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## MEMO

**To:** TJPD Commissioners  
**From:** Billie Campbell  
**Date:** April 24, 2008  
**Reference:** FY09 Budget and Work Program

**Purpose:** The Budget and Work Program set forth the anticipated work, revenue and expenditures for the upcoming fiscal year, July 1, 2008 to June 30, 2009.

**Background:** The Bylaws for the TJPDC require that the Commission approve the budget and work program for the ensuing fiscal year at or before the regular meeting in May. These documents are also required for submission to the Department of Housing and Community Development, along with the FY08 annual report.

**Issues:** The Work Program incorporates the Scopes of Work approved by the MPO and the TJPDC for the urban and rural transportation programs. Other activities in the Work Program were generated by program staff and boards, and through work sessions with both TJPDC staff and Leadership Team. The format is in tabular form, organized by program area, with sections on agency-wide activities and communication.

Two significant items create some uncertainty for FY09. First, TJPDC will need to hire a new Executive Director. Second, the PWN program may be shifted to another entity for all or most of FY09. The budget does not include any cost for searching for a new Executive Director. At the May 1 meeting, the Commission will consider alternatives for the search process. To look at the impact of the absence of the PWN program, two budgets are included: one with PWN (yellow) and one without (green). The PWN program has contributed significantly to the TJPDC budget through indirect costs. If the program shifts, there will be some reduction in expenditures for direct staff and costs and a significant reduction in the contribution toward indirect costs (around 13% of the indirect costs based on staffing). The indirect cost pool includes staff time for a portion of the Executive Director's and Chief Operating Officer's time and the full amount for the Administrative Assistant and Finance Director; and costs shared across programs for the space, equipment, insurance, audit and supplies. These costs will be reduced little, if any, by the absence of PWN. The PWN budget is based on a draft budget presented to the PWN Finance Committee on April 24, which has not yet been finalized or adopted, and which provides approximately \$86,000 less than the FY08 budget.

In addition to the two versions of the budget in the usual format, the packet also includes the budget as detailed spreadsheets showing the revenue and expenditures for each program. The FY09 budget includes:

- New programs for FY09: the Greene County Multimodal Corridor grant awarded by VDOT, the Eco-Logic grant, Piedmont Sustainable Woods and a small amount for the homesharing feasibility study. TJPDC has received notice of award for these projects.
- Assisting Greene County with their Comprehensive Plan update: Greene County staff has submitted a budget request for TJPDC staff time of \$40,000. The budget includes a project cost of \$30,000. The contract for this is not in place.
- The Mineral Revitalization Plan, which was included in the FY08 budget, but delayed, and some funds for the Master Plan for the Village of Rivanna, which is expected to continue into FY09 due to changes in the process. The Mineral Plan is not yet under contract and the contract for Village of Rivanna has not yet been revised to reflect additional tasks added since the contract was executed.
- HMIS revisions. Two contract partners for HMIS will not continue into FY09. The current HMIS grant ends November 30, 2008. A request for restored funding is expected to be included in the 2008 Continuum of Care, to be submitted in the summer of 2008. The budget anticipates that funding for the program will continue.
- MPO funding includes the FY09 allocation and carryover from FY07. The carryover funds are approximately \$40,000 less than the FY06 carryover included in this year's budget.
- A speculative amount of \$40,000 for new local contracts, not identified at this time.
- Administrative costs, generally based on FY08 costs to date, proportioned for a full year. The cost of the audit is expected to increase, due to new regulations. The figure for space rental includes the 3% annual increase from the lease.
- A reduction in interest income to reflect reduced rates.

**Action Needed:** The Commission needs to approve the Budget and Work Program at the May meeting.

**Effective Date:** The FY08 Budget and Work Program cover the period from July 1, 2008 to June 30, 2009.