

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Interim Executive Director
Date: September 2, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since August 5, 2021

Administration

- September 2, 2021 Meeting Agenda
 1. **Call to Order**
 - a. Reading of the Electronic Meeting Notice
 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
 - c. **PUBLIC HEARING** – DRAFT HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER).

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 Grants (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 Grantee and Administrator for the Regional HOME Consortium for our region. The CAPER includes accomplishments of the HOME program as well as entitlement city accomplishments for Charlottesville for the CDBG, HOPWA, and ESG programs.

The public comment period on the CAPER is August 18, 2021 through September 15, 2021.

In 2020, the HOME Consortium had a goal of assisting 36 families and exceeded this goal with 37 families receiving assistance using a total of \$424,327 program year 2020 funds.

After the comment period, the CAPER will be considered by the City Council of Charlottesville and by the TJPDC Commissioners for adoption in October.

It is a future goal of the consortium prior to the next 5-year Consolidated Plan, to open the housing provider recipient pool up to additional non- and for-profit affordable housing developers.

3. Presentations

- a. Draft Solid Waste Plan – Shirese Franklin

4. Consent Agenda

- a. Minutes of the August 5, 2021 Commission Meeting
- b. Monthly Financial Report– July 2021

Dashboard Report:

Net quick assets have increased to \$881,176. Based upon the twelve-month average for operating expenses, we have 8.40 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$375,086. (Net Quick Assets minus 5 months operating expenses: $\$881,176 - \$524,820 = \$375,086$)

Unrestricted Cash on Hand as of July 31, 2021 was \$329,454 or 3.25 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at \$248,280 vs \$256,938 for the same time last year.

Revenue less Expenses - We had a net gain of \$11,243 for the month of July. This gives us a fiscal year to-date net gain of \$11,243. The budgeted fiscal year gain/loss is \$0.

Profit & Loss. Total income in July was \$154,951. With 1 month or 8% of our fiscal year complete, we have received 6.7% of our total budgeted income. Total expenses are \$143,709 or 6.2%% of our budgeted revenue of \$2,319,325.

July operating expenses were \$90,962. Total pass-thru expenses 52,747. The cumulative net gain for FY22 is \$11,243.

Balance Sheet. As of July 31, 2021, we have total current assets of \$1,401,315 and total fixed assets of \$16,512 giving total assets of \$1,417,827.

Total liabilities have decreased from a year ago by \$11,026 with total liabilities as of July 31, 2021 of \$562,137. Total Equity has increased by \$124,729 to \$855,690 since the same time last year.

Accrued revenues of existing grant and contract balances for FY22 are shown. As of July 31, 2021 we have \$2,112,722 in grant funds remaining. For the remaining 11 months we have \$101,493 available per month for operating expenses. July operating expenses were \$90,962. The 12-month average is \$101,218. The accrued revenue is updated monthly and adjusted for new grants & contracts and fiscal year roll-over funding.

Staff recommends approval of the consent agenda in two separate votes.

5. Resolutions

- a. None

6. New Business

- a. Draft FY23 Projected Operating Budget and Local Revenue Requests

7. Interim Executive Director's Monthly Report

- a. **Staff/Office update** – Staff continue to work on a rotating 2-days per week in the office. Technology investments in FY21 have made working with a hybrid model successful. The Water Street is open to limited outside group meetings. Cleaning protocols and scheduling protocols are in place to ensure ample preparation before and after groups use the space.
- b. **Staffing update** – We have one planner that will be leaving in mid-September to pursue a career advancement in North Carolina. We are advertising for a full-time Planner I/II position to support various programs. Interviews are currently underway for the Planner III/IV transportation planner position.
- c. **Legislative** – Development of the regional legislative program for 2022 is getting underway. Staff is meeting with local governing bodies in the region in September to discuss priorities for the program. A draft program will be distributed to elected officials and key staff in early October.
- d. **Housing** – Staff had an orientation meeting with VA Housing on the \$2M PDC Development grant. Staff will continue to meet with VA Housing as we develop the program and identify development partners to create new affordable housing units in the region.
- e. **Transportation** – VDOT has developed a project pipeline process to identify projects that could be submitted for SMART SCALE applications based on the identified statewide mid-term needs. In addition to the North 29 Corridor Study, three other studies are being conducted as part of this process in the planning district: one at the US 29/Front Street intersection in Nelson County, and two on the 250 Corridor in Albemarle County (one in Pantops, and one in Shadwell). All of the projects have held initial kick-off meetings, and work should be completed in time to prepare applications for the next SMART SCALE application cycle this upcoming Spring.

The Zion Crossroads small area plan continues to move forward. TJPDC staff is working with Fluvanna County to incorporate recommendations developed as part of the planning process into their Comprehensive Plan update. Kittelson has largely completed the development of transportation improvement recommendations, and TJPDC staff will continue to work along VDOT and County staff to develop public engagement opportunities to share the recommendations with the public later in the fall.

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 7, 2021. Items for the October meeting may include, but are not limited to: i) FY23 Projected Budget for Approval, ii) Final Solid Waste Plan for Approval

Adjourn
