

City of Charlottesville  
David E. Brown  
Jason Pearson, Treasurer

Albemarle County  
Sally H. Thomas  
Ann H. Mallek

Flovanna County  
Charles W. Allbaugh, Vice Chair  
Chris Fairchild

Greene County  
Carl Schmitt, Chair  
Andrea Wilkinson

Louisa County  
Richard Havasy  
Jackson Wright

Nelson County  
Fred Boger  
Connie Brennan

Executive Director  
Stephen Williams

To: Members, Thomas Jefferson Planning District Commission  
From: Stephen Williams, Executive Director  
Date: October 29, 2009  
Re: Budgets for FY10 and FY11

**Purpose:** To present the revised FY10 budget, to be used as the basis for financial reports throughout the year, and the proposed FY11 budget, to form the basis for requests to localities in November and December.

**Background:** The budget process for each fiscal year consists of three steps: 1) approval of the draft budget in November or December, 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 Bylaws, and 3) a revised budget after the first quarter of the fiscal year, to serve as the budget for financial reports through the year. At the November 5, 2009 meeting, the Commission will consider the revised budget for FY10 and the draft budget for FY11.

#### Notes on Budgets:

Changes to revenue in the FY2010 budget include:

- A reduction in the state contribution through DHCD.
- The addition of new projects awarded or contracted since May: Expansion of Rideshare into Central Shenandoah, EECBG Energy Program, and employer outreach for Disability Services Board.
- Higher than expected amounts of federal and state funding for HOME pass through and for Rideshare.
- Corrected balances for multi-year grants, including the Transportation Housing Alliance, RTA Toolkit, and the Greene Multimodal Corridor Study. Unexpended solid waste funds from FY09 are also reflected.
- The budget also includes some projects not yet funded, including: a developer funded travel demand modeling study within the MPO, and water quality/watershed planning activities with Rivanna River Basin Commission.

Changes to expenses in the FY2010 budget include:

- Expenditures have been reviewed and realigned or reduced as far as is possible based on the expenditures in the first quarter of FY10.
- Revised salaries reflect the vacancies in the Senior Transportation Planner and Senior Environmental Planner positions as well as changes in staffing assignments to conform to funding availability.

- Adjustments of direct cost reflecting the addition of new projects and committed funds for contracts. Contract funds include increased amounts for THA, an estimated \$76,500 for the \*STAR\* TEA grants and consultant engineering for the MPO study.

Changes to revenues in the FY2011 budget include:

- Funding requests for all localities have been kept level.
- Other revenues and expenditures are generally based on the revised FY10 budget presented in this packet, since this is the most reliable basis for projection at this time.

**Recommendations:** Staff recommends adoption of the proposed budgets.

**Action Needed:** The Commission needs to adopt an FY11 budget to provide the basis for locality assessments. The FY10 budget should also be adopted, to serve as the basis for financial reports.