

	Fiscal Year 2017 Final Operating Budget	5/5/2016	12/1/2016
	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	FY16 Actual	'17 Operating	FY17 Final
Federal	\$778,013	\$717,047	\$1,172,934
State	\$321,089	\$339,673	\$355,514
Local	\$189,017	\$276,859	\$304,657
Local per capita	\$150,752	\$152,817	\$150,809
Interest Income	\$1,199	\$750	\$1,590
Rent Income	\$6,715	\$9,000	\$8,200
Total Revenue	\$1,446,785	\$1,741,550	\$1,993,704
Expenditures			
Personnel			
Salaries	\$559,612	\$590,093	\$608,089
Fringe and Release	\$126,180	\$138,630	\$142,835
Total Personnel	\$685,792	\$728,723	\$750,924
Direct Costs			
Overhead			
Postage	\$3,038	\$3,802	\$3,566
Subscriptions	\$105	\$550	\$550
Supplies	\$3,946	\$7,564	\$7,721
Audit-Legal	\$15,608	\$16,500	\$16,750
Advertising	\$12,073	\$17,607	\$17,971
Program Interest	\$0	\$0	\$0
Professional Development -	\$0	\$0	\$0
Meeting Expenses	\$3,530	\$3,036	\$2,624
TJPDC Contractual	\$45,578	\$45,424	\$55,805
Dues	\$6,964	\$8,692	\$8,470
Insurance	\$3,259	\$3,450	\$3,807
Printing/Copy	\$5,471	\$7,376	\$6,081
Rent	\$82,140	\$84,529	\$84,529
Equip/Data Use	\$26,087	\$20,406	\$20,396
Capital & Leases	\$0	\$0	\$0
Telephone	\$6,697	\$6,130	\$5,625
Travel-Vehicle	\$16,487	\$14,008	\$13,476
Leg Liaison	\$0	\$0	\$0
Janitorial	\$9,493	\$9,600	\$10,920
Professional Development	\$7,808	\$12,529	\$13,323
Total Direct Costs	\$248,284	\$261,203	\$271,614
TOTAL OPERATING EXPENSES	\$934,076	\$989,926	\$1,022,538
Net Ordinary Income	\$512,709	\$751,624	\$971,166
Other			
MPO Pass Thru	\$0	\$0	\$0
HOME Pass Thru	\$316,592	\$419,096	\$421,350
Grants Contractual & Def Rev	\$0	\$0	\$120,250
Grants Pass Through	\$115,830	\$332,528	\$380,150
Total Other Expenses	\$432,422	\$751,624	\$921,750
Net Other Income	-\$432,422	-\$751,624	-\$921,750
Net Income	\$80,287	\$0	\$49,416

FY 17 Operating Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
Locality and State Revenue						
Albemarle				\$64,306		
Charlottesville				\$27,616		
Fluvanna				\$16,101		
Greene				\$12,163		
Louisa				\$21,277		
Nelson				\$9,346		
Legislative Liaison			\$99,600			
State Contribution - DHCD		\$75,971				
Water Street Center Offices						\$200
Interest Income					\$1,590	\$8,000
Transportation						
Charlottesville-Albemarle MPO						
FTA Funding	\$89,433	\$11,179				
PL Funding	\$170,293	\$21,287	\$0			
SHRP2 SP@CE	\$45,000					
Rideshare						
Rideshare VDPRT		\$139,258	\$34,658			
Clean Commute Day			\$825			
TJPDC Rural Transportation						
Rural Admin	\$14,600					
Rural Transportation Planning	\$43,400					
Other Programs						
Local Mapping & Planning			\$0			
Stanardsville	\$0		\$5,751			
Nelson Route 29		\$0	\$13,787			
Nelson Rockfish			\$6,027			
5th Street TAP	\$21,250					
Albemarle BB			\$1,078			
Housing and Non-Profit						
HOME Consortium Admin	\$46,566					
TJPDC Corp.			\$3,453			
Housing Preservation	\$6,252					
Columbia-Fluvanna	\$11,625	\$3,100	\$775			
Environment						
Solid Waste			\$10,500			
Haz Mit Grant	\$32,734					
RRBC			\$2,953			
Pass Through Revenue						
Consortium HOME Pass Through	\$421,350					
Columbia Pass Through	\$131,250	\$35,000	\$8,750			
Housing Preservation Pass Thru	\$35,431					
MPO Route 29 Pass Through		\$69,719	\$100,000			
Nelson Route 29			\$16,500			
5th Street TAP	\$73,750					
SHRP2	\$30,000					
Total Revenues by Category	\$1,172,934	\$355,514	\$304,657	\$150,809	\$1,590	\$8,200
Sum Total of Revenues						\$1,993,704



*Serving local governments by providing regional vision,
collaborative leadership and professional service to develop effective solutions.*

RESOLUTION

APPROVING THE FISCAL YEAR 2017 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION AMENDED ANNUAL OPERATING BUDGET

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10; and

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners; and

WHEREAS, the Commission prepares an annual operating budget containing a revenue summary and expenditure plan to fund and carry out its work program; and

WHEREAS, the Commission may amend the previously approved operating budget to account for unexpected changes in revenues and expenses; and

WHEREAS, the Commission originally approved the Fiscal Year 2017 Annual Operating Budget of \$1,741,550 in Revenues and \$1,741,550 in Expenses on May 5, 2016; and

WHEREAS, the Executive Director and Finance Committee recommend to the Commission for the Fiscal Year 2017 an Amended Operating Budget of \$1,993,704 in Revenues and \$1,944,288 in Expenses, resulting in an expected Net Income of \$49,416; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2017 Amended Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of December 1, 2016.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized upon review by the Finance Committee to administer to the financial affairs of the TJPDC including custody and investment of short and longer term deposits of all public funds belonging to or handled by the TJPDC as provided in Sect. 2.2-4501 of the Code of Virginia, 1950 as amended. Funds of the TJPDC shall be invested in accordance with the Code of Virginia, Investment of Public Funds Act, Chapter 45 Title 2.2 Sections 2.2-4500-4518 and the Virginia Security for Public Deposits Act, Chapter 44 Title 2.2, Sections 2.2-4400-4411.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of December 1, 2016 in the City of Charlottesville, Virginia, a quorum being present.

Charles P. Boyles, II
Executive Director

Andrea Wilkinson
Commission Chair

Date



To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: December 1, 2016

Re: Final Amended Budget FY17

Purpose: To present the amended FY17 budget, to be used as the basis for financial reports throughout the year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) a revised operating budget after the first quarter of the fiscal year, for approval in December, to serve as the budget for financial reports through the year. At the December 1, 2016 meeting, the Commission will consider the amended budget for FY17.

In your agenda packet is the Amended FY17 Budget. For your reference, the FY16 Actual and FY17 Approved (in May) operating budgets are included.

The Finance Committee has reviewed and we have for your review upon request, a detailed line item program working budget.

Proposed Final FY17 Budget:

The Recommended Amended FY17 Budget incorporates changes to revenue and expense assumptions from the FY17 Budget adopted at the May meeting and adjusted to include changes that have occurred during the first quarter of FY17.

Changes to revenue in the Amended FY17 budget include:

- Correction of classification of revenue sources State to Federal sources
- Increase in revenue for MPO FTA funding of \$6,182 from previous year
- Decrease in City of Charlottesville per capita revenue by \$2,009 for decreased approved funding
- Decrease in rental income of \$800
- Increase in interest income of \$ 840
- Increase of \$75,000 for newly awarded SHRP2 I-64 Planning Grant
- Increase of \$30,287 for newly awarded Nelson County Econ Development Planning Study
- Decrease of \$9,973 in Nelson County Rockfish study due to increased work and billing at end of FY16.
- Increase of \$95,000 for newly awarded VDOT TAP grant for 5th Street Station.

- Increase of \$1,078 for Albemarle County Broadband contract.
- Increase of \$3,453 for unexpected TJPDC Corp. grant revenues.
- Increase of \$266 for Hazard Mitigation Grant correction.
- Increase of \$2,953 for RRBC funding from Fluvanna and Greene Counties. (These funds are not to be spent until full partnership participation occurs.)
- Increase of \$2,254 in HOME funds from TJPDC HOME reserve account.
- Increase of \$47,622 for Route 29 Marketing pass through funds from two fiscal year correction.

Changes to expenses in the FY17 budget include

- Increased salaries and benefits to adjust for the added full time entry level Planner I position to provide assistance with increased project workload. Position is funded only through FY17.
- Increased salary and benefits for \$500 per employee bonuses should funding be available in April/May.
- Increase in contractual services for web and social media presence for newly added projects of SHRP2, Nelson Economic Development, and MPO projects.
- Increase in insurance to provide Officers & Liability Insurance for RRBC
- Decrease in telephone expenses due to contractual cost savings
- Increase in janitorial contractual costs. First increase in 3 years.
- Increased expense for additional staff training and development.
- Adjustment to some expense line items based on actual amounts for these expenses for first quarter of FY17
- Increases in pass through amounts due to pass through obligations in SHRP2, Nelson County Economic Development, and 5th Street TAP grant.

Overall, we expect revenues to exceed expenditures by \$49,416 for the year. This is still a conservative budget estimate. We anticipate based upon recent activity to:

- ✓ Increase office rentals and Water Street Center rentals above the amended budget amount.
- ✓ Additional contractual services with local governments and a large contract with VDOT for Hydraulic & 29 Planning Management Services.
- ✓ Monitor expenditures for minimized spending

Report from Executive Committee: The Finance Committee met during regular meetings to review the FY 17 budget. Projected revenues and local funding requests were considered based upon estimated expenses. Recommendations were made considering the ongoing financial benchmarks established by the Commission to:

- Operate financially conservative to create a fiscally sustainable agency.
- Maintain a reasonable cash position to provide adequate resources for lean revenue months.
- Work to build an adequate retained earnings reserve for future services and future growth opportunities

- Prioritize service programs that are fiscally sustainable and pay for themselves
- Control expenses within known revenue sources

To meet the above objectives, the Executive Committee recommends:

- Establishing a per capita rate beginning with FY18 for the Legislative Liaison program, currently estimated at \$.40 per capita
- Begin budgeting for specific regional and local projects to be funded out of per capita contributions and billed under fully loaded salary/fringe rates. This helps to lower agency indirect cost rates in the future.
- Approval of the FY 17 Amended Operating Budget as submitted

Finance Committee Recommendation: Approval of the amended final FY17 Budget for use in approved expenditures, financial reporting and auditing.

Recommended Motion by Commission: To approve the amended final FY17 Budget for use in approved expenditures, financial reporting and auditing