To: Thomas Jefferson Planning District Commission
From: Christine Jacobs, Executive Director
Date: February 8, 2024

Re: Draft Amended FY24 Budget

Purpose: To present the Draft Amended FY24 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 7, 2024, meeting, the Commission will be presented with the final amended operating budget for FY24 for consideration and approval.

In your meeting packet is the Draft Amended FY24 Operating Budget. For your reference, the FY22 Actual, FY23 Actual, FY24 original Operating (as approved), and the FY24 Amended Operating budgets are included for reference. Staff operates from a detailed line item working budget by program that is available to you upon request.

Proposed Amended FY24 Operating Budget: The recommended Draft Amended FY24 Operating Budget incorporates changes to revenue and expense assumptions from the original FY24 budget adopted at the May 4, 2023, meeting and is adjusted to include changes that have occurred during the first half of FY24 and changes that are projected to occur during the second half of FY24. The amended budget includes total projected revenue of $28,635,693 and expenditures of $28,329,281 for an anticipated net gain of $306,412.

Changes to revenue in the Amended FY24 budget include, but are not limited to:

- Federal Revenues:
    - Projections for the FY24 VATI pass through amount are lower than originally budgeted ($21 million versus $48 million). The difference will roll into the FY25 and FY26 annual budgets.
    - Projections for the HOME-ARP pass through amount are lower than expected ($66,000 versus $277,697) due to extended contracting and start-up time required by the sub-recipients. The difference will roll into future fiscal years.

  - Federal funding for the Transit Governance Study was lower than expected for FY24 due to greater than expected expenditures in FY23, leaving less roll-over than originally budgeted ($29,441 versus $48,985).
  - Projections for the annual HOME pass through amount are greater than expected due to increased activity (making up for delays during the pandemic).
- State Revenues:
  - The TJPDC was awarded a Virginia Housing Strategic Planning Implementation grant which increased state revenues by $14,906.
  - The TJPDC was awarded an additional year of Virginia Eviction Reduction Pilot (VERP) grant funding for CY2024, as well as a greater amount rolled into FY24 from FY23 than expected, increasing the state revenue by $142,396.
  - Virginia Housing Development Grant – Pass through revenues are less than expected ($471,809 versus $600,000) due to project delays related to gap funding.
- Local Revenues:
  - The largest difference in local revenues is a result of larger than projected tax revenues for the Blue Ridge Cigarette Tax Board (BRCTB) ($2.8 million versus $2.4 million in pass through and $165,000 versus $140,980 in administrative expenses).
  - The mobility management program had an increase of $43,125 in local funds due to a contribution from the University of Virginia and grant awards from the Charlottesville Area Community Foundation to support the program.
  - Local revenues increased by $3,116 due to a new contract for service with Nelson County to support the submission of Transportation Alternative Program grant applications.
  - Local revenues increased by $5,000 due to a contract amendment with the Virginia Association of Planning District Commission to provide staff support.
  - Local revenues increased by $16,548 due to a new contract with the Town of Mineral to support the development of a comprehensive plan.
  - The original operating budget assumed the need for a reserve transfer of $9,075. Due to securing additional funding for projects/programs, the reserve transfer is not needed.
- Other Revenues:
  - Rental space projected revenue increased from $15,000 to $24,000 due to an increased demand for meeting space in the Water Street Center and our office rental space being fully utilized.

Changes to expenses in the FY24 Amended budget include:

- Decrease in Salary and benefits due to vacancies to include the Regional Housing Planner positions (now filled) and Transportation Planner III (vacant) as well as converting the Finance Director position from part-time to full-time. As originally budgeted, staff received a one-time bonus at the end of the calendar year and will receive a one-time bonus at the end of the fiscal year.

- Decrease in postage expense due to a reimbursement from the Piedmont Community Land Trust for back post office box fees as well as a reclassification of our MailChimp account from postage to contractual service.
- Decrease in Subscriptions/Bank dues due to limited usage of the budgeted translation services and a reclassification of the monthly translation subscription to contractual service.
- Increase in Supplies due to an increase in printed materials to include envelopes, letterhead, and business cards for new employees.
- Decrease in advertising due to a change in the scope of work for the RideShare program, in which the state is now advertising for some programs state-wide on behalf of local programs.
- Decrease in meeting expenses due to reclassification of travel expenses related to meetings to travel/vehicle. Additionally, the decrease is attributed to fewer miles traveled for the BRCTB compliance work than originally budgeted.
- Decrease in contractual expenses due the hiring of the Finance Director (and the resulting decrease in finance work contracted out to Hantzmon Wiebel needed through the transition).
- Increase in telephone expenses due to reclassifying our VOIP service from contractual to telephone.
- Overall changes in direct expenses (other than salary/fringe) show a decrease from $498,674 to $442,550

Overall, we expect revenues to exceed expenditures by approximately $306,412 for the year. The greater than usual net gain is a direct result of a higher indirect cost rate than in previous years.

Staff is working on the FY25 budget to be delivered to you in April. The excess revenues accumulated in FY24 may be required to be used to balance the FY25 budget.

Recommended Motion by Commission: *None at this time. This is a draft of the amended FY24 operating budget. A final will be brought to the March 2024 meeting for consideration and approval.*

TJPDC - FY24 Draft Operating Budget

2/8/2024

		$0.62 per capita	$0.62 per capita	$0.64 per capita	$0.64 per capita
Revenue		***FY22 Actual***	***FY23 Actual***	***FY24 Operating***	***FY24 Amended***
	Federal	$1,319,439	$12,765,316	$50,563,517	$23,743,844
	State	$862,261	$955,735	$1,132,839	$1,154,129
	Local	$1,907,957	$5,313,450	$3,009,549	$3,517,665
	Local per capita	$158,876	$160,848	$171,055	$171,055
	Interest Income	$2,769	$35,208	$25,000	$25,000
	Rent Income	$25,200	$22,198	$15,000	$24,000
	Grant & Reserves Transfer		-$25,073	$9,075	$0
	Total Revenue	$4,276,502	$19,227,682	$54,926,035	$28,635,693
Operating Expenditures					
Personnel Costs					
	Salaries	$775,648	$967,741	$1,112,132	$1,036,276
	Fringe and Release	$147,991	$203,213	$236,833	$234,580
	Total Personnel	$923,639	$1,170,954	$1,348,965	$1,270,856
Direct Costs					
	Overhead	$0	$0	$0	$0
	Non-Reimbursable Overhead	$0	$0	$0	$0
	Postage	$1,947	$1,948	$2,344	$574
	Subscriptions/Bank Dues	$249	$708	$1,850	$555
	Supplies	$5,819	$9,160	$8,678	$11,156
	Audit-Legal	$22,900	$27,817	$52,000	$45,675
	Advertising	$22,580	$16,030	$30,388	$20,829
	Meeting Expenses	$1,824	$14,884	$10,039	$5,009
	TJPDC Contractual	$80,652	$109,322	$143,837	$118,258
	Dues	$8,623	$9,312	$13,246	$10,126
	Insurance	$5,942	$7,731	$7,000	$7,500
	Printing/Copy	$4,538	$5,139	$6,600	$4,806
	Rent	$97,850	$100,975	$104,296	$104,296
	Equip/Data Use/COGS	$40,050	$54,376	$28,720	$28,867
	Capital & Leases	$0	$0	$0	$0
	Telephone	$6,388	$6,258	$8,992	$14,492
	Travel-Vehicle	$9,675	$17,741	$42,521	$40,856
	Janitorial	$2,050	$2,917	$6,001	$3,500
	Professional Development	$16,555	$52,815	$32,163	$26,411
	Total Direct Costs	*$327,642*	*$437,132*	*$498,674*	*$442,909*
	Total Operating Expnenses	$1,251,280	$1,608,086	$1,847,639	$1,713,766
Net Ordinary Income		$3,025,222	$17,619,596	$53,078,396	$26,921,927
Pass Through					
	HOME Pass Through	$736,642	$376,127	$997,404	$1,132,174
	HPG Pass Through	$115,899	$141,171	$187,102	$208,465
	Cigarette Tax Pass Through	$1,389,338	$2,659,620	$2,400,000	$2,800,000
	VATI Broadband Pass Through	$0	$13,376,956	$48,000,000	$21,000,000
	Other Grants/Contracts Pass Through	$721,102	$949,884	$1,493,889	$1,474,877
	Total Other Expenses	*$2,962,981*	*$17,503,758*	*$53,078,396*	*$26,615,515*
Net Other Income		-$2,962,981	-$17,503,758	-$53,078,396	-$26,615,515
Net Income		**$62,241**	**$115,839**	**$0**	**$306,412**

FY24 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State Contribution - DHCD		$89,971				
110	WSC & Offices						$24,000
110	Interest Income					$25,000	
301	Charlottesville				$32,691		
302	Albemarle				$73,231		
304	Fluvanna				$17,636		
305	Greene				$13,459		
306	Louisa				$24,553		
307	Nelson				$9,485		
	Unknown Source/Reserve Transfer			$0			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
172	**Safe Streets and Roads for All (SS4A)**	$30,400		$7,600			
180	**Mobility Management**	$30,552	$6,110	$43,125			
	Transit Planning						
181	Regional Transit Partnership (RTP)	$0		$70,000			
184	Transit Governance Study	$15,485		$7,638			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	$202,171	$25,271				
191/196/199	FTA Funding	$103,232	$12,904				
	Rideshare						
193	Rideshare/TDM - DPRT		$139,358	$42,840			
194	CAP/Rideshare Strategic Plan	$0	$0				
	Other Transportation						
334	Nelson TAP			$3,116			
HOUSING AND NONPROFIT							
726	HOME-ARP	$50,000					
727-20	HOME Consortium Admin-20	$0					
727-21	HOME Consortium Admin-21	$135					
727-22	HOME Consortium Admin-22	$0					
727-23	HOME Consortium Admin-23	$50,000					
728-22	Housing Preservation Admin - HPG-22	$20,880					
728-23	Housing Preservation Admin - HPG-23	$10,600					
729	Regional Housing Partnership		$14,906	$55,000			
732	VERP - DHCD		$13,742				
733	VA Housing - PDC		$56,180				
ENVIRONMENT							
303	Solid Waste			$9,500			
907	WIP DEQ	$56,777					
908	RRBC			$10,500			
OTHER PROGRAMS							
120	SCRC	$17,250					
277	Legislative Liaison			$133,235			
278	VAPDC			$55,502			
325	Mineral (Comp Plan)			$16,548			
333	CEDS	$9,821		$2,455			
760	Regional Cigarette Tax			$165,000			
761	VATI 2022 - DHCD	$201,556		$0			
PASS THRU REVENUE							
170/171	Rural Transportation Planning	$0		$0			
172	Safe Streets and Roads for All (SS4A)	$312,640		$78,160			
180	Mobility Management	$41,070	$8,214				
181	Regional Transit Partnership (RTP)			$0			
184	Transit Governance Study	$13,955		$6,845			
190/195/198	MPO - PL	$108,080	$13,510				
191/196/199	MPO - FTA	$0	$0				
193	Rideshare/TDM - DRPT						
194	CAP/Rideshare Strategic Plan	$32,200	$35,000				
303	Solid Waste			$1,000			
333	CEDS	$38,400		$9,600			
726	HOME-ARP Pass Through	$66,000					
727-20	Consortium HOME Pass Through-20	$118,324					
727-21	Consortium HOME Pass Through-21	$207,822					
727-22	Consortium HOME Pass Through-22	$560,028					
727-23	Consortium HOME Pass Through-23	$180,000					
728-22	HPG Pass Through-22	$133,465					
728-23	HPG Pass Through-23	$75,000					
729	Regional Housing Partnership						
732	VERP - DHCD Pass Through		$267,154				
733	VA Housing - PDC Pass Through		$471,809				
760	Regional Cigarette Tax Pass Through			$2,800,000			
761	VATI 2022- DHCD	$21,000,000		$0			
Total Revenues by Category		**$23,743,844**	**$1,154,129**	**$3,517,665**	**$171,055**	**$25,000**	**$24,000**
Sum Total of Revenues							**$28,635,693**

FY24

			Per Capita				Per Capita										Per Commission Policy:		
	7/1/2022		0.64	Local	Local	Local	0.4	Local	Local		0.64			Required Local Match			75%	25%	
Program Code			110/300	193	303	908	277	181	729		110/300	170/171	190/195/198 191/196/199	330	907				
Program	**Pop.**	**% Pop.**	**Per Capita**	**Rideshare**	**Solid Waste**	**RRBC**	**Legislative Liaison**	**Regional Transit Partnership**	**Regional Housing Partnership**	**Total Contribution**	**Per Capita**	**Rural**	**CA-MPO**	**Hazard Mit (FY26/FY27)**	**Watershed Improvement Program (WIP)**	**Balance**	**Regional**	**Local**	***Difference from FY23 Total Contribution***
Charlottesville	51,079	19.11%	$ 32,691	$ 7,331	$ 2,540	$ 1,337	$ 20,432	$ 25,000	$ 9,550	$ 98,880	$ 32,691	$ -	$ (11,759)		$ (2,771)	$ 18,161	$ 13,621	$ 4,540	*$ 2,686*
Albemarle	114,424	42.81%	$ 73,231	$ 15,876	$ 5,560	$ 6,210	$ 45,770	$ 25,000	$ 21,310	$ 192,957	$ 73,231	$ (2,620)	$ (20,492)		$ (6,208)	$ 43,911	$ 32,933	$ 10,978	*$ 6,245*
Fluvanna	27,556	10.31%	$ 17,636	$ 3,999	$ 1,370	$ 1,897	$ 11,022	$ -	$ 5,250	$ 41,174	$ 17,636	$ (3,261)	$ -		$ (1,495)	$ 12,880	$ 9,660	$ 3,220	*$ 912*
Greene	21,030	7.87%	$ 13,459	$ 2,997	$ 1,030	$ 1,056	$ 8,412	$ -	$ 3,905	$ 30,859	$ 13,459	$ (2,472)	$ -		$ (1,141)	$ 9,846	$ 7,385	$ 2,462	*$ 1,142*
Louisa	38,364	14.35%	$ 24,553	$ 5,274	$ -	$ -	$ 15,346	$ -	$ 7,110	$ 52,283	$ 24,553	$ (4,278)	$ -		$ (2,081)	$ 18,194	$ 13,646	$ 4,549	*$ 2,147*
Nelson	14,820	5.54%	$ 9,485	$ 2,335	$ -	$ -	$ 5,928	$ -	$ 2,875	$ 20,623	$ 9,485	$ (1,869)	$ -		$ (804)	$ 6,812	$ 5,109	$ 1,703	*$ 211*
TOTALS	267,273	100.00%	$ 171,055	$ 37,812	$ 10,500	$ 10,500	$ 106,909	$ 50,000	$ 50,000	$ 436,776	$ 171,055	$ (14,500)	$ (34,766)		$ (14,500)	$ 109,804	$ 82,353	$ 27,451	*$ 13,343*