



To: Thomas Jefferson Planning District Commission

From: Christine Jacobs, Executive Director

Date: March 7, 2024

Re: Draft Amended FY24 Operating Budget

Purpose: To present the final Amended FY24 Operating Budget, to be used as the basis for financial reports throughout the remainder of the fiscal year.

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 \$28,332,281 for an anticipated net gain of \$303,412.

Changes to revenue in the Amended FY24 budget since the draft was presented in the February commission meeting include:

- Federal Revenues:
 - Federal revenue for the Virginia Telecommunication Initiative (VATI) program is being reclassified as local revenue in the amount of \$4,930,000. Local contributions to the project from Cumberland, Louisa, and Powhatan counties are confirmed to be from a local source.
- Local Revenues:
 - Added local revenue for the Virginia Telecommunication Initiative (VATI) in the amount of \$4,930,000 accounts for the reclassification of funds for local contributions to the project from Cumberland, Louisa, and Powhatan counties.

Changes to expenses in the Amended FY24 budget since the draft was presented in the February commission meeting include:

- Direct Costs:
 - \$3,000 was added to the administrative advertising budget to increase the reach in advertising for staff vacancies.

Recommended Motion by Commission: *Staff recommends a motion to adopt the Amended FY24 Operating Budget as presented.*

TJPDC - FY24 Draft Operating Budget

3/7/2024

	<i>\$0.62 per capita</i>	<i>\$0.62 per capita</i>	<i>\$0.64 per capita</i>	<i>\$0.64 per capita</i>
Revenue	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Operating</u>	<u>FY24 Amended</u>
Federal	\$1,319,439	\$12,765,316	\$50,563,517	\$18,813,844
State	\$862,261	\$955,735	\$1,132,839	\$1,154,129
Local	\$1,907,957	\$5,313,450	\$3,009,549	\$8,447,665
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	\$23,829
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	\$445,909
Total Operating Expenses	\$1,251,280	\$1,608,086	\$1,847,639	\$1,716,766
Net Ordinary Income	\$3,025,222	\$17,619,596	\$53,078,396	\$26,918,927
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
<i>Total Other Expenses</i>	<i>\$2,962,981</i>	<i>\$17,503,758</i>	<i>\$53,078,396</i>	<i>\$26,615,515</i>
Net Other Income	-\$2,962,981	-\$17,503,758	-\$53,078,396	-\$26,615,515
Net Income	\$62,241	\$115,839	\$0	\$303,412

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	\$16,070,000		\$4,930,000			
Total Revenues by Category		\$18,813,844	\$1,154,129	\$8,447,665	\$171,055	\$25,000	\$24,000

Sum Total of Revenues

\$28,635,693

FY24

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	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