

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: May 4, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since April 6, 2023.

Administration

- April 6, 2023, Meeting Agenda
- 6:45 pm - *Closed Session - *per Code of Virginia 2.2-3711 A.1.
 - Employee – Individual Employee(s) Discussion
 - *Public Session Resumes
- 7:00 pm Regular Meeting

1. Call to Order

- a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick
- b. Vote to Allow Electronic Participation, if needed – Ruth Emerick

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, website, etc. (Read by Ruth Emerick)
- c. **Presentation:** Draft 2023-2027 HOME-CDBG 5-Year Consolidated Plan and Annual Action Plan
- d. **Public Hearing:** Draft 2023-2027 HOME-CDBG 5-Year Consolidated Plan and Annual Action Plan – The five-year Consolidated Plan and one-year Annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME Investment Partnership funds in the Planning District, received from the U.S. Department of Housing and Urban Development (HUD). A copy of the draft 5-Year Consolidated Plan is included in the meeting packet. Staff will recommend a Resolution adopting the plan later in section six of the agenda.

3. Presentations

- a. Staff Introduction – TJPDC staff is pleased to introduce Laura Greene, Director of Finance to the Commission.
- b. 2023 Legislative Update – David Blount will provide a review of the 2023 General Assembly session as well as detail next steps.

4. *Consent Agenda

- a. *Minutes of the April 6, 2023, Commission Meeting

- b. *April 6, 2023 Closed Session Certification Form
- c. *February Financial Reports – Copies of all financial reports are included in the meeting packet.
 - February Dashboard Report
 - February Consolidated Profit & Loss Statement
 - February Comparative Balance Sheet
 - February Accrued Revenue Report

Note: Due to the financial staff transition, February financials were not prepared in time for the April meeting and are now available. Hantzmon Wiebel, LLC has been conducting a ‘deep dive’ analysis to review and reconcile the agency’s general ledger and financial reporting (to include staff leave accruals, accounts receivable, prepaid expenses, etc.). To date, deferred revenue has not been reconciled and as such, there may be amendments in June to account for any necessary edits/changes presented tonight.

***Staff recommends a motion to approve the consent agenda.**

5. New Business

- a. TJPDC Officer Slate Notice – The Chair appointed a nominating committee in the April Commission meeting. The TJPDC nominating committee will present a recommended slate of officers. The TJPDC elects officers at its June meeting. Current officers are:
 - Ned Gallaway, Chair
 - Tony O’Brien, Vice Chair
 - Keith Smith, Treasurer
 - Christine Jacobs, Secretary
- b. *Annual Appointments to TJPDC Corporation – Ruth Emerick – The TJPDC’s non-profit arm (TJPDC Corporation) does not have current vacancies that need to be filled via commission appointments. All Corporation Appointed members are willing to continue to serve, at least, in part, in FY24. Should a member not choose to not serve the full term, the TJPDC commission will then appoint a new member to fill the seat. Officers to the board will be elected in the TJPDC Corporation’s annual meeting.

Staff recommends a motion to re-appoint the six existing members of the TJPDC Corporation, each being a representative from one of the six member jurisdictions.

- c. *2023 Community Development Block Grant (CDBG) Regional Priorities – The Department of Housing and Community Development (DHCD), which administers the federal CDBG program, asks for planning district commissions to identify regional priorities for anticipated CDBG funding application in the competitive Community Improvement Grant program. The TJPDC staff asked local governments and area housing agencies for notice of anticipated CDBG applications for 2023. Albemarle County and Louisa County indicated that they may have potential applications for 2023 which are included in the Regional Priority Worksheet included in your packet.

Staff recommends a motion to approve the 2023 CDBG Regional Priorities as presented.

- d. Federal Highways Administration (FHWA) Contract – Safe Streets and Roads for All (SS4A) – Sandy Shackelford will give an overview of the \$857,600 contract requiring a 20% local match in the amount of \$214,400. Due to the size of the program, staff is asking the Commission to authorize the execution of a grant agreement with the U.S. Department of Transportation for a Safe Streets and Roads for All Discretionary Grant. Staff will recommend a Resolution to the Commission authorizing the Executive Director to act on the grant agreement in section six of the meeting.
- e. FY23 Amended Operating Budget – The FY23 Amended Operating Budget was approved by the Commission March 2, 2023. Since then, the VATI program has had a significant change in the anticipated pass-through amount, necessitating an amendment to the March-approved budget. Revised projects by Firefly include a reduction in pass-through from \$35 million to \$18 million for FY23. The difference between the two amounts will be applied equally to the FY24 and FY25 budgets. Several other small amendments are detailed in the budget memo included in the meeting packet. A copy of the budget revenues and totals are also included in the meeting packet. With the changes, the FY23 Amended Operating Budget would include revenues of \$24,343,001 and expenses of \$24,305,974 with an expected net gain of \$37,027. Staff will recommend a resolution approving the Fiscal Year 2023 Amended Operating Budget in section six of the meeting.
- f. FY24 Draft Annual Operating Budget – 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 amended in February/March of 2024. Since the Draft Annual Operating Budget was presented in the April 6, 2023, meeting, there are several changes that are detailed in a budget memo included in the meeting packet. The budget includes; 1) an increase in the Virginia Telecommunication Initiative pass-through amount, 2) a 7% salary increase for all TJPDC staff, 3) a reduction in salary fringe related to hiring the Finance Director at 25 hours/week rather than full time, as originally budgeted, 4) an increase in federal revenue related to federal funds offered by the Department of Rail and Public Transportation to cover a significant portion of the required match, and 5) an increase in per capita funding allocated to the TJPDC's new Mobility Management program to make up for a gap in funding as recommended in the draft Six-Year Improvement Program before the Commonwealth Transportation Board.

The FY24 Operating Budget includes revenues of \$54,926,035 and expenses of \$54,926,035 with an anticipated need for \$9,075 in a reserve transfer to balance the budget. Staff will recommend a resolution approving the FY24 Annual Operating Budget in section six of the meeting.

6. Resolutions

- a. 2023-2027 HOME-CDBG Consolidated Plan Resolution – Christine Jacobs

***Staff recommends a motion to adopt the 2023-2027 HOME-CDBG Consolidated Plan and authorizes confirmation of that approval to the U.S. Department of Housing and Urban Development by May 15, 2023.**

- b. Safe Streets and Roads for All (SS4A) Resolution – Christine Jacobs

***Staff recommends a resolution to authorize the execution of a grant agreement with the U.S. Department of Transportation for Safe Streets and Roads for All (SS4A) Discretionary Grant.**

- c. FY23 Amended Annual Operating Budget – Christine Jacobs

***Staff recommends a resolution to approve the Fiscal Year 2023 Thomas Jefferson Planning District Commission Amended Annual Operating Budget.**

- d. FY24 Annual Operating Budget – Christine Jacobs

***Staff recommends a resolution to approve the Fiscal Year 2024 Thomas Jefferson Planning District Commission Annual Operating Budget and Work Plan.**

7. Executive Director’s Monthly Report

- a. **Virginia Telecommunications Initiative (VATI) –**

- VATI 2022: Staff continues to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD’s portion of Firefly’s construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

Project milestones reported to DHCD in April 2023 are as follows:

- 338 miles of field data collection.
- 1,617 miles of fiber design.
- 435 miles of make ready construction.
- 131 miles of aerial fiber placement.
- 137 miles of underground fiber placement.
- 94 miles of spicing.
- 957 passings.

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On April 25, 2023, TJPDC staff observed the installation of fiber optic splice boxes and the splicing of fibers onto poles in the Piney River area of Amherst County. These efforts are being undertaken to connect residential homes located in both Amherst County and Nelson County.

Firefly's website includes timelines, project progress in each county, maps, and communications for specific project areas. This information is updated on a regular basis.

- VATI 2023: TJPDC and Firefly applied for nearly \$13 million in 2023 VATI grant funding for additional work to be completed in Albemarle, Cumberland, Greene, and Madison counties. This expansion of the VATI 2022 project would include more than 300 miles of fiber construction to provide service access for an additional 3,600 customers across these four counties. We await DHCD's VATI 2023 grant award announcements.

b. Housing –

- Regional Housing Partnership (RHP) – Staff submitted a grant application to Virginia Housing for Tier II funds to support the implementation of the RHP's strategic plan, to include a review of bylaws, membership, dues structure, and the creation of an official board manual. Staff are also working with Virginia Housing Alliance to recruit an AmeriCorps VISTA member to support the strategic plan implementation.

c. Transportation –

- Transit: Mobility Management – Staff is pleased to share that the draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding in the amount of \$119,370 (we applied for \$129,308) to launch a regional Mobility Management Program. The required local match will come from local per capita funds, as detailed in the FY24 budget.
- Transit: Regional Transit Governance Study – Staff are meeting individually with each member-jurisdiction to discuss the goals of the Governance Study. The consultant has completed Phases I and II which included a technical memo on the existing governance for transit funding in the region and a benchmarking memo comparing other state and national governance structures. The AECOM consulting team are now working on Phase III which will identify potential revenue sources that could be used to support transit in the region.
- Rideshare Commuter Assistance Program (CAP) Strategic Plan: Staff is pleased to share that the draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding to complete a 5-year strategic plan for the Rideshare program. Originally, the grant was 50% state funding, 50% local funding (each \$35,000 for a total cost of \$70,000). The Department of Rail and Public Transportation informed staff that they have unallocated federal funding that they are willing to contribute toward the required match, reducing the local match from \$35,000 to \$2,800.
- USDOT Safe Streets and Roads for All (SS4A): Staff is meeting with all six member jurisdictions to get feedback on the required scope of work for the SS4A program. Once completed, staff will issue a Request for Proposals through a sealed competitive negotiation process. Simultaneously, staff is working to complete contracting with the U.S. Department of Transportation. Once executed, staff can proceed with awarding a contract to a qualified consultant to begin the work.

- CAM-PO: The MPO continues to work on the Long-Range Transportation Plan (LRTP). A draft survey has been developed for the MPO committees to review in their May meetings, with public engagement to be conducted over the summer. The Policy Board will be approving the FFY24 Unified Planning Work Program (UPWP) and adopting the FY24-27 Transportation Improvement Program at their meeting on May 24th, as well as hearing from VDOT about the state's Electric Vehicle (EV) Infrastructure Deployment Plan. A public hearing for the VDOT Lynchburg Construction District will be held May 17th. A public hearing for the VDOT Culpeper Construction District was held May 2nd.
- Rural Transportation: Staff attended a meeting with Nelson County to discuss the transportation chapter of their Comprehensive Plan. Additionally, Nelson staff asked for TJPDC staff support with a potential Transportation Alternative Program (TAP) grant, pending Nelson Board of Supervisor support.

d. Environment –

- Watershed Improvement Plan- The Stewardship Mapping and Assessment Project and survey is now public. Environmental stewards from across the region have been contacted to complete the survey, which will remain open until September 20, 2023. Following the survey, the data will be mapped and available in a public database to better understand the landscape of environmental stewardship in the region. Meetings will begin in May with locality staff and environmental stakeholders in the region to discuss transitions occurring within the WIP program and funding opportunities to support Best Management Practices (BMP) implementation and green infrastructure.
- Solid Waste Planning- The Annual Recycling Rate was submitted to DEQ for 2022. The submitted regional recycling rate is 34.3% for the region.
- Rivanna River Basin Commission – In April, the RRBC held its first board meeting. Planning has begun for the annual conference in September.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, June 1, 2023. Items for the June meeting may include but are not limited to:
 - i. Election of TJPDC Officers
 - ii. Housing Preservation Grant Pre-Application Approval and Inter-Governmental Review (Resolution) – For Approval

9. *Adjourn

Designates Items to be Voted On
