

AGENDA

- 1. Call to Order** 7:00
- 2. Matters from the Public** 7:00 – 7:10
 - a. Comments by the public are limited to no more than 2 minutes per person.
- 3. Executive Director's Report** 7:10 – 7:25
 - a. The Executive Director's Report is attached.
 - i. Staff Activity Report
 - b. TJPDC Corporation Appointments by Commission
- 4. *Consent Agenda** 7:25 – 7:25

Action Items:

 - a. * Minutes of the December 5, 2019 and February 6, 2020 Meeting
 - b. * Quarterly Financial Reports
 - i. January Dashboard Report
 - ii. January Profit & Loss Statement
 - iii. January Balance Sheet
 - iv. January Accrued Revenues report
 - v. FY19 Audit Governance Letter
- 5. Resolutions** 7:25 – 7:55
 - a. FY20 Amended Budget
 - b. FY21 Rideshare Funding Request Application
 - c. 2020 CDBG Regional Priority
- 6. Other Business** 7:55 – 8:30
 - a. Roundtable Discussion by Jurisdiction
 - b. Next Meeting – April 2, 2020
 - i. Introduction of FY21 Draft Operating Budget
 - ii. FY20 Rural Transportation Work Program & Budget
- 7. * Closed Session - * per Code of Virginia 2.2-3711 A.1.** 8:30
 - a. Employee – Executive Director Evaluation and Performance
 - b. *Public Session Resumes

Adjourn

**Proposed action items*



MEMO

To: TJPDC Commissioners
From: Chip Boyles, Executive Director
Date: March 5, 2020
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since February 6, 2020

Administration

- March Meeting Agenda

2. Matters from the Public

- a. Comments from public.

3. Executive Director's Report

- a. Review of the agenda items.
 - 1. The staff monthly activity report is provided with projects and staff assignment listed for any questions.
- b. The TJPDC's Non-profit arm has several vacancies that need to be filled by the Commission. The Corp. needs Board Members from Albemarle, Louisa and Nelson Counties. At least 2 of these need to be TJPDC Commissioners.

The TJPDC Corp normally meets twice per year to consider projects or programs that need non-profit assistance or sponsorship. These meetings are normally held immediately prior to a TJPDC regular board meeting. The Corp provides a formal non-profit sponsorship for groups to receive funding and implement programs through a formal non-profit agency. Activities must be in line with the mission and activities of the TJPDC Commission. The current Corp Roster is attached.

4. Consent Agenda

- a. Minutes of the December 5, 2019 and February 6, 2020 Commission meetings. The December minutes were delayed due to no quorum at the February TJPDC meeting.

b. January Financial Report

Dashboard Report

Net quick assets are \$713,207. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$214,217. (Net Quick Assets minus 5 months operating expenses: $\$713,207 - \$498,990 = \$214,217$)

Unrestricted Cash on Hand as of January 31, 2020 was \$429,978 or 4.3 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months.

Revenue less Expenses - We had a net Gain of \$6,272 for the month of January. This gives us a fiscal year net Loss of \$9,129. Budgeted fiscal year gain/loss is \$0.

Profit & Loss. Total income through January is \$1,090,292. With 7 months or 58% of the fiscal year complete, we have received 58% of our total budgeted income. Total expenses are \$1,099,422 or 58% of the budgeted total expenses of \$1,886,559.

Operating expenses for the same period are \$718,127 or 57% of our total budgeted operating expenses of \$1,255,477. Operating revenue through January is \$708,997 or 56% of the budgeted operating revenue of \$1,255,477.

Balance Sheet. As of January 31, 2020, we have total current assets of \$953,648 and total fixed assets of \$5,382 giving total assets of \$959,030. Total assets are up by \$32,261 from the same time last year. Total liabilities have decreased from a year ago by \$3,849 with total liabilities as of January 31, 2020 of \$281,215. Total Equity has increased by \$36,110 to \$677,815 since the same time last year.

Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have \$655,350 available in contracts and grants to end the year. January operating expenses were \$107,295. The 12-month average is \$99,298. We have \$109,225 in available funds per month for these operating expenses for the remaining 5 months in the fiscal year.

As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = \$579,293) where we will have 1) at least 6 months operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

Included in your packet is an FY19 Audit Governance Letter from the TJPDC Auditors, Robinson Farmer Cox. This letter provides a final statement of the FY 19 Financial Audit reviewing the completed responsibilities, time schedule and scope of the audit. No action is required.

5. Resolutions

- a. FY20 Amended Budget – Staff is recommending an amended budget for FY20 that reflects more accurate revenues and expenses based upon the previous 7 months experience of FY20. Upon adoption this amended budget will become the FY20 Operating utilized for audit and reporting purposes. No major changes are made within the amended budget except for new or ended projects and their associated revenues and expenses. More detail is provided in the attached Budget Memo. It is staff's recommendation for a MOTION TO ADOPT THE FY20 AMENDED BUDGET AS PRESENTED.
- b. TJPDC staff submitted the FY21 grant application to the Department of Rail and Public Transportation for our Rideshare program. The application remained constant in the funding request of \$139,258. Local governments contribute the required match of \$34,815. The grant application is attached for your reference. Rideshare provides the car pool lots, marketing and participant registration as well as van pool and Guaranteed Ride Home programs within our region and partnering with the Shenandoah Valley Region. It is staff's recommendation for a MOTION TO APPROVE THE RIDESHARE GRANT APPLICATION RESOLUTION AS PRESENTED.
- c. The Department of Housing and Community Development who administers the Federal Community Development Block Grant program asks for regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC asks local governments and area housing agencies for notice of anticipated CDBG application for FY21. Nelson County is the only response received by February 27th of an anticipated project for the Lovingson Downtown Development. We have listed that as a priority along with the housing assistance programs that may materialize later in the year in other jurisdictions. Staff recommends a MOTION TO APPROVE THE REGIONAL PRIORITIES FOR CDBG COMPETITIVE PROJECTS AS PRESENTED.

6. Other Business

- a. Discussions by jurisdictions of timely topics from each local government.
- b. Next Meeting – April 2, 2020

7. Closed Session – if needed

- a. The TJPDC reviews the Executive Director's performance every year prior to adoption of the next year's annual operating budget. I have attached the survey forms used in the past to assist the Commission with that process. One survey is for Commissioners, current and recently vacated as well as a survey that goes to staff. The Commission will be provided the results of the surveys for their review and use for an evaluation review at the April Commission meeting.

8. Adjourn

END OF AGENDA REPORT

| 2/27/2020 | | Lead | Support | Director | Two Week Update | In Wrike | Add to Wrike |
|-------------------------------|--------------|-----------|-----------------|-----------|--|----------|--------------|
| ADMINISTRATION | | Chip | | | | | |
| Finance & Executive Committee | 110 | Chip | Don / Christine | Chip | | | No |
| FY21 Operating Budget | 110 | Chip | Christine, Don | Chip | Draft due to Comm by March 25. Final draft due April 29th. | | Yes |
| FY20 Budget Amendment | 110 | Chip | Directors | Chip | Final is due Feb 26th | Yes | |
| Quarterly Activity Reports | 110 | David | | David | Next report is Jan-Mar 2020 | No | No |
| Equity & Title VI | 110 /190/191 | Lucinda | Shirese | Chip | Updates from the Albemarle County monthly meetings. | | No |
| Town Gown Visit | 301/302 | Dominique | Chip | Chip | Develop a committee and set 1st meeting date with Chamber | | Yes |
| Annual TJPDC Meeting | 110 | David | Dominique | Chip | Working on Fall 2020 date & location | Yes | |
| Annual DHCD Report | 110 | Christine | David | Chip | Due to DHCD September 30, 2020. Log in for CAMS. | | Yes |
| Annual New Fiscal Year's Eve | 110 | Gretchen | David | David | Tuesday, June 30, 2020 | | |
| Staff & Family Picnic | 110 | Gretchen | Christine | Christine | Spring time staff with family event | | |
| Annual April 13 Retreat | 110 | Gretchen | Christine | Chip | | | |
| Annual office clean up day | 110 | Gretchen | Christine | Christine | | | |
| Pers Policy Education Reimb | 110 | Chip | | Chip | Developing policy. Date TBD | | |
| Develop an abbreviations list | 110 | Gretchen | | Sandy | | | |
| Communications | | | | | | | |
| TJPDC Web Site Development | 110 | Dominique | Sara | Chip | WIP III Tab created; reformatted scope and schedule uploaded with maps; Dominique and Jessica added to Staff; in the process of learning Wordpress interface with Ryan for site(s). | | |
| Census Count Committee | 300 | Jessica | Sara | Sandy | CCC Meeting set January 22, 2020. Louisa County meeting January 6th. | | Yes |
| PACC / PACC Tech | 301/302 | Chip | Dominique | Chip | Next Leadership meeting is March 3rd. Update web site as needed. County is hosting 2020 Tech Committee. | No | No |

| | | | | | | | |
|-------------------------------------|------------|-----------|----------------|-----------|--|-----|-----|
| Cloud Based IT | 110 | Chip | | Chip | One Drive not easily used. NWG to provide a quote for a Remote Desktop system. | Yes | |
| Regional Quality of Life Indicators | 300 | | | Chip | Example Baton Rouge CityStats | Yes | |
| LEGISLATIVE | | David | | | | | |
| Legislative Affairs | 277 | David | Dominique | David | Leg. Prog. Development underway | | |
| VAPDC | 278 | David | Dominique | David | Possible VHDA grants | | No |
| | | | | | | | |
| FINANCE | | Don | | | | | |
| Monthly Reporting | 110 | Don | | Chip | Ongoing | | |
| Annual Audit | 110 | Don | | Chip | | | |
| H&W Contract Services | 110 | Don | | Don | | | |
| Annual Health Benefits Report | 110 | Don | | Christine | | | |
| Annual Health Insurance | 110 | Don | | Christine | | | |
| Annual Liability Insurance | 110 | Don | | Don | | | |
| Monthly bank reconciliation | 110 | Christine | | Christine | Ongoing | | |
| Human Resources Onboarding | 110 | Christine | Gretchen | Christine | Developing a document for new and current staff. Date TBD | | Yes |
| VRS ICMARC | 110 | Don | | Christine | Ask ICMARC Rep to present to TJPDC staff on 457 Plan | | |
| Invoice Local Governments | | Christine | Don | Chip | Invoice per agreements | | Yes |
| PLANNING / ENVIRONMENTAL | | Sandy | Nick | | | | |
| Cherry Avenue | 316 | Nick | Sandy | Sandy | Present to City PC on Feb 26. Change order to City 7 revisions | Yes | |
| Albemarle Inventory | 323 | Sandy | Nick/ | Sandy | 2 field workers to do data entry are hired. Agreement amendment sent to Siri for extension. To be complete FY20. New budget & weekly updates | | Yes |
| Lovington CDBG | 308 | Sandy | Jessica | Nick | Prepare revised scope, schedule & budget by Feb 21st. | | Yes |
| Zion Crossroads | 171/309 | Sandy | Nick / Shirese | Sandy | Met Jan 13. Staff to prepare detailed schedule and engagement options | Yes | |
| Scottsville | 337 | Nick | | Sandy | Two maps due and then invoice in full. | | No |
| CAA Action Plan | 300 (note) | Lucinda | Chip | Chip | Develop an AARP Action Plan for the CAA. Due by end of April | | Yes |

| | | | | | | | |
|---|-----|-----------|-----------------------|-----------|---|-----|-----|
| ENVIRONMENT | | | | | | | |
| RRBC Admin | 908 | Dominique | | Chip | RRBC Conf in September 2020 | | |
| Rural Rivanna Plan | 908 | Sandy | Shirese/ Dominique | Sandy | RRBC acting as Steering Committee. Set up an internal staff meeting. | | Yes |
| Urban Rivanna Plan | 329 | Nick | Shirese/Sandy | Sandy | Steering Committee now meeting | Yes | |
| WIP | 907 | Dominique | | Chip | Submitting and renewing on 10/1/19 | Yes | |
| rd Mitigation & Climate Change Plan | 330 | Shirese | Jessica / Lucinda | Sandy | includes Albemarle County Committee. Contact Christopher Bruce with VDEM | | Yes |
| Solid Waste/Recycling | 303 | Shirese | Dominique | Sandy | Create Tech Comm to meet quarterly & Create Solid Waste Plan FY21 | | Yes |
| | | | | | | | |
| HOUSING & COMM DEVELOPMENT | | Christine | Shirese | | | | |
| HOME | 727 | Shirese | Christine | Christine | Nick environmental review | | Yes |
| HPG | 728 | Shirese | Christine | Christine | Nick environmental review | | Yes |
| REGIONAL HOUSING | 729 | Susan | Christine | Christine | | | Yes |
| Phase II Housing Plan | 730 | Christine | Nick & Shirese | Christine | Extend to Sept 30th. Staff scoped new schedule to end of Sept | Yes | |
| TJCLT | 723 | Susan | Christine | Christine | Jan 27 joint meeting | | |
| Community Development | | | | | | | |
| Charlottesville Area Alliance | 300 | Chip | Lucinda | Chip | Monthly meetings. 3 year action plan. Create 3 Task Forces for action plan. | No | |
| Region 9 GO Va Council | 300 | Chip | NA | Chip | Next meeting January 30, 2020 | No | |
| CVPED Board | 300 | Chip | NA | Chip | Next meeting February 28, 2020. | No | |
| CEDS FY21 | 300 | Susan | Chip | Sandy | Application submittal in FY20. | | |
| TRANSPORTATION | | Sandy | Lucinda | Sandy | | | |
| | | | | | | | |
| MPO | | Lucinda | Sandy | Sandy | | Yes | |

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|-------------------------------|-------------|---------|---------|-------|---|-----|-----|
| Policy Board | 190/191 | Lucinda | Sandy | Sandy | By January 27th requires adoption of safety measures and annual obligation report. January should have Hydraulic modeling complete. | | |
| CTAC | 190/191 | Jessica | Lucinda | Sandy | Have Lucinda attend | | |
| MPO Tech | 190/191 | Nick | Lucinda | Sandy | | | |
| Smart Scale FY20 | 198 | Nick | Lucinda | Sandy | Contact Chuck Proctor for Hydraulic update. | | |
| Bike / Ped Planning | 193/195/196 | Jessica | Lucinda | Sandy | | | |
| Revenue Study | 195/196 | Lucinda | Sandy | Sandy | | | |
| TIP | 190/191 | Lucinda | Sandy | Sandy | MPO in March | | |
| L RTP Dashboard for FY21 UPWP | 195/196 | Lucinda | Jessica | Sandy | Researching for scope & budget FY21 | | |
| Uniform Work Plan | | Sandy | Lucinda | Sandy | Develop FY21 UPWP and Budget | Yes | |
| RURAL TRANSPORTATION | | Nick | Lucinda | Sandy | | Yes | |
| Rural Tech | 170/171 | Nick | Lucinda | Sandy | | | |
| VDOT Invoicing | 170/190/191 | Sandy | Lucinda | Sandy | Monthly Program Invoicing to VDOT due by last day of month for the previous month | Yes | |
| STAR TAP | 315 | Lucinda | Jessica | Sandy | Right of Way Phase . Quarterly Report and Invoice | | Yes |
| RIDESHARE-TDM | | Sara | Jessica | Sandy | | | |
| RTP | 181/193 | Sara | Jessica | Sandy | Possible funding request review? | | |
| RTP Exchange Visit Blacksburg | 181/193 | Sara | Jessica | Sandy | Establish date, agenda, cost & attendees | | Yes |
| RTP Reporting | 181 | Jessica | | Sandy | Set up a committee meeting to include Energy Efficient Committee & Peer Visit Committee | | |
| Amtrak | 191/196/199 | Chip | Jessica | Chip | Consultant work underway. Next mtg at TJPCD is January 16, 2020. Report due in April. | Yes | |
| SAW Intercity | 193/196 | Sara | Chip | Chip | Requests sent to Cville & Albemarle | | |
| JAUNT Board | 191 | Chip | Sara | Chip | | No | |
| Community Engagement Bus | 195 | Jessica | Chip | Chip | Search for grants \$ | | |

| | | | | | | | |
|---------------------|-----|-----------|------|-----------|--|--|-----|
| Fifth Street Trails | 192 | Jessica | Chip | Chip | Close out project with VDOT. Repay funds. | | Yes |
| | | | | | | | |
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| TJPDC Corp. | | Christine | Chip | Christine | Apply for extension VDACS and 990's 11.14.2019. Robinson Farmer Cox info | | |

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**TJPDC Corporation
Board Roster –FY19
June 2019**

TJPDC APPOINTEES

City of Charlottesville

Ms. Genevieve (Gennie) Keller,
Chair
P. O. Box 92
Charlottesville, VA 22902
Mobile: (434) 825-2973
genevieve.keller@gmail.com

Albemarle County

Mr. Rick F. Randolph
Albemarle County BOS
3191 Darby Road
Keswick, VA 22902
Home: (434) 979-9007
Cell: (434) 284-1812
Work: (434) 296-5843
rrandolph@albemarle.org

Fluvanna County

Mr. Keith B. Smith
35 Acre Lane
Palmyra VA, 22963
Mobile: (434) 531-0795
keithsmith011163@gmail.com

Greene County

Ms. Andrea Wilkinson
Vice Chair
716 Advance Mills Road
Ruckersville, VA 22968
Work: (434) 985-3870
Email: wilkinsonCPA@aol.com

Louisa County

Willie Gentry
Board of Supervisors
15543 Cross County Road
Mineral, VA 23117
Home: (540) 894-4751
Work: (540) 771-4082
Email: LCBS_CD@louisa.org

Nelson County

Mr. Ernie Reed
Nelson Board of Supervisors
971 Rainbow Ridge Road
Faber, VA 22938
Work: (434) 249-8330
Email: ereed@nelsoncounty.org

**BOARD-ELECTED
DIRECTORS**

Chip Boyles, Treasurer
TJPDC
401 E. Water St/PO Box 1505
Charlottesville, VA 22902-1505
Work: 434-979-7310 ext 110
E-mail: CBoyles@tjpd.org

Sally Thomas
500 Crestwood Drive. Unit 1408
Charlottesville, VA 22903
Home: (434) 295-1819
E-mail: writeinsal@aol.com

Alan Yost
8315 Seminole Trail
Ruckersville, VA 22968
434-985-6663
E-mail: ayost@gcva.us

Staff

Billie Campbell
Executive Director, Secretary
401 E. Water St/PO Box 1505
Charlottesville, VA 22902-1505
Work: 434-422-4822
E-mail: bcampbell@tjpd.org

**Board Composition from
Bylaws**

- At least seven (7) and no more than thirteen (13)
- Six directors selected from TJPDC Commission to represent each member locality, with at least 4 being current Commissioners
- Up to seven (7) at-large directors elected by the TJPDC Corporation Board
- Elected at the annual meeting. No limit to the number of one-year terms.



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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, December 5, 2019

Commissioners Present:

Nikuyah Walker – Charlottesville (7:27)
Liz Palmer – Albemarle County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County (7:33)
Lisa Green – Charlottesville (7:19)
Jesse Rutherford – Nelson County
Keith Smith – Fluvanna County

Commissioners Absent:

Rick Randolph – Albemarle County
Tony O'Brien – Fluvanna County
Willie Gentry—Louisa County
Ernie Reed – Nelson County

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer

Guests Present: none

1. Call to Order: Dale Herring called the meeting to order at 7:00 PM.

2. Matters from the Public:

a. Comments by the Public: None

3. Executive Director's Report:

a. Report: A written report was included in the meeting packet.

b. Current Activity Report: Chip Boyles shared the Activity Report with the Commission with a narrative description of ongoing projects.

Chip shared that David Blount will now serve as the Deputy Director/Director of Legislative Affairs, as second in charge. Christine Jacobs will serve as the Chief Operating Officer/Director of Housing and will no longer be with the Thomas Jefferson Community Land Trust (TJCLT). The TJPDC plans to hire a new staff member to fill Christine's old roll as half-time TJCLT and half-time housing coordinator (or as other planner, as available). Shirese Franklin will assume the Regional Housing Plan management and assist with the Regional Housing Partnership management.

DRPT Audit: The Department of Rail and Public Transportation completed its Compliance Audit for FY15-18. Findings indicated that the TJPDC materially complied with all necessary requirements to receive DRPT controlled funding.

4. Consent Agenda: The consent agenda consisted of the draft minutes of the October 3, 2019 Commission meeting, the FY19 Annual Financial Audit, and the Legislative support letter for broadband.

- On a motion by Rick Randolph, seconded by Bob Babyok, the Commission unanimously approved the minutes of the October 3, 2019 Commission meeting.
- On a motion by Rick Randolph, seconded by Andrea Wilkinson, the Commission unanimously accepted the FY19 Annual Financial Audit.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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- **On a motion by Rick Randolph, seconded by Tony O'Brien, the Commission unanimously approved the Legislative support letter for broadband.**

5. Finance Report: Chip Boyles shared that there was a small deficit in September due to a couple of non-recurring expenses for IT server work and an audit payment to Robinson Farmer Cox. Further, there was a reduction in billable hours caused by two staff members not being hired until the 16th of the month. He also highlighted that the TJPDC's 12-month average operating expenses are \$99,081 per month. The TJPDC's grants and contract balances for FY20 show \$115,225 in available funds per month to cover the operating expenses.

6. Other Business:

a. TJPDC Commissioner Roundtable Reports:

- **Albemarle:** Rick Randolph shared that Albemarle had been planning on \$5 million in mitigation money from installation of the Atlantic Coast Pipeline that will likely not come to fruition. The County has a 99-year lease on the parkland at Biscuit Run. The Albemarle County Board of Supervisors passed a resolution asking the Virginia General Assembly for support in the form of \$5 million for each of the next 2 years. Rick noted that the park would not be funded regionally but would serve as a Regional Park with soccer fields. The state would need \$45 million to open it as a state park. Albemarle County would only need \$35 million to open the park. Liz Palmer shared that the Planning and Coordination Council (PACC) is dissolving and turning into a technical committee with staff representation. She also noted that Albemarle County Board of Supervisors passed a Resolution of Intent to Address Fill and Waste Activities and will consider a recycling ordinance next year to manage redevelopment issues related to demolition debris. Finally, she shared that the Albemarle County Board of Supervisors welcomed two new board members.
- **Nelson:** Ernie Reed reported that Nelson County also welcomed two new board members. Jesse Rutherford shared that Nelson County had an upcoming project that will be the first in the state. He withheld details until a future date. He also noted that Nelson will be working on the Lovingson streetscape project and Schuyler's wastewater project. The Schuyler project was denied both grant and loan funding. They will be looking at private sewage/drain fields for 44 homes. With the lots on soapstone it could amount to a \$5 million project.
- **Louisa:** Bob Babyok shared that Louisa is in the final stages of their Comprehensive Plan rewrite. They are now looking at a zoning rewrite. He shared frustration with the James River Water Authority project because only one half of the story is being publicized. Bob shared that the county dropped their concealed carry permit fee. He also shared that 12 new businesses were coming to the Zion Crossroads area.
- **Charlottesville:** Lisa Green noted that the City of Charlottesville had a Comprehensive Plan, Housing Policy, and Zoning rewrite coming up and that a consultant had been selected. She is particularly excited about the South First Street Public Housing Project and the community-led design and engagement that has occurred. Nikuyah Walker reiterated the work that was going into the planning and financing of the South First Street project. She shared that the City of Charlottesville is working on reconfiguring schools for upper elementary and middle so that there will be a true 6th-8th grade middle school.
- **Greene:** Andrea Wilkerson shared that the chair of the TJPDC Commission, Dale Herring, was re-elected to the Greene County Board of Supervisors. Dale Herring shared that they were excited about

the ground-breaking for the new farmers' market. He also shared that the Greene County Board of Supervisors welcomed 2 new board members.

- Fluvanna: Tony O'Brien shared that the new water tower was going up at Zion Crossroads and that there were frustrations with the water project.

b. Next Meeting: The next Commission meeting will be held on Thursday, February 6, 2020. There will not be a January Commission meeting.

7. Adjournment: Without objection, the Commission meeting was adjourned at 9:13 pm.



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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, February 6, 2020

Commissioners Present:

Ned Gallaway – Albemarle County
Donna Price – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Tony O'Brien – Fluvanna County (7:10)
Dale Herring – Greene County

Commissioners Absent:

Eric Purcell – Louisa County
Keith Smith – Fluvanna County
Michael Payne – City of Charlottesville
Andrea Wilkinson – Greene County
Bob Babyok – Louisa County
Lisa Green – City of Charlottesville

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
Lucinda Shannon
Nick Morrison
Sandy Shackelford
Sara Pennington
Jessica Hersh-Ballering
Shirese Franklin
Gretchen Thomas

Guests Present:

Ernie Reed

1. Call to Order: Dale Herring called the meeting to order at 7:00 pm. Chip Boyles shared that Charlottesville's City Council is in session so members from Charlottesville may be late.

2. Matters from the Public:

a. Comments by the Public: Ernie Reed, Nelson County Board of Supervisor, served on the TJPDC board for the last 2 years. He shared that he will attend the TJPDC Commission meetings as he can due to Nelson's current revising of their Comprehensive Plan and his service on the VACO committee.

b. Welcome to new Commission Members (and Introductions):

- Ned Gallaway, Rio District, Albemarle County Board of Supervisor and Chair of the Board.
- Dylan Bishop, Planning/Zoning Director, Nelson County, has been in her position for 7 months.
- Chip Boyles, Executive Director, TJPDC, 6 years.
- Dale Herring, TJPDC Commission Chair, Greene County Board of Supervisor, 5th year on the Commission.
- Jesse Rutherford, Nelson County Board of Supervisor, 3rd year on the Commission.
- Donna Price, Scottsville District, Albemarle County Board of Supervisor and Vice Chair of the Board.
- Christine Jacobs, Chief Operating Officer, TJPDC, 2 years.
- Lucinda Shannon, Transportation Program Manager, MPO, TJPDC, 4 months.
- Shirese Franklin, Environment, Housing, HOME/HPG, TJPDC, 4 months.
- Nick Morrison, Environment and Planning Program Manager, Rural Transportation, Small Area Plans, Mapping/GIS, TJPDC.
- Sandy Shackelford, Director of Planning/Transportation, TJPDC, high-level overview of all programs, Zions Crossroad.



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- Sara Pennington, Rideshare Program Manager, TJPDC, RTP – linking transit providers, 9 years.
- Jessica Hersh-Ballering, Transportation Planning, Bike/Ped, CTAC, TJPDC.
- Gretchen Thomas, Administrative Assistant, TJPDC.
- Chip shared that other staff members include David Blount, Legislative Liaison and Deputy Director, TJPDC and Dominique Lavorata, Legislative Assistant, TJPDC, WIP. Both of them are in Richmond for the legislative session and were unable to attend.

c. Commission Orientation Overview: Chip Boyles shared that Commission packets would be made available on the TJPDC website one week in advance of meetings. If anyone needs a paper copy sent to them, please let us know. Mr. Boyles then provided a presentation on the history and current and future work of the TJPDC. Highlights from the presentation include:

- Mission: The TJPDC has a vision to serve our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions. The TJPDC's funding is dependent on federal and state money.
- Vision: In 2018, the Commissioners refined the vision to include being, "*the intersection of ideas, partnerships and support creating a cohesive regional community.*" The TJPDC works to facilitate and convene ideas and regional work in the 6 jurisdictions. The Commission meets the 1st Thursday of each month, excluding July and January.
- Funding: The TJPDC is a regional government created by the General Assembly with no power to enact laws or ordinances, etc. The TJPDC receives Per Capita funding from each jurisdiction by population using the Weldon Cooper data at \$0.62 per person. There is also an annual state appropriation thorough the Department of Housing and Community Development in the amount of \$74,500 per year. The majority of the TJPDC's funds come through federal and state programs for specific services such as HOME and HPG. The TJPDC receives VDOT money for the MPO and Rural Transportation Programs. There is Department of Environmental Quality money for watershed work as well as public contracts for service such as for a Small Area Plan for Cherry Avenue in the City of Charlottesville and a Neighborhood Inventory of Infrastructure for Albemarle County. The TJPDC also receives private and foundation grants for specific projects. Mr. Boyles shared several slides detailing annual revenues and expenses, with staffing as the highest cost for the organization. He shared that there are several pass-through payments, such as HOME, where the TJPDC receives administrative fees. Finally, Mr. Boyles shared that every \$1.00 of per capita funding creates a \$10.00 return of other funds spent on the region.
- Funding from Local Governments: In addition to Per Capita funds, local governments provide direct contributions for Solid Waste, the Rivanna River Basin Commission and Legislative Liaison. Rural Transportation and MPO funding are taken out of the Per Capita for participating jurisdictions. The balance of funds is divided as follows: 75% for regional projects (to include three or more localities) and 25% for local projects.
- Services: The TJPDC currently provides the following services: Transportation Planning, Land Use Planning, Grant Writing and Management, Environmental Planning, Technical Assistance, Legislative Liaison, Housing Program, and Leadership Facilitation.
- Projects: Mr. Boyles shared ongoing and recent projects of the TJPDC to include: 2045 Long Range Transportation Plan, Rural Long Range Transportation Plan Zions Crossroads Corridor Plan, Ruckersville Corridor Plan, Hydraulic & 29 Small Area Plan, Amtrak Station Study, Regional Transit Strategy, Regional Housing Strategy, Nelson Route 29 Economic Development Plan, Albemarle Neighborhood Infrastructure Map, I-64 Staunton to Charlottesville Study, Jefferson Area Bike Ped Plan, Route76 Bike Route Plan, Columbia Flood Mitigation Project, and Livingston Economic Redevelopment Planning.

- **Enabling Legislation:** State legislation identifies the geographic region of the TJPDC and requires that 51% of the commissioners are elected officials. Towns can join by request. Universities can be added by the General Assembly. For example, Virginia Tech is a member of their regional PDC.
- **History of Programs:** Mr. Boyles gave an overview of the agencies that have been borne out of the TJPDC, to include JAUNT, C-A MPO, the Thomas Jefferson Housing Improvement Corp (Piedmont Housing Alliance), TJPDC Corporation, HOME Consortium, Thomas Jefferson Area Coalition for the Homeless (TJACH), Central Virginia Partnership for Economic Development (CVPED), and Jefferson Area Board for Aging (JABA).
- **Bylaws:** Mr. Boyles gave an overview of the current Bylaws. He shared that they were last updated in 2017. He suggested that the Commission may want to look at the attendance requirement and consider a change from 3 missed consecutive meetings to 2. There was a brief discussion about how notification of missed meetings was delivered and to whom. Chip shared that he would send out a summary of bylaws items that could be considered for review in the March meeting for an April vote.
- **Commission Duties, Staff Contact Information, Programs and Functional Areas, Strategic Plan, Legislative Liaison:** Mr. Boyles gave a brief overview of the Commission duties and referred Commissioners to their orientation packet for further detail. He shared staff contact information. He indicated that the TJPDC Strategic Plan spans 5 years and that Legislative Liaison services have been provided for 20 years, with the recent addition of a Legislative Assistant for transition planning and support.
- **Financials:** Mr. Boyles shared that the funding fluctuates based on federal and state grants. There have been losses of up to \$35,000 and gains up to \$100,000 in any given fiscal year. The TJPDC's goal is to have 5-6 month of reserves on hand at all times. There will be a building committee created to review leasing and purchasing options for a new office space for the TJPDC as the current lease expires. Currently, the TJPDC revenues are approximately \$1.25 million without pass-through contracts. The Finance committee meets approximately two times per year related to the budget and the audit. The committee is made up of the Chair, Vice-Chair, Treasurer, and immediate Past Chair of the Commission. The FY 2019 Audit was 'Unmodified' report which is considered a very good audit. The TJPDC completes an annual operating budget in May of every year. In February, the Finance Committee submits and 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.

3. Executive Director's Report:

a. Report is attached: A written report was included in the meeting packet.

1. Mr. Boyles shared that FY20 Final Budget will be presented for final approval at the March meeting.
2. Mr. Boyles gave an overview of the staff monthly activity report. This report gives updates on each project that the TJPDC is working on as well as who the project lead, support staff, and director are for each.
3. Mr. Boyles shared that David Blount, as Legislative Liaison, hosts a quarterly meeting with the Mayor and Board Chairs and Chief Appointed Officials of member jurisdictions. The most recent was held January 24th. The meetings include a legislative update and interactive discussion between the members on items such as transportation, budgeting, property taxes, raises for staff and include any topics of identified priority. Mr. Herring suggested that Commissioners please encourage their members to attend.

4. Consent Agenda: The consent agenda was moved to the March meeting due to the lack of a Quorum.

5. Quarterly Financial Report – December, 2019:

a. Dashboard Report: Chip Boyles shared that a financial report will be provided every month but that the Commission will go through the reports in detail quarterly. The Financial Dashboard Report details Net Quick Assets, Unrestricted Cash on Hand, and Revenue less Expenses.

b. The Profit & Loss: Mr. Boyles indicated that the Profit & Loss statements detail the total operational expenditures and revenues.

c. Balance Sheet: The balance sheet shows the total assets and Liabilities & Equity of the organization. The total equity to date is nearly \$700,000.00.

d. Accrued Revenues: The Accrued Revenues Report shows the pipeline of existing projects and helps to monitor the status of projects. It shows that \$737,508.00 grant contract funds remain for FY20. There is an average of approximately \$122,000.00 contract funds available per month. This is then compared to the 12-month average of monthly operational expenses of approximately \$99,000.00. There was a brief discussion on the benefit that the TJPDC has received by switching to the Virginia Investment Pool. Ned Gallaway suggested that it would be helpful if there was a brief description available for each of the programs on the activity report.

6. Resolutions: There were no resolutions for consideration.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- Albemarle: Ned Gallaway shared that Albemarle is actively working on updating its Housing Policy and anticipated approval in the fall of this year. He also shared that the school division brought a balanced/level budget to the board. Finally, he shared that the board welcomed 2 new members who will replace Supervisors Randolph and Dill. Donna Price added that former Supervisor Randolph will now be a Planning Commissioner for Albemarle County.
- Louisa: none
- Charlottesville: none
- Nelson: Dylan Bishop shared that Nelson was in the procurement process for their Comprehensive Plan. They are updating the scope of work and securing a consultant by June of 2020 for considered adoption the following year. Jesse Rutherford shared that Nelson is prepping for their annual budget consideration. He suspects that the budget will be more aggressive and is hopeful that there will be more Route 29 corridor initiatives. He briefly discussed the need for a new waste water treatment facility in Schuyler and how to spread the cost of the new facility that will only service 40 people. He shared that Nelson was in discussion on where to concentrate solar farms and how to consider that they do not bring tax revenue or jobs. He shared that the utility companies are looking for thousands of acres of land where they can put solar farms.
- Greene: Dale Herring shared that Greene's local transit would be joining with JAUNT due to personnel changes. He noted that their water project had a 'hiccup' and that they are trying to resolve the issue. Mr. Herring shared that Greene is also in the middle of their budget process and that VRS health and school budget requests are both higher than previous years. He indicated that the Solid Waste and Recycling initiative is picking up due to the fact that the TJPDC has been convening a regional group. He confirmed that a T-Mobile tower went up in Greene one week ago. Finally, he shared that Greene welcomed two new board members.
- Fluvanna: Tony O'Brien briefly discussed a \$10 million investment in a recycling plant at Zions Crossroad. He said they are continuing to work on finalizing the new water tower. He said, like

others, they are in the middle of their budget season and working through it with the new County Administrator, Eric Dahl.

b. Next Meeting: The next Commission meeting will be held on Thursday, March 5, 2020.

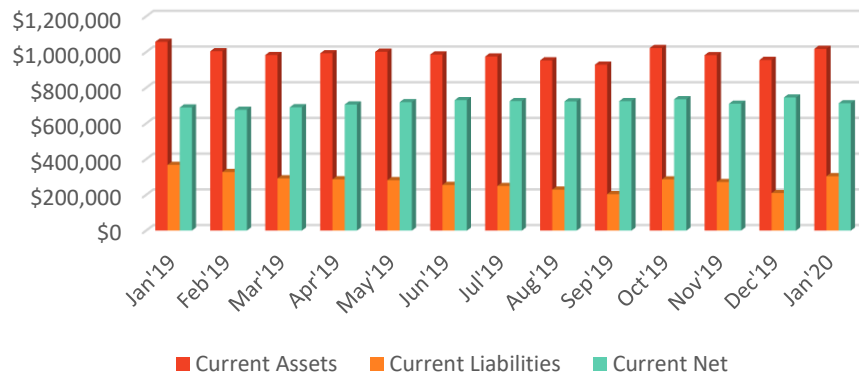
8. Adjournment: The Commission meeting was adjourned at 8:42 pm.

FINANCIAL DASHBOARD Through January 31, 2020

Net Quick Assets

Target = \$498,990 (5 months operating expenses)

12 Month Average Monthly Operating Expenses = \$99,798



Net Quick Assets

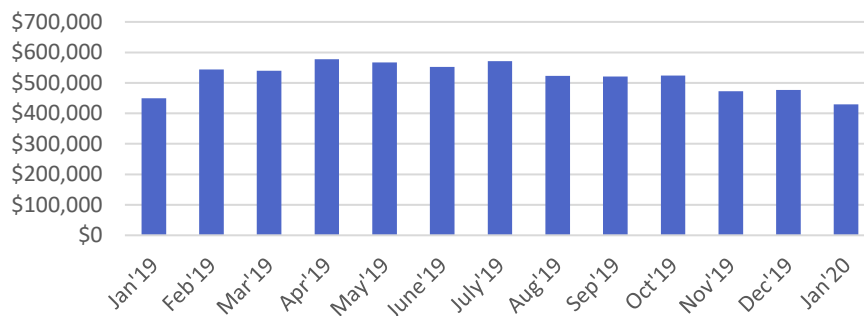
| | |
|----------|-----------|
| Jan'19 = | \$689,386 |
| Feb'19 = | \$676,690 |
| Mar'19 = | \$690,735 |
| Apr'19 = | \$706,271 |
| May'19 = | \$719,299 |
| Jun'19 = | \$730,707 |
| Jul'19 = | \$725,313 |
| Aug'19 = | \$723,877 |
| Sep'19 = | \$725,255 |
| Oct'19 = | \$735,829 |
| Nov'19 = | \$710,578 |
| Dec'19 = | \$745,566 |
| Jan'20 = | \$713,207 |

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had just over 7 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses remained at \$99,798. The 3-month average of expenses is \$105,274. Actual operating expenses for January were \$107,295 compared to \$97,185 in December.

Unrestricted Cash on Hand

Target = \$399,192 (4 months operating expenses)

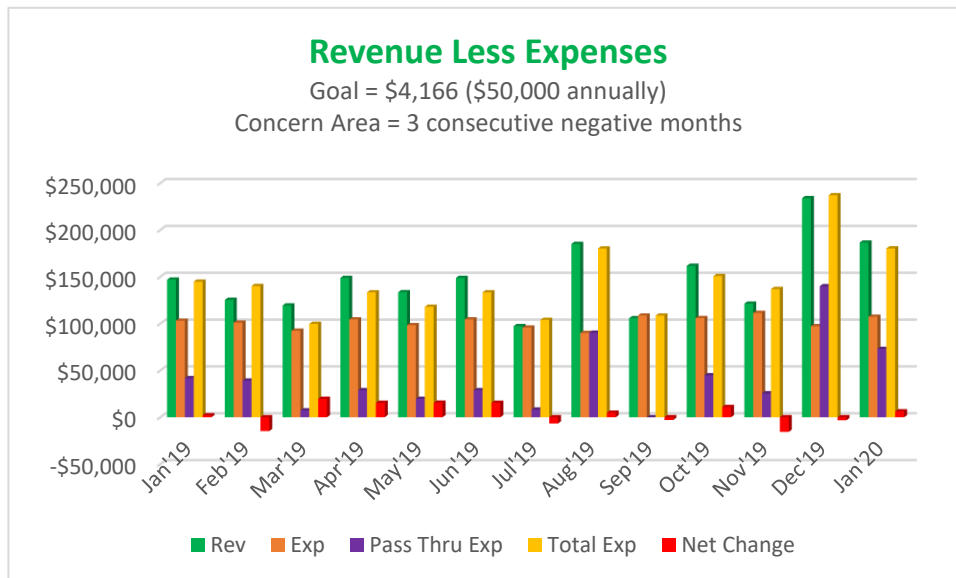
Alarm = <\$199,596 (average oper exp 2 mos)



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. The end of month level of Unrestricted Cash on Hand of \$429,978 represents 4.3 months of operating expenses, exceeding the 4-month target.

FINANCIAL DASHBOARD Through January 31, 2020



Monthly Net Revenue

| | |
|----------|------------|
| Jan'19 = | \$2,087) |
| Feb'19 = | (\$14,753) |
| Mar'19 = | \$19,668 |
| Apr'19 = | \$15,398 |
| May'19 = | \$15,505 |
| Jun'19 = | \$15,756 |
| Jul'19 = | (\$6,621) |
| Aug'19 = | \$4,872 |
| Sep'19 = | (\$2,866) |
| Oct'19 = | \$10,903 |
| Nov'19 = | (\$15,576) |
| Dec'19 = | (\$3,154) |
| Jan'20 = | \$6,272 |

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY20 Budget adopted in May 2019 is balanced. There was a gain for the month of January of \$6,272 resulting in a net loss of \$9,129 for the year to date. The Accrued Revenue Report shows available funds of \$115,225 per month for FY20. Actual operating expenses for January were \$107,295

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
January 2020

9:02 AM
02/21/20
Accrual Basis

| | Jan 20 | Budget | Jul '19 - Jan 20 | YTD Budget | Annual Budget |
|-------------------------------------|-----------------|-----------------|------------------|------------------|------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 41100 · Federal Funding Source | 104,216 | 85,973 | 587,792 | 601,811 | 1,031,676 |
| 4120 · State Funding Source | 25,600 | 18,217 | 157,111 | 158,573 | 245,933 |
| 4130 · Local Source | 42,561 | 38,117 | 245,470 | 266,244 | 445,982 |
| 42000 · Local Match Per Capita | 13,059 | 13,081 | 91,414 | 91,565 | 156,968 |
| 4280 · Interest Income | 1,015 | 500 | 8,505 | 3,500 | 6,000 |
| Total Income | 186,451 | 155,887 | 1,090,292 | 1,121,693 | 1,886,559 |
| Gross Profit | 186,451 | 155,887 | 1,090,292 | 1,121,693 | 1,886,559 |
| Expense | | | | | |
| 61000 · Personnel | 80,275 | 80,619 | 539,358 | 566,913 | 955,008 |
| 6900 · Overhead Allocation | 0 | 0 | 246 | 0 | 0 |
| 62391 · Postage Expense | 35 | 287 | 878 | 2,013 | 3,452 |
| 62392 · Subscriptions, Publications | 60 | 46 | 1,144 | 321 | 550 |
| 62393 · Supplies | 1,146 | 743 | 5,805 | 4,898 | 8,360 |
| 62394 · Audit -Legal Expenses | 0 | 0 | 14,000 | 16,500 | 16,500 |
| 6240 · Advertising | 1,144 | 1,828 | 12,372 | 12,798 | 22,765 |
| 62404 · Meeting Expenses | 971 | 592 | 6,855 | 4,146 | 7,108 |
| 62410 · TJPDC Contractual | 6,797 | 4,342 | 31,109 | 29,503 | 51,209 |
| 6281 · Dues | 1,112 | 760 | 4,674 | 5,420 | 9,220 |
| 62850 · Insurance | 361 | 296 | 2,478 | 2,071 | 3,300 |
| 62890 · Printing/Copier | 341 | 603 | 3,046 | 3,470 | 5,451 |
| 63200 · Rent Expense | 7,766 | 7,678 | 53,772 | 53,745 | 92,134 |
| 63210 · Equipment/Data Use | 1,120 | 2,451 | 10,785 | 17,160 | 29,417 |
| 63220 · Telephone Expense | 640 | 493 | 4,326 | 3,453 | 5,919 |
| 63300 · Travel-Vehicle | 2,323 | 1,418 | 10,058 | 10,165 | 17,207 |
| 6345 · Janitorial Service | 706 | 910 | 4,906 | 6,370 | 10,920 |
| 6390 · Professional Development | 2,498 | 1,413 | 12,313 | 9,892 | 16,957 |
| Total Expense | 107,295 | 104,479 | 718,127 | 748,837 | 1,255,477 |
| Net Ordinary Income | 79,156 | 51,408 | 372,166 | 372,856 | 631,082 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 83000 · HOME Pass-Through | 61,232 | 34,268 | 326,458 | 239,876 | 411,216 |
| 8399 · Grants Contractual Services | 11,653 | 18,322 | 54,837 | 128,255 | 219,866 |
| Total Other Expense | 72,884 | 52,590 | 381,295 | 368,131 | 631,082 |
| Net Other Income | (72,884) | (52,590) | (381,295) | (368,131) | (631,082) |
| Net Income | 6,272 | (1,182) | (9,129) | 4,725 | 0 |

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of January 31, 2020

| | Jan 31, 20 | Jan 31, 19 | \$ Change |
|--|---------------------|---------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 1100 - Cash | 482,206.06 | 583,495.38 | -101,289.32 |
| 1189 - Capital Reserve | 214,217.00 | 184,274.00 | 29,943.00 |
| Total Checking/Savings | 696,423.06 | 767,769.38 | -71,346.32 |
| Accounts Receivable | | | |
| 1190 - Receivable Grants | 289,121.09 | 277,952.62 | 11,168.47 |
| Total Accounts Receivable | 289,121.09 | 277,952.62 | 11,168.47 |
| Other Current Assets | | | |
| 1310 - Prepaid Rent | 2,083.32 | 2,291.67 | -208.35 |
| 1330 - Prepaid Insurance | 13,454.79 | 2,282.15 | 11,172.64 |
| 1360 - Prepaid Other | 16,789.27 | 7,936.80 | 8,852.47 |
| Total Other Current Assets | 32,327.38 | 12,510.62 | 19,816.76 |
| Total Current Assets | 1,017,871.53 | 1,058,232.62 | -40,361.09 |
| Fixed Assets | | | |
| 1413 - Server Software | 5,197.50 | 0.00 | 5,197.50 |
| 1400 - Office furniture and Equipment | 111,737.79 | 111,737.79 | 0.00 |
| 1410 - Server | 11,384.00 | 11,384.00 | 0.00 |
| 1499 - Accumulated Depreciation | -123,198.07 | -120,785.81 | -2,412.26 |
| Total Fixed Assets | 5,121.22 | 2,335.98 | 2,785.24 |
| TOTAL ASSETS | 1,022,992.75 | 1,060,568.60 | -37,575.85 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2100 - Accounts Payable-General | 34,653.67 | 48,155.81 | -13,502.14 |
| Total Accounts Payable | 34,653.67 | 48,155.81 | -13,502.14 |
| Credit Cards | | | |
| 2155 - Accounts Payable Credit Card | 3,565.71 | 1,750.77 | 1,814.94 |
| Total Credit Cards | 3,565.71 | 1,750.77 | 1,814.94 |
| Other Current Liabilities | | | |
| 2150 - Accounts Payable Grants | 0.00 | 0.00 | 0.00 |
| 2800 - Deferred Revenue | 266,445.06 | 318,416.92 | -51,971.86 |
| Total Other Current Liabilities | 266,445.06 | 318,416.92 | -51,971.86 |
| Total Current Liabilities | 304,664.44 | 368,323.50 | -63,659.06 |
| Long Term Liabilities | | | |
| 2200 - Leave Payable | 34,358.30 | 48,045.89 | -13,687.59 |
| Total Long Term Liabilities | 34,358.30 | 48,045.89 | -13,687.59 |
| Total Liabilities | 339,022.74 | 416,369.39 | -77,346.65 |
| Equity | | | |
| 3000 - General Operating Fund | 477,947.61 | 458,952.64 | 18,994.97 |
| 3100 - Restricted Capital Reserve | 214,217.00 | 184,274.00 | 29,943.00 |
| 3600 - Net Investment in Fixed Assets | 934.38 | 2,335.98 | -1,401.60 |
| Net Income | -9,128.98 | -1,363.41 | -7,765.57 |
| Total Equity | 683,970.01 | 644,199.21 | 39,770.80 |
| TOTAL LIABILITIES & EQUITY | 1,022,992.75 | 1,060,568.60 | -37,575.85 |

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2020

| Grant or Contract | GRANT- CONTRACT START DATE | GRANT- CONTRACT END DATE | GRANT- CONTRACT TOTAL | JULY FY20 | AUG FY20 | SEPT FY20 | OCT FY20 | NOV FY20 | DEC FY20 | JAN FY20 | FEB FY20 | MARCH FY20 | APRIL FY20 | MAY FY20 | JUNE FY20 | YEAR TO DATE FY20 | PREVIOUS YEARS | BUDGETED AMOUNT FOR FY21 | GRANT TO DATE | GRANT- CONTRACT REMAINING FY20 | NOTES |
|------------------------------|-------------------------------------|--------------------------------|-----------------------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|---------------|---------------|-------------|--------------|----------------------|-------------------|--------------------------------|------------------|---|--|
| | | | | | | | | | | | | | | | | | | | | | |
| MPO-FTA | 07/01/19 | 06/30/20 | 97,475 | 6,050 | 5,590 | 7,090 | 6,428 | 7,127 | 7,560 | 7,747 | | | | | | 47,592 | | | 47,592 | 49,883 | MPO FTA Transit Planning |
| MPO-PL | 07/01/19 | 06/30/20 | 184,419 | 6,329 | 6,701 | 12,128 | 13,696 | 10,885 | 10,324 | 11,269 | | | | | | 71,332 | | | 71,332 | 113,087 | MPO PL Transp Planning |
| HOME TJPDC | 07/01/19 | 06/30/20 | 45,690 | 4,325 | 5,360 | 3,555 | 10,307 | 2,298 | 3,186 | 3,633 | | | | | | 32,664 | | | 32,664 | 13,026 | HUD HOME Housing Grants Admin |
| HOME PASS-THROUGH | 07/01/19 | 06/30/20 | 411,216 | 6,107 | 80,000 | | 24,386 | 23,610 | 131,124 | 61,231 | | | | | | 326,458 | | | 326,458 | 84,758 | HUD HOME Housing Grants Construction |
| HOUSING HPG | 07/01/19 | 06/30/20 | 8,928 | 2,441 | 1,062 | 982 | 1,563 | 1,087 | 905 | 1,016 | | | | | | 9,056 | | | 9,056 | -128 | USDA Housing Repair Admin |
| HPG PASS-THROUGH | 07/01/19 | 06/30/20 | 50,942 | 2,100 | 6,047 | | 18,332 | 1,878 | 8,089 | 11,653 | | | | | | 48,099 | | | 48,099 | 2,843 | USDA Housing Repair Construction |
| STATE SUPPORT TO PDC | 07/01/19 | 06/30/20 | 75,971 | 6,331 | 6,331 | 6,330 | 6,331 | 6,331 | 6,331 | 6,331 | | | | | | 44,316 | | | 44,316 | 31,655 | State funding to TJPDC General |
| RIDESHARE | 07/01/19 | 06/30/20 | 177,070 | 12,120 | 18,944 | 11,926 | 13,460 | 12,300 | 9,900 | 17,874 | | | | | | 96,524 | | | 96,524 | 80,546 | Rideshare TDM Program Marketing & Management |
| RURAL TRANSPORTATION | 07/01/19 | 06/30/20 | 58,000 | 3,670 | 3,784 | 4,573 | 7,466 | 4,499 | 3,042 | 4,135 | | | | | | 31,169 | | | 31,169 | 26,831 | VDOT Rural Transp Planning |
| RTP-TDM | 07/01/19 | 06/30/20 | 50,000 | | 1,704 | 2,939 | 1,718 | 1,854 | 2,373 | 983 | | | | | | 11,571 | | | 11,571 | 38,429 | Regional Transit Partnership |
| CACF GREENWAYS GRANT | 07/01/17 | 10/15/19 | 40,320 | 438 | 579 | 1,111 | 1,974 | | | | | | | | | 4,102 | 35,464 | | 39,566 | 754 | Grant for Bike Ped from CACF |
| LOVINGSTON | 11/01/18 | 06/30/20 | 30,000 | 628 | | | | | | 548 | | | | | | 1,176 | 8,430 | | 9,606 | 20,394 | CDBG Downtown Plan Grant |
| SCOTTSVILLE PLAN | 07/01/19 | 01/01/20 | 4,000 | 135 | 1,164 | 889 | 1,335 | 477 | 92 | | | | | | | 4,092 | | | 4,092 | -92 | CDBG Mapping Project |
| ALBEMARLE INVENTORY | 05/04/19 | 09/30/19 | 45,450 | 2,487 | 19 | 469 | 2,061 | 7,574 | 8,043 | 7,854 | | | | | | 28,507 | 4,845 | | 33,352 | 12,098 | Neighborhood Inventory |
| TJPDC CORPORATION | 07/01/19 | 06/30/20 | 2,569 | 767 | 1,032 | 770 | | | | | | | | | | 2,569 | | | 2,569 | 0 | Non-profit Arm |
| LEGISLATIVE LIAISON | 07/01/19 | 06/30/20 | 101,269 | 6,319 | 7,365 | 7,851 | 9,835 | 7,848 | 8,918 | 14,124 | | | | | | 62,260 | | | 62,260 | 39,009 | |
| VAPDC-ED | 07/01/19 | 06/30/20 | 53,952 | 5,909 | 4,185 | 4,482 | 4,447 | 4,167 | 4,166 | 4,837 | | | | | | 32,193 | | | 32,193 | 21,759 | Contract for Admin Services |
| SOLID WASTE | 07/01/19 | 06/30/20 | 10,500 | 985 | | 126 | 2,541 | 1,345 | 502 | 785 | | | | | | 6,284 | | | 6,284 | 4,216 | Contract for annual reporting |
| RIVANNA RIVER CORRIDOR Ph 2 | 07/01/19 | 06/30/20 | 87,464 | 2,945 | 3,332 | 4,536 | 2,426 | 1,157 | 2,937 | 2,771 | | | | | | 20,104 | | | 20,104 | 67,360 | Regional River Plan |
| RRBC | 07/01/19 | 06/30/20 | 10,500 | 338 | 2,014 | 2,583 | 1,279 | 113 | 316 | 45 | | | | | | 6,688 | | | 6,688 | 3,812 | Rivanna Commission |
| WIP PHASE III | 07/01/19 | 09/30/20 | 73,500 | 4,197 | 3,927 | 6,284 | 3,273 | 3,564 | 4,741 | 5,645 | | | | | | 31,631 | 12,080 | 13,000 | 43,711 | 16,789 | Chesapeake Watershed Assistance to DEQ |
| TJCLT | 10/19/17 | 10/19/19 | 54,990 | 3,754 | 4,751 | 4,821 | 5,019 | 3,865 | 3,244 | 3,784 | | | | | | 29,238 | | | 29,238 | 25,752 | Contract for Admin Land Trust |
| REGL HSG PLAN | 10/31/18 | 06/30/20 | 63,150 | 2,083 | 4,474 | 5,332 | 4,018 | 2,565 | 1,142 | 2,857 | | | | | | 22,471 | 14,776 | 20,000 | 37,247 | 5,903 | Regional Housing Plan Grant |
| RHP PASS-THROUGH | 10/31/18 | 06/30/20 | 61,850 | | | | | | | | | | | | | 0 | 54,125 | | 54,125 | 7,725 | Housing Plan Contract with others |
| MEMBER PER CAPITA | 07/01/19 | 06/30/20 | 156,968 | 12,906 | 12,906 | 13,365 | 13,059 | 13,059 | 13,059 | 13,059 | | | | | | 91,413 | | | 91,413 | 65,555 | Local Govt Annual Contributions |
| WATER STREET CENTER | 07/01/19 | 06/30/20 | 7,800 | | 840 | 525 | 420 | 420 | 525 | 420 | | | | | | 3,150 | | | 3,150 | 4,650 | Rental Fees |
| OFFICE LEASES - RENT | 07/01/19 | 06/30/20 | 9,000 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | | | | | | 8,400 | | | 8,400 | 600 | Rental Fees |
| OFFICE LEASES - DIRECT COSTS | 07/01/19 | 06/30/20 | | | | | | | | | | | | | | 0 | | | 0 | 0 | |
| STANARDSVILLE TAP | 04/06/15 | 10/01/20 | 25,500 | 264 | 477 | 394 | 804 | 955 | 420 | 226 | | | | | | 3,540 | 11,995 | | 15,535 | 9,965 | VDOT Streetscape Contract |
| 5TH STREET TAP | 11/16/16 | 10/01/20 | 27,352 | 629 | 266 | | 2,217 | | 86 | | | | | | | 3,198 | 19,652 | | 22,850 | 4,502 | VDOT Bike Path Grant |
| 5th STREET TAP Pass Through | 11/16/16 | 10/01/20 | 572,528 | | | | | | 560 | | | | | | | 560 | 85,964 | | 86,524 | 486,004 | VDOT Bike Path Design & Constr |
| BANK INTEREST | 07/01/19 | 06/30/19 | 7,500 | 1,493 | 1,428 | 1,272 | 1,202 | 1,076 | 1,019 | 1,015 | | | | | | 8,505 | | | 8,505 | -1,005 | Investment Pool Savings Income |
| TOTAL | | | 2,605,873 | 96,950 | 185,482 | 105,533 | 160,797 | 121,254 | 233,804 | 185,042 | 0 | 0 | 0 | 0 | 0 | 1,088,862 | 247,331 | 33,000 | 1,336,193 | 1,236,680 | |
| | | | | | | | | | | | | | | | | | | | | | Pass-through funds \$581,330 |
| | | | | | | | | | | | | | | | | | | | | | Contract funds |
| | | | | | | | | | | | | | | | | | | | | | TJPDC Available Funds \$655,350 |
| | | | | | | | | | | | | | | | | | | | | | Available funds per month \$109,225.07 |



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Communication with Those Charged with Governance

To the Audit Committee of
Thomas Jefferson Planning District Commission
Charlottesville, Virginia

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Thomas Jefferson Planning District Commission ("Commission") for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and Uniform Guidance as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted in 2019. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Commission's financial statements were:

Management's estimate of depreciation is based on established guidelines and experience. Pension and OPEB estimates were determined by a valuation performed by an actuary hired by the State. We evaluated the key factors and assumptions used to develop depreciation expense and pension-related items in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management November 26, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules related to pension funding for the Virginia Retirement System, Management's Discussion and Analysis, and the Budget and Actual Schedule for Governmental Funds, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Audit Committee, Commissioners and management of the Thomas Jefferson Planning District Commission and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia
November 26, 2019



To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: March 5, 2020

Re: Final Amended Budget FY20

Purpose: To present the amended FY20 budget, to be used as the basis for financial reports throughout the year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in 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) a revised operating budget for approval in March, to serve as the budget for financial reports through the year. At the March 5, 2020 meeting, the Commission will consider the amended budget for FY20.

In your agenda packet is the Amended FY20 Budget. For your reference, the FY17 Actual, FY18, FY19 Final and FY20 Approved (in May) operating budgets are included.

Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final FY20 Budget:

The Recommended Amended FY20 Budget incorporates changes to revenue and expense assumptions from the FY20 Budget adopted at the May meeting and adjusted to include changes that have occurred during the first half of FY20.

Changes to revenue in the Amended FY20 budget include:

- Decrease in federal revenues of \$158,068
 - Fifth Street Hub bike/ped is being cancelled. The project required construction of bike/ped paths that were above the available budget. The federal grant funds will not be requested from VDOT.
 - Decrease of \$50,000 for the Comprehensive Economic Development Strategy Plan now expected to be applied for in FY21
 - Increase of \$37,932 in WIP funds.
- Decrease in state revenues of \$ 35,000
 - Lovington revenue (-\$22,000) moved to federal from state (CDBG grant)
 - WIP revenue (-\$10,000) moved from state to federal
 - Decrease of \$3,000 in Regional Housing Plan transferred to FY21
- Increase in local contract revenues of \$68,532

- Decrease of \$25,000 for Regional Transit Partnership local contributions
- Increase of \$3,750 for Stanardsville project management
- Decrease of \$5,752 for Albemarle Neighborhood Inventory Project
- Increase of \$7,602 in the VAPDC contract for additional operating expenses
- Increase of \$17,460 in Rivanna River Corridor Plan for work originally budgeted in FY19 now FY20.
- Increase of \$47,675 for Fifth Street Bike/Ped Hub moving expended federal funding to local contribution by Albemarle County.
- Added Scottsville planning project of \$4,426
- Added \$4,324 for Charlottesville Area Community Foundation Bike Plan Grant close-out balance
- Added \$5,548 for Elderly Care Conference project management
- Increase in Interest Income of \$4,000
 - Transfer to Virginia Investment Pool with an average return of 2%

Changes to expenses in the FY20 budget include

- Decreased salaries and benefits to adjust for several open positions during FY20.
- Decreased supplies under original budget but still increased over FY19 because of new staff supplies.
- Increased meeting expenses for added programs of Regional Housing Partnership and Regional Transit Partnership
- Increased meeting expense of \$4,261 for expected meeting room use by City of Charlottesville. City (as well as other jurisdictions) is debited against their per capita payment for Water Street Center use.
- Decreased contractual expenses as TJPDC has begun completing more communications duties in-house rather than contracting out
- Equipment, software and data use to purchase a new IT Server for 5+ year older existing server and for additional lap top replacement for new staff. Quote received of \$8,715.00

With these changes we expect revenues to exceed expenditures by \$40,908 for the year.

FY20 is looking positive at this time as well. Several projects will extend from FY20 into FY21. Staff is working on additional potential grant applications and projects for FY21.

Recommended Motion by Commission: To approve the amended final FY20 Budget Resolution for use in approved expenditures, financial reporting and auditing



*Serving local governments by providing regional vision,
collaborative leadership and professional service to develop effective solutions.*

RESOLUTION

APPROVING THE FISCAL YEAR 2020 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION AMENDED ANNUAL OPERATING BUDGET

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10; and

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners; and

WHEREAS, the Commission prepares an annual operating budget containing a revenue summary and expenditure plan to fund and carry out its work program; and

WHEREAS, the Commission may amend the previously approved operating budget to account for unexpected changes in revenues and expenses; and

WHEREAS, the Commission originally approved the Fiscal Year 2020 Annual Operating Budget of \$2,033,460 in Revenues and \$2,033,460 in Expenses on May 2, 2019; and

WHEREAS, the Executive Director now recommends to the Commission for the Fiscal Year 2020 an Amended Operating Budget of \$1,905,408 in Revenues and \$1,864,500 in Expenses, resulting in an expected Net Income of \$40,908; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2020 Amended Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of March 5, 2020.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized upon review by the Finance Committee to administer to the financial affairs of the TJPDC including custody and investment of short and longer term deposits of all public funds belonging to or handled by the TJPDC as provided in Sect. 2.2-4501 of the Code of Virginia, 1950 as amended. Funds of the TJPDC shall be invested in accordance with the Code of Virginia, Investment of Public Funds Act, Chapter 45 Title 2.2 Sections 2.2-4500-4518 and the Virginia Security for Public Deposits Act, Chapter 44 Title 2.2, Sections 2.2-4400-4411.

BE IT FURTHER RESOLVED, that the Executive Director may authorize grant agreements, contracts and purchases as included within the approved budget line items except as defined by ARTICLE IX Section 7 in the Thomas Jefferson Planning District Planning Commission Bylaws as amended March 2, 2017 requiring specific Commission approval for any items in excess of \$100,000.

ADOPTED by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of March 5, 2020 in the City of Charlottesville, Virginia, a quorum being present.

Charles P. Boyles, II
Executive Director

Dale Herring
Commission Chair

Date

3/5/2020

| | \$0.62 per capita | \$0.62 per capita | \$0.62 per capita | | \$0.62 per capita |
|---------------------------------|---------------------------|---------------------------|--------------------------|-----------------------------|----------------------------|
| Revenue | <u><i>FY17 Actual</i></u> | <u><i>FY18 Actual</i></u> | <u><i>FY19 Final</i></u> | <u><i>FY20 Original</i></u> | <u>FY20 Amended</u> |
| Federal | \$926,476 | \$860,016 | \$737,263 | \$1,061,619 | \$903,551 |
| State | \$320,605 | \$254,212 | \$354,291 | \$328,550 | \$293,549 |
| Local | \$342,474 | \$431,932 | \$414,611 | \$463,523 | \$524,540 |
| Local per capita | \$150,811 | \$154,070 | \$154,838 | \$156,968 | \$156,968 |
| Interest Income | \$1,933 | \$5,601 | \$16,693 | \$6,000 | \$10,000 |
| Rent Event Income | \$0 | \$0 | \$19,205 | \$16,800 | \$16,800 |
| Reserves Transfer | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$1,742,299 | \$1,705,831 | \$1,696,901 | \$2,033,460 | \$1,905,408 |
| Operating Expenses | | | | | |
| Personnel Costs | | | | | |
| Salaries | \$599,837 | \$714,558 | \$737,738 | \$855,406 | \$794,677 |
| Fringe and Release | \$148,980 | \$167,612 | \$176,550 | \$217,246 | \$187,823 |
| Total Personnel | \$748,817 | \$882,170 | \$914,288 | \$1,072,652 | \$982,500 |
| Other Costs | | | | | |
| Postage | \$3,035 | \$3,372 | \$1,289 | \$3,238 | \$3,285 |
| Subscriptions | \$657 | \$829 | \$817 | \$550 | \$1,750 |
| Supplies | \$5,148 | \$6,054 | \$7,790 | \$11,735 | \$12,224 |
| Audit-Legal | \$16,703 | \$15,735 | \$15,500 | \$16,500 | \$16,500 |
| Advertising | \$13,400 | \$16,996 | \$19,408 | \$20,765 | \$19,929 |
| Meeting Expenses | \$3,941 | \$7,202 | \$23,879 | \$13,028 | \$17,809 |
| TJPDC Contractual | \$36,385 | \$28,682 | \$36,761 | \$82,240 | \$51,866 |
| Dues | \$6,876 | \$10,782 | \$10,890 | \$9,720 | \$9,832 |
| Insurance | \$3,431 | \$3,611 | \$3,667 | \$3,300 | \$3,300 |
| Printing/Copy | \$6,499 | \$5,659 | \$7,764 | \$5,665 | \$4,941 |
| Rent | \$84,529 | \$86,990 | \$89,525 | \$92,134 | \$92,134 |
| Equip/Data Use | \$26,637 | \$25,317 | \$21,768 | \$24,336 | \$43,502 |
| Capital & Leases | \$0 | \$0 | \$0 | \$0 | \$0 |
| Telephone | \$5,846 | \$5,952 | \$6,809 | \$5,919 | \$5,020 |
| Travel-Vehicle | \$13,463 | \$15,766 | \$14,780 | \$19,768 | \$23,238 |
| Janitorial | \$10,862 | \$10,266 | \$9,632 | \$10,920 | \$8,288 |
| Professional Development | \$10,570 | \$15,509 | \$15,669 | \$16,500 | \$18,281 |
| <i>Total Other Costs</i> | <i>\$247,982</i> | <i>\$258,722</i> | <i>\$285,948</i> | <i>\$336,318</i> | <i>\$331,899</i> |
| TOTAL OPERATING EXPENSES | \$996,799 | \$1,140,892 | \$1,200,236 | \$1,408,970 | \$1,314,399 |
| Net Ordinary Income | \$745,500 | \$564,939 | \$496,665 | \$624,490 | \$591,009 |
| Other | | | | | |
| HOME Pass Thru | \$426,850 | \$357,736 | \$224,984 | \$411,216 | \$411,216 |
| 5th St, CEDS, Housing, RRBC | \$20,784 | \$0 | \$221,270 | \$162,332 | \$67,225 |
| HPG Pass Thru | \$208,483 | \$105,958 | \$0 | \$50,942 | \$71,660 |
| <i>Total Other Expenses</i> | <i>\$656,117</i> | <i>\$463,694</i> | <i>\$446,254</i> | <i>\$624,490</i> | <i>\$550,101</i> |
| Net Other Income | -\$656,117 | -\$463,694 | -\$446,254 | -\$624,490 | -\$550,101 |
| Net Income | \$89,383 | \$101,245 | \$50,411 | \$0 | \$40,908 |

FY20 Projected Budget Revenues Projected

| Revenue | Federal | State | Local | Local per capita | Interest Income | Rent | Transfer |
|--------------------------------|-----------|-----------|-----------|------------------|-----------------|----------|-------------|
| Locality and State Revenue | | | | | | | |
| Charlottesville | | | | \$30,462 | | | |
| Albemarle | | | | \$66,772 | | | |
| Fluvanna | | | | \$16,410 | | | |
| Greene | | | | \$12,391 | | | |
| Louisa | | | | \$21,722 | | | |
| Nelson | | | | \$9,212 | | | |
| Legislative Liaison | | | \$101,269 | | | | |
| State Contribution - DHCD | | \$75,971 | | | | | |
| WSC & Offices | | | | | | \$16,800 | |
| Interest Income | | | | | \$10,000 | | |
| Transportation | | | | | | | |
| Charlottesville-Albemarle MPO | | | | | | | |
| FTA Funding | \$86,644 | \$10,831 | | | | | |
| PL Funding | \$163,928 | \$20,491 | | | | | |
| RTP | | | \$29,282 | | | | |
| Rideshare | | | | | | | |
| Rideshare VDPRT | | \$139,258 | \$37,812 | | | | |
| Clean Commute Day | | | \$825 | | | | |
| TJPDC Rural Transportation | | | | | | | |
| Rural Admin | \$14,400 | | | | | | |
| Rural Transportation Planning | \$19,600 | | | | | | |
| Rural Transp Zion Crossroads | \$24,000 | | | | | | |
| Other Programs | | | | | | | |
| Stanardsville | \$0 | | \$10,927 | | | | |
| Albemarle Planning | | | \$39,698 | | | | |
| Scottsville | \$0 | | \$4,426 | | | | |
| 5th Street TAP | \$0 | | \$1,175 | | | | |
| VAPDC | | | \$58,252 | | | | |
| CACF | | | \$4,324 | | | | |
| Cherry | | | \$0 | | | | |
| Housing and Non-Profit | | | | | | | |
| HOME Consortium Admin | \$45,961 | | | | | | |
| Housing Preservation | \$8,928 | | | | | | |
| TJCLT | | | \$55,320 | | | | |
| Regional Housing Plan | | \$39,274 | \$0 | | | | |
| Lovington CDBG | \$17,000 | \$0 | \$0 | | | | |
| GCCV | | | \$5,548 | | | | |
| Environment | | | | | | | |
| RRBC | | | \$10,500 | | | | |
| Solid Waste | | | \$10,500 | | | | |
| Haz Mit Grant | | | | | | | |
| Rivanna Committee Alb Cville | | | \$87,464 | | | | |
| WIP DEQ | \$47,932 | | | | | | |
| Pass Through Revenue | | | | | | | |
| Consortium HOME Pass Through | \$411,216 | | | | | | |
| Housing Preservation Pass Thru | \$50,942 | | | | | | |
| Housing Plan | | \$7,725 | \$0 | | | | |
| 5th Street TAP | \$0 | | \$46,500 | | | | |
| RTP | | | \$20,718 | | | | |
| Lovington CDBG | \$13,000 | | | | | | |
| Total Revenues by Category | \$903,551 | \$293,550 | \$524,540 | \$156,968 | \$10,000 | \$16,800 | \$0 |
| Sum Total of Revenues | | | | | | | \$1,905,409 |

Possible Sources

RESOLUTION

WHEREAS, the Thomas Jefferson Planning District Commission is aware of the need for a strong car pool matching 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,

NOW THEREFORE BE IT RESOLVED BY the Thomas Jefferson Planning District Commission that the Executive Director, Chip Boyles, is authorized, for and on behalf of the Commission, hereafter referred to as THE PUBLIC BODY, to execute and file an application to the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as THE DEPARTMENT for a grant of financial assistance for the amount of \$139,258 to defray the costs borne by THE PUBLIC BODY for amounts as may be awarded, and to authorize Sara Pennington RideShare Program Manager to furnish to THE DEPARTMENT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that the Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that THE PUBLIC BODY will provide funds in the minimum amount of \$34,815, it is expected to be a match of \$37,812 which will be used to match the state funds in the ratio as required in such act, that the records of receipts of expenditures audit by THE DEPARTMENT and by the State Auditor of Public Accounts, and that funds granted to THE PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting for the Commission of THE PUBLIC BODY 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 5th day of March 2020.

ATTESTED:

Chip Boyles, Director
DATE:



TDM Operating

| | |
|---------------------|---|
| Application Status: | (Received) |
| Applicant: | Thomas Jefferson Planning District Commission |
| Application Number: | 14731 |
| Fiscal Year: | 2021 |
| Last Updated: | 02/03/2020 by Sara Pennington |

Program Information

Program Name: RideShare

Program Description:

RideShare works in the community to promote traffic reduction and increase awareness of the transportation options available in the region, including car and vanpooling, transit, biking, walking, teleworking, and schedule alternatives. The program provides carpool and vanpool matching services for commuters who live or work in the Thomas Jefferson or Central Shenandoah Planning Districts, operates a SchoolPool program, provides commuter benefits tools to employers, assists in the development of Park and Ride lots, and provides a Guaranteed Ride Home Program for those individuals commuting via transit, carpools, vanpools, walking or biking. RideShare serves as the transportation information center for the Commuter Information Team, which includes RideShare, JAUNT, Charlottesville Area Transit, University Transit Service and Greene County Transit. In addition, RideShare works to incorporate TDM into regional planning as a voting member on urban and rural transportation committees.

Program Justification:

RideShare will continue to promote existing services by expanding the number of employer partners, increasing word of mouth through member involvement and social networking, and expanding on integrated marketing efforts that stress the ease of using RideShare's services. RideShare will also continue to provide a website, Facebook page and customer service for the Commuter Information Team. Additional outreach activities will concentrate on community involvement and events, including Clean Commute Day, Earth Day, Chamber of Commerce expos, various city/county sponsored events and representation in non-profit inter-agency councils across the district. RideShare offers carpool matching, vanpool coordination, guaranteed ride home, employer services, TDM planning and promotes the regions Park and Ride lots.

Technical Capacity:

TDM Operating

Sara Pennington, TDM Program Manager
434-979-1066
434-295-6165
spennington@tjpd.org

Total Revenues: \$0

Total Federal Aid: \$0

Federal Fund Source: None

Program Information

Federal: \$0

Source: 0

Description:

Other: \$0

Source:

Total Revenues: \$0

| Expense Item | Account | Amount |
|---|---------|----------|
| Advertising & Promotion Media | 2360 | \$20,000 |
| Dues & Subscriptions | 2380 | \$1,675 |
| Education & Training | 2130 | \$2,300 |
| Fringe Benefits | 2120 | \$19,148 |
| Guaranteed/Emergency Ride Trips | 2631 | \$2,000 |
| Indirect Costs | 2460 | \$55,051 |
| Printing & Reproduction | 2340 | \$402 |
| Professional Services (Staff Time Only) | 2700 | \$350 |
| Salaries and Wages | 2110 | \$69,644 |
| Services & Maintenance Contracts | 2440 | \$200 |
| Supplies & Materials (Other) | 2240 | \$300 |
| Travel | 2310 | \$5,500 |

TDM Operating

| | | |
|---------------------------------------|--------|-----------|
| Vanpool Subsidies/Stipends/Incentives | 2720 | \$500 |
| | Total: | \$177,070 |

Requested Grant Amount: \$141,656

Local Match Required: \$35,414

Program Schedules

Start Date: 7/1/2020

End Date: 6/30/2021

| Date | Milestone / Event |
|------------|---|
| 07/01/2020 | Other - Grant awarded |
| 09/14/2020 | Try Transit Week Event - Marketing for State Wide Try Transit Week |
| 10/19/2020 | Marketing Campaign Begins - RideShare Week |
| 10/25/2020 | Marketing Campaign Completed - RideShare Week |
| 03/15/2021 | Promotional Event - Telework Week |
| 04/19/2021 | Marketing Campaign Begins - Clean Commute |
| 04/20/2021 | Promotional Event - Community outreach event TBD based on local opportunities |
| 05/31/2021 | Marketing Campaign Completed - Clean Commute |
| 06/30/2021 | Project Complete - End of grant |



**TDM OPERATING ASSISTANCE
SUPPLEMENTAL GRANT APPLICATION
FISCAL YEAR 2021**

This document must be completed and attached to the TDM Operating Assistance grant application in OLGA in order for the application to be considered.

Attach this document in MSWord format.

Before submitting an application, see DRPT's *Grant Application Guidance* document for details on this grant program's purpose, eligibility, and other important information.

This supplemental grant application is for OLGA Grant Application Number:

PROGRAM INFORMATION

Name of Applicant Agency (as it appears in the OLGA account):

Commuter Assistance Program Name:

Program Contact

Contact Name: Sara Pennington

Contact Title: TDM Program Manager

Contact Email: spennington@tjpd.org

Contact Phone Number: 434-979-1066 or 434-295-6165

What Geographic Area(s) does the Commuter Assistance Program cover? (Counties, cities, towns)

We serve both the Thomas Jefferson Planning District (TJPDC), which includes, the City of Charlottesville, Albemarle County, Fluvanna County, Louisa County and Nelson County; and the Central Shenandoah Planning District (CSPDC), which includes, City of Buena Vista, City of Harrisonburg, City of Lexington, City of Staunton, City of Waynesboro, Augusta County, Bath County, Highland County, Rockbridge County, and Rockingham County. We have also sent information to Greene County for potential participation in FY21 under the TJPDC.

RideShare covers approximately 5,607 square miles with a population of almost half a million people between the two PDC's.

What is the public website, phone number and email for the Commuter Assistance Program?

www.rideshareinfo.org

434-295-6165, 1-888-974-5500

rideshare@tjpd.org

List the Facebook, Twitter and any other social media accounts used for the Commuter Assistance Program

| |
|--|
| RideShare/Commuter Information on Facebook |
|--|

MEETING THE GRANT PROGRAM GOAL

The goal of the TDM Operating Assistance grant program is to mitigate traffic congestion by eliminating single occupant vehicle (SOV) trips. Trip reduction calculations will be made using the number of new applicants entered into the ridematching databases and trip reduction factors and trip characteristics derived from the Placement Rate Study. Commuter Assistance Programs should be designed to maximize SOV trip reduction in the most cost efficient manner.

With SOV trip reduction and financial efficiency in mind, describe:

- 1. How the Commuter Assistance Program will reduce SOVs in Fiscal Year 2021; and
- 2. How cost efficiency is being considered.

1. The RideShare program will use the following strategies and tasks to reduce SOV use in FY21:

a. We will maintain a ridematching system with AgileMile that will work to help commuters understand their transportation options throughout the region. This database has the ability to match commuters not only with carpools and vanpools, but to search out available transit routes, bike and walking routes and even a multimodal combination of all of the above. We will market and promote this tool throughout the region for trip planning.

b. We will offer a Guaranteed Ride Home program that will help give commuters a piece of mind when taking alternative transportation to and from work.

c. We will market and promote the areas Park and Ride lots for commuters to use for their trips

d. We will reach out to local employers to offer trip planning services to their employees

e. We will work with the CSPDC to help commuters who cross between jurisdictions for longer trips understand the options available to them with carpooling, vanpooling and the potential Afton Express service.

f. We will maintain a website that offers information about all the various transportation options in the region, that links to the ridematching system website and apps.

g. We will maintain and promote both a local and free long-distance telephone number where commuters can call with questions regarding trip planning in the region. We will provide information regarding all transportation options available for commuters.

h. We will partner with local transit agencies to help promote and explain the importance of making non SOV trips and work together to help promote all available services.

i. We will maintain social media sites to also promote services throughout the region and to be another avenue to be contacted with questions from commuters.

2. We operate with a small staff, 1 full time employee, 1 employee who uses about 35% of time for the program and then support and administrative time less than 15%. We partner with local media to help promote our programs and events, this has enabled us to offer some incentives and prizes that the media companies have access to for local events and promotions. This has saved us money in having these prizes donated instead of coming directly out of our budgets. We also use free social media as a means for contacting and promoting the overall program and special events.

PROGRAM COMPONENTS

In this section, describe in detail the specific components of the commuter assistance program. Several common components are provided, but do not constitute all components of a program. Add program components as needed to provide details on the entire program.

RIDEMATCHING

In the text box below, describe the efforts of the program to provide ridematching services. Include the following:

- 1. How ridematching services are conducted;
- 2. A description of the ridematching system used and how it is used;
- 3. The number of new ridematching applicants will be entered into the ridematching system’s database in FY 2021; and

4. Describe how applicants are followed up with and how the database is maintained.

1. Through the funding of DRPT we are able to offer our ridematching services with the AgileMile program. This platform can be accessed both through a website online and through both Apple and Android applications.

2. Commuters can input their origin and destination from the ridematching website to get a glimpse if anyone is near them making a similar commute. In order to get the actual contact information for the matches, a commuter must register with the system. Once registered, commuters can find rides based on a wide array of parameters including mode (e.g., car, van, bus), corridor (i.e., “on-the-way”), organization, gender, language spoken, and more. Commuters can plan multi-modal trips with transit, bike share, car share, and other modes. The platform also contains up-to-date park-and-ride information as well as vanpools from Commute with Enterprise that are automatically included and available for commuters to join. Commuters record their greener trips and earn rewards which can be redeemed for rewards from local and national businesses. Points can also be redeemed for drawings with higher values. Trips can be entered manually and as reoccurring. Commuters can use other tracking apps to import their trips automatically. Commuters each have their own dashboard that provides them with their individual data such as, money saved, rewards redeemed, miles not driven, calories burned and emissions prevented.

3. Given the data from AgileMile, we estimate 200 new applicants for FY21. This is based on only having a partial year with the ridematching service and with new transit options potentially offered in early 2022.

4. Unlike the previous Commuter Connections database, AgileMile does a portion of the maintenance for us, which is helpful. They offer incentives/rewards to those who complete their profile, which helps alleviate some of the follow up we performed previously. It recently came to my attention on a call with AgileMile that a person doesn't have to have an organization entered to register, and that can impact the reporting. It is planned to do periodic checks of that and follow up with those whose information is incomplete, probably on a quarterly or twice a year basis (will determine once we know how frequently this occurs.)

GUARANTEED/EMERGENCY RIDE HOME PROGRAM

In the text box below enter a description of the operations and administration of the GRH/ERH program. If the GRH/ERH program is operated by another organization and there will not be any charges to this grant, enter “N/A” in the text box. **Do not include marketing and promotion of the GRH/ERH program. Marketing and promotion should be entered in the MARKETING section of this application.**

Include all expenses that will be charged to this grant, including the following:

- 1. The operations, rules and requirements;
- 2. Registration and re-registration requirements and process;
- 3. Describe how trips are approved, paid or reimbursed;
- 4. Number of GRH/ERH trips provided in Fiscal Year 2019; and

5. Estimated number of GRH/ERH trips in Fiscal Year 2021.

1. GRH is operated in the TJPDC office for both the TJPDC members and the CSPDC members. We have one database and receive all the applications for both PDCs and do all the mailings and follow up with those applicants. To be eligible, one must take an alternate form of transportation (carpool, vanpool, transit, bike or walk) at least two days each week to and from work. They must give us a supervisor's contact information so that we can periodically verify the eligibility of the trip. It is also necessary that the applicant give us their home address and place of work and a way to contact them. The trip can only be used in emergency situations, that could not be predicted or known in advance. For example, one carpooled to work and then became ill and needed to leave before the end of the day. A prescheduled doctor's appointment, however, would not be eligible because it was known about in advance. The trip can only be from a commuter's place of employment to a commuter's home, or where their car resides (such as a Park and Ride lot.) Once a trip has been completed, the commuter has 10 business days to return the survey provided in their packet. Once the survey has been received by staff, a new voucher and survey will be sent. Each commuter is eligible for up to 5 GRH rides per year. New rides begin after their yearly renewal is completed.

2. Registrants for GRH are entered and maintained in Access, which is a separate database from the carpool applications. Commuters can submit an application from the RideShare website and it is received by staff via email. Applications are processed by the staff monthly. The process includes verifying that the commuter application is complete and gives us all the information to verify eligibility. Once verified the information is entered into Access and the commuter is assigned a GRH member number. A packet including, a membership card, letter, voucher for taxi ride or rental care, and survey to be completed upon use of a ride, are mailed to each commuter. The membership card has the id number and the expiration date for the registration. Each month registration renewal emails are sent out to confirm if a commuter would like to renew. They complete the same form and information is verified again by staff and if complete, we renew their membership for another year. Requirements for renewal are the same for initial registration.

3. RideShare has a contract with Yellow Cab in Charlottesville that allows them to accept the vouchers from the commuter and then bill us at a later date. The commuter would then only be responsible for any gratuity they wished to compensate. We have a similar arrangement with Enterprise Rental Car; however, they do not keep their staff informed of this program at all times. In the case that Yellow Cab Charlottesville isn't a provider that one can use (trip originates from the CSPDC area) then the commuter can either use Enterprise, Uber or Lyft and be reimbursed for their trip. They would then submit the receipt for the trip and the survey to be reimbursed via check. From Yellow Cab Charlottesville or Enterprise, we receive bills for the trips and our finance director pays them via check.

4. We didn't have any GRH rides in FY19, which is abnormal. We have already had 4 rides used in FY20, and expect that number to increase.

5. With the addition of the Crozet Express commuter route and the potential Afton Express bus, I would guess we could see a substantial increase in use of the program. I would estimate 12 trips for FY21.

MARKETING

In the text box below, describe the marketing and promotional efforts to be conducted including, but not limited to the following:

1. Description of the marketing efforts for each contest, challenge, incentive program, etc.;
2. The dates of each marketing campaign and promotion;
3. How the marketing of this program will use and be coordinated with Commuter Connections and other organizations' marketing of commuter services, contests, challenges, and incentives (e.g. Commuter Connections 'Pool Rewards, Try Transit Week, etc.);
4. How the marketing efforts will lead to more ridematching applicants being entered into the ridematching database; and

5. How the marketing will lead to travel mode behavior change and a reduction in single occupant vehicle trips.

1. RideShare has two main events that we market through traditional media, RideShare Week and Clean Commute. Each event has a participation element that qualifies the person to be entered to win prizes. (example- take an alternative form of transportation to work one day during the period.) We use radio commercials and digital spots on the station's websites, print ads and digital ads for The Daily Progress and Cville Weekly, and social media to advertise these special programs.

2. Depending on the pricing, an event's marketing campaign can run from one week to a month. RideShare Week is the third week in October every year, and Clean Commute falls in May. Historically these campaigns are at least 2 weeks long.

3. RideShare always promotes Try Transit Week and Telework Week through social media channels and sometimes direct messages to our registered commuters. Now that we have the AgileMile platform, we will be using targeted messaging promoting their rewards program, monthly drawings and hope to utilize their capability to run challenges for the first time. They offer an attractive rewards program and we can coordinate with their staff to ensure the drawings are local prizes that our commuters can actually benefit from receiving. Hope to partner with other organizations like the City of Charlottesville for their Bike to Work Week program by offering the challenge feature in AgileMile. This can provide both organizations with usable data and tracking the success of the program.

4. A consistent struggle for RideShare is overall awareness of the program and what services are offered for the region. Having part of our service area based in university towns lends to a high turn over rate in population. In addition to the radio and digital ads for special events we promote, we run complementary campaigns on local radio station to support, raise awareness and remind commuters of our services. We also keep a consistent ad campaign through Google Adwords so that we are appearing when individuals search for transportation options in the region. We also boost facebook posts on a periodic basis to attempt to reach new potential commuters through social media channels. It has been proven that to incite behavior change individuals need to be exposed to an idea or product at minimum of seven times before taking action. Also keeping in mind Transtheoretical Model (also called the Stages of Change Model), developed by Prochaska and DiClemente in the late 1970s, there are six stages involved in change, precontemplation, contemplation, determination, action, relapse and maintenance. We believe that the message of RideShare is crucial during all of these stages, but particularly in the three that proceed action. By continuing marketing efforts throughout the year, we believe that more individuals will consider and hopefully act on this behavior change.

5. RideShare often asks for participants to try a form of alternative transportation for any of our special events and promotions. Often making a behavior change can seem overwhelming to people, so by asking them to try it just once, they are beginning with a small commitment that seems slightly easier and less stressful. By demonstrating how the behavior can be modified we hope to encourage repeating the behavior with other incentives, such as the rewards system in AgileMile. We want to help people understand the options available to them, how to use them, and why it's so important for them as an individual and for their overall community.

CONTESTS AND COMMUTER CHALLENGES

In the text box below, describe the contests and challenges that will be conducted, including, but not limited to the following.

1. The name and description of each contests and challenge;

2. Dates of each contest and challenge;

3. The purpose and goal of each contest and challenge;

4. The eligibility requirements and rules and how this information is published to the public;

5. A description and value of purchased and donated prizes;

6. Sponsorship opportunities;

7. How the winners are selected;

8. How contest/challenge entries and winners will be documented;

9. Explain how DRPT's and/or Commuter Connections' contests and challenges are going to be used;

10. Describe how each contest and challenge will lead to more ridematching applicants being entered into the ridematching database; and

11. The research conducted to ensure that each contest and challenge meets the local, state and federal legal requirements for such contests and challenges and confirm that the contests and challenges to be charged to this program meeting the legal requirements.

Attach rules, entry forms, etc. to the application.

1. We will run a contest for RideShare Week, which is the third week of October every year. In the past we have used this event to promote RideShare services, and also allow current commuters to participate as a “thank you” for taking alternative transportation.

We will also run a contest/challenge for Clean Commute. This could be in conjunction with Bike to Work or Earth Month festivities. This event has always occurred sometime in May. RideShare used to partner with the local transit agencies for this event and hopes to do that again with fresh ideas.

2. RideShare Week will be October 19th-25th.

Clean Commute day will take place sometime in May, exact date TBD.

3. The purpose of the contest or challenge is to create a buzz around alternative transportation and hopefully incite behavior change. As stated previously in this application, making it a small commitment of just one day or week can feel less overwhelming and may inspire some people to “try” it temporarily. The hope then is once they try it, we can help them figure out how to sustain the behavior and make it work for their life. The overall goal will always be to reduce SOV and mitigate congestion.

4. General eligibility requirements are open to anyone in our service area. Each contest or challenge would have a level of minimum participation to quality, which we would state on both websites and in media advertising.

5. Prizes in the past have consisted of round-trip Amtrak tickets donated by DRPT, Washington Nationals baseball tickets, UVA football/basketball tickets, Papa Johns pizza, Duck Donuts donated by Monticello Media, UVA basketball tickets and book about Championship season donated by The Daily Progress, Whole Foods gift cards donated by Whole Foods. We have recently found out that we can partner with AgileMile to use some of their drawings for special event prizes. Most prizes are valued between \$20-\$200 and we aim to maintain that level.

6. We have yet to explore sponsorship opportunities, but with the new limits on incentives and prizes from our budgets, this may be a new avenue for RideShare to explore.

7. Winners are randomly drawn either by RideShare staff using a random number generator or by the radio station if they are hosting the drawing.

8. No matter who is hosting the drawing, we always have a spreadsheet of the participants. We then publize on social media and/or our website the winners after they have been notified and accepted via email.

9. Since we are not a transit agency, we don't have any prizes for Try Transit Week and are not part of the Commuter Connections program any longer.

10. For contests run out of AgileMile (which should be all now) users will have to register in the system, which for some will add more applications.

11. RideShare staff will now consult DRPT and AgileMile before any contest or challenge to ensure all necessary items are legal and completed to their standards.

INCENTIVES

In the text box below, describe the incentives that will be used. Include the following.

1. A description of each incentive;
2. The purpose and goal of each incentive (what will it achieve);
3. The value of each incentive;
4. Eligibility requirements and rules and how this information is published to the public,
5. How incentive recipients are selected and how that is documented;
6. Explain how DRPT's and/or Commuter Connections' incentives are going to be used;
7. Describe how each incentive will lead to more ridematching applicants being entered into the ridematching database; and

8. Describe the research conducted to ensure that each incentive meets the applicable local, state and federal legal requirements for the distribution of incentives and confirm that the incentives to be charged to this program meeting the legal requirements.

1. We are not requesting any funds for incentives at this time. RideShare doesn't currently see the benefit of the \$5 incentive for changing behavior for carpooling and are not yet in a position to offer transit incentives. We will use in kind donations for prizes for our events and the incentives already built into AgileMile for this fiscal year.

2. n/a

3. n/a

4. n/a

5. I would like to understand and see research behind these restrictions and how others feel they work toward the benefit of their program.

PROGRAM STAFF

In the table below, enter the names and position titles of staff that will work on this program. Include the percentage of the total annual salary of the position that is being charged to the program.

| Staff Name and Position | Work to be Performed | % of Total Annual Salary Charged to Grant |
|---|--|---|
| Sara Pennington, TDM Program Manager | Provides overall program management, policy, strategic planning, budget development and management, marketing, outreach both to community members and employers, customer service, management of commuter and GRH databases, reporting of all program activity, quarterly Park and Ride lot inventory and reports, full administration of the carpool program. | 100% |
| Jessica Hersh-Ballering, Transportation Planner | Provides planning guidance, data analysis, customer service support, outreach support, and multimodal program integration with transit, bike and pedestrian areas. | 35% |
| Chip Boyles, TJPDC Executive Director | Provides guidance in the administration of the program and assists in strategic planning. | 10% |
| Gretchen Thomas, TJPDC Administrative Assistant | Provides administrative support on occasion to the program, including mailings, and scheduling. | 5% |
| Christine Jacobs, TJPDC Chief Operating Officer | Completes funding requests to localities. | 2% |
| | | |

ADDITIONAL PROGRAM COMPONENTS

Use the text box below to add information on program operations not included in the above sections.

We also market and inventory the Park and Ride lots in the RideShare area (TJPDC and CSPDC) quarterly. We provide information regarding the lots on our website, have printed materials that are distributed at employer sites/events and community events. During the inventory, we count all cars and survey the lot to determine the condition. If we see an issue with the condition of the lot, we either report that information to VDOT or the owner of the lot. We have in the past left surveys or other promotional information on vehicles at Park and Ride lots as a way to reach those who are already opting for an alternative transportation.

RideShare will continue to partner with all the local transit agencies and the Regional Transit Partnership to promote multimodal systems in the region. When trip planning, we promote biking, walking and transit in addition to carpooling and vanpooling. As the possibility for the Afton Express commuter bus becomes more of a viable option for the region, RideShare will work with the CSPDC to promote that option as well.

BUDGET DETAIL (Enter all budget expense items and details of all expenses. The budgeted amounts and expense item categories must match those entered in the OLGA application.)

| Expense Item Category (As entered in OLGA) | Budget Amount (As entered in OLGA) | Detailed List of Expenses (Be as specific as possible) | For DRPT Use Only DRPT Approved Budget | For DRPT Use Only DRPT Notes |
|---|---------------------------------------|--|---|---------------------------------|
| Advertising & Promotion Media | \$20,000 | The Daily Progress (print and digital) Cville Weekly (print and digital) Monticello Media (radio and digital) Charlottesville Radio Group (radio and digital) NBC29 (tv and digital) CBS19 (tv and digital) Facebook ads (digital) Google Adwords (digital) | | |
| Dues & Subscriptions | \$1675 | Membership Dues for ACT- \$575 Charlottesville Chamber of Commerce- \$500 VTA- \$600 | | |
| Education & Training | \$2300 | ACT International Conference, Denver, CO 8/2-8/5 Sara Pennington \$850 Jessica Hersh-Ballering \$800 (includes the option for a Sunday professional development session) Either ACT TDM Forum or Emerging Mobility Summit- Dates and locations TBD Sara Pennington \$300 Commuter Choice Certificate- Jessica Hersh-Ballering \$250 Chesapeake Chapter ACT trainings (usually 2 per year) Location and | | |

| | | | | |
|----------------------------------|----------|---|--|--|
| | | dates TBD Sara Pennington and Jessica Hersh-Ballering \$100 | | |
| Fringe Benefits | \$19,148 | Includes medical, dental, vision, disability and life insurance. Participation in the Virginia State Retirement program. | | |
| Guaranteed Ride Home | \$2000 | Estimated cost of trips provided, average trip cost is \$63 | | |
| Indirect Costs | \$55,051 | This covers rent, utilities, HR and accounting services provided by the TJPDC FY21 rate is 62% determined by yearly financial audit | | |
| Printing & Reproduction | \$402 | Printing and copying in-house documents- 1300 Pledge cards- 200 Letters and ID cards for GRH-200 Printing Park and Ride maps-100 Printing brochures-250 | | |
| Professional Services | \$350 | Ryan Pace Communications Management, staff Ryan Pace Provides website design and maintenance, graphic design | | |
| Salaries & Wages | \$69,644 | Sara Pennington, Program Manager Jessica Hersh-Ballering, Transportation Planner Chip Boyles, TJPDC Executive Director Gretchen Thomas, Admin Assistant Christine Jacobs, Chief Operating Officer | | |
| Services & Maintenance Contracts | \$200 | Contracts to maintain websites Contract to maintain 888 phone number | | |
| Supplies & Materials | \$300 | General office supplies, stationary, printer supplies, postage | | |
| Travel | \$5500 | Mileage for meetings and Park and | | |

[illegible]



Ralph S. Northam
Governor

Esther Lee
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

February 18, 2020

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2020 Virginia CDBG Program Regional Priorities

By now each Planning District Commission has received notice of the availability of the 2020 CDBG Program Design. Following your review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 20, 2020**:

A prioritized list of the CDBG Project Types and Activity Categories.

Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.

A list of CDBG proposals expected to originate in your District in 2019.

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2019. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2019 project applications. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

**2019 Virginia Community Development Block Grant Program
Regional Priorities**

List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories

Please reference the 2019 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission: Thomas Jefferson Planning District Commission

Priority (1 is highest, 3 is lowest)

| #1 | #2 | #3 | |
|--------------------------|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | Comprehensive Community Development |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Economic Development – Business District Revitalization |
| X | X | <input type="checkbox"/> | Housing – Housing Rehabilitation |
| <input type="checkbox"/> | X | <input type="checkbox"/> | Community Facility (Including Housing Production) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community Service Facility |

Expected 2020 CDBG Proposals:

1. Nelson County Lovington Business District Revitalization Economic Blight

2. _____

March 5, 2020
Executive Session of the TJPDC Commission

Procedural wording for entering into and closed session and returning to open session:

CLOSED MEETING MOTION
(Personnel Issues)

I move that the Commission go into a closed meeting pursuant to section 2.2-3711(A)(1) of the Code of Virginia to discuss Commission personnel issues.

Motion(by)

Seconded (by)

All for:

All against:

For

Against

Babyok

Bishop

Gallaway

Green

Herring

O'Brien

Payne

Price

Purcell

Rutherford

Smith

Wilkinson

CLOSED MEETING ADJOURNMENT MOTION

I move that the Commission exit closed meeting pursuant to section 2.2-3711(A)(1) of the Code of Virginia where we discussed specific personnel issues of the Commission.

Motion (by)

Seconded (by)

No roll call vote needed.

CLOSED MEETING CERTIFICATION
(To be read and motion made In Open Session)

I move that the Commission certify by a recorded vote that, to the best of each Commission member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting.

Motion (by)

Seconded (by)

All for:

All against:

| | For | Against |
|-------------------|-----|---------|
| <u>Babyok</u> | | |
| <u>Bishop</u> | | |
| <u>Gallaway</u> | | |
| <u>Green</u> | | |
| <u>Herring</u> | | |
| <u>O'Brien</u> | | |
| <u>Payne</u> | | |
| <u>Price</u> | | |
| <u>Purcell</u> | | |
| <u>Rutherford</u> | | |
| <u>Smith</u> | | |
| <u>Wilkinson</u> | | |

Certified by Commission Member

Date

Some public records are exempt from mandatory disclosure:

There are few records that may be in the possession of the Commission that may be exempt from mandatory disclosure. Public records exempt from mandatory disclosure include:

- Personnel records. *Virginia Code § 2.2-3705.1(1)*.
- Written advice of the locality's attorney. *Virginia Code § 2.2-3705.1(2)*.
- Records recorded in or compiled exclusively for use in closed meetings. *Virginia Code § 2.2-3705.1(10)*.



Executive Director Performance Evaluation FY 2020

INSTRUCTIONS — For each job factor listed on the following pages, rate the executive director using the rating scale shown below. Select a numerical assignment in the space to the right of each factor. If you are unable to answer based upon not having experience or knowledge of the Director's work in that area you may select "Unable to answer".

RATING SCALE:
Numerical Rating/Description

- 3.0 - Excellent
- 2.0 - Meets Expectations
- 1.0 - Does Not Meet Expectations
- 0 - Unable answer

For example, under the first job factor entitled "Relationship with the Commissioners," select an assignment number next to each item. If you describe the rating of the following item, "Keeps Commissioners informed of organized activities, progress and problems," as "Excellent" then the numerical assignment you should select in the space indicated next to that item would be 3.0.

The job factors being rated are:

- Relationship with the Board
- Management Skills and Abilities
- Services to THOMAS JEFFERSON PLANNING DISTRICT's cities and counties
- Fiscal management
- Personal and professional attributes
- Community and public relations
- Effective leadership of staff

Think about our Executive Director's performance during this last year. Using the rating scale, please rate each sub-title in accordance with your estimation of how the Executive Director ranks in each. As a Commissioner, you should complete this performance evaluation based on your individual opinion—not on how you perceive other members may evaluate. All Commissioners are asked to complete this evaluation. If you are not familiar with a particular area of work, you may either mark Unable To Answer, or leave blank.

The most important responses that you may provide is the narrative. Please be sure to complete the comments section with why you selected a specific ranking and how improvement could be accomplished.

1. Relationship with the Commissioners:

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations | 0- Unable to answer |
|--|-----------------------|------------------------|--------------------------------|-----------------------|
| Keeps Commissioners informed of organized activities, progress and problems | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is receptive to Commissioners' ideas and suggestions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Makes sound recommendations for Commission actions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Facilitates the decision-making process for the Commission | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accepts Commissioners' criticism as constructive suggestions for improvement | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gives constructive criticism in a friendly, firm and positive way | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Follows up on all problems and issues brought to his attention | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is accessible when needed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

2. Management Skills and Abilities:

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations | 0 - Unable to answer |
|--|-----------------------|------------------------|--------------------------------|-----------------------|
| Maintains a smooth-running administrative office | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Prepares all necessary reports and keeps accurate records | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Speaks and writes clearly | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proposes organizational goals and objectives prior to each fiscal year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Plans well in advance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is progressive in attitude and action | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequately follows through on set plans | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

Executive Director Performance Evaluation FY 2020

3. Services to Thomas Jefferson Planning Districts' Cities and Counties:

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations | 0 - Unable to answer |
|---|-----------------------|------------------------|--------------------------------|-----------------------|
| Understands and stays current on the needs of the cities, counties & other agencies served. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Focuses the appropriate amount of activities on serving the needs of our cities and counties. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accepts criticism from the representatives of the cities, counties and agencies; serves and responds appropriately. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

4. Fiscal Management

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations | 0 - Unable to answer |
|--|-----------------------|------------------------|--------------------------------|-----------------------|
| Prepares an accurate balanced budget | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Manages budget throughout fiscal year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Displays common sense and good judgment in business transactions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequately supervises physical operations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provides sufficient financial information for review | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

5. Personal and Professional Attributes

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations | 0 - Unable to answer |
|---|-----------------------|------------------------|--------------------------------|-----------------------|
| Projects professional demeanor | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Participates in professional activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

6. Community and Public Relations

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations | 0 - Unable to answer |
|---|-----------------------|------------------------|--------------------------------|-----------------------|
| Represents the organization in a positive and professional manner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Actively promotes the organization to the public | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

7. Effective Leadership of Staff:

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations | 0 - Unable to answer |
|---|-----------------------|------------------------|--------------------------------|-----------------------|
| Hires and maintains competent staff members | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Encourages staff development | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Develops and implements an effective personnel policy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintains high staff productivity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Executive Director Performance Evaluation FY 2020

Please indicate with "Yes" for those items listed as "strengths" and indicate with "No" for areas "needing improvement" which best describe the Executive Director. Rows may be left blank if viewed as neither a strength or weakness or if you are unable to answer. You are encouraged to write additional comments below the checklist.

8. Strengths, Part I:

| | Yes - Strength | No - Needs Improvement |
|-----------------------------|-----------------------|------------------------|
| Strong Communication Skills | <input type="radio"/> | <input type="radio"/> |
| Oral | <input type="radio"/> | <input type="radio"/> |
| Written | <input type="radio"/> | <input type="radio"/> |

9. Strengths, Part II:

| | Yes - Strength | No - Needs Improvement |
|--|-----------------------|------------------------|
| Open to ideas, suggestions | <input type="radio"/> | <input type="radio"/> |
| Approachable/available for consultation | <input type="radio"/> | <input type="radio"/> |
| Provides opportunities for staff development within budget constraints | <input type="radio"/> | <input type="radio"/> |
| Is fair | <input type="radio"/> | <input type="radio"/> |
| Has good leadership/managerial skills | <input type="radio"/> | <input type="radio"/> |
| Highly organized | <input type="radio"/> | <input type="radio"/> |

10. Strengths, Part III:

| | Yes - Strength | No - Needs Improvement |
|--|-----------------------|------------------------|
| Sets good examples in: Appearance | <input type="radio"/> | <input type="radio"/> |
| Sets good examples in: Relations with others | <input type="radio"/> | <input type="radio"/> |
| Sets good examples in: Punctuality | <input type="radio"/> | <input type="radio"/> |
| Sets good examples in: Loyalty to organization | <input type="radio"/> | <input type="radio"/> |
| Sets good examples in: Commitment to organization's purpose | <input type="radio"/> | <input type="radio"/> |

11. Strengths, Part IV:

| | Yes - Strength | No - Needs Improvement |
|---|-----------------------|------------------------|
| Manages multiple priorities well | <input type="radio"/> | <input type="radio"/> |
| Motivates staff | <input type="radio"/> | <input type="radio"/> |
| Thoroughly understands agency's purpose, goals and objectives | <input type="radio"/> | <input type="radio"/> |
| Perseveres to accomplish TJPDC goals | <input type="radio"/> | <input type="radio"/> |
| Makes timely decisions | <input type="radio"/> | <input type="radio"/> |
| Delegates effectively | <input type="radio"/> | <input type="radio"/> |
| Works hard to ensure success of TJPDC | <input type="radio"/> | <input type="radio"/> |

Comments on Strengths/Areas for Improvement:

12. Additional Comments related to this performance evaluation:

Executive Director Evaluation by Staff

INSTRUCTIONS — For each job factor listed on the following pages, rate the executive director using the rating scale shown below. Select a numerical assignment in the space to the right of each factor.

RATING SCALE:

Numerical Rating/Description

3.0 - Excellent

2.0 - Meets Expectations

1.0 - Does Not Meet Expectations

For example, under the first job factor entitled "Relationship with the Staff," select an assignment number next to each item. If you describe the rating of the following item, "Keeps Staff informed of organized activities, progress and problems," as "Meets Expectations" then the numerical assignment you should select in the space indicated next to that item would be 3.0.

The job factors being rated are:

- Relationship with the Staff
- Management Skills and Abilities
- Fiscal management
- Personal and professional attributes
- Community and public relations
- Effective leadership of staff

1. Relationship with the Staff:

| | 3 - Excellent | 2 -Meets Expectations | 1 - Does Not Meet Expectations |
|---|-----------------------|-----------------------|--------------------------------|
| Keeps Staff informed of activities, progress and problems | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is receptive to Staff's ideas and suggestions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Facilitates inclusive decision-making process | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accepts Staffs' criticism as constructive suggestions for improvement | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gives constructive criticism in a friendly, firm and positive way | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Follows up on all problems and issues brought to his attention | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is accessible when needed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

2. Management Skills and Abilities:

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations |
|--|-----------------------|------------------------|--------------------------------|
| Maintains a smooth-running administrative office | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Prepares all necessary reports and keeps accurate records | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Speaks and writes clearly | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proposes organizational goals and objectives prior to each fiscal year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Plans well in advance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is progressive in attitude and action | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequately follows through on set plans | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

Executive Director Evaluation by Staff

3. Fiscal Management

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations |
|---|-----------------------|------------------------|--------------------------------|
| Includes staff in budget planning and preparation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Displays common sense and good judgment in business decisions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequately supervises financial operations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provides sufficient financial information for review | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

4. Personal and Professional Attributes

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations |
|---|-----------------------|------------------------|--------------------------------|
| Projects professional demeanor | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Participates in professional activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Comments:

5. Community and Public Relations

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations |
|---|-----------------------|------------------------|--------------------------------|
| Represents the organization in a positive and professional manner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Actively promotes the organization to the public | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Additional Comments: | | | |
| <div></div> | | | |

6. Effective Leadership of Staff:

| | 3 - Excellent | 2 - Meets Expectations | 1 - Does Not Meet Expectations |
|---|-----------------------|------------------------|--------------------------------|
| Hires and maintains competent staff members | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Encourages staff development | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Develops and implements an effective personnel policy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintains high staff productivity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Executive Director Evaluation by Staff

Please indicate with "Yes" for those items listed as "strengths" and indicate with "No" for areas "needing improvement" which best describe the Executive Director. Rows may be left blank if viewed as neither a strength or weakness, or if unable to answer. You are encouraged to write additional comments below the checklist.

7. Strengths, Part I:

| | Yes - Strength | No - Needs Improvement |
|-----------------------------|-----------------------|------------------------|
| Strong Communication Skills | <input type="radio"/> | <input type="radio"/> |
| Oral | <input type="radio"/> | <input type="radio"/> |
| Written | <input type="radio"/> | <input type="radio"/> |

8. Strengths, Part II:

| | Yes - Strength | No - Needs Improvement |
|--|-----------------------|------------------------|
| Open to ideas, suggestions | <input type="radio"/> | <input type="radio"/> |
| Approachable/available for consultation | <input type="radio"/> | <input type="radio"/> |
| Provides opportunities for staff development within budget constraints | <input type="radio"/> | <input type="radio"/> |
| Is fair | <input type="radio"/> | <input type="radio"/> |
| Has good leadership/managerial skills | <input type="radio"/> | <input type="radio"/> |
| Highly organized | <input type="radio"/> | <input type="radio"/> |

9. Strengths, Part III:

| | Yes - Strength | No - Needs Improvement |
|--------------------------------|-----------------------|------------------------|
| Sets good examples in: | <input type="radio"/> | <input type="radio"/> |
| Appearance | <input type="radio"/> | <input type="radio"/> |
| Relations with others | <input type="radio"/> | <input type="radio"/> |
| Punctuality | <input type="radio"/> | <input type="radio"/> |
| Loyalty to organization | <input type="radio"/> | <input type="radio"/> |
| Commitment to dept. purpose | <input type="radio"/> | <input type="radio"/> |

10. Strengths, Part IV:

| | Yes - Strength | No - Needs Improvement |
|---|-----------------------|------------------------|
| Manages multiple priorities well | <input type="radio"/> | <input type="radio"/> |
| Motivates staff | <input type="radio"/> | <input type="radio"/> |
| Thoroughly understands agency's purpose, goals and objectives | <input type="radio"/> | <input type="radio"/> |
| Perseveres to accomplish TJPDC goals | <input type="radio"/> | <input type="radio"/> |
| Makes timely decisions | <input type="radio"/> | <input type="radio"/> |
| Delegates effectively | <input type="radio"/> | <input type="radio"/> |
| Works hard to ensure success of TJPDC | <input type="radio"/> | <input type="radio"/> |

Comments on Strengths/Areas for Improvement:

11. Additional Comments related to this performance evaluation: