

### C. FY 2021 Budget Amendment

The current FY 2021 HRPDC/HRTPO Budget was approved on May 15, 2020 with the condition that the budget is re-evaluated at the October 15, 2020 meeting. The previously approved operating expenditures totaled **\$5,681,080**. Based on events since May 15, 2020, an increase of **\$22,825** is proposed, bringing the total operating expenditures to **\$5,703,905**. The additional expenses are comprised of the following:

\$31,000	Increased internal transfers (offset through contingency reserve budget line item)
<u>(\$8,178)</u>	Decrease in personnel expense category (reorganization/reduced workforce)
\$22,825	Increase in operating expenditures

- The budget approved in May eliminated the proposed 2% performance-based salary increase for staff. This request supports the reinstatement of the 2% increase for staff from January 2021 through June 2021. The personnel expense category will decrease by \$8,175 despite the salary adjustment, due to reorganization and a reduction in workforce.
- Internal transfers accounted for a \$31,000 increase to operating expenses. The amendment would not affect the total expenditures, as it would be offset through the contingency reserve line item.

Attachment 11-C

#### **RECOMMENDED ACTION:**

Approve the FY 2021 Budget Amendment.

**HAMPTON ROADS PLANNING DISTRICT COMMISSION  
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION  
FY2021 SUMMARY OCTOBER 2020 BUDGET AMENDMENT**

	TOTAL APPROVED BUDGET	Current 10/15/2020 AMEND	FY2021 PROPOSED AMENDED BUDGET				
			TOTAL BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
<b>REVENUES</b>							
Local Contributions Member Dues (Note 1)	1,383,287		1,383,287			368,449	1,014,838
Local Program Contributions	1,047,712		1,047,712				1,047,712
Local Special Program Contributions	0		0				0
Miscellaneous/Other	76,115		76,115				76,115
HRMFFA	25,000		25,000				25,000
HRTAC	154,860		154,860			154,860	
HRTAC - HRCS	166,467		166,467			166,467	
Federal & State Grants:	3,850,718		3,850,718			3,243,533	607,185
Transportation	3,243,533		3,243,533			3,243,533	
Planning District	455,242		455,242				455,242
Planning District - State Allocation DHCD (Note 2)	151,943		151,943				151,943
<b>TOTAL OPERATING REVENUE</b>	<b>6,704,159</b>	<b>0</b>	<b>6,704,159</b>	<b>0</b>	<b>0</b>	<b>3,933,309</b>	<b>2,770,850</b>
Deferred	136,366		136,366		0		136,366
Pass-Thru Revenues	9,486,949		9,486,949	2,791,500	4,709,916	1,985,533	
<b>TOTAL REVENUE FOR FISCAL YEAR</b>	<b>16,327,474</b>	<b>0</b>	<b>16,327,474</b>	<b>2,791,500</b>	<b>4,709,916</b>	<b>5,918,842</b>	<b>2,907,216</b>

<b>EXPENDITURES</b>							
Personnel (Note 3)	4,909,964	(8,175)	4,901,789			2,429,160	2,472,629
Standard Contracts (Note 4)	96,915		96,915			49,487	47,428
Special Contracts (Note 5)	171,920		171,920			79,691	92,229
Expenditures Schedules Operation (Note 6)	502,281	31,000	533,281			266,495	266,786
<b>TOTAL OPERATING EXPENDITURES</b>	<b>5,681,080</b>	<b>22,825</b>	<b>5,703,905</b>	<b>0</b>	<b>0</b>	<b>2,824,833</b>	<b>2,879,072</b>
Pass-Thru Expenditures	7,501,416		7,501,416	2,791,500	4,709,916		
Deferred Contingencies (Note 7)	3,144,978	(22,825)	3,122,153			3,094,009	28,144
<b>TOTAL EXPENDITURES FOR FISCAL YEAR</b>	<b>16,327,474</b>	<b>0</b>	<b>16,327,474</b>	<b>2,791,500</b>	<b>4,709,916</b>	<b>5,918,842</b>	<b>2,907,216</b>

**Note 1:** Local Member Contributions were reduced by \$0.02 in FY2013 to current \$0.80 per capita.

**Note 2:** State Allocation grant has been reduced from a high of \$366,628 in FY2001 to current \$151,943.

**Note 3:** Funding for 45 Full-Time positions.

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

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

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

**Note 7:** Contingencies consist of those revenues received in current fiscal year that it is anticipated won't be spent until a future fiscal year.

**HRPDC/HRTPO  
Historical Budget Trend**

	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>Approved FY2021</b>	<b>Amended FY2021</b>
<b>REVENUES</b>						
<b>Operations</b>						
<b>Federal</b>	<b>2,498,577</b>	<b>2,880,856</b>	<b>2,975,719</b>	<b>3,136,390</b>	<b>3,344,827</b>	<b>3,344,827</b>
<b>State</b>	<b>437,749</b>	<b>485,840</b>	<b>449,009</b>	<b>487,231</b>	<b>505,891</b>	<b>505,891</b>
State Support to PDCs	151,943	151,943	151,943	151,943	151,943	151,943
State Grants	285,806	333,897	297,066	335,288	353,948	353,948
<b>Local</b>	<b>2,481,475</b>	<b>2,337,600</b>	<b>2,372,858</b>	<b>2,412,502</b>	<b>2,430,999</b>	<b>2,430,999</b>
Local Member Contributions (\$0.80/capita)	1,372,414	1,380,622	1,383,252	1,381,541	1,383,287	1,383,287
Local Program Contributions	910,061	917,378	964,606	1,030,961	1,047,712	1,047,712
Local Special Program Contributions	4,000	4,000	4,000	0	0	0
Local Other	30,000	35,600	21,000	0	0	0
<b>Other</b>	<b>194,500</b>	<b>485,900</b>	<b>689,200</b>	<b>455,301</b>	<b>422,442</b>	<b>422,442</b>
Support for HRTAC	136,000	106,500	133,500	114,000	154,860	154,860
Support for HRMFFA	30,000	35,000	36,000	36,000	25,000	25,000
Support for HRTAC (RCS)	0	317,000	465,000	221,786	166,467	166,467
Miscellaneous	28,500	27,400	54,700	83,515	76,115	76,115
<b>Sub-Total Operations</b>	<b>5,612,301</b>	<b>6,190,196</b>	<b>6,486,786</b>	<b>6,491,424</b>	<b>6,704,159</b>	<b>6,704,159</b>
<b>Pass-Through &amp; Deferred</b>						
<b>Federal</b>	<b>1,862,434</b>	<b>1,763,469</b>	<b>1,474,032</b>	<b>2,666,649</b>	<b>2,417,824</b>	<b>2,417,824</b>
<b>State</b>	<b>42,500</b>	<b>53,600</b>	<b>43,500</b>	<b>57,500</b>	<b>43,500</b>	<b>43,500</b>
<b>Local</b>	<b>810,919</b>	<b>5,092,211</b>	<b>5,940,951</b>	<b>3,568,957</b>	<b>7,025,625</b>	<b>7,025,625</b>
<b>Deferred</b>	<b>165,000</b>	<b>185,012</b>	<b>419,116</b>	<b>308,386</b>	<b>136,366</b>	<b>136,366</b>
<b>TOTAL REVENUES</b>	<b>8,493,154</b>	<b>13,284,488</b>	<b>14,364,385</b>	<b>13,092,916</b>	<b>16,327,474</b>	<b>16,327,474</b>
<b>EXPENDITURES</b>						
<b>Operations</b>						
<b>Personnel</b>	<b>4,558,653</b>	<b>4,803,981</b>	<b>4,868,931</b>	<b>4,877,327</b>	<b>4,909,964</b>	<b>4,901,789</b>
<b>Standard Contracts</b>	<b>193,160</b>	<b>83,915</b>	<b>90,600</b>	<b>92,855</b>	<b>96,915</b>	<b>96,915</b>
<b>Special Contracts</b>	<b>165,942</b>	<b>204,390</b>	<b>218,786</b>	<b>227,430</b>	<b>171,920</b>	<b>171,920</b>
<b>General</b>	<b>694,546</b>	<b>631,150</b>	<b>705,091</b>	<b>670,866</b>	<b>502,281</b>	<b>533,281</b>
<b>Subtotal</b>	<b>5,612,301</b>	<b>5,723,436</b>	<b>5,883,408</b>	<b>5,868,478</b>	<b>5,681,080</b>	<b>5,703,905</b>
<b>Pass-Through</b>	<b>2,715,853</b>	<b>6,909,280</b>	<b>7,458,483</b>	<b>6,293,106</b>	<b>7,501,416</b>	<b>7,501,416</b>
<b>Deferred &amp; Contingencies</b>	<b>165,000</b>	<b>651,772</b>	<b>1,022,494</b>	<b>931,332</b>	<b>3,144,978</b>	<b>3,122,153</b>
<b>TOTAL EXPENDITURES</b>	<b>8,493,154</b>	<b>13,284,488</b>	<b>14,364,385</b>	<b>13,092,916</b>	<b>16,327,474</b>	<b>16,327,474</b>