

## MEMO

**To:** TJPD Commissioners  
**From:** Chip Boyles, Executive Director  
**Date:** December 1, 2016  
**Re:** Executive Director's Report

**Purpose:** To inform Commissioners of Agency Activities since November 3, 2016

### Administration

- December Meeting Agenda
  - Matters from the Public
    - Virginia Department of Social Services  
Paul Oswell, Director of Central Office
    - Rural Long Range Transportation Planning Programs  
Will Cockrell, TJPD  
VDOT-DRPT have developed a guidebook updating the Commonwealth of Virginia's Rural Transportation Planning Consultation Processes and documents the methods used by VDOT and DRPT in interacting, participating and cooperating with Virginia's non-metropolitan regional and local officials regarding transportation planning and programming.

This guidebook will be used to guide the TJPD in its upcoming Rural Long Transportation Plan update.

- Consent Agenda
  - a. Minutes from November 3, 2016
  - b. Intergovernmental Reviews
    - 1. None to report.
  - c. Finance Report

October 2016 Financial Reports are attached for review. Financial Reports are presented in detail every quarter to the Commission. Monthly reports will be reviewed by the Finance Committee and included in the Commission Packets under Consent Agenda items for acceptance.

    - i. Dashboard Report - Net quick assets have continued to grow to \$517,806. Based upon the twelve month average for operating expenses, we are now at over 6 months of available operating expenses. If this balance continues to stabilize and grow above the target level, we will begin to budget the excess amount into longer term savings funds to meet agency long term capital goals.

As a reminder, it is our goal to build our reserves back to and above FY12 levels where we will have 1) at least 6 months operating expenses in reserves 2) allow us to make some capital improvements to the building to enhance the ability to use and rent out Water Street Center and the Water Street Space offices, 3) utilize reserves for unanticipated grant match for local/regional grant opportunities and 4) to save for the possible purchase of a building (space) at some time in the future.

Unrestricted Cash on Hand as of October 31, 2016 was \$427,023 or over 4 months of average monthly operating expenses.

We had a net gain of \$4,767 for the month of October. This gives us a fiscal year net gain of \$14,922. Our PROPOSED FY17 Amended Operating Budget estimates a \$49,416 net gain for the year. For the first four months, we are just below of our amended budget annual net gain.

ii. Profit & Loss. Total income through October is \$687,756. With 4 months or 33% of the fiscal year complete, we have received 39% of our budgeted income. Operating expenses for the same period are \$328,777 or 33% of our budgeted expenses. Pass through expenses are at \$344,057 or 46% of budgeted pass-through expenses. The majority of this over expenditure is in the HOME account for which we have HOME reserve funds from previous years for pass through expenses. We will be able to provide an updated actual to budgeted ratio at the next Commission meeting once the amended budget is adopted.

iii. Balance Sheet. As of October 31, 2016, we have total current assets of \$591,798 and total fixed assets of \$19,463. Total liabilities are down from a year ago by \$14,921 with total liabilities as of October 31, 2016 of \$133,103.

iv. Accrued revenues of existing grant and contract balances for FY17 is \$703,392 available for the remaining fiscal year. This provides \$87,924 in funds per month available for operating expenses. Twelve month average monthly operating expenses are \$78,658. October's monthly operating expenses were \$83,472. Available monthly resources will adequately cover expected monthly expenses for the remaining fiscal year.

**iv. Consideration of Resolutions**

- i. The Commission is asked to approve the Fiscal Year 2017 Amended Operating Budget. With now known additional revenue sources and four months' of operating expenditure experience, we can more accurately estimate the remaining expected budgetary revenues and expenditures. Increased revenue sources in MPO FTA resources, new contracts for service from Nelson County, and new grants of SHRP2 and VDOT 5<sup>th</sup> Street Station TAP grant, provide us with additional revenues sources over expected expenditures to create an expected net income over expenses of \$49,416. Attached is a Budget Memo.
  1. Key budgetary changes include:

- a. Decrease in revenues for members who did not fully fund FY17 request.
- b. Increase in funding of MPO FTA by \$6,000.
- c. Increase in funding for SHRP2 Grant.
- d. Increase in funding for VDOT 5<sup>th</sup> Street TAP Grant.
- e. Increase in funding for Nelson County Economic Development Planning Contract.
- f. Increase in RRBC funding from Greene and Fluvanna Counties.
- g. Increase in funding for Albemarle Broadband Contract.
- h. Decrease in funding for Nelson County Rockfish Planning Contract.
- i. Expense to add one full time planner for 6 months.
- j. Expense of \$500 bonus opportunity for full time employees.
- k. Expense increase in janitorial contract.
- l. Expense increase in contractual communications services, if needed.
- m. Expense correction and off setting revenue for Route 29 Pass Through expenses.

2. These budgetary expectations allows the TJPDC to extend our investment of cash funds in longer term certificate of deposits. Staff recommends allowing the Executive Director with the approval of the Finance Committee to invest these funds within Virginia State guidelines and regulations.

ii. Calendar Year 2017 TJPDC Regular Meeting Schedule

1. The TJPDC establishes an annual regular meeting schedule for the 1<sup>st</sup> Thursday of every month at 7:00 PM except for the months of January and July. The current bylaws are not specific on the allowance of not meeting every month and will be considered for revision in February. Until then, the Commission may establish the year's meeting schedule noting that a quorum will not be present for the January and July meetings and thus cancelling those meetings. Please review these dates for any jurisdictional or other known conflicts that may prevent a quorum from occurring.

o **New Business**

1. TJPDC Bylaws review.

- a. The last update of the TJPDC bylaws occurred in 2003. The Chair and staff have identified a number of requirements and policies that are in conflict with current procedures. It is suggested that a review be performed of the current bylaws for amendment and updating in the near future. Examples of discrepancies include:
  - i. Cancellation of meetings in July and January.
  - ii. Attendance by commission members.

- iii. Treasurer's roles and responsibilities.
- iv. Clarification of Director's signatory of all checks.
- v. Use of Roberts Rules of Order "Small Board Allowances"

Presentation of this draft begins the required thirty day review by the Commission. Suggestions and changes may be made by the Commission any time prior to the vote for approval in February. Please let me know of any suggested changes, comments or questions at your convenience.

#### **Next Meeting** – February 2, 2017

- Commission Orientation
- FY 15-18 Strategic Plan Update

#### **Transportation**

- MPO
  - MPO has initiated a review of Regional Transit coordination and organizational options within the MPO area. This is completed within the FY2016 MPO Unified Work Plan. The final report will be presented to the MPO, PACC, City of Charlottesville and Albemarle County in February.
  - Staff continues to work with the Staunton-Augusta-Waynesboro MPO on the Harrisonburg to Charlottesville Public Transit Study. A draft study is now complete and under review.
  - The MPO is coordinating a small area plan effort to plan the next phase of Route 29 solutions that includes the Hydraulic/29 intersection and Hydraulic Extended South projects for preliminary engineering and small area planning.
  - MPO is working with Charlottesville, Department of Rail and Public Transit, Amtrak and Amtrak Station property owner to explore what is requested by Amtrak to accommodate the new rail service and how this may be best met at the site.
- Regional
  - Staff is working with a Darden School Masters student to prepare a paper identifying funding opportunities that local governments may consider utilizing to fund and match local transportation projects.

#### **Planning**

- Staff has received an agreement from Nelson County to perform a corridor economic development plan for the US 29 commercial corridor. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Staff is assisting Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area.
- A proposal has been submitted to the Charlottesville and Albemarle Planning Commissions and elected bodies for the continuance of regional planning studies for areas along the Rivanna River. The proposals range from no cost work to maintain a Rivanna Planning Committee and communication for partnership opportunities, to minor planning and up to a Master Plan for the river area. TJPDC cannot move forward with any options until direction is given by the two localities.

## **Administrative**

- The TJPDC and TJPDC Corp. expects to sign an additional start up agency to contract with the Corp for fiscal sponsorship and are expected beginning January 1<sup>st</sup> to rent the largest of the available office suites in our offices. If plans go as expected, this will generate an additional \$3,000 to the TJPDC.

## **Regional**

- Staff is presenting to the Mayor and Chairs group the concept of identifying annual hours to be assigned to each local government and the region as a whole during the annual work program development to perform and account for specific services provided to each local government and the region. The budget currently proposes a 75% regional – 25% local time split for per capita contributions.
- Community Development staff have been working with Albemarle County to apply for a CDBG Planning Grant for future CDBG Facilities Grant to create a regional social services facility in Scottsville that could serve family needs in Albemarle, Fluvanna and Buckingham Counties.
- The TJPDC intends to begin to host bi-monthly educational sessions on regional topics. The first topic for 2017 will be P-3's Public, Private Partnerships. Future topics will include regional broadband, rural and urban transit, form based code design, and alternative funding mechanisms for local government. Should you have any suggestions for topics, please let me know.
- The Commission will look to hold several outside regular commission meetings this year. We are currently working to hold the first in Louisa County in March, 2017, Greene County in August, 2017, Nelson County in September, 2017 and Fluvanna County in June, 2018. More information will be forthcoming as locations are confirmed.

## **Legislative**

- The annual Legislative Forum will be held Tuesday, November 29<sup>th</sup> at 5:30 at the Albemarle County Office Buildings on McIntire Street. This year's regional topic is PROFFERS.