

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: December 2, 2021
Re: Executive Director's Report

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

Administration

- o December 2, 2021 Meeting Agenda

- 1. Call to Order and Roll Call**

- 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. Introduction of New Planner I – Isabella O'Brien
- b. 2021 Legislative Update – David Blount

- 4. Consent Agenda**

- a. Minutes of the November 4, 2021 Commission Meeting
- b. Monthly Financial Report– October 2021 – October 2021 net gain of \$9,237 for a fiscal year total net gain of \$30,360. TJPDC staff will return to including monthly financial reports in the commission packet under the consent agenda, to include the Dashboard Report and the Profit & Loss Statement, Balance Sheet, and Accrued Revenues Report. Beginning in February, Quarterly Financial Reports (February, May, August, and November) will be included in the New Business section of the agenda for discussion and approval.

Staff recommends approval of the consent agenda in one vote.

- 5. Resolutions**

Resolution of Appreciation for Commissioner Babyok – Commissioner Babyok has served the TJPDC faithfully since 2018. The TJPDC staff and commission wish to express their sincere gratitude and appreciation for his generous service.

- 6. New Business**

- a. 2022 Calendar Year Meeting Schedule – TJPDC staff presents the commission meeting dates for calendar year 2022, as well as the tentative items for review, presentation, and approval during each month. The TJPDC commission does not meeting in July or January of each year.

7. Executive Director's Monthly Report

a. Staff updates –

- We are still advertising for a full-time Regional Transportation Planner III/IV position and have listed a Finance Director/Full-Charge Bookkeeper position.
- Due to the substantial FY21 net gain, as well as a FY22 year-to-date net gain of \$30,360, all TJPDC staff (except for the Executive Director) will receive a one-time end-of-calendar-year bonus in the amount of \$1,000 for full-time employees and \$500 for part-time employees (proportionate to months worked in FY22) for their continued efforts and contributions to the agency's success during an under-staffed and transitional fiscal year.

b. Housing –

- The Central Virginia Regional Housing Partnership (CVRHP) held its second virtual Housing Speaker Series on November 16th. Commissioner Rutherford was one of the panelists. Registration for the 3rd and 4th sessions can be found [here](#).
- Keith Smith and Ned Gallaway (Chair and Vice Chair of the CVRHP) presented at the Virginia Governor's Housing Conference. The TJPDC had 3 staff members attend the conference.
- The Request for Concepts for the VA Housing \$2M development grant's deadline was November 29th. Staff will review submissions and invite priority projects to submit a formal application for grant funding.
- Staff submitted a grant for the VERP implementation program to support coordinated eviction prevention initiatives in Charlottesville and Albemarle.
- The CVRHP kicked off its strategic planning initiative in November with the strategic plan steering committee/executive committee.

c. Environment –

- The Hazard Mitigation work group is meeting monthly to assess potential risks. A public survey is available [here](#).
- DEQ has provided the CY2022 WIP scope of work. TJPDC will submit a final invoice and report for CY2021 in December.

d. Transportation –

- Consultants for the Regional Transit Vision plan completed the first public meeting on November 18th. There are two surveys (in both English and Spanish) on the [website](#) to gather community and stakeholder input on the vision for transit in the region.
- MPO staff continues to develop Smart Scale projects and convened a stakeholder group for the Rivanna River Bike/Ped bridge on November 30th. Further, the MPO is developing performance targets for FY23.
- TJPDC staff continues to work with Kittelson to schedule a stakeholder meeting for the Zion Crossroad Plan and to schedule public meetings to seek feedback on recommended strategies developed by the consultant.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, February 3, 2022. There is NO January Commission meeting. Items for the February meeting may include, but are not limited to: i) New Commission Member Orientation, ii) FY22 Amended Draft Budget, iii) FY23 Rideshare Work Program, iv) Executive Director Evaluation Process.

Adjourn
