

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chairman Martin E. Nohe and Members

Northern Virginia Transportation Authority

FROM: Monica Backmon, Executive Director

SUBJECT: Proposed FY2016 Operating Budget

DATE: February 23, 2015

1. Recommendation: Approval of FY2016 Operating Budget as recommended by the NVTA Finance Committee.

- **2. Suggested motion.** I move approval of proposed FY2016 Operating Budget as recommended by the NVTA Finance Committee.
- **3. Background:** The NVTA Operating Budget is paid for by the Authority's member jurisdictions based on population. All unobligated/unexpended funds from FY2015 will be carried forward to the FY2016 budget, thereby reducing the contribution required of the member jurisdictions. The Finance Committee provided guidance to Authority staff on the budget development at the January and February committee meetings.

4. Assumptions:

- **a. FY2015 Year End Performance.** Carryover from FY2015 is expected to be approximately \$386,000. The carryover includes the Debt Policy required 20% operating reserve.
- **b. FY2015 One Time Items.** One time expenditures related to the set up and equipping of the new office location, such as moving and furnishing, were eliminated in the FY2016 Operating Budget (approximately \$63,000).
- c. NVTA Staffing/Compensation. No changes are anticipated to staffing levels. The Finance Committee provided guidance that any compensation changes be consistent with the average of annual increases contemplated by NVTA member jurisdictions' proposed budgets and take into account peer groups in Northern Virginia. The NVTA uses a pay for performance methodology in annual staff evaluations. For budgeting purposes 3% was used as an estimate for FY2016. However, all compensation changes will be based on actual performance and consistency with the average budgets of member jurisdictions.
- **d. Completion of Staff Benefit Package.** The Authority is still completing the staff benefit package to include a 457K type deferred compensation plan and disability benefits. If not completed in FY2015 these programs will be established in FY2016.

- **e. Professional Development.** Several staff members have professional certifications requiring annual educational session/courses. Additionally, financing and investment activities require ongoing professional development for staff to stay current with regulatory requirements and professional standards.
- f. Public Outreach. The Authority is in the process of examining several public outreach options. Options include the audio streaming of public meetings. Public outreach in the FY2016 draft budget is addressed by a combination of carryover and new funding. Utilization of technical and staff resources of the member jurisdictions to reduce costs is being solicited.

Attachment: Draft FY2016 Operating Budget

Coordination:

Finance Committee

XIII.ATTACHMENT

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DRAFT Dated: 2/22/2015										
	nern Virginia Tran		ity		FY 2016 Draft		Corre	orward And	veis	
Projected FY 2015 Operating Budget Actual as of 12/31/2014						Carryforward Analysis				
Actual as of 12/51/2014 Approved Actual Projected Variance						27,071.09 Revenue Carryforward 121,805.10 Expenditure Carryforward:				
INCOME:	Budget	Receipts	FY2015	Budget to Actual	Proposed Receipts	236,579.00				;
Budget Carryforward	\$ 270,000.00	\$ 294,142.00			385,455.19	385,455.19				
Billed to Member Jurisdictions	1,149,473.00	1,149,473.00		-	1,100,262.26			ĺ		
Misc. Income		2,929.09	\$ 2,929.09	2,929.09						ate Outreach
Reimbursement -LOC Cost of Issuance				-						nt & Hosting
<u>Total Income</u>	1,419,473.00	1,446,544.09	1,446,544.09	27,071.09	1,485,717.44	75,120.00	Total Une	ncumbered	Carryforwa	ırd
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EXPENDITURES:	Approved Budget	Actual Expenditures	Projected FY2015	Variance Budget to Actual	Proposed Expenditures					
Personnel Expenditures	Buaget	Expenditures	F 1 2015	Budget to Actual	Expellultures					
Salaries	\$ 649,290.00	\$ 312,772.20	\$ 646,843.78	\$ 2,446.22	678,632.24					
Benefits	140,850.00	56,634.75	\$ 127,071.73	13,778.27	156,167.06					
Taxes	49,600.00	21,775.81	\$ 49,129.03	470.97	53,278.57					
Personnel Subtotal	839,740.00	391,182.76	823,044.53	16,695.47	888,077.87					
<u>Professional Service</u>										
Audit/Accounting	27,500.00	27,369.00		131.00	27,500.00					
Banking Services	1,000.00	129.57	\$ 129.57	870.43	750.00					
Insurance Payroll Services	3,700.00 2,000.00	3,811.00 451.90	\$ 3,811.00 \$ 971.90	(111.00) 1,028.10	3,900.00 1,300.00					
Payroll Services Transaction Update Outreach	2,000.00 46,200.00	451.90	\$ 9/1.90	1,028.10 46,200.00	46,200.00					
Public Outreach	23,800.00	10,069.40	\$ 38,800.00	(15,000.00)	46,300.00					
Professional Subtotal	104,200.00	41,830.87	71,081.47	33,118.53	125,950.00					
Technology/Communication	101,200.00	11,020.07	71,001.17	33,110.33	120,500.00					
Accounting & Financial Reporting System	25,000.00	5,031.25	\$ 20,156,25	4,843.75	12,000.00					
Hardware Software & Peripherals Purchase	,	2.824.99	,	3,375.01	4,000.00					
IT Support Services including Hosting	11,794.00	5,753.97	\$ 11,932.94	(138.94)	10,420.00					
Phone Service	7,060.00	2,498.52	\$ 7,438.52	(378.52)	7,680.00					
Web Development & Hosting	30,000.00	1,080.00		28,920.00	38,920.00					
Subtotal Technology/Communication	80,854.00	17,188.73	44,232.70	36,621.30	73,020.00					
Administrative Expenses										
Advertisements	6,000.00	-	\$ 1,500.00	4,500.00	1,500.00					
Dues & Subscriptions	2,500.00	410.00	\$ 1,910.00	590.00	3,000.00					
Duplication/Printing	15,000.00	3,033.35	\$ 17,007.70	(2,007.70)	17,000.00					
Furniture/Fixtures	58,000.00	39,621.53	\$ 44,621.53	13,378.47	1,500.00					
Regional Meeting Expenses Mileage/Transportation	3,600.00 7,200.00	3,689.74 632.62	\$ 5,179.74 \$ 2,530.48	(1,579.74) 4,669.52	3,600.00 7,200.00					
Industry Conferences	7,200.00	- 032.02	\$ 2,330.48	4,009.32	3,000.00					
Miscellaneous Expense (moving expense)	5,000.00	825.31		3,724.69	-					
Office Lease	50,000.00	5,535.00	\$ 35,577.96	14,422.04	93,900.00					
Office Supplies	5,200.00	3,205.80	\$ 9,405.80	(4,205.80)	10,000.00					
Postage/Delivery	600.00	95.05		338.20	600.00					
Professional Development/Training	5,000.00	1,459.88	\$ 3,459.88	1,540.12	9,750.00					
Subtotal Administrative Expenses	158,100.00	58,508.28	122,730.20	35,369.80	151,050.00					
Expenditure Subtotal	1,182,894.00	508,710.64	1,061,088.90	121,805.10	1.238.097.87					
Expenditure Subtotal	1,102,094.00	500, / 10.04	1,001,088.90	121,003.10	1,230,077.87					
Operating Reserve (20%)	236,579.00	-		236,579.00	247,619.57					
Total Expenditures	1,419,473.00	508,710.64	1,061,088.90	358,384.10	1,485,717.44					
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Budget Balance	\$ -	\$ 937,833.45	\$ 385,455.19	\$ 385,455.19	\$ -					
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	Member Jurisdi	ction Support	1							
Jurisdiction	2010	FY 2015 Support			FY 2016 Support					
our suicion	Population	Amounts			Amounts					
City of Alexandria	6.30%	\$ 72,416.76			\$ 69,316.52					
Arlington County	9.40%	\$ 108,050.40			\$ 103,424.65					
City of Fairfax	1.00%	\$ 11,494.72			\$ 11,002.62					
Fairfax County	48.00%	\$ 551,746.71			\$ 528,125.88					
City of Falls Church	0.60%	\$ 6,896.83			\$ 6,601.57					
Loudoun County	14.20%	\$ 163,225.07			\$ 156,237.24					
City of Manassas	1.70%	\$ 19,541.03			\$ 18,704.46					
City of Manassas Park	0.60%	\$ 6,896.83			\$ 6,601.57					
Prince William County	18.20%	\$ 209,203.96 \$ 1,149,472.32			\$ 200,247.73 \$ 1,100,262.26					
		\$ 1,149,472.32			φ 1,100,202.20					
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