MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: June 4, 2020
Re: Executive Director’s Report

Purpose: To inform Commissioners of Agency Activities since May 7, 2020

Administration
  o June Meeting Agenda

2. Matters from the Public
   a. Comments from public
   b. Comments received via written and electronic communication

3. Consent Agenda
   a. Minutes of the May 7, 2020 Commission meeting.
   b. April Financial Report

Dashboard Report

Net quick assets are $752,299. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are $238,007. (Net Quick Assets minus 5 months operating expenses: $752,299 – $514,290 = $238,007)

Unrestricted Cash on Hand as of April 30, 2020 was $102,049 or 1 month of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. After instituting an improved billing system for work completed, we have received $106,946.59 so far in May. We have several outstanding payments for both current invoices and for programs, USDA HPG $83,000, Albemarle County Inventory $40,000, WIP $42,000 and Rideshare $39,000. Our accounts receivables are at $448,135 vs $139,272 for the same time last year. At this time, invoices have been sent for all current completed work and current receivables.
Revenue less Expenses - We had a net Gain of $3,722 for the month of April. This gives us a fiscal year net Gain of $26,126. Budgeted fiscal year gain/loss is $40,908. With a higher than expected IT server maintenance and replacement cost and with COVID-19 changes to billable work, we expect a lower year-end net gain. Additionally, moving some programs to FY21 will decrease our available billing hours.

Profit & Loss. Total income through April is $1,680,008. With 10 months or 83% of the fiscal year complete, we have received 88% of our total budgeted income. Total expenses are $1,653,092 or 87% of the budgeted total expenses of $1,905,408. Pass through grant expenditures of HOME and HPG are higher than expected causing the increase above 83%.

Operating expenses for the same period are $1,052,653 or 80% of our total budgeted operating expenses of $1,314,399. Operating revenue through April is $1,079,569 or 80% of the budgeted operating revenue of $1,355,307.

Balance Sheet. As of April 30, 2020, we have total current assets of $1,062,550 and total fixed assets of $10,223 giving total assets of $1,072,774. Total assets are up by $77,368 from the same time last year. Total liabilities have increased from a year ago by $22,065 with total liabilities as of April 30, 2020 of $353,109. Total Equity has increased by $55,304 to $719,665 since the same time last year.

Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have $279,159 available in contracts and grants to end the year. April operating expenses were $113,718. The 12-month average is $102,858. We have $139,580 in available funds per month for these operating expenses for the remaining 2 months in the fiscal year. Many of these funds, though not shown in the accrued revenue report, will be rolled into FY21 if possible. The more we can push into FY21, the less we will be dependent upon drawing from our cash reserves as shown in the proposed FY21 budget. Our recommended goal is to end FY20 with a positive net gain, but at a lower amount than budgeted, pushing FY20 work to FY21 where possible.

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) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.
4. **Resolutions**
   a. **Election of FY21 Officers**
      
      The TJPDC Commission acting as the nominating committee at the May 7, 2020 meeting recommends the following slate of officers for Fiscal Year 2021:
      1. Dale Herring, Chair
      2. Jesse Rutherford, Vice
      3. Keith Smith, Treasurer
      4. Chip Boyles, Secretary
   
   b. **FY21 Rural Transportation Smart Scale Funding Support**
      
      Local rural jurisdictions within our region will be submitting applications for transportation projects. As part of their applications, jurisdictions are required to obtain support/consistency by the TJPDC. Attached is a list of those applications proposed for submission. Not all projects have received cost estimates at this time. Due to no TJPDC meeting in July, TJPDC support is asked now prior to the August 3rd submission deadline. The TJPDC staff recommends all projects as consistent with our Rural Transportation Plan.
   
   c. **FY 21 Rural Transportation Smart Scale Funding Requests**
      
      The TJPDC is proposing to submit applications for this round of Smart Scale Transportation funding. Attached is a list and description of the projects the staff recommends to be submitted.
   
   d. The lease for the TJPDC offices terminates August 31, 2020. While the Building Committee has been working to consider a purchase of a building or relocation to a similar rental position, at this time no suitable sites have been found. Our landlord has agreed to extend our lease for five more years with a 4% increase in year 1 and 3% per year increases thereafter. The committee recommends approval to extend the lease with an ask to allow an early termination should we find a more suitable purchase or downsize opportunity.
   
   e. Attached is a resolution appointing David Blount as the agency’s Freedom of Information Officer as required by the State.

5. **New Business**
   a. Attached is a Legislative Update of the 2020 General Assembly. This is for your review and David Blount can answer questions at the meeting or at a later time.
   b. **COVID-19 CARES Act.** A funding discussion of federal funds available to local governments, CARES Act restrictions and intentions of local jurisdictions use for these funds. If local governments do not intend to utilize some or all of these funds, there may be regional efforts related to COVID-19 that could be considered.

6. **Executive Director’s Report**
   a. **Review of agenda items.**
      1. The staff monthly activity report is provided with projects and staff assignment listed for any questions.
   b. While COVID-19 has certainly changed the way, we have been doing business, it has not hurt our work productivity. Staff has been working remotely since March 18th and are planning to remain remote until July 6th.
On July 6th, staff will work alternating office hours so that no more than 5 to 6 staff are in the office at one given time. We currently have at least some limited office presence every work day. There will be no outside use of the Water Street Center of TJPDC meeting rooms for the foreseeable future. David worked with the regional administrators and managers to create a secure web site where local, regional, state and federal COVID-19 documents, policies and news are shared. The administrators asked for this in place of regular video calls or meetings.

Staff is always open to suggestions and ideas from the Commission and your staff on ways we may assist in regional COVID-19 responses and needs.

c. I have attached a very draft framework for the creation of a regional Broadband Partnership. This would be a regional stakeholder group to improve communication between public, private, business, education, healthcare and non-profit stakeholders in expanding broadband in our region. This draft is to obtain the Commission’s direction for staff’s moving this effort forward.

d. For review only is the monthly staff activity report.

e. Other office items include:

1. Work on a Regional Comprehensive Economic Development Strategy. CARES Act funding may create a funding opportunity for the TJPDC regional to partner with the Rappahannock Rapidan Regional Council to produce a Super Regional Economic Development Strategy. We intend to apply in June.

2. Staff applied for a $700,000 Master Planning grant from FHWA for the mixed use multi-modal public-private planning of an expanded Amtrak Station site. Awards should be notified by November.

3. A statewide meeting was held this month with VDEQ. VDEQ notified all Chesapeake Bay Watershed regions that it is their intent to continue the Watershed Improvement Program technical Assistance grants with the PDC’s.

4. Grant applications have been submitted for a Regional Transit Visioning Plan and separately an Albemarle County Transit expansion service in the areas of Monticello, Pantops and Route 29 North.

5. The MPO approved the Unified Work Program that prioritizes a planning effort to study Route 29 North from Airport Road to Route 607 in Greene County.

6. The TJPDC is working with Nelson and Madison Counties in a GO Virginia grant partnership of “Crafting the New Normal” to generate economic re-growth in the food beverage industry of Nelson and Madison Counties and indirectly, all jurisdictions of our region. If awarded, the TJPDC would assist in grant and budget management and some data assistance.

7. TJPDC will be reviewing proposals from IT Communications services for web development, newsletter and general electronic communication services.
8. Staff continue to look at issuing an RFP for comprehensive cloud-based IT services.
9. Much of June and July will be consumed with Smart Scale submissions and fiscal year end duties.

7. Other Business

8. Adjourn

END OF AGENDA REPORT