FY 2024 G&A Budget Approach

- New Program Analyst position for additional support of NVTC programs.
- New Route 7 BRT Project Manager position, funded through project budget.

- Continue strong support of Commission priorities
- Fulfill state and federal reports and requirements
- Reduce financial management exposure
- Retain and train highly skilled staff
- Continue robust regional technical and coordination efforts
- Continue staff coordination of WMATA efforts including support to WMATA Board members
- Continued policy research and leveraging opportunities for federal and/or state funding
- Sustain human resources, legal and legislative support
- Align COLA/merit expectations with peers, jurisdictions

Minimal growth in G&A budget while supporting NVTC’s increased role with Route 7 BRT and WMATA efforts.
NVTC’s General and Administrative Budget

- **Financial management** of gas tax, toll revenues, state aid and federal grant funding
- **Program management** of Commuter Choice, WMATA Oversight
- **Technical, policy and data analysis** that improve local transit planning decisions
- **Facilitation of regional efforts** such as major station shutdowns and new fare technologies
- **Meeting planning and communications** to allow Commission to thrive
- **Internal Operations** to support communications and IT functions

**NVTC Budget Cost Drivers**

- Salaries and Benefits, 73%
- Contracted Services, 12%
- All Other Expenses, 5%
- Rent, 10%

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NVTC’s General and Administrative Budget: 2023

- **Salaries and Benefits**: 73%
- **Rent**: 10%
- **Contracted Services**: 12%
- **All Other Expenses**: 5%

Northern Virginia Transportation Commission
NVTC’s General and Administrative Budget

- NVTC’s G&A Budget is primarily from state aid (DRPT funding)
- Only 6% comes directly from jurisdictional budgets (fixed in total)
- In FY 2023, NVTC is managing ~$272M in state aid on behalf of our jurisdictions
  - NVTC “overhead” is less than 1.2% of state aid
- Commuter Choice funding is approved by CTB each year
- Appropriated Surplus varies from year to year, depending on prior year budget surpluses

NVTC Budget Revenue Sources

- Off the Top of State Aid to Jurisdictions, 67%
- Direct Contributions from Jurisdictions, 6%
- Other Revenue, 7%
- Appropriated Surplus, 4%
- Commuter Choice Revenue, 16%
- Other Revenue, 7%
## Proposed FY 2024 G&A Budget - Expenditures

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved FY 2023 Budget</th>
<th>Proposed FY 2024 Budget</th>
<th>Increase (Decrease)</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$2,296,500</td>
<td>$2,644,000</td>
<td>$347,500</td>
<td>15.1%</td>
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<tr>
<td>Benefits and Other Payroll Costs</td>
<td>549,900</td>
<td>584,400</td>
<td>34,500</td>
<td>6.3%</td>
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<tr>
<td>Administrative Costs</td>
<td>616,300</td>
<td>637,900</td>
<td>21,600</td>
<td>3.5%</td>
</tr>
<tr>
<td>Commissioners Per Diem</td>
<td>14,700</td>
<td>14,000</td>
<td>-4.8%</td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>419,100</td>
<td>433,000</td>
<td>3.3%</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>7,300</td>
<td>8,000</td>
<td>9.6%</td>
<td></td>
</tr>
<tr>
<td>Travel, Training and Meetings</td>
<td>65,800</td>
<td>64,800</td>
<td>-1.5%</td>
<td></td>
</tr>
<tr>
<td>Telephone, Data and Postage</td>
<td>17,200</td>
<td>17,800</td>
<td>3.5%</td>
<td></td>
</tr>
<tr>
<td>Publications and Supplies</td>
<td>28,900</td>
<td>29,500</td>
<td>2.1%</td>
<td></td>
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<tr>
<td>Computer Operations and Equipment</td>
<td>53,300</td>
<td>59,700</td>
<td>12.0%</td>
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</tr>
<tr>
<td>Other General and Administrative</td>
<td>10,000</td>
<td>11,100</td>
<td>11.0%</td>
<td></td>
</tr>
<tr>
<td>Contract Services</td>
<td>617,300</td>
<td>528,350</td>
<td>(88,950)</td>
<td>-14.4%</td>
</tr>
<tr>
<td>Commuter Choice</td>
<td>234,700</td>
<td>152,500</td>
<td>(82,200)</td>
<td>35.0%</td>
</tr>
<tr>
<td>Research Support, Other</td>
<td>382,600</td>
<td>375,850</td>
<td>(6,750)</td>
<td>-1.8%</td>
</tr>
<tr>
<td><strong>Total G&amp;A Budget</strong></td>
<td><strong>$4,080,000</strong></td>
<td><strong>$4,394,650</strong></td>
<td><strong>$314,650</strong></td>
<td><strong>7.7%</strong></td>
</tr>
</tbody>
</table>
# FY 2024 G&A Budget Revenue

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved FY 2023 Budget</th>
<th>Proposed FY 2024 Budget</th>
<th>Increase (Decrease)</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Local Contributions</td>
<td>$3,107,700</td>
<td>$3,243,650</td>
<td>$135,950</td>
<td>4.4%</td>
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<tr>
<td>Local Share from State Aid</td>
<td>2,823,453</td>
<td>2,959,403</td>
<td>135,950</td>
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<tr>
<td>Local Direct Contributions</td>
<td>284,247</td>
<td>284,247</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Interest and Other Revenue</td>
<td>3,000</td>
<td>22,000</td>
<td>19,000</td>
<td>633.3%</td>
</tr>
<tr>
<td>Project Chargebacks</td>
<td>834,300</td>
<td>929,000</td>
<td>94,700</td>
<td>11.4%</td>
</tr>
<tr>
<td>Envision Route 7 BRT</td>
<td>0</td>
<td>157,800</td>
<td>157,800</td>
<td>-</td>
</tr>
<tr>
<td>Commuter Choice / VRE</td>
<td>834,300</td>
<td>771,200</td>
<td>-63,100</td>
<td>-7.6%</td>
</tr>
<tr>
<td>Intern Grant</td>
<td>40,000</td>
<td>40,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Appropriated Surplus</td>
<td>95,000</td>
<td>160,000</td>
<td>65,000</td>
<td>68.4%</td>
</tr>
<tr>
<td><strong>Total G&amp;A Budget</strong></td>
<td><strong>$4,080,000</strong></td>
<td><strong>$4,394,650</strong></td>
<td><strong>$314,650</strong></td>
<td><strong>7.7%</strong></td>
</tr>
</tbody>
</table>
# NVTC 2023-2024 Work Plan Deliverables

## Commuter Choice
- I-395/95 FY 2024-2025 scoring and program development
- I-66 FY 2025-2026 Call for Projects
- Annual Report to CTB

## NVTC Oversight of WMATA
- Annual Report on the Performance and Condition of WMATA
- WMATA budget letters and testimony
- *Role of Metrobus in Northern Virginia White Paper*
- Convene NVTC’s WMATA Operating Funding & Reform Working Group

## Transit Technology
- Northern Virginia Low-/Zero-Emission Bus Strategic Plan and Working Group
- Conclude Regional Fare Collection Strategic Plan tasks

## NVTC Staff Support to VRE
- Audited annual ridership survey and GIS analysis

## Transit Resource Center
- Maintain and update NoVaTransit Data Dashboard
- Post-COVID Transportation Analyses
- Lead Northern Virginia Regional Bus Analysis Study
- Complete Route 7 BRT Phase 4-1 Analysis
- *Initiate next phase of Route 7 BRT funded through Congressional Community Project Funding grant*

## Legislative and Policy Efforts
- Joint NVTC-PRTC Legislative Forum
- Annual Legislative and Policy Agenda
- Policy briefs and tracking reports

## Communications
- Public outreach for Commuter Choice and Route 7 BRT program milestones
- Daily headlines, weekly and monthly newsletters
- Post-Yellow Line Bridge Shutdown marketing campaign

## Financial Analysis and Reporting
- Administer annual WMATA subsidy and local transit funding
- Annual allocation of regional gas tax
- Financial projections and analysis
- DRPT grant applications and grant agreements
- Commuter Choice reimbursements
- Annual updates to SAM formula
- Federal grant management and reporting
- Title VI certification to FTA

## Commission Management
- Monthly materials
- Annual agenda and meeting schedule

## Internal Operations
- General and Administrative Budget and Work Plan
- Telework and IT support
We celebrated a momentous day in November with the opening of Phase 2 of the Silver Line. It was an honor to have the Northern Virginia Transportation Commission and many present and past Commissioners be part of the many celebrations held that day.

However, you may not know that NVTC has been a part of the project since the very beginning. Some would say we’ve grown up with it. NVTC was founded in 1964 to represent the cities and counties in Northern Virginia that had a common vision and commitment to making Metrorail a reality. Along the way, the Commission became a place where our regional jurisdictions could discuss, debate and collaborate to create public transit solutions that work for our region.

Two years after its founding, back in 1966, the Commission held the very first public hearings on the idea of building rail to the then four-year old Dulles Airport. The Commission then pressed for Congressional funding for foundational studies that launched the planning for a transit connection to Dulles. Nearly two decades later, in 1985, when the vision of high-capacity rail became more than just a dream, NVTC was at the table with the Dulles Airport Access Task Force, which who ultimately concluded that a rail line to Dulles was feasible. That’s when the hard work began.

I also don’t want to overlook the other milestone we recognized with the opening of six new Metro stations—new connections that our local bus systems made to link people to the Silver Line. Fairfax Connector and Loudoun County buses are a part of a comprehensive bus system that provides access to hundreds of thousands of jobs in Northern Virginia alone. With the Silver Line, those buses connect people to even more jobs, and so much more, throughout our region.

From our work to help connect Dulles to transit 60 years ago to our work today helping implement electric bus fleets, funding express buses and pressing Metro on issues that matter to Northern Virginia, NVTC is a partner in helping all of our public transit systems be the best they can be.
Decades-long dream of Metro to Dulles and Loudoun realized

Northern Virginia’s biggest public transit project in nearly a decade opened November 15 with celebrations that drew hundreds of people, including top administration and elected officials. Tuesday’s opening of Phase 2 of Metro’s Silver Line marked the realization of an idea sparked by the construction of Dulles International Airport more than half a century ago.

U.S. Secretary of Transportation Pete Buttigieg, Sens. Tim Kaine and Mark Warner, and Reps. Don Beyer, Gerry Connolly and Jennifer Wexton and our Metro Board appointees Paul Smedberg and Matt Letourneau were among those who spoke ahead of the official ribbon cutting at the airport station. They were joined by Fairfax and Loudoun County officials, past and present, Metro GM/CEO Randy Clarke and many others who helped make the 11.4 mile extension, featuring six new stations, a reality. Executive Director Kate Mattice joined Director of Programs and Policy Allan Fye, WMATA Senior Program Manager Andrew D’huyvetter and Program Analyst Ronnetta Zack-Williams for the ceremony. We then boarded a train bound for the end of the line.

Upon arriving at Ashburn Station, Loudoun officials, including Matt Letourneau, led a second celebration marking Metro’s extension to the county. From there we attended commemorations at Innovation Center and Reston Town Center Stations in Fairfax County.

Throughout the day there were stories of the decades of hard work that went into realizing both phases of the Silver Line. We know this project will have generational impacts as Metro becomes more accessible for tens of thousands of people. It’s not just the train stations, it’s also the new and updated Fairfax Connector and Loudoun County bus routes that bring people to and from the stations. We also see the economic development that’s already sprouted, and we frequently read about projects in the pipeline.

NVTC’s creation in 1964 came just two years after the opening of the airport and Commissioners and staff were involved in the research and planning of a transit connection to Dulles from nearly the start. That year the Federal Aviation Administration recommended reserving the median of the Dulles Access Road for future transit. Two years later, NVTC held three public hearings on potential rail corridors in Northern Virginia and adopted a resolution endorsing bills in the U.S. House and Senate to fund studies of high-speed ground transportation to the region’s three major airports. NVTC’s 1974 legislative agenda advocated funding a rail extension to Dulles that would connect with the planned Metrorail system. NVTC continued to work closely with elected officials, local jurisdictions and many others throughout the 1970s, 80s, 90s and 2000s as various ideas from buses to a monorail were proposed, studied and debated and ultimately finalized.
Welcome to the Silver Line Extension Grand Opening
I-395/95 Commuter Choice FY 2024-2025 Call for Projects opens

NVTC and Potomac and Rappahannock Transportation Commission (PRTC) jurisdictions and transit providers may now apply for $45 to $48 million in available I-395/95 Commuter Choice FY 2024-2025 funding following actions by both Commissions last week to open the call for projects. I-395/95 Commuter Choice reinvests toll revenues from the 95 and 395 Express Lanes via annual transit payments by Transurban, the Express Lanes concessionaire, into transit and other transportation improvements that benefit toll payers by moving more people more efficiently through the corridor and expanding commuters’ travel options.

Applications are due Friday, January 27 and NVTC anticipates approval of an FY 2024-2025 Program of Projects in June. To help interested eligible applicants identify projects that would fit well within the program’s unique requirements, the Commuter Choice team will hold one-on-one workshops in the coming weeks to discuss preliminary project ideas and review the required application materials.

The Commuter Choice project selection process incorporates a data-driven technical evaluation process, as well as a public comment period that will take place in spring 2023. The Commissions adopted enhancements last week to the technical evaluation process that allocate more of the possible points to measurable factors, introduce equity considerations and reduce the number of overall criteria.

Metro stations south of Reagan National Airport reopen

Six Metrorail stations in Northern Virginia reopened November 6 following an eight-week shutdown to integrate the future Potomac Yard Station into the system. Those stations south of Ronald Reagan National Airport will be served by Blue Line trains only until May 2023 as rehabilitation work continues on the Yellow Line bridge and tunnel. Metro is providing three free shuttle buses and Virginia Railway Express has reduced fares. Metro says Potomac Yard Station, between Reagan National Airport and Braddock Road, will open in 2023.

Envision Route 7 plans presented to Falls Church City Council

Senior Program Manager Xavier Harmony gave an update on the Envision Route 7 Bus Rapid Transit (BRT) project at the invitation of the Falls Church City Council November 14. The planned bus system would connect Tysons and Alexandria by way of Falls Church and Seven Corners. Xavier provided background on the project’s history before describing the current mobility study, including some of the key findings identified through traffic modeling. Xavier concluded the presentation with an update on next steps, including the next round of public outreach in the spring, as well as the concurrent NVTC effort that is developing funding, governance and implementation strategies for the next phases of the project.
Executive Director Kate Mattice attended the Capital Region Transportation Forum in Pentagon City November 9. It was great to see staff from our regional partners in person.

The morning session focused on ZEBs, with Program Analyst Ronnetta Zack-Williams identifying key takeaways from a ZEB Conference that she attended in California earlier this fall. The conversation then transitioned to a roundtable discussion with each jurisdiction updating the group on its ZEB plans and pilots as well as any lessons learned through the process. Looking to 2023, the ZEB Working Group will serve a critical role advising on the development of NVTC’s Northern Virginia Regional ZEB Strategic Plan, which is being managed by our new Transit Technology Senior Program Manager Ann McGrane.

In the afternoon session of the Regional Fare Collection Working Group, Metro updated the group on the farebox upgrade and procurement status. Each jurisdiction then discussed its anticipated farebox procurement timelines and any fare pilots in progress. In 2023, NVTC looks forward to broadening the scope of the Regional Fare Collection Working Group into a Transit Technology Working Group. While the working group will continue to provide coordination opportunities on fare collection, it will also be a place to discuss new transit technologies to improve the rider experience or operations.

A special thanks to Ann, Ronnetta and Program Analyst Sophie Spiliotopoulos for organizing the event.

Transit Technology workshop covers zero-emission bus and fare upgrades

NVTC hosted a Transit Technology Workshop for members of its Zero-Emission Bus (ZEB) and Regional Fare Collection working groups. It was great to see staff from our regional partners in person.

The morning session focused on ZEBs, with Program Analyst Ronnetta Zack-Williams identifying key takeaways from a ZEB Conference that she attended in California earlier this fall. The conversation then transitioned to a roundtable discussion with each jurisdiction updating the group on its ZEB plans and pilots as well as any lessons learned through the process. Looking to 2023, the ZEB Working Group will serve a critical role advising on the development of NVTC’s Northern Virginia Regional ZEB Strategic Plan, which is being managed by our new Transit Technology Senior Program Manager Ann McGrane.

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