 10% local funds, 10% state funds, and 80% federal funds.

VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials “SPR.” The total budget for SPR items reflects 80% federal funds and 20% state funds. *Attachment A* shows the tasks to be performed by VDOT’s District Staff, utilizing SPR funds. VDOT’s Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance and support for the federally-mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested. DRPT staff also participates actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the MPO process.

The following tables provide information about the FY21 Work Program Budget. These tables outline the FY21 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Administration (Task 1), Long Range Planning (Task 2), and Short-Range Planning (Task 3). More detailed budget information is included with the descriptions of the task activities.

FY22 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	10%	10%	100%
FY-22 PL Funding	\$168,947	\$21,118	\$21,118	\$211,184
FY-22 FTA Funding	\$87,686	\$10,961	\$10,961	\$109,608
PL+FTA Total	\$256,633	\$32,079	\$32,079	\$320,792
VDOT SPR	\$136,000	\$17,000	\$17,000	\$170,000
Total FY22 Work Program	\$392,633	\$49,079	\$49,079	\$490,792

FY22 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	18.39%	45.29%	36.32%	100%
PL+FTA Total	\$59,000	\$145,284	\$116,508	\$320,792
FY-22 PL Funding	\$37,500	\$102,684	\$71,000	\$211,184
FY-22 FTA Funding	\$21,500	\$42,600	\$45,508	\$109,608
VDOT SPR	\$50,000	\$60,000	\$60,000	\$170,000
Total FY22 Work Program	\$109,000	\$205,284	\$176,508	\$492,500

Highlights of FY21 UPWP

The CA-MPO conducted several projects and initiatives in FY21. Below are highlights from that year, helping to give context for the FY21 activities.

SMART SCALE

The SMART SCALE process scores and ranks transportation projects, based on an objective analysis that is applied statewide. The legislation is intended to improve the transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide the maximum benefits for tax dollars spent. In FY21, CA-MPO staff worked with County, City, and VDOT staff to prepare to submit project applications for Round Four of SMART SCALE funding. The CTB approved two of the three SMART SCALE applications submitted by CA-MPO.

Bicycle and Pedestrian Planning

In FY21, MPO and PDC staff worked to continue moving bicycle and pedestrian facility planning forward. Staff efforts focused on coordinating two bike and pedestrian feasibility studies to determine construction opportunities for important regional bike and pedestrian connections throughout the MPO, conducting bike and pedestrian counts at intersections of interest to local City and County staff, and continue coordination of bicycle and pedestrian working group. Staff continues to work with the City, County, and UVA planning staff to develop OneMap, which is an integrated map of all of the bike and pedestrian facilities throughout the MPO region.

Regional Transit Planning

MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY21, two DRPT grants to study transit service and operations within the MPO region were awarded. One to conduct a feasibility study and implementation plan to expand transit service in Albemarle County. The second is to develop a Charlottesville Area Regional Transit Vision Plan. These projects kicked off in FY21 and will continue into FY22.

MPO staff applied for a BUILD planning grant to evaluate opportunities to make improvements to the Charlottesville AMTRACK station to support anticipated service expansion.

Transportation Improvement Program (TIP)

MPO staff maintained the FY21-FY24 TIP in collaboration with VDOT, DRPT, and the various MPO committees, finalizing the updated plan that was completed by the CA-MPO in FY21.

National Transportation Performance Measures

Performance Based Planning and Programming requirements for transportation planning are laid out in the Moving Ahead for Progress in the 21st century (MAP-21), enacted in 2012 and reinforced in the 2015 FAST Act, which calls for states and MPOs to adopt targets for national performance measures. Each MPO adopts targets for a set of performance measures, in coordination with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transit (DRPT), and these measures are used to help in the prioritization of TIP and Long-Range Transportation Plan projects. In FY21, the MPO

FY22 Unified Planning Work Program

Policy Board voted to support the statewide performance targets, which are reviewed every two years, and the statewide safety targets, which are reviewed every year.

Regional Transportation Revenue Study

Work on the Regional Transportation Revenue study was completed in FY21 despite the disruption COVID caused. This study documents potential revenue streams that could be considered should the local region determine that more resources were needed to maintain and improve the local transportation infrastructure.

MPO 101 Primers

The CA-MPO hosted an intern over the summer of FY21 that supported the development of a series of primers explaining MPO purpose, process, and planning requirements. These primers have been formatted and placed on the MPO website for reference, and will be used for educational and informational purposes as MPO staff seeks public engagement in its planning processes.

Electric Vehicle Charging Station Needs Study

In FY21, CA-MPO staff completed a high level assessment of demand and availability of electric vehicle charging station needs.

FY22 UPWP Activities by Task

Task 1: Administration

Total Funding: \$59,000

PL Funding: \$37,500

FTA Funding: \$21,500

A) Reporting and Compliance with Regulations

PL Funding: \$14,000

FTA Funding: \$8,000

There are several reports and documents that the MPO is required to prepare or maintain, including:

- FY22 Unified Planning Work Program Implementation;
- FY23 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

TJPDC staff will also provide for the use of legal counsel, accounting and audit services for administering federal and state contracts.

End Products:

- Complete annual Unified Planning Work Program (UPWP) process;
- Administer Grants and other funding;
- Execute project agreements, along with related certifications and assurances; and,
- Complete invoicing, monthly billing, and progress reports.

B) Staffing Committees

PL Funding: \$14,000

FTA Funding: \$8,000

TJPDC staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

- MPO Policy Board;
- MPO Technical Committee;
- Regional Transit Partnership (RTP); and,
- Additional committees as directed by the MPO Policy Board.

End Products:

- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings;
- Restructure Policy Board and Committee bylaws, based on the Strategic Plan; and,
- Maintain committee information on the TJPDC/MPO Website.

C) Information Sharing

PL Funding: \$9,500

FTA Funding: \$5,500

The MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. MPO staff will provide data and maps to State and Federal agencies, localities and the public, as needed. Staff will also contribute articles to TJPDC's newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to Federal and State requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to MPO activities as necessary. Staff will assist local, regional and State efforts with special studies, projects and programs. One ongoing project is a regional housing analysis that will include use of transportation data around housing centers and travel time to key destinations. Staff will also conduct ongoing intergovernmental discussions; coordinate transportation projects; and attend/organize informational meetings and training sessions. MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit and environmental topics.

End Products:

- Continue to review and update facts and figures;
- Transportation data for housing report;
- Provide technical data, maps and reports to planning partners;
- Attend local planning commission meetings as needed;
- Attend City Council and Board of Supervisors meetings as needed;
- Ensure adequate communication between Planning District Commission and MPO Policy Board;
- Analyze available data to identify whether MPO boundaries may expand into additional counties after the 2020 census;
- Continue coordination of ongoing meetings with staff from Charlottesville, Albemarle and UVA regarding bicycle and pedestrian projects
- Participate and maintain membership with the Virginia Association of MPOs (VAMPO);
- Participate and maintain membership with the American Association of MPOs (AMPO); and,
- Hold annual joint-MPO Policy Board meeting with the Staunton-Augusta-Waynesboro MPO and propose meetings with Lynchburg MPO.
- Maintain the TJPDC's social media; and,
- Maintain the MPO Website.

Task 2: Long Range Transportation Planning

Total Funding: \$145,284

PL Funding: \$102,684

FTA Funding: \$42,600

A) North 29 Corridor Study with Rural Component

PL Funding: \$33,000

FTA Funding: \$18,000

Roadway improvements are complete or scheduled for construction along US Highway 29 North in Albemarle County and in Greene County. Traffic concerns continue in areas that are both urban and rural north of Airport Road in Albemarle County to the Cedar Grove Road area of Greene County. The MPO began working with the TJPDC Rural Transportation Program to initiate a study for safety & congestion along the unimproved areas of US 29. This project began in FY21 and continues into FY22.

End Products:

- Develop a vision for desired transportation performance through this portion of the US Highway 29 Corridor based on existing land use plans and projected system demand;
- Work with VDOT contracted consultants to identify corridor segments and intersections experiencing performance deficiencies;
- Conduct public engagement to determine community priorities for transportation improvements;
- Work with VDOT contracted consultants to develop alternative solutions to remedy identified transportation performance deficiencies;
- And develop recommended solutions based on robust community engagement for projects that could be submitted as SMART SCALE or other grant applications.

B) 2050 Long Range Transportation Plan Scope Development

PL Funding: \$7,000

FTA Funding: \$3,000

The CA-MPO will begin its five-year update of the 20-year Long Range Transportation Plan in FY23. CA-MPO will need to consider a number of factors before that plan update can begin, including whether the boundaries of the MPO will be adjusted, the extent that additional technical support from a consultant may be needed, and whether there is interest or value in approaching the long-range transportation plan jointly with the more rural portions of the region.

End Products:

- A project schedule for the update of the long-range transportation plan, which must be completed by May 2024;
- A summary of needs for additional technical assistance that may be needed to complete the update;
- Clarification of methodologies used to prioritize projects within the long-range transportation plan;
- Recommended public engagement schedule; and
- RFP's to retain any consulting services that may be determined as necessary.

C) CA-MPO Strategic Plan

PL Funding: \$17,000

FTA Funding: \$11,600

There was a Strategic Plan prepared for the CA-MPO to provide a framework for the work that the MPO would undertake during the time period of 2017 to 2019. Many of the elements of that strategic plan have been implemented, but there has been significant change in the operations of

the MPO, as well as staffing, since that strategic plan was developed, and an updated plan is necessary to continue to provide clear direction and effectiveness in carrying out the priorities of the MPO stakeholders.

End Products:

- An assessment of organizational strengths, weaknesses, opportunities, and threats;
- A clearly defined understanding of stakeholders;
- An agreed upon framework for selecting projects to include in the Unified Planning Work Program; and
- Opportunities to provide better collaboration with other planning efforts and partners.

D) Climate Action Initiatives for Transportation Planning

PL Funding: \$20,000

FTA Funding: \$10,000

The City of Charlottesville and County of Albemarle have both identified climate action initiatives as priorities for their individual localities. An important factor in achieving the climate action goals involves incorporating these initiatives into transportation planning. This project will include reviewing planning documents and processes from other regional and MPO transportation plans to determine best practices for incorporating climate action goals into the MPO's transportation planning efforts. The focus of this work will be on incorporating climate action mitigation factors into the Long Range Transportation Plan, but through these efforts, MPO staff will also develop recommendations for additional data, studies, or plans that may be needed in order to support regional efforts.

End Products:

- A benchmarking report of best practices from other regional and MPO planning efforts to incorporate climate action initiatives into transportation planning processes including a summary of similarities and distinctions;
- A literature review of work that has been completed identifying the most effective strategies;
- Development of metrics that can be used to gauge progress in meeting goals;
- Recommendations for establishing and measuring goals and outcomes;
- Recommendations for incorporating climate action goals into project development and prioritization within the Long Range Transportation Plan; and
- Recommendations for additional data, studies, or planning efforts that may be needed to support the overall regional goals.

E) On-call Services

PL Funding: \$25,684

FTA Funding: \$0

MPO, VDOT, and local staff will be available to conduct transportation studies, data collection, and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements.

End Products:

- Transportation study or planning effort, as requested, that can be used as a basis for implementing short-term and long-term transportation solutions.

Task 3: Short Range Planning

Total Funding: \$116,508

PL Funding: \$71,000

FTA Funding: \$45,508

A) Transportation Improvement Program (TIP)

PL Funding: \$5,000

FTA Funding: \$2,000

There are a number of federal-aid highway programs (i.e. administered by FHWA) which, in order to be eligible for use by the implementing agency, must be programmed in the TIP. Similarly, there are funds available under federal-aid transit programs (i.e. administered by FTA) which, in order to be used, must also be programmed in the TIP. In fact, any federally-funded transportation projects within the MPO must be included in the TIP, including transit agency projects. Project descriptions include: implementing agency; location/service area; cost estimates; funding sources; funding amounts actual or scheduled for allocation; type of improvement, and; other information, including a required overall financial plan.

Staff will be concentrating in FY 21 on transit operator short range planning financial needs to incorporate into the TIP. New leadership at the region's two transit providers have created an opportunity for revised procedures to short range financial planning.

The current TIP for FY21-FY24 was adopted by the Policy Board in FY20. MPO staff will continue to maintain and update the TIP as necessary.

End Products:

- Process the Annual Obligation Report;
- Process TIP amendments and adjustments; and
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations.

B) SMART SCALE Planning and Support

PL Funding: \$43,000

FTA Funding: \$18,400

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. In FY22, the MPO Policy Board will identify up to two opportunities to conduct robust public engagement in order to develop SMART SCALE project applications.

End Products:

- Implement a selection process to identify potential SMART SCALE project applications early;
- Facilitate stakeholder meetings to develop project submission applications that incorporate robust public engagement and input opportunities;

FY22 Unified Planning Work Program

- Hold a regional meeting to coordinate SMART SCALE project submittals from the member localities and MPO;
- Coordinate sharing of economic development, and other relevant information, between the localities in support of SMART SCALE applications; and
- Attend the Quarterly Transportation Meetings hosted by OIPI to ensure that MPO and locality staff have appropriate information about all funding programs.

C) Travel Demand Management (TDM), Regional Transit Partnership (RTP), and Bike/Ped Support

PL Funding: \$4,000

FTA Funding: \$8,500

The RideShare program, housed by the TJPDC, is an essential program of the MPO's planning process. The RTP has been established to provide a venue for continued communication, coordination, and collaboration between transit providers, localities and citizens. These programs, along with continued support for bike and pedestrian travel, support regional TDM efforts. TDM has been, and will continue to be, included in the long-range transportation planning process.

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville and Albemarle County and with the rural localities;
- Continue to assess the need for a Regional Transit Authority; and
- Per the Strategic Plan, integrate TDM into all MPO recommendations and projects.

D) Performance Targets

PL Funding: \$2,000

FTA Funding: \$1,000

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set targets for their regions based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety performance targets adopted.

End Products:

- Prepare workbook and background materials for MPO committees and Policy Board to review;
- Facilitate discussion of performance targets with the MPO committees and Policy Board;
- Complete all documentation notifying the state of the adopted safety performance targets; and
- Update the TIP when the FY22 safety performance targets are adopted.

E) Regional Transit and Rail Planning

PL Funding: \$0

FTA Funding: \$5,000

MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements.

End Products:

- Provide technical support and staffing to ensure the successful completion of two grants awarded by DRPT: Albemarle Feasibility Study and the Regional Transit Visioning Plan; and
- Prepare and submit a BUILD Planning grant application for the Charlottesville Amtrack Station.

F) CTAC – Community Outreach

PL Funding: \$17,000

FTA Funding: \$10,608

TJPDC staff will participate in and help develop community events and educational forums such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations. The TJPDC will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:

- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- Develop programs to better inform the public about transportation planning and project development;
- Demonstrate responsiveness to public input received during transportation planning processes;
- Review Title VI/Environmental Justice Plan as needed;
- Review Public Participation Plan as needed;
- Review information on website for accessibility and understandability;
- Continue to investigate methods to increase participation from historically underserved communities;
- Provide proper and adequate notice of public participation activities; and
- Provide reasonable access to information about transportation issues and processes in paper and electronic media.

Task 4: Contracted Projects and Studies

A) Coordinate and support the following projects:

- Coordinate, manage, and implement the Regional Visioning Plan for the CAMPO and TJPDC region. A state grant in the amount of \$175,000 was awarded by DRPT, matched by local contributes from Albemarle County and the City of Charlottesville of \$175,000, with a contract signed on February 4, 2021. The work commenced in FY21 and will carry into FY22.
- Coordinate, manage, and implement the FY21 Feasibility and Business Plan for expanded transit service in Albemarle County. A state grant in the amount of \$53,108 was awarded by DRPT, matched by a local contribution from Albemarle County of \$53,107, with a contract signed on January 8, 2021. The work commenced in FY21 and will carry into FY22.

B) Explore opportunities for contracted project and studies.

Topical areas may include:

- Environmental impacts of the local transportation system and mitigation strategies.
- Creating an employee outreach program for Rideshare and other TDM programs.
- Implementing recommendations from the Albemarle Service Expansion Feasibility Study.

CA-MPO in FY22

Along with ongoing, required MPO tasks, staff anticipates work on the following efforts, some of which will carry-over from FY21.

Regional Transportation Revenue

- Assess the impacts of the COVID-19 pandemic on the transportation network and revenue generation
- Maintain awareness of opportunities to increase funding for regional transportation system improvements

Equity in Transportation Planning

- Continue to pursue opportunities to better integrate considerations for equity into the transportation planning processes and project selection

SMART SCALE

- Explore ways to improve the success of funding for projects
- Strengthen applications submitted in Round 5 for final submission
- Monitor any changes and updates to the SMART SCALE process
- Integrate any changes in State process into MPO and local projects to strengthen funding applications

LRTP 2045

- Conduct annual review of Plan and performance targets as set forth in MAP-21
- Continue to coordinate procedures and efforts with neighboring MPOs

MPO Boundary Adjustment

- Follow outcomes from the 2020 Census and prepare for discussions regarding adjustments to the CA-MPO boundaries.

Other Studies

- Assess connections with other regions and MPOs
- Continue evaluation of the region's transit network and participate in creation of the transit strategic plan

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 24th, 2021
 - Final Approval May 26th, 2021
-

Online Posting

Posted as part of MPO meeting agenda for March 24th, 2021

Posted on TJPDC.org: May 12th, 2020

State Review

Draft submittal for VDOT review/comment: April 7th, 2020

Draft submittal for DRPT review/comment: April 7th, 2020

Review of Final FY22 UPWP

MPO Technical Committee: May 18th, 2021

Citizen Transportation Advisory Committee (CTAC): May 19th, 2021

MPO Policy Board: May 26th, 2021

**PUBLIC HEARING: May 26th, 2021

Note: Copy of public hearing notice in appendix D

Glossary of Acronyms

The following transportation-related acronyms are used in this document:

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
NHS	National Highway System
PL	FHWA Planning Funding (used by MPO)
RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SYIP	Six Year Improvement Plan
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission

FY22 Unified Planning Work Program

TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
Work Program	Unified Planning Work Program (also referred to as UPWP)

Appendix

Attachment A: Tasks Performed by VDOT

Attachment B: Memorandum of Understanding (2019)

Attachment C: FTA Section 5303/PL Funding Breakdown

Attachment D: Public Notice and Resolution

Memorandum

To: Thomas Jefferson Planning District Commission, and
Christine Jacobs, Interim Executive Director

From: Jessica Hersh-Ballering, Transportation Planner

Date: April 1, 2021

Topic: Albemarle County Transit Expansion – Selection Committee Decision

Purpose:

The Thomas Jefferson Planning District Commission (TJPDC) received a grant award for \$106,215 (with half coming from Department of Rail and Public Transit and the other half coming from Albemarle County as local match) to complete an Albemarle County transit expansion feasibility study and implementation plan. This project will investigate and recommend service improvements to population and employment centers within Albemarle County, particularly the Pantops area, Thomas Jefferson's Monticello, and along Route 29 North (from Albemarle County/City of Charlottesville limits to Boulders Road). Innovative transit options that emphasize accessibility and responsiveness to customer needs should be investigated alongside traditional fixed-route options.

This project will rely heavily upon the skills and expertise of an experienced consulting team to conduct a needs assessment of the study area and local transit resources, identify at least two transit service options for each study area, conduct public engagement and meet with stakeholders to determine a preferred transit service option for each study area, and then develop an implementation plan for the preferred transit service for each study area. These tasks were detailed in a scope of work included in a request for proposals to all DRPT bench contracting firms.

This memorandum describes how staff determined which consulting team would be best suited for collaboration on this project.

Background:

On February 3rd, 2021, Thomas Jefferson Planning District Commission staff requested proposals from the four DRPT bench contractors that specialize in transit planning – KFH Group, Kimley Horn, AECOM, and Michael Baker. Proposals were received from Kimley Horn and Michael Baker (with Foursquare Integrated Transportation Planning as their sub-consultant) and reviewed by a team composed of Trevor Henry (Albemarle County Assistant County Executive), Kevin Mcdermott (Albemarle County Planning Manager), Siri Russell (Albemarle County Director of Equity and Inclusion), and Jessica Hersh-Ballering (TJPDC). Reviewers independently scored the proposals and then met to discuss; scoresheets have been kept on file.

Proposals were scored from zero to fifty points in total with those points distributed among four categories:

1. The vendor's **understanding of the project scope** (0-15 points);
2. The proposed **project team**, its qualifications and ability to complete the proposed workload in the designated time frame (0-15 points);
3. The proposed **plans or methodology** to perform all project tasks (0-15 points);
4. The vendor's **past performance** (0-5 points).

Scoring indicated that Michael Baker International along with their sub-consultant Foursquare Integrated Transportation Planning have the strongest proposal. In discussions during the scoring, staff felt that the Michael Baker/Foursquare team had a more thorough understanding of the scope of the project and the study areas and more clearly indicated a willingness to consider non-fixed route transit service options. Furthermore, staff felt that the Michael Baker/Foursquare team had a larger and more diverse skill set that included specialized data scientists; this will be helpful for keeping the project on its tight timeline. Finally, the estimated cost of the project was within the project's budget.

Contract negotiations with Michael Baker/Foursquare will need to clarify that the implementation plan technical memo deliverable will be received in time for the appropriate agency to apply for funding to commence service operation in FY23. There were no other concerns noted among staff during scoring discussions.

The project team from Michael Baker and Foursquare is as follows:

- Josh Diamond (Foursquare) – Principal-in-charge
- Boris Palchik (Foursquare) – Project Manager
- Jeremy Strauss (Foursquare) – Senior Transportation Planner
- Rebecca Martin (Foursquare) – Transportation Planner and Data Scientist
- Rebecca Slocum (Foursquare) – Transportation Planner and Data Scientist
- Nick Britton (Michael Baker) – Project Manager
- Ryan Ferguson (Michael Baker) – Project Manager
- Jacob Thornton (Michael Baker) – GIS Specialist
- Catherine Koval (Michael Baker) – Planning/Engineering
- Joshua Mallow (Michael Baker) – Urban Planner

The consultants estimated that their total cost would be \$89,826 and the project would be completed by end of March 2022.

Recommendation:

TJPDC staff recommend that the Planning District Commission support the resolution to approve contract negotiations/commitment with Michael Baker and Foursquare for the Albemarle County transit expansion feasibility study and implementation plan.

Please send any questions to Jessica Hersh-Ballering at jballering@tjpd.org.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, March 4, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne*	x	David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Galloway**	x	Jessica Ballering, Planner II	x
Donna Price	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien		Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer		Sara Pennington, TDM/Rideshare Program Manager	x
Greene County		Lucinda Shannon, Transportation Program Manager	x
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok**	x	Sean Tubbs, Independent Journalist, Citizen	x
Tommy Barlow	x		
Nelson County			
Jesse Rutherford, Vice Chair	x		
Dylan Bishop	x		

*Michael Payne arrived at 7:04 pm prior to any votes.

**Ned Galloway arrived at 7:06 pm prior to any votes.

***Bob Babyok arrived at 7:07 pm prior to any votes.

***Tommy Barlow arrived at 7:15 prior to any votes.

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on March 9, 2021 at https://www.youtube.com/watch?v=g-kfKHk5PKM&feature=youtu.be&ab_channel=TJPDC-MPO.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Dale Herring, presided and called the meeting to order at 7:00 pm. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.



2. MATTERS FROM THE PUBLIC:

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

3. PRESENTATIONS:

a. FY22 Rideshare Work Program and Grant Application:

Sara Pennington outlined the work that the Rideshare program is planning to undertake in FY22 and reviewed the grant that was submitted to DRPT for FY22 Rideshare program funds. Major program areas will focus on promoting and supporting telework initiatives and developing a comprehensive marketing strategy for the Rideshare program.

b. FY22 Rural Transportation Program and Budget Draft:

Sandy Shackelford reviewed the draft Rural Transportation Work Program for FY22. Major projects to be undertaken include the North 29 Corridor Study which will be funded jointly through the MPO's Unified Planning Work Program, providing some rural transportation funding support towards the Regional Transit Vision Plan that the TJPDC will be developing through a DRPT grant, and continued local support for Smart Scale and other transportation funding applications.

c. Route 29 North Corridor Study:

Jessica Hersh-Ballering provided the Commission with an overview of the goals for the Route 29 North Corridor Study that staff is in the process of kicking off. Ms. Hersh-Ballering explained the general goals of the project, the study area, the plans to create an advisory committee, and the need to request technical assistance through a VDOT consultant.

4. CONSENT AGENDA: Action Items

a. Minutes of February, 4, 2021 Meeting

Motion/Action: On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved the minutes of the February 4, 2021 meeting.

b. Monthly Financial Report

Motion/Action: On a motion by Andrea Wilkinson, seconded by Jesse Rutherford, the Commission unanimously accepted the January monthly financial report as presented.

5. RESOLUTIONS:

a. FY21 Amended Operating Budget

Motion/Action: On a motion by Bob Babyok, seconded by Donna Price, the Commission unanimously approved the Fiscal Year 2021 Amended Annual Operating Budget.

b. VDOT Technical Consultant Assistance for North 29 Corridor Study

Motion/Action: On a motion by Rory Stolzenberg, seconded by Dylan Bishop, the Commission unanimously approved a resolution of support to request technical assistance through a VDOT-contracted consultant for the Route 29 North Corridor Study.

c. 2021 CDBG Regional Priorities

Motion/Action: On a motion by Dylan Bishop, seconded by Bob Babyok, the Commission unanimously approved the 2021 Regional CDBG Priorities as proposed by staff.

6. NEW BUSINESS:

a. Interim Executive Direction – 100-day Plan

Ms. Jacobs presented the Commission with her goals and priorities as Interim Executive Director during the first 100-days of the transition period into her new role.

7. INTERIM EXECUTIVE DIRECTOR’S REPORT:

a. General Report: Ms. Jacobs provided an update on: the preparation of the FY22 Operating Budget, the status of the Urban Rivanna River Corridor Study, the five-year review and update of the Thomas Jefferson Solid Waste Plan, the development of the draft Regional Housing Plan, the Porchlight Regional Affordable Housing Locator, and the use of the Water Street Center.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction: Each Commissioner was invited to share updates from their jurisdictions.

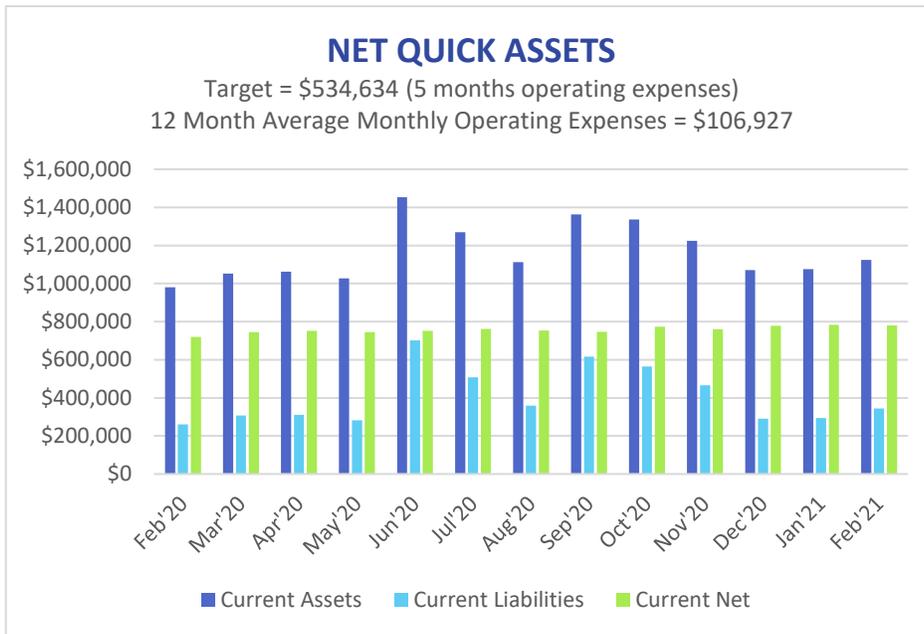
b. Next Meeting: April 1, 2021

ADJOURNMENT:

Motion/Action: On a motion by Dylan Bishop, seconded by Bob Babyok, the Commission unanimously voted to adjourn the March 4, 2021 Commission meeting at 8:52 pm.

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

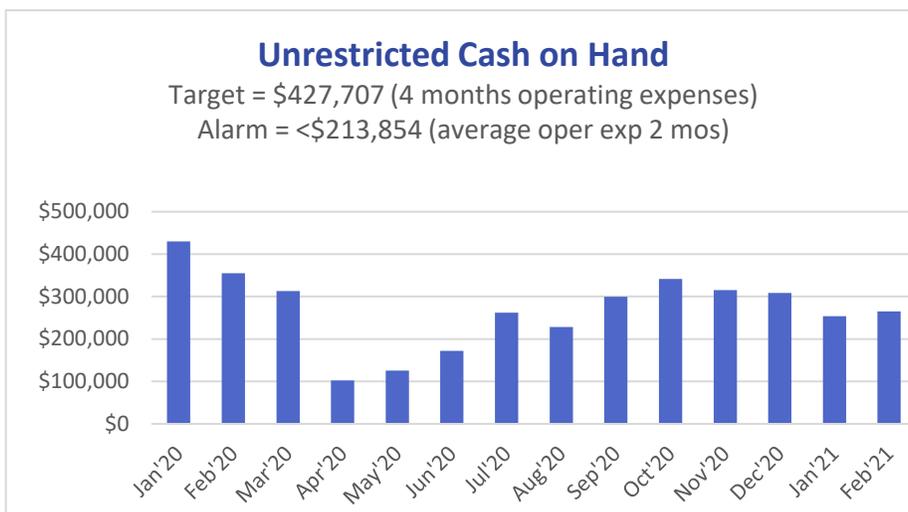
FINANCIAL DASHBOARD Through February 28, 2021



Monthly Net Quick Assets

Feb'20=\$719,287
 Mar'20=\$744,936
 Apr'20=\$752,299
 May'20=\$744,520
 Jun'20=\$751,339
 Jul'20=\$761,878
 Aug'20=\$753,340
 Sep'20=\$746,274
 Oct'20=\$773,192
 Nov'20=\$759,492
 Dec'20=\$779,233
 Jan'21=\$782,692
 Feb'21=\$779,333

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. TJPDC had 7.29 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to \$106,927. The 3-month average of expenses is \$104,105. Actual operating expenses for February were \$99,605 compared to \$104,616 in January. Capital reserves = \$779,333 - \$534,634 = \$244,698.

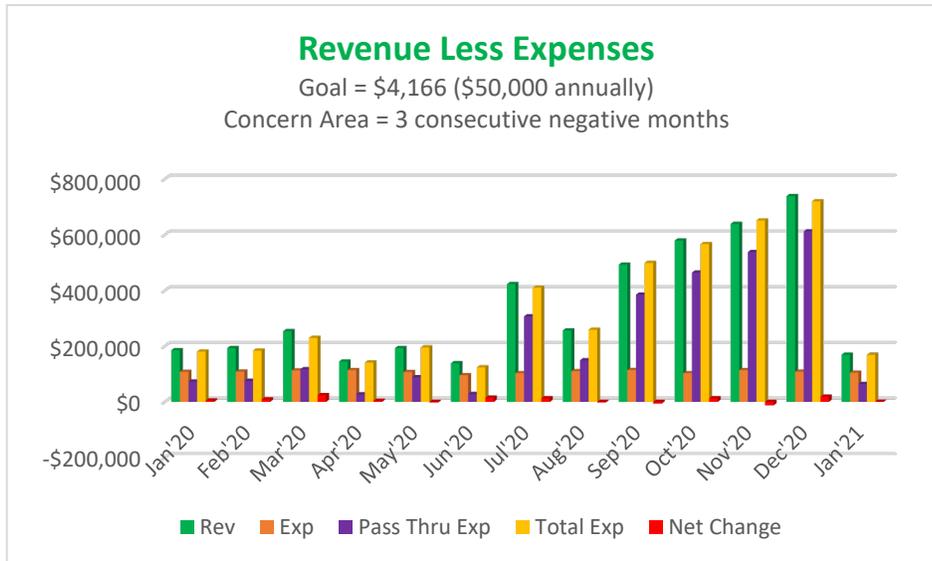


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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.

The end of month level of Unrestricted Cash on Hand of \$265,074 represents 2.48 months of operating expenses. Unrestricted cash has increased from an April'20 level of \$102,049 to \$265,074 at the end of February.

FINANCIAL DASHBOARD Through February 28, 2021



Monthly Net Revenue

Feb'20=\$8,863
 Mar'20=\$24,130
 Apr'20=\$3,722
 May'20=(\$2,591)
 Jun'20=\$14,870
 Jul'20=\$12,974
 Aug'20=(\$2,388)
 Sep'20=(\$6,222)
 Oct'20=\$12,874
 Nov'20=(\$12,407)
 Dec'20=\$18,723
 Jan'21=\$630
 Feb'21=\$8,647

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The original FY21 Budget adopted is estimating a \$ 0 net gain. There was a net gain in February of \$8,647 resulting in a net gain of \$43,346 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets). Revenues and Expenses no longer include the RMRP Cares Act grant that began in July and ended December 30, 2020. The Accrued Revenue Report shows available funds of \$154,141 per month for FY21. Actual operating expenses for February were \$99,605.

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
February 2021

9:42 AM
03/22/21
Accrual Basis

	<u>Feb 21</u>	<u>Budget</u>	<u>Jul '20 - Feb 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	87,938	97,131	2,946,514	777,046	1,165,569
4120 · State Funding Source	21,060	29,552	165,756	236,414	354,622
4130 · Local Source	38,333	41,204	249,506	329,635	495,278
4131 · Event Sponsors & Fees	0		0	0	0
42000 · Local Match Per Capita	13,152	15,372	103,661	118,687	158,365
4280 · Interest Income	79	833	1,101	6,667	10,000
Total Income	<u>160,563</u>	<u>184,093</u>	<u>3,466,538</u>	<u>1,468,450</u>	<u>2,183,834</u>
Gross Profit	160,563	184,093	3,466,538	1,468,450	2,183,834
Expense					
61000 · Personnel	80,791	89,297	675,651	682,090	1,032,784
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	171	159	1,595	1,269	1,904
62392 · Subscriptions, Publications	0	46	298	367	550
62393 · Supplies	564	929	4,178	7,486	11,200
62394 · Audit -Legal Expenses	0	0	15,551	16,500	16,500
6240 · Advertising	15	1,936	2,845	15,491	24,061
62404 · Meeting Expenses	0	857	1,119	6,857	10,286
62410 · TJPDC Contractual	3,750	3,415	39,105	31,481	46,100
6281 · Dues	1,005	818	6,225	6,547	9,820
62850 · Insurance	481	282	3,849	2,209	3,336
62890 · Printing/Copier	47	387	3,169	3,095	4,642
63200 · Rent Expense	7,940	7,860	65,510	62,879	94,319
63210 · Equipment/Data Use	2,713	1,483	20,731	11,867	17,800
63220 · Telephone Expense	1,188	489	5,164	3,908	5,862
63300 · Travel-Vehicle	661	1,828	5,366	14,675	22,080
6345 · Janitorial Service	0	827	1,743	6,613	9,920
6390 · Professional Development	280	1,495	2,273	11,963	17,944
Total Expense	<u>99,605</u>	<u>112,106</u>	<u>854,371</u>	<u>885,296</u>	<u>1,329,108</u>
Net Ordinary Income	60,957	71,986	2,612,167	583,154	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	50,285	48,356	423,363	386,851	580,277
8399 · Grants Contractual Services	2,025	22,871	2,145,458	182,966	274,449
Total Other Expense	<u>52,310</u>	<u>71,227</u>	<u>2,568,821</u>	<u>569,817</u>	<u>854,726</u>
Net Other Income	<u>(52,310)</u>	<u>(71,227)</u>	<u>(2,568,821)</u>	<u>(569,817)</u>	<u>(854,726)</u>
Net Income	<u>8,647</u>	<u>759</u>	<u>43,346</u>	<u>13,336</u>	<u>0</u>

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of February 28, 2021

	<u>Feb 28, 21</u>	<u>Feb 29, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	605,302.69	374,207.87	231,094.82
1189 · Capital Reserve	244,698.00	214,217.00	30,481.00
Total Checking/Savings	<u>850,000.69</u>	<u>588,424.87</u>	<u>261,575.82</u>
Accounts Receivable			
1190 · Receivable Grants	251,513.17	361,199.67	-109,686.50
Total Accounts Receivable	<u>251,513.17</u>	<u>361,199.67</u>	<u>-109,686.50</u>
Other Current Assets			
1310 · Prepaid Rent	1,458.34	1,822.90	-364.56
1330 · Prepaid Insurance	12,225.96	12,970.98	-745.02
1360 · Prepaid Other	8,298.98	12,921.14	-4,622.16
Total Other Current Assets	<u>21,983.28</u>	<u>27,715.02</u>	<u>-5,731.74</u>
Total Current Assets	<u>1,123,497.14</u>	<u>977,339.56</u>	<u>146,157.58</u>
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	4,125.81	5,049.80
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	123,885.29	111,737.79	12,147.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-118,062.67	-123,459.25	5,396.58
Total Fixed Assets	<u>20,195.73</u>	<u>8,985.85</u>	<u>11,209.88</u>
TOTAL ASSETS	<u><u>1,143,692.87</u></u>	<u><u>986,325.41</u></u>	<u><u>157,367.46</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	795.98	26,221.40	-25,425.42
Total Accounts Payable	<u>795.98</u>	<u>26,221.40</u>	<u>-25,425.42</u>
Credit Cards			
2155 · Accounts Payable Credit Card	2,869.01	1,411.21	1,457.80
Total Credit Cards	<u>2,869.01</u>	<u>1,411.21</u>	<u>1,457.80</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	340,499.60	232,036.95	108,462.65
Total Other Current Liabilities	<u>340,499.60</u>	<u>232,036.95</u>	<u>108,462.65</u>
Total Current Liabilities	<u>344,164.59</u>	<u>259,669.56</u>	<u>84,495.03</u>
Long Term Liabilities			
2200 · Leave Payable	38,028.28	37,414.77	613.51
Total Long Term Liabilities	<u>38,028.28</u>	<u>37,414.77</u>	<u>613.51</u>
Total Liabilities	<u>382,192.87</u>	<u>297,084.33</u>	<u>85,108.54</u>
Equity			
3000 · General Operating Fund	473,456.42	477,947.61	-4,491.19
3100 · Restricted Capital Reserve	244,698.00	214,217.00	30,481.00
3600 · Net Investment in Fixed Assets	0.00	817.58	-817.58
Net Income	43,345.58	-3,741.11	47,086.69
Total Equity	<u>761,500.00</u>	<u>689,241.08</u>	<u>72,258.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,143,692.87</u></u>	<u><u>986,325.41</u></u>	<u><u>157,367.46</u></u>

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2021

Grant or Contract	GRANT- CONTRACT START DATE	GRANT- CONTRACT END DATE	GRANT- CONTRACT TOTAL	JULY FY21	AUG FY21	SEPT FY21	OCT FY21	NOV FY21	DEC FY21	JAN FY21	FEB FY21	MARCH FY21	APRIL FY21	MAY FY21	JUNE FY21	YEAR TO DATE FY21	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY22	GRANT TO DATE	GRANT- CONTRACT REMAINING FY21	NOTES
MPO-FTA	07/01/20	06/30/21	102,624	11,439	10,816	6,802	9,138	6,223	5,937	9,367	11,954					71,676			71,676	30,948	MPO FTA Transit Planning
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137	15,077	15,088	13,302	14,094	7,901					118,687			118,687	68,939	MPO PL Transp Planning
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101	4,195	3,524	1,065	3,889	6,654					34,220		9,047	34,220	21,208	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329	80,531	51,807	44,498	21,895	58,175	50,285					415,570			415,570	164,707	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356	1,256	811	416	662	1,106					9,000			9,000	19,656	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550		14,713		13,475	5,610	2,025					48,512			48,512	142,531	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331	6,331	6,331	6,331	6,331	6,331					50,647			50,647	25,324	State funding to TJPDC General
RIDESHARE	07/01/20	06/30/21	155,815	10,121	10,263	8,865	9,904	9,124	10,007	10,431	11,379					80,094			80,094	75,721	Rideshare TDM Program Marketing & Management
Pass Through	07/01/20	06/30/21	0													0			0	0	Potential contract for marketing plan
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054	3,113	2,144	828	3,648	3,439					26,192			26,192	31,808	VDOT Rural Transp Planning
RTP-TDM	07/01/20	06/30/21	50,000	726	2,850	2,644	6,642	1,381	1,919	1,840	5,696					23,698		0	23,698	26,302	Regional Transit Partnership
RTP Pass Through	07/01/20	06/30/21	0													0			0	0	Grant Match if needed
LOVINGSTON	11/01/18	06/30/21	20,739	2,234	470	1,355	424	215	315	30	571					5,614	15,125	0	20,739	0	CDBG Downtown Plan Grant
LOVINGSTON PASS THRU	11/01/18	06/30/21	13,735			13,385										13,385	350	0	13,735	0	Consultant Design Costs
NELSON CARES 2020	08/12/20	12/31/20	15,000			4,910		5,143	3,622	1,325						15,000		0	15,000	0	CARES Business Grants Admin
Pass Thoroughs	08/12/20	12/31/20	335,000				123,113	81,887	130,000							335,000			335,000	0	CARES Business Grants Pass Through
TJPDC CORPORATION	07/01/20	06/30/21	0													0			0	0	Non-profit Arm
LEGISLATIVE LIAISON	07/01/20	06/30/21	102,171	6,581	7,134	9,940	6,967	6,798	7,232	9,454	8,037					62,143			62,143	40,028	David & Dominique Legis Operations
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,324	4,262	4,167	4,167	4,282	4,167	4,167					33,703			33,703	16,297	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	10,500	384	279	329	161	59	25	659	2,139					4,035		0	4,035	6,465	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097	4,449	8,155	3,473	9,257	1,859	3,061					35,027	33,165	0	68,192	19,272	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933	967	969	444	165	42	57	42					3,619			3,619	6,881	Rivanna Commission
WIP PHASE IV			58,000							4,129	3,685					7,814	0	29,000	7,814	21,186	
WIP PHASE III	06/01/18	12/30/20	52,000	2,801	3,144	2,761	2,786	2,761								14,253	0	0	14,253	37,747	Chesapeake Watershed Assistance to DEQ
Hazard Mitigation		06/30/21	31,920						1,760	2,103	1,449					5,312			5,312	26,608	24 month planning project resiliency
Haz Mit Pass Through		06/30/21	0													0	0		0	0	
TJCLT	10/19/17	01/31/21	83,645	7,508	7,911	3,996	3,914	3,453	2,918	9,129	8,067					46,896			46,896	36,749	Full Time TJCLT ED Services beginning 1/1/21
AFFORDABLE HSG	07/01/20	06/30/21	46,010					7,200	28,442	6,435	3,933					46,010			46,010	0	Regional Housing Partnership
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302	4,009	1,974	1,797	3,222	3,114					23,137	55,823	0	78,960	16,915	Regional Housing Plan Grant
RHP PASS-THROUGH	10/31/18	06/30/21	54,125													0	54,125		54,125	0	Housing Plan Contract with others
MEMBER PER CAPITA	07/01/20	06/30/21	158,365	9,946	9,946	18,010	13,152	13,152	13,152	13,152	13,152					103,662			103,662	54,703	Local Govt Annual Contributions
WATER STREET CENTER	07/01/20	06/30/21	0													0			0	0	Rental Fees
OFFICE LEASES - RENT	07/01/20	06/30/21	13,230	950	600	1,300		1,000	200	200	1,950					6,200			6,200	7,030	Rental Fees
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293	682	258	86		299	171					2,251	17,856	0	20,107	5,393	VDOT Streetscape Contract
RMRP	04/01/20	12/31/20	90,838	14,457	4,847	8,045	9,862	15,487	31,578							84,276	6,562		90,838	0	Regional Rent Relief Grants COVID Admin
RMRP Pass Through			1,735,229	213,729	121,047	283,527	274,321	411,374	431,231							1,735,229			1,735,229	0	RMRP Pass Through Grants
5TH STREET TAP	11/16/16	10/01/20	37,697													0	20,731	16,966	20,731	0	VDOT Bike Path Grant
5th STREET TAP Pass Through	11/16/16	10/01/20	162,303													0	88,758	0	88,758	73,545	VDOT Bike Path Design & Constr
REGIONAL TRANSIT GRANT	01/01/21	06/30/22	40,650															24,000	0	16,650	
Regional Pass Through	01/01/21	06/30/22	309,350																209,450	0	99,900
ALBEMARLE TRANSIT GRANT	01/01/21	12/31/21	10,835								176								7,100	0	3,735
Albemarle Transit Pass Through	01/01/21	12/31/21	95,380																63,745	0	31,635
BANK INTEREST	07/01/20	06/30/21	2,100	177	159	171	182	138	106	89	79					1,101			1,101	999	Investment Pool Savings Income
TOTAL			5,242,648	422,462	253,663	492,214	579,234	646,135	738,837	169,031	160,563	0	0	0	0	3,461,963	292,495	359,308	3,754,458	1,128,882	

Op Expenses 12 month average \$106,927
3 month average \$104,105
last month \$99,605

Pass-through funds \$512,318
Contract funds
TJPDC Available Funds \$616,564
Available funds per month \$154,141.00



Thomas Jefferson Planning District Commission
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(434) 979-7310 phone • info@tjpd.org email

RESOLUTION OF APPROVAL
FY 22 Rural Transportation Planning Work Program

WHEREAS, the Virginia Department of Transportation (VDOT) allocated \$58,000 of State Planning and Research funds to the Thomas Jefferson Planning District (TJPDC) for work on rural transportation planning activities; and,

WHEREAS, the TJPDC dedicates a 20% match, equivalent to \$14,500, for the State Planning and Research (SPR) funding; and,

WHEREAS, the TJPDC is required to approve its Rural Transportation Planning Work Program by the April Commission meeting of each year; and,

WHEREAS, the Rural Transportation Advisory Committee reviewed the draft work program at their March meeting; and,

WHEREAS, development of Smart Scale project funding assistance, continued support for the North 29 Corridor Plan (jointly funded through the Charlottesville-Albemarle Metropolitan Planning Organization’s Unified Planning Work Program), and rural transportation program strategic planning will be the focus of the work plan activities;

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission, in accordance with § 15.2-4208 of the Code of Virginia, approves the FY 22 Rural Transportation Planning Work Program.

Adopted this 1st day of April, 2021.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

Thomas Jefferson Planning District Commission FY-2021 Rural Transportation Planning Work Program

July 01, 2021 – June 30, 2022



Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), JAUNT, RideShare, and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 16th, 2021 meeting, sending a recommendation of approval to the Planning District Commission. The Commission first reviewed these recommendations at their March 4, 2021 meeting and approved the final FY22 Rural Transportation Planning Work Program on April 1, 2021.

The preparation of this program was financially aided through administrative funds from the FY21 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

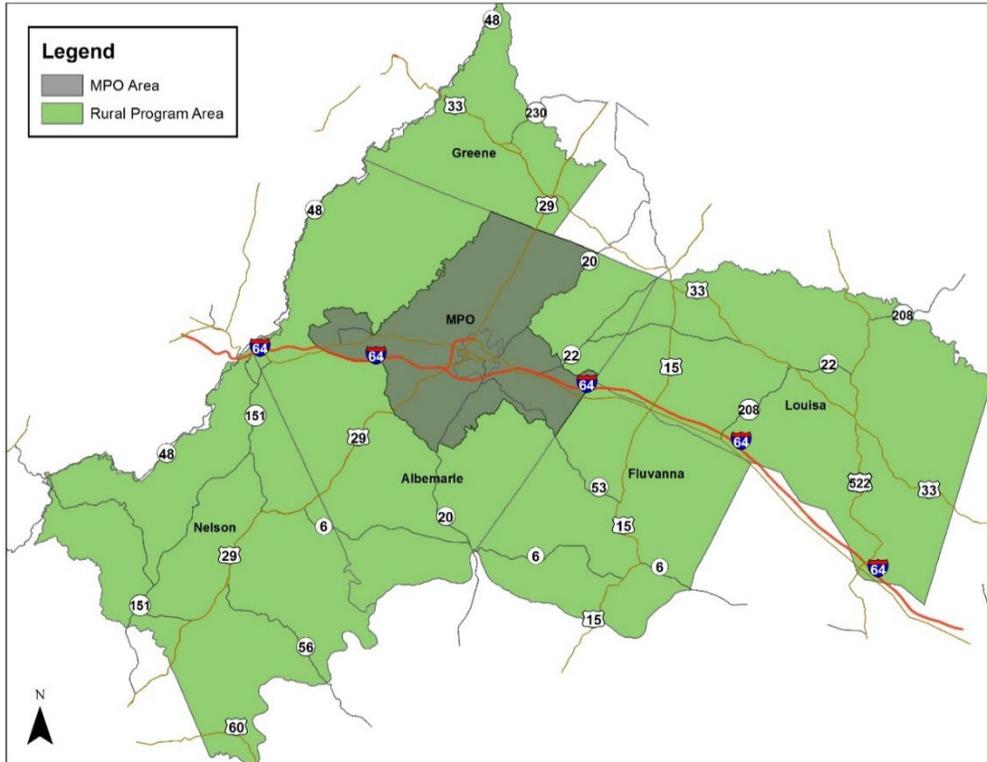
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2022 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.



Highlights of FY21

In FY21, the Rural Transportation Program focused on a variety of outcomes. The program dedicated time to the Smart Scale prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

ZION CROSSROADS GATEWAY PLAN – Work continued in FY21 on a joint, collaborative planning project across two of the PDC’s localities, Fluvanna and Louisa County. The plan will help the two localities develop a vision for growth and investment in the Zion Crossroads U.S. Highway 15 corridor off of Interstate 64.



SMART SCALE – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. The TJPDC continues to support its localities with Smart Scale submittal assistance. The TJPDC assisted Nelson County in submitting three projects and submitted three on behalf of Albemarle County.

FY22 RTP Work Program

TOWN BICYCLE AND PEDESTRIAN INFRASTRUCTURE ASSESSMENT— This study assessed the existing bicycle and pedestrian infrastructure in the incorporated towns and developed recommendations for future bicycle and pedestrian infrastructure supporting the broader goals of the localities.

Fiscal Year 2022 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$12,800	\$3,200	\$16,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	\$45,200	\$11,300	\$56,500
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

FY2022 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2022 Activities by Task

FY 2022 – 1.0 Program Administration - \$16,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process (*the 3 C's approach*). The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Reporting and Compliance with Regulations - \$5,500

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.
- Submit an annual report for FY22.
- Maintain the FY22 Rural Work Program
- Prepare the FY23 Rural Work Program

Task 1.2 - Staff committee meetings - \$5,500

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

FY22 RTP Work Program

- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - \$5,000

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders.
- Participate in outreach meetings and provide/review data as requested by VDOT.
- Participate with the MPOs and VDOT on setting performance measure goals.
- Assist VDOT with local and regional input to annual statewide transportation improvement programs.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.
- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.).
- The RTAC and Commission will continue to include public comment periods in its meeting agendas.
- Provide social media informational articles through TJPDC social media pages.
- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.
- Host VDOT work sessions at the TJPDC Water Street Center or virtually.

Administration Budget

SPR Funds (80%)	\$12,800
PDC Funds (20%)	\$ 3,200
Total Budgeted Expenditure for Program Administration	\$16,000

FY 2022 - 2.0 Planning & Local Technical Assistance - \$56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2022. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Route 29 North Corridor Study with Urban Component - \$30,000

DESCRIPTION OF ACTIVITIES:

Roadway improvements are complete or scheduled for construction along US Highway 29 North in Albemarle County and in Greene County. Traffic concerns continue in areas that are both urban and rural north of Airport Road in Albemarle County to the Ruckersville area of Greene County. The MPO working with the TJPDC Rural Transportation will initiate a study for safety & congestion along the unimproved areas of US 29. This project will also be funded in MPO's 2022 Unified Planning Work Program.

TASKS TO BE UNDERTAKEN:

- Work with VDOT contracted consultant to assess transportation performance through the corridor.
- Identify transportation system improvement priorities based on public feedback and system performance analysis.
- Coordinate with other planning efforts along this corridor to incorporate recommendations and findings.
- Develop alternative solutions for consideration.

FY22 RTP Work Program

- Develop recommended solutions based on public feedback.

Task 2.2 – Prepare transportation infrastructure grant applications - \$5,000

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of Smart Scale and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

- Pursue grants related to the Regional Bicycle / Pedestrian Plan.
- Assist the region's counties, towns, and villages with grant applications related to transportation improvements.
- Pursue grants for implementation of RLRP projects.
- Provide Assistance for Smart Scale grant applications upon request.

Task 2.3 – Provide assistance to local and state partners as requested - \$5,000

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies.
- Develop and provide GIS information, as requested.

Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - \$10,000

DESCRIPTION OF ACTIVITIES:

There are a number of regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts.
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users.
- Support efforts to develop the Three Notch'd Trail, an inter-regional multi-use trail that will provide an extension from the Virginia Capital Trail from Richmond through the TJPDC region west of Charlottesville.
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives.

Task 2.5 – Rural Work Program Strategic Plan - \$6,500

DESCRIPTION OF ACTIVITIES:

Staff will work with the Rural Transportation Technical Committee, Thomas Jefferson Planning District Commissioners, and local officials to develop a strategic plan to determine project and programming priorities. This will establish a framework to develop future work programs and more efficiently utilize rural transportation program resources. It will also provide an opportunity to discuss potential changes to the MPO boundary that may impact the rural areas.

FY22 RTP Work Program

TASKS TO BE UNDERTAKEN:

- Develop a list of stakeholders that need to be engaged in the strategic planning process.
- Develop topics/programs of interest to the rural areas for discussion.
- Conduct surveys and/or stakeholder interviews to prioritize project selection.
- Review the Rural Work Programs in other regional planning organizations to provide benchmarking and determine best practices.
- Identify opportunities for collaboration with the MPO, transit providers, Rideshare, and other regional planning organizations.
- Develop a strategic plan that will guide future work plan development.

Planning & Technical Assistance Activities Budget	
SPR Funds (80%)	\$45,200
PDC Funds (20%)	\$ 11,300
<hr/>	
Total Budgeted Expenditure for Program Activities	\$56,500

FY23 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY21, FY22 and FY23 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY23, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will begin to discuss the Rural Long Range Transportation Plan 5-year update.

The Charlottesville Albemarle MPO is anticipating a boundary increase after the 2020 Census. The TJPDC, IN FY23 will continue to assess the impact of any movement of current rural boundaries into the MPO area.

Appendices

Appendix A: FY-2022 Budget Summary

Appendix A: FY-2022 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Reporting and Compliance with Regulations	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.2 – Staffing Committees	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.3 - Information Sharing	\$4,000.00	\$1,000.00	\$5,000.00
Total Budgeted Expenditure for Program Administration	\$12,800.00	\$3,200.00	\$16,000.00
Program Activities			
Task 2.1 – Route 29 North Corridor Study	\$24,000.00	\$6,000.00	\$30,000.00
Task 2.2 – SMART SCALE	\$4,000.00	\$1,000.00	\$5,000.00
Task 2.3 – Support Local and State requests for assistance as needed	\$4,000.00	\$1,000.00	\$5,000.00
Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities	\$8,000.00	\$2,000.00	\$10,000.00
Task 2.5 – Strategic Plan	\$5,200.00	\$1,300.00	\$6,500.00
Total Budgeted Expenditure for Program Activities	\$45,200.00	\$11,300.00	\$56,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



RESOLUTION

APPROVING CONTRACT NEGOTIATIONS/COMMITMENT WITH THE PREFERRED CONSULTANT FOR THE ALBEMARLE COUNTY TRANSIT EXPANSION FEASIBILITY STUDY AND IMPLEMENTATION PLAN

WHEREAS, the expansion of transit service to population and employment centers within Albemarle County is the subject of a feasibility study and implementation plan, which will both be hereby referred to collectively as THE PROJECT; and

WHEREAS, THE PROJECT is funded jointly by the Virginia Department of Rail and Public Transit (DRPT) and by Albemarle County and sponsored by the Thomas Jefferson Planning District Commission (TJPDC); and

WHEREAS, proposals for technical consultants to complete THE PROJECT were solicited from all DRPT bench contractors and responded to by two of those contractors; and

WHEREAS, those two proposals were reviewed by a selection team composed of one Thomas Jefferson Planning District Commission staff member and three Albemarle County staff members; and

WHEREAS, the selection team determined that the proposal submitted by Michael Baker International and Foursquare Integrated Transportation Planning was the strongest proposal for a variety of factors outlined in a memorandum to the Commission; and

NOW, THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission will engage in contract negotiations with Michael Baker International and Foursquare Integrated Transportation Planning for the completion of those components of THE PROJECT detailed in the scope of work included in the request for proposals; and

BE IT FURTHER RESOLVED, that the Commission certifies that any said contract will be entered into in accordance with 15.2-4205(B)(4) of the *Code of Virginia*; and

BE IT FURTHER RESOLVED, that the Interim Executive Director is hereby authorized to commit the Thomas Jefferson Planning District Commission to the resulting contract, provided it will result in the completion of the scope of work originally submitted as part of the grant application to the Virginia Department of Rail and Public Transit within the necessary time frame and budget.

Christine Jacobs, Interim Executive Director
Thomas Jefferson Planning District Commission

Dale Herring, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: April 1, 2021
Re: FY22 Budget and Work Program Draft

Purpose: The Annual Operating Budget and Work Program sets forth the anticipated work, revenue and expenditures for the upcoming fiscal year, July 1, 2021 to June 30, 2022.

Background: The TJPDC Bylaws state that the “budget and work program for the ensuing fiscal year shall be approved by the Commission at or before the regular meeting in May.” These documents are also required for submission to the Department of Housing and Community Development, along with the FY21 annual report. The draft FY22 Operating Budget and Work Program is presented at the April Commission meeting for review. The draft provided in April allows all commission members to offer input to the Executive Committee and/or TJPDC staff. The Executive Committee will meet prior to the May 2021 Commission meeting to select a budget to recommend an FY22 Operating Budget and Work Program to the Commission for adoption at the May Commission meeting. The budget may be amended by the Commission at any Commission meeting.

Issues: The Work Program incorporates the Scopes of Work approved by the MPO and the TJPDC for the urban and rural transportation programs, as well as the housing activities identified in the HOME Action Plan and USDA Housing Preservation Grant. The Scope of Work also includes activities reflected in the Ride Share Work Plan and the Regional Transit and Regional Housing Work Programs.

The impact of the Coronavirus did not result in any major financial expenditures for the TJPDC in FY21. Staff were able to work from home maintaining all committed workflow and program billing. We did incur additional IT maintenance/contractual expenses to mitigate minor software/hardware needs with all staff working remotely. Other expenses have been kept to a minimum with no travel, meetings or outside professional development costs incurred. Staff did not receive salary increases in FY21 due to the unknown impacts of the Coronavirus pandemic.

However, revenues in FY21 were larger than anticipated due to Federal CARES Act funding, particularly with the Emergency Rent and Mortgage Relief Program. FY21 budget projections suggest that the TJPDC will experience a sizeable net gain for FY21. Therefore, a recommended 3% salary increase for all staff is recommended in the FY22 budget. Additional excess revenues accumulated in FY21 are required to balance the FY22 budget.

The Coronavirus will continue to present an unknown impact on the TJPDC in FY22 with the potential for decreased local projects from the local governments as local governments adjust for revenue shortfalls or increased expenses. However, the anticipated Covid relief bill, the American Rescue Plan Act of 2021,

may present opportunities at the federal, state, and local level. The TJPDC staff is working with state and federal agencies to identify and apply for state and federally funded projects. For example, the TJPDC may pursue state assistance for administration of VDOT Transportation Alternative Projects, CDBG projects, and additional Housing Preservation Grant and HOME funds. We will continue to pursue Virginia Housing (formerly VHDA) and DHCD grant opportunities to fund additional regional housing assistance, as well as re-submit a US Department of Transportation BUILD grant for the Amtrak station.

Attached is the recommended preliminary operating budget for FY22. An updated budget for planning purposes will be provided to the Executive Committee in November to assess new revenue projects. The final budget will be provided in early 2022 for Commission consideration at the March 2022 meeting, at which time we will have more definitive revenues identified for FY22. Should expected revenues not materialize in the first half of FY22, staff would present the Commission with a plan to decrease expenditures for the second half of FY22. Staff recommends continuing monthly Executive Committee meetings through FY22 or until a better financial position is obtained.

Projected revenues for FY22 are \$2,376,683 and projected expenditures are \$2,376,683. This budget and work program cover the period from July 1, 2021 to June 30, 2022. The perceived shortfall of \$57,051 is partially filled with \$17,000 in deferred revenue (money already received, but not yet earned) to complete the Solid Waste Plan and Rural Rivanna River Corridor Plan. The balance shortfall would require a reserve transfer of \$40,051. One note of importance is that, while the balance shortfall is \$40,051 for FY22, there are \$60,000 in one-time expenses; a potential one-time expense related to the leadership transition and the one-time expense for the modernization of our financial operations, explained below. One grant or combination of additional grants equaling \$41,000 to the TJPDC would place us back in the financial black and not require us to use reserve savings.

With the current level of staffing, 8 out of 11 staff are currently utilized above the goal of 90%, 6 of which are utilized at 97%-100%. If the TJPDC were to secure an additional grant/funding source, there would not be sufficient staff to do the required work. To alleviate this, the draft FY22 budget includes one additional planner position and incorporates an 'anticipated' \$60,000 in revenue from a grant source yet to be determined. The TJPDC staff has a fair amount of confidence that a grant opportunity in this amount is realistic within the first quarter of the fiscal year. However, the planner position will not be filled until a revenue source is confirmed to cover the associated expense. Therefore, one grant or combination of additional grants equaling \$101,000 would allow TJPDC staff to fill a planner position and not require a reserve transfer.

Staff's goal is to have positive net earnings each fiscal year and to have each fiscal year's budget stand alone with no use of prior year's retained earnings until our optimal retained earnings are reached. If the previous five fiscal years are an indication, we should be able, during this fiscal year, to balance our budget and not use prior years' reserves. A long-term goal is to build retained earnings, first to a safe level maintaining six months of average operating expenses available for immediate use if needed, and secondly to save for capital expenses such as toward the purchase of a future office building, and third to have resources available to take advantage of regional project grants that require a local match. Now that we safely have six months of operating funds in savings, using cash reserves is less risky. We are now at a point where we are concentrating on building capital reserves and funding regional projects instead of growing reserves beyond current amounts.

The immediate goal of the TJPDC management is to manage the staff leadership transition. The Chief Operating Officer role will continue to be vacant until the Commission determines the agency's needs for the Executive Director role. The Executive Director role will remain Interim until the point that the Commission determines the need to permanently fill the position. The current recommended budget includes funding for a one half-year administrative-level position, as well as funding for an executive search firm, should that be required by the Commission. Additionally, the TJPDC management's goal is to modernize and upgrade our financial management practices. The current recommended budget includes \$35,000 in funding for an outside agency to provide temporary financial services on a trial basis for future agency needs.

A definitive goal of the TJPDC management is to retain all current employees through FY22 and beyond. Should new projects not materialize or have a high level of confidence of materializing by December, every effort would be made to cut direct expenses to include professional development, travel, technology upgrades, and advertising, and staff if preceding is not sufficient.

Revenue: The proposed budget reflects funding for the proposed work program, drawn from the documents identified above, with some figures included for potential projects not yet awarded or under contract. At this point in the year, TJPDC does not have a full commitment of local funding, awards or contracts for FY22. Funds included reflect recently awarded projects and estimates of potential projects that have a very high likelihood of being awarded. Staff includes only potential funding sources that we are very sure will be awarded.

Federal Revenue:

- Charlottesville-Albemarle MPO (CA-MPO) funding reflects federal allocations through FTA and FHWA of \$256,633 (80%). The total budget for CA-MPO (including state and local match) is \$320,789 (100%).
- Federal rural transportation funding (Federal Highway Research Funds) through VDOT for the Rural Transportation Plan total \$58,000 (80%). The total rural transportation program budget is \$72,500.
- Federal Emergency Management Agency (FEMA) funding for the Hazard Mitigation Plan is \$26,000 with an additional state and local per capita match.
- The Housing and Urban Development (HUD) HOME Consortium funding totals \$676,615.
- United States Department of Agriculture (USDA) Housing Preservation Grant funding totals have not been determined for FY22. Though not awarded yet, we have included Housing Preservation Grant for \$117,821 (same as FY21). We have been awarded this program for four years and expect to receive it for this fifth year.
- Chesapeake Bay Watershed Improvement Plan funding reflect federal allocations through the Virginia Department of Environmental Quality (DEQ) of \$58,000.

State Revenue:

- The General Assembly approved an FY22 increase of \$14,000 in funding through DHCD for a total of \$89,971 for FY22.
- The state match through VDOT for the CA-MPO is \$32,078 (10%).
- RideShare funding of \$139,358 (80%) reflects the state award through the Department of Rail and Public Transportation (DRPT). The total budget for RideShare is \$177,170.
- Virginia Department of Emergency Management funding (state match) for the Hazard Mitigation Plan is \$6,080.
- Anticipated state revenue of \$60,000 from a yet-to-be-determined source.

Local and Local Per Capita Revenue

- The City of Charlottesville and the County of Albemarle are contributing a total of \$152,148 in local match for the DRPT Albemarle Transit Expansion and Regional Transit Visioning Plans.
- At this time, all locally requested funds are included in submitted local budgets including RRBC, Legislative Liaison, Solid Waste, and Regional Transit Partnership (\$50,000) funding.
- The local match from Charlottesville and Albemarle for the CA-MPO is \$32,078 (10%).
- The local match for RideShare is \$37,812. Per the Resolution date February 4, 2021, *“any participating local governments that do not match all or a portion of their prorated contribution may have their local per capita contribution to the TJPDC utilized to provide their match requirement.”*
- The TJPDC continues to contract out 0.5 FTE for the Virginia Association of Planning District Commission Executive Director for \$50,000 and 1.0 FTE (for an anticipated 6 months) for the Thomas Jefferson Community Land Trust Executive Director for \$54,777.
- The TJPDC continues to administer a VDOT Transportation Alternative Project (TAP Grant) for Stanardville in Greene County. FY22 revenue totals \$6,588.
- Local per capita revenue is shown based on member assessments adopted at the October 2020 Commission meeting and reflected in budget requests. Not all localities have taken action on budgets at this time.

Other

- \$10,000 in deferred revenue (received but not yet ‘earned’) for the Rivanna River Basin Commission (RRBC) is budgeted to complete the Rural Rivanna River Corridor Plan.
- \$7,000 in deferred revenue in local contributions is budgeted to complete the 5-year Solid Waste Plan update.
- Interest rates in the Virginia Investment Pool have declined dramatically resulting in a decrease in interest income to \$2,000 (from \$10,000 budgeted in FY21).
- Office and Water Street rental income is expected to decline to \$10,000 (from \$16,800 budgeted in FY21). Rent for the Thomas Jefferson Community Land Trust is included in the hourly rate for the contractual employee. We do not have available office space to rent at this time.
- Other possible funding sources not budgeted at this time include Amtrak Planning grant, Virginia Housing Program, Capacity Building, and Events Grants, Transportation Alternative Projects (TAP) grant for Lovingson Revitalization, as well as the potential for CDBG grant support for various localities.

Expenses: Staff estimates of expenses reflect retention of 11 full time equivalent staff/positions we expect will be in place on July 1, 2021 through June 30, 2022.

- Pass-thru expense increases are due to the Regional Transit Visioning Grant (\$198,450) and Albemarle County Transit Expansion Study and Implementation Grant (\$59,630) consultant costs.
- Agency expenses, excluding personnel and contracts with outside entities, are generally based on FY21 expenditures.
- FY22 Per Capita regional funding use of \$25,000 toward Regional Housing Partnership. This is the last year of recommended per capita funding toward this program.
- \$14,500 per capita regional match toward a federal funding of \$58,000 for Chesapeake Bay Watershed Improvement Program

- This FY22 forecast budget includes 3% staff salaries increases.
- Contractual funding in the amount of \$25,000 for an executive search firm, should the Commission require one for filling the permanent Executive Director position.
- Funding in the amount of \$61,100 to hire an additional planner. This position will not be filled until a revenue source (or accumulation of sources) of at least \$60,000 is confirmed.
- The TJPDC Retirement through Virginia Retirement System remains constant for FY22.
- Health Insurance Premiums will decrease by a nominal amount in FY22. The TJPDC continues to provide 100% of individual employee premiums only and except for 2 grandfathered employees who receive employer contributions toward spouse/family of 63% of premium.
- Current Indirect Cost Rates have increased from 62% in FY21 to 66% in FY22. This is attributed to the addition of a Chief Operating Officer administrative position. However, we anticipate to begin to experience a decreased indirect cost rate in future years. (This is a good thing) We have begun to charge staff time including indirect costs to per capita funding when the activity can be directly tied to a member government project or directly tied to a regional project. In the past, many of the activities were billed under general administrative duties, driving up our indirect cost rate. Current Indirect Cost Rates have decreased from 89% in FY14 to 66% in FY22.
- Increases of 4% are budgeted for rent.

FY 2022 Work Program Key Projects/Highlights:

- TJPDC Regional Housing Initiative & Regional Plan
- TJPDC Development of Regional Performance Measures
- TJPDC Regional Education Events
- TJPDC Assistance with Regional Broadband Service improvements
- TJPDC Regional Cigarette Tax Board
- TJPDC Charlottesville Area Alliance participation
- TJPDC Central Virginia Economic Development Partnership participation
- TJPDC GOVa Region 9 Council participation
- TJPDC Legislative Information and Direction
- TJPDC Agency Communications Plan
- TJPDC Rivanna Urban and Rural River Planning
- TJPDC Environmental Assistance for Chesapeake Bay Watershed Improvements (WIP)
- TJPDC Solid Waste Plan
- TJPDC Hazard Mitigation Plan
- TJPDC Lovingson Revitalization Study
- TJPDC Stanardsville TAP Management
- TJPDC/MPO and Rural Transportation - Zion Crossroads Small Area Plan and Corridor Study
- TJPDC/MPO and Rural Transportation - SmartScale Application Development and Submission
- TJPDC Services in post COVID-19 Environment
- TJPDC/MPO Route 29 North Urban/Rural Corridor Study

- TJPDC/MPO and Rural Transportation - Strategic Plan Development
- TJPDC/RTP Regional Transit Visioning Plan
- TJPDC/Albemarle Transit Expansion Study and Implementation Plan
- MPO Amtrak Station Development
- RTP Management and Data Analysis
- RideShare – Promotion of Telework through TeleworkVA
- RideShare – AgileMile Database Management
- RideShare – Master Marketing Plan and Guaranteed Ride Home Marketing

4/1/2021

	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Approved</u>	<u>FY22 Projected</u>
Federal	\$744,113	\$1,170,710	\$1,165,569	\$1,193,070
State	\$350,225	\$276,948	\$354,622	\$479,636
Local	\$413,512	\$390,375	\$418,558	\$475,306
Local per capita	\$154,838	\$156,717	\$158,365	\$159,620
Interest Income	\$16,693	\$10,983	\$10,000	\$2,000
Rent Income	\$19,205	\$0	\$16,800	\$10,000
Grant & Reserves Transfer	\$0	\$0	\$59,920	\$57,051
Total Revenue	\$1,698,586	\$2,005,733	\$2,183,834	\$2,376,683
Operating Expenses				
Personnel Costs				
Salaries	\$914,288	\$966,262	\$817,376	\$834,686
Fringe and Release	\$0	\$0	\$215,408	\$162,844
Total Personnel	\$914,288	\$966,262	\$1,032,784	\$997,530
Other Costs				
Postage	\$1,289	\$1,298	\$1,904	\$2,254
Subscriptions	\$817	\$1,525	\$550	\$550
Supplies	\$7,790	\$9,424	\$11,200	\$7,364
Audit-Legal	\$15,500	\$15,525	\$16,500	\$16,500
Advertising	\$19,408	\$20,042	\$24,061	\$27,798
Meeting Expenses	\$23,879	\$8,741	\$10,286	\$5,996
TJPDC Contractual	\$36,761	\$50,921	\$46,100	\$112,312
Dues	\$10,890	\$10,654	\$9,820	\$12,016
Insurance	\$3,667	\$4,281	\$3,336	\$3,336
Printing/Copy	\$7,764	\$4,887	\$4,642	\$6,060
Rent	\$89,525	\$92,604	\$94,319	\$98,058
Equip/Data Use	\$21,768	\$20,796	\$17,800	\$21,037
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,809	\$7,426	\$5,862	\$5,862
Travel-Vehicle	\$14,797	\$15,002	\$22,080	\$27,253
Janitorial	\$9,632	\$6,961	\$9,920	\$8,920
Professional Development	\$15,669	\$18,651	\$17,944	\$20,654
<i>Total Other Costs</i>	<i>\$285,965</i>	<i>\$288,738</i>	<i>\$296,324</i>	<i>\$375,970</i>
TOTAL OPERATING EXPENSES	\$1,200,253	\$1,255,000	\$1,329,108	\$1,373,500
Net Ordinary Income - Pass Through \$	\$498,333	\$750,733	\$854,726	\$1,003,182
Other				
HOME Pass Thru	\$224,984	\$612,065	\$580,277	\$608,954
HPG Pass Thru	\$0	\$0	\$100,148	\$100,148
All Grants/Contracts Pass Thrus	\$221,270	\$104,804	\$174,301	\$294,080
<i>Total Other Expenses</i>	<i>\$446,254</i>	<i>\$716,869</i>	<i>\$854,726</i>	<i>\$1,003,182</i>
Net Other Income	-\$446,254	-\$716,869	-\$854,726	-\$1,003,182
Net Income	\$52,079	\$33,864	\$0	\$0

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent	Deferred Revenue Transfer	Reserve Transfer
LOCALITY AND STATE REVENUE								\$37,098
Charlottesville				\$30,492				
Albemarle				\$68,028				
Fluvanna				\$16,764				
Greene				\$12,460				
Louisa				\$22,704				
Nelson				\$9,172				
Legislative Liaison			\$102,981					
State Contribution - DHCD		\$89,971						
WSC & Offices						\$10,000		
Interest Income					\$2,000			
TRANSPORTATION								
Charlottesville-Albemarle MPO								
FTA Funding	\$81,286	\$10,161						
PL Funding	\$165,747	\$20,718						
RTP			\$45,000					
Albemarle Transit Plan		\$5,608	\$5,608					
Regional Transit Plan		\$17,500	\$17,500					
Rideshare								
Rideshare VDPRT		\$130,558	\$35,612					
TJPCD Rural Transportation								
Rural Admin	\$10,800							
Rural Transportation Planning	\$45,200							
HOUSING AND NONPROFIT								
HOME Consortium Admin	\$64,662							
Housing Preservation	\$17,673							
TJCLT			\$54,777					
Regional Housing Partnership								
Virginia Housing/Other Source		\$60,000						
ENVIRONMENT								
RRBC			\$10,500				\$10,000	
Solid Waste			\$10,500				\$7,000	
Haz Mit Grant	\$23,750	\$5,480						
Urban Rivanna River Plan								\$2,953
WIP DEQ	\$58,000							
OTHER PROGRAMS								
Stanardsville			\$6,588					
VAPDC			\$50,000					
Lovingston CDBG								
PASS THRU REVENUE								
Consortium HOME Pass Through	\$611,954							
Housing Preservation Pass Thru	\$100,148							
MPO - PL	\$6,400	\$800						
MPO - FTA	\$3,200	\$400						
RTP			\$5,000					
Rural Transportation	\$2,000							
Haz Mit Grant	\$2,250	\$600						
Regional Transit Plan		\$99,225	\$99,225					
Albemarle Transit Plan		\$29,815	\$29,815					
Solid Waste								
TDM Rideshare		\$8,800	\$2,200					
Total Revenues by Category	\$1,193,070	\$479,636	\$475,306	\$159,620	\$2,000	\$10,000	\$17,000	\$40,051
Sum Total of Revenues								\$2,376,683

 Possible Sources

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: April 1, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since March 4, 2021

Administration

- April 1, 2021 Meeting Agenda

- 1. Call to Order**

- a. Reading of the Electronic Meeting Notice

- 2. Matters from the Public**

- a. Comments from public – limited to no more than 2 minutes per person
- b. Comments received via written and electronic communication

- 3. Presentations**

- a. Regional Cigarette Tax/Memo – David Blount
- b. FY22 RMPO Unified Planning Work Program (UPWP) Update - Sandy Shackelford
- c. Albemarle County Transit Expansion Grant Consultant Selection – Jessica Hersch-Ballering

- 4. Consent Agenda**

- a. Minutes of the March 4, 2021 Commission meeting
- b. February Financial Reports

Dashboard Report

Net quick assets have decreased to \$779,333. 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 \$244,698. (Net Quick Assets minus 5 months operating expenses: $\$779,333 - \$534,634 = \$244,698$)

Unrestricted Cash on Hand as of February 28, 2021 was \$265,074 or 2.48 months of average monthly operating expenses. 4 months is our current target level and

concern level is less than 2. Our accounts receivables are at \$251,513 vs \$361,200 for the same time last year.

Revenue less Expenses - We had a net Gain of \$8,647 for the month of February. This gives us a fiscal year to-date net Gain of \$43,346. Budgeted fiscal year gain/loss is \$0 (as of February 28, 2021). We expect operating expenses to decrease with the personnel transitions and limited work due to COVID resulting in an amended budget net gain of \$103,094.

Profit & Loss. Total income through February is \$3,466,538. With 8 months or 67% of the fiscal year complete, we have received 159% of our total budgeted income. Total expenses are \$3,423,192 or 157% of the budgeted total expenses of \$2,183,834. The RMRP grant and its large pass-through expenses contributes to the substantial differences of income/expenses to budgeted amounts. The amended FY21 budget approved March 4, 2021 will reconcile and amend to more accurate projections in the March financials.

Operating expenses for the same period are \$854,371 or 64% of our total budgeted operating expenses of \$1,329,108. Operating revenue through February is \$897,717 or 68% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of February 28, 2021, we have total current assets of \$1,123,497 and total fixed assets of \$20,196 giving total assets of \$1,143,693. Total assets are up by \$157,368 from the same time last year.

Total liabilities have increased from a year ago by \$85,109 with total liabilities as of February 28, 2021 of \$382,193. Total Equity has increased by \$72,259 to \$761,500 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$602,226 operating funds available in contracts and grants for the fiscal year. For the remaining 4 months, we have \$150,556.50 available per month for operating expenses. February operating expenses were \$99,605. The 12-month average is \$106,927. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Operating expenses should decrease with staff changes that began in February.

Staff recommends approval of the consent agenda in one vote.

5. Resolutions

- a. FY22 Rural Transportation Work Program - Staff is recommending approval of the final FY22 Rural Transportation Work Program. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates a 20% match, equivalent to \$14,500. FY22 will focus on the 29 North Corridor Plan, the development of Smart Scale project funding assistance, and rural transportation program strategic planning. **Staff recommends a motion to approve the FY22 Rural Transportation Work Program as presented.**

- b. Albemarle Transit Grant Consultant Selection – Staff is recommending approval of the resolution to enter into contract negotiations and authorizing the Interim Executive Director to commit to a resulting contract with the preferred consultant for the Albemarle County Transit Expansion Feasibility Study and Implementation Plan. The project budget is \$106,215, with \$53,108 approved by the Commonwealth Transportation Board in December, 2020 for a Virginia Department of Rail and Public Transportation grant to be matched with \$53,107 of local funds from Albemarle County. The TJPDC will serve as the project sponsor. **Staff recommends a motion to approve the resolution authorizing the Interim Executive Director to engage in contract negotiations and enter into a contract with the preferred consultant for the Albemarle Transit Expansion Feasibility Study and Implementation Plan.**

6. New Business

- a. Appointment of Nominating Committee for FY22 TJPDC Officers
 - i. The TJPDC elects officers at its June meeting. The Chair normally appoints a nominating committee in April or May. Current officers are:
 1. Dale Herring, Chair
 2. Jesse Rutherford, Vice Chair
 3. Keith Smith, Treasurer
 4. Chip Boyles, Secretary
- b. Presentation of the FY22 Operating Budget Draft
 - i. Details of the FY22 operating budget are provided in a cover member. The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year, however, it also will be reviewed in November or December of 2021. This will be the second year in a row that staff will be considering using reserved savings to balance the budget, an amount of \$41,000. However, expenses in excess of revenues can be attributed to one-time expenses due to leadership transitions. No increases are proposed to our local government membership. Federal and State increases to programs through the American Recovery Plan Act of 2021 may present opportunities for the TJPDC. One project of \$60,000 would allow the TJPDC to hire a much-needed planner position. An additional \$41,000 would prevent the TJPDC from using reserved savings to balance the budget. Staff will bring the FY22 Operating Budget draft before the commission at the May meeting for consideration/approval.

7. Interim Executive Director's Monthly Report

- a. The TJPDC staff continues to work intermittently from the office and remotely. Leadership will continue to monitor the COVID-19 pandemic to inform the decision to open to in-person work/meetings or delay opening. Staff vaccinations are a driving factor to determine the safety to return to work.
- b. Staff is working with VDOT on the combined MPO/Rural Transportation project of a US29 North Corridor Plan. VDOT recently received approval of the scope of work and issuance of the Notice to Proceed from Central Office of the Transportation and Mobility Division of VDOT. The scope of work includes \$228,462.47 in direct consulting from Kittelson Associations, Inc. Charles Proctor will serve as the VDOT Task Manager. \$51,000 from the MPO and \$30,000 from

the Rural Transportation program will be committed to completing the study. TJPDC staff will be working with Albemarle and Greene counties to establish an overall vision for the corridor, ensuring that recommendations consider land use, community priorities, and policy implications.

- c. Housing Speaker Series – The Regional Housing Partnership held its first virtual speaker session in a 4-part series on Zoning Hurdles and Incentives to developing affordable housing. The session had 65 participants and was very well received. The remaining 3 session topics include: Affordable Housing Proformas, Transportation and Housing, and Equity and Housing. Details on the free sessions can be found on the TJPDC website under our housing program.
- d. The TJPDC is in the beginning phases of updating the regional Natural Hazard Mitigation Plan. A working group made up of planning and emergency response staff is meeting monthly, and staff is currently developing a survey to provide the first opportunity for public engagement. The plan is required by the Federal Emergency Management Agency (FEMA) in order for localities to be eligible for certain mitigation grant programs. FEMA requires the plan to be updated every five years.
- e. Water Street Center – No public meetings have been allowed in Water Street Center since the pandemic declaration. TJPDC allows the United Way, following very strict protocols for safety and cleaning, to use the Water Street Center to provide their annual Tax Filing program for eligible families. The Water Street Center will be unavailable for any other use from February 1st through April 15th. (Unless the TJPDC Commission decides to hold in-person meetings, for which there are strict cleaning protocols for before and after the meeting.)

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is May 6, 2021. Items for next meeting include, but are not limited to: i) Resolution – FY22 Operating Budget and Work Plan for Approval, ii) Public Hearing and Resolution – Annual Action Plan – HOME, iii) Resolution – Inter-Governmental Review and Support for Housing Preservation Grant (HPG), and iv) TJPDC Officer Slate Notice from Nominating Committee.

Adjourn
