

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: September 1, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since August 1, 2022.

Administration

- September 1, 2022 Meeting Agenda

- 1. Call to Order**

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

- 2. Matters from the Public**

- a. Comments from public – limited to no more than 2 minutes per person
- b. Comments received via written and electronic communication (Read by Ruth Emerick)
- c. Presentation – Draft HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER)
 - i. The US Housing and Urban Development's (HUD) 5-year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community and Planning Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The TJPDC serves as the Administrator for the Regional HOME Consortium for our region (with the City of Charlottesville identified as the Lead

Agency). The CAPER includes accomplishments of the HOME program as well as entitlement program accomplishments for the City of Charlottesville for the CDBG, HOPWA, and ESG programs.

The public comment period on the CAPER is August 19, 2022, through September 19, 2022. After the comment period, the CAPER will be considered by the City Council before submitting to HUD for approval.

Brandon Boccher will present on the FFY21 program performance. A copy of the draft CAPER is included in the meeting packet.

d. PUBLIC HEARING – Draft HOME CAPER

3. Presentations

- a. Blue Ridge Cigarette Tax Board (BRCTB) – The BRCTB was established in October of 2021. The TJPDC serves as the administrator of the tax board. Tax collections began in January of 2022. David Blount and Ruth Emerick will present an update on the first six months of operations. A copy of his presentation is included in the meeting materials.

4. *Consent Agenda

- a. Minutes of the August 4, 2022 Commission Meeting
- b. Minutes of the August 22, 2022 Special Commission Meeting
- c. Monthly Financial Reports
 - i. July Financial Dashboard Report
 - ii. July Profit & Loss Statement
 - iii. July Balance Sheet
 - iv. July Accrued Revenues Report
- d. Executive Director Annual Contract – September 2023 – The Executive Director has an annual contract up for renewal. The salary reflects the previous decision made by the Commission. By approving the consent agenda, the Commission authorizes the chair to execute the agreement with the Executive Director.

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

5. New Business

- a. Draft Policy for Remote Participation and All-Virtual Meetings – The 2022 General Assembly approved, and the governor signed HB 444, which makes various changes to the existing Freedom of Information Act (FOIA) law, effective September 1. The *Code of Virginia* at § 2.2-3708.3 (D) requires that public bodies adopt a participation policy before using the provisions for remote participation or all-virtual public meetings. Staff will present a draft policy for the Commission to consider. A memo and copy of the draft policy are included in the meeting materials.

Staff recommends a motion to adopt the Remote Electronic Participation and All-Virtual Meeting Policy, as authorized by § 2.2-3708.3 of the Code of Virginia, for the Commission and to all committees created by or under the authority of the Commission.

- b. Draft FY24 Projected Operating Budget – Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year’s local funding requests. The Draft FY24 Projected Budget is balanced with assumption of only known revenue sources and expenses. It assumes a level per capita rate and anticipates an average of 3% increase in salaries for staff. The projected budget currently assumes a \$58,976 transfer from reserves to balance the budget. The FY24 operating budget will likely have significant changes as additional grants and programs are identified. Staff asks for Commissioners to review, comment, and ask questions prior to consideration for adoption in the October meeting. Included in the meeting materials is the draft operating budget, draft revenues by source, and the draft per capita and local contribution requests.

6. Resolutions

- a. None

7. Executive Director’s Monthly Report

Administration –

- i. The TJPDC office space has changed ownership and management companies. We are working with our new landlord to address some ongoing maintenance.
- ii. The TJPDC continues to issue the newly redesigned monthly e-newsletter.

VATI/Broadband –

- i. The TJPDC executed an agreement with the Department of Housing and Community Development for the 2022 VATI project.
- ii. Staff, along with our co-applicant Firefly, prepared and submitted a \$13 million 2023 VATI grant application for work to be completed on behalf of Albemarle, Greene, Cumberland, and Madison counties.

Housing –

- i. DHCD released a Notice of Funding Opportunity for another round of Virginia Eviction Reduction Pilot funds for calendar year 2023. Applications are due September 16th, 2022. TJPDC intends to submit an application and receive proposals from potential sub-recipients/co-applicants following a Request for Proposals. The selection committee selected Piedmont Housing Alliance as the VERP co-applicant.
- ii. Staff submitted all application materials for the US Department of Agriculture’s FFY22 Housing Preservation Grant. We are awaiting award notification.
- iii. Progress has been made on the Virginia Housing Development Grant. Five units have been completed to date.

Transportation –

- i. The Regional Transit Vision plan public engagement continues. Staff have attended numerous community events and have interviewed community members and stakeholders to solicit feedback on the draft plan.
- ii. Staff continues to pursue a Safe Streets for All (SS4A) grant through the US Department of Transportation to develop regional/local safety action plans. A safety action plan is required to be eligible for transportation safety improvement

funds through SS4A. Staff continues to meet with locality staff and present to governing boards to gauge interest in a regional/multi-jurisdictional application.

Environment –

- i. The Rivanna River Basin Commission's Annual Conference is September 29, 2022 from 1:00-3:00 pm at the Lewis and Clark Exploratory Center at Darden Towe Park. Registration for the event can be found [here](#). The focus of the conference is the recent Virginia solar policies.

Economic Development –

- i. Staff is completing the EDA administrative onboarding for the CEDS grant award. The next steps are to convene a steering committee to guide the development of the plan.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, October 6, 2022. Items for the October meeting may include but are not limited to 1) FY24 Projected Budget for Consideration/Approval, 2) Annual DHCD Funding Agreement, 3) Regional Housing Partnership and VA Housing Development Grant Update

9. Closed Session, if needed - *per Code of Virginia 2.2-3711 (A) 1

- a. **Employee** – Individual Employee(s) Discussion
*Public Session Resumes

Adjourn
