Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 2, 2024
Re: FY25 Operating Budget

Purpose: To detail proposed changes in the FY25 Draft Operating Budget for Commission consideration.

Background: The budget process for each fiscal year generally 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. Approval of the Operating Budget adopted in May as prescribed in the TJPDC Bylaws, and
3. Approval of an Amended Operating Budget approved in March, to serve as the final budget for financial reports and auditing purposes.

Budget Changes: The Draft FY25 Operating Budget was presented to the Commission in the April 4, 2024, meeting. As staff had indicated in that meeting, there are several changes between the original draft and the budget before the Commission for consideration tonight. Those changes include:

Revenue:

1. An increase in Federal and State revenue for the Mobility Management (FTA 5310) funding through DRPT. The original budget accounted for the program receiving flat funding from FY25. The Department of Rail and Public Transportation published their draft Six Year Improvement Plan (SYIP) which indicates that the TJPDC will receive $215,230 for FFY25 rather than $119,340.
2. An increase in Local Revenue to account for $15,000 in roll-over funding from FY24 for Mobility Management. The local funds are from grants received by the Charlottesville Area Community Foundation (CACF) to support the development of the program.

Expenses:

1. Minor increases in Advertising, Meeting Expenses, Contractual, Equipment/Data Use and Travel Vehicle for the expanded scope Mobility Management program, associated with the increased grant amount detailed above. Additionally, there is an increase in Other Grants Pass Through for our Mobility Management contracted partner.
2. As indicated in the April meeting, there is an increase in the salary line item to account for, 1) the hiring of two new staff members (at their actual starting salary rather than the place holder in the draft budget), 2) increasing the place-holder number for the remaining vacant position to the max of the hiring band, 3) an increase for promotions for staff that have met the criteria, and 4) annual bonuses (should the financial position of the agency be favorable at calendar year end and/or fiscal year end).
3. A decrease in fringe expenses due to a reported change in both the Long-Term Disability Rate ($0.045/$100 vs. $0.05/$100) and the Workman's Comp rate ($0.05 vs. $0.07).

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4. A reduction in the Contingency expense in the amount of $20,000 with an associated increase in Professional Development expense of $20,000 to account for professional development activities, conferences, and trainings that are not directly billable to programs.

The FY25 Operating Budget is balanced and includes Revenues of $42,677,053 and Expenses of $42,677,053.

Recommendation: Staff recommends that the Commission approve the Fiscal Year 2025 Thomas Jefferson Planning District Commission Annual Operating Budget, as presented.