Thomas Jefferson
Planning District Commission

To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 4, 2022

Re: Draft Amended FY22 Budget

Purpose: To present the amended FY22 budget, to be used as the basis for financial reports throughout the remainder of fiscal year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/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) an amended operating budget for approval in March, to serve as the budget for financial reports through the year. The budget presented tonight is in draft form. At the March 3, 2022 meeting, the Commission will be present with the final amended budget for FY22 for consideration and approval.

In your agenda packet is the Amended FY22 budget. For your reference, the FY20 Actual, FY21 Actual, the FY22 Original Approved, and the FY22 Amended budgets are included for reference. Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final FY22 Budget: The recommended Amended FY22 budget incorporates changes to revenue and expense assumptions from the original FY22 budget adopted at the May2021 meeting and is adjusted to include changes that have occurred during the first half of FY22 and changes that are projected to occur during the second half of FY22. The amended budget includes total projected revenue of $3,007,112 and expenditures of $2,963,148 for an anticipated net gain of $43,965.

Changes to revenue in the Amended FY22 budget include:

- Federal Revenues:
  - Received official HOME-ARP Award – added $35,000 in Planning funds to stand up the new program
  - Housing Preservation Grant – FFY21 award amount increased from $117,000 to $156,000
- State Revenues:
  - Albemarle Transit Expansion Study – unused FY21 budgeted state funds were rolled over into the FY22 budget

- Regional Transit Expansion Study – unused FY21 budgeted state funds were rolled over into the FY22 budget
- Virginia Eviction Reduction Pilot award - $300,000 across FY22 ($160,370) and FY23
- Virginia Telecommunications Initiative (VATI) award - $79 million in state funds along with $33 million in local match. To date, *only administrative funds* are budgeted for FY22. Projected program pass-through funds will be incorporated in the final budget provided at the March meeting.
- VA Housing Strategic Planning Funds awarded in the amount of $20,000

- Local Revenues:
  - Albemarle Transit Expansion Study – unused FY21 budgeted local funds were rolled over into the FY22 budget
  - Regional Transit Expansion Study – unused FY21 budgeted local funds were rolled over into the FY22 budget
  - The Regional Housing Partnership received sponsorships of $4,500 to support the educational webinar series
  - The Stanardsville (STAR) TAP budget was amended to include the next phase of the project, increasing the administrative fees proportionately
  - Nelson TAP grant application support - $5,500
  - Regional Cigarette Tax Board – Start-up costs, administrative expenses, and a reserve account were received in the amount of $279,621. To date, only administrative funds are budgeted for FY22. Projected tax revenues (pass-through) will be incorporated in the final budget provided at the March meeting.
- Other Revenues:
  - Bank interest decreased from an anticipated $2,000 to $700
  - Rental space projected revenue increased from $10,000 to $18,000

Changes to expenses in the FY22 budget include:

- Slight increase in Salary and benefits – Chief Operating Officer position remains vacant. Both Planner I and Planner II positions have been filled. Staff received one-time bonuses at the end of the calendar year and will receive a potential one-time bonus at the end of the fiscal year, pending available funding.
- Increase in advertising expenses to account for advertising all open positions throughout the year, to include: Executive Director, Chief Operating Officer, Planner I, Planner II, Finance Director, and Cigarette Tax Compliance Agent
- Decrease in contractual expenses since the Commission did not require the use of a private search firm to fill the Executive Director role. Additionally, use of an Accountant's contract time at Hantzmon Wiebel to support a finance transition was less than anticipated.
- Decrease in printing/copy expenses due to continued remote work.
- Increase in telephone expenses due to replacing our outdated system with a new, cloud-based Nextiva system.
- Increase in Travel-Vehicle expenses due to conferences, trainings, and General Assembly returning to in-person.

- Decrease in janitorial due to less frequent use of in-person offices, requiring less cleaning.
- Decrease in professional development due to limited opportunities for paid trainings (and increased opportunities for reduced-cost virtual trainings).

Overall, we expect revenues to exceed expenditures by approximately $43,965 for the year.

Staff is working on the FY23 budget to be delivered to you in April. The excess revenues accumulated in FY22 may be required to be used to balance the FY23 budget. I expect in FY23 and/or FY24 a need to increase staff capacity to address the additional program administration, to include for VATI, HOME-ARP, and the Cigarette Tax Board.

Recommended Motion by Commission: *None at this time. This is a draft of the amended FY22 budget. A final will be brought to the March 2022 meeting for consideration and approval.*

			May-21	Feb-22
	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Revenue	*FY20 Actual*	*FY21 Actual*	*FY22 Approved*	***FY22 Amended***
Federal	$1,170,710	$3,311,545	$1,193,070	$1,272,873
State	$276,948	$256,898	$479,636	$768,560
Local	$390,375	$442,110	$420,529	$787,309
Local per capita	$156,717	$157,820	$159,620	$159,620
Interest Income	$10,983	$1,382	$2,000	$750
Rent Income	$0	$13,450	$10,000	$18,000
Grant & Reserves Transfer	$0	$0	$54,470	$0
Total Revenue	$2,005,733	$4,183,206	$2,319,325	$3,007,112
Operating Expenses				
Personnel Costs				
Salaries	$966,262	$793,008	$782,686	$822,187
Fringe and Release	$0	$170,318	$157,487	$171,585
Total Personnel	$966,262	$963,326	$940,173	$993,772
Other Costs				
Postage	$1,298	$1,835	$2,254	$2,311
Subscriptions	$1,525	$947	$550	$550
Supplies	$9,424	$5,470	$7,364	$7,570
Audit-Legal	$15,525	$15,936	$16,500	$16,500
Advertising	$20,042	$4,574	$27,798	$32,034
Meeting Expenses	$8,741	$1,119	$5,996	$406
TJPDC Contractual	$50,921	$58,537	$112,312	$77,434
Dues	$10,654	$9,132	$12,016	$11,331
Insurance	$4,281	$5,774	$3,336	$3,546
Printing/Copy	$4,887	$4,459	$6,060	$3,431
Rent	$92,604	$97,269	$98,058	$98,058
Equip/Data Use	$20,796	$36,280	$21,037	$29,443
Capital & Leases	$0	$0	$0	$0
Telephone	$7,426	$7,659	$5,862	$6,800
Travel-Vehicle	$15,002	$6,711	$27,253	$40,806
Janitorial	$6,961	$2,310	$8,920	$3,600
Professional Development	$18,651	$5,421	$20,654	$14,930
Total Other Costs	*$288,738*	$263,433	*$375,970*	*$348,750*
TOTAL OPERATING EXPENSES	$1,255,000	$1,226,759	$1,316,143	$1,342,522
Net Ordinary Income - Pass Through $	$750,733	$2,830,154	$1,003,182	$1,664,590
Other				
HOME Pass Thru	$612,065	$582,891	$608,954	$608,954
HPG Pass Thru	$0	$105,287	$100,148	$124,313
All Grants/Contracts Pass Thrus	$104,804	$2,141,976	$294,080	$887,359
Total Other Expenses	*$716,869*	$2,830,154	*$1,003,182*	*$1,620,625*
Net Other Income	-$716,869	-$2,830,154	-$1,003,182	-$1,620,625
Net Income	**$33,864**	**$126,293**	**$0**	**$43,965**

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY AND STATE REVENUE						
Charlottesville				$30,492		
Albemarle				$68,028		
Fluvanna				$16,764		
Greene				$12,460		
Louisa				$22,704		
Nelson				$9,172		
Legislative Liaison			$102,981			
State Contribution - DHCD		$89,971				
WSC & Offices						$18,000
Interest Income					$750	
TRANSPORTATION						
Charlottesville-Albemarle MPO						
FTA Funding	$66,357	$8,295				
PL Funding	$102,947	$12,868				
RTP			$38,000			
Albemarle Transit Plan		$4,749	$4,749			
Regional Transit Plan		$12,458	$12,458			
Rideshare						
Rideshare VDPRT		$130,958	$35,712			
TJPDC Rural Transportation						
Rural Admin	$12,800					
Rural Transportation Planning	$45,200					
HOUSING AND NONPROFIT						
HOME Consortium Admin	$67,662					
HOME - ARP	$35,000					
Housing Preservation	$21,938					
VERP - DHCD		$10,681				
VA Housing - PDC		$40,000				
Regional Housing Partnership			$4,500			
ENVIRONMENT						
RRBC			$20,500			
Solid Waste			$24,156			
Haz Mit Grant	$23,555	$6,281				
Urban Rivanna River Plan			$4,748			
WIP DEQ	$58,000					
OTHER PROGRAMS						
Stanardsville STAR TAP			$7,500			
Nelson TAP			$5,545			
VAPDC			$50,186			
Reional Cigarette Tax			$94,812			
VATI		$75,722				
PASS THRU REVENUE						
Consortium HOME Pass Through	$608,954					
Housing Preservation Pass Through	$124,313					
VERP - DHCD Pass Through		$149,689				
VA Housing - PDC Pass Through		$0				
Regional Housing Partnership		$20,000				
MPO - FTA	$21,330	$2,666				
MPO - PL	$66,000	$8,250				
RTP			$12,000			
Rural Transportation	$0					
Haz Mit Grant	$18,819	$5,018				
Regional Transit Plan		$137,932	$137,932			
Albemarle Transit Plan		$44,622	$44,622			
Solid Waste						
TDM Rideshare		$8,400	$2,100			
Regional Cigarette Tax Pass Through			$184,809			
VATI - DHCD						
Total Revenues by Category	$1,272,872	$768,560	$787,309	$159,620	$750	$18,000
Sum Total of Revenues						$3,007,112

FY22

	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Total Contribution	Per Capita	Rural	MPO	Haz	Balance	Regional	Local
	7/1/2019 Estimates		0.62	Local	Local	Local	0.4								75%	25%
Charlottesville	$ 49,181	19.10%	$ 30,492	$ 7,331	$ 2,540	$ 1,337	$ 19,672	$ 25,000	$ 86,373	$ 30,492	$ -	$ (11,759)	$ -	$ 18,734	$ 14,050	$ 4,683
Albemarle	$ 109,722	42.62%	$ 68,028	$ 15,876	$ 5,560	$ 6,210	$ 43,889	$ 25,000	$ 164,562	$ 68,028	$ (2,620)	$ (20,492)	$ -	$ 44,915	$ 33,686	$ 11,229
Fluvanna	$ 27,038	10.50%	$ 16,764	$ 3,999	$ 1,370	$ 1,897	$ 10,815	$ -	$ 34,845	$ 16,764	$ (3,261)	$ -	$ -	$ 13,503	$ 10,127	$ 3,376
Greene	$ 20,097	7.81%	$ 12,460	$ 2,997	$ 1,030	$ 1,056	$ 8,039	$ -	$ 25,582	$ 12,460	$ (2,472)	$ -	$ -	$ 9,988	$ 7,491	$ 2,497
Louisa	$ 36,620	14.22%	$ 22,704	$ 5,274	$ -	$ -	$ 14,648	$ -	$ 42,626	$ 22,704	$ (4,278)	$ -	$ -	$ 18,427	$ 13,820	$ 4,607
Nelson	$ 14,794	5.75%	$ 9,172	$ 2,335	$ -	$ -	$ 5,918	$ -	$ 17,425	$ 9,172	$ (1,869)	$ -	$ -	$ 7,303	$ 5,477	$ 1,826
	$ 257,452	100.00%	$ 159,620	$ 37,812	$ 10,500	$ 10,500	$ 102,981	$ 50,000	$ 371,413	$ 159,620	$ (14,500)	$ (32,251)	$ -	$ 112,869	$ 84,652	$ 28,217
											$14,500	$32,251				

__**296-LOCALITY FUNDING FY22 Projected**__