

ITEM #19: FY 2017 HRTPO BUDGET – STAFF PERFORMANCE COMPENSATION

The proposed FY 17 Budget was presented to the Commission during its May Executive Committee meeting, and included a proposed two-percent performance-based salary adjustment for staff. The budget was approved with the condition that the Commission would reconsider the proposed salary adjustment during its July 21, 2016 meeting. During the presentation of the budget in May, the Executive Director noted that following a review of information from the HRTPO's member jurisdictions, a salary adjustment of 2.5% may be appropriate for consideration by the Commission.

A copy of the comparison chart detailing local pay adjustment for each HRTPO jurisdiction between FY 12 and FY 17 is included for your information. After a review of this information and consultation with the Personnel and Budget Committee, the Executive Director is recommending that the HRTPO approve a 2.5% performance-based salary increase for staff.

This amendment would not affect the total expenditures as it would be offset through the contingency reserve line item.

Attachment 19

RECOMMENDED ACTION:

Approve the Budget Amendment for FY 2017.

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION
FY2017 SUMMARY BUDGET (AMENDED)**

	FY2017 DRAFT BUDGET			Previous AMEND	Current AMEND	FY2017 DRAFT BUDGET		
	TOTAL BUDGET	TPO PASS-THRU	TPO OPER BUDGET			TOTAL BUDGET	TPO PASS-THRU	TPO OPER BUDGET
REVENUES								
Local Contribution Member Asmts (Note 1)	300,306		300,306			300,306		300,306
HRTAC	68,000		68,000			68,000		68,000
Federal & State Grants:	2,610,256		2,610,256			2,610,256		2,610,256
TOTAL OPERATING REVENUE	2,978,562	0	2,978,562			2,978,562	0	2,978,562
PASS-THRU FUNDING	402,500	402,500	0			402,500	402,500	0
TOTAL REVENUE FOR FISCAL YEAR	3,381,062	402,500	2,978,562			3,381,062	402,500	2,978,562
EXPENDITURES								
Personnel (Note 3)	2,261,586		2,261,586		9,676	2,271,262		2,271,262
Standard Contracts (Note 4)	96,794		96,794			96,794		96,794
Special Contracts (Note 5)	77,527		77,527			77,527		77,527
Pass-Through Activity	402,500	402,500	0			402,500	402,500	0
Expenditure Schedules for Operations (Note 6)	542,655		542,655		(9,676)	532,979		532,979
TOTAL EXPENDITURES	3,381,062	402,500	2,978,562			3,381,062	402,500	2,978,562

Note 1: Local Member Contributions were reduced by \$0.02 in FY2013.

Note 2: State Allocation grant has been reduced from a high of \$325,472 in FY2004.

Note 3: Funding for 42 Full Time Positions and 2 Part Time Positions

Note 4: Standard Contracts include: Space, Insurance, Equipment Rental, Maintenance & Repairs, Legal, and Audit

Note 5: Special Contracts include Internet/Web hosting, design, and maintenance; recycling, public involvement

Note 6: Schedules: hospitality for mtgs, consumables, equip, copy costs, telephone, memberships, travel, contingencies, etc.

2.5% performance increase vs the 2% performance increase in original request.