

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: April 6, 2017
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since March 2, 2017

Administration

- April Meeting Agenda
 - Matters from the Public
 - a. Comments from public
 - b. Public Hearing to collect citizen input on Annual HOME & CDBG Action Plan
 - Consent Agenda
 - a. Minutes from March 2, 2017.
 - b. Intergovernmental Reviews
 - i. None to report.
 - c. Financial Reports

February 2017 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 increased to \$499,143. This is the second highest level in over twenty four months. Based upon the twelve month average for operating expenses, we remain to have over 6 months of available operating expenses. As 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 (year end FY12 = \$579,293) 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 January 31, 2017 was \$369,251 or over 4.5 months of average monthly operating expenses. 4 months is our target level.

We had a net loss of \$4,277 for the month of February. This gives us a fiscal year net gain of \$1,706. Our PROPOSED FY17 Amended Operating Budget estimates a \$54,685 net gain for the year. With expected revenues and expenses as shown in the accrued revenue report it is still likely that TJPDC will surpass the budget estimate of \$54,585 by the end of the fiscal year, June 30, 2017. We will be billing very high levels of staff time against funded programs and have one additional full time staff member on board to bill funded programs.

ii. Profit & Loss. Total income through January is \$1,072,422. With 8 months or 67% of the fiscal year complete, we have received 54% of our budgeted income. Operating expenses for the same period are \$654,257 or 62% of our budgeted expenses. Pass through expenses are at \$416,458 or 46% of budgeted pass-through expenses. Revenues are 13% below budgeted through 8 months. We have more than adequate contracts in place to bill for work, but increased time off for holidays, vacation and short month work days have decreased our ability to bill funded programs. Beginning with March, we hope to bill almost exclusively from funded programs and still reaching our projected revenues over expenses.

iii. Balance Sheet. As of February 28, 2017, we have total current assets of \$581,796 and total fixed assets of \$16,717. Total assets are up by \$49,523 from the same time last year. Total liabilities have increased from a year ago by \$6,718 with total liabilities as of February 28, 2017 of \$133,947.

iv. Accrued revenues of existing grant and contract balances for FY17 is \$419,958 available for the remaining fiscal year. This provides \$104,989 in funds per month available for operating expenses. Twelve month average monthly operating expenses are \$79,692. February's monthly operating expenses were \$80,102. Available monthly resources will adequately cover expected monthly expenses for the remaining fiscal year. A new staff member began March 1st and will increase monthly operating expenses by \$4,663 for salary and benefits. Additionally, the budgeted annual bonus program will increase total expenditures by \$5,500, again keeping us well below our available revenue sources.

○ Resolutions

- a. In lieu of larger salary increases, the Commission has approved budgeting for one-time salary adjustments in the last quarter of the fiscal year if funds are available. We do expect to meet our budgeted surplus for FY17 and thus recommend the Commission's approval to provide a \$500 one-time salary adjustment for each eligible full time employee.
- b. Every spring, the Commission approves a work program for rural transportation services in the region, through the TJPDC's Rural Transportation

Program (RTP). VDOT requires a resolution of approval by March or April of each year. This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research (SPR funds).

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 21st, 2017 meeting, sending a recommendation of approval to the Planning District Commission, the policy board for this program.

- c. 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.

Prior to each fiscal year, the TJPDC RideShare staff prepares an annual work program to submit to DRPT for funding consideration. We recommend the Commission's approval of this work plan.

- o **Executive Director's Report**

FY 2018 Draft Budget - The Annual Operating Budget and Work Program set forth the anticipated work, revenue and expenditures for the upcoming fiscal year, July 1, 2017 to June 30, 2018.

Projected revenues for FY18 are \$2,048,402, and projected expenditures are \$2,048,402. This budget and work program covers the period from July 1, 2017 to June 30, 2018. This is the preliminary budget. The final budget will be provided for Commission consideration at the February meeting, at which time we will have more definitive revenues identified for FY18.

The Finance Committee has been working with staff to prepare FY18 draft budget scenarios for review by the Commission. The Finance Committee will meet prior to the May Commission meeting to select a budget to recommend to the Commission for adoption at the May Commission meeting. This draft provided in April will allow all commission members to offer input to the Finance Committee and/or TJPDC staff.

Transportation

- MPO

- MPO 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 was presented to the City of Charlottesville and Albemarle County in February. The report recommended the creation of a Regional Transit Partnership Board that would be advisory in nature but with specific review responsibilities to include route changes, budgetary matters and transit education. Also recommended by the study is for formal agreements to be developed for specific funding and service responsibilities between CAT, JAUNT, Charlottesville, Albemarle County and UVA. The TJPDC staff through the MPO will provide management and administrative services to the RTP.
- 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 considering a contract change order for running business models and pro-forma for the recommended service. The MPO may apply for a grant and match funds for this work. The needed amount to complete the study is \$12,000.
- 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. The advisory panel began meeting twice a month in March.
- 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.
- The MPO Long Range Transportation Plan is kicking off for a May, 2019 completion date. A traffic modeling update will be required in the LRTP. This will be the premier MPO activity for the rest of FY17 and FY18.

- 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

- 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. Albemarle and Charlottesville have included this priority in their proposed FY18 budget.
- A proposal has been submitted to Nelson County to provide a study of the Nelson County School District bus routing. The proposal is currently in the recommended budget for FY18.

Regional

- 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.
- The TJPDC FY18 funding request to each member government included a request for Rivanna River Basin Commission (RRBC) according to population and river basin area. The combined total for Charlottesville, Albemarle, Greene and Fluvanna is \$10,500. So far, proposed budgets of Albemarle, Charlottesville, Greene and Fluvanna have included the funding in their recommended FY18 budget.
- Staff continues to pursue a Regional Broadband initiative that could take the form of a regional broadband authority that includes existing and new local broadband authorities. Current activities include review of current state legislation that would prevent such an authority, assess interest from regional partners, pursue funding for a regional broadband plan for a regional authority, initiate the creation of a formal regional authority. This effort has taken a secondary role behind current funded programs that have spending deadlines.
- GO Virginia appears to have almost full funding restored for planning and capacity activities to occur in FY17 and FY18. TJPDC and Rapidan-Rappahanock Regional Council is working together to provide a proposal to CVPED to contract to perform planning management and other administrative services to CVPED for GO Virginia efforts.
- TJPDC staff have submitted a proposal to the Thomas Jefferson Community Land Trust to provide part-time executive Director services to the non-profit. If contracted, the TJPDC would provide a part time employee for executive management and housing and administrative assistance to the affordable housing non-profit.

Community Development

- The Columbia FEMA project continues to move forward. Staff along with Fluvanna County submitted offers to property owners for the purchase of the affected properties. If accepted, the properties will be purchased by Fluvanna County, demolition bids accepted and ultimately demolition and repurposing of the land.
- Requests for Proposals have been published for the Fifth Street Bike-Ped design consulting.

Other

- Staff is monitoring the federal budgetary and continuing resolution process very closely. Right now, should departmental budget cuts and elimination occur as proposed by President Trump, most cuts would become effective for our FY2019 budget year. Should cuts be approved by Congress prior to this, we will be prepared to present to you for immediate budget amendments for the TJPDC.

- **Other Business**

Next Meeting – May 4, 2017

- FY 15-18 Strategic Plan Update
- Consideration of FY2018 Operating Budget