

# FAMPO BUDGET DISCUSSION

# Agenda

- FAMPO Budget Document: Unified Planning Work Program (UPWP)
- FAMPO/GWRC Funding Overview
- Summary of Draft FY-18 FAMPO Financials
- Summary of FY-19 Budget with Recent Updates
- Potential Improvements to FAMPO Budget Process

# FAMPO Unified Planning Work Program (UPWP)

- Official federally-required MPO budget document
- Federal regulations require that MPOs develop annually
- Covers all FAMPO funding used to support UPWP
- Approved Budgets:
  - FY-18 = \$1.819 Million
  - FY-19 = \$1.396 Million (Note: This has increased recently)
- FAMPO UPWP Website: <https://www.fampo.gwregion.org/unified-planning-work-program/>

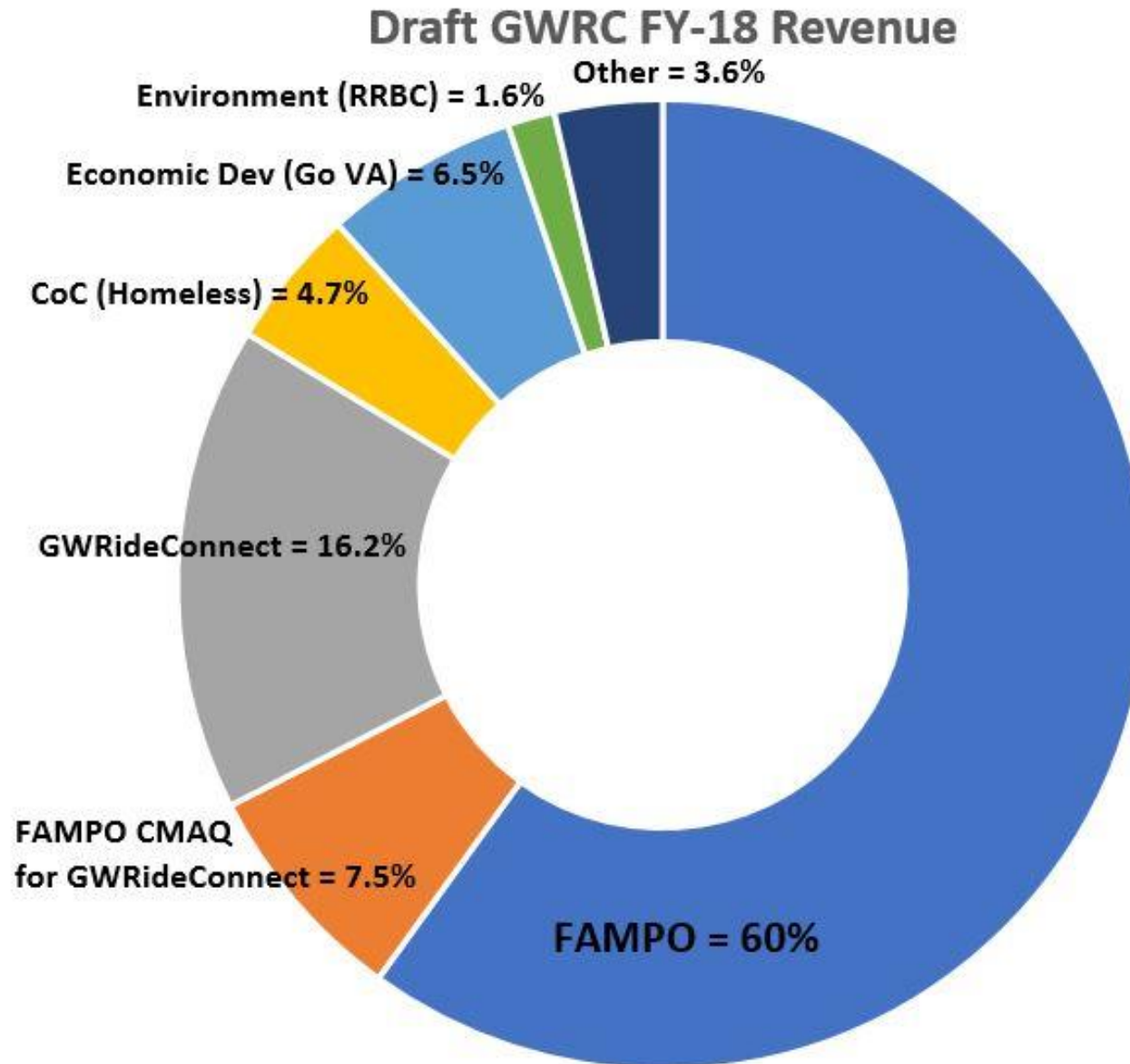
# FY-18 FAMPO/GWRC Funding Overview

- FAMPO FY-18 Funding about \$2.0 Million and 67.5% of GWRC

## Budget

FY-18 Revenue	Description	FY-18 Revenue	Percentage
FAMPO without CMAQ	Non-CMAQ Transportation (VDOT & DRPT)	\$1,805,957.66	60.0%
GWRideConnect CMAQ	FAMPO CMAQ (VDOT)	\$ 226,650.50	7.5%
<b>FAMPO funding subtotal</b>		<b>\$2,032,608.16</b>	<b>67.5%</b>
GWRideConnect	Transportation (DRPT)	\$ 487,039.00	16.2%
<b>Transportation subtotal</b>		<b>\$2,519,647.16</b>	<b>83.7%</b>
Community Development	CoC	\$ 140,640.93	4.7%
Economic Development	Go Virginia	\$ 196,000.00	6.5%
Environment	RRBC (Eldon James)	\$ 47,328.49	1.6%
Other	Standard State Planning assistance to PDCs and some other small grants	\$ 108,249.00	3.6%
<b>Non-Transportation Subtotal</b>		<b>\$ 492,218.42</b>	<b>16.3%</b>
<b>Total</b>		<b>\$3,011,865.58</b>	<b>100.0%</b>

# FY-18 FAMPO/GWRC Funding Overview Pie Chart



# Summary of Draft FY-18 FAMPO Financials

- FAMPO UPWP: \$1.819 Million
- Draft Revenue: \$1.806 Million
- Draft Expenses: \$1.665 Million
- Draft Net FY-18 Revenue: +\$141,153
- Staff are reviewing additional details recently provided by GWRC

# Summary of FY-19 Budget with Recent Updates

Approved FAMPO UPWP (May): \$1.396 Million

Updated FAMPO UPWP Funding (September): \$1.772 Million

- Increase = \$375,482
- Primary reasons for increase:
  - » Spent significantly less on 2045 LRTP consultant work than budget ~ \$153K
  - » Some I-95 Phase 2 study work for FY-18 crossed into FY-19 ~ \$221K
- More detail in Attachment

# Summary of FY-19 Staff Budget and Costs

- FY-19 Staff Budget: \$1,081,401
- Existing Staff Cost: \$632,838
  - for 5 full-time equivalent (FTE) positions: 4 full-time and 2 part-time staff
- Staff funding surplus: +\$448,561
- Reasons for surplus:
  1. FY-19 FAMPO funding levels increased compared to FY-18
  2. VDOT and DRPT carryover funds a little higher than expected
  3. \$125K FY-19 Lafayette Blvd Study Grant (DRPT)
  4. Less staff
    - » Lloyd Robinson's position has not been filled
    - » Danny Reese's full-time position was filled with a part-time position
    - » Approved FY-19 UPWP has 7 FTEs, but currently only 5 FTEs



# Potential Improvements to FAMPO Budget Process

## 1. Creation of a Finance Subcommittee

- Comprised of FAMPO elected officials
  - » Need at least 2 members from different jurisdictions
- Oversight of FAMPO financials
- Oversight of FAMPO consultant procurement process
- Oversight of FAMPO staff salary modifications

# Potential Improvements to FAMPO Budget Process

## 2. On-Call Consultants

- Current consultant contracts expire on July 31, 2019
  - » 3-year term contracts with 2 potential one-year extensions
  - » Current contracts are in their 4<sup>th</sup> year
- Two current consultant teams:
  - » Michael Baker International
  - » Cambridge Systematics
- Request Authorization to initiate consultant procurement process this Fall
  - » **Action item: Resolution 19-07**
  - » Process could take 6 months to complete
  - » Goal: completion by Early Spring 2019
  - » Select 3 teams instead of 2 to promote competition on task orders

# Potential Improvements to FAMPO Budget Process

3. Move some planning work from consultants to FAMPO staff
  - In the past, FAMPO has used consultants heavily for its LRTP updates
    - » 2040 LRTP: Consultants ~ \$840K
  - For 2045 LRTP, some consultant work was shifted to FAMPO staff
    - » Cost reduced from \$840K to about \$540K
  - Additional opportunities to shift work to FAMPO staff for 2050 LRTP effort
    - » Examples: GIS, Demographic Data, Freight/Aviation, Transit, Public Involvement, & Scenario Planning
    - » Reduce cost from \$540K to about \$300K equating to an estimated \$60K/year savings (Assumes a 4-year LRTP cycle)
  - Reduce use of consultants on non-Engineering FAMPO studies
    - » Historically about \$250K/year
    - » Goal is to reduce to no more than \$150K/year equating to an estimated \$100K/year savings
    - » Opportunity to do this with FY-19/FY-20 Lafayette Blvd Study

# Potential Improvements to FAMPO Budget Process

3. Need additional staff to take on estimated \$160K/year in consultant work in house
  - FAMPO UPWP establishes 7 Full time equivalent (FTE) positions
  - But current FAMPO staffing is only 5 FTEs
  - Opportunity to move 1 part time employee to full time status
    - » **Action item**
    - » Change would increase FAMPO FTEs from 5 to 5.5
    - » Additional staff cost is \$41K/year
    - » Staff surplus would decrease from \$448K to \$407K