

## Memorandum

**To:** Policy Board  
**From:** Sandy Shackelford, Director of Planning & Transportation  
**Date:** November 18, 2021  
**Reference:** Unified Planning Work Program and Budget Update

### Purpose:

Due to a staffing shortage, staff available to support the MPO FY22 Unified Planning Work Program has been very limited. As a result, we have had to prioritize the work tasks that staff has focused on, and believe it is important to make sure the MPO committees are aware of the current status of the work that is being undertaken and the status of projects identified in the work program.

### Background:

The table below shows what was budgeted for the FY22 UPWP activities and our current program budget spent through the first quarter. The goal would be for the total program budget to be spent down by 25% each quarter, so the low percent expenditures for the first quarter demonstrates that we are currently unable to support all of the activities we had planned to undertake at this time. This translates to a gap of more than \$42,000 of what we would have liked to have spent and what we actually spent for the first quarter.

In the meantime, staff has worked to prioritize activities based on time sensitivity and available opportunities to leverage additional resources. We are continuing to provide staff support for the Route 29 North Corridor Study, although in a more limited capacity than originally envisioned when we began the project, have applied for a technical assistance grant through the Office of Intermodal Planning and Investment that will help support the development of a Scope of Work for our Long Range Transportation Plan, and have focused on continuing to support the development of SMART SCALE project applications for Round 5 and participating in the VDOT Project Pipeline processes, which will also identify projects eligible for SMART SCALE awards.

We planned to utilize a consultant to develop the MPO Strategic Plan but were not successful during our first round of procurement. After seeking some initial feedback from consultants we reached out to, we believe that we did not allocate enough money to attract consultants to respond given the limited staffing capacity being experienced across all sectors. Therefore, we are proposing that we allocate the \$25,684 that was set-aside for on-call services towards the MPO Strategic Plan. Given our unexpended balance to date, we believe we can easily support this additional consultant expense, which will allow us to complete a high priority task on this year's work plan.

The TJPDC is actively working to hire additional staff, with a Planner I scheduled to begin on November 22. We are still recruiting for an experienced transportation planner. We will continue to focus on highest priority activities in the short-run, and will be evaluating additional utilization of consultant services to provide agency support if needed.

We will also consider actively rolling funds over into FY23 if our spending continues to be below target. We will begin our update to the Long Range Transportation Plan next fiscal year, so rollover revenue could be used for additional consultant support in the development of that plan.

	PL	FTA	Total	% PL Spent Q1	% FTA Spent Q1
<b>Task 1: Administration</b>	<b>\$37,500</b>	<b>\$21,500</b>	<b>\$59,000</b>	<b>19.6%</b>	<b>19.1%</b>
Reporting and Compliance with Regulations	\$14,000	\$8,000	\$22,000		
Staffing Committees	\$14,000	\$8,000	\$22,000		
Information Sharing	\$9,500	\$5,500	\$15,000		
<b>Task 2: Long Range Transportation Planning</b>	<b>\$102,684</b>	<b>\$42,600</b>	<b>\$145,284</b>	<b>12.1%</b>	<b>12.4%</b>
Rt. 29 North Corridor Study	\$33,000	\$18,000	\$51,000		
2050 LRTP Scope Development	\$7,000	\$3,000	\$10,000		
MPO Strategic Plan	\$17,000	\$11,600	\$28,600		
Climate Action Initiatives	\$20,000	\$10,000	\$30,000		
On-call Services	\$25,684		\$25,684		
<b>Task 3: Short Range Transportation Planning</b>	<b>\$71,000</b>	<b>\$45,508</b>	<b>\$116,508</b>	<b>7.3%</b>	<b>7.9%</b>
TIP	\$5,000	\$2,000	\$7,000		
SMART SCALE	\$43,000	\$18,400	\$61,400		
RTP, TDM, and Bike/Ped Support	\$4,000	\$8,500	\$12,500		
Performance Targets	\$2,000	\$1,000	\$3,000		
Regional Transit & Rail Planning		\$5,000	\$5,000		
CTAC/Public Outreach	\$17,000	\$10,608	\$27,608		
<b>TOTAL</b>	<b>\$211,184</b>	<b>\$109,608</b>	<b>\$320,792</b>	<b>11.8%</b>	<b>11.9%</b>

**Recommendation:**

Staff is requesting general feedback on putting the \$25,684 in on-call services towards the Strategic Plan. If the Policy Board is generally supportive, we will schedule a public hearing to amend the FY22 UPWP in January.

If there are any questions or comments, please contact Sandy Shackelford at [sshackelford@tjpd.org](mailto:sshackelford@tjpd.org).