

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/84464850575>

Meeting ID: 844 6485 0575

By call-in: 1(301) 715-8592#

- 1. Call to Order** 7:00 – 7:00
 - 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** 7:00 – 7:10
 - 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 Ruth Emerick*)
- 3. Presentations**
 - a. Introductions and Welcome to New Commissioners – *Christine Jacobs* 7:10 – 7:20
 - i. Supervisor Mike Pruitt – Albemarle County
 - ii. Supervisor Manning Woodward – Louisa County
 - iii. Supervisor Tim Goolsby – Greene County
 - iv. James Higgins – Greene County (Citizen Appointee)
 - b. Introduction and Welcome to New Staff – *Ruth Emerick* 7:20 – 7:30
 - i. Logan Ende – Regional Planner I
 - c. Resolutions of Appreciation – *Ned Gallaway*
 - i. Dale Herring, Greene County
 - ii. Andrea Wilkinson, Greene County
 - d. TJPDC Commission Orientation – *Christine Jacobs* 7:30 – 7:40
- 4. * Consent Agenda** 7:40 – 7:45

Action Items:

 - a. * Minutes of December 7, 2023, Meeting
- 5. New Business**
 - a. * November and December Financial Reports – *Christine Jacobs* 7:45 – 7:50
 - i. December Dashboard Report
 - ii. November and December Consolidated Profit & Loss Statements
 - iii. November and December Comparative Balance Sheets
 - iv. December Accrued Revenue Report
 - b. * FY25 Rideshare Work Program, Grant Application, Resolution – *Sara Pennington* 7:50 – 8:00
 - c. * FY25 Mobility Management Grant Application Presentation and Resolution – *Lucinda Shannon* 8:00 – 8:10
 - d. * US Department of Transportation RAISE Grant Presentation and Resolution – *Sandy Shackelford* 8:10 – 8:20
 - e. FY24 Draft Amended Budget – *Christine Jacobs* 8:20 – 8:35
- 6. Old Business** 8:35
 - a. None
- 7. Executive Director's Report** 8:35 – 8:40
 - a. Monthly Report – *Christine Jacobs*
- 8. Other Business** 8:40 – 9:00
 - a. Roundtable Discussion by Jurisdiction
 - b. Tentative Items for Next Meeting – March 7, 2024
Items for Next Meeting:
 - i. FY24 TJPDC Amended Budget (Consideration for Approval)
 - ii. FY25 Rural Transportation Work Program and Budget



- iii. Transit Governance Study Final Report
- iv. Virginia Telecommunication Initiative (VATI) Update
- v. Executive Director Evaluation Process Begins

9. ***ADJOURN**

9:00

Designates Items to be Voted On

TJPD fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPD provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lshannon@tjpd.org or visit the website www.tjpd.org.

TJPD Commissioners	
Ned Gallaway, Chair	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien, Vice Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne	City of Charlottesville
Philip d'Oronzio	City of Charlottesville

TJPD Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Sandy Shackelford	Planning and Transportation Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Curtis Scarpignato	Regional Transportation Planner
Laurie Jean Talun	Regional Housing Grants Manager
Logan Ende	Regional Housing Planner
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Administrative Assistant
Isabella O'Brien	Regional Environmental Planner
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Davy Sell	AmeriCorps VISTA Member - Housing

RESOLUTION OF APPRECIATION

DALE HERRING

WHEREAS, Dale Herring faithfully has served the Thomas Jefferson Planning District Commission since 2016 in the capacity of Chair, Vice-Chair and Commissioner; and

WHEREAS, Mr. Herring has been a tireless advocate for the work and services of the TJPDC during his time on the Commission and as a Board of Supervisor member and chairman in Greene County; and

WHEREAS, Mr. Herring has represented the County of Greene and the varied interests of its citizens, businesses, and public officials alike during his time on the Commission; and

WHEREAS, Mr. Herring provided steady guidance, support and leadership during TJPDC's transition in Executive Directors in 2021; and

WHEREAS, Mr. Herring also ably served Greene County as chair of the Emergency Services Advisory Board and as liaison to the Board of Zoning Appeals and Planning Commission during his tenure; and

WHEREAS, Mr. Herring has played an ongoing, instrumental role in advocating for broadband expansion in Greene County and the region, including through the work of Greene County's Broadband Committee and the TJPDC's Regional Broadband Partnership and Virginia Telecommunication Initiative (VATI) grant; and

WHEREAS, the work of the Thomas Jefferson Planning District Commission during Mr. Herring's tenure has resulted in a multitude of programs, plans and services that benefit the people of this region, including, but not limited to, improved mobility through transportation plans and projects; expanded access to broadband internet; improved accessibility to safe, decent housing for residents; economic vitality and entrepreneurship; and a commitment to environmental stewardship; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission expresses its enduring gratitude and appreciation for the generous service provided to this region by Dale Herring.

Adopted this 9th day of February, 2024.

Ned Gallaway, Chair

RESOLUTION OF APPRECIATION

ANDREA WILKINSON

WHEREAS, Andrea Wilkinson faithfully has served the Thomas Jefferson Planning District Commission since 2009 in the capacity of Chair and Commissioner; and

WHEREAS, Ms. Wilkinson has been a tireless advocate for the work and services of the TJPDC during her time on the Commission and as a citizen member from Greene County; and

WHEREAS, Ms. Wilkinson has represented the County of Greene and the varied interests of its citizens, businesses and public officials alike during her time on the Commission; and

WHEREAS, Ms. Wilkinson also served Greene County as a member of the Ruckersville Citizens Committee; and

WHEREAS, Ms. Wilkinson has used her background in accounting to provide high-level review and helpful suggestions to improve the TJPDC's financial management plan and practices; and

WHEREAS, Ms. Wilkinson also served as a member and Vice Chair of the TJPDC Corporation, which was established to broaden the funding base for TJPDC initiatives and act as an implementation arm for selected projects; and

WHEREAS, the work of the Thomas Jefferson Planning District Commission during Ms. Wilkinson's tenure has resulted in a multitude of programs, plans and services that benefit the people of this region, including, but not limited to, improved mobility through transportation plans and projects; improved accessibility to safe, decent housing for residents; economic vitality and entrepreneurship; and a commitment to environmental stewardship; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission expresses its enduring gratitude and appreciation for the generous service provided to this region by Andrea Wilkinson.

Adopted this 8th day of February, 2024.

Ned Gallaway, Chair

Commissioner Orientation

TJPDC Commission Meeting February 8, 2024



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Thomas Jefferson Planning District Commission

History

- Planning District Commissions were established by the General Assembly in 1969.
- TJPDC formally created in 1972.
- There are 21 PDCs and Regional Commissions in Virginia.
- Commissions are made up of elected officials and citizens appointed by local governments.
- The TJPDC is directed by a twelve-member board, consisting of two representatives appointed by each local governing board.

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Thomas Jefferson Planning District Commission

Enabling Legislation

Regional Cooperation Act of 1995

- *Geographic regions established by the state*
- *Membership of PDCs must be at least 51% elected*
- *Membership varies between regions (Example: Towns may be members upon request, Universities may be members with legislative approval)*
- *Must adopt a strategic plan (adopted 2023)*
- *Must submit annual updates of plan (to the VA Department of Housing and Community Development)*

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Thomas Jefferson Planning District Commission

Mission

The Thomas Jefferson Planning District Commission serves our local governments by providing regional vision, collaborative leadership, and professional service to develop effective solutions.

- *Regional Vision*
- *Collaborative Leadership*
- *Professional Service*

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Thomas Jefferson Planning District Commission

Vision

REGIONAL VISION

Members create a shared vision by bringing the six governments together to understand the contribution of each to the region and the role each will play in meeting the region's needs.

ORGANIZATIONAL VISION

The TJPDC works at the intersection of ideas, partnerships, and support, to create a cohesive regional community

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Thomas Jefferson Planning District Commission

Members

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

**Meets the 1st Thursday of every month at 7:00 pm (except July and January).*

**Annual meeting in June.*

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Thomas Jefferson Planning District Commission

Bylaws

- ☐ Latest version – 2017
- ☐ Establishes the name
- ☐ Membership
- ☐ Meeting dates & special meetings
- ☐ Quorum is at least 7 commissioners
- ☐ Equal votes
- ☐ Officers of chair, vice chair, treasurer and secretary (staff)
- ☐ Chair and Vice Chair cannot be from same local government
- ☐ May have Standing and Special Committees
 - ☐ Executive/Finance Committee (Chair, Vice Chair, Treasurer)

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Thomas Jefferson Planning District Commission

Bylaws

- ☐ April nominating committee for officers
- ☐ Officers elected at annual meeting in June
- ☐ Executive Director is appointed to manage day to day operations and prepare annual budget
- ☐ Fiscal Year is July 1 to June 30
- ☐ Annual budget approved at or before the May regular meeting
- ☐ 2/3 vote is required to amend the by-laws

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Thomas Jefferson Planning District Commission

History of Programs & Projects

- JAUNT
- Thomas Jefferson Housing Improvement Corp (Piedmont Housing Alliance)
- Thomas Jefferson Coalition for the Homeless (TJAH/BRACH)
- Central Virginia Partnership for Economic Development (CVPED)
- Jefferson Area Board for Aging (JABA)
- Currently Staff:
 - CA-MPO (Charlottesville/Albemarle Metropolitan Planning Organization)
 - TJPDC Corporation
 - HOME Consortium
 - Blue Ridge Cigarette Tax Board
 - Rivanna River Basin Commission

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Thomas Jefferson Planning District Commission

Commission Duties

- Support the work of the TJPDC and provide mission-based leadership and strategic governance
- Attend meetings regularly (10 meetings/year)
- 3 consecutive absences – required to notify local government
- Read materials in advance of meetings
- Review, participate in, and approve budget and financial reports
- Relay information to governments and stakeholders – serve as liaison

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Thomas Jefferson Planning District Commission

Services

TJPDC provides services of:

- *Transportation and Transit Planning*
- *Land Use Planning*
- *Community Development and Housing Planning*
- *Economic Development Planning*
- *Environmental Program and Planning*
- *Grant Writing/Administration and Program Management*
- *Legislative Services*
- *Technical Assistance*

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Thomas Jefferson Planning District Commission

Projects

Current TJPDC projects:

- *Transportation*
 - *2045 Long Range Transportation Plan*
 - *SMARTSCALE Applications*
 - *FY24 Unified Planning Work Program (UPWP) for the CA-MPO*
 - *Transportation Improvement Program (TIP)*
 - *FY24 Rural Work Program*
 - *Rideshare/Travel Demand Management*
 - *Nelson County TAP applications*
 - *Transit Governance Study*
 - *USDOT Safe Streets and Roads for All*
- *Housing*
 - *Regional Housing Partnership - Strategic Planning*
 - *HOME Partnership Program Administration*
 - *HOME-ARP Program Administration*
 - *Housing Preservation Grant (HPG) Administration*
 - *Virginia Eviction Reduction Pilot (VERP) Implementation Grant Administration*
 - *Virginia Housing PDC Development Grant*

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Thomas Jefferson Planning District Commission

Projects (cont.)

Current TJPDC projects (continued):

- *Environment*
 - *Watershed Improvement Plan (III)*
 - *Rivanna River Basin Commission (RRBC)*
 - *Solid Waste Planning*
 - *Hazard Mitigation Planning*
 - *Environmental Reviews (HOME/HPG program)*
- *Other*
 - *Virginia Telecommunications Initiative (VATI-22) Grant Administration*
 - *Regional Legislative Program*
 - *Blue Ridge Cigarette Tax Board Administration*
 - *Comprehensive Economic Develop Strategy (CEDS) plan application*
 - *Town of Mineral Comprehensive Plan*

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Thomas Jefferson Planning District Commission

Legislative Services

- *Directly funded service of the TJPDC*
- *Annual list of regional and local legislative priorities that are followed and promoted throughout the General Assembly*
- *Legislative Meetings – Support for local government/legislator meetings*
- *Members receive periodic email updates during the General Assembly and all year on key issues and legislation*
- *Communications – Legislative newsletters throughout the year with regular updates during the General Assembly*
- *Mayors and Chairs/CAOs – Quarterly Meeting Coordination*

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Thomas Jefferson Planning District Commission

Revenue Sources

TJPDC receives funding from:

- *Member local government appropriations*
- *Annual state appropriations through DHCD*
- *Program funding grants from federal & state sources (often with local match requirements)*
- *Contracts for services*
- *Private grants and foundations*

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Thomas Jefferson Planning District Commission

Financials

- *TJPDC experiences fluctuating net revenues (losses) based upon amount of funded programs*
- *Historically ranges from a loss of \$100,000 to gains of \$300,000*
- *Recent year gains include:*
 - *FY21 \$126,293*
 - *FY22 \$62,241*
 - *FY23 \$115,839*
- *Net Quick Asset Goal is to keep over 5 months of operating expenses (\$660,605 in June 2023)*

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Thomas Jefferson Planning District Commission

Financials (Pass-Throughs)

- Funding revenues that “pass-through” the TJPDC do not financially benefit the PDC.
- They are contractual obligations to pass funds from the state/federal government for local uses
- Example: Total FY23 revenues were \$19,227,682 with \$16,553,874 in “pass-throughs” (86.1%).
- Historically, the housing program had the greatest number of “pass-throughs” due to the HOME Partnership, Housing Preservation Grant, Emergency Rent and Mortgage Relief, VA Housing PDC Development Grant, and Virginia Eviction Reduction Pilot (VERP). However, the 13-jurisdiction VATI Broadband grant now produces our greatest pass-through amount.

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Thomas Jefferson Planning District Commission

Financials (Review Process)

- Monthly, staff provides the Commission the following under the consent agenda:
 - ▣ Financial Dashboard of established goals compared to financial activities
 - ▣ Profit & Loss Statement
 - ▣ Balance Sheet
 - ▣ Grants/Contracts Revenue as Accrued
 - Compares contracted revenues to average monthly expenses
- Quarterly, financials are pulled from the consent agenda and into new business to provide an opportunity for more detailed discussion, as needed.

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Thomas Jefferson Planning District Commission

Financials (Annual Budget)

- *TJPDC completes an annual operating budget in May of every year*
- *In February staff submits an amended current year's budget with updated revenues and expenses for March approval*
- *In October, a Projected budget is submitted estimating the next year's operating budget. This projected budget establishes the local government funding requests for the upcoming fiscal year*

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Thomas Jefferson Planning District Commission

Financials (Annual Audit)

- *TJPDC completes an outside audit every year*
- *Currently Performed by Robinson, Farmer, Cox, Associates*
- *We provide copies (as requested) to all funding agencies*
- *Copies of audit are posted on web site in agenda packets for November*
- *FY23, again, received an Unmodified (Good) report*

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Thomas Jefferson Planning District Commission

Financials (Annual Audit)

- Each budget includes the past year's actual revenues and expenses, current approved and amended revenues and expenses and recommended budget for upcoming year
- FY 24 Amended Operating budget estimates a net gain of \$306,412.
- FY 23 Actual budget produced a net gain of \$115,839
- Future Year projected budgets are always balanced to no gain or loss

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Thomas Jefferson Planning District Commission

Financials

FY23 Actuals Revenue

FY23 Actuals

Total Revenues	\$19,227,682	100%
Federal Revenues	\$12,765,316	66.0%
State Revenues	\$955,735	5.0%
Local Revenue	\$5,313,450	27.6%
Local Member Per Capita	\$160,848	<1%
Rent & Interest Income	\$57,406	<1%

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Thomas Jefferson Planning District Commission

Financials

FY23 Actuals

Expenses and Net Gain

Total Expenses	\$19,111,843	100%
Personnel (17 Employees)	\$1,170,954	6.1%
Rent	\$100,975	0.5%
Pass-Through	\$16,553,874	86.1%
Contractual	\$949,884	4.9%
Other Operating	\$437,132	2.3%
FY23 Net Gain	\$115,839	

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Thomas Jefferson Planning District Commission

Ethics, Conflict of Interests, FOIA

- *Local elected officials and planning commissioners are required to file state disclosures on Ethics and potential Conflicts of Interest in their corresponding jurisdictions.*
- *Citizen appointees file if designated to do so by their appointing locality.*
- *Freedom of Information Act applies to the TJPDC*

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Questions?

Christine Jacobs
434-979-1597
cjacobs@tjpd.com



THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, December 7, 2023

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway, Chair	x		David Blount, Deputy Director	x	
Jim Andrews	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Director of Finance	x	
Tony O'Brien, Vice Chair	x		Curtis Scarpignato, Regional Transportation Planner	x	
Keith Smith, Treasurer			Isabella O'Brien, Regional Environmental Planner	x	
Greene County			Lucinda Shannon, Senior Regional Planner	x	
Dale Herring	x		Sandy Shackelford, Director of Planning and Transportation		x
Andrea Wilkinson			Mark Flynn, Attorney	x	
Louisa County					
Tommy Barlow	x				
Rachel Jones					
Nelson County					
Ernie Reed	x		GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Stephanie Amoaning-Yankson, AECOM		x
City of Charlottesville			Sue Herring	x	
Philip d'Oronzio	x		Sean Tubbs		x
Michael Payne	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:03 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation: Not needed.



- c. **Agenda Amendment:** Chair Gallaway added a Closed Session before agenda item 8, Other Business. Other Business moved to agenda item 9.

2. MATTERS FROM THE PUBLIC:

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

3. PRESENTATIONS:

a. Regional Transit Governance Study – Draft Report

Lucinda Shannon and consultant Stephanie Amoaning-Yankson from AECOM presented an update on the Region 10 Transit Governance Study and outlined next steps.

b. Watershed Improvemnet Program (WIP) Update

Isabella O'Brien provided an update on the deliverables for the WIP program and shared a funding source that has opened for PDCs to support BMP Implementation projects.

c. Legislative Update

David Blount provided a brief legislative update on what is expected going into the General Assembly session in January 2024.

4. CONSENT AGENDA: Action Items

a. Minutes of November 2, 2023 Finance/Executive Committee Meeting

Motion/Action: On a motion by Tony O'Brien, seconded by Ned Gallaway, the Commission unanimously approved the November 2, 2023 Finance/Executive Committee meeting minutes as presented, with abstentions by Jim Andrews, Dale Herring, Tommy Barlow, Ernie Reed, Jesse Rutherford, Phil d'Oronzio, and Michael Payne.

b. Minutes of November 2, 2023 Meeting

Motion/Action: On a motion by Phil d’Oronzio, seconded by Jim Andrews, the Commission unanimously approved the November 2, 2023 Commission meeting minutes as presented, with abstentions by Jim Andrews and Dale Herring.

c. October Financial Reports

Motion/Action: On a motion by Dale Herring, seconded by Tommy Barlow, the Commission unanimously accepted the monthly financial reports as presented.

5. NEW BUSINESS:

a. Central Virginia Regional Housing Partnership (CVRHP) Appointments

Ruth Emerick shared that two vacancies on the CVRHP need to be filled by appointment by the TJPDC Commission.

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously appointed Shayla Washington, Executive Director of BRACH, and Emily Dreyfus, Interim Executive Director of PHAR, to the Central Virginia Regional Partnership as the Non-Profit Housing Representative and the Citizen/Resident Representative, respectively.

b. CY2024 Calendar of Meetings

Christine Jacobs shared a draft calendar of meetings for calendar year 2024.

Motion/Action: On a motion by Dale Herring, seconded by Michael Payne, the Commission unanimously approved the TJPDC’s Calendar of Meetings for calendar year 2024.

6. OLD BUSINESS:

a. None

7. EXECUTIVE DIRECTOR’S REPORT:

Monthly Report:

The Mobility Management program has brought in additional funds for marketing and branding. JABA is looking to fill a full-time councilor position to staff the call center.

Project milestones for VATI were shared, including the completion of 984 miles of make ready construction, two communication huts set, 602 miles of aerial fiber placement, 276 miles of underground fiber placement, 435 miles of splicing, and 6,201 passings. Staff conducted a site visit to

the Buckner Communication Hut that will serve a large portion of eastern Louisa County. Staff is working closely with Firefly for a VATI 2024 funding application.

8. CLOSED SESSION: per Code of Virginia 2.2-3711(A)1 and 2.2-3711(A)19

- a. **Employee Discipline Discussion and TJPDC Office Security Issue:** Using the attached closed session form, prepared by Christine Jacobs, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1 and 2.2-3711(A)19. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.
- b. **Public Session Resumes:** Per the attached closed session form, the public session resumed, and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

9. OTHER BUSINESS:

- a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. **Tentative Items for Next Meeting – February 8, 2024**
 - i. Transit Governance Study Final Report
 - ii. Comprehensive Economic Development Strategy (CEDS) Business Survey and Resilience Toolkit
 - iii. Resolution for Commissioners Leaving
 - iv. Regional Housing Partnership/VA Housing Grant/VERP Grant Updates

10. ADJOURNMENT:

Motion/Action: On a motion by Tony O'Brien, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the December 7, 2023, Commission meeting at 8:40 pm.

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

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Closed Meeting—December 7, 2023

Prepared by Christine Jacobs

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	X
Michael Payne	X	Laura Greene, Finance Director	X
Phil d'Oronzio	X	Mark Flynn, Attorney	X
Albemarle County			
Ned Gallaway, Chair	X		
Jim Andrews	X		
Fluvanna County			
Tony O'Brien, Vice Chair	X		
Keith Smith, Treasurer			
Greene County			
Dale Herring	X		
Andrea Wilkinson			
Louisa County		GUESTS/PUBLIC PRESENT	
Tommy Barlow	X	None	
Rachel Jones			
Nelson County			
Jesse Rutherford	X		
Ernie Reed	X		

Closed Session:

- Motion to Enter Closed Session:** I, Dale Herring, move that the Commission be convened to a closed session pursuant to the exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss a personnel matter involving discipline of an employee, and pursuant to the exemption found in Section 2.2-3711(A)19 of the Code of Virginia to discuss a security issue related to the TJPDC office. Motion seconded by Tony O'Brien.

Roll call vote:

_____ (Aye) (Nay) Michael Payne
 _____ (Aye) (Nay) Phil d'Oronzio
 _____ (Aye) (Nay) Ned Gallaway
 _____ (Aye) (Nay) Jim Andrews
 _____ (Aye) (Nay) Tony O'Brien
 absent _____ (Aye) (Nay) Keith Smith

_____ (Aye) (Nay) Dale Herring
 absent _____ (Aye) (Nay) Andrea Wilkinson
 absent _____ (Aye) (Nay) Rachel Jones
 _____ (Aye) (Nay) Tommy Barlow
 _____ (Aye) (Nay) Ernie Reed
 _____ (Aye) (Nay) Jesse Rutherford

Motion **Passed** (Failed)

2. **Motion to Exit Closed Session:** I, Dale Herring, move that the Commission exit closed session. Motion seconded by Phil d'Oronzio for the committee to exit closed session.

Roll call vote:

<u>(Aye)</u> (Nay) Michael Payne	<u>(Aye)</u> (Nay) Andrea Wilkinson
<u>(Aye)</u> (Nay) Phil d'Oronzio	<u>(Aye)</u> (Nay) Rachel Jones
<u>(Aye)</u> (Nay) Ned Gallaway	<u>(Aye)</u> (Nay) Tommy Barlow
<u>(Aye)</u> (Nay) Jim Andrews	<u>(Aye)</u> (Nay) Ernie Reed
<u>(Aye)</u> (Nay) Tony O'Brien	<u>(Aye)</u> (Nay) Jesse Rutherford
<u>(Aye)</u> (Nay) Keith Smith	
<u>(Aye)</u> (Nay) Dale Herring	

Motion **Passed** (Failed)

3. **Motion to Certify:** I Dale Herring move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by Phil d'Oronzio to certify.

Roll call vote:

<u>(Aye)</u> (Nay) Michael Payne	<u>(Aye)</u> (Nay) Keith Smith
<u>(Aye)</u> (Nay) Phil d'Oronzio	<u>(Aye)</u> (Nay) Dale Herring
<u>(Aye)</u> (Nay) Ned Gallaway	<u>(Aye)</u> (Nay) Andrea Wilkinson
<u>(Aye)</u> (Nay) Jim Andrews	<u>(Aye)</u> (Nay) Rachel Jones
<u>(Aye)</u> (Nay) Tony O'Brien	<u>(Aye)</u> (Nay) Tommy Barlow

____ (A~~y~~e) (Nay) Ernie Reed
____ (A~~y~~e) (Nay) Jesse Rutherford

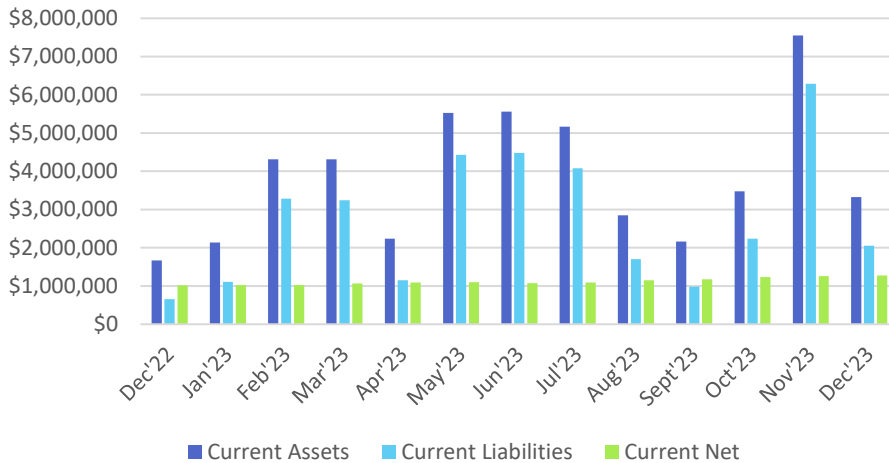
Motion **Passed** (Failed)

Certified: *Christine Jacobs*

Christine Jacobs

NET QUICK ASSETS

Target = \$684,352 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$136,870



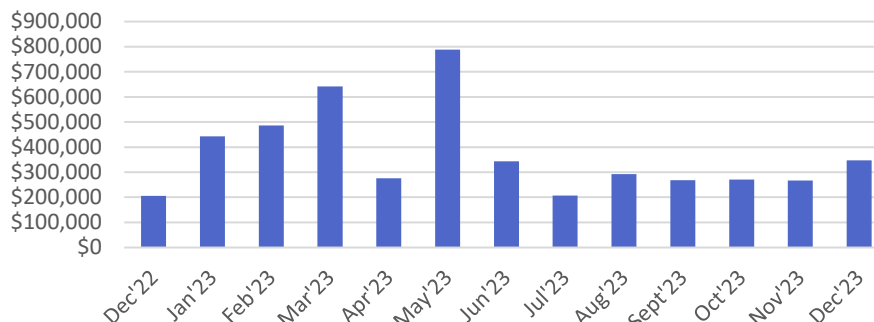
MONTHLY NET QUICK ASSETS

Dec'22 = \$1,012,725
Jan'23 = \$1,025,890
Feb'23 = \$1,028,551
Mar'23 = \$1,067,654
Apr'23 = \$1,092,951
May'23 = \$1,097,425
Jun'23 = \$1,073,885
July'23 = \$1,092,237
Aug'23 = \$1,146,254
Sept'23 = \$1,177,731
Oct'23 = \$1,232,483
Nov'23 = 1,259,409
Dec'23 = 1,273,774

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. As of the end of December 2023, the TJPDC had 9.31 months of operating expenses. The rolling twelve-month average operating expenses increased to \$136,870. The 3-month average operating expenses are \$127,943. Actual operating expenses for November were \$131,778 and for December were \$128,777. Capital reserves = \$1,273,774 - \$684,352 = \$589,422.

UNRESTRICTED CASH ON HAND

Target = \$547,482 (4 months operating expenses)
Alarm = <\$273,741 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

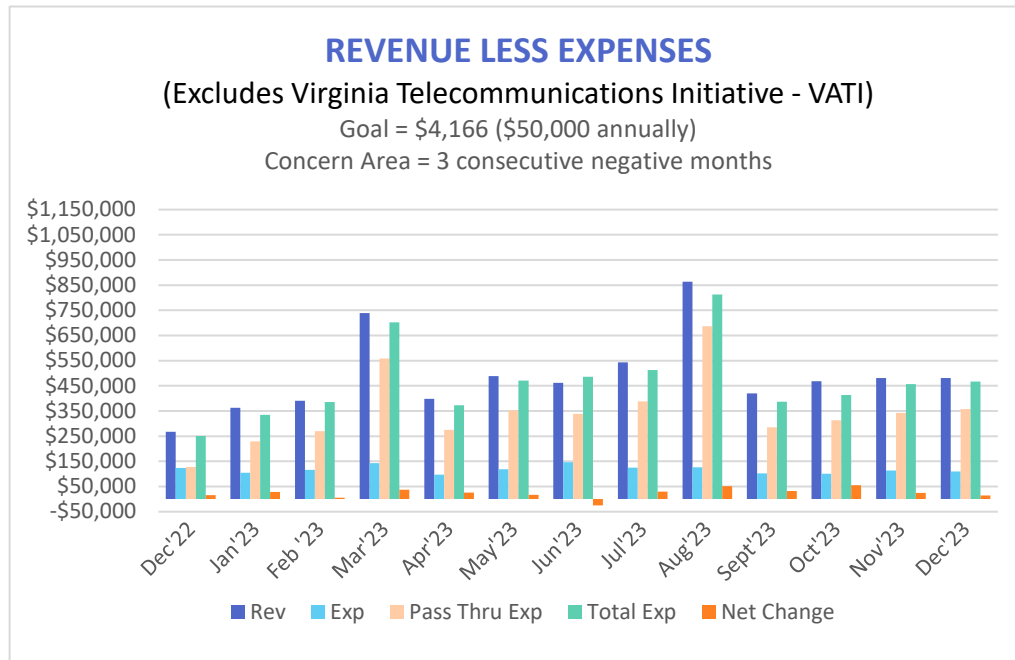
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average monthly operating expenses to

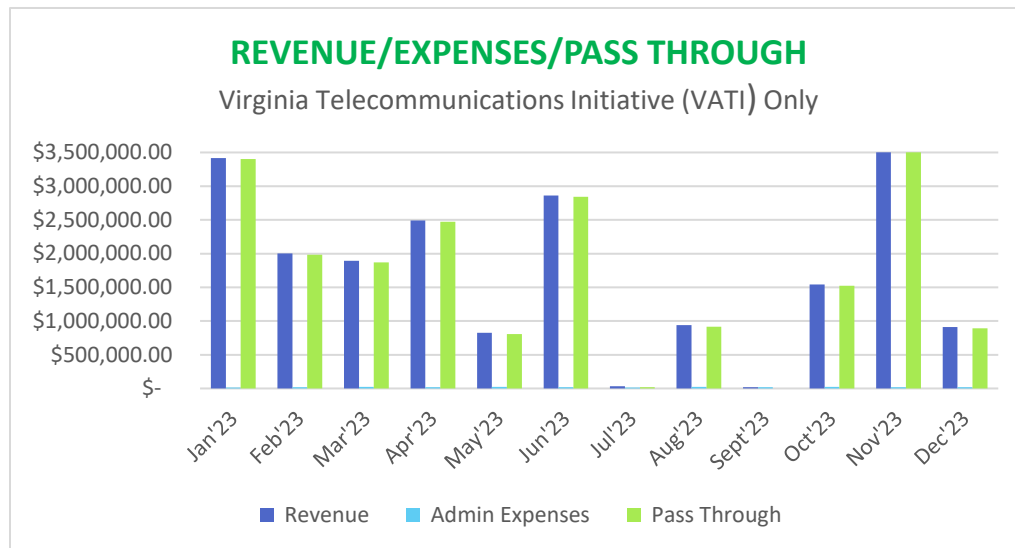
give the number of months of operation without any additional cash received. December's financials indicate that there were 2.53 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Dec'22 = 15,424
Jan'23 = \$28,072
Feb'23 = \$5,679
Mar'23 = \$35,561
Apr'23 = \$24,332
May'23 = \$17,601
Jun'23 = (\$24,309)
Jul'23 = \$30,661
Aug'23 = \$51,168
Sept'23 = \$32,138
Oct'23 = \$54,532
Nov'23 = \$24,355
Dec'23 = \$14,096



MONTHLY ADMIN

Jan'23 = \$16,157
Feb'23 = \$19,917
Mar'23 = \$23,106
Apr'23 = \$18,772
May'23 = \$21,592
Jun'23 = \$16,734
Jul'23 = \$15,531
Aug'23 = \$23,924
Sept'23 = \$21,064
Oct'23 = \$22,897
Nov'23 = \$18,290
Dec'23 = \$19,456

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. To prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been removed from the Revenue Less Expenses graph/data and are reported separately in the VATI revenues, expenses, and pass through graph both shown above.

The agency's net gain in November was \$24,355 and in December was \$14,096. The December Accrued Revenue Report shows the total average available funds of \$198,478 for the remaining 6 months in FY24, which is ample revenue to cover projected expenses.

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
November 2023

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12/21/23
Accrual Basis

	Nov 23	Budget	Jul - Nov 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	3,993,280	4,213,626	6,833,502	21,068,132	50,563,516
4120 · State Funding Source	34,983	94,403	273,636	472,016	1,132,838
4130 · Local Source	597,285	252,977	2,308,375	1,264,885	3,033,624
42000 · Local Match Per Capita	14,254	14,255	71,272	71,273	171,055
4280 · Interest Income	4,635	2,083	20,142	10,417	25,000
Total Income	4,644,437	4,577,344	9,506,928	22,886,722	54,926,033
Gross Profit	4,644,437	4,577,344	9,506,928	22,886,722	54,926,033
Expense					
61000 · Personnel	102,052	112,414	515,582	561,964	1,348,963
6900 · Reimb. Overhead Allocation	0	0	0	(57)	0
6901 · Non-Reimb. Overhead Allocation	0	0	0	0	0
6240 · Advertising	0	2,532	800	12,662	30,388
62394 · Audit -Legal Expenses	7,917	4,333	7,917	21,667	52,000
6258 · Bank Charges	0	0	80	0	0
6260 · COGS	0	0	2,288	0	0
6281 · Dues	317	1,104	4,729	5,519	13,246
6242 · Employee Search	0	0	50	0	0
63210 · Equipment/Data Use	2,223	2,393	5,804	11,967	28,720
6259 · Finance Charges	0	0	0	0	0
62850 · Insurance	578	583	3,359	2,917	7,000
6345 · Janitorial Service	186	500	1,447	2,500	6,000
6450 · Meeting Expenses	146	837	1,965	4,183	10,039
6310 · Postage	0	195	580	977	2,344
62890 · Printing/Copier	143	550	817	2,750	6,600
62401 · Professional Dev-Conference	0	2,651	11,731	13,254	31,810
6320 · Rent	8,753	8,866	43,022	44,332	104,296
6280 · Subscription-Publications	0	154	83	771	1,850
6290 · Supplies	730	723	3,045	3,616	8,678
6600 · Telephone	541	749	3,265	3,747	8,992
62410 · TJPDC Contractual	4,995	11,986	49,431	59,932	143,837
6382 · Contractual Service Grants	0	0	0	0	0
63300 · Travel	3,197	3,543	12,666	17,717	42,521
9999 · Miscellaneous	0	0	0	0	0
63315 · Legislative Liaison	0	0	0	0	0
Total Expense	131,778	154,115	668,660	770,416	1,847,284
Net Ordinary Income	4,512,659	4,423,229	8,838,268	22,116,306	53,078,748
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	40,508	77,478	527,098	387,388	929,730
8399 · Grants Contractual Services	4,447,796	4,337,647	8,119,022	21,688,237	52,051,768
Total Other Expense	4,488,304	4,415,125	8,646,120	22,075,624	52,981,498
Net Other Income	(4,488,304)	(4,415,125)	(8,646,120)	(22,075,624)	(52,981,498)
Net Income	24,355	8,104	192,147	40,682	97,250

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
December 2023

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02/01/24
Accrual Basis

	Dec 23	Budget	Jul - Dec 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	1,039,142	4,213,626	7,885,186	25,281,758	50,563,516
4120 · State Funding Source	73,900	94,403	349,027	566,419	1,132,838
4130 · Local Source	260,158	252,977	2,570,178	1,517,862	3,033,624
42000 · Local Match Per Capita	14,255	14,255	85,527	85,528	171,055
4280 · Interest Income	5,592	2,083	25,734	12,500	25,000
Total Income	1,393,047	4,577,344	10,915,651	27,464,066	54,926,033
Gross Profit	1,393,047	4,577,344	10,915,651	27,464,066	54,926,033
Expense					
61000 · Personnel	104,761	112,414	620,343	674,378	1,348,963
6900 · Reimb. Overhead Allocation	0	(0)	0	(57)	0
6901 · Non-Reimb. Overhead Allocation	0	0	0	0	0
6240 · Advertising	250	2,532	1,050	15,194	30,388
62394 · Audit -Legal Expenses	7,008	4,333	14,925	26,000	52,000
6258 · Bank Charges	80	0	160	0	0
6260 · COGS	0	0	2,288	0	0
6281 · Dues	392	1,104	5,121	6,623	13,246
6242 · Employee Search	0	0	50	0	0
63210 · Equipment/Data Use	337	2,393	6,142	14,360	28,720
6259 · Finance Charges	0	0	0	0	0
62850 · Insurance	578	583	3,937	3,500	7,000
6345 · Janitorial Service	198	500	1,645	3,000	6,000
6450 · Meeting Expenses	337	837	2,302	5,020	10,039
6310 · Postage	(639)	195	(60)	1,172	2,344
62890 · Printing/Copier	249	550	1,066	3,300	6,600
62401 · Professional Dev-Conference	193	2,651	11,924	15,905	31,810
6320 · Rent	8,753	8,866	51,775	53,198	104,296
6280 · Subscription-Publications	0	154	83	925	1,850
6290 · Supplies	745	723	3,790	4,339	8,678
6600 · Telephone	1,200	749	6,913	4,496	8,992
62410 · TJPDC Contractual	3,190	11,986	50,173	71,919	143,837
6382 · Contractual Service Grants	0	0	0	0	0
63300 · Travel	1,145	3,543	13,810	21,260	42,521
9999 · Miscellaneous	0	0	0	0	0
63315 · Legislative Liaison	0	0	0	0	0
Total Expense	128,777	154,115	797,437	924,531	1,847,284
Net Ordinary Income	1,264,270	4,423,229	10,118,215	26,539,535	53,078,748
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	17,135	77,478	544,233	464,865	929,730
8399 · Grants Contractual Services	1,233,039	4,337,647	9,367,738	26,025,884	52,051,768
Total Other Expense	1,250,174	4,415,125	9,911,971	26,490,749	52,981,498
Net Other Income	(1,250,174)	(4,415,125)	(9,911,971)	(26,490,749)	(52,981,498)
Net Income	14,096	8,104	206,244	48,786	97,250

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	637,868.65	848,783.16	-210,914.51
1189 · Capital Reserve	577,052.00	411,094.00	165,958.00
Total Checking/Savings	1,214,920.65	1,259,877.16	-44,956.51
Accounts Receivable			
1190 · Receivable Grants	6,320,855.54	801,360.57	5,519,494.97
Total Accounts Receivable	6,320,855.54	801,360.57	5,519,494.97
Other Current Assets			
1310 · Prepaid Rent	2,475.00	2,475.00	0.00
1330 · Prepaid Insurance	4,748.85	4,039.79	709.06
1360 · Prepaid Other	7,934.67	14,099.28	-6,164.61
Total Other Current Assets	15,158.52	20,614.07	-5,455.55
Total Current Assets	7,550,934.71	2,081,851.80	5,469,082.91
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-113,816.01	-103,275.44	-10,540.57
Total Fixed Assets	22,891.67	33,432.24	-10,540.57
TOTAL ASSETS	7,573,826.38	2,115,284.04	5,458,542.34
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	5,902,806.85	693,038.62	5,209,768.23
Total Accounts Payable	5,902,806.85	693,038.62	5,209,768.23
Credit Cards			
2155 · Accounts Payable Credit Card	5,395.84	8,897.12	-3,501.28
Total Credit Cards	5,395.84	8,897.12	-3,501.28
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2159 · Accrued Expenses	7,916.67	0.00	7,916.67
2160 · Accrued Wages	3,173.66	0.00	3,173.66
2460 · Fitness Requirement Payable	0.00	-76.50	76.50
2469 · Hybrid VRS Contribution	184.66	0.00	184.66
2470 · Hybrid-457	552.72	816.26	-263.54
2800 · Deferred Revenue	371,495.50	411,583.82	-40,088.32
Total Other Current Liabilities	383,323.21	412,323.58	-29,000.37
Total Current Liabilities	6,291,525.90	1,114,259.32	5,177,266.58
Long Term Liabilities			
2200 · Leave Payable	47,505.89	34,338.67	13,167.22
Total Long Term Liabilities	47,505.89	34,338.67	13,167.22
Total Liabilities	6,339,031.79	1,148,597.99	5,190,433.80
Equity			
3000 · General Operating Fund	443,209.19	493,328.46	-50,119.27

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Accrual Basis

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change
3100 - Restricted Capital Reserve	577,052.00	411,094.00	165,958.00
3600 - Net Investment in Fixed Assets	22,385.85	28,422.57	-6,036.72
Net Income	192,147.55	33,841.02	158,306.53
Total Equity	1,234,794.59	966,686.05	268,108.54
TOTAL LIABILITIES & EQUITY	<u>7,573,826.38</u>	<u>2,115,284.04</u>	<u>5,458,542.34</u>

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	795,883.29	528,314.37	267,568.92
1189 · Capital Reserve	589,422.00	411,094.00	178,328.00
Total Checking/Savings	1,385,305.29	939,408.37	445,896.92
Accounts Receivable			
1190 · Receivable Grants	1,924,621.96	813,723.03	1,110,898.93
Total Accounts Receivable	1,924,621.96	813,723.03	1,110,898.93
Other Current Assets			
1310 · Prepaid Rent	2,250.00	2,250.00	0.00
1330 · Prepaid Insurance	4,070.42	2,119.22	1,951.20
1360 · Prepaid Other	8,096.14	14,499.28	-6,403.14
Total Other Current Assets	14,416.56	18,868.50	-4,451.94
Total Current Assets	3,324,343.81	1,771,999.90	1,552,343.91
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-114,656.51	-104,370.82	-10,285.69
Total Fixed Assets	22,051.17	32,336.86	-10,285.69
TOTAL ASSETS	3,346,394.98	1,804,336.76	1,542,058.22
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	1,586,244.86	405,324.94	1,180,919.92
Total Accounts Payable	1,586,244.86	405,324.94	1,180,919.92
Credit Cards			
2155 · Accounts Payable Credit Card	4,007.50	6,244.61	-2,237.11
Total Credit Cards	4,007.50	6,244.61	-2,237.11
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2159 · Accrued Expenses	9,500.00	0.00	9,500.00
2160 · Accrued Wages	1,598.37	0.00	1,598.37
2460 · Fitness Requirement Payable	0.00	76.50	-76.50
2468 · 401A VRS Contribution	-0.03	0.00	-0.03
2469 · Hybrid VRS Contribution	0.00	-205.80	205.80
2800 · Deferred Revenue	449,218.76	385,158.92	64,059.84
Total Other Current Liabilities	460,317.10	385,029.62	75,287.48
Total Current Liabilities	2,050,569.46	796,599.17	1,253,970.29
Long Term Liabilities			
2200 · Leave Payable	47,437.84	35,531.37	11,906.47
Total Long Term Liabilities	47,437.84	35,531.37	11,906.47
Total Liabilities	2,098,007.30	832,130.54	1,265,876.76
Equity			
3000 · General Operating Fund	430,839.19	493,328.46	-62,489.27

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Accrual Basis

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change
3100 - Restricted Capital Reserve	589,422.00	411,094.00	178,328.00
3600 - Net Investment in Fixed Assets	21,882.79	27,919.51	-6,036.72
Net Income	206,243.70	39,864.25	166,379.45
Total Equity	1,248,387.68	972,206.22	276,181.46
TOTAL LIABILITIES & EQUITY	3,346,394.98	1,804,336.76	1,542,058.22

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2024

PROGRAM CONTRACTS/GRANTS			TOTAL PROGRAM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR TO DATE	PREVIOUS YEARS	ESTIMATED BUDGET	GRANT TO DATE	GRANT-CONTRACT	NOTES	
Program Code	Without Pass-Thrus	GRANT AMOUNT	CONTRACT /	2023	2023	2023	2023	2023	2023	FY24		AMOUNT FOR FY25*		REMAINING FY24		
110	State Support to PDC (DHCD)	\$ 89,971.00	\$	\$ 7,497.58	\$ 7,497.58	\$ 7,497.59	\$ 7,497.58	\$ 7,497.58	\$ 7,497.58	\$ 44,985		\$	\$ 44,985	\$ 44,985	State funding to TJPDC General	
110	TJPDC Corporation	\$	\$									\$			901(c)(3) Non-profit Arm	
120	Bank Interest	\$ 25,316.00	\$	\$ 3,889.77	\$ 3,705.63	\$ 3,701.04	\$ 4,133.19	\$ 4,485.99	\$ 5,400.31	\$ 25,316		\$	\$ 25,316	\$ 0	Investment Pool Savings Income	
120	SCRC	\$ 23,000.00	\$	\$ -	\$ -	\$ -	\$ 5,137.38	\$ 3,807.22	\$ -	\$ 8,945		\$ 5,750	\$ 8,945	\$ 8,305	SCRC Cooperative Agreement (Oct 1- Sept 30)	
170/171	Rural Transportation	\$ 58,000.00	\$	\$ 6,393.54	\$ 4,253.93	\$ 4,246.43	\$ 7,685.21	\$ 4,696.11	\$ 3,866.93	\$ 31,142			\$ 31,142	\$ 26,858	VDOT Rural Transp Planning	
273	Water Street Center & Office Leases	\$ 15,000.00	\$	\$ 2,057.50	\$ 1,810.00	\$ 1,917.50	\$ 1,950.00	\$ 1,460.00	\$ 2,467.50	\$ 11,663			\$ 11,663	\$ 3,338	Rental Fees	
277	Legislative Liaison	\$ 106,909.00	\$	\$ 6,157.74	\$ 9,480.21	\$ 8,010.49	\$ 13,310.82	\$ 9,251.56	\$ 7,531.44	\$ 53,742			\$ 53,742	\$ 53,167	*Legislative Operations - \$12,700 in deferred revenue budgeted	
278	VAPDC-ED	\$ 55,323.62	\$	\$ 4,906.95	\$ 4,700.28	\$ 4,644.83	\$ 4,583.33	\$ 4,583.33	\$ 4,583.33	\$ 28,002			\$ 28,002	\$ 27,322	Contract for Admin Services	
296	Member Per Capita	\$ 171,055.00	\$	\$ 14,254.55	\$ 14,254.43	\$ 14,254.43	\$ 14,254.50	\$ 14,254.49	\$ 14,254.52	\$ 85,527			\$ 85,527	\$ 85,528	Local Govt Annual Contributions	
303	Solid Waste	\$ 10,500.00	\$	\$ 194.97	\$ 974.85	\$ 586.59	\$ 1,040.68	\$ 1,357.29	\$ 1,413.53	\$ 5,568	\$ 5,000	\$ 5,568	\$ 5,568	\$ (68)	Contract for annual reporting	
334	Nelson TAP	\$ 10,000.00	\$	\$ -	\$ 321.46	\$ 1,950.20	\$ 844.37	\$ -	\$ -	\$ 3,116	\$ 1,444	\$ 4,560	\$ 4,560	\$ 5,440	Lovington/Gladstone Transportation Alternative Grant Assistance	
907	WIP Phase III - Contract #6	\$ 58,000.00	\$	\$ 4,149.67	\$ 5,261.06	\$ 4,863.93	\$ 6,449.34	\$ 4,396.57	\$ 2,656.40	\$ 27,777	\$ 30,223	\$ 58,000	\$ 58,000	\$ 0	Watershed Improvement Plan	
907	WIP Phase III - Contract #7	\$ 58,000.00	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 29,000	\$ -	\$ 29,000	*Watershed Improvement Plan	
908	RRBC	\$ 10,500.00	\$	\$ 2,431.43	\$ 3,341.67	\$ 4,171.25	\$ 83.70	\$ 123.30	\$ 82.20	\$ 10,234		\$	\$ 10,234	\$ 266	Rivanna River Basin Commission	
PROGRAM CONTRACTS/GRANTS																
With Pass-Thrus			\$													
172	Safe Streets and Roads for All (SS4A)	\$ 82,000.00	\$	\$ 682.44	\$ 335.75	\$ 1,587.12	\$ 3,450.24	\$ 1,021.56	\$ 1,473.76	\$ 8,551		\$ 49,200	\$ 8,551	\$ 24,249	*Estimated Completion - June 2025	
	SS4A Pass-Thru	\$ 990,000.00	\$	\$ -	\$ -	\$ 8,980.60	\$ 15,676.50	\$ -	\$ 45,996.40	\$ 70,654		\$ 594,000	\$ 70,654	\$ 325,347	*Pass through to Kimley Horn, AvidCore, and VDOT	
180	Mobility Management	\$ 50,921.00	\$	\$ 50,921.00	\$ -	\$ -	\$ 910.08	\$ 5,592.00	\$ 5,676.00	\$ 12,178		\$ 12,720	\$ 12,178	\$ 26,013	*Mobility Management - Oct 1 - September 30, 2024	
	Mobility Management Pass-Thru	\$ 68,449.00	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 17,112	\$ -	\$ 51,337	*Grant Match from local funds	
181	RTP-TDM - Admin	\$ 72,060.00	\$	\$ 8,799.89	\$ 9,131.39	\$ 4,684.41	\$ 4,539.47	\$ 4,116.89	\$ 2,534.07	\$ 33,806			\$ 33,806	\$ 38,254	*Regional Transit Partnership - *Budget includes \$20 deferred revenue	
	RTP Pass-Thru	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	*Grant Match if needed	
184	Transit Governance Admin	\$ 37,723.00	\$	\$ 1,999.86	\$ 2,271.76	\$ 4,760.68	\$ 5,088.59	\$ 5,598.32	\$ 2,866.80	\$ 22,586	\$ 14,010	\$ 36,596	\$ 11,27	\$ 1,127	Regional Transit Governance Study - Admin	
	Regional Transit Gov Pass-Thru	\$ 149,600.00	\$	\$ -	\$ 4,716.64	\$ -	\$ -	\$ 16,726.90	\$ -	\$ 21,444	\$ 128,061	\$ 149,505	\$ 95	\$ 149,505	Regional Transit Governance Study - Consultant	
190/195/198	MPO-PL	\$ 278,199.50	\$	\$ 19,745.69	\$ 21,306.29	\$ 23,265.24	\$ 15,758.93	\$ 15,193.19	\$ 11,579.03	\$ 106,848			\$ 106,848	\$ 171,351	MPO PL Transportation Planning	
	MPO - PL - Consultant Pass-Thru	\$ 7,833.15	\$	\$ 8,469.58	\$ 2,273.57	\$ 9,787.50	\$ 8,392.50	\$ 5,611.50	\$ 4,680.00	\$ 39,215			\$ 39,215	\$ 31,619	LRTP Support Consultant	
191/196/199	MPO-FTA	\$ 116,136.00	\$	\$ 14,835.47	\$ 18,279.98	\$ 10,448.00	\$ 7,609.00	\$ 6,966.00	\$ 11,925.00	\$ 70,063			\$ 70,063	\$ 46,073	MPO FTA Transit Planning	
	MPO - FTA Pass Thru	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	Consultant Pass-thru if needed	
193	Rideshare - Admin	\$ 174,198.00	\$	\$ 16,535.85	\$ 18,764.63	\$ 8,127.52	\$ 15,231.85	\$ 12,246.98	\$ 13,203.13	\$ 84,110			\$ 84,110	\$ 90,088	Rideshare TDM Program Marketing & Management	
	Rideshare Pass-Thru	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	N/A for FY24	
194	Rideshare CAP Strategic Plan	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,145.16)	\$ (1,145)			\$ (1,145)	\$ 1,145	Rideshare Strategic Plan - One-time grant - TJPDC admin not covered	
	Strategic Plan Pass-Thru	\$ 67,200.00	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,629.05	\$ 28,629			\$ 28,629	\$ 38,571	Full grant is direct pass through to consultant	
330	Hazard Mitigation - Admin	\$ 67,200.00	\$	\$ 82.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82	\$ 66,679	\$ 66,761	\$ 439	\$ 439	24 month planning project resiliency	
	Haz Mit Pass-Thru	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	Technical Support/Mapping (if needed)	
333	EDA-CEIS - Admin	\$ 20,000.00	\$	\$ 1,879.69	\$ 1,314.06	\$ 810.93	\$ 1,456.77	\$ 547.19	\$ 723.46	\$ 6,732	\$ 7,723	\$ 14,455	\$ 5,545	\$ 5,545	EDA administration	
	EDA-CEIS - Pass-Thru	\$ 80,000.00	\$	\$ -	\$ 5,600.00	\$ 10,400.00	\$ 4,800.00	\$ 5,600.00	\$ 5,600.00	\$ 32,000		\$ 32,000	\$ 64,000	\$ 16,000	EDA Consultant Pass-through	
726	HOME ARP - Admin	\$ 367,841.00	\$	\$ 4,470.13	\$ 4,755.44	\$ 2,455.77	\$ 1,452.00	\$ 1,945.81	\$ 1,794.60	\$ 16,874	\$ 73,113	\$ 262,058	\$ 89,987	\$ 15,796	*HUD-ARPA Planning funds (not to exceed 5% of grant) - \$32,670 budgeted	
	HOME ARP Pass-Thru	\$ 2,084,430.00	\$	\$ -	\$ 26,008.88	\$ -	\$ -	\$ -	\$ -	\$ 26,009	\$ 34,600	\$ 1,772,133	\$ 60,609	\$ 251,688	*Admin includes Consultant for Gap Analysis - \$277,697 budgeted	
727-20	HOME-20 TJPDC Admin	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	*HUD HOME-20 Housing Grants Admin	
	HOME-20 Pass-Thru	\$ 118,323.76	\$	\$ -	\$ 118,323.76	\$ -	\$ -	\$ -	\$ -	\$ 118,324			\$ 118,324	\$ -	*HUD HOME-20 Housing Grants Construction	
727-21	HOME-21 TJPDC Admin	\$ 67,661.50	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 67,662	\$ -	*HUD HOME-21 Housing Grants Admin	
	HOME-21 Pass-Thru	\$ 608,953.50	\$	\$ -	\$ 7,650.00	\$ 3,000.00	\$ -	\$ 1,882.66	\$ 17,135.00	\$ 29,668	\$ 516,948	\$ 546,616	\$ 74,783	\$ 62,338	*HUD HOME-21 Housing Grants Construction	
727-22	HOME-22 TJPDC Admin	\$ 74,782.50	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	*HUD HOME-22 Housing Grants Admin	
	HOME-22 Pass-Thru	\$ 673,042.50	\$	\$ 109,877.25	\$ 90,070.07	\$ -	\$ 33,500.00	\$ 7,266.55	\$ -	\$ 240,714	\$ 3,137	\$ 243,851	\$ 429,191	\$ 429,191	*HUD HOME-22 Housing Grants Construction	
727-23	HOME-23 TJPDC Admin	\$ 78,528.60	\$	\$ 6,429.95	\$ 4,271.11	\$ 912.29	\$ 1,031.49	\$ 3,792.72	\$ 5,220.73	\$ 21,658			\$ 21,658	\$ 56,870	*HUD HOME-23 Housing Grants Admin	
	HOME-23 Pass-Thru	\$ 706,757.40	\$	\$ -	\$ 98,160.75	\$ -	\$ -	\$ 31,358.39	\$ -	\$ 129,519	\$ 98,161	\$ 227,680	\$ 479,078	\$ 479,078	*HUD HOME-23 Housing Grants Construction	
728-22	Housing Preservation Grant-22 - Admin	\$ 32,250.00	\$	\$ 1,726.50	\$ 2,561.21	\$ 3,040.79	\$ 2,096.03	\$ 2,081.20	\$ 2,639.76	\$ 14,145		\$ 7,631	\$ 14,145	\$ 10,473	*USDA Housing Repair Admin	
	HPG-22 Pass-Thru	\$ 182,750.00	\$	\$ -	\$ 30,702.51	\$ 9,386.50	\$ 17,238.02	\$ 35,026.62	\$ -	\$ 92,354		\$ 42,783	\$ 92,354	\$ 47,613	*USDA Housing Repair Construction	
728-23	Housing Preservation Grant-23 - Admin	\$ 31,865.25	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 31,865	*USDA Housing Repair Admin	
	HPG-23 Pass-Thru	\$ 180,569.75	\$	\$ -	\$ -	\$ -	\$ -	\$ 5,957.50	\$ -	\$ 5,958			\$ 5,958	\$ 174,612	*USDA Housing Repair Construction	
729	Regional Housing Partnership	\$ 55,000.00	\$	\$ 7,918.74	\$ 18,253.26	\$ 4,344.00	\$ 5,437.98	\$ 10,445.95	\$ 5,161.56	\$ 51,561			\$ 51,561	\$ 3,439	Regional Housing Partnership	
	RHP - Consultant Pass-Thru	\$ 14,096.00	\$	\$ 1,490.59	\$ -	\$ 2,816.35	\$ -	\$ 578.81	\$ -	\$ 4,886			\$ 4,886	\$ 9,210	Amy Nissenom - RHP Strategic Planning Consultant - One-time	
732	VERP - Admin	\$ 13,750.00	\$	\$ 1,334.14	\$ 1,905.83	\$ 1,118.69	\$ 2,028.25	\$ 477.70	\$ -	\$ 6,865	\$ 6,885	\$ 13,750	\$ 0	\$ 0	*VA Eviction Planning Grant - Admin	
	VERP Pass-Thru	\$ 261,250.00	\$	\$ 22,763.92	\$ 22,094.65	\$ 25,112.49	\$ 12,010.60	\$ 36,635.86	\$ 136,529	\$ 100,996		\$ 237,525	\$ 23,725	\$ 23,725	*VA Eviction Planning Grant - Consultants	
733	VA Housing Development - Admin	\$ 200,000.00	\$	\$ 1,767.20	\$ 2,553.56	\$ 1,247.48	\$ 3,928.77	\$ 1,180.74	\$ 813.37	\$ 11,491	\$ 59,551	\$ 71,042	\$ 128,958	\$ 128,958	*VA Housing PDC - Admin	
	VA Housing Pass-Through	\$ 1,800,000.00	\$	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 40,000	\$ 630,476	\$ 670,476	\$ 1,129,524	\$ 1,129,524	*VA Housing PDC - Construction/Partnership	
760	Blue Ridge Cigarette Tax Board	\$ 140,980.00	\$	\$ 14,458.08	\$ 15,918.04	\$ 11,879.21	\$ 17,919.10	\$ 10,734.20	\$ 9,197.51	\$ 80,096		\$ 80,096	\$ 60,884	\$ 60,884	Includes Administrative Fees	
	Cig Tax Pass-Through	\$ 2,400,000.00	\$	\$ 250,359.58	\$ 260,630.79	\$ 229,678.64	\$ 223,708.07	\$ 226,827.01	\$ 213,037.28	\$ 1,404,241		\$ 1,404,241	\$ 995,759	\$ 995,759	Pass through - direct costs	
761	VATI - Admin	\$ 875,000.00	\$	\$ 15,530.61	\$ 23,923.69	\$ 21,063.59	\$ 22,897.06	\$ 18,289.61	\$ 19,455.71	\$ 121,160	\$ 255,333	\$ 379,129	\$ 376,493	\$ 119,378	*VATI Admin - 36-42 months	
	VATI Pass-Through	\$ 112,500,000.00	\$	\$ 17,514.11	\$ 914,905.82	\$ -	\$ 1,521,491.48	\$ 4,145,414.82	\$ 892,502.98	\$ 7,491,829	\$ 13,376,956	\$ 51,123,044	\$ 20,868,785	\$ 40,508,173	*Program/Construction Pass-Through	
TOTAL - All Programs			\$	\$ 126,483,926.03	\$ 575,753.35	\$ 1,802,953.81	\$ 471,734.24	\$ 2,027,724.77	\$ 4,644,437.36	\$ 1,393,047.14	\$ 10,915,651	\$ 15,503,958	\$ 54,299,571	\$ 26,419,608	\$ 45,764,747	TOTAL - All Programs
Pass Thru Sub-totals			\$	\$ 122,775,685.31	\$ 405,620.05	\$ 1,601,806.71	\$ 316,144.24	\$ 1,849,919.06	\$ 4,488,303.86	\$ 1,250,174.07	\$ 9,911,971	\$ 14,921,335	\$ 53,549,072	\$ 24,827,349	\$ 44,573,876	Pass-Thru Subtotal
			\$	\$ 136,870.00	12 month average - Operating Expenses										Indicates unspent funds can "roll-over" in FY25	
			\$	\$ 127,943.00	3 month average - Operating Expenses										\$ 45,764,747	
			\$	\$ 128,777.00	last month - Operating Expenses										\$ 44,573,876	
															\$ 1,190,870	
															\$ 198,478	

*Indicates unspent funds can 'roll-over' in FY25

Thomas Jefferson Planning District Commission FY-2025 RideShare Work Program

July 01, 2024 – June 30, 2025



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Preface

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

This scope of work has been prepared to outline the work program that will be undertaken within the scope of the RideShare funding that is allocated to the PDC. The scope of work includes operational expenses for managing the regional RideShare program, marketing, events, and time spent seeking other funding opportunities in support of the greater goals of RideShare. All activities included in the work program must meet the Transportation Demand Management (TDM) Operating Assistance grant program requirements administered by DRPT.

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Introduction

Purpose and Objective

The CAPS Operating Assistance grant program (formerly known as the TDM Operating Assistance Grant) provides funding to support the operation of existing commuter assistance programs that serve the public, reduce single-occupant vehicle trips, and increase carpool, vanpool, bike, and transit use.

The goal of the CAPS Operating Assistance grant program is to mitigate traffic congestion, which is the elimination of single-occupant vehicle (SOV) auto trips by shifting SOV trips to carpool, vanpool, bike, and transit. The benefits of congestion mitigation are moving more people through the heavily traveled corridors without increasing the number of vehicles in those corridors, reducing pollution, conserving fuel, and saving money on commuting. CAPS Operating Assistance funds the general day-to-day operations of a commuter assistance program, including ride-matching services, a guaranteed ride home program, and marketing and promotion of ride-matching and non-SOV travel modes.

Each year, the TJPDC applies for the CAPS Operating Assistance grant to continue the operation of its RideShare program. In addition, an amount of funding the MPO receives from the Federal Highway Administration and Federal Transit Administration to support its Unified Planning Work Program (UPWP) is dedicated to supporting programs that are outside the scope of the CAPS Operating Assistance grant but still support the same goals of reducing single occupancy vehicle trips.

The CAPS Operating Assistance grant provides 80 percent funding and requires a 20 percent local match. The portion of the program funding supported through MPO funding sources provides 90 percent funding (80 percent federal and 10 percent state) and requires a 10 percent local match.

In FY 2025 the PDC requested \$139,358 through the TDM Operating Assistance grant. The PDC will provide a local match of \$34,840 for a total program funding amount of \$174,198. In addition, the MPO's UPWP has allocated an additional \$8,500 for work supporting RideShare and TDM initiatives (\$7,650 through federal and state sources with an \$850 local match).

RideShare

The scope of work is established in the grant application and must comply with the DRPT grant application guidance manual, and the relevant scope of work outlined in the UPWP is approved by the MPO Policy Board.

Highlights of FY24

In FY24, the RideShare Program maintained the mission of reducing traffic congestion and single occupancy vehicles throughout the region. The program staff dedicated the majority of staff time and resources to promoting the ConnectingVA app/rewards program, guaranteed ride home services, and the Afton Express. DRPT staff have implemented additional statewide initiatives for all CAPS programs, including Discover Transit, Connects Businesses, Connecting Commuters and Bike Month officially to the marketing calendar. TJPDC staff conducted its regular administration of the program and continued to provide ride-matching services, Guaranteed Ride Home services, and other TDM services to the region and its members, the following highlights the more substantive efforts.



CAP STRATEGIC PLAN – RideShare received a Technical Assistance Grant for FY24 to complete the mandated CAPS Strategic Plan. This plan will look at target markets, current commuting trends, and the current services offered in the region. It occurs in tandem with the CSPDC RideShare program to ensure continuity and program coordination. The plan will help steer the program in developing the vision for the next five years, measurable objectives and goals, as well as an operations and financial plan. The strategic plan will be completed and adopted no later than November 2024.

BIKE MONTH – With the official statewide recognition of Bike Month by DRPT, RideShare joined local organizations to help promote biking as a commute alternative in May. Staff attended planning meetings, helped with the media campaign, and provided informational materials and promotional items, as well as the ConnectingVA app for logging bike trips in the region.

AFTON EXPRESS COMMUTER BUS SERVICE – In conjunction with CSPDC, RideShare has been heavily involved in the promotion of the commuter bus service that links the Central Shenandoah Valley with the City of Charlottesville and Albemarle County. Afton Express celebrated its second year of operation in September 2023. RideShare staff regularly updates the MPO and transit committees on the service and continues to assist in developing and implementing marketing and outreach efforts throughout FY24, including the promotion of the AgileMile app/rewards program and GRH services to riders.

PROFESSIONAL DEVELOPMENT – Staff also participated in many learning opportunities through the Association of Commuter Transportation (ACT) including the International Conference, webinars, and virtual panel discussions. Staff also will earn a certificate from the Center for Urban Transportation in Social Marketing. The course is designed to help transportation professionals learn how to develop more effective, efficient, and sustainable solutions to the transportation problems facing our communities. The workshop systematically and interactively presents social marketing and how to apply its elements to advancing travel behavior change.

Fiscal Year 2025 Budget

The budget is broken down into two tables. The first is the allocation of costs related to staff utilization (including salaries, fringe benefits, and indirect costs), and the second is the additional operational costs that are accounted for in the TDM Operating Assistance grant request.

Staff Utilization			
	TDM	FTA	Total
1.0 Program Administration			
Coordinate budget and usage activity reports	\$ 15,300	\$ 2,500	\$ 17,800
MPO and PDC meeting participation	\$ 7,000	\$ 2,500	\$ 9,500
Database management and customer support	\$ 10,000	\$ -	\$ 10,000
Program coordination	\$ 15,500	\$ 1,000	\$ 16,500
Professional training	\$ 8,300	\$ -	\$ 8,300
2.0 Marketing and Outreach			
Participation in promotional events	\$ 43,405	\$ 2,500	\$ 45,905
Maintain on-line presence	\$ 10,000	\$ -	\$ 10,000
Advertise RideShare program	\$ 34,647	\$ -	\$ 34,647
Employer Services	\$ 2,250	\$ -	\$ 2,250
	\$	\$	\$
TOTAL	\$ 146,402	\$ 8,500	\$ 154,902

Other Program Costs	
Communication Services	\$330
Advertising & Promotion Media	\$15,000
Dues & Subscriptions	\$2,980
Education & Training	\$1,470
Guaranteed/Emergency Ride Trips	\$800
Printing & Reproduction	\$200
Services & Maintenance Contracts	\$2,336
Supplies & Materials (Other)	\$30
Travel	\$4,650
TOTAL	\$27,796

FY 2025 Scope of Work: This section of the Scope of Work details the administrative and programming tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate awareness and utilization of resources available to support TDM efforts throughout the region. The cost allocations referenced in the following section just include staff utilization. The costs shown in the “Other Program Costs” table above have already been accounted for in the CAPS Operating Grant application.

Fiscal Year 2025 Activities by Task

FY 2025— 1.0 Program Administration

The purpose of this task is to facilitate the daily operations of the RideShare program by meeting procedural requirements and incorporating RideShare programs into overall PDC and MPO transportation planning efforts.

Task 1.1 - Coordinate budget and usage activity reports

RideShare: \$15,300

FTA: \$2,500

DESCRIPTION OF ACTIVITIES:

Prepare monthly progress reports and invoices to be submitted for reimbursement. TJPDC staff will coordinate activities, develop reports to DRPT and VDOT, and prepare invoices for review by DRPT. Run reports on ridership based on information culminated from user reporting platforms and park and ride lot inventories.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices to DRPT.
- Submit 12 monthly MPO reports.
- Submit an annual report for FY23.
- Submit quarterly reports for TJPDC.
- Submit quarterly reports to DRPT.
- Quarterly inventories of the park and ride lots.
- Regular reports on member-reported service usage.

Task 1.2 – MPO and PDC meeting participation

RideShare: \$7,000

FTA: \$2,500

DESCRIPTION OF ACTIVITIES:

Staff will represent RideShare on various technical committees coordinated by the TJPDC and the Charlottesville-Albemarle MPO. This includes a RideShare representative being a formal member of the Rural Technical Advisory Committee, and participation as needed at the various MPO committee meetings, including the Citizens Committee, the MPO Technical Advisory Committee, the Policy Board, as well as the Regional Transit Partnership. Staff will also represent RideShare on other related committees or inter-agency councils as requested.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Regular staff participation with the Rural Technical Advisory Committee.
- Participation as needed with the various MPO committees.
- Participation as requested with other non-profit or inter-agency committees.
- PDC meetings, including Commission presentations.
- Regular reports during meetings of the Regional Transit Partnership and MPO committees

Task 1.3 – Database Management & Customer Support

RideShare: \$10,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will provide maintenance of the online database as needed. This includes remaining up to date on any changes in the ride-matching platform used, making manual edits as needed/requested, working with the state

coordinators to resolve any technical issues, and providing user support services. Staff will also coordinate any requests through the Guaranteed Ride Home program.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Ensure the accuracy and reliability of the ridesharing database.
- Process Guaranteed Ride Home voucher requests.
- Process Guaranteed Ride Home registrations/renewals.
- Follow up with commuters in the database.

Task 1.4 – Program Coordination

RideShare: \$15,500

FTA: \$1,000

DESCRIPTION OF ACTIVITIES:

Staff will provide ongoing administrative support to ensure that the program continues operation without any breaks in continuity.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Completed application for the TDM Operating Assistance Grant for FY26.
- DPRT grant training and meetings.
- Development of a FY26 work plan.
- Coordination with other regional transportation programs.
- Coordination with other CAPS programs in the state for peer-to-peer exchange.
- Coordination with other PDCs with CAPS program, specifically CSPDC our partner in RideShare.
- Attend monthly CAPS program meetings hosted by DRPT.
- Attend monthly check-in meetings with DRPT Program Manager.
- Attend monthly meetings with Enterprise for vanpool coordination.

Task 1.5 – Professional Training

RideShare: \$8,300

FTA: \$0

DESCRIPTION OF ACTIVITIES:

There will be continued training and professional development, allowing staff to attend Association for Commuter Transportation, DRPT, FHWA, FTA training, conferences, seminars, webinars, and other events. Similarly, TJPDC staff representing RideShare and TDM interests will facilitate and participate in seminars, webinars, and stakeholder training, such as public forums, open houses, and roundtable functions.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Attend ACT International Conference, TDM Forum, TDM Spring Summit, ACT Chesapeake Chapter events, monthly webinars, and Friday discussion panels.
- Attend training, webinars, and meetings from state agencies.
- Participate with other stakeholders.

FY 2025 - 2.0 Marketing and Outreach

The following tasks highlight the marketing and outreach that the TJPDC will implement throughout the region in Fiscal Year 2024.

Task 2.1 – Participation in Promotional Events

RideShare: \$43,405

FTA: \$2,500

DESCRIPTION OF ACTIVITIES:

Staff will develop innovative marketing strategies to support and promote activities and events that encourage alternative transportation options. This includes planning, developing, and staffing events, developing, and distributing marketing materials, and collaborating with partner organizations to capitalize on existing resources. Events include- Connecting Communities, Connect Businesses, Afton Express Anniversary, Connecting Commuters, Earth Month and Bike Month.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Prepare a calendar of events/promotions.
- Participate and promote statewide initiatives from DRPT.
- Plan and develop each event, including any contests and prizes to be awarded.
- Promote events through a variety of social and traditional media outlets.
- Increase the number of partner organizations participating in events.

Task 2.2 – Maintain On-line Presence

RideShare: \$10,000

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will utilize technology to increase awareness about RideShare, TDM, and events that are currently being promoted. Staff will ensure the information available online is current and accurate and will work to create opportunities for increased online interaction.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Maintain the RideShare website.
- Utilize social media platforms to promote RideShare and related events.
- Use media content library for social media and website updates and content.

Task 2.3 – Advertise RideShare Program

RideShare: \$34,647

FTA: \$0

DESCRIPTION OF ACTIVITIES:

Staff will continue to raise awareness of RideShare through paid advertisement and earned media in a variety of media platforms.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Develop and maintain advertising contracts to promote RideShare to a wider audience.
- Assess new marketing opportunities to reach a broader range of potential users.
- Work with DRPT Communications staff and Program Manager for content and messaging.

Task 2.4 – Market RideShare to Employers

RideShare: \$2,250

FTA: \$1,000

DESCRIPTION OF ACTIVITIES:

Staff will work to build relationships with employers in the area and will share information on the services available, such as ride-matching, density maps, and the guaranteed ride home program.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Research needs of area employers/employees.
- Identify potential parking constraints at work sites.
- Develop a list of potential employers with whom to partner.
- Research existing programs in the region.
- Rebuild the employer database for the region.

FY26 Anticipated Work Tasks

In FY24, staff worked with a consultant to complete a five-year Commuter Assistance Programs Strategic Plan. The plan is a requirement from DRPT and is data-driven and will help dictate the necessary work tasks for FY26 and subsequent years. The TJPDC will continue to operate the RideShare program.

Appendices

Appendix A: FY2025 CAPS Operating Assistance Grant Application Draft

Application Details

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information

Name*:	Ms. Sara Pennington
	Salutation First Name Middle Name Last Name
Title:	TDM Program Manager
Email*:	spennington@tjpcdc.org
Address*:	401 E. Water Street

	Charlottesville	Virginia	22902
	City	State/Province	Postal Code/Zip
Phone*:	(434) 979-1066	Ext.	
	Phone		
	###-###-####		
Fax:	###-###-####		

Name*:	Thomas Jefferson PDC
Organization Type*:	Political Subdivision
Tax ID:	
Unique Entity Identifier (UEI):	The UEI is a required field
Organization Website:	
Address*:	401 East Water Street

P.O. Box 1505

Charlottesville	Virginia	22902
City	State/Province	Postal Code/Zip
434-497-1720	Ext.	
### ### ###		
### ### ###		

Phone*:

Fax:

Description

Project Information

Select your commuter assistance program name from the drop-down list.

If your program name is not listed, contact your DRPT Program Manager.

Commuter Assistance Program Name*: RideShare - Charlottesville Region

Program Manager*: Sara Pennington

Describe the services and activities that will be funded by this grant.

Project Description*:

TJPDC will use this grant to provide ridematching and trip planning services to our region through the ConnectingVA platform. We will provide customer service through toll-free phone number, social media, and email. We will develop advertising and place ads to promote carpool, vanpool, transit, biking, and use of the ridematching and rewards services. Staff will partner with local organizations, transportation providers, and employers to educate and inform of the commute options available in the region. Staff will coordinate with our RideShare partner CSPDC to continue program continuity and will collaborate with DRPT on all statewide promotions and contests to encourage use of the ridematching system and mobile app.

Details

Operating Costs

Budget Category	List of Expenses	Requested Amount	Match Amount
2110 Salaries and Wages	Program Manager Outreach Planning Director Chief Operating Officer Executive Director	\$76,399.00	\$0.00
2120 Fringe Benefits	Includes medical, dental, vision, disability and life insurance, VRS	\$17,603.00	\$0.00
2460 Indirect Costs	Covers rent, utilities, HR and Accounting services provided by TJPDC	\$52,400.00	\$0.00
2320 Communication Services	MTA toll free phone number Postage	\$330.00	\$0.00
2240 Supplies & Materials	General office supplies when needed	\$30.00	\$0.00
2380 Dues & Subscriptions	ACT- \$675 VTA- \$600 Charlottesville/Albemarle Chamber- \$605 Louisa Chamber- \$180 Nelson Chamber- \$100 Greene Chamber- \$150 Fluvanna Chamber- \$170 CVPED- \$500	\$2,980.00	\$0.00
2360 Advertising & Promotion Media	Advertise DRPT programming (Bike Month, Connects Businesses, Connecting Commuters, Connecting Communities) through the following mediums: Radio/Spotify Social Media (ex: Facebook, LinkedIn) Digital Ads (banner ads, weather sponsorships) Geo-fenced targeted ads Print media Additional promotion: Sponsorships (Chamber events, SHRM)- \$1000 Canva for in house ad design- \$300 Printing updated materials (professional printers)	\$15,000.00	\$0.00
2130 Education & Training	ACT International Conference Registration- \$825 ACT TDM Forum/Summit registration- \$295 VTA Conference- \$250 ACT Chapter Events- \$100	\$1,470.00	\$0.00
2310 Travel	ACT International Conference- \$2000 ACT TDM Forum/Summit- \$1100 VTA Conference- \$600 ACT Chapter events- \$600 Travel to regional meetings- \$350	\$4,650.00	\$0.00
2631 Guaranteed/Emergency Ride Trips	Covers trips incurred in FY25 through taxi service, rental car, or reimbursed Uber/Lyft rides.	\$800.00	\$0.00
2440 Services & Maintenance Contracts	Pace Communications (see contractor section for details)- \$1396 Website Annual Domain fees- \$40 Graphic Design work for printed materials- \$900	\$2,336.00	\$0.00
2340 Printing & Reproduction	In-house printing and copying only	\$200.00	\$0.00
		\$174,198.00	\$0.00

Other Funding Sources

Source Type	Source	Amount
-------------	--------	--------

No Data for Table

Revenues

Total Revenues*: \$0.00

Budget Summary

DRPT Grant Amount (80% max): \$139,358.40

Local Match Required from Applicant (20%): \$34,839.60

Total: \$174,198.00

Total Other Funding: \$0.00

Total Revenues: \$0.00

Staff

Agency Staff and Work

Position/Title	Work to be Performed	% of Total Annual Salary/Wages	Total Amount Charged to Grant
Program Manager	Provides overall program/grant management and administration, strategic planning, budget development and management, marketing, outreach both to the public and employers, customer service, management of commuter and GRH databases, reporting of all program activity, quarterly Park and Ride lot inventory and reports, and full administration of the program.	77.83%	\$66,868.92
Outreach Coordinator	Provides outreach to employers and community, customer service support, participates and manages promotions, marketing coordination, program evaluation, assists with database management, and data analysis.	6.23%	\$3,962.40
Executive Director	Executive Director of the agency will provide guidance for the administration and strategic planning of the program.	0.57%	\$867.96
Chief Operating Officer	Completes funding requests to the localities for match funds, and overall budget preparation, invoicing and administration.	0.57%	\$622.20
Director of Planning and Transportation	Provides administrative support and guidance for the program in areas of invoicing, development of work plan, and program direction.	2.87%	\$2,852.40
Administrative Assistant	Assists with posting advertisements, posting to social media, and taking official meeting notes, mailings, and record keeping.	1.82%	\$1,225.12
			\$76,399.00

Contractor Work

Contractor	Work to be Performed
Pace Communications	Website- Pace Communications maintains our website for RideShare (and the TJPDC). They oversee any website changes, updates, designs, full maintenance and hosting.
Hive Creative Group	Update existing print marketing materials as needed with change to ConnectingVA Design new event/campaign specific materials as needed

Mrktng

Marketing and Promotional Events

Campaign/Event	Brief Description	Purpose	Call to Action	Ad Placement Media	Approximate Cost
Bike Month	Highlighting cycling as a healthy and enjoyable commuting option, with a strong emphasis on promoting safe biking practices	To partner with local organizations, City of Charlottesville and Albemarle County to take and log their bike commutes.	To encourage commuters to sign up for the ConnectingVA App and log their bike trips.	Place radio ads, social media ads, digital ads	\$4,500.00
Connecting Commuters	Encourages Virginians to download the ConnectingVA app and use our trip planner for their daily commutes.	To encourage carpool/vanpool use and drive commuters to use ride-matching services as an alternative to driving single-occupancy vehicles.	Use ride-matching services and alternative modes to single-occupancy vehicle travel for commuting. Use app to log trips taken.	Social media, radio, print, and digital ads	\$3,750.00
Connecting Communities	Previously Discover Transit, has been rebranded as Connecting Communities. This campaign aims to inspire residents of Virginia to explore the ways in which transit links them to the various places and	Encourage individuals to try using public transit as an alternative to driving single-occupancy vehicles for their commuting trips.	Encourage commuters to try public transit as an alternative to SOV use for commuting and log trips taken.	Social media, and digital ads	\$1,500.00
Connecting Businesses	Encouraging Virginia businesses to utilize our complimentary resources, connect with their local Commuter Assistance Program, emphasizing employer transit resources and support for hybrid work plans	To increase awareness and utilization of services offered to businesses, while also building relationships with area employers.	To promote alternative modes to their employees with information and services provided by RideShare.	Social media, digital ads	\$500.00
Earth Month	Encourage non-SOV trips during Earth Month (April)	To encourage the use of all alternative modes for commuters and to increase the use of the ConnectingVA app.	Sign up and use the ConnectingVA App. Consider alternatives as a way to commute and see your environmental impact of your commuting patterns.	Social media ads Digital ads	\$250.00
On-going Promotion of program	Use of various media to increase awareness of RideShare program services and the ConnectingVA app.	To keep followers engaged with the Rideshare social media, promote upcoming campaigns, and to share important information about alternative modes.	Follow on social media, sign up and use ConnectingVA app and log trips on a regular basis.	Social media and digital ads	\$4,500.00
					\$15,000.00

Schedules

Program Schedule

Project Start Date	Project End Date
07/01/2024	06/30/2025

Milestones/Events

Milestone	Description	Start Date	End Date
Bike Month campaign	Promote biking as a commute option	05/01/2025	05/31/2025
Connecting Communities	Promoting transit as a commute option	09/01/2024	09/30/2024
Connecting Commuters	Promoting ConnectingVA app and trip planner tool	03/01/2025	04/30/2025
Connects Businesses	Promoting complimentary resources to employers	01/01/2025	02/28/2025

Budget

Total Project Cost*:

\$174,198.00

Application Certification

I certify that I have the permission of my organization?s Executive Director, Chief Executive Office, Board Chair, or other accountable, authorized individual to submit this application for state funding to the Virginia Department of Rail and Public Transportation.

Further, I certify that our organization is committing the required local match toward this project, and has those funds available now or will have the funds in the future.

This application is complete as of this submission.

I Certify*:

No

Authorized Individual*:

First NameLast NameDate

Attachments

Attachments - Please Attach Relevant Documentation Here

Description	File Name	Type	Size	Upload Date
No files attached.				



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

**RESOLUTION TO APPROVE THE FY25 RIDESHARE GRANT APPLICATION
AND ANNUAL WORK PLAN**

WHEREAS, the Thomas Jefferson Planning District Commission is aware of the need for a strong transportation demand management program, and

WHEREAS, the Commission is also aware of the need to stress transportation alternatives to the single occupant vehicles, and

WHEREAS, the Commission has been asked to include the RideShare program in its program area, and

WHEREAS, funding for such activity is available through the Virginia Department of Rail and Public Transportation's Commuter Assistance Program Operating Assistance Grant,

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Christine Jacobs, is authorized, for and on behalf of the Commission, to execute and file an application to the Virginia Department of Rail and Public Transportation (DRPT), Commonwealth of Virginia for a grant of financial assistance for the amount of \$139,358 to defray the costs borne by the Commission for amounts as may be awarded, and to authorize Sara Pennington, RideShare Program Manager, to furnish DRPT such documents and other information as may be required for processing the grant request.

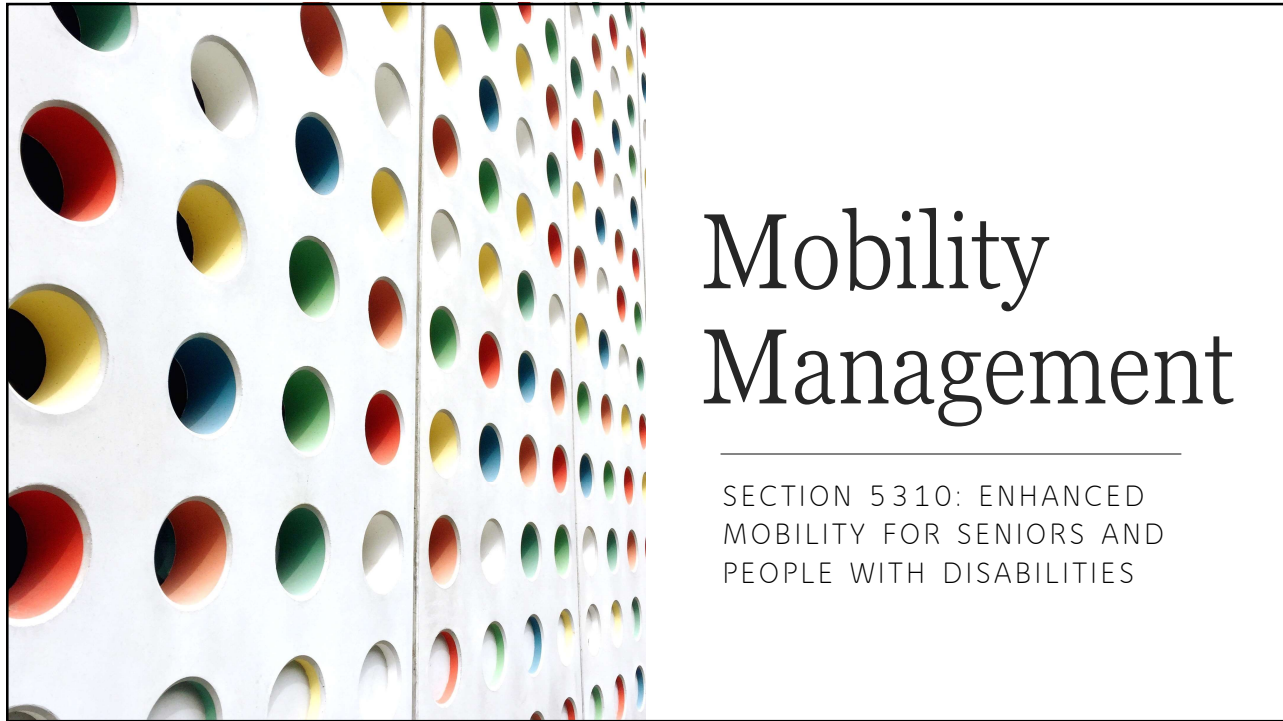
BE IT FURTHER RESOLVED that the Commission certifies that it will provide funds in the minimum amount of \$34,840, which will be used to match the state funds in the ratio as required (80/20), that the records of receipts of expenditures are to be audited by DRPT and by the State Auditor of Public Accounts, and that funds granted to the Commission shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting for the Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 8th day of February 2024.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Chair
Thomas Jefferson Planning District Commission

Date

Date



1

What is Mobility Management?

The purpose of the FTA Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation options available. The program requires coordination with other transportation programs and services in order to make the most efficient use of federal resources.

2

Oct 2023 to Sept 2024



Introduce the concept



Start a call center/website



Gather Data on Needs



Build partnerships

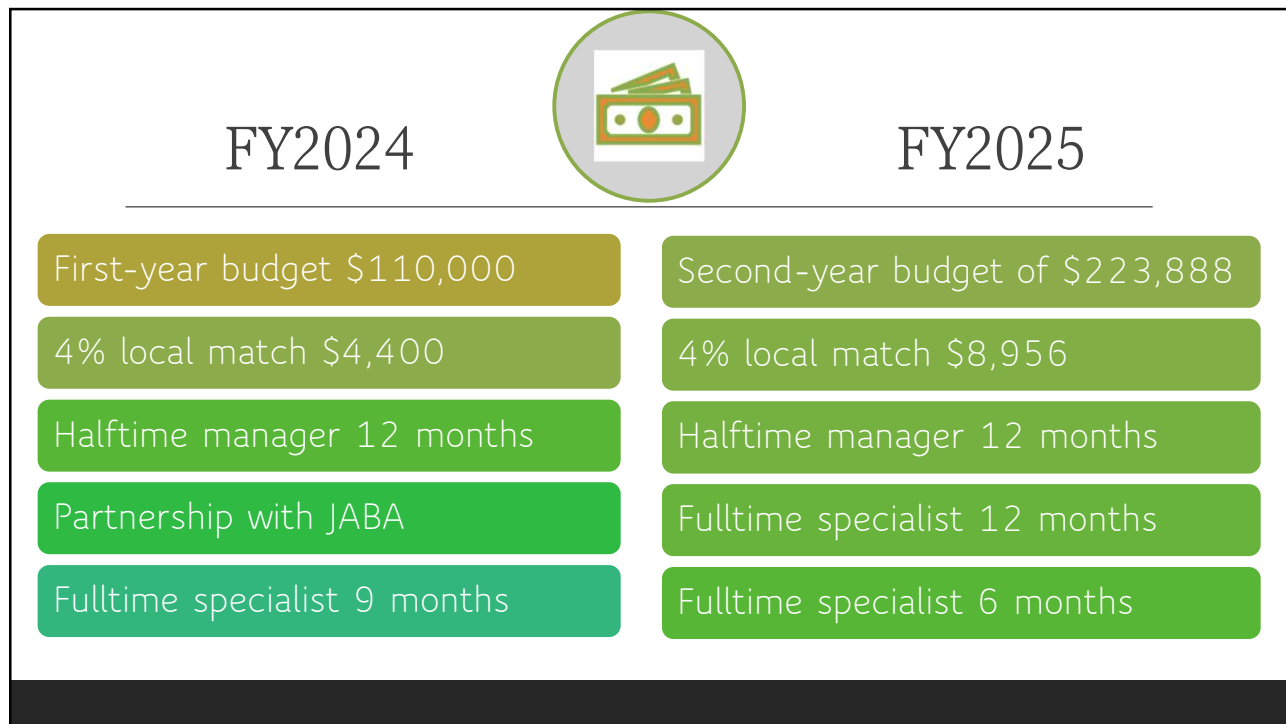
Mobility Management for Region 10

3

Three Goals of the Section 5310 Program

Increase	Improve	Build
Increase public transit projects that exceed ADA requirements (42 U.S.C. 12101 et seq.)	Improve access to fixed-route services and decrease reliance on paratransit	Build Alternatives to public transit to assist seniors and people with disabilities with transportation

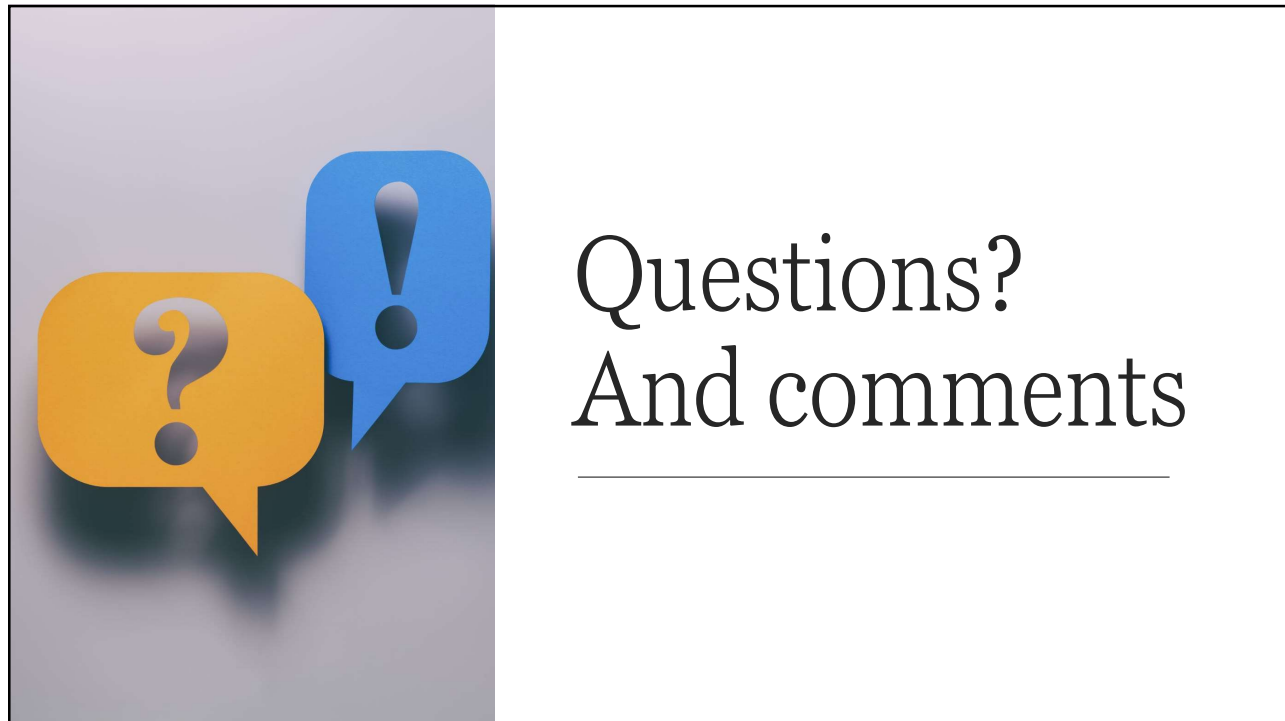
4



5



6



7



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

RESOLUTION TO APPROVE THE FY25 MOBILITY MANAGEMENT GRANT APPLICATION

WHEREAS the Thomas Jefferson Planning District Commission is aware of the need to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available, and

WHEREAS the Commission is also aware of the need to improve efficiencies and foster collaboration among transit and human service providers, and

WHEREAS the Commission has been asked to include the Mobility Management program in its program area, and

WHEREAS funding for such activity is available through the Virginia Department of Rail and Public Transportation through a Federal Transit Administration's (FTA) Section 5310 program entitled Enhanced Mobility of Seniors and Individuals with disabilities, and

WHEREAS, the FTA Section 5310 program is authorized under the Infrastructure Investment and Jobs Act (IIJA), also called the Bipartisan Infrastructure Law, signed on November 15, 2021 (Statutory Reference: 49 U.S.C. Section 5310), and

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Christine Jacobs, is authorized, for and on behalf of the Commission to execute and file an application to the Virginia Department of Rail and Public Transportation (DRPT), Commonwealth of Virginia for a grant of financial assistance for the amount of \$223,888 to defray the costs borne by Commission for amounts as may be awarded, and to authorize Lucinda Shannon, Mobility Management Program Manager, to furnish to DRPT such documents and other information as may be required for processing the grant request.

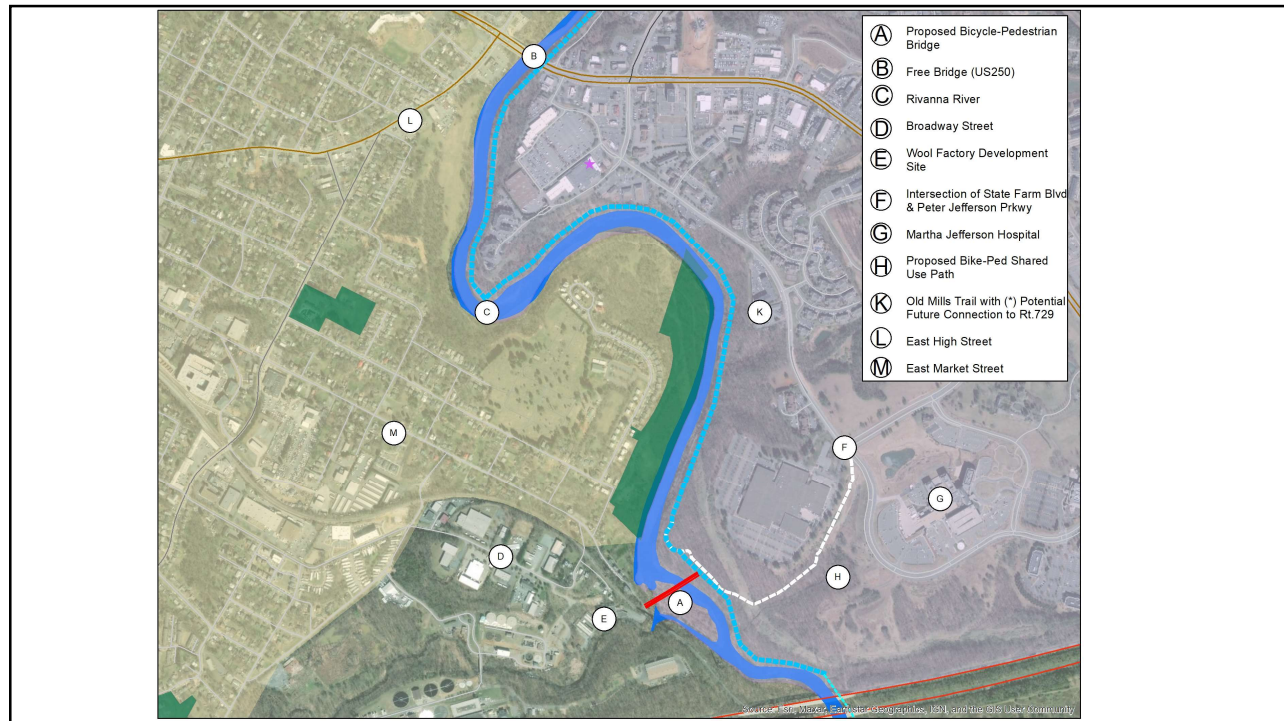
BE IT FURTHER RESOLVED that the Commission certifies that the Commission will provide funds in the minimum amount of \$8,797, which will be used to match the state funds in the ratio as required (80 federal, 16 state, 4 local), that the records of receipts of expenditures are to be audited by DRPT and that funds granted to the Commission shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting for the Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Thomas Jefferson Planning District Commission held on the 8th day of February 2024.

Christine Jacobs, Executive Director

Ned Gallaway, Chair

Date

Date



1

RAISE Grant Application

- Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Program
 - Highly competitive
 - Covers all modes of transportation
 - Planning and implementation projects are both eligible to receive funding
 - \$75 million has been designated for planning grants in FY24
 - Total funding available in FY24 is \$1.5 billion
 - Awards are based on strength of application as well as diversifying project types:
 - Modes
 - States
 - Urban versus Rural (Charlottesville considered rural)

2

Project Alignment with Merit Criteria

- Safety
- Environmental Sustainability
- Quality of Life
- Mobility and Community Connectivity
- Economic Competitiveness and Opportunity
- State of Good Repair
- Partnership and Collaboration
- Innovation

3

Project Evaluation

- Projects will be scored in each of the merit criteria as high, medium, low, or non-responsive
- Projects will receive an overall Merit Rating:
 - Highly recommended – high scores in six criteria; no non-responsive scores
 - Recommended – between one and five of the criteria are high, no more than three are low, and none are non-responsive
 - Acceptable
 - Unacceptable
- Highly recommended projects advance to second-tier analysis
- Recommended projects will be further reviewed and considered for advancement
- The FY23 application received an overall Merit Rating of Highly Recommended, and the TJPDC was encouraged to resubmit the application in FY24

4

Proposed Project Scope

- Complete the Preliminary Engineering Project Phase to include:
 - Hydraulic & Hydrologic Analysis
 - Geotechnical Analysis
 - Environmental Review
 - Development of functional design plans
 - Value engineering to identify opportunities to reduce project costs
- TJPDC staff will be project sponsor and fiscal agent
- VDOT will administer the technical aspects of the project
- Estimated grant request ~\$3million
 - No local match required for projects in rural areas



RESOLUTION

SUPPORTING RAISE GRANT APPLICATION TO FUND PRELIMINARY ENGINEERING PHASE FOR THE RIVANNA RIVER BICYCLE AND PEDESTRIAN BRIDGE

WHEREAS, the US Department of Transportation released a Notice of Funding Opportunity, on November 30, 2023, for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program – formerly Better Utilizing Investments to Leverage Development (BUILD) and Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grants; and

WHEREAS, the proposed Rivanna River Bicycle and Pedestrian Bridge between Pantops and Woolen Mills has been identified as a high-priority regional project in multiple planning documents prepared by the City of Charlottesville, Albemarle County, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), and the Thomas Jefferson Planning District Commission (TJPDC); and

WHEREAS, substantial effort has been invested through collaboration among the TJPDC, the CA-MPO, the City of Charlottesville, Albemarle County, the Virginia Department of Transportation, and the general public to evaluate potential bridge locations and select a preferred alignment; and

WHEREAS, the unknown risks associated with construction costs for the bridge have resulted in significant contingencies that need to be applied to baseline project costs in any funding application through existing state funding programs; and

WHEREAS, the completion of the preliminary engineering phase would result in better project understanding to develop more accurate estimates of the project construction costs; and

WHEREAS, TJPDC staff will submit a 2024 grant application to complete the preliminary engineering phase of the project to reduce the contingencies and identify opportunities for project construction; and

WHEREAS, the TJPDC serves as the fiscal and staffing agent for the CA-MPO; and

WHEREAS, the CA-MPO Policy Board has endorsed the submission of this RAISE Grant Application at its meeting on January 24, 2024;

THEREFORE, BE IT RESOLVED, that the Thomas Jefferson Planning District Commission is in full support and endorses the RAISE planning grant funding application for the Rivanna River Bicycle and Pedestrian Crossing Preliminary Engineering Phase.

Adopted this 8th day of February 2024.



Thomas Jefferson Planning District Commission

POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone • info@tjpdc.org email

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Chair
Thomas Jefferson Planning District Commission

Date

Date



To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 8, 2024

Re: Draft Amended FY24 Budget

Purpose: To present the Draft Amended FY24 Operating Budget, to be used as the basis for financial reports throughout the remainder of fiscal year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) an amended operating budget for approval in March, to serve as the budget for financial reports through the year. The budget presented tonight is in draft form. At the March 7, 2024, meeting, the Commission will be presented with the final amended operating budget for FY24 for consideration and approval.

In your meeting packet is the Draft Amended FY24 Operating Budget. For your reference, the FY22 Actual, FY23 Actual, FY24 original Operating (as approved), and the FY24 Amended Operating budgets are included for reference. Staff operates from a detailed line item working budget by program that is available to you upon request.

Proposed Amended FY24 Operating Budget: The recommended Draft Amended FY24 Operating Budget incorporates changes to revenue and expense assumptions from the original FY24 budget adopted at the May 4, 2023, meeting and is adjusted to include changes that have occurred during the first half of FY24 and changes that are projected to occur during the second half of FY24. The amended budget includes total projected revenue of \$28,635,693 and expenditures of \$28,329,281 for an anticipated net gain of \$306,412.

Changes to revenue in the Amended FY24 budget include, but are not limited to:

- Federal Revenues:
 - Projections for the FY24 VATI pass through amount are lower than originally budgeted (\$21 million versus \$48 million). The difference will roll into the FY25 and FY26 annual budgets.
 - Projections for the HOME-ARP pass through amount are lower than expected (\$66,000 versus \$277,697) due to extended contracting and start-up time required by the sub-recipients. The difference will roll into future fiscal years.

- Federal funding for the Transit Governance Study was lower than expected for FY24 due to greater than expected expenditures in FY23, leaving less roll-over than originally budgeted (\$29,441 versus \$48,985).
- Projections for the annual HOME pass through amount are greater than expected due to increased activity (making up for delays during the pandemic).
- State Revenues:
 - The TJPDC was awarded a Virginia Housing Strategic Planning Implementation grant which increased state revenues by \$14,906.
 - The TJPDC was awarded an additional year of Virginia Eviction Reduction Pilot (VERP) grant funding for CY2024, as well as a greater amount rolled into FY24 from FY23 than expected, increasing the state revenue by \$142,396.
 - Virginia Housing Development Grant – Pass through revenues are less than expected (\$471,809 versus \$600,000) due to project delays related to gap funding.
- Local Revenues:
 - The largest difference in local revenues is a result of larger than projected tax revenues for the Blue Ridge Cigarette Tax Board (BRCTB) (\$2.8 million versus \$2.4 million in pass through and \$165,000 versus \$140,980 in administrative expenses).
 - The mobility management program had an increase of \$43,125 in local funds due to a contribution from the University of Virginia and grant awards from the Charlottesville Area Community Foundation to support the program.
 - Local revenues increased by \$3,116 due to a new contract for service with Nelson County to support the submission of Transportation Alternative Program grant applications.
 - Local revenues increased by \$5,000 due to a contract amendment with the Virginia Association of Planning District Commission to provide staff support.
 - Local revenues increased by \$16,548 due to a new contract with the Town of Mineral to support the development of a comprehensive plan.
 - The original operating budget assumed the need for a reserve transfer of \$9,075. Due to securing additional funding for projects/programs, the reserve transfer is not needed.
- Other Revenues:
 - Rental space projected revenue increased from \$15,000 to \$24,000 due to an increased demand for meeting space in the Water Street Center and our office rental space being fully utilized.

Changes to expenses in the FY24 Amended budget include:

- Decrease in Salary and benefits due to vacancies to include the Regional Housing Planner positions (now filled) and Transportation Planner III (vacant) as well as converting the Finance Director position from part-time to full-time. As originally budgeted, staff received a one-time bonus at the end of the calendar year and will receive a one-time bonus at the end of the fiscal year.

- Decrease in postage expense due to a reimbursement from the Piedmont Community Land Trust for back post office box fees as well as a reclassification of our MailChimp account from postage to contractual service.
- Decrease in Subscriptions/Bank dues due to limited usage of the budgeted translation services and a reclassification of the monthly translation subscription to contractual service.
- Increase in Supplies due to an increase in printed materials to include envelopes, letterhead, and business cards for new employees.
- Decrease in advertising due to a change in the scope of work for the RideShare program, in which the state is now advertising for some programs state-wide on behalf of local programs.
- Decrease in meeting expenses due to reclassification of travel expenses related to meetings to travel/vehicle. Additionally, the decrease is attributed to fewer miles traveled for the BRCTB compliance work than originally budgeted.
- Decrease in contractual expenses due the hiring of the Finance Director (and the resulting decrease in finance work contracted out to Hantzmon Wiebel needed through the transition).
- Increase in telephone expenses due to reclassifying our VOIP service from contractual to telephone.
- Overall changes in direct expenses (other than salary/fringe) show a decrease from \$498,674 to \$442,550

Overall, we expect revenues to exceed expenditures by approximately \$306,412 for the year. The greater than usual net gain is a direct result of a higher indirect cost rate than in previous years.

Staff is working on the FY25 budget to be delivered to you in April. The excess revenues accumulated in FY24 may be required to be used to balance the FY25 budget.

Recommended Motion by Commission: *None at this time. This is a draft of the amended FY24 operating budget. A final will be brought to the March 2024 meeting for consideration and approval.*

TJPDC - FY24 Draft Operating Budget

2/8/2024

	<i>\$0.62 per capita</i>	<i>\$0.62 per capita</i>	<i>\$0.64 per capita</i>	<i>\$0.64 per capita</i>
Revenue	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Operating</u>	<u>FY24 Amended</u>
Federal	\$1,319,439	\$12,765,316	\$50,563,517	\$23,743,844
State	\$862,261	\$955,735	\$1,132,839	\$1,154,129
Local	\$1,907,957	\$5,313,450	\$3,009,549	\$3,517,665
Local per capita	\$158,876	\$160,848	\$171,055	\$171,055
Interest Income	\$2,769	\$35,208	\$25,000	\$25,000
Rent Income	\$25,200	\$22,198	\$15,000	\$24,000
Grant & Reserves Transfer		-\$25,073	\$9,075	\$0
Total Revenue	\$4,276,502	\$19,227,682	\$54,926,035	\$28,635,693
Operating Expenditures				
Personnel Costs				
Salaries	\$775,648	\$967,741	\$1,112,132	\$1,036,276
Fringe and Release	\$147,991	\$203,213	\$236,833	\$234,580
Total Personnel	\$923,639	\$1,170,954	\$1,348,965	\$1,270,856
Direct Costs				
Overhead	\$0	\$0	\$0	\$0
Non-Reimbursable Overhead	\$0	\$0	\$0	\$0
Postage	\$1,947	\$1,948	\$2,344	\$574
Subscriptions/Bank Dues	\$249	\$708	\$1,850	\$555
Supplies	\$5,819	\$9,160	\$8,678	\$11,156
Audit-Legal	\$22,900	\$27,817	\$52,000	\$45,675
Advertising	\$22,580	\$16,030	\$30,388	\$20,829
Meeting Expenses	\$1,824	\$14,884	\$10,039	\$5,009
TJPDC Contractual	\$80,652	\$109,322	\$143,837	\$118,258
Dues	\$8,623	\$9,312	\$13,246	\$10,126
Insurance	\$5,942	\$7,731	\$7,000	\$7,500
Printing/Copy	\$4,538	\$5,139	\$6,600	\$4,806
Rent	\$97,850	\$100,975	\$104,296	\$104,296
Equip/Data Use/COGS	\$40,050	\$54,376	\$28,720	\$28,867
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,388	\$6,258	\$8,992	\$14,492
Travel-Vehicle	\$9,675	\$17,741	\$42,521	\$40,856
Janitorial	\$2,050	\$2,917	\$6,001	\$3,500
Professional Development	\$16,555	\$52,815	\$32,163	\$26,411
Total Direct Costs	\$327,642	\$437,132	\$498,674	\$442,909
Total Operating Expenses	\$1,251,280	\$1,608,086	\$1,847,639	\$1,713,766
Net Ordinary Income	\$3,025,222	\$17,619,596	\$53,078,396	\$26,921,927
Pass Through				
HOME Pass Through	\$736,642	\$376,127	\$997,404	\$1,132,174
HPG Pass Through	\$115,899	\$141,171	\$187,102	\$208,465
Cigarette Tax Pass Through	\$1,389,338	\$2,659,620	\$2,400,000	\$2,800,000
VATI Broadband Pass Through	\$0	\$13,376,956	\$48,000,000	\$21,000,000
Other Grants/Contracts Pass Through	\$721,102	\$949,884	\$1,493,889	\$1,474,877
Total Other Expenses	\$2,962,981	\$17,503,758	\$53,078,396	\$26,615,515
Net Other Income	-\$2,962,981	-\$17,503,758	-\$53,078,396	-\$26,615,515
Net Income	\$62,241	\$115,839	\$0	\$306,412

FY24 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State Contribution - DHCD		\$89,971				
110	WSC & Offices						\$24,000
110	Interest Income					\$25,000	
301	Charlottesville				\$32,691		
302	Albemarle				\$73,231		
304	Fluvanna				\$17,636		
305	Greene				\$13,459		
306	Louisa				\$24,553		
307	Nelson				\$9,485		
	Unknown Source/Reserve Transfer			\$0			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	\$12,800					
171	Rural Transportation Planning	\$45,200					
172	Safe Streets and Roads for All (SS4A)	\$30,400		\$7,600			
180	Mobility Management	\$30,552	\$6,110	\$43,125			
	Transit Planning						
181	Regional Transit Partnership (RTP)	\$0		\$70,000			
184	Transit Governance Study	\$15,485		\$7,638			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	\$202,171	\$25,271				
191/196/199	FTA Funding	\$103,232	\$12,904				
	Rideshare						
193	Rideshare/TDM - DPRT		\$139,358	\$42,840			
194	CAP/Rideshare Strategic Plan	\$0	\$0				
	Other Transportation						
334	Nelson TAP			\$3,116			
HOUSING AND NONPROFIT							
726	HOME-ARP	\$50,000					
727-20	HOME Consortium Admin-20	\$0					
727-21	HOME Consortium Admin-21	\$135					
727-22	HOME Consortium Admin-22	\$0					
727-23	HOME Consortium Admin-23	\$50,000					
728-22	Housing Preservation Admin - HPG-22	\$20,880					
728-23	Housing Preservation Admin - HPG-23	\$10,600					
729	Regional Housing Partnership		\$14,906	\$55,000			
732	VERP - DHCD		\$13,742				
733	VA Housing - PDC		\$56,180				
ENVIRONMENT							
303	Solid Waste			\$9,500			
907	WIP DEQ	\$56,777					
908	RRBC			\$10,500			
OTHER PROGRAMS							
120	SCRC	\$17,250					
277	Legislative Liaison			\$133,235			
278	VAPDC			\$55,502			
325	Mineral (Comp Plan)			\$16,548			
333	CEDS	\$9,821		\$2,455			
760	Regional Cigarette Tax			\$165,000			
761	VATI 2022 - DHCD	\$201,556		\$0			
PASS THRU REVENUE							
170/171	Rural Transportation Planning	\$0		\$0			
172	Safe Streets and Roads for All (SS4A)	\$312,640		\$78,160			
180	Mobility Management	\$41,070	\$8,214				
181	Regional Transit Partnership (RTP)			\$0			
184	Transit Governance Study	\$13,955		\$6,845			
190/195/198	MPO - PL	\$108,080	\$13,510				
191/196/199	MPO - FTA	\$0	\$0				
193	Rideshare/TDM - DRPT						
194	CAP/Rideshare Strategic Plan	\$32,200	\$35,000				
303	Solid Waste			\$1,000			
333	CEDS	\$38,400		\$9,600			
726	HOME-ARP Pass Through	\$66,000					
727-20	Consortium HOME Pass Through-20	\$118,324					
727-21	Consortium HOME Pass Through-21	\$207,822					
727-22	Consortium HOME Pass Through-22	\$560,028					
727-23	Consortium HOME Pass Through-23	\$180,000					
728-22	HPG Pass Through-22	\$133,465					
728-23	HPG Pass Through-23	\$75,000					
729	Regional Housing Partnership						
732	VERP - DHCD Pass Through		\$267,154				
733	VA Housing - PDC Pass Through		\$471,809				
760	Regional Cigarette Tax Pass Through			\$2,800,000			
761	VATI 2022- DHCD	\$21,000,000		\$0			
Total Revenues by Category		\$23,743,844	\$1,154,129	\$3,517,665	\$171,055	\$25,000	\$24,000
Sum Total of Revenues							\$28,635,693

FY24

FY24		Per Capita						Per Capita						Per Commission Policy:					
7/1/2022		0.64	Local	Local	Local	0.4	Local	Local	0.64		Required Local Match				75%	25%			
Program Code		110/300	193	303	908	277	181	729		110/300	170/171	190/195/198	907						
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	Balance	Regional	Local	Difference from FY23 Total Contribution
Charlotteville	51,079	19.11%	\$ 32,691	\$ 7,331	\$ 2,540	\$ 1,337	\$ 20,432	\$ 25,000	\$ 9,550	\$ 98,880	\$ 32,691	\$ -	\$ (11,759)	\$	\$	\$ 18,161	\$ 13,621	\$ 4,540	\$ 2,686
Albemarle	114,424	42.81%	\$ 73,231	\$ 15,876	\$ 5,560	\$ 6,210	\$ 45,770	\$ 25,000	\$ 21,310	\$ 192,957	\$ 73,231	\$ (2,620)	\$ (20,492)	\$	\$ (6,208)	\$ 43,911	\$ 32,933	\$ 10,978	\$ 6,245
Fluvanna	27,556	10.31%	\$ 17,636	\$ 3,999	\$ 1,370	\$ 1,897	\$ 11,022	-	\$ 5,250	\$ 41,174	\$ 17,636	\$ (3,261)	-	\$	\$ (1,495)	\$ 12,880	\$ 9,660	\$ 3,220	\$ 912
Greene	21,030	7.87%	\$ 13,459	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,412	-	\$ 3,905	\$ 30,859	\$ 13,459	\$ (2,472)	-	\$	\$ (1,141)	\$ 9,846	\$ 7,385	\$ 2,462	\$ 1,142
Louisa	38,364	14.35%	\$ 24,553	\$ 5,274	\$ -	\$ -	\$ 15,346	-	\$ 7,110	\$ 52,283	\$ 24,553	\$ (4,278)	-	\$	\$ (2,081)	\$ 18,194	\$ 13,646	\$ 4,549	\$ 2,147
Nelson	14,820	5.54%	\$ 9,485	\$ 2,335	\$ -	\$ -	\$ 5,928	-	\$ 2,875	\$ 20,623	\$ 9,485	\$ (1,869)	-	\$	\$ (804)	\$ 6,812	\$ 5,109	\$ 1,703	\$ 211
TOTALS	267,273	100.00%	\$ 171,055	\$ 37,812	\$ 10,500	\$ 10,500	\$ 106,909	\$ 50,000	\$ 50,000	\$ 436,776	\$ 171,055	\$ (14,500)	\$ (34,766)	\$	\$ (14,500)	\$ 109,804	\$ 82,353	\$ 27,451	\$ 13,343

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: February 8, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since December 7, 2023. Items with an asterisk (*) require action from the Commission.

Administration

- February 8, 2024, Meeting Agenda

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*)

3. Presentations

- a. **Introductions and Welcome to New Commissioners – Ned Gallaway**
 - i. Supervisor Mike Pruitt – Albemarle County
 - ii. Supervisor Manning Woodward – Louisa County
 - iii. Supervisor Tim Goolsby – Greene County
 - iv. James Higgins – Greene County (Citizen Appointee)
- b. **Introduction and Welcome to New Staff Member – Ruth Emerick**
 - i. Logan Ende – Regional Planner I
- c. **Resolutions of Appreciation – Ned Gallaway**

Chair Gallaway will honor Dale Herring and Andrea Wilkinson for their dedicated service to the TJPDC. Copies of the resolutions are included in the meeting packet.

 - i. Dale Herring – Greene County
 - ii. Andrea Wilkinson – Greene County
- d. **TJPDC Commission Orientation – Christine Jacobs**

Staff will provide a brief overview of the Thomas Jefferson Planning District and welcome the four newly appointed commissioners. A copy of the staff's presentation is included in the meeting packet.

4. ***Consent Agenda** – Copies of the following materials are included in the meeting materials.
- a. ***Minutes of the December 7, 2023, Commission Meeting**

***Recommended Motion:** Staff recommends a motion to approve the consent agenda.

5. **New Business**

- a. ***November and December Financial Reports – Laura Greene**

Staff will give a brief overview of the commission financials through December. A copy of the following reports is included in the meeting materials.

- i. December Financial Dashboard Report
- ii. November and December Consolidated Profit & Loss Statement
- iii. November and December Comparative Balance Sheet
- iv. December Accrued Revenue Report

- b. ***FY25 Rideshare Work Program Presentation and Resolution – Sara Pennington**

The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's Rideshare and Transportation Demand Management program (*Rideshare*). The grant application was due February 1, 2023. Staff will present the proposed FY25 work program. A copy of the work program and a draft resolution are included in the meeting packet.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY25 Rideshare work program and grant application.

- c. ***FY25 Mobility Management Presentation and Resolution – Lucinda Shannon**

In FY24, the TJPDC was awarded a grant from DRPT to launch a regional mobility management program to support seniors and individuals with disabilities with accessing transit and transportation options. The program launched in January of 2024. The TJPDC is applying for a FY25 grant to continue to develop the program. The grant application was due February 1, 2023. Staff will give an overview of the program, share updates, and present on the proposed FY25 work program. A copy of staff's presentation and a draft resolution are included in the meeting packet.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for a FY25 Mobility Management grant application.

- d. ***US Department of Transportation RAISE Grant Presentation and Resolution – Sandy Shackelford**

The TJPDC previously applied for grant funding from the US Department of Transportation (USDOT) through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary program to conduct the Preliminary Engineering phase for the proposed Rivanna Bicycle and Pedestrian Bridge. While we were not successful in the first round, the application scored very well and received merit status. Staff were encouraged by USDOT to resubmit the application in the 2024

round. Staff will give an overview presentation of the project. A copy of staff's presentation and the resolution are included in the meeting packet.

***Recommended Action:** Staff recommends a motion to adopt the Resolution supporting a RAISE Grant Application to fund Preliminary Engineering (PE phase) for the Rivanna River Bicycle and Pedestrian Bridge.

e. **FY24 Draft Amended TJPDC Operating Budget – Christine Jacobs**

Staff will present the FY24 Draft Amended operating budget for review, questions, and comments. No action is requested from the commission in this meeting. The final draft will be brought be for the Commission in their March meeting for consideration and approval. The approved amended budget will be the final approved budget for FY24 to be utilized for auditing purposes unless amended prior to June 30th. This amended budget allows staff to make changes to budgeted revenues and expenses after six months of actual operating expenses and new contract awards. A detailed FY24 budget memo is included in the meeting materials and provides more details of the recommended changes. FY24 will be another positive financial year for the TJPDC.

6. Old Business

None

7. Executive Director's Monthly Report

a. **Administration - VACO/VML/VAPDC Local Government Day** – With funding from the Southeast Crescent Regional Commission and local legislative services, two staff members attended the VACO/VML/VAPDC Local Government Day in Richmond February 1st.

b. **Staffing update**

c. **Virginia Telecommunications Initiative (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 January are as follows:

- 349 miles of field data collection.
- 2,175 miles of fiber design.
- 1,079 miles of make ready construction.
- Two communications huts set.
- 682 miles of aerial fiber placement.
- 312 miles of underground fiber placement.
- 509 miles of splicing.

- 6,714 passings.

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On December 21, 2023, TJPDC staff conducted a site visit to inspect newly installed fiber railroad crossings along two side roads connected to Cove Garden Rd. in Albemarle County. These installations completed on December 16, and December 17, 2023, provide fiber connectivity to two residences demonstrating Firefly’s commitment to providing universal broadband connectivity.

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.

d. **Transportation**

- i. Region 10 Governance Study – Staff and our contracted consultants, AECOM, presented the final draft report to the governing boards in Nelson, Louisa, Greene and Fluvanna in December (Albemarle and Charlottesville received presentations earlier in the fall). Additionally, they presented to the MPO Policy Board in January and will present to the Regional Transit Partnership in February 2024. The report will come before the Commission in the March meeting for consideration/acceptance.
- ii. Safe Streets and Roads for All (SS4A)/Move Safely Blue Ridge: The Safety Summit was held January 10th. The interactive workshop gathered feedback to inform the public engagement process and focused on needs identification. The information gathered will supplement data with local knowledge and experience as we work to develop the Move Safely Blue Ridge Plan (Comprehensive Safety Action Plan).
- iii. CA-MPO and RTAC: Staff continues to closely follow the discussions at the Commonwealth Transportation Board (CTB) regarding additional changes to the SMART Scale program. The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) policy board continues to review eligible projects and will determine which ones to submit for this round in their February meeting. The Rural Tech Advisory Committee (RTAC) had a presentation from VDOT in their January meeting to discuss VDOT’s Potential Safety Improvements (PSIs). Additionally, staff briefed RTAC on the SMART Scale changes.

e. **Economic Development**

- i. Comprehensive Economic Development Strategy (CEDS) – The GoVA Region 9 council received a presentation from the consulting team, Camoin, in their January meeting. The council is supporting the development of the super-regional strategies between Planning District 9 and Planning District 10. The consulting team will be in person on February 21st and 22nd to work with the strategy committees of each PDC. The workshop will help confirm the draft

strategies and begin to discuss implementation and the most appropriate responsible leads for each strategy.

f. Housing

- i. Virginia Eviction Reduction Pilot (VERP) – The TJPDC was awarded a \$275,000 grant from Virginia Department of Housing and Community Development (DHCD) to continue the VERP pilot program through calendar year 2024. Staff will present updates on the program in an upcoming commission meeting.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. **The next Commission meeting will be held on Thursday, March 7, 2024.** Items for the March meeting may include but are not limited to:
 - i. FY24 Amended Budget – for consideration/approval
 - ii. FY25 Rural Transportation Work Program & Budget – Presentation/Draft
 - iii. Transit Governance Study Final Report
 - iv. VATI Presentation/Update
 - v. Executive Director Evaluation Process Begins

9. *Adjourn

Designates Items to be Voted On
