

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chairman Martin E. Nohe and Members
Northern Virginia Transportation Authority

FROM: Monica Backmon, Executive Director

SUBJECT: Proposed FY2017 NVTa Operating Budget

DATE: March 4, 2016

1. Purpose: Discussion of proposed FY2017 NVTa Operating Budget as outlined below. The Finance Committee provided guidance in the formation of the budget and recommends adoption to the Authority.

2. Suggested Motion: *I move Authority adoption of the proposed FY2017 NVTa Operating Budget.*

3. FY2017 Operating Budget Preparation - Budget Background

While jurisdictions typically use their 30% funds to pay their Authority operating budget allocation, most of the Operating Budget expenses of the Authority are related to managing the Regional Revenue Fund as well as the selection and monitoring of regional projects. For FY2017, the Authority is estimated to receive \$319.5 million in revenue. The Regional Revenue Fund will receive 70% or \$223.6 million of this revenue for debt service and PayGo projects approved by the Authority. Member jurisdictions will receive approximately \$95.9 million or 30% of the annual revenue for transportation projects. The following table shows the 30% funds estimated to be available to jurisdictions in FY2016 and FY2017.

Jurisdiction	30% Local Distribution	
	FY2016 Estimate	FY2017 Estimate
Arlington County	\$ 11,234,852	\$ 11,755,411
Fairfax County	\$ 38,254,696	\$ 43,308,359
Loudoun County	\$ 15,468,972	\$ 16,611,737
Prince William County	\$ 12,314,372	\$ 12,674,898
City of Alexandria	\$ 6,499,350	\$ 6,407,057
City of Fairfax	\$ 2,182,221	\$ 2,237,025
City of Falls Church	\$ 883,102	\$ 833,218
City of Manassas	\$ 1,511,607	\$ 1,590,794
City of Manassas Park	\$ 328,338	\$ 435,264
	\$ 88,677,510	\$ 95,853,763

4. FY2017 Base Budget Changes - Change in Operating Budget Allocation to Jurisdictions

FY2017 is the year the Authority moves from using the 2010 Census for the allocation of Authority operating expenses. As required in §33.2-2505 and §33.2-2504 the Authority will use the population projections made by the Weldon Cooper Center for Public Service of the University of Virginia (WC) to allocate the FY2017 Operating Budget to member

jurisdictions. Weldon Cooper makes population projections for the years 2020, 2030 and 2040. The WC 2020 projections are being used as §33.2-2504 will require the use of the next decennial census in 2020.

The table below shows the FY2016 operating budget allocation based on the 2010 Census and the WC 2020 population projections for comparison purposes.

	FY2016 Operating Budget Allocation		Example Using Weldon Cooper (WC) 2020 Population Projection		Change From FY2016 Actual Allocation (For Example Purposes)	
	Allocation %	FY16 Budget Allocation	Allocation %	FY16 Budget Allocation	Inc/Dcr in \$	Inc/Dcr in %
Arlington	9.40%	\$ 103,424.65	8.22%	\$ 90,484.91	\$ (12,939.75)	-1.18%
Fairfax	48.00%	\$ 528,125.88	47.01%	\$ 517,207.04	\$ (10,918.85)	-0.99%
Loudoun	14.20%	\$ 156,237.24	15.79%	\$ 173,744.72	\$ 17,507.48	1.59%
Prince William	18.20%	\$ 200,247.73	19.39%	\$ 213,322.62	\$ 13,074.88	1.19%
City of Alexandria	6.30%	\$ 69,316.52	5.77%	\$ 63,465.49	\$ (5,851.03)	-0.53%
City of Fairfax	1.00%	\$ 11,002.62	0.94%	\$ 10,387.23	\$ (615.40)	-0.06%
City of Falls Church	0.60%	\$ 6,601.57	0.54%	\$ 5,979.89	\$ (621.68)	-0.06%
City of Manassas	1.70%	\$ 18,704.46	1.67%	\$ 18,414.26	\$ (290.20)	-0.03%
City of Manassas Park	0.60%	\$ 6,601.57	0.66%	\$ 7,256.11	\$ 654.54	0.06%
	100.00%	\$ 1,100,262.26	100.00%	\$ 1,100,262.26		

There is legislation pending in the 2016 General Assembly which would change the requirement to use WC Projections to the use of WC Estimates. The table below shows the FY2016 operating budget allocation based on the 2010 Census and the WC 2015 population estimates for comparison purposes.

	FY2016 Operating Budget Allocation		Example Using Weldon Cooper (WC) 2015 Population Estimate		Change From FY2016 Actual Allocation (For Example Purposes)	
	Allocation %	FY16 Budget Allocation	Allocation %	FY16 Budget Allocation	Inc/Dcr in \$	Inc/Dcr in %
Arlington	9.40%	\$ 103,425	9.63%	\$ 105,955	\$ 2,530.60	0.23%
Fairfax	48.00%	\$ 528,126	46.37%	\$ 510,191	\$ (17,934.38)	-1.63%
Loudoun	14.20%	\$ 156,237	15.37%	\$ 169,110	\$ 12,873.07	1.17%
Prince William	18.20%	\$ 200,248	18.20%	\$ 200,248	\$ -	0.00%
City of Alexandria	6.30%	\$ 69,317	6.55%	\$ 72,067	\$ 2,750.66	0.25%
City of Fairfax	1.00%	\$ 11,003	0.95%	\$ 10,452	\$ (550.13)	-0.05%
City of Falls Church	0.60%	\$ 6,602	0.58%	\$ 6,382	\$ (220.05)	-0.02%
City of Manassas	1.70%	\$ 18,704	1.71%	\$ 18,814	\$ 110.03	0.01%
City of Manassas Park	0.60%	\$ 6,602	0.64%	\$ 7,042	\$ 440.10	0.04%
	100.00%	\$ 1,100,262	100.00%	\$ 1,100,262		

Operating costs will be allocated under the methodology required by the Code of Virginia on July 1, 2016.

4. FY2017 Base Budget Increases

The following changes to the FY2017 base budget are keyed to the expenditure categories in Attachment 1. The following only address projected cost increases. There are significant cost decreases shown in Attachment 1 which significantly (but not entirely) offset the increases. The following items are keyed to the cost categories in Attachment 1.

A. Staff Compensation Changes

Based on direction from the Finance Committee, staff performance based compensation changes are budgeted based on the average of annual increases contemplated in NVTa member jurisdiction proposed budgets and those of other Authorities and Commissions in Northern Virginia. Based on the available proposed budgets from member jurisdictions a 3.5% maximum increase is programmed in the base budget. Changes in compensation impact almost all Personnel Expenditure categories as noted on Attachment 1.

B. Changes in the VRS Annual Required Contribution Rate

Every two years VRS revises the Annual Required Contribution rate (ARC) for the Authority. This rate is determined through an actuarial study conducted by an independent firm contracted by VRS. This was the first valuation conducted on the NVTa as a new participant in VRS. The new ARC for the Authority requires a 41.1% increase in the VRS contribution.

C. Insurance

For FY2017 there is a projection that the Authority's liability and property insurance rates will increase by \$300.

D. Budgeting of Financial Advisory, Bond Counsel and Bond Trust Fees

These fees are related to financial advisory and bond counsel services for bond financings. The Authority requires ongoing consultation and support from Bond Counsel and a Financial Advisor as well as the annual payment of bond trust fees. In June of 2015 the Authority approved a 3 year contract for financial advisory services with Public Financial Management Inc. (PFM). Expenses for this service are \$72,000/yr. Bond Counsel fees are estimated at \$50,000/yr. These estimates relate to annual fees and do not include the costs associated with a future debt issuance. Where appropriate and possible, the annual fees will be converted to the cost of issuance on future bond financings and reimbursed to the Operating Budget. Such reimbursements will occur in the year the financings are closed. Therefore, there will potentially be several fiscal years between reimbursements. The reimbursements will decrease the operating cost share to jurisdictions in the fiscal year following receipt of reimbursement from a bond sale. Bond Trust fees of \$2,700 year are also being transferred to the Operating Budget. The bond trust fees will not be reimbursable from future bond sales.

For FY2016 these costs were budgeted in the Regional Revenue Fund. A FY2016 budget adjustment will be submitted to move these costs from the Regional Revenue Fund to the Operating Budget. It is expected this transfer will require the use of excess FY2016 fund balance. Shifting the budget location for these expenses will increase the Operating Budget in FY2017 by \$124,700. The member jurisdiction allocation of this change is shown in the table below. This table is presented to represent the expense and potential reimbursements of these fees for a single year.

Jurisdiction Share Shift of Financial Advisory and Bond Counsel Costs of \$124,700 to Operating Budget		
	Allocation %	FY17 Budget Allocation
Arlington	8.22%	\$ 10,255.25
Fairfax	47.01%	\$ 58,618.49
Loudoun	15.79%	\$ 19,691.64
Prince William	19.39%	\$ 24,177.26
City of Alexandria	5.77%	\$ 7,192.96
City of Fairfax	0.94%	\$ 1,177.25
City of Falls Church	0.54%	\$ 677.74
City of Manassas	1.67%	\$ 2,087.01
City of Manassas Park	0.66%	\$ 822.38
	100.00%	\$ 124,700.00

E. IT Support Services and Hosting

Due to expansions in stored data and incremental increases in service fees a \$1,980 increase in support and hosting fees is anticipated.

F. Office Lease

The Authority has a five year lease with the NVRC. FY2017 will be the second year of the five year lease. The contract lease increase for FY2017 is \$10,200. This amount includes the cost of additional space acquired in FY2016.

G. Postage, Professional Development, Training and Conferences

Based on experience through the FY2015 and FY2016 budget cycles increases in these expenditure categories are required.

H. Operating Reserve

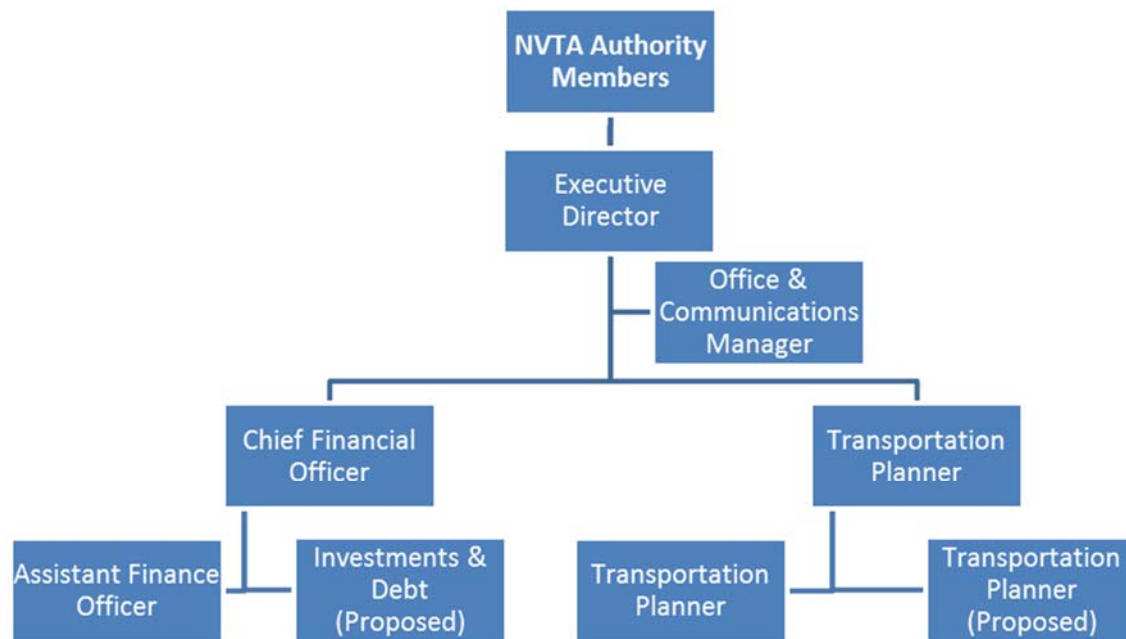
The NVTB Debt Policy requires a 20% Operating Reserve. Changes in the base budget result in year to year changes in this reserve.

I. FY2017 Base Budget Cost Allocation

The base operating budget cost allocation (amount divided among member jurisdictions) is projected to total \$1,179,744 for FY2017. The allocation to member jurisdictions, using the currently required WC Population Projections is presented at the bottom of Attachment 1.

5. Proposed FY2017 Budget Additions

The Authority currently has a staff of six. As noted in the following proposals, the need for an additional financial position and transportation planner has been identified. The following chart shows the current organizational structure with the two proposed positions noted.



Attachment 1 shows the FY2016 adopted budget, Preliminary Base Budget for FY2017 and proposed additions to the FY2017 base budget. Five additions to the base budget are proposed. These additions include requests for two additional positions. Expenditures related to the two positions are reflected in several cost categories as noted on Attachment 1.

The proposed additions are detailed below and are keyed to the cost categories in Attachment 1. Additionally, the individual jurisdiction cost allocation impact of the proposed additions is presented as part of the narrative description.

A. Investment and Debt Staff Position

This position will be a key resource in providing the ability to sustain responsiveness to project reimbursement requests, undertake investment and financing activities, perform complex financial analysis of current and proposed projects, as well as ensure post issuance and IRS compliance with bond regulatory requirements. This position is needed to provide both daily financial transactional support as well as add long term depth to the management of the Authority's fiscal affairs.

The Authority's current and future fiscal position is growing in size and complexity as evidenced by the following quantitative measures:

- Balance Sheet cash holdings of \$560 million as of December 31, 2015.
- Annual project reimbursements projected to reach \$242.7 million.
- Monthly 30% distributions will total \$95.8 million a year.
- FY 2017 revenue is projected to exceed \$319.5 million.
- FY2017 to FY2023 revenue is projected to exceed \$2.4 billion.
- Debt capacity of \$1.8 billion.

The position will allow NVTa staff to implement the Investment Policy approved by the Authority in December 2014. Placing the Authority funds held on deposit awaiting project reimbursement requests into an investment program will increase the interest earnings on those funds by an estimated \$1.6 million. Without this position the current staff resource levels will not permit the Investment Policy to be implemented. The workload related to the investment program implementation includes but is not limited to:

- Ensuring compliance by all parties at all times with the Investment Policy objectives of safety, liquidity and yield (NVTa Investment Policy, page 1.)
- Monitoring of investment positions to ensure liquidity for project reimbursements.
- Bidding and review of investment proposals.
- Bidding, review and monitoring of investment agreements such as:
 - Custody contracts.
 - Bank collateral compliance.
 - Screening and review of authorized brokers/dealers.
 - Monitoring of authorized bank collateral and capital ratings.
- Reconciliation of investment statements and earnings reports
- Ensuring compliance with diversification and maturity requirements

The \$1.6 million in increased interest earnings enabled through the approval of this position will be credited to the Regional Revenue Fund.

The estimated salary requirements for the position are between \$90,000 and of \$125,000/yr. All cost estimates are presented based on the highest salary level of \$125,000. This results in a total cost of the position of approximately \$169,840, inclusive of insurance and benefits. First year costs for equipment and furnishings are \$12,478 with ongoing administrative costs of \$7,500/year thereafter. The costs for this position must be paid through the Operating Budget. The member jurisdiction allocation of this cost is shown in the table below.

	Jurisdiction Share of Investment and Debt Position			
	Allocation %	Salary, Benefits, Retirement, Taxes	First Year Set up Costs	FY2017 Allocation
Arlington	8.22%	\$ 13,967.54	\$ 1,026.18	\$ 14,993.72
Fairfax	47.01%	\$ 79,837.73	\$ 5,865.61	\$ 85,703.34
Loudoun	15.79%	\$ 26,819.79	\$ 1,970.43	\$ 28,790.22
Prince William	19.39%	\$ 32,929.16	\$ 2,419.28	\$ 35,348.44
City of Alexandria	5.77%	\$ 9,796.74	\$ 719.76	\$ 10,516.49
City of Fairfax	0.94%	\$ 1,603.41	\$ 117.80	\$ 1,721.21
City of Falls Church	0.54%	\$ 923.08	\$ 67.82	\$ 990.89
City of Manassas	1.67%	\$ 2,842.48	\$ 208.83	\$ 3,051.32
City of Manassas Park	0.66%	\$ 1,120.08	\$ 82.29	\$ 1,202.37
	100.00%	\$ 169,840.00	\$ 12,478.00	\$ 182,318.00

B. Additional Transportation Planner (Previously referred to as Program Coordinator)

This position is needed to address the enhanced project planning, evaluation and selection process which includes project rating and ranking, the monitoring of an increased number of active projects which is anticipated to be no less than 85 with the adoption of the FY2017 Program, as well as the update to TransAction which is a two year process which will result in the development of the Authority's first Six Year Program.

The following is a summary of current and planned Transportation Planner (formerly Program Coordination) activities. Items listed as 'planned' are new activities, although the increase in project count means the Authority is not adequately resourced for 'current' activities. Expectations for ease of access and transparency regarding Authority transportation planning and programming activities will likely become increasingly unbalanced in the ability to meet these expectations within current resources.

- **Transportation Planning (TransAction)**

- Current

- Two year effort, preceded by up to one year of proposal development and procurement activities
 - Management of consultant team and 'hands-on' involvement, including review and approval of deliverables, technical oversight, public participation oversight and involvement, stakeholder coordination (traditional and non-traditional stakeholders), NVTa and jurisdictional briefings, review and approval of invoices, etc.
 - Staff support for TA subcommittee, including high degree of jurisdiction and agency coordination
 - Internal coordination for media contacts and events
 - Website content development and review
 - Maintenance of dedicated Twitter account, including origination of, and response to, Tweets

- Planned

- Project rating and ranking support
 - Establishment of in-house modeling capabilities, possibly in conjunction with VDOT

- **Programming (Six Year Program)**

- Current

- Development of FY2017 Program, including Call for Projects
 - Review of draft and final applications
 - Candidate project evaluations
 - Coordination with VDOT for HB599 evaluations
 - Development and execution of public information open house and public hearing
 - Solicitation, analysis and reporting of public comments
 - NVTa briefings
 - Coordination with VDOT regarding TIP/STIP for approved projects

- Planned

- For the FY2017 Program, enhanced evaluations will be conducted related to congestion reduction relative to cost
- Additional evaluation efforts associated with VDOT mega projects
- Support for potential bond validation suit activities
- As we work towards adoption of TransAction in Fall 2017, an overlapping activity will be development and execution of a detailed approach for our inaugural Six year Program.
- In conjunction with TransAction, this will likely require a complete review and overhaul of NVTAs's project selection process
- **Project Monitoring**
 - Current
 - Development of, and participation in, SPA Workshop
 - Tracking and review of draft SPA documentation, and preparation for NVTAs approval
 - Review and approval of reimbursement requests within compressed time frame (less than 15 calendar days)
 - Participation in project meetings, e.g. Envision Route 7, VRE GHX, Route 28 Bypass, West End Transitway
 - Monthly status report to NVTAs
 - Quarterly project reviews
 - Planned
 - Review of draft RFPs for jurisdiction and agency projects funded by NVTAs
 - Development of a project management database (complementary to General Ledger system)
 - Identification, review, and analysis of projects with scope/schedule/budget issues (aka 'audit' role as needed)
 - Website reporting of project status, e.g. enhanced interactive mapping/GIS capability
 - Congestion trend monitoring to assess actual congestion reduction impact of regional projects (ties into Annual Report and Long Term Benefits)
- **Long Term Benefits**
 - Current
 - N/A
 - Planned
 - Implementation of previously approved guidelines
- **Coordination for NVTAs and NVTAs Committees**
 - Current
 - Regional Jurisdiction and Agency Coordinating Committee (RJACC) participation
 - Technical Advisory Committee (TAC) staff support
 - Planning Coordination Advisory Committee (PCAC) staff support
 - Authority meetings
 - Planned
 - Staff support for Planning and Programming Committee (replaces PIWG, but with additional responsibility related to planning)

- **Other Activities**

- Current

- Participation as NVTA stakeholder in regular non-NVTA meetings, e.g. Northern Virginia Transportation Commission (NVTC) Management Advisory Committee, WMATA Jurisdiction Coordinating Committee, MWCOG/Transportation Planning Board (multiple committees)
 - Participation as NVTA stakeholder for specific activities or functions, e.g. CLRP development, HB2 process, VTRANS, VDOT STARS program, VDOT Operations Strategic Plan Steering Committee, East-West ICM Planning Study
 - Drafting of NVTA annual report
 - Drafting of JCTA annual report
 - Support for groundbreaking and ribbon-cutting events

- Planned

- CMAQ/RSTP Strawman and reallocations (transfer of responsibility from Fairfax County staff)
 - Participation as NVTA stakeholder in development of jurisdiction Comprehensive Plans, Transit Development Plans, transit agency plans/operating plans, etc.

A starting salary of \$90,000/yr. based on qualifications and level of experience, results in a total cost of the position of approximately \$127,214, inclusive of insurance and benefits. First year costs for equipment and furnishings are \$12,478 with ongoing administrative costs of \$7,500/year thereafter. The member jurisdiction allocation of this change is shown in the table below.

Jurisdiction Share of Transportation Planner Position				
	Allocation %	Salary, Benefits, Retirement, Taxes	First Year Set up Costs	FY2017 Allocation
Arlington	8.22%	\$ 10,462.00	\$ 1,026.18	\$ 11,488.19
Fairfax	47.01%	\$ 59,800.27	\$ 5,865.61	\$ 65,665.88
Loudoun	15.79%	\$ 20,088.63	\$ 1,970.43	\$ 22,059.06
Prince William	19.39%	\$ 24,664.69	\$ 2,419.28	\$ 27,083.96
City of Alexandria	5.77%	\$ 7,337.98	\$ 719.76	\$ 8,057.73
City of Fairfax	0.94%	\$ 1,200.99	\$ 117.80	\$ 1,318.79
City of Falls Church	0.54%	\$ 691.40	\$ 67.82	\$ 759.22
City of Manassas	1.67%	\$ 2,129.08	\$ 208.83	\$ 2,337.92
City of Manassas Park	0.66%	\$ 838.96	\$ 82.29	\$ 921.25
	100.00%	\$ 127,214.00	\$ 12,478.00	\$ 139,692.00

C. Legislative Services

Currently the NVTa receives legislative tracking, analysis and planning support through a number of member jurisdictions. The member jurisdictions undertake this support while concurrently addressing the needs and priorities of their own jurisdictions. This could create a conflict and make it difficult to determine the point of contact regarding legislative issues impacting the Authority from the perspective of a legislator.

Currently transit agencies and regional bodies in Northern Virginia utilize contracted legislative services. Contracting legislative services will provide the resources for NVTa's Chairman and Executive Director to more effectively coordinate with member jurisdiction and agency legislative staff regarding legislative issues. It also provides a recognizable single point of contact which could expedite issues that are of immediate concern.

Key features of this initiative:

Enable a 360 degree awareness of legislative proposals which may impact the Authority. An example would be proposed legislation addressing other regional bodies which may also 'open' the Authority's enabling legislation. Further the NVTa legislative agenda through:

- Bringing together jurisdictions and agencies to identify and prioritize regional legislative projects, while planning long term strategies.
- Coordinate, educate, plan and advocate for the NVTa legislative program through the development and implementation of strategies that deliver positive outcomes and advance NVTa's legislative and policy priorities.
- Educate key stakeholders, legislators and decision makers about NVTa's legislative priorities and the potential impacts of proposed policy and legislative changes.
- Develop compelling legislative and policy positions, key messages, reports, literature and meeting materials.
- Facilitate policy and legislative discussions within NVTa and between NVTa, key stakeholders, legislators and decision makers.
- Ensure that NVTa's policy and legislative positions are consistent with and reflected in communications initiatives across outlets and target audiences.
- Provide strategic support to senior leadership in developing key messages and preparing presentations, speeches and other materials for legislative/policy meetings and events.
- Establishing efficient tools and processes to keep NVTa and its key stakeholders informed of legislative and policy developments.
- Creating stakeholder lists and engagement strategies to develop advocates for, and help manage opposition to, NVTa legislative and policy priorities.
- Developing an outreach schedule and establishing regular visits with key stakeholders to stay current on their legislative and policy positions, and to share NVTa's priorities as appropriate.
- The cost for 360 hours of Legislative Services per year is estimated at \$60,000. The jurisdictional share of this cost is presented in the table below.

Jurisdiction Share Legislative Services		
	Allocation %	FY17 Budget Allocation
Arlington	8.22%	\$ 4,934.36
Fairfax	47.01%	\$ 28,204.57
Loudoun	15.79%	\$ 9,474.73
Prince William	19.39%	\$ 11,633.01
City of Alexandria	5.77%	\$ 3,460.93
City of Fairfax	0.94%	\$ 566.44
City of Falls Church	0.54%	\$ 326.10
City of Manassas	1.67%	\$ 1,004.17
City of Manassas Park	0.66%	\$ 395.69
	100.00%	\$ 60,000.00

D. Office Lease

The Authority has a five year lease with the NVRC. FY2017 will be the second year of the five year lease. The contract lease increase for FY2017 is \$10,200. This amount includes the cost of additional space acquired in FY2016. If the new positions listed above are approved, office lease costs would increase by an additional \$10,000. The additional \$10,000 in lease expenses is only required if both of the requested positions noted above are approved. The member jurisdiction allocation of this change is shown in the table below.

	Jurisdiction Share Office Lease for Additional Position FY2017	
	Allocation %	FY2017 Allocation
Arlington	8.22%	\$ 822.39
Fairfax	47.01%	\$ 4,700.76
Loudoun	15.79%	\$ 1,579.12
Prince William	19.39%	\$ 1,938.83
City of Alexandria	5.77%	\$ 576.82
City of Fairfax	0.94%	\$ 94.41
City of Falls Church	0.54%	\$ 54.35
City of Manassas	1.67%	\$ 167.36
City of Manassas Park	0.66%	\$ 65.95
	100.00%	\$ 10,000.00

E. Operating Reserve

The NVTa Debt Policy requires a 20% Operating Reserve. Changes in the budget result in year to year changes in this reserve.

F. Equipment Replacement Reserve

With the startup of funded operations in FY2014, the Authority has purchased all of its IT equipment, phones, furnishings and fixtures within a short period of time. Much of the IT equipment has a useful life expectancy of 5 years or less. The current value of the IT assets is \$18,000. Establishing an Equipment Replacement Reserve within the Operating Fund and budgeting \$4,500 per year to it will ensure funds are available for equipment replacement. Future contributions to the reserve can be adjusted during the annual budget processes to reflect actual experience. The member jurisdiction allocation of this change is shown in the table below.

	Jurisdiction Share Equipment Replacement Reserve	
	Allocation %	FY17 Budget Allocation
Arlington	8.22%	\$ 370.08
Fairfax	47.01%	\$ 2,115.34
Loudoun	15.79%	\$ 710.60
Prince William	19.39%	\$ 872.48
City of Alexandria	5.77%	\$ 259.57
City of Fairfax	0.94%	\$ 42.48
City of Falls Church	0.54%	\$ 24.46
City of Manassas	1.67%	\$ 75.31
City of Manassas Park	0.66%	\$ 29.68
	100.00%	\$ 4,500.00

G. Summary - New Costs, Positions and Programs

The difference between the FY2017 base budget and the proposed budget jurisdiction allocation is \$474,912. The table below shows the allocation amounts by member jurisdiction of each of the new costs, positions and programs proposed above.

	Summary Proposed FY2017 Budget Additions With Operating Reserve							
	Allocation %	Investment and Debt Position	Transportation Planner Position	Office Lease w/Two New Positions	Legislative Services	Equipment Replacement Reserve	Operating Budget Reserve	Total
Arlington	8.22%	\$ 14,993.72	\$ 11,488.19	\$ 822.39	\$ 4,934.36	\$ 370.08	\$ 6,447.73	\$ 39,056.48
Fairfax	47.01%	\$ 85,703.34	\$ 65,665.88	\$ 4,700.76	\$ 28,204.57	\$ 2,115.34	\$ 36,854.91	\$ 223,244.80
Loudoun	15.79%	\$ 28,790.22	\$ 22,059.06	\$ 1,579.12	\$ 9,474.73	\$ 710.60	\$ 12,380.62	\$ 74,994.35
Prince William	19.39%	\$ 35,348.44	\$ 27,083.96	\$ 1,938.83	\$ 11,633.01	\$ 872.48	\$ 15,200.85	\$ 92,077.57
City of Alexandria	5.77%	\$ 10,516.49	\$ 8,057.73	\$ 576.82	\$ 3,460.93	\$ 259.57	\$ 4,522.40	\$ 27,393.95
City of Fairfax	0.94%	\$ 1,721.21	\$ 1,318.79	\$ 94.41	\$ 566.44	\$ 42.48	\$ 740.17	\$ 4,483.49
City of Falls Church	0.54%	\$ 990.89	\$ 759.22	\$ 54.35	\$ 326.10	\$ 24.46	\$ 426.11	\$ 2,581.13
City of Manassas	1.67%	\$ 3,051.32	\$ 2,337.92	\$ 167.36	\$ 1,004.17	\$ 75.31	\$ 1,312.16	\$ 7,948.24
City of Manassas Park	0.66%	\$ 1,202.37	\$ 921.25	\$ 65.95	\$ 395.69	\$ 29.68	\$ 517.05	\$ 3,131.99
	100.00%	\$ 182,318.00	\$ 139,692.00	\$ 10,000.00	\$ 60,000.00	\$ 4,500.00	\$ 78,402.00	\$ 474,912.00

The following table shows the jurisdiction support allocation for the FY2016 Adopted Budget, FY2017 Base Budget and the FY2017 Proposed Budget (based on the use of the WC 2020 Population Projections). The proposed budget includes the base and proposed additions for FY2017 with the allocation determined by the WC population projections.

Member Jurisdiction Support Allocation By WC 2020 Population Projections				
	FY2016 Adopted Budget Amounts	FY2017 Base Budget Amounts*	FY 2017 Proposed Budget Amounts*	
Arlington County	\$ 90,485	\$ 97,021	\$	136,078
Fairfax County	\$ 517,208	\$ 554,570	\$	777,816
Loudoun County	\$ 173,745	\$ 186,296	\$	261,291
Prince William County	\$ 213,323	\$ 228,733	\$	320,811
City of Alexandria	\$ 63,466	\$ 68,050	\$	95,445
City of Fairfax	\$ 10,387	\$ 11,138	\$	15,621
City of Falls Church	\$ 5,980	\$ 6,412	\$	8,993
City of Manassas	\$ 18,414	\$ 19,745	\$	27,693
City of Manassas Park	\$ 7,256	\$ 7,780	\$	10,912
	\$ 1,100,264	\$ 1,179,744	\$	1,654,659

***Source Weldon Cooper 2020 Projection percentage:**

Cost Allocations are based on the Total Population Projections for Virginia and its Localities for 2020

Published on November 13, 2012 by the Weldon Cooper Center for Public Service

The following table shows the jurisdiction support allocation for the FY2016 Adopted Budget, FY2017 Base Budget and the FY2017 Proposed Budget (based on the use of the WC population estimates). The proposed budget includes the base and proposed additions for FY2017.

Member Jurisdiction Support Allocation By WC 2015 Population Estimates				
	FY2016 Adopted Budget Amounts	FY2017 Base Budget Amounts*	FY 2017 Proposed Budget Amounts*	
Arlington County	\$ 105,990	\$ 113,647	\$	159,396
Fairfax County	\$ 510,052	\$ 546,897	\$	767,054
Loudoun County	\$ 169,118	\$ 181,334	\$	254,332
Prince William County	\$ 200,286	\$ 214,754	\$	301,205
City of Alexandria	\$ 72,069	\$ 77,275	\$	108,382
City of Fairfax	\$ 10,475	\$ 11,232	\$	15,753
City of Falls Church	\$ 6,406	\$ 6,868	\$	9,633
City of Manassas	\$ 18,778	\$ 20,134	\$	28,240
City of Manassas Park	\$ 7,091	\$ 7,603	\$	10,664
	\$ 1,100,264	\$ 1,179,744	\$	1,654,659

***Source Weldon Cooper 2015 Population Estimate:**

Cost Allocations are based on the 2015 Population Estimates published on January 27, 2016

by the Weldon Cooper Center for Public Service

6. NVTa Cost Allocation Compared to Other Northern Virginia Jurisdiction Supported Organizations

During budget briefings with member jurisdictions NVTa staff were asked for a comparison of the support received by other Northern Virginia regional organizations. In looking at regional organizations, the Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE) were not included as their transportation operations, revenue and other funding sources do not facilitate a suitable comparison.

A comparison of the Northern Virginia Regional Commission (NVRC), the Northern Virginia Transportation Commission (NVTC) and the NVTa is complicated by differences in jurisdiction membership, non-jurisdictional sources of funding and different requirements for disbursement of funds and grant administration. For FY2017, the proposed NVTa budget is requesting \$1,654,659 from member jurisdictions and is projecting FY2017 expenditures of \$373.8 million. NVRC is requesting \$1,951,258 and will administer \$11.7 million in grants and programs in FY2017. NVTC is requesting \$1,800,499 in total contributions and anticipates administering \$228.9 million in grant and motor fuels tax revenue in FY2017.

Attachment 1: Proposed FY2017 Regional Revenue Fund (70%) Budget

VIII. ATTACHMENT

Northern Virginia Transportation Authority Proposed FY 2017 Operating Budget					
INCOME:	Adopted Budget FY2016	Preliminary Base Budget FY2017	Budget Note	Proposed Budget FY2017	Budget Note
Budget Carryforward including Operating Reserve	\$ 385,456	\$ 412,571		\$ 412,571	
330100 Contribution Member Jurisdiction	1,100,262				
330000 Other Income					
Total Income	\$ 1,485,718	\$ 412,571		\$ 412,571	
EXPENDITURES:	Adopted Budget FY2016	Preliminary Base Budget FY2017	Budget Note	Proposed Budget FY2017	Budget Note
410000 Personnel Expenditures					
110 Salaries-Regular Pay	\$ 678,632	\$ 728,126	4A	\$ 943,126	5A, B
130 Health & Dental Benefits	82,752	76,800		115,200	5A, B
131 Payroll Taxes	53,279	55,783	4A	72,258	5A, B
132 Retirement VRS	50,542	71,660	4A,B	93,561	5A, B
133 Life Insurance	8,076	9,538	4A	12,355	5A, B
134 Flex Spending/Dependent Care	478	478		604	5A, B
135 Workers Comp	747	801	4A	1,037	5A, B
137 Disability Insurance	13,573	11,260	4A	13,360	5A, B
Personnel Subtotal	\$ 888,079	\$ 954,446		\$ 1,251,501	
420000 Professional Service					
210 Audit & Accounting	\$ 27,500	\$ 27,500		\$ 27,500	
220 Bank Service	750	750		750	
230 Insurance	3,900	4,200	4C	4,200	
240 PR Service	1,300	1,192		1,300	
250 TransAction Update Outreach	46,200	-		-	
260 Public Outreach	46,300	21,500		21,500	
263 Bond Trustee Fees	-	2,700	4D	2,700	
262 Financial Services	-	72,000	4D	72,000	
261 Legal Services	-	50,000	4D	50,000	
264 Legislative Services	-	-		60,000	5C
Professional Subtotal	\$ 125,950	\$ 179,842		\$ 239,950	
430000 Technology/Communication					
310 Acctg & Financial Report System	\$ 12,000	\$ 10,000		\$ 10,000	
320 HW SW & Peripheral Purchase	4,000	2,000		5,030	5A, B
330 IT Support Svc Incl Hosting	10,420	12,400	4E	14,150	5A, B
340 Phone Service	7,680	5,862		7,300	5A, B
350 Web Develop & Hosting	38,920	7,600		7,600	
Subtotal Technology/Communication	\$ 73,020	\$ 37,862		\$ 44,080	
440000 Administrative Expenses					
410 Advertisement	\$ 1,500	\$ 1,500		\$ 1,500	
411 Dues & Subscriptions	3,000	2,510		3,710	5A, B
412 Duplication & Printing	17,000	12,040		14,592	5A, B
413 Furniture & Fixture	1,500	-		6,000	5A, B
414 Meeting Expenses	3,600	3,600		3,600	
415 Mileage/Transportation	7,200	7,200		10,200	5A, B
416 Misc Exp	-	-		-	
417 Office Lease	93,900	106,059	4F	116,059	5A, B, D
418 Office Supplies	10,000	6,000		6,880	5A, B
419 Postage & Delivery	600	700	4G	700	
420 Professional Develop & Training	9,750	11,750	4G	13,750	5A, B
421 Industry Conferences	3,000	3,420	4G	6,420	5A, B
Subtotal Administrative Expenses	\$ 151,050	\$ 154,779		\$ 183,411	
Expenditure Subtotal	1,238,099	1,326,929		\$ 1,718,942	
Operating Reserve (20%)	\$ 247,619	\$ 265,386	4H	\$ 343,788	5E
Equipment Replacement Reserve				4,500	5F
Total Expenditures	\$ 1,485,718	\$ 1,592,315		\$ 2,067,230	
Cost Allocations	\$ -	\$ (1,179,744)	4I	\$ (1,654,659)	5G
Member Jurisdiction Support	FY2016 Adopted Budget Amounts	FY2017 Base Budget Amounts*		FY 2017 Proposed Budget Amounts*	
Arlington County	\$ 103,425	\$ 97,021		\$ 159,344	
Fairfax County	528,126	554,570		767,265	
Loudoun County	156,237	186,296		254,321	
Prince William County	200,248	228,733		301,148	
City of Alexandria	69,317	68,050		108,380	
City of Fairfax	11,003	11,138		15,719	
City of Falls Church	6,602	6,412		9,597	
City of Manassas	18,704	19,744		28,295	
City of Manassas Park	6,602	7,780		10,590	
	\$ 1,100,264	\$ 1,179,744		\$ 1,654,659	
Date: 2/11/2016					
*Source Weldon Cooper 2020 Projection percentage:					
Cost Allocations are based on the Total Population Projections for Virginia and its Localities for 2020					
Published on November 13, 2012 by the Weldon Cooper Center for Public Service					