



Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

FINANCE COMMITTEE
Thursday, November 17, 2016 1:00PM
3040 Williams Drive, Suite 200
Fairfax, VA 22031

AGENDA

- I. Call to Order/Welcome** Chairman Parrish
- II. Summary Minutes of the September 22, 2016 Meeting**
Recommended action: Approval [with abstentions from those who were not present]

Action Items

- III. TransAction Update (RFP 2015-01) Contract Change Order**
Ms. Backmon, Executive Director
Recommended Action: Recommend Authority Approval of Contract Change Order
- IV. Receipt of Funding – TransAction Contract Change Order**
Ms. Backmon, Executive Director
Recommended Action: Recommend Authority Approval of Receipt of Funding

Information/Discussion Items

- V. FY 2018 Budget Guidance (Discussion)** Mr. Longhi, CFO
- VI. Update – Acquisition of Investment Safekeeping and Custody Services**
Mr. Longhi, CFO
- VII. NVTA Monthly Revenue Report** Mr. Longhi, CFO
- VIII. NVTA Operating Budget Report** Mr. Longhi, CFO

Adjournment

- IX. Adjournment**

Next Meeting: December 15, 2016 at 1:00PM
3040 Williams Drive, Suite 200, Fairfax, Virginia



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia



FINANCE COMMITTEE
Thursday, September 22, 2016 1:00PM
3040 Williams Drive, Suite 200
Fairfax, VA 22031

MEETING SUMMARY

I. Call to Order/Welcome

Chairman Parrish

- Chair Parrish called the meeting to order at 1:11pm.
- Attendees:
 - ✓ Members: Chairman Parrish; Chairman Bulova (arrived 1:16pm); Chair Randall; Mayor Silberberg (arrived 1:14pm); Council Member Rishell.
 - ✓ Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Carl Hampton (Investment & Debt Manager); Peggy Teal (Assistant Finance Officer).
 - ✓ Council of Counsels: Ellen Posner (Fairfax County); Rob Dickerson (Prince William).
 - ✓ Other Attendees: Board Member Fisette; Tom Biesiadny (Fairfax County); Noelle Dominguez (Fairfax County); Raul Doku (Fairfax County); Mark Thomas (Fairfax County); Penny Newquist (Loudoun); Tim LecLerc (Prince William); Pierre Holloman (Alexandria); Mary Touhy (Herndon); Khadra Abdulle (VRE); Joanne Carter (PFM); Kristy Choi (PFM).

II. Summary Minutes of the June 16, 2016 Meeting

- Chair Randall moved approval of the minutes of June 16, 2016; seconded by Council Member Rishell. Motion carried with two (2) yeas and one (1) abstention [Chairman Parrish as he was not at the June meeting].

Action Items

III. Transportation Projects Reserve – Advisory Panel Proposed Policy

Mr. Biesiadny

- Mr. Biesiadny briefly reviewed the history of the establishment of the Transportation Projects Reserve and the Contingency Reserve funding, noting that an Advisory Panel had been convened by Ms. Backmon, to examine and make recommendations on policies regarding both funds. He stated that the intent behind the Transportation Projects Reserve was to determine whether some portion of PayGo money should be set aside for large major projects.

(Chairman Bulova and Mayor Silberberg arrived.)

- Mr. Biesiadny reviewed the Advisory Panel discussions and highlighted:
 - ✓ Concern was expressed about the perception of having \$100 million in cash set aside and not being used.
 - ✓ The panel received a presentation on the Authority's debt capacity, which is currently about \$1.8 billion.
 - ✓ The Advisory Panel recommended that the Authority set aside \$100 million in debt capacity, instead of Pay-Go funds.
 - ✓ This would provide a reserve to deal with large projects, or unexpected occurrences. This would provide resources to address these issues without leaving \$100 million sitting in the bank that is not working for the Authority.
 - ✓ If these bonds are not issued, then there are no debt service payments either.
 - ✓ Projects under consideration for this reserve would need to go through the NVT A project selection process with all other projects for funding consideration.
- Chairman Parrish clarified that while this reserve may provide funding for a large project, that project will still have to go through the NVT A evaluation and funding process to receive funds.
- It was noted that this approach does not leave funds unallocated to projects.
- It was additionally noted that this approach does not reduce PayGo resources for future projects.
- Council Member Rishell moved the Finance Committee recommend Authority approval of the draft Transportation Projects Reserve, in a form approved by the Council of Counsels; seconded by Chairman Bulova. Motion carried unanimously.

IV. Contingency Reserve – Advisory Panel Recommendation

Mr. Biesiadny

- Mr. Biesiadny stated that the Advisory Panel spent more time discussing the Contingency Reserve than the Transportation Projects Reserve. He noted that the original intent behind this reserve was to have funds available to finish an NVT A approved project, if it had significant, unexpected cost overruns that would otherwise keep the project from getting finished. He noted that the suggestion was that it was important for the Authority to know that their projects can get completed. Mr. Biesiadny reviewed the Advisory Panel's discussion and highlighted:
 - ✓ There was general consensus that project sponsors should be including adequate contingency reserves as part of their project budgets.
 - ✓ If a project does have a cost overrun, it is the responsibility of the project sponsor to identify funds to cover the overrun.
 - ✓ Cost overruns could be met by applying for additional NVT A money. The SPA has a provision for these requests.
 - ✓ Concern was expressed that if a Contingency Reserve is established, there is the potential for under requesting funding knowing that there can be another opportunity to ask in the future.
 - ✓ Based on the Authority's rating of projects by congestion reduction relative to cost, there may be some incentive to lower the cost of a project. We do not want project

sponsors to do this, and want them to provide adequate cost estimates, including contingency for each project.

- ✓ In order not to incentivize this behavior, the general consensus was that the Authority should not establish a Contingency Reserve and if there is a need, or cost overrun, then the project sponsor can go through the process to ask for additional money. This request would still need to go through all the NVTA project funding processes.
- A question was raised as to whether the Panel had considered establishing a small Contingency Reserve, suggesting that it is reasonable that there are times when a project could run over by \$1-5 million for many reasons. It was suggested that the amount of the reserve could be small and that there could be limits on the amount of times an entity could request funds from this reserve. Mr. Biesiadny responded that this was not discussed and noted that the initial set aside had been 3.8% of the Regional Revenue Fund. He stated that the consensus was that project budgets should include their own contingencies, and if done correctly, this should cover most costs. If it does not, other funding sources can be considered, or the project sponsor can reapply to the Authority for additional funding.
- It was noted that small cost overruns can usually be covered by jurisdictions and that all jurisdictions do receive 30% funds.
- Chairman Parrish stated that by not approving the Contingency Reserve, funds will need to be moved from the existing Contingency Reserve to the Regional Revenue Fund.
- It was asked what cost overruns the NVTA has experienced to date. Mr. Longhi stated that the NVTA has not formally experienced any cost overruns. No entity has submitted a request for additional funding due to cost overruns, but based on conversations, some bids have come in above those that were estimated at the time of project submission. Ms. Backmon noted that the SPA process does allow a project sponsor to submit a request for additional funding to the NVTA Executive Director and that she would then make a recommendation to the Finance Committee. She added that cost is a consideration when the Authority funds projects specifically when conducting the congestion reduction relative to cost analysis. Ms. Backmon stated that to date, the jurisdictions have all received their 30% funds and these can be used to match projects funds. She noted that she has had some conversations with project sponsors who are experiencing some cost overruns, but they had been worked out without having to make an official request to the Authority. Ms. Backmon stated that one project sponsor did have a cost overrun for which they applied for funding in the FY2017 process.
- Chairman Bulova moved the Finance Committee recommend Authority approval of the elimination of the Contingency Reserve and recommend authorizing the NVTA CFO to undertake the necessary accounting transactions to reflect the elimination of the Contingency Reserve; seconded by Council Member Rishell. Motion carried unanimously.
- Mr. Biesiadny recognized and thanked the members of the Advisory Panel.

V. Budget Adjustment – Exchange of Funding Source on FY2014 Projects

Mr. Longhi, CFO

- Mr. Longhi stated that this budget adjustment is a transfer of bond proceeds from projects that are not making expenditures to projects that are making expenditures. He noted that this is to ensure that the NVTa is compliant with the Internal Revenue Services (IRS) regulation that 85% of bond proceeds from tax exempt debt be expended within three years of issuance. He noted:
 - ✓ This is a very proactive measure to ensure that we meet the guideline.
 - ✓ This does not change any terms of the projects or any funding levels for the projects.
 - ✓ In December 2014, the Authority issued Tax Exempt Revenue Bonds for the FY2014 Program.
 - ✓ As of September 2016, four of the projects initially assigned funding from the Series 2014 bonds had not submitted any requests for reimbursement, and the jurisdictions and agencies managing these projects indicated that they will not request reimbursement for most of these funds by December 2017, which is the cut-off date for the three year regulation.
 - ✓ IRS regulations require an issuer to certify reasonable expectations to spend a minimum of 85% of bond proceeds within three years. The best way to address this is by spending the money and this budget adjustments seeks to ensure this.
 - ✓ Transferring a portion of the Authority's 2014 Revenue Bonds to fund a set of projects that were initially cash funded is appropriate and will enable the expenditure of the Series 2014 proceeds in time to comply with the IRS regulations.
 - ✓ Authority staff has identified projects which are eligible for capital funding.
 - ✓ The transfer of the funding source effectively really just allows us to change a code on the projects in the accounting system.
 - ✓ There has been extensive coordination with Bond Counsel, NVTa Council of Counsels, jurisdictions and VDOT.
- Mr. Longhi stated that had he been engaged in the 2013 decision of which FY2014 Program projects to fund through bonds, he very well would have accepted these same projects.
- Chairman Parrish summarized that no funding amounts are changing and that this is a matter of timing more than anything else.
- Chair Randall moved the Finance Committee recommend Authority approval of the budget transfer of bond proceeds from Series 2014 bond funded projects into cash funded projects as presented, and the replacement of these proceeds by the transfer of Authority FY2014 PayGo funding as presented; seconded by Mayor Silberberg. Motion carried unanimously.

VI. Budget Adjustment – FY2017 Revenue and Working Capital Reserve

Mr. Longhi, CFO

- Mr. Longhi stated that the FY2016 revenue amounts have been finalized and there is a positive variance to budget of \$21.4 million. Of this variance, 30% or \$6.5 million has already been disbursed to member jurisdictions in accord with HB 2313. He added that there is language inserted in the 30% budget each year to allow the flow of these funds automatically. The 70% amount is recognized within the Regional Revenue Fund and this amount is \$14.9 million. This variance triggers a change in the starting balance for

the adopted FY2017 Regional Revenue Fund balance. That starting balance requires an additional contribution to the Working Capital Reserve.

- Mr. Longhi summarized that the action is to recognize the \$14.9 million as increased revenue and to make a contribution of \$7.4 million to the Working Capital Reserve.
- Chairman Bulova moved the Finance Committee recommend Authority approval of a \$7,472,264.85 increase to the FY2017 Regional Revenue Fund Budget – Working Capital Reserve, with this increase to be funded from FY2016 carryover; seconded by Chair Randall. Motion carried unanimously.

VII. Legislative Services Contract

Mr. Longhi, CFO

- Mr. Longhi briefed the Committee on the status of the Legislative Services Contract that was authorized as part of the FY2017 Operating Budget for \$60,000. He reviewed the procurement process, noting that 13 firms expressed interest and seven firms submitted proposals. Of those firms, five were determined to have submitted responsive and responsible proposals eligible for consideration by the RFP evaluation team. Mr. Longhi reviewed the composition of the RFP evaluation team and noted that this team also assisted with the development of the Scope of Work and other portions of the RFP. Based on the evaluation of the firm's technical proposals, noting that during the first round costs were not known to the evaluation team, it was determined that three firms should move forward into the oral presentation/best and final offer negotiation stage of the procurement process. Mr. Longhi stated that a single firm, McGuireWoods Consulting LLC, was unanimously selected for award of the contract. He concluded that with the Finance Committee approval, and subject to the satisfactory completion of contract terms, the contract with McGuireWoods Consulting will be submitted for Authority approval at their October 2016 meeting. He noted that although negotiations have not been fully completed, and will not be until Council of Counsels is fully satisfied, taking this action now will allow us to start this service in October versus November. It is anticipated that McGuireWoods will start work for the Authority on the 2017 Legislative Program.
- Chairman Parrish stated that based on the service contract requirements, and the satisfactory conclusion of terms, it is being suggested that the Finance Committee recommend approval to the Authority for the October meeting. Mr. Longhi clarified that this will be contingent upon successfully negotiating the final contract terms.
- Council Member Rishell moved the Finance Committee recommend to the Authority approval of the proposed Legislative Services Agreement with McGuireWoods Consulting LLC, subject to the satisfactory conclusion of contract terms; seconded by Chairman Bulova. Motion carried unanimously.

Information/Discussion Items

VIII. Plan of Finance for FY2017 Project Program

Mr. Longhi, CFO

- Mr. Longhi briefed the Committee on the Plan of Finance for the FY2017 Program. He noted that:
 - ✓ The FY2017 Program funding is \$466 million, including \$200 million to be acquired through bonds.
 - ✓ Using the draft spending plans submitted with some of the project requests, NVTA staff estimates that bond funds to support the FY2017 Program will not be needed until the later part of FY2018.
 - ✓ VDOT has not yet tendered a spending plan for the I-66 project, but based on our experience, we anticipate a \$10 million expenditure in FY2017, a \$190 million in FY2018 and \$100 million in FY2019. He noted that these are NVTA projections that have been shared with VDOT so that they are aware. VDOT is not in a position to make a projection yet, due to the P3 acquisition being scheduled for October.
 - ✓ Review of the draft cash flow projections of all approved projects and the estimated Regional Revenue Fund revenues of the Authority shows that the current and future cash balances will remain very strong.
 - ✓ Indications from the review of the revenues, project cash flows and projected cash balances currently point toward the earliest need to issue bonds being late FY2018.
 - ✓ Final SPA submissions are anticipated in January 2017, at which time we will reevaluate this. However, it is anticipated that if the cash flow needs change, they will likely shift to a later time.
 - ✓ Deferring the issuance of bonds to FY2018, or later, will create several beneficial effects, including deferring debt service obligations and IRS spend down timing, as well as creating greater flexibility in dealing with the overall funding picture for the Authority.
 - ✓ Debt service savings through postponement of the bond issuance will be approximately \$16 million each year it is delayed.
 - ✓ We anticipate VDOT will ask for an extension on their SPA submittal.
 - ✓ NVTA staff is examining interim financing options to include a line of credit, a short term variable rate note, or a commercial paper program.
 - ✓ Interim financing will allow the Authority to borrow money only as the projects are using it; and then, at a point in time chosen by the Authority. Eventually, the short term borrowing will be wrapped into a long term debt issuance. This will also create greater flexibility, may lower the overall cost of borrowing, defer some debt service expenses and ensure compliance with IRS regulations.
- Mr. Longhi stated that the next steps will be continuing to monitor project spending patterns, while evaluating available financing options with the Authority's Financial Advisor. He stated that staff will come back to the Committee on the timing and any financing options after the FY2017 Program SPAs are received.
- Chairman Parrish asked if there would be a short discussion of this at the October Authority meeting. Mr. Longhi confirmed there would be.
- It was clarified that if short term financing options were exercised and they were rolled into the overall debt services at a later time, it may lower the overall cost of borrowing.
- Mr. Longhi added that we want the borrowing of money to be consistent with the need, and then to stretch out that timing. He noted that currently short term borrowing is less expensive than long term borrowing, and that it typically is. He noted that interim financing will only be used as long as it makes financial sense.

IX. Draft Project Advancement Policy

Mr. Longhi, CFO

- Mr. Longhi stated that the Authority assigns funding to a project with the clear expectation of progress as outlined in the SPA Project Description/Scope of Work, and is appropriated at the point that the Authority approves the project. The SPA contains Appendix B which is the cash flow projection for the project.
- Mr. Longhi stated that the Draft Project Advancement Policy is similar to previous policies passed by the Authority which seek to make sure projects are moving forward. He reviewed the three points that indicate a project is not moving forward.
 1. SPA not received within six months of NVTA Program adoption.
 2. No project activation or progression within six months of executed SPA. Project activation or progression is documented through the monthly project updates submitted to the NVTA in the Executive Director's report to the Authority.
 3. Project sponsor has not submitted an initial reimbursement request within 24 months of the project's approval.
- Mr. Longhi added that if a project sponsor is unable to complete project activation, either due to circumstances within or outside of the sponsor's control, the best interest of the Authority may be served by cancelling the project and the appropriation. If this occurs, the funds go back into the Regional Revenue Fund and are eligible for future project assignments. In all cases, agreement will be sought with the implementing jurisdiction or agency. Mr. Longhi stated that the goal of the Authority staff is to see projects completed, however, there may be circumstances for which we need to be prepared.
- Mr. Longhi stated that a new item, not included in previous policies, is that expenditure reimbursement requests presented later than scheduled, as documented in the SPA, result in a disruption of the Authority's investment program. When expenditure reimbursements are not received as scheduled, we don't know when they will be requested. This provision encourages project sponsors to keep their Appendix B's up-to-date. It is critical for the Authority to be able to manage our significant levels of cash. Therefore, expenditure reimbursements presented later than they were scheduled may require an additional 45 days to complete the reimbursement. Reimbursements are usually completed within 20 days.
- Mr. Longhi added that the draft policy will be coordinated with additional committees and the Council of Counsels. Upon completion of these reviews, the policy will come back to the Finance Committee for final recommendation to the Authority.
- It was noted that projects do need to move forward and it was agreed that this policy will assist with this. It was noted that it is important that there be discussion with the jurisdictions to ensure there are not good reasons for projects not advancing.
- It was asked how the staff plans to communicate with jurisdictions about how this will impact them. Mr. Longhi replied that we will be transparent with the jurisdictions and agencies as we develop this policy. Ms. Backmon added that as part of the Executive Director's report, there is a monthly project status update for each project. She stated that this gives us an idea of the progress of all projects.
- It was noted that the policy does contain language to allow a project sponsor to request an extension of time for any project that may miss the activation or progression milestones.

X. NVTA Monthly Revenue Report

Mr. Longhi, CFO

- Mr. Longhi briefed the Committee on the Monthly Revenue Report. He highlighted:
 - ✓ The Authority distributed \$94.4 million in 30% funds in FY2016. Certification, compliance, banking and related processes have all gone smoothly.
 - ✓ In FY2017, all jurisdictions, except three, continue to receive their 30% funds. NVTA staff is in close communication with the three that have not completed their certification. It is anticipated all jurisdictions will meet the certification deadline and receive their funds.

XI. NVTA Operating Budget Report

Mr. Longhi, CFO

- Mr. Longhi briefed the Committee on the final FY2016 Operating Budget Report. He stated that the expenditure transfer of \$124,700 for Financial Advisor Services and Bond Counsel fees was absorbed in the budget without using the Operating Reserve. There is a positive carryforward that is greater than projections by \$74,000.

XII. Financial Activities Update

Mr. Longhi, CFO

- Mr. Longhi briefed the Committee on additional major financial activities.
 - ✓ FY2016 Financial Statement Audit activities are almost complete. It is anticipated that we will receive an unqualified (clean) audit opinion with no management comments. The Authority must formally accept the audit report and staff proposes placing the acceptance as an action item under Consent on the Authority's October agenda, under the conditions that the final report is unqualified, free of management comments and includes only routine recommendations. There was general agreement to do this.
 - ✓ Other financial activities discussed include:
 - NVTA staff is working to implement the Authority's Investment Program.
 - Initial focus is on depository placements, such as money fund demand accounts and Certificates of Deposit.
 - A safekeeping/custody agreement will be put in place to hold Authority investments and to operate as a transfer agent. After reviewing the option of riding a member jurisdiction's contract, it was determined this would not be a good fit for the Authority. Anticipate issuing an RFP for this service which will take an additional 60-90 days.
 - Hosted a regional investment managers meeting to exchange information and establish relationships.
 - Currently participating in the VML/VACo Virginia Investment Program (VIP).
 - Hosted several VIP investment events with a focus on studying the potential of establishing a daily liquidity fund.
 - Investment reports will be forthcoming to the Finance Committee once the safekeeping/custody agreement is in place.
 - ✓ Working with jurisdictional staff on review of revenue estimates and adding FY2024 to projections.

- ✓ Staff will seek Finance Committee budget guidance at the October committee meeting.
- ✓ We are in development of a draft set of principles to guide future Authority decisions on issues such as project funding cycles, use of debt capacity and reserve amounts. These principles are designed to provide additional guidance for decisions, not to change, or be a substitute for existing policies.

- The Committee recommended additional items to be included on the Consent Agenda for the October Authority meeting:
 - ✓ Budget Adjustment – Exchange of Funding Source on FY2014 Projects
 - ✓ Budget Adjustment – FY2017 Revenue and Working Capital Reserve

- Chairman Parrish stated that the next meeting of the Finance Committee is scheduled during the Governor’s Transportation Conference. He suggested the meeting be rescheduled for October 27, 2016, at 2pm. There was general consensus to do this.

Adjournment

XIII. Adjournment

- Meeting adjourned at 2:05pm.



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Mayor Parrish, Chairman - NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: November 17, 2016

SUBJECT: Contract Amendment 1 – TransAction Update Contract

Purpose: This amendment to the TransAction Update Contract will permit the integration of the HB599 project evaluation process.

1. **Suggested Motion:** *I move Finance Committee recommendation of Authority approval of the attached TransAction Update Contract – Amendment 1 (RFP2015-01).*
2. **Background:**
 - a. After a competitive procurement process, the Authority approved a contract for the update to the Northern Virginia regional transportation plan (TransAction) on July 23, 2015.
 - b. TransAction is Northern Virginia’s long range transportation plan guiding the Authority’s first Six Year Program.
 - c. In order to be eligible for HB2313(2013) Regional Revenues, projects must be in TransAction, proposed projects are also required to be evaluated under a methodology in compliance with HB599(2012).
 - d. The attached contract amendment incorporates the HB599 process into the TransAction Update Contract.
 - e. The cost of the contract amendment to incorporate HB599 analysis into the TransAction update is \$485,140.
 - f. Funding from the Commonwealth to support the amendment is addressed in a following agenda action item.

Attachments:

TransAction Update Contract Amendment 1



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

NVTA TransAction 2040 Update (RFP #2015-01)

Contract Amendment #1

DRAFT - DATE - DRAFT

This document defines additional tasks and deliverables related to development of the TransAction 2040 Update. The additional work relates to integrating the HB599 evaluation as part of TransAction 2040 update development.

Task 6: Scenario Planning Development

The future scenarios evaluated under Task 6 are to include evaluation of alternative land use growth patterns. Scenario C.1 is a dispersed pattern while C.2 is a further concentrated pattern, beyond the concentration envisioned in the adopted MWCOG forecasts.

The consultant team will develop a methodology to estimate the range of land-use adjustments for scenarios C.1 and C.2, and develop materials to present scenario characteristics.

Deliverables:

- Documentation and graphics describing the additional scenario in context of the other future scenarios.

Task 7: Analysis

Additional work for Task 7 includes re-basing the model validation to 2016, with related network, data collection and modeling work, and additional documentation. The updated model will include MWCOG Cooperative Land Use Forecasts, Round 9.0.

Additional analytical work includes preparing model outputs and calculating measures related to an additional future scenario.

Deliverables:

- Updated, re-based transportation model
- Model outputs related to additional scenario

Task 8: Ranking of Projects

The consultant will support NVTA staff in presenting project selection criteria to NVTA committees, and in refining the evaluation criteria to serve as both Plan evaluation measures and Project Selection Criteria.

The intent is to identify within the TransAction Plan a core group of high-performing projects.

This effort will combine the HB599 principles and evaluation into TransAction.

The proposed methodology includes three “tiers” of technical evaluation. This involves analytical work beyond evaluating and recommending a full 2040 Plan; it constitutes in effect a “fourth tier” that evaluates projects for funding consideration.

The analytical work assumes additional modeling that focuses on individual projects or small groups of projects, beyond the larger “project packages” tested for developing the full Plan. The set of refined evaluation measures will be applied to this additional modeling as well as to Plan evaluation.

This work also includes development of an intermediate-year model (e.g., 2025) and evaluation of individual projects or small groups of projects.

The estimated level of effort is an “allowance” that assumes modeling and ranking of up to 100 individual projects or small groups of synergistic projects.

Deliverables:

- Refined criteria and measures of effectiveness for Project Selection.
- Additional modeling outputs and calculations of measures to establish ranking of individual projects, including evaluation at an intermediate year.

Task 10: Preparation of the Update

This task includes coordination to support the public engagement process and to reflect stakeholder input in the Draft and Final TransAction Update.

The work involves technical analysis and documentation necessary to evaluate potential stakeholder comments on the Plan, including findings and recommendations.

Deliverables:

- Coordination of public and stakeholder inputs to the Draft and Final TransAction Update.
- Documentation to illustrate additional analysis based on stakeholder comments.

Summary: Proposed Budget by Major Task

Major Task	Estimated Person-Hours	Total Budget	Additional Estimated Hours	Additional Budget
1 – Finalize Work Plan	180	\$33,580.00		
2 – Review TransAction Vision and Goals	290	\$61,250.00		
3 – Literature Review	320	\$61,270.00		
4 – Analysis of What’s New	350	\$85,640.00		
5 – Identification of Regional Transportation Needs	1,656	\$267,106.00		
6 – Scenario Planning Development	616	\$117,722.00	290	\$46,340
7 – Analysis	3,716	\$535,980.00	840	\$140,800
8 – Project Rankings	440	\$75,220.00	1,580	\$247,140
9 – Public Information and Participation	2,160	\$508,320.00		
10 – Preparation of the Update	840	\$186,740.00	380	\$50,860
11 – Project Coordination	968	\$171,980.00		
12 – Interim Updates during Plan Lifecycle	220	\$30,665.00		
Total	11,756	\$2,135,473.00	3,090	\$485,140

 Monica Backmon
 NVTA Executive Director

 Date

 AECOM (Signature)

 Printed Name

 Title

 Date

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Mayor Parrish, Chairman - NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: November 17, 2016

SUBJECT: Acceptance of Funds from the Commonwealth of Virginia to Incorporate the HB599 Evaluation into the TransAction Update

1. **Purpose:** The Commonwealth of Virginia has agreed to fund the analysis for the integration of the HB599 project evaluation process into the current TransAction Update. The acceptance of this funding requires Northern Virginia Transportation Authority (NVTA) approval.
2. **Suggested Motion:** *I move Finance Committee recommendation of Authority approval of the acceptance of up to \$600,000 from the Commonwealth of Virginia for the purpose of incorporating the HB599 project evaluation process into the current TransAction Update.*

Background:

- a. After a competitive procurement process the Authority approved a contract for the update to the Northern Virginia regional transportation plan (TransAction) on July 23, 2015.
- b. TransAction is Northern Virginia's long range transportation plan guiding the Authority's first six year project program.
- c. In addition to being in TransAction, projects being considered for HB2313(2013) 70% regional revenue funding are also required to be evaluated under a methodology in compliance with HB599(2012).
- d. The current cost estimate for the contract amendment to incorporate the HB599 analysis into the TransAction update is \$485,140.
- e. Through an agreement with the Commonwealth of Virginia, funding from the Commonwealth in an amount up to \$600,000, has been obtained to support the incorporation of HB599 into the TransAction Update.
- f. Funds from the Commonwealth will be accessed on a reimbursement basis.

Attachments:

Virginia Department of Transportation – Standard Project Administration Agreement (State-aid Projects) with attachment A.

STANDARD PROJECT ADMINISTRATION AGREEMENT
State-aid Projects

Project Number	UPC	Local Government
FY17OIPINVTAHB599STUDY	110234	Northern Virginia Transportation Authority

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the Northern Virginia Transportation Authority, hereinafter referred to as the NVTA and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the NVTA has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the NVTA's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The NVTA shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
 - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
 - d. Provide certification by a NVTA official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.
 - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the NVTA and also include an up-to-date project summary and schedule tracking payment requests and adjustments.
 - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if due to action or inaction solely by the NVTA the project becomes cancelled or ineligible for state reimbursement.
 - h. On Projects that the NVTA is providing the required match to state funds, pay the DEPARTMENT the NVTA's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
 - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of state-aid reimbursements
 - j. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the NVTA will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - k. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Upon receipt of the NVTA's invoices pursuant to paragraph 1.f, reimburse the NVTA the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the NVTA.
 - c. If appropriate, submit invoices to the NVTA for the NVTA's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the NVTA's Project records and documentation as may be required to verify NVTA compliance with applicable laws and regulations.

- e. Make available to the NVTA guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the NVTA, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the NVTA is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the NVTA shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this agreement shall be construed as a waiver of the NVTA's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the NVTA or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the NVTA or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the DEPARTMENT shall retain ownership of plans, specifications, and right of way for which state funds have been provided, unless all state funds provided for the Project have been reimbursed to the DEPARTMENT by the NVTA, in which case the NVTA will have ownership of the plans, specifications, and right of way.

THE NVTA and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE NVTA and the DEPARTMENT further agree that should Federal-aid Highway funds be added to the project, this agreement is no longer applicable and shall be terminated. The NVTA and the DEPARTMENT mutually agree that they shall then enter into a Standard Project Administration Agreement for Federal-aid Projects.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

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IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY:

Typed or printed name of signatory

Title

Date

Signature of Witness

Date

NOTE: The official signing for the NVTa must attach a certified copy of his or her authority to execute this agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy

Commonwealth of Virginia

Department of Transportation

Date

Signature of Witness

Date

Attachment

Appendix A

Appendix A

Project Number: FY17OIPINVTAHB599STUDY UPC: 110234 CFDA # _____ Locality: NVTA Date: _____

Project Location ZIP+4:	Locality DUNS#	Locality Address (incl ZIP+4): NVTA 3040 Williams Drive Suite 200 Fairfax, VA 22031
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Project Narrative

Scope: NVTA/VDOT Evaluation of Northern Virginia Transportation Projects

From: _____

To: _____

Locality Project Manager Contact info: _____

Department Project Coordinator Contact Info: _____

Project Estimates		
	Preliminary Engineering	Total Estimated Cost
Estimated Locality Project Expenses	\$600,000	\$600,000
Estimated VDOT Project Expenses		\$0
Estimated Total Project Costs	\$600,000	\$600,000

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality <i>(Max. Reimbursement -</i>
Preliminary Engineering	\$600,000	State Funds	0%	\$0	\$600,000	
				\$0	\$0	
Total Estimated Cost	\$600,000			\$0	\$600,000	\$600,000

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$600,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$600,000

Project Financing						
						Aggregate Allocations
State Funds (OIP)						
\$600,000						\$600,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual
- This is a limited funds project. The NVTA shall be responsible for any additional funding in excess of \$600,000 (if applicable)
- State funds provided through the Office of Intermodal Planning and Investment (OIP)
- UPC 110234 is an administrative UPC in the Cardinal system and is not included in VDOT's Six-Year Program.
- Virginia Code Section 33.2-257 requires the Virginia Department of Transportation, in ongoing coordination with the Commonwealth Transportation Board, the Department of Rail and Public Transportation, and the Northern Virginia Transportation Authority to evaluate and rate significant transportation projects in and near the Northern Virginia Transportation District, providing an objective quantitative score for each project. The legislation also provides that VDOT may rely on modeling performed by the Northern Virginia Transportation Authority, providing that the modeling is in accordance with 33.2-257.
- Under the terms of this Agreement, the Northern Virginia Transportation Authority (NVTA) will provide an evaluation of significant projects, meeting all applicable requirements of Virginia Code Section 33.2-257. VDOT will review the evaluation for compliance with the Virginia Code requirements and will publicize the ratings and report the results of the evaluation to the Commonwealth Transportation Board.

Authorized Locality Official and Date

Typed or printed name of person signing

Authorized VDOT Official and Date

Maria J. Sinner

Typed or printed name of person signing

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chairman Parrish and Members of the NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: November 17, 2016

SUBJECT: Update – Acquisition of Investment Safekeeping and Custody Services

- I. **Purpose.** To provide an update on the status of procuring investment safekeeping and custody services. These services are required to enable Authority staff to comply with the Code of Virginia and the Authority's investment policy.
- II. **Background.** The Authority authorized an Investment and Debt Manager position as a component of the FY 2017 Budget. A principal duty of this position is the implementation of the Authority's investment program, consistent with the adopted Investment Policy.

Discussions were initiated with four NVTA member jurisdictions with large active investment programs to arrange to "ride" one of their custody service contracts. After reviewing these contracts NVTA staff determined the best course of action would be to issue a NVTA Request for Proposals (RFP) for these services. The Authority's Custody Services contract will have safekeeping responsibilities for approximately \$600 million of Authority investments.

- III. **Current Developments.**
 - a. In order to secure the best possible Custody Services tailored to Authority requirements, NVTA staff initiated a RFP for custody services.
 - b. The RFP was sent to several known custody providers, and posted online.
 - c. An evaluation committee, comprised of investment professionals from Fairfax County and Loudoun County as well as NVTA staff was assembled to review the responses.
 - d. Six responses were received on October 21, and distributed to the evaluation committee members for review.
 - e. The committee met on October 31 and, based on the proposers' written responses, the committee identified three responding firms with which to enter negotiations.

IV. **Negotiations.**

- a. Initial negotiations have resulted in cost reductions of \$100,000 and are continuing with specific technical terms concerning processing of investment purchase, maturity, call and sale settlements.
- b. The evaluation committee will conclude interviews with the three top rated firms during the first half of November
- c. We believe it is important to use these negotiations to help to carefully select the firm which provides the best combination of pricing and associated service levels.

V. **Next Steps.** Potential costs for Custodial Services, despite negotiation progress, are significantly higher than anticipated. These costs are driven by several factors:

- a. The compression of interest rates by ongoing Federal Reserve action since the 'great recession' results in financial services providers stressing fee service pricing and pricing strategies as a way to compensate for lower overall earnings opportunities.
- b. The projected size of the investment portfolio is increasing as the Authority commits funding to projects.
- c. Estimated to actual project reimbursements dates are considerably longer than expected, resulting a significantly larger level of funds requiring investment and resulting custodial services.
- d. Investment earnings for FY2017 are budgeted at \$1.9 million. With the addition of the Investment and Debt manager position this estimate increased to \$3.5 million and are now estimated at \$4.5 million.
- e. Investment earnings will increase further with the Custody Services agreement in place as the infrastructure will be in place to shift from depository based investments to Treasuries, Agencies and other high grade options permitted in the Authority's Investment Policy.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chairman Parrish and Members of the NVTa Finance Committee
FROM: Michael Longhi, Chief Financial Officer
DATE: November 17, 2016
SUBJECT: Monthly Revenue Report

1. **Purpose:** Monthly report of revenue receipts and 30% funds distribution to member localities.
2. **Background:** The attached reports reflect funding received through October 2016.
3. **Comments:**
 - a. **FY2017 Revenues (Attachment A)**
 - i. The Authority has received approximately \$56.9 million through the October 2016 transfers from the Commonwealth.
 - ii. Actual to estimate comparison for revenues through October show a 20.9% positive variance in Grantors Tax, a 2.1% negative variance in Sales Tax and a 2.3% positive variance in Transient Occupancy Tax compared to the adopted revenue estimates.
 - iii. Overall revenue receipts are 1.5% above estimates. No changes to the FY2017 revenue estimates are recommended at this time.
 - b. **FY2017 Distribution to localities (Attachment B)**
 - i. As of the preparation of this report, seven jurisdictions have completed the HB2313 required annual certification process to receive FY2017 30% funds. Postponements of transfers have been discussed with jurisdictional staff where appropriate.
 - ii. Of the \$56.9 million actually received by the Authority through October for FY2017, approximately \$17.1 million represents 30% local funds of which \$16.2 million has been distributed.
 - c. **FY2014 to FY2017 Year over Year Revenue Comparison (Attachment C)**
 - i. This chart reflects a month-to-month comparison of revenue by tax type and a year-to-year comparison of total revenues received through October 2016.

Attachments:

- A. Revenues Received By Tax Type, Compared to NVTa Estimates, Through October 2016

- B. FY2017 30% Distribution by Jurisdiction, through October 2016
- C. Month to Month Comparison By Tax Type and YTD Receipts for October 2016, 2015 and 2014

Attachment A

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
REVENUES RECEIVED, BY TAX TYPE AND JURISDICTION, COMPARED TO NVTA BUDGET
 Based on: Revenue Data Through October 2016
 FYE June 30, 2017

Grantors Tax		Received	NVTA		Projected Variance	
			FY 2017 Budget	Annualized - Actual To Budget		
Transaction Months	3	To Date	Annualized	FY 2017 Budget	Annualized - Actual To Budget	
City of Alexandria		\$ 727,284	\$ 2,909,135	\$ 3,322,266	\$ (413,131)	
Arlington County		\$ 1,217,248	\$ 4,868,993	\$ 4,662,589	\$ 206,404	
City of Fairfax		\$ 92,901	\$ 371,602	\$ 295,220	\$ 76,382	
Fairfax County		\$ 6,233,432	\$ 24,933,728	\$ 20,876,353	\$ 4,057,375	
City of Falls Church		\$ 72,937	\$ 291,749	\$ 298,423	\$ (6,674)	
Loudoun County		\$ 2,837,178	\$ 11,348,714	\$ 8,545,066	\$ 2,803,648	
City of Manassas		\$ 119,013	\$ 476,050	\$ 339,631	\$ 136,419	
City of Manassas Park		\$ 50,111	\$ 200,445	\$ 158,354	\$ 42,091	
Prince William County		\$ 1,817,610	\$ 7,270,442	\$ 5,073,000	\$ 2,197,442	
Total Grantors Tax Revenue		\$ 13,167,714	\$ 52,670,857	\$ 43,570,902	\$ 9,099,955	20.89%
Regional Sales Tax*		Received		FY 2017 Budget	Annualized - Actual To Budget	
Transaction Months	2	To Date	Annualized	FY 2017 Budget	Annualized - Actual To Budget	
City of Alexandria		\$2,483,297	\$ 14,899,782	\$ 14,576,063	\$ 323,719	
Arlington County		\$4,005,149	\$ 24,030,892	\$ 24,810,622	\$ (779,730)	
City of Fairfax		\$1,124,021	\$ 6,744,124	\$ 6,833,280	\$ (89,156)	
Fairfax County		\$17,209,497	\$ 103,256,983	\$ 112,442,662	\$ (9,185,679)	
City of Falls Church		\$400,054	\$ 2,400,326	\$ 2,304,737	\$ 95,589	
Loudoun County		\$7,864,335	\$ 47,186,009	\$ 44,265,375	\$ 2,920,634	
City of Manassas		\$888,072	\$ 5,328,433	\$ 4,904,149	\$ 424,284	
City of Manassas Park		\$236,350	\$ 1,418,099	\$ 1,292,525	\$ 125,574	
Prince William County		\$6,117,552	\$ 36,705,311	\$ 35,639,660	\$ 1,065,651	
Total Sales Tax Revenue*		\$ 40,328,326	\$ 241,969,958	\$ 247,069,073	\$ (5,099,115)	-2.06%
Transient Occupancy Tax (TOT)		Received		FY 2017 Budget	Annualized - Actual To Budget	
Transaction Months		To Date	Annualized	FY 2017 Budget	Annualized - Actual To Budget	
City of Alexandria	Months	2.00 \$ 889,363	\$ 5,336,177	\$ 3,458,526	\$ 1,877,651	
Arlington County	Months	2.00 \$ 1,462,581	\$ 8,775,485	\$ 9,711,491	\$ (936,006)	
City of Fairfax	Quarters	2.00 \$ 113,403	\$ 226,805	\$ 328,250	\$ (101,445)	
Fairfax County	Quarters	0.15 \$ 467,115	\$ 12,456,389	\$ 11,042,184	\$ 1,414,205	
City of Falls Church	Months	2.00 \$ 17,111	\$ 102,665	\$ 174,234	\$ (71,569)	
Loudoun County	Quarters	0.66 \$ 220,655	\$ 1,337,303	\$ 2,562,016	\$ (1,224,713)	
City of Manassas	Months	2.00 \$ 13,477	\$ 80,863	\$ 58,868	\$ 21,995	
City of Manassas Park	n/a	\$ -	\$ -	\$ -	\$ -	
Prince William County	Quarters	0.66 \$ 200,530	\$ 1,215,336	\$ 1,537,000	\$ (321,664)	
Total TOT Revenue		3,384,234	29,531,024	\$ 28,872,569	658,455	2.28%
Total Revenue Received		\$ 56,880,275	\$ 324,171,839	\$ 319,512,544	\$ 4,659,295	1.46%

*The Regional Sales Tax is reported net of fees when applicable.

Attachment B

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY FY 2017 30% DISTRIBUTION BY JURISDICTION

Based on: Receipts through October 2016

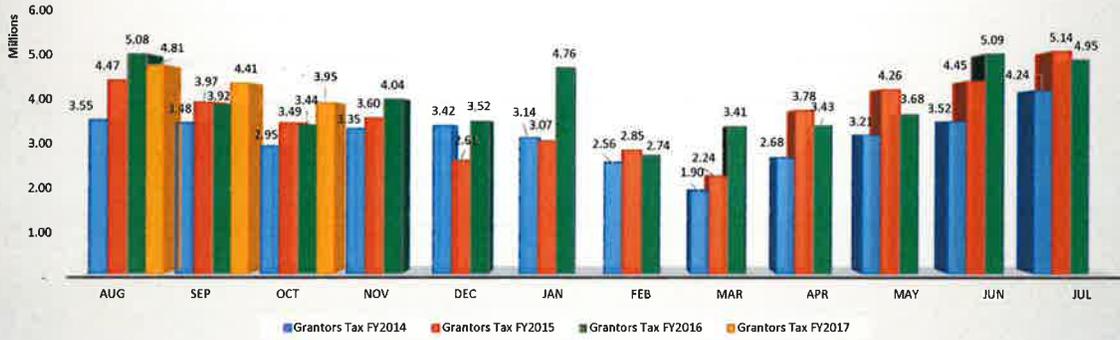
Jurisdiction	Grantor's Tax	*Regional Sales Tax (1)	Transient Occupancy Tax (2)	NVTA Fund Interest	Total	30% Funds	Accrued Interest (3)	Prior Distributions	Current Month Distribution	Total Funds Transferred
City of Alexandria	\$ 727,283.70	\$ 2,483,296.94	\$ 889,362.90	\$ -	\$ 4,099,943.54	\$ 1,229,983.06	163.48	\$ 676,321.05	\$ 553,825.49	\$ 1,230,146.54
Arlington County	\$ 1,217,248.20	\$ 4,005,148.71	\$ 1,462,580.91	\$ -	\$ 6,684,977.82	\$ 2,005,493.35	280.24	\$ 1,110,929.96	\$ 894,843.63	\$ 2,005,773.59
City of Fairfax	\$ 92,900.55	\$ 1,124,020.62	\$ 113,402.53	\$ -	\$ 1,330,323.70	\$ 399,097.11	46.71	\$ 399,143.82	\$ 399,143.82	\$ 7,173,993.95
Fairfax County	\$ 6,233,431.95	\$ 17,209,497.11	\$ 467,114.57	\$ -	\$ 23,910,043.63	\$ 7,173,013.09	980.86	\$ 3,923,170.66	\$ 3,250,823.29	\$ 7,173,993.95
City of Falls Church	\$ 72,937.20	\$ 400,054.36	\$ 17,110.88	\$ -	\$ 490,102.44	\$ 147,030.73	23.35	\$ 1,797,842.98	\$ 147,054.08	\$ 3,277,094.22
Loudoun County	\$ 2,837,178.45	\$ 7,864,334.90	\$ 220,654.98	\$ -	\$ 10,922,168.33	\$ 3,276,650.50	443.72	\$ 1,797,842.98	\$ 1,479,251.24	\$ 3,277,094.22
City of Manassas	\$ 119,012.55	\$ 888,072.10	\$ 13,477.20	\$ -	\$ 1,020,561.85	\$ 306,168.56	46.71	\$ 40,321.25	\$ 306,215.27	\$ 85,961.65
City of Manassas Park	\$ 50,111.25	\$ 236,349.75	\$ -	\$ -	\$ 286,461.00	\$ 85,938.30	23.35	\$ 40,321.25	\$ 45,640.40	\$ 85,961.65
Prince William County	\$ 1,817,610.45	\$ 6,117,551.84	\$ 200,530.42	\$ -	\$ 8,135,692.71	\$ 2,440,707.81	326.95	\$ 1,333,251.58	\$ 1,107,783.18	\$ 2,441,034.76
Total Revenue	\$ 13,167,714.30	\$ 40,328,326.33	\$ 3,384,234.39	\$ -	\$ 56,880,275.02	\$ 17,064,082.51	\$ 2,335.37	\$ 8,881,837.48	\$ 8,184,580.40	\$ 16,214,004.71

1 Net of Dept. of Taxation Fees

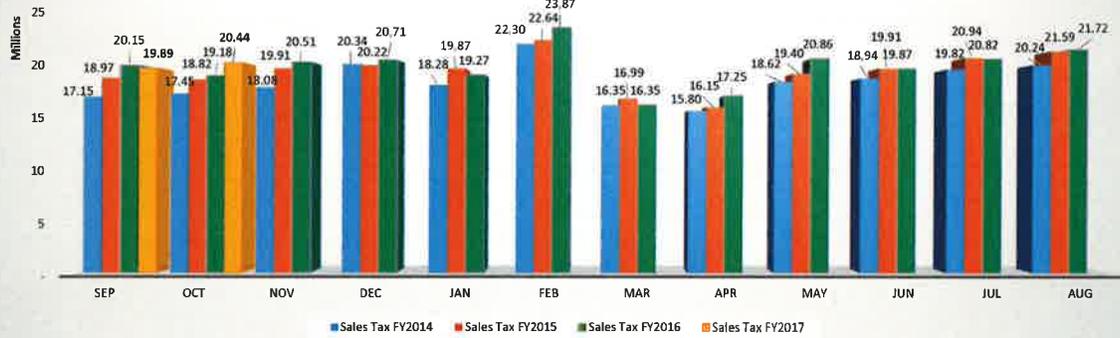
2 County TOT includes any town collections

3 Interest earned through 10/31/2016

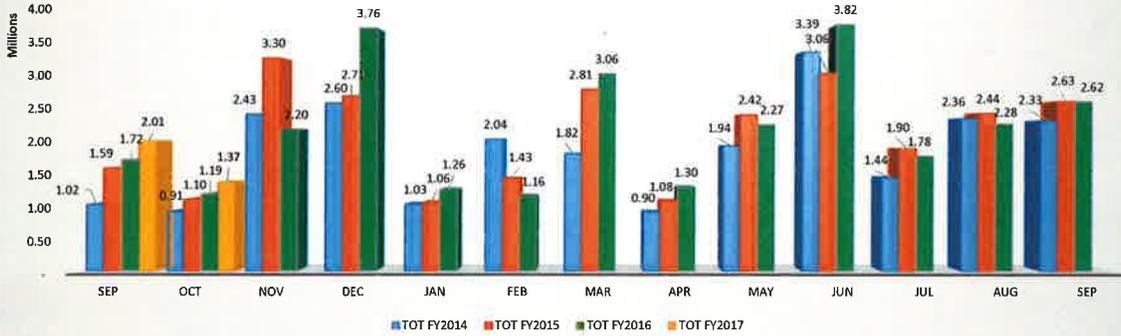
**Grantors Tax
(month received)**



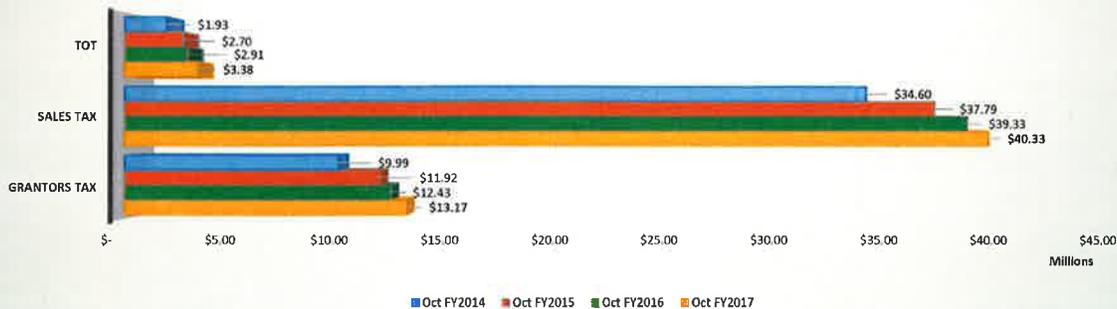
**Sales Tax
(month received)**



**Transient Occupancy Tax
(month received)**



YTD Receipt Comparison October FY2014 to FY2017



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chairman Parrish and Members of the NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: November 17, 2016

SUBJECT: NVTA Operating Budget

1. **Purpose:** To update the Finance Committee on the Authority Operating Budget for FY2017
2. **Background:** The Authority operating budget is funded through the participating jurisdictions. All jurisdictions have contributed their respective share of the FY2017 operating budget.
3. **Comments:** Through October 2016, the FY2017 Operating Budget has produced the following results:
 - a. Operating revenue is at 100% of estimate for the entire year.
 - b. October 2016 represents 33% of the fiscal year. Through October 2016, the Authority has utilized 29% of its expenditure budget.
 - c. The attached statement shows the operating budget income and expenditure activity through October 2016 for FY2017.

Attachment: FY2017 Operating Budget through October 31, 2016

1000 General Fund

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
330100	Contribution Member Jurisdiction		1,654,617.00	1,654,659.00	-42.00	100
						100
	Total Revenue	0.00	1,654,617.00	1,654,659.00	-42.00	100
Expenses						
410000	Personnel Expenses					
110	Salaries-Regular Pay	71,939.50	284,009.27	943,126.00	659,116.73	30
130	Health & Dental Benefits	8,361.32	36,698.76	115,200.00	78,501.24	32
131	Payroll Taxes	3,833.06	18,993.50	72,258.00	53,264.50	26
132	Retirement VRS	14,053.85	27,650.39	93,561.00	65,910.61	30
133	Life Insurance	1,943.63	3,696.26	12,355.00	8,658.74	30
134	Flex Spending/Dependant Care	26.25	52.50	604.00	551.50	9
135	Workers Comp		1,039.00	1,037.00	-2.00	100
137	Disability Insurance	701.75	5,714.23	13,360.00	7,645.77	43
	Total Account	100,859.36	377,853.91	1,251,501.00	873,647.09	30
420000	Professional Services					
210	Audit & Accounting Services	3,250.00	20,250.00	27,500.00	7,250.00	74
220	Bank Service			750.00	750.00	
230	Insurance		4,705.00	4,200.00	-505.00	112
240	Payroll Services	127.92	373.69	1,300.00	926.31	29
260	Public Outreach	5,000.00	5,687.88	21,500.00	15,812.12	26
261	Legal/Bond Council Services			50,000.00	50,000.00	
262	Financial Services	18,000.00	18,000.00	72,000.00	54,000.00	25
263	Bond Trustee Fees			2,700.00	2,700.00	
264	Legislative Services			60,000.00	60,000.00	
	Total Account	26,377.92	49,016.57	239,950.00	190,933.43	20
430000	Technology/Communication					
310	Acctg & Financial Report System			10,000.00	10,000.00	
320	HW SW & Peripheral Purchase		4,390.90	5,030.00	639.10	87
330	IT Support Svc Incl Hosting	1,180.75	5,157.75	14,150.00	8,992.25	36
340	Phone Service	554.23	1,723.66	7,300.00	5,576.34	24
350	Web Develop & Hosting	217.75	1,028.75	7,600.00	6,571.25	14
	Total Account	1,952.73	12,301.06	44,080.00	31,778.94	28
440000	Administrative Expenses					
410	Advertisement			1,500.00	1,500.00	
411	Dues & Subscriptions		165.00	3,710.00	3,545.00	4
412	Duplication & Printing		2,381.99	14,592.00	12,210.01	16
413	Furniture & Fixture	3,575.36	5,613.36	6,000.00	386.64	94
414	Meeting Expenses		583.11	3,600.00	3,016.89	16
415	Mileage/Transportation	184.16	959.32	10,200.00	9,240.68	9
416	Misc Exp		144.48		-144.48	

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
Income Statement
For the Accounting Period: 10 / 16

1000 General Fund

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
417	Office Lease	9,813.60	48,180.42	116,059.00	67,878.58	42
418	Office Supplies	116.63	989.41	6,880.00	5,890.59	14
419	Postage & Delivery		10.10	700.00	689.90	1
420	Professional Develop & Training	47.08	407.08	13,670.00	13,262.92	3
421	Industry Conferences		4,152.19	6,500.00	2,347.81	64
	Total Account	13,736.83	63,586.46	183,411.00	119,824.54	35
	Total Expenses	142,926.84	502,758.00	1,718,942.00	1,216,184.00	29
	Net Income from Operations	-142,926.84	1,151,859.00			
Other Expenses						
521000	Transfers					
820	Transfer to Operating Reserve			343,788.00	343,788.00	
825	Transf to Equip Reserve			4,500.00	4,500.00	
	Total Account			348,288.00	348,288.00	
	Total Other Expenses	0.00	0.00	348,288.00	348,288.00	
	Net Income	-142,926.84	1,151,859.00			