



**APPROVED BUDGET**

**FISCAL YEAR  
2025**

**(July 1, 2024 – June 30, 2025)**

**January 4, 2024**

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION  
SCHEDULE OF REVENUE**

	<b>FY 2023 Actual</b>	<b>Approved Budget FY 2024</b>	<b>Approved Budget FY 2025</b>	<b>Increase (Decrease)</b>
Local Share from State Aid (Note 1)	\$ 2,823,453	\$ 2,959,403	\$ 3,367,003	\$ 407,600
Local Direct Contributions (Note 1)				
Alexandria	44,387	43,665	43,542	(123)
Arlington	66,211	68,483	65,623	(2,860)
City of Fairfax	4,788	3,879	4,486	607
Fairfax County	160,532	160,796	155,168	(5,628)
Falls Church	2,067	2,087	2,128	41
Loudoun	6,262	5,337	13,300	7,963
Total Local Direct	<u>284,247</u>	<u>284,247</u>	<u>284,247</u>	<u>-</u>
Total Contributions	3,107,700	3,243,650	3,651,250	407,600
Interest and Other Revenue	58,347	22,000	35,000	13,000
Project Chargebacks (Note 2):				
Commuter Choice Program	610,948	691,200	668,700	(22,500)
VRE	80,000	80,000	80,000	-
Envision Route 7 BRT	-	157,800	161,100	3,300
Project Grant Billings (Note 3)	51,421	40,000	40,000	-
Appropriated Surplus (Note 4)	(228,642)	160,000	160,000	-
<b>Total Revenue</b>	<b><u>\$ 3,679,774</u></b>	<b><u>\$ 4,394,650</u></b>	<b><u>\$ 4,796,050</u></b>	<b><u>\$ 401,400</u></b>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION  
SCHEDULE OF EXPENDITURES**

	<u>FY 2023 Actual</u>	<u>Approved Budget FY 2024</u>	<u>Approved Budget FY 2025</u>	<u>Budget Increase (Decrease)</u>
<u>Personnel Costs</u>				
Salaries and Wages (Note 5)	\$ 2,180,802	\$ 2,594,000	\$ 2,785,000	\$ 191,000
Fellow Program (Note 5)	-	50,000	50,000	-
Total Personnel Costs	<u>2,180,802</u>	<u>2,644,000</u>	<u>2,835,000</u>	<u>191,000</u>
<u>Benefits</u>				
Employer's Contributions				
FICA and Medicare (Note 6)	154,514	180,700	199,600	18,900
Group Health Insurance (Note 7)	150,905	205,900	242,800	36,900
Retirement (Note 8)	173,720	170,000	250,000	80,000
Workers & Unemployment Comp.	4,063	6,000	6,300	300
Life Insurance	4,823	6,800	6,600	(200)
Long Term Disability Insurance	13,230	15,000	17,600	2,600
Total Benefit Costs	<u>501,256</u>	<u>584,400</u>	<u>722,900</u>	<u>138,500</u>
<u>Administrative Costs</u>				
Commissioners Per Diem (Note 9)	13,900	14,000	14,000	-
<b>Rents:</b>	<b>417,516</b>	<b>433,000</b>	<b>446,800</b>	<b>13,800</b>
Office Rent (Note 10)	398,108	408,800	422,600	13,800
Parking / Metrochek	19,408	24,200	24,200	-
<b>Insurance:</b>	<b>7,335</b>	<b>8,000</b>	<b>8,500</b>	<b>500</b>
Public Official Bonds	2,400	2,500	2,500	-
Liability and Property (Note 11)	4,935	5,500	6,000	500
<b>Travel, Training and Development</b>	<b>52,986</b>	<b>64,800</b>	<b>70,600</b>	<b>5,800</b>
Conferences / Prof. Devel (Note 12)	35,165	47,100	52,100	5,000
Non-Local Travel	1,940	2,500	2,500	-
Local Travel, Meetings (Note 13)	15,881	15,200	16,000	800
<b>Communication:</b>	<b>18,991</b>	<b>17,800</b>	<b>19,400</b>	<b>1,600</b>
Postage (Note 14)	1,226	1,400	1,400	-
Telephone and Data (Note 15)	17,765	16,400	18,000	1,600
<b>Publications &amp; Supplies</b>	<b>22,684</b>	<b>29,500</b>	<b>37,000</b>	<b>7,500</b>
Office Supplies (Note 16)	1,199	2,500	2,500	-
Duplication and Printing (Note 17)	8,620	9,500	9,500	-
Public Engagement (Note 18)	12,865	17,500	25,000	7,500
<b>Operations:</b>	<b>47,291</b>	<b>59,700</b>	<b>56,800</b>	<b>(2,900)</b>
Furn. and Equip. (Capital) (Note 19)	20,373	25,500	19,800	(5,700)
Repairs and Maintenance	3,020	1,000	1,000	-
Computer Operations (Note 20)	23,898	33,200	36,000	2,800
<b>Other General and Administrative</b>	<b>12,390</b>	<b>11,100</b>	<b>11,900</b>	<b>800</b>
Memberships	1,433	1,600	1,600	-
Fees and Miscellaneous	8,808	8,000	8,800	800
Advertising (Note 21)	2,149	1,500	1,500	-
Total Administrative Costs	<u>593,093</u>	<u>637,900</u>	<u>665,000</u>	<u>27,100</u>
<u>Contracting Services and Other</u>				
Auditing (Note 22)	24,510	25,850	26,400	550
Contract Services & Support (Note 23)				
Commuter Choice	128,133	152,500	146,750	(5,750)
Research Support (Note 24)	115,149	200,000	250,000	50,000
Other Technical	106,832	120,000	120,000	-
Legal (Note 25)	30,000	30,000	30,000	-
Total Contract Services	<u>404,624</u>	<u>528,350</u>	<u>573,150</u>	<u>44,800</u>
<b>Total Operating Program</b>	<b><u>\$ 3,679,774</u></b>	<b><u>\$ 4,394,650</u></b>	<b><u>\$ 4,796,050</u></b>	<b><u>\$ 401,400</u></b>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**Notes to Fiscal Year 2025 Approved Budget**

**1. Revenue: Jurisdictional Contributions**

**Revenue from Local Direct Contributions**

Each NVTC jurisdiction is assigned a share of the local portion of NVTC's administrative budget based on its share of revenue received by NVTC on behalf of jurisdictions from all sources in the previous year. This procedure is required by state statute and results in changes in contributions from one year to another that vary for each jurisdiction depending on relative shares of revenue received. The allocation in this FY 2025 budget is based on the FY 2023 revenue and Subsidy Allocation Model (SAM) formula.

**Revenue from State Assistance**

NVTC receives state operating and capital assistance for its WMATA compact members' annual commitments to WMATA and those jurisdictions' local transit systems. NVTC allocates this revenue among the jurisdictions based on NVTC's SAM and holds the funds in trust for the jurisdictions' transit use. Before the funding is allocated, NVTC's SAM resolution states that amounts are to be applied to certain NVTC projects, and a portion of the general and administrative budget of NVTC. The amount used for NVTC's general and administrative expenses is determined each year by NVTC's approved budget.

**2. Revenue: Project Chargebacks**

**Commuter Choice Program**

The general and administrative budget is reimbursed by the Commuter Choice program for costs incurred in administering the program in both the I-66 and I-395/95 corridors.

**Virginia Railway Express**

NVTC receives revenue from VRE as reimbursement for staff support and other expenses.

**Envision Route 7 BRT**

Included in the general and administrative budget is a line for reimbursements from the Envision Route 7 BRT project budget for payroll and related expenses that are expected to be incurred in managing the next phase of the project. The project budget includes Federal, state and local funding sources, although it is expected only state and local sources will be available to reimburse the general and administrative budget.

**3. Revenue: Project Grant Billings**

The FY 2025 budget assumes a grant from DRPT's Intern Program that provides funding at 80% of payroll and related costs of NVTC's Transit Fellows program.

**4. Revenue: Appropriated Surplus**

Included as a source of revenue in the FY 2025 budget is projected excess accumulated surplus that is available to offset the budget expenses, which is the result of prior year

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favorable budget variances. This available surplus is in excess of the Commission's anticipated minimum operating requirements.

**5. Personnel Costs**

**Salaries and Wages**

The FY 2025 budget includes the addition of one new staff position. A provision is included for Merit and COLA increases for existing staff.

**Fellows Program**

The budget continues the NVTC Fellows Program, which began in FY 2015, by building NVTC's technical capacity and strengthening its ties with members of the research network. The budget assumes grant funds from DRPT's Intern Program will be available to provide 80% of payroll and related costs of this program.

The Fellows Program provides a cost efficient and flexible way to employ new graduates and mid-career professional to complete specific short-term projects generally over a one- to six-month period. The program has served as a valuable recruitment tool and created opportunities to connect with university programs within Virginia and nationally.

**6. FICA and Medicare**

NVTC's share of FICA and Medicare taxes is a function of budgeted payroll and the current tax rates and estimated wage ceiling.

**7. Group Health Insurance**

A provision for health insurance coverage is included for all NVTC staff positions, with the exception of the executive director position, regardless of whether or not the current employees in those positions participate in NVTC's health insurance plan. Unless all eligible employees participate in NVTC's health insurance program, actual expenditures will be less than budgeted. The budgeted amount is based on the present actual rates with a provision for increasing premiums. Because NVTC recently experienced a 13.4% increase in health insurance premiums, this increase carries over into the FY 2025 budget.

**8. Retirement**

The budgeted amount of employer pension contributions for the NVTC Target Benefit Pension Plan is based on actuarial formulas using budgeted staff and salary levels for FY 2024. Because the formulas take into account factors in addition to payroll costs, such as years to retirement and investment return, changes in budgeted contributions do not necessarily change directly with budgeted payroll. The plan functions as a defined contribution plan and is fully funded each fiscal year. The estimated annual liability is reduced by non-vested funds that were forfeited by former plan participants and are expected to be available during the

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fiscal year. The FY 2025 increase is the result of less available forfeited funds than previous years, an increase in the number of participants, and a greater percentage of senior staff participating in the plan.

**9. Commissioners' Per Diem**

The FY 2025 budget is based upon the FY 2023 actual expenditures for Commission and committee meeting attendance. Commissioners, other than senators and delegates, are paid by NVTC at the statutory rate of \$50.

**10. Office Rent**

The administrative office lease was renewed during FY 2019 for a larger space effective March 15, 2019 to accommodate NVTC's increasing staff levels. Rent expense included in the FY 2025 budget is based upon the fixed costs of the lease, which increase at 2.5% per year, plus an estimate of pass-through expenses and real estate taxes. The lease contains a provision for the abatement of the first month's rent for the first seven years of the lease, and the additional abatement of approximately 29% of the leased space for the balance of the first lease year ending March 14, 2020. Off-site file storage is also included in this budget line.

**11. Insurance: Liability and Property**

The FY 2025 budget is based on the most recent premium year with an allowance for increasing costs and coverage.

**12. Conference / Professional Development**

Included in this line for FY 2025 are the estimated registration fees for conferences, professional development, in-house training, accreditation and related travel costs. The budget assumes NVTC staff will participate in training opportunities, speaking engagements and panel participation at various events throughout the year, thereby enhancing NVTC's visibility across the region. These funds will also allow staff to maintain required training to keep their professional accreditations, and assist in the recruitment and retention of high quality staff. Whenever appropriate, NVTC will continue to minimize travel expenditures through locally sponsored events, online conferences, and events where the registration fee is discounted or waived.

**13. Local Travel, NVTC and Other Meetings**

This line includes the costs of NVTC Commission meetings, hosting regional meetings and events, and the costs of NVTC staff traveling to meetings elsewhere in the region.

**14. Postage**

This item is based on an average of prior years' actual costs.

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**15. Telephone and Data**

This line includes the fixed contracted cost for telephone and data services at NVTC's office, and mobile and data service for staff.

**16. Office Supplies**

The FY 2025 budget for this item is based on the average of prior years' actual costs.

**17. Duplication and Printing**

The FY 2025 budget is based on the current lease and service contracts, taking into account projected usage levels.

**18. Public Engagement**

The budget includes a provision for costs related to public engagement on WMATA matters as required by HB1539, costs related to public engagement as required by HB1285, the costs to produce NVTC's annual report, social media, and other public outreach costs. The FY 2025 budget includes additional funding in anticipation of major communication efforts related to dedicated transit funding.

**19. Furniture and Equipment**

This budget category provides for the anticipated replacement and acquisition of office furniture and equipment, including computer hardware, and cloud-based hosting NVTC's servers.

**20. Computer Operating Expense**

Computer operations includes the cost of a third-party information technology managed services contract, subscription-based software licensing fees, video conferencing and virtual meeting services, web and email hosting fees, and software upgrades and supplies. The FY 2025 budget is based on costs presently under contract and anticipated future needs.

**21. Advertising (Personnel/Procurement)**

The FY 2025 budget includes a provision for personnel and procurement advertising.

**22. Auditing**

NVTC entered into a three-year contract for auditing services beginning with the audit of FY 2022, with two, two-year options. The FY 2025 budget is based on the costs included in this contract.

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**23. Contract Services and Support**

**Commuter Choice Programs**

I-66 Commuter Choice Program

As part of a 40-year agreement with the Commonwealth of Virginia, NVTC has been assigned the authority to administer a program of projects to be funded using revenue generated by the tolling of I-66 Inside the Beltway. In FY 2017 NVTC launched the initial year of the I-66 Commuter Choice Program.

I-395 Commuter Choice Program

In 2017, NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) entered into a 66-year agreement with the Commonwealth of Virginia to fund a program of projects to be funded by revenues generated by the tolling of I-95/I-395.

**Other Technical**

The FY 2025 budget includes a provision for technical support efforts, specialized analysis, related publications, contracted human resource support, and strategic planning efforts. NVTC's state liaison contract is also funded in this line item.

Whenever possible, NVTC intends to leverage other funding sources and utilize contracts of other agencies in an effort to reduce costs.

**24. Research Support**

This budget line, which was added in FY2023, includes a provision for NVTC funded policy research and the local match for grant funded projects. Detailed plans on the use of this line item going forward will be directly informed by NVTC's Research and Analysis Strategic Plan which is scheduled for adoption by the Commission in late Spring 2024.

**25. Legal**

In FY 2021, NVTC entered into an agreement with VRE to receive counsel services on all legal matters.