



To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: November 6, 2016

Re: FY18 Projected Budget Approval and FY17 Final Amended Budget Schedule

Purpose: To present the schedule for the amended FY17 budget, to be used as the basis for financial reports throughout the year and approval of the projected FY18 budget for local government revenue requests to TJPDC members.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in November, 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 this year, to serve as the final working budget and for final financial reports. At the November 6, 2016 meeting, the Commission will consider the Proposed Budget for FY18. The amended final operating budget for FY17 will be considered at the December 1, 2016 Commission meeting.

In your agenda packet is the Projected FY18 Budget. For your reference, the FY16 Final Budget as Amended, FY 16 Actual Revenues/Expenses and FY17 Approved (in May) Operating budgets are included. Source documents include the FY18 projected revenues by source, the FY17 Local Member Assessments as requested and as funded and FY18 Local Member Assessments as recommended for request.

Projected FY18 Budget:

The Projected FY18 Budget is approved by the Commission prior to the effective fiscal year in preparation of our local government members' budget preparation cycle. Charlottesville and Albemarle now require submissions by the end of October each year. A revenue request is established based upon expected expenditures for the upcoming fiscal year. Revenue requests are forwarded to the local governments for their consideration for funding to the TJPDC. The TJPDC is usually notified in May of the local governments' approved funding.

The Projected FY18 Budget incorporates changes to revenue and expense assumptions from the FY17 Budget and adjusted to include changes that have occurred during the first quarter of FY17 and expected throughout FY17 and into FY18.

The FY18 projected budget is very conservative in projected revenues and anticipates a zero balanced budget. For FY18, we recommend keeping the per capita rate constant as past years adjusting only for increased population as defined by the Weldon Cooper Center. We also recommend establishing a per capita rate of \$0.40 per person for the funding of the legislative liaison. This does not currently fund the full legislative liaison program and requires supplemental funds to come from the general fund per capita revenues (\$24,006 shortfall for FY18). The Rivanna River Basin Commission requests for the second year, \$10,500 to be funded for RRBC activities. Greene and Fluvanna Counties funded their portion in FY17 with Charlottesville and Albemarle not approving any funding for RRBC. We have also included a funding request for Greene County's continuance in Rideshare programs. Greene has not funded Rideshare in the past, but is the fastest growing local government using these services.

FY18 expenses do not include any major increases to include no salary raises or bonuses, no new employees and no capital expenditures. One temporary planner position is budgeted for discontinuance if no additional funding streams are identified by July 1, 2017.

Changes to revenue in the FY18 budget include:

- Includes estimated population changes by Weldon Cooper
- Keeps the per capita rate constant at \$ 0.62 per capita
- Increases Water Street Center and Office rentals to \$ 12,000
- Decreases Legislative Liaison requests to \$99,400 to establish a per capita rate for this program of \$0.40 per capita
- Adds increased funding for Rivanna River program as requested by RRBC
- Adds SHRP2 grant funding of \$ 25,000
- Adds VDOT TAP Grant for Fifth Street Bike/Ped of \$319,880
- Adds Columbia pass-through funding of \$46,750
- Keeps \$10,000 in revenue for Hazard Mitigation
- Keeps \$4,203 in revenue for Stanardsville Streetscape Grant

Changes to expenses in the FY18 budget include:

- No salary or bonus adjustments
- Eliminates a temporary planner position if no new awards by July 1, 2017
- Increase in janitorial services of 10%
- Advertising is increased due to Rideshare marketing efforts
- Contractual services are decreased with a decreased amount of communications consulting services

- Dues and professional development have increased with added professional development for staff
- Rent increases due to annual 3% office and Water Street Center rent but is somewhat offset with deducting the revenue from center and office rental income
- All new employees receive only Employee paid health coverage, reducing the TJPDC's expenses for new employee family coverage
- All other expenses are in line with FY16 Actual and expected FY17 budget expenses
- A major change staff has begun in FY17 and recommends to continue into FY18 is to provide each member locality a separate activities program account along with a regional activities account. Each local government is provided an account of staff hours derived from their per capita contributions minus program matches of MPO, Rural Transportation, and Legislative Liaison per capita commitments. One-half of those hours are assigned to Regional Program uses and the other half are assigned to hours of service committed to that locality within that fiscal year. Staff will work with our local members during the fall and winter to identify projects and priorities for the TJPDC to work on specific to the locality and as well, comprehensively for the region. These will be included in our annual work program to be considered every May with the Annual Operating Budget. This not only helps us to identify the assistance provided specific to our local members whether map preparation, data gathering or even conference space use but also helps us to charge staff time at a fully loaded rate with indirect costs charged, that helps to reduce our overall annual indirect cost rate. I will provide more information on this in the next couple of months and ask Commission Members' help with identifying priority projects for their local governments.

Overall, we expect revenues to equal expenditures for FY18. This is a very conservative budget estimate. We anticipate this based upon recent activity to:

- ✓ Increase office rentals and Water Street Center rentals above the projected budget amount
- ✓ Apply and be awarded new grants and contracts
- ✓ Monitor expenditures for minimized spending

Member Assessments

Total Member Assessments are effected by several factors. Total population for the region rose from July 1, 2014 to July 1, 2015 by .8 %. Albemarle County grew the most at 1.13 % since 2014 and Greene County at 1.13% during that time period. Louisa and Nelson Counties both loss population during this time period. The newest population estimates are multiplied by \$0.62 per capita for general fund expenditures and \$0.40 for Legislative Liaison services. Matches for participating localities are divided by each's share of the population accordingly with the required match amount. Major Changes from FY17 include:

Increases for RRBC to Albemarle and Charlottesville

Increases to Greene County for Rideshare

Increases to Charlottesville for their level funding at FY16 rates for FY17

Increases for Charlottesville, Albemarle, Fluvanna, and Greene for population growth

Reductions for Louisa and Nelson for population declines

Report from Executive Committee: The Executive Committee met to review the FY 18 Projected 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
- Supporting the Rivanna River Basin Commission's request of \$10,500 per year for member localities
- Approval of the FY18 Projected Budget as submitted

Executive Committee Recommendation: Approval of the Projected FY18 Budget for use in local, state and federal funding requests.

Recommended Motion by Commission: To approve the Projected FY17 Budget for use in local, state and federal funding requests.



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

**RESOLUTION
APPROVING THE FISCAL YEAR 2018
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
PROJECTED 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 projected budget containing a revenue summary and expenditure plan to fund and carry out its work program, and;

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year, and;

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year, and;

WHEREAS, the Executive Director and Finance Committee recommend to the Commission for the Fiscal Year 2018 a Projected Budget of \$1,800,604 in Revenues and \$1,800,604 in Expenses, and;

WHEREAS, the FY 2018 projected budget recommends local funding with per capita funding remaining constant at sixty-two cents per person and adding a per capita contribution of forty cents per person specific to legislative liaison services, based upon the most recent Weldon Cooper Center population estimates of July 1, 2015; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2018 Projected Budget and Member Assessments, which is attached hereto and which shall be included in the minutes of the Commission meeting of October 6, 2016.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of October 6, 2016 in the City of Charlottesville, Virginia, a quorum being present.

Charles P. Boyles, II
Executive Director

Andrea Wilkinson
Commission Chair

Date

	\$0.62 per capita	\$0.62 per capita	5/5/2016 \$0.62 per capita	10/6/2016 \$0.62 per capita
Revenue	<u>FY16 Amended</u>	<u>FY16 Actual</u>	<u>FY17 Operating</u>	<u>FY18 Projected</u>
Federal	\$875,671	\$778,013	\$717,047	\$1,223,460
State	\$253,631	\$321,089	\$339,758	\$247,008
Local	\$159,853	\$189,017	\$158,258	\$162,866
Local per capita	\$150,752	\$150,752	\$152,817	\$154,070
Interest Income	\$750	\$1,199	\$750	\$1,200
Rent Income	\$5,000	\$6,715	\$6,400	\$12,000
Total Revenue	\$1,445,657	\$1,446,785	\$1,375,030	\$1,800,604
Expenditures				
Personnel				
Salaries	\$548,617	\$559,612	\$537,243	\$589,288
Fringe and Release	\$136,476	\$126,180	\$135,037	\$138,167
Total Personnel	\$685,093	\$685,792	\$672,280	\$727,455
Direct Costs				
Overhead				
Postage	\$3,941	\$3,038	\$3,708	\$3,685
Subscriptions	\$550	\$105	\$550	\$550
Supplies	\$7,196	\$3,946	\$7,255	\$7,182
Audit-Legal	\$16,500	\$15,608	\$16,500	\$16,500
Advertising	\$11,693	\$12,073	\$12,370	\$15,177
Professional Development -	\$0	\$0	\$0	\$0
Meeting Expenses	\$3,584	\$3,530	\$2,860	\$2,688
TJPDC Contractual	\$53,363	\$45,578	\$54,866	\$41,481
Dues	\$8,534	\$6,964	\$8,434	\$8,692
Insurance	\$3,946	\$3,259	\$3,450	\$2,800
Printing/Copy	\$9,164	\$5,471	\$5,491	\$4,960
Rent	\$84,028	\$82,140	\$85,047	\$86,990
Equip/Data Use	\$31,206	\$26,087	\$17,708	\$18,775
Telephone	\$8,601	\$6,697	\$6,557	\$5,650
Travel-Vehicle	\$16,345	\$16,487	\$13,678	\$12,172
Janitorial	\$9,600	\$9,493	\$9,600	\$10,560
Professional Development	\$11,693	\$7,808	\$11,890	\$11,109
<i>Total Direct Costs</i>	<i>\$279,944</i>	<i>\$248,284</i>	<i>\$259,964</i>	<i>\$248,971</i>
TOTAL OPERATING EXPENSES	\$965,037	\$934,076	\$932,244	\$976,426
Net Ordinary Income	\$480,620	\$512,709	\$442,786	\$824,178
Other				
MPO Pass Thru	\$0	\$0	\$0	\$0
HOME Pass Thru	\$410,174	\$316,592	\$410,174	\$421,350
SHRP 2, RRBC Pass Thru	\$617	\$0	\$617	\$320,647
Columbia & HPG Pass Thru	\$55,190	\$115,830	\$31,995	\$82,181
<i>Total Other Expenses</i>	<i>\$465,981</i>	<i>\$432,422</i>	<i>\$442,786</i>	<i>\$824,178</i>
Net Other Income	-\$465,981	-\$432,422	-\$442,786	-\$824,178
Net Income	\$14,639	\$80,287	\$0	\$0

FY 18 Operating Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
Locality and State Revenue						
Charlottesville				\$29,890		
Albemarle				\$65,132		
Fluvanna				\$16,220		
Greene				\$12,301		
Louisa				\$21,231		
Nelson				\$9,296		
Legislative Liaison			\$99,400			
State Contribution - DHCD		\$75,971				
Water Street Center Offices						\$0
Interest Income					\$1,200	\$12,000
Transportation						
Charlottesville-Albemarle MPO						
FTA Funding	\$83,938	\$10,492				
PL Funding	\$170,293	\$21,287	\$0			
SHRP2 SP@CE	\$19,375					
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		\$4,203			
Nelson Route 29		\$0	\$0			
Nelson Rockfish			\$0			
5th Street TAP	\$15,000					
Albemarle BB			\$0			
Housing and Non-Profit						
HOME Consortium Admin	\$46,566					
TJPDC Corp.			\$0			
Housing Preservation	\$6,252					
Columbia-Fluvanna	\$0	\$0	\$0			
Environment						
RRBC			\$2,981			
Solid Waste			\$10,500			
Haz Mit Grant	\$10,000					
Pass Through Revenue						
Consortium HOME Pass Through	\$421,350					
Columbia Pass Through	\$46,750	\$0	\$0			
Housing Preservation Pass Thru	\$35,431					
SHRP 2	\$5,625	\$0	\$0			
RRBC	\$0		\$7,519			
5th Street TAP	\$304,880					
Ride Share Pass Through			\$2,780			
Total Revenues by Category	\$1,223,460	\$247,008	\$162,866	\$154,070	\$1,200	\$12,000
Sum Total of Revenues						\$1,800,604

Member Assessments

FY17 Requests	2010 Census	July 1, 2014 Estimate	% of Region	FY17 Per Capita Assessments (\$0.62)	FY17 Legislative Liaison Assessments	Proportional FY17 Rideshare Assessments	Proportional FY17 Solid Waste District Assessments	RRBC (based on combination of population & land area)	Total FY17 Requested
Charlottesville	43,475	47,783	19.4%	\$29,625	\$19,309	\$7,300	\$2,546	\$1,337	\$60,117
Albemarle County	98,970	103,717	42.1%	\$64,305	\$41,911	\$15,845	\$5,526	\$6,210	\$133,797
Fluvanna County	25,691	25,970	10.5%	\$16,101	\$10,494	\$3,967	\$1,384	\$1,897	\$33,843
Greene County	18,403	19,618	8.0%	\$12,163	\$7,927		\$1,045	\$1,056	\$22,191
Louisa County	33,153	34,317	13.9%	\$21,277	\$13,867	\$5,243			\$40,387
Nelson County	15,020	15,074	6.1%	\$9,346	\$6,091	\$2,303			\$17,740
Total	234,712	246,479	100%	\$152,817	\$99,600	\$34,658	\$10,500	\$10,500	\$308,075

FY17 As Funded	2010 Census	July 1, 2014 Estimate	% of Region	FY17 Per Capita	FY17 Legislative Liaison	FY17 Rideshare	FY17 Solid Waste	RRBC	Total FY17	Difference
Charlottesville	43,475	47,783	19.4%	\$27,616	\$19,309	\$7,300	\$2,546	\$0	\$56,771	(\$3,346)
Albemarle County	98,970	103,717	42.1%	\$64,305	\$41,911	\$15,845	\$5,526	\$0	\$127,587	(\$6,210)
Fluvanna County	25,691	25,970	10.5%	\$16,101	\$10,494	\$3,967	\$1,384	\$1,897	\$33,843	
Greene County	18,403	19,618	8.0%	\$12,163	\$7,927		\$1,045	\$1,056	\$22,191	
Louisa County	33,153	34,317	13.9%	\$21,277	\$13,867	\$5,243			\$40,387	
Nelson County	15,020	15,074	6.1%	\$9,346	\$6,092	\$2,303			\$17,741	
Total	234,712	246,479	100%	\$150,808	\$99,600	\$34,658	\$10,500	\$2,953	\$298,519	-\$9,556

FY18 Proposed Requests	2010 Census	July 1, 2015 Estimate	% of Region	FY18 Per Capita (\$0.62)	FY18 Legislative Liaison (\$0.40 per capita)	FY18 Rideshare	FY18 Solid Waste	FY18 RRBC	Total Proposed FY18 Request	Difference from FY17 Request
Charlottesville	43,475	48,210	19.4%	\$29,890	\$19,284	\$7,300	\$2,540	\$1,337	\$60,351	\$234
Albemarle County	98,970	105,051	42.3%	\$65,132	\$42,020	\$15,845	\$5,536	\$6,210	\$134,743	\$946
Fluvanna County	25,691	26,162	10.5%	\$16,220	\$10,465	\$3,967	\$1,379	\$1,897	\$33,928	\$85
Greene County	18,403	19,840	8.0%	\$12,301	\$7,936	\$2,780	\$1,045	\$1,056	\$25,118	\$2,927
Louisa County	33,153	34,244	13.8%	\$21,231	\$13,698	\$5,243			\$40,172	(\$215)
Nelson County	15,020	14,993	6.0%	\$9,296	\$5,997	\$2,303			\$17,596	(\$144)
Total	234,712	248,500	100%	\$154,070	\$99,400	\$37,438	\$10,500	\$10,500	\$311,908	\$3,833