Thomas Jefferson
Planning District Commission

To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 2, 2023

Re: Draft Amended FY23 Budget

Purpose: To present the amended FY23 operating budget, to be used as the basis for financial reports throughout the remainder of fiscal year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) an amended operating budget for approval in March, to serve as the budget for financial reports through the year. The budget presented tonight is in draft form. At the March 2, 2023, meeting, the Commission will be presented with the final amended operating budget for FY23 for consideration and approval.

In your meeting packet is the Amended FY23 budget. For your reference, the FY21 Actual, FY22 Actual, the FY2 Original Operating-Approved, and the FY22 Amended budgets are included for reference. Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final FY23 Budget: The recommended Amended FY23 budget incorporates changes to revenue and expense assumptions from the original FY23 budget adopted at the May 5, 2022 meeting and is adjusted to include changes that have occurred during the first half of FY23 and changes that are projected to occur during the second half of FY23. The amended budget includes total projected revenue of $41,343,674 and expenditures of $39,612,257 for an anticipated net gain of $52,502.

Changes to revenue in the Amended FY23 budget include:

- Federal Revenues:
  - Several local match commitments for the Virginia Telecommunications Initiative (VATI) grant were originally budgeted as local revenue, however, several jurisdictions have determined that there match will come from a federal source to include American Rescue Plan Act (ARPA) funds. Therefore, revenue from the local line item was shifted to federal revenue.
- State Revenues:
  - Regional Transit Vision Plan – unused FY22 budgeted state funds were rolled over into the FY23 budget.

- Regional Transit Governance Study – The TJPDC was awarded a $122,323 grant to complete a regional transit governance study. Half will be budgeted in FY23 with the other half budgeted for FY24.
- Virginia Eviction Reduction Pilot award – The TJPDC was awarded a VERP 3.0 grant in the amount of $270,000. The grant will be split across years FY23 and FY24.

- Local Revenues:
  - The largest difference in local revenues is a result of local match commitments for the Virginia Telecommunications Initiative (VATI) grant that were originally budgeted as local revenue, however, several jurisdictions have determined that there match will come from a federal source to include American Rescue Plan Act (ARPA) funds. Therefore, revenue from the local line item was shifted to federal revenue.
  - Regional Transit Vision Plan – unused FY22 budgeted local funds were rolled over into the FY23 budget.
  - Regional Transit Governance Study – The state grant award requires a 35% local match, provided by Albemarle County and the City of Charlottesville.
  - The Regional Housing Partnership received sponsorships to support the March 2024 Regional Housing Summit: Coming Back Home.
- Other Revenues:
  - Bank interest increased significantly from an anticipated $500 to $30,000 due to increasing interest rates in the Virginia Investment Pool account.
  - Rental space projected revenue increased from $13,500 to $26,000 due to an increased demand for meeting space post COVID-19.

Changes to expenses in the FY22 budget include:

- Slight decrease in Salary and benefits due to vacancies at the beginning of the year for Regional Housing Grants Manager, VATI Support Staff, and Regional Transportation Planner. All positions have been filled. Staff will receive a one-time bonus at the end of the fiscal year, pending available funding.
- Increase in supplies to due the increase in staff (to include the need to purchase desks, chairs, and desk accessories.
- Decrease in audit/legal – Spending in the VATI program in FY22 did not trigger increases audit expenses, as originally budgeted.
- Decrease in contractual expenses due to grant awards and the need to contract with consulting firms.
- Increase in Equipment Data Use due to the purchase of a vehicle for the Compliance Agent's use for the Blue Ridge Cigarette Tax Board. There is an equal decrease in the Travel/Vehicle line item.
- Decrease in professional development due to allocating professional development directly to relevant programs.
- Overall changes in direct expenses (other than salary/fringe) show a slight decrease from $426,843 to $475,252.

Overall, we expect revenues to exceed expenditures by approximately $52,502 for the year. This is a conservative estimate with the potential to earn greater net gains by year end.

Staff is working on the FY24 budget to be delivered to you in April. The excess revenues accumulated in FY23 may be required to be used to balance the FY24 budget. Additionally, staff will be reviewing the agency's pay scales and how they compare to our local governments. Staff may recommend adjustments to the TJPDC pay scale starting in FY24.

Recommended Motion by Commission: *None at this time. This is a draft of the amended FY23 budget. A final will be brought to the March 2023 meeting for consideration and approval.*

			5/5/2022	1/25/2023
	$0.62 per capita	$0.62 per capita	$0.62 per capita	$0.62 per capita
Revenue	*FY21 Actual*	*FY22 Actual*	*FY23 Operating*	***FY23 Amended***
Federal	$3,311,545	$1,319,557	$25,906,174	$36,710,296
State	$256,898	$862,720	$1,100,715	$1,286,067
Local	$442,110	$1,908,082	$13,914,065	$3,130,463
Local per capita	$157,820	$158,876	$160,847	$160,848
Interest Income	$1,382	$2,769	$500	$30,000
Rent Income	$13,450	$25,200	$13,500	$26,000
Grant & Reserves Transfer	$0	$0	$57,270	$0
Total Revenue	$4,183,206	$4,277,204	$41,153,072	$41,343,674
Operating Expenses				
Personnel Costs				
Salaries	$793,008	$775,648	$1,073,840	$988,939
Fringe and Release	$170,318	$159,330	$229,094	$214,725
Total Personnel	$963,326	$934,978	$1,302,934	$1,203,664
Other Costs				
Postage	$1,835	$1,942	$2,344	$2,246
Subscriptions	$947	$156	$1,850	$500
Supplies	$5,470	$14,082	$8,668	$16,700
Audit-Legal	$15,936	$22,900	$37,000	$27,700
Advertising	$4,574	$22,580	$24,414	$22,987
Meeting Expenses	$1,119	$1,972	$9,093	$5,624
TJPDC Contractual	$58,537	$80,958	$75,970	$153,119
Dues	$9,132	$8,623	$12,016	$13,290
Insurance	$5,774	$6,563	$6,300	$7,000
Printing/Copy	$4,459	$4,538	$6,261	$6,193
Rent	$97,269	$98,058	$101,142	$101,140
Equip/Data Use	$36,280	$32,557	$21,113	$52,720
Capital & Leases	$0	$0	$0	$0
Telephone	$7,659	$6,388	$8,967	$8,225
Travel-Vehicle	$6,711	$9,705	$70,709	$27,653
Janitorial	$2,310	$2,050	$6,001	$3,501
Professional Development	$5,421	$16,407	$34,996	$26,655
Total Other Costs	*$263,433*	*$329,479*	*$426,843*	*$475,252*
TOTAL OPERATING EXPENSES	$1,226,759	$1,264,457	$1,729,776	$1,678,916
Net Ordinary Income - Pass Through $	$2,956,447	$3,012,747	$39,423,296	$39,664,758
Other				
HOME Pass Thru	$582,891	$736,642	$937,322	$763,113
HPG Pass Thru	$105,287	$115,898	$149,870	$168,914
All Grants/Contracts Pass Thrus	$2,141,976	$2,110,440	$38,336,104	$38,680,230
Total Other Expenses	*$2,830,154*	*$2,962,980*	*$39,423,296*	*$39,612,257*
Net Other Income	-$2,830,154	-$2,962,980	-$39,423,296	-$39,612,257
Net Income	**$126,293**	**$49,767**	**$0**	**$52,502**

FY23 Budget Revenues

	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
	LOCALITY AND STATE REVENUE						
110	State Contribution - DHCD		$89,971				
110	WSC & Offices						$26,000
110	Interest Income					$30,000	
277	Legislative Liaison			$103,773			
301	Charlottesville				$30,658		
302	Albemarle				$68,538		
304	Fluvanna				$16,865		
305	Greene				$12,600		
306	Louisa				$22,947		
307	Nelson				$9,240		
	Unknown Source/Reserve Transfer			$0			
	TRANSPORTATION						
	Charlottesville-Albemarle MPO						
191/196/199	FTA Funding	$122,420	$15,302				
190/195/198	PL Funding	$124,670	$15,584				
181	Regional Transit Partnership (RTP)			$50,000			
182	Regional Transit Vision Plan		$322	$322			
184	Transit Governance Study	$8,211		$4,028			
	Rideshare						
193	Rideshare/TDM - DPRT		$132,958	$33,240			
	TJPDC Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
	HOUSING AND NONPROFIT						
726	HOME-ARP	$85,000					
727	HOME Consortium Admin	$70,000					
728	Housing Preservation	$32,850					
729	Regional Housing Partnership			$100,250			
732	VERP - DHCD		$12,647				
733	VA Housing - PDC		$28,000				
	ENVIRONMENT						
303	Solid Waste			$5,500			
330	Haz Mit Grant	$7,500	$2,000				
907	WIP DEQ	$64,582					
908	RRBC			$10,500			
	OTHER PROGRAMS						
278	VAPDC			$50,300			
315	Standardsville STAR TAP			$5,250			
333	CEDS	$5,334		$1,333			
760	Reional Cigarette Tax			$151,707			
761	VATI DHCD	$222,600					
	PASS THRU REVENUE						
170/171	Rural Transportation Planning	$0		$0			
181	Regional Transit Partnership (RTP)			$0			
182	Regional Transit Vision Plan		$36,354	$36,354			
184	Transit Governance Study	$32,564		$15,972			
190/195/198	MPO - PL	$8,000	$1,000				
191/196/199	MPO - FTA	$0	$0				
193	Rideshare/TDM - DRPT		$6,400	$1,600			
303	Solid Waste			$5,000			
333	CEDS	$21,334		$5,333			
726	HOME-ARP Pass Through	$65,085					
727	Consortium HOME Pass Through	$630,000					
728	Housing Preservation Pass Through	$152,150					
732	VERP - DHCD Pass Through		$345,528				
733	VA Housing - PDC Pass Through		$600,000				
760	Regional Cigarette Tax Pass Through			$2,550,000			
761	VATI - DHCD	$34,999,996					
	Total Revenues by Category	**$36,710,296**	**$1,286,067**	**$3,130,463**	**$160,848**	**$30,000**	**$26,000**
	Sum Total of Revenues						**$41,343,673**

**NOTE unknown source

FY23

	7/1/2020		0.62	Local	Local	Local	0.4				0.62		Required Local Match			75%	25%	
	Pop.	**% Pop.**	**Per Capita**	**Rideshare**	**Solid Waste**	**RRBC**	**Legislative Liaison**	**Regional Transit Partnership**	**Regional Housing Partnership**	**Total Contribution**	**Per Capita**	**Rural**	**MPO**	**Hazard Mit**	**Balance**	**Regional**	**Local**	***Difference from FY22 Total Contribution***
Charlottesville	$ 49,447	19.06%	$ 30,657	$ 7,331	$ 2,540	$ 1,337	$ 19,779	$ 25,000	$ 9,550	$ 96,194	$ 30,657	$ -	$ (11,759)	$ -	$ 18,898	$ 14,174	$ 4,725	*$ 9,821*
Albemarle	$ 110,545	42.61%	$ 68,538	$ 15,876	$ 5,560	$ 6,210	$ 44,218	$ 25,000	$ 21,310	$ 186,712	$ 68,538	$ (2,620)	$ (20,492)	$ -	$ 45,425	$ 34,069	$ 11,356	*$ 22,149*
Fluvanna	$ 27,202	10.49%	$ 16,865	$ 3,999	$ 1,370	$ 1,897	$ 10,881	$ -	$ 5,250	$ 40,262	$ 16,865	$ (3,261)	$ -	$ -	$ 13,604	$ 10,203	$ 3,401	*$ 5,417*
Greene	$ 20,323	7.83%	$ 12,600	$ 2,997	$ 1,030	$ 1,056	$ 8,129	$ -	$ 3,905	$ 29,717	$ 12,600	$ (2,472)	$ -	$ -	$ 10,128	$ 7,596	$ 2,532	*$ 4,136*
Louisa	$ 37,011	14.27%	$ 22,947	$ 5,274	$ -	$ -	$ 14,804	$ -	$ 7,110	$ 50,135	$ 22,947	$ (4,278)	$ -	$ -	$ 18,669	$ 14,002	$ 4,667	*$ 7,509*
Nelson	$ 14,904	5.74%	$ 9,240	$ 2,335	$ -	$ -	$ 5,962	$ -	$ 2,875	$ 20,412	$ 9,240	$ (1,869)	$ -	$ -	$ 7,371	$ 5,529	$ 1,843	*$ 2,987*
TOTALS	$ 259,432	100.00%	$ 160,848	$ 37,812	$ 10,500	$ 10,500	$ 103,773	$ 50,000	$ 50,000	$ 423,433	$ 160,848	$ (14,500)	$ (32,251)	$ -	$ 114,097	$ 85,573	$ 28,524	*$ 52,020*
												$14,500	$32,251					

296-LOCALITY FUNDING FY23 Projected

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