

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: February 10, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since December 2nd, 2021.

Administration

- February 10, 2022 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 III – Ryan Mickles
 - b. New Commission Member Introduction and Orientation – Christine Jacobs
 - Louisa County – Supervisory Rachel Jones
 - Albemarle County – Supervisor Jim Andrews
 - City of Charlottesville – Planning Commissioner Lyle Solla-Yates
 - c. FY23 Rideshare Work Program, Grant Application – Sara Pennington

- 4. Consent Agenda**

- a. Minutes of the December 2, 2021 Commission Meeting
Staff recommends approval of the consent agenda.

- 5. Resolutions**

FY23 Rideshare Application Resolution – The TJPDC applies and normally receives an annual grant from the Department of Rail and Public Transportation for the TJPDC's Rideshare and Transportation Demand Management program. The grant application was due on February 1, 2022. **Staff recommends a Motion to approve the FY22 Rideshare grant application in an amount of \$139,358 with a local match provided by the member local governments of \$34,840.**

- 6. New Business**

- a. 2nd Quarter Financial Report (October 2021 – December 2021) – Included in the packet is a financial dashboard report, October-December Profit and Loss Statements, December Balance Sheet, and Accrued Revenue Report. Staff will review the quarter 2 financials. To date, there is an overall net gain of \$11,775 for fiscal year 2022.
- b. The draft FY22 Amended budget is present for your review, questions and comments. Approval is requested at the March Commission meeting. The approved amended budget will be the final approved budget for FY22 to be utilized for auditing purposes unless amended prior to June 30th. (The TJPDC does not usually have to amend after the March approval). This amended budget allows staff to make changes of budgeted revenues and expenses after 6 months of actual expenses and new contract awards. An FY22 Amended Budget memo, included your packet, provides more details of the recommended changes. FY22 will be another positive financial year for the TJPDC.
- c. TJPDC Grievance Policy – Similar the DHCD Emergency Rent and Mortgage Relief program that the TJPDC administered in 2021, DHCD requires a board-approved grievance policy for the Virginia Eviction Reduction Pilot Implementation Grant. The included draft grievance policy is substantively similar to the previously approved policy, with the exception of the removal of a specific program or project name so that it can be used for various programs/projects.
- d. Executive Director Evaluation Process – The Executive Director’s contract states, “Employee will be evaluated by June of each year by the Commission or a committee thereof, at which time, TJPDC may, in its sole discretion, increase said base salary and/or other benefits of Employee in such amounts and to such an extent as the Commission may determine it is desirable to do so on the basis of that performance evaluation and such other factors as it may determine. Any salary increase awarded shall be effective for the pay period beginning July 1 of the next fiscal year.” As such, the Executive Director would like direction from the Commission as to the desired evaluation process and schedule.

7. Executive Director’s Monthly Report

- a. **Staffing updates** –
 - We have filled the Transportation Planner position and have a Chief Operating Officer, Finance Director, and Cigarette Tax Compliance Officer position open.
- b. **VATI (Virginia Telecommunications Initiative)** –
 - The TJPDC staff, along with our private sector partners and representatives from 13 jurisdictions met with DHCD for a CNR (Contract Negotiation Meeting) on January 12th. The purpose of the meeting was to review the grant project scope, costs and schedule, the state of the CAMS project management system, and the pre-contract punch list. The anticipated date for a completed contract is mid-April.
 - TJPDC staff submitted two prior authorization requests; one for CVEC/Firefly to begin make-ready work and one to expend a portion of the administrative fees to hire staff to support management of the VATI project. The make-ready prior authorization was approved and the administrative prior authorization is pending.

c. **BRCTB (Blue Ridge Cigarette Tax Board) –**

- Taxes took effect January 1. First reports and remittances due in February. As administrators, the TJPDC staff expects the first several months of revenue to be very fluid as the program rolls out. The board met January 28th and is expected to meet quarterly moving forward. We are currently advertising for a [Cigarette Tax Compliance Agent](#) part-time position.

d. **Housing –**

- The TJPDC was awarded a \$250,000 Virginia Eviction Reduction Pilot (VERP) Implementation grant from the Department of Housing and Community Development (DHCD). This grant will allow us to partner with Piedmont Housing Alliance to implement recommendations from the VERP planning grant, to include hiring an Eviction Prevention Case Manager and Landlord Outreach Manager.
- The Central Virginia Regional Housing Partnership (CVRHP) held its third virtual Housing Speaker Series on Missing Middle Housing on January 20th. The 4th session on Faith-Based Organizations and Housing Initiatives is scheduled for February 17th from 12-1:00pm. Registration can be found [here](#). Further, the Executive Committee of the Regional Housing Partnership met January 28th for a 3-hour strategic planning workshop with the consultants from the Spark Mill.
- Request for Concept submissions for the VA Housing \$2M PDC development grant have been reviewed and priority applicants have been notified. Final applications are due at the end of February. Staff, along with a review panel, will review applications in March and bring a recommendation before the Commission in the April meeting for approval.
- Staff have begun holding meetings in each jurisdiction to review the new HOME-ARP requirements. Staff will take direction from the local government leadership on which organizations/departments they would like to allocate their share of HOME-ARP funds to and which priority populations and/or priority activities they would like to address with this program. TJPDC staff will then prepare a gap/needs analysis and complete a substantial amendment to the FFY2021 Annual Action Plan. Funds are expected to be available no earlier than October of 2022.

e. **Economic Development –**

- TJPDC have met with leadership and economic development staff in each jurisdiction to secure support for an application to the Economic Development Authority's (EDA) Economic Adjustment Assistance (EAA) grant program to develop a regional Comprehensive Economic Development Strategy ([CEDS](#)) plan. If awarded, the TJPDC will contract with a consultant to develop a strategy-driven plan for regional economic development. The CEDS, "provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity building efforts would best serve economic development in the region." TJPDC staff will work with the local jurisdictions and related stakeholders to complete the application and develop a scope of work, should the grant be awarded. Applications are due March 31, 2022.

f. Environment –

- Recent work on the Regional Natural Hazard Mitigation Plan includes completing the Hazard Identification and Risk Assessment (HIRA) component of the plan by assembling information about each hazard's frequency, intensity, potential for loss of life, property damage or disruption to economic activity. Input was solicited from all localities to create a regionwide matrix that orders hazards relative to their risk to the region. Staff also completed a public survey that was used to help update the HIRA and began updating the mitigation action items. Staff will work with the Hazard Mitigation Working Group to update the "Goals and Objectives" section of the plan in early 2022, meet with locality staff to update mitigation actions, and hold a public meeting to review HIRA findings and solicit mitigation actions input.

g. Transportation –

- MPO staff continues to develop Smart Scale projects and convened a stakeholder group for the Rivanna River Bike/Ped bridge on site on January 14th. To date, the MPO is considering 4 projects and the TJPDC has heard of Albemarle County's interest in submitting project applications under TJPDC smart scale slots.
- The TJPDC successfully applied for an Office of Intermodal Planning and Investment (OIP) Growth and Accessibility Planning (GAP) Technical Assistance Program grant in the amount of \$99,332 to develop performance-based planning metrics for the Long-Range Transportation Plan (LRTP) processes. OIP will offer a Notice to Proceed to Michael Baker International and Renaissance Planning.
- With support from Albemarle County, the City of Charlottesville (Charlottesville Area Transit – CAT), the CA-MPO, and the Regional Transit Partnership (RTP), TJPDC staff will submit a \$180,000 Technical Assistance Grant to the Department of Rail and Public Transit (DRPT) to develop a Regional Transit Governance Study to identify an appropriate governance structure to implement recommendations that come out of the Regional Transit Vision plan (to be completed by September 2022). If awarded, the TJPDC will look to contract with a consultant July 1, 2022 for an 18-month planning process. All jurisdictions will
- The Regional Transit Partnership's (RTP) Albemarle Transit Expansion Study is culminating with an anticipated grant application from Charlottesville Area Transit for a DRPT Demonstration Grant to implement a Micro-Transit pilot along North 29 and at Pantops. In their January 19th meeting, the Albemarle Board unanimously supported the project. Michael Baker, Four Square, and EPR will conduct a final presentation at the February RTP board meeting as well as present their findings to stakeholders and the broader public on February 24th at 6pm.
- TJPDC staff continues to work with Kittelson and Louisa and Fluvanna County staff on the Zion Crossroad Plan. A stakeholder meeting was held on January 27th to plan for a second round of public engagement. A virtual public meeting will be held on February 23rd at 5:30pm and a survey will be released prior to that date to gather public feedback on the transportation recommendations. The TJPDC staff will work with the two localities to advertise and publicize the meeting.

- Consultants on the North 29 Corridor study project have provided a list of alternatives at five different intersections for review by locality, VDOT, and TJPDC staff. The consultants are now in the process of reviewing that feedback and developing concepts and cost estimates for the alternatives that are of interest. A stakeholder meeting will be scheduled to review and discuss those concepts and cost estimates once developed, and will plan for a second round of public engagement.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, March 3, 2022. Items for the March meeting may include, but are not limited to: i) FY22 Amended Budget – For consideration/approval, ii) FY23 Rural Transportation Work Program & Budget – Presentation/Draft, iii) Solid Waste Plan – Public Hearing, iv) DHCD CDBG Regional Priorities – For consideration/approval, and v) Hazard Mitigation Update

Adjourn
