

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: March 2, 2017
Re: Executive Director's Report

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

Administration

- February Meeting Agenda

- Matters from the Public
 - a. Comments from public
 - b. Welcome and Introductions of Louisa County Progress
- Consent Agenda
 - a. Minutes from February 2, 2017.
 - b. Intergovernmental Reviews
 - i. None to report.
 - c. Financial Reports

January 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 \$493,542. This is the second highest level in twelve 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 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 \$352,917 or over 4 months of average monthly operating expenses. 4 months is our target level.

We had a net gain of \$2,612 for the month of January. This follows two months of net losses. This gives us a fiscal year net gain of \$5,984. 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, and with two projected contracts that are not in the accrued revenue report, it is likely that TJPDC will surpass the budget estimate of \$54,585 by the end of the fiscal year, June 30, 2017.

ii. Profit & Loss. Total income through January is \$987,593. With 7 months or 58% of the fiscal year complete, we have received 49% of our budgeted income. Operating expenses for the same period are \$574,155 or 54% of our budgeted expenses. Pass through expenses are at \$407,454 or 45% of budgeted pass-through expenses. Revenues are 9% below budgeted through 7 months. This is partially due to decreased (-13%) pass through expenditures and reimbursements and also because November, December and January experiences the highest holidays and vacation days that we are not reimbursed from program funds. Beginning in February, we should be back on track being able to bill for increased program funds.

iii. Balance Sheet. As of January 31, 2017, we have total current assets of \$617,733 and total fixed assets of \$17,403. Total assets are up by \$54,306 from the same time last year. Total liabilities have barely changed from a year ago by \$261.73 with total liabilities as of January 31, 2017 of \$166,177.

iv. Accrued revenues of existing grant and contract balances for FY17 is \$488,810 available for the remaining fiscal year. This provides \$97,762 in funds per month available for operating expenses. Twelve month average monthly operating expenses are \$79,409. January's monthly operating expenses were \$79,195. Available monthly resources will adequately cover expected monthly expenses for the remaining fiscal year. A new staff member begins March 1st but will only 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.

We expect revenue sources to increase even more with planned contracts with Albemarle County for community engagement assistance (\$6,000) and with VDOT for Hydraulic and 29 Planning Study Management (\$22,400).

- o Resolutions

- a. CDBG 2017 Regional Priorities

- The Virginia Community Development Block Grant (CDBG) Program supports local planning and construction projects in nine broad categories. Every year, the Virginia Department of Housing and Community Development (DHCD) requests that each PDC rank these nine categories into three priority groups.

CDBG Grant applications from a region are given a higher score if the grant project category corresponds to the PDCs' highest priority. Each PDC is asked to provide:

- A prioritized list of the CDBG Project Types and Activity Categories. Using the List of Project Types / Activity Categories and Ranking Worksheet rank the nine project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.
- A list of CDBG proposals expected to originate in your District in 2017. Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2017. Include the locality name, project name, and project type.

The TJPDC has requested a list of proposed projects around our region from local government staff. We will use these submissions to rate and rank the priorities to be recommended to you on March 2nd. We are currently awaiting all responses.

b. Revised By-laws

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 March. Please let me know of any suggested changes, comments or questions at your convenience.

Staff has completed making all the changes recommended at last month's TJPDC Commission meeting. No other suggestions have been received. The attached resolution and amended bylaws are recommended for your approval.

- **Executive Director's Report** – Attached-

- **Atlantic Coast Pipeline**

The last public input session was held 2/22/17 in Nelson

The Draft EIS has been submitted to FERC and comments via the DEQ OEIR Review closed on February 16th

FERC is expected to rule on the pipeline in the coming months

The most recent map is in your packet.

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 will begin 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 has included this priority in their proposed FY18 budget.

- Staff has submitted proposals to Greene County (FY18) (\$28,000) (and Albemarle (FY17) (\$6,000) to perform contractual planning services.

Regional

- Staff is presenting to each local government 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.
- 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 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.

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 Business**

Next Meeting – April 6, 2017

- FY 15-18 Strategic Plan Update
- Presentation of Draft FY2018 Operating Budget