

## MEMO

**To:** TJPD Commissioners  
**From:** Billie Campbell  
**Date:** April 30, 2009  
**Reference:** FY10 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, 2009 to June 30, 2010.

**Background:** The Bylaws for the TJPDC require that the Commission approve the budget and work program for the upcoming fiscal year at the May meeting. These documents are also required for submission to the Department of Housing and Community Development, along with the FY09 annual report, due in September. The budget may be amended by the Commission at any meeting.

**Issues:** The Work Program incorporates the Scopes of Work approved by the MPO and the TJPDC for the urban and rural transportation programs, as well as the housing activities identified in the HOME Action Plan. Other activities in the Work Program were added by program managers.

The budget reflects funding for the proposed work program, drawing from the same documents, with some figures included for potential projects not yet awarded or under contract. At this point in the year, TJPDC does not have a full picture of awards or contracts for the FY10. Funds included reflect conversations about potential projects. Speculation of revenue is minimal, resulting in a significant shortfall in revenue compared to expenses. This was done to clearly reflect the funding needs for FY10 to meet projected expenses. The FY10 budget reflects the following revenue:

- State revenue through DHCD is shown as \$77,720. This is the figure reported to the Commission in January, based on the proposed state budget.
- RideShare funding of \$122,622. This is \$1,200 higher than the proposed figure in the resolution adopted by the Commission on February 5.
- Deletion of the \$15,300 of funding for the DSB. A figure of \$4,000 based on a program funded through stimulus money for which the DSB has submitted a letter of intent.
- Elimination of the HMIS program. The HMIS grant ended November 30, 2008 and is not subject to renewal.
- The grant for the RTA plan is now complete. Some local funding is reflected for work funded directly by Charlottesville and Albemarle.

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- The RTA Toolkit grant is nearing completion. Consultant work will be complete by June 30, 2009. The grant end date is October. Funding shown is an estimate of remaining funds at the end of FY09.
- The Transportation and Housing Alliance Grant through the Virginia Board for People with Disabilities ends June 30, 2009. Funding shown is available through an agreement with DRS in effect through December 31, 2009.
- The Greene Multimodal Grant is nearing completion. The budget reflects an estimate of funds remaining at the end of FY09. No transportation studies are projected in the FY10 budget at this time.

Revenue includes the following new work:

- The Transportation Chapter of the Louisa Comprehensive Plan. Work is currently underway as part of a project using the THA Toolkit. Louisa County has requested the agreement for the balance of the work on the chapter, and a draft agreement has been prepared.
- Mineral DHCD grant. The contract between the Town of Mineral and DHCD is now in place, based on the submission prepared by TJPDC. An agreement between Mineral and TJPDC is not yet in place, but is outlined in the awarded proposal.
- Local planning contracts of \$30,000 are included in the budget. Conversations have begun regarding TJPDC's assistance with the Nelson Comprehensive Plan update and the transportation chapter of the Fluvanna Comprehensive Plan.
- \$30,000 is shown for work related to the Rivanna River Basin Commission. Grant proposals submitted by RRBC have included tasks and funding for TJPDC, but have not yet been awarded.

On the expense side, staff costs reflect retention of current staff, with the exception of Ann Whitham who will be moving to Montana in May. The budget does not reflect a new planner to fill Ann's position. Administrative costs are generally based on FY09 costs to date, proportioned for a full year. The figure for space rental includes the 3% annual increase from the lease. Overall, the budget included in this packet reflects a shortfall of \$123,629. This is the minimum amount of new funding required to cover the projected expenses. Cuts in expenses will be needed if this funding cannot be realized.

**Action Needed:** The Commission needs to approve the Budget and Work Program at the May meeting, per the requirements of the Bylaws.

**Effective Date:** The FY10 Budget and Work Program cover the period from July 1, 2009 to June 30, 2010.