

# FISCAL YEAR 2022

# BUDGET

**Hampton Roads Planning District Commission**

**Hampton Roads Transportation Planning Organization**  
**May 20, 2021**

**Robert A. Crum, Jr.**  
**Executive Director**



# FY 2022 Budget

- Covers time frame from July 1, 2021 to June 30, 2022
- Personnel and Budget Committee meetings
  - April 5
  - April 19



# Personnel and Budget Committee

- Andria McClellan, Norfolk HRPDC Chair
- Mayor Donnie Tuck, Hampton HRTPO Chair
- David Jenkins, Newport News HRPDC Vice Chair
- Mayor Rick West, Chesapeake HRTPO Vice Chair
- Louis Jones, Virginia Beach Virginia Beach
- Randy Keaton, Isle of Wight HRPDC Treasurer
- Randy Wheeler, Poquoson Peninsula CAO
- Chris Price, Chesapeake Southside CAO



# Budget Considerations



# COVID Related Expenses

- Unbudgeted Expenses from March 2020 to April 2021 total \$42,697
  - Building and Workspace Safety Precautions \$ 16,799
  - Personal Protective Equipment and Supplies \$ 3,807
  - Online Video and Audio Conferencing Communication \$ 3,517
  - Remote Connection and Equipment \$ 3,458
  - Personnel Expenses (Federal Leave for Staff) \$ 15,116
- No Federal COVID Relief Money to HRPDC/HRTPO

# Web Site Updates

- Web Sites Serving Critical Function to our Community
- Both HRPDC and HRTPO Web Site Outdated, in Need of Comprehensive Redesign/Upgrade



# IT Technology Needs to Support “Hybrid” Meetings

- Expect eventual return to in person regional meetings
- Expect some participants may prefer remote/virtual options if permitted by Code of Virginia
- Investments needed in Regional Board Room to support “hybrid meetings”
- RFP issued for Board Room AV/IT Assessment



# Agency Telephone System

- Current system outdated
- Replacement components difficult to locate
- Plan to work through a procurement process to understand options and related costs
- Mid-year budget revision



# Regional Building Maintenance and Repair Needs

## Future Projects Not Expected to be Included in the FY 2022 Budget

1) ADA Compliant Doors to Board Room:	\$ 12,000 if in-house
2) Hot Water Heaters	\$ 2,000
3) Skylights (leaking problem):	\$ 45,000
4)Parking Lot Replacement Needed in Next Two Years:	\$ 70,000
5)Original Building Window Replacement	\$ 50,000
<u>6) Carpet Replacement</u>	<u>\$ 80,000</u>
 Total	\$ 259,000
Telephone System	Cost TBD
Technology Needs – Hybrid Meetings	Cost TBD

# Additional Finance Department Staff Position

- Current Finance Department Staff of 3
- Provides Financial Support and Oversight for the following organizations:
  - HRPDC
  - HRTPO
  - HRTAC – includes bonding/financing of projects
  - HRMFFA
  - Southside Network Authority
  - Costs for support for outside Organizations directly billed based on time
- Recommend addition of one staff person in FY 2022 budget

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# Salary Adjustments for Fiscal Year 2022

- Salary compression an issue, particularly for mid-range planner and engineer positions, and balancing with entry level hires
- Other positions require attention to ensure equity



# Locality Per Capita Assessment

- Locality Per Capita Assessment reduced from 0.82 to 0.80 in 2013
- Remains at 0.80 in 2021
- Per Capita Assessment dues have only increased a total of \$ 21,000 since 2012
- State Allocation from DHCD to increase by \$ 14,000 this year, but still \$ 200,000 less than it was in 2001



FY	MEMBER DUES PER CAPITA	MEMBER DUES		STATE ALLOCATION	TOTAL
		AMOUNT	DUES		
1997	0.400	598,400	326,260	924,660	
1998	0.435	659,920	312,818	972,738	
1999	0.470	715,668	332,818	1,048,486	
2000	0.470	716,374	356,628	1,073,002	
2001	0.470	720,041	366,628	1,086,669	
2002	0.520	818,897	358,625	1,177,522	
2003	0.520	818,897	325,472	1,144,369	
2004	0.520	818,901	326,663	1,145,564	
2005	0.620	986,420	293,999	1,280,419	
2006	0.820	1,304,620	293,995	1,598,615	
2007	0.820	1,330,696	293,995	1,624,691	
2008	0.820	1,338,739	279,295	1,618,034	
2009	0.820	1,341,946	275,106	1,617,052	
2010	0.820	1,346,171	253,879	1,600,050	
2011	0.820	1,342,835	132,124	1,474,959	
2012	0.820	1,362,766	151,943	1,514,709	
2013	0.800	1,329,440	151,943	1,481,383	
2014	0.800	1,339,935	151,943	1,491,878	
2015	0.800	1,358,370	151,943	1,510,313	
2016	0.800	1,366,797	151,943	1,518,740	
2017	0.800	1,372,414	151,943	1,524,357	
2018	0.800	1,380,622	151,943	1,532,565	
2019	0.800	1,383,252	151,943	1,535,195	
2020	0.800	1,381,541	151,943	1,533,484	
2021	0.800	1,383,287	151,943	1,535,230	

# Documents Available in Agenda

- Historical Budget Trend Report with Bar Charts
- FY2022 Budget/Summary
- Fund Balance Report
- Member Dues & State Allocation Trend Report
- Local Jurisdiction Contributions Spreadsheet
- Revenue Pie Chart by Funding Source
- Expenditure Pie Chart by Program
- Reserves



# Proposed FY 2022 Budget

- Increase the Member Per Capita Dues Rate from 0.80 to 0.85 per capita
- Provide for a 3% salary increase for staff effective July 1, 2021
- Budget an additional 1% of total salary to address salary compression and equity issues effective January 1, 2022. Would be for non-management positions (excludes Executive Director and Deputy Executive Director positions) \$42,000 to add to base salaries for select positions, total cost of \$50,000

# Proposed FY2022 Budget

- Provide for an additional Finance Department Position
- Include computer replacement and technology to address Organizational needs costs. 15 new computers this year, with laptops/docking stations as option

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- Remove plans to upgrade HRPDC and HRTPO websites from the FY2022 budget. Explore more cost effective approaches to address this work
- P&B Committee concluded that rather than requesting the localities to reimburse the HRPDC for its COVID related costs, that a more sustainable strategy would be to increase the per capita assessment to reflect needs and address reoccurring costs.

# Action Requested

Approve the Proposed FY 2022  
Budget as Recommended by the  
HRPDC/HRTPO Personnel and  
Budget Committee

