

**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, JANUARY 6, 2022
NVTC SUITE #230 CONFERENCE ROOM
2300 Wilson Blvd., Arlington, VA 22201
6:00 p.m.**

AGENDA

NVTC has returned to in-person meetings. NVTC will continue with its current safety protocols until further notice. We ask that all attendees wear a face mask that must cover both the nose and mouth. Commissioners are asked to wear a mask when not speaking or actively eating. .

1. Meeting Summary of the December 2, 2021 Executive Committee Meeting
2. Review of the January 6, 2022 NVTC Agenda
3. FY 2023 NVTC General and Administrative Budget and Work Plan
4. 2022 Annual Meeting Agenda

Members:

Katie Cristol, Chair
Canek Aguirre
Eileen Filler-Corn
Matt Letourneau
David Meyer
Dalia Palchik
Paul Smedberg
Dave Snyder

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
First Floor Conference Room
2300 Wilson Blvd., Arlington, Virginia
December 2, 2021**

NVTC Executive Committee Members Present:

Katie Cristol, Chair
Canek Aguirre
Matt Letourneau (non-voting member) (*via electronic participation*)
David Meyer
David Snyder

NVTC Executive Committee Members Not Present:

Eileen Filler-Corn
Dalia Palchik
Paul Smedberg (non-voting member)

Staff and Others Present:

Kate Mattice, Executive Director
Allan Fye
Scott Kalkwarf
Mike Garber (PBMares)

Chair Cristol called the Executive Committee meeting to order at 6:10 p.m. She explained that NVTC is back to in-person meetings, with a few modifications. NVTC is continuing with its safety protocols due to the COVID-19 variants. Ms. Mattice confirmed an in-person quorum was present. It was noted that Mr. Letourneau was participating electronically due to a medical reason.

Chair Cristol noted that the summary of the November 4, 2021 Executive Committee meeting was provided and there were no corrections from committee members.

Ms. Mattice previewed the Agenda for the December 2 NVTC Commission meeting, which follows this committee meeting. Ms. Mattice noted that one public comment was received regarding fare-free programs in the future and if NVTC can fund these initiatives. Although the comment was anonymous, Chair Cristol stated that it would be great to be able to share some of the research and work that NVTC has done on this issue, which can be found on NVTC's website.

Ms. Mattice and Mr. Kalkwarf presented the FY 2023 General and Administrative Budget and the Work Plan. The budget seeks to maintain near zero growth while building NVTC's policy research portfolio and providing training opportunities to retain NVTC's highly skilled staff. At the direction of the Commission, the budget includes additional funding for executive training for staff as well

as the creation of a NVTC research line item to allow for quick response for policy research as directed by the Commission.

Mr. Snyder stated that he could see NVTC's role expanding next year to work with federal programs that have now been further funded and possible new programs that have not yet been created. He asked if NVTC is staffed and budgeted for this type of federal work. Ms. Mattice stated that NVTC has partnered with VRE to use their federal lobbyist and NVTC is a member of multiple trade organizations that provide helpful federal information. At this time, she does not anticipate any of the jurisdictions will be looking to NVTC to apply or administer any federal grants. If this were to change, staff could come back with a budget amendment. Mr. Snyder stated that he wants to make sure the region is making maximum use of the infrastructure program and any future reconciliation program and he thinks it should be a priority for NVTC. Chair Cristol suggested staff check with jurisdictional staff on this issue. Mr. Meyer did note that for the smaller jurisdictions, their needs can be different than the larger jurisdictions. Ms. Mattice stated that NVTC already provides technical and informational support to the jurisdictions on federal issues, but that there should be a bigger conversation about administering federal grants.

In response to a question from Chair Cristol, Ms. Mattice stated that at the request of the Executive Committee regarding executive training, she has reviewed close to a dozen options and is looking into the Kennedy's School's executive leadership program for state and local government officials. She hopes to be able to enroll during FY 2023. Mr. Meyer highly recommended this program.

Mr. Kalkwarf explained that in the FY 2023 budget jurisdictional contributions increase about \$300,000, an 11.5% increase from the year before. Mr. Letourneau asked if this information has been shared with jurisdictional staff. Mr. Kalkwarf replied that he did discuss this with all the jurisdictions, and he did not receive any comments or concerns. Mr. Letourneau stated that it is important to remember that small budget shifts can have major impacts on the smaller jurisdictions. Mr. Kalkwarf explained that the increase comes off the top of state aid and not from individual jurisdictions' budgets.

Mr. Aguirre moved, with a second by Chair Cristol, to approve the budget for submission to the Commission for consideration. The vote in favor was cast by Commissioners Aguirre, Cristol, Meyer and Snyder. The motion unanimously passed.

Report from the Auditors (Executive Committee serving as the Audit Committee)

Mr. Kalkwarf introduced Mike Garber, who represents NVTC's audit firm PBMares. Mr. Garber is a partner at PBMares, which is the firm doing NVTC's audit as well as the VRE and PRTC audits. and the partner in charge of the NVTC audit as well as VRE's audit.

Mr. Garber thanked NVTC staff for their cooperation with the audit, especially in light of it needing to be a remote again this year. The remote audit went very smoothly to allow PBMares to test the controls in place at NVTC. He stated that the financial audit includes three opinions on the financial statements, internal controls and federal compliance. All three received clean or unmodified opinions, which are the highest that can be issued.

Mr. Garber also noted that PBMares issued a management letter that contains upcoming Governmental Accounting Standards Board (GASB) pronouncements, which may impact the Commission in the future. He stated that financial statement now includes a column on the pension trust fund, which is a GASB directive. Mr. Kalkwarf provided more information about NVTC's pension trust fund.

Mr. Garber also stated that he is scheduled to brief the full Commission at its meeting following this meeting.

The Executive Committee adjourned at 6:39 p.m.

**NVTC COMMISSION MEETING
THURSDAY, JANUARY 6, 2022
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd., Arlington, VA 22201
Public Streaming Via YouTube
7:00 p.m.**

AGENDA

***NVTC has returned to in-person meetings.** NVTC will continue with its current safety protocols until further notice. We ask that all attendees wear a face mask that must cover both the nose and mouth. Commissioners are asked to wear a mask when not speaking or actively eating. The meeting can also be viewed via the [NVTC YouTube Link](#).*

5:45 p.m. Boxed Dinners Available for Commissioners Only

6:00 p.m. Executive Committee Meeting – Suite #230 Conference Room

7:00 p.m. Commission Meeting – First Floor Large Conference Room

For the public: There will be a public hearing on the 2022 Work Plan during the Commission meeting. More information on how to provide comment can be found in [Agenda Item #7](#) or on [NVTC's website](#).

*NVTC is also receiving general public comment. Persons wishing to provide **written public comments** should submit them by **3:00 p.m. on Thursday, January 6** via [NVTC's website](#). Comments will be provided to Commissioners prior to the January 6 meeting.*

1. Opening Remarks
 - General Public Comments Received
2. Recognition of New and Departing Commissioners
 - A. Oath of Office for New Commissioners
 - B. Recognition of Departing Commissioner
 - **ACTION ITEM: Approve a Resolution of Commendation for Elizabeth Bennett-Parker**
3. Minutes and Meeting Summary
 - A. **ACTION ITEM: Approve the Minutes of the December 2, 2021 NVTC Meeting**
 - B. **ACTION ITEM: Approve the Meeting Summary of the December 6, 2021 Joint NVTC-PRTC Legislative Briefing**

4. Annual Leadership and Governance

- A. **ACTION ITEM: Approve the Recommended Slate of Officers for 2022**
- B. **ACTION ITEM: Approve a Resolution Commending the Honorable Katie Cristol for Her Service as Chair of the Northern Virginia Transportation Commission for 2020 and 2021**
- C. **ACTION ITEM: Approve Resolution #2466: Selection of NVTC Representatives to Various Boards**
- D. **ACTION ITEM: Approve the Recommended NVTC Committee Membership**
- E. **ACTION ITEM: Approve Resolution #2467: Designation of NVTC Signatories and Pension Trustees**

5. ACTION ITEM: Approve the Consent Agenda (subject to approval of chair)

- A. **Approve Resolution #2468: Approve the Amended and Restated Memorandum of Agreement Regarding the Annual Transit Investment from the 395 HOT Lanes**
- B. **Authorize the Executive Director to Amend the Envision Route 7 Phase IV Contract with Kittleson and Associates**

6. NVTC 2021 Year in Review

7. NVTC FY 2023 General and Administrative Budget and 2022 Work Plan

- A. Public Comment on NVTC's 2022 Work Plan
- B. **ACTION ITEM: Approve NVTC's FY 2023 General and Administrative Budget and 2022 Work Plan**

8. Washington Metropolitan Area Transit Authority (WMATA)

- A. Report from the Virginia WMATA Board Members
- B. Other WMATA News
- C. NVTC WMATA Committee Meeting - January 20, 2022

9. Legislative Update

- A. General Assembly Update
- B. Federal Update

10. Virginia Railway Express (VRE)

- A. VRE CEO Report and Minutes
- B. **ACTION ITEM: Approve Resolution #2469: Accept and Authorize Distribution of VRE's FY 2021 Annual Comprehensive Financial Report**
- C. **ACTION ITEM: Approve Resolution #2470: Adopt and Refer VRE's FY 2022 Revised and FY 2023 Recommended Budgets to the Jurisdictions**
- D. 2022 VRE Operations Board Officers

11. Department of Rail and Public Transportation (DRPT)

12. Executive Director Report

- A. Executive Director Newsletter
- B. NVTC Financial Report



PROPOSED BUDGET

**FISCAL YEAR
2023**

(July 1, 2022 – June 30, 2023)

January 6, 2022

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE
Proposed Budget FY 2023

	FY 2021 Actual	Approved Budget FY 2022	Proposed Budget FY 2023	Increase (Decrease)
Local Share from State Aid (Note 1)	\$ 2,140,753	\$ 2,359,253	\$ 2,663,653	\$ 304,400
Local Direct Contributions (Note 1)				
Alexandria	39,567	41,964	44,387	2,423
Arlington	64,369	66,434	66,211	(223)
City of Fairfax	4,651	4,453	4,788	335
Fairfax County	163,471	160,006	160,532	526
Falls Church	2,099	2,064	2,067	3
Loudoun	10,090	9,325	6,262	(3,063)
Total Local Direct	284,247	284,247	284,247	-
Total Contributions	2,425,000	2,643,500	2,947,900	304,400
Interest and Other Revenue	865	10,000	3,000	(7,000)
Project Chargebacks (Note 2):				
Commuter Choice Program	742,639	960,000	754,300	(205,700)
VRE	80,000	80,000	80,000	-
Project Grant Billings (Note 3)	2,534	40,000	40,000	-
Appropriated Surplus (Note 4)	19,730	100,000	95,000	(5,000)
Total Revenue	\$ 3,270,768	\$ 3,833,500	\$ 3,920,200	\$ 86,700
<i>Commuter Choice Programs (Note 25)</i>	<i>742,639</i>	<i>960,000</i>	<i>754,300</i>	<i>(205,700)</i>
<i>Operating Program, Excluding C.C.</i>	<i>\$ 2,528,129</i>	<i>\$ 2,873,500</i>	<i>\$ 3,165,900</i>	<i>\$ 292,400</i>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES**

Proposed Budget FY 2023

	<u>FY 2021 Actual</u>	<u>Approved Budget FY 2022</u>	<u>Proposed Budget FY 2023</u>	<u>Increase (Decrease)</u>
<u>Personnel Costs</u>				
Salaries and Wages (Note 5)	\$ 1,891,420	\$ 2,052,700	\$ 2,115,300	\$ 62,600
Fellow Program (Note 5)	3,168	50,000	50,000	-
Total Personnel Costs	1,894,588	2,102,700	2,165,300	62,600
<u>Benefits</u>				
Employer's Contributions				
FICA and Medicare (Note 6)	133,668	144,000	148,500	4,500
Group Health Insurance (Note 7)	144,205	183,100	191,000	7,900
Retirement (Note 8)	194,141	170,000	170,000	-
Workers & Unemployment Comp.	4,005	5,500	4,900	(600)
Life Insurance	5,893	6,800	6,600	(200)
Long Term Disability Insurance	10,441	11,000	11,900	900
Total Benefit Costs	492,353	520,400	532,900	12,500
<u>Administrative Costs</u>				
Commissioners Per Diem (Note 9)	14,000	14,500	14,700	200
Rents:	372,891	408,200	418,400	10,200
Office Rent (Note 10)	372,046	379,600	394,900	15,300
Parking / Metrochek	845	28,600	23,500	(5,100)
Insurance:	6,439	7,400	7,300	(100)
Public Official Bonds	2,100	2,300	2,300	-
Liability and Property (Note 11)	4,339	5,100	5,000	(100)
Travel, Training and Development	3,248	44,000	55,800	11,800
Conferences / Prof. Devel (Note 12)	2,301	27,100	37,100	10,000
Non-Local Travel	-	2,500	2,500	-
Local Travel, Meetings (Note 13)	947	14,400	16,200	1,800
Communication:	14,060	16,000	16,700	700
Postage (Note 14)	632	1,400	1,400	-
Telephone and Data (Note 15)	13,428	14,600	15,300	700
Publications & Supplies	18,601	28,900	28,900	-
Office Supplies (Note 16)	656	3,000	2,500	(500)
Duplication and Printing (Note 17)	5,075	10,900	8,900	(2,000)
Public Engagement (Note 18)	12,870	15,000	17,500	2,500
Operations:	24,697	37,700	52,900	15,200
Furn.and Equip. (Capital) (Note 19)	6,374	13,000	25,500	12,500
Repairs and Maintenance	747	1,000	1,000	-
Computer Operations (Note 20)	17,576	23,700	26,400	2,700
Other General and Administrative	8,884	10,000	10,000	-
Memberships	1,463	1,600	1,600	-
Fees and Miscellaneous	7,421	6,900	6,900	-
Advertising (Note 21)	-	1,500	1,500	-
Total Administrative Costs	462,820	566,700	604,700	38,000
<u>Contracting Services and Other</u>				
Auditing (Note 22)	23,925	25,100	27,600	2,500
Contract Services & Support (Note 23)				
Commuter Choice	290,332	463,600	234,700	(228,900)
Research Support (Note 24)	-	-	200,000	200,000
Other Technical	74,667	120,000	120,000	-
Legal (Note 25)	32,083	35,000	35,000	-
Total Contract Services	421,007	643,700	617,300	(26,400)
Total Operating Program	\$ 3,270,768	\$ 3,833,500	\$ 3,920,200	\$ 86,700
Commuter Choice Programs	742,639	960,000	754,300	(205,700)
Operating Program, Excluding C.C.	\$ 2,528,129	\$ 2,873,500	\$ 3,165,900	\$ 292,400

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2023 Proposed 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 2022 budget is based on the FY 2020 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

This category includes reimbursable expenses related to the administration of the Commuter Choice programs, and charges for NVTC staff support for VRE and reimbursed from VRE's budget.

3. Revenue: Project Grant Billings

The FY 2023 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 2023 budget is projected excess accumulated surplus that is available to offset the budget expenses, which is the result of prior year 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 2023 budget holds staff levels constant with the prior year budget and includes a provision for Merit and COLA increases for existing staff.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2023 Proposed Budget

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 over a one- to six-month period. While the primary purpose is to provide high-priority technical expertise for specific projects and products, it has also served as a valuable recruitment tool and created opportunities to connect with university programs within Virginia and nationally.

6. FICA and Medicare

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

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 actual rates with a provision for increasing premiums.

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 2023. 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 estimated liability is reduced by non-vested funds that were forfeited by former plan participants and are expected to be available during the fiscal year.

9. Commissioners' Per Diem

The FY 2023 budget is based upon the FY 2021 actual expenditures with a provision for increased Commission and committee meeting attendance. Commissioners, other than senators and delegates, are paid by NVTC at the statutory rate of \$50.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2023 Proposed Budget

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 2023 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 2023 budget is based on the most recent premium year with a provision for increasing costs.

12. Conference / Professional Development

Included in this line for FY 2023 are the estimated registration fees for conferences, professional development, in-house training, and accreditation and related travel costs. The budget assumes NVTC staff will participate in training opportunities and speaking engagements at the Governor's Transportation Conference, the Virginia Transit Association Conference, the Transportation Research Board, and the Virginia chapter of the American Planning Associations, as well as represent the Commission at events hosted by a variety of organizations. These funds will also allow our professional staff to maintain the required trainings to keep their professional accreditations as well as funding for executive development and special opportunities. Wherever possible, 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.

15. Telephone and Data

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

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2023 Proposed Budget

16. Office Supplies

The FY 2023 budget for this item is based on the average of prior years' actual costs.

17. Duplication and Printing

During FY 2016, NVTC negotiated a five-year copier lease and service contract. The FY 2023 budget is based on these agreements and 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, and other public outreach costs such as social media.

19. Furniture and Equipment

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware.

20. Computer Operating Expense

Computer operating expenses include outside network consulting and services, software licensing fees, software upgrades and supplies, web hosting fees, hosted email, video conferencing services, cyber security assessment, and a provision for disaster recovery efforts. The FY 2023 budget is based on an average of prior year actual costs, recognizing an increase in NVTC's software and service requirements, with a provision for security enhancements.

21. Advertising (Personnel/Procurement)

The FY 2023 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 2015, with two, two-year options. The FY 2023 budget is based on the costs included in this contract.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2023 Proposed Budget

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. The FY 2023 budget assumes less need for outside contract services and support for the administration and outreach efforts.

I-395 Commuter Choice Program

In 201, 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. The FY 2023 budget assumes less need for outside contract services and support for the administration and outreach efforts.

Other Technical

The FY 2023 budget includes a provision for technical support efforts, specialized analysis, related publications, and contracted human resource support. NVTC's state liaison activities 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 new budget line includes a provision for NVTC funded policy research and required local match for grant funded projects. Staff will seek approval from the Commission for these projects.

25. Legal

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

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE - NEW POSITION OPTION
Proposed Budget FY 2023

	FY 2021 Actual	Approved Budget FY 2022	Proposed Budget Option FY 2023	Increase (Decrease)
Local Share from State Aid (Note 1)	\$ 2,140,753	\$ 2,359,253	\$ 2,773,453	\$ 414,200
Local Direct Contributions (Note 1)				
Alexandria	39,567	41,964	44,387	2,423
Arlington	64,369	66,434	66,211	(223)
City of Fairfax	4,651	4,453	4,788	335
Fairfax County	163,471	160,006	160,532	526
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Total Local Direct	284,247	284,247	284,247	-
Total Contributions	2,425,000	2,643,500	3,057,700	414,200
Interest and Other Revenue	865	10,000	3,000	(7,000)
Project Chargebacks (Note 2):				
Commuter Choice Program	742,639	960,000	754,300	(205,700)
VRE	80,000	80,000	80,000	-
Project Grant Billings (Note 3)	2,534	40,000	40,000	-
Appropriated Surplus (Note 4)	19,730	100,000	95,000	(5,000)
Total Revenue	\$ 3,270,768	\$ 3,833,500	\$ 4,030,000	\$ 196,500
<i>Commuter Choice Programs (Note 25)</i>	<i>742,639</i>	<i>960,000</i>	<i>754,300</i>	<i>(205,700)</i>
<i>Operating Program, Excluding C.C.</i>	<i>\$ 2,528,129</i>	<i>\$ 2,873,500</i>	<i>\$ 3,275,700</i>	<i>\$ 402,200</i>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES - NEW POSITION OPTION**

Proposed Budget FY 2023

	FY 2021 Actual	Approved Budget FY 2022	Proposed Budget Option FY 2023	Increase (Decrease)
<u>Personnel Costs</u>				
Salaries and Wages (Note 5)	\$ 1,891,420	\$ 2,052,700	\$ 2,206,500	\$ 153,800
Fellow Program (Note 5)	3,168	50,000	50,000	-
Total Personnel Costs	1,894,588	2,102,700	2,256,500	153,800
<u>Benefits</u>				
Employer's Contributions				
FICA and Medicare (Note 6)	133,668	144,000	155,300	11,300
Group Health Insurance (Note 7)	144,205	183,100	200,400	17,300
Retirement (Note 8)	194,141	170,000	170,000	-
Workers & Unemployment Comp.	4,005	5,500	5,100	(400)
Life Insurance	5,893	6,800	6,600	(200)
Long Term Disability Insurance	10,441	11,000	12,500	1,500
Total Benefit Costs	492,353	520,400	549,900	29,500
<u>Administrative Costs</u>				
Commissioners Per Diem (Note 9)	14,000	14,500	14,700	200
Rents:	372,891	408,200	419,100	10,900
Office Rent (Note 10)	372,046	379,600	394,900	15,300
Parking / Metrochek	845	28,600	24,200	(4,400)
Insurance:	6,439	7,400	7,300	(100)
Public Official Bonds	2,100	2,300	2,300	-
Liability and Property (Note 11)	4,339	5,100	5,000	(100)
Travel, Training and Development	3,248	44,000	55,800	11,800
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Publications & Supplies	18,601	28,900	28,900	-
Office Supplies (Note 16)	656	3,000	2,500	(500)
Duplication and Printing (Note 17)	5,075	10,900	8,900	(2,000)
Public Engagement (Note 18)	12,870	15,000	17,500	2,500
Operations:	24,697	37,700	53,300	15,600
Furn.and Equip. (Capital) (Note 19)	6,374	13,000	25,500	12,500
Repairs and Maintenance	747	1,000	1,000	-
Computer Operations (Note 20)	17,576	23,700	26,800	3,100
Other General and Administrative	8,884	10,000	10,000	-
Memberships	1,463	1,600	1,600	-
Fees and Miscellaneous	7,421	6,900	6,900	-
Advertising (Note 21)	-	1,500	1,500	-
Total Administrative Costs	462,820	566,700	606,300	39,600
<u>Contracting Services and Other</u>				
Auditing (Note 22)	23,925	25,100	27,600	2,500
Contract Services & Support (Note 23)				
Commuter Choice	290,332	463,600	234,700	(228,900)
Research Support (Note 24)	-	-	200,000	200,000
Other Technical	74,667	120,000	120,000	-
Legal (Note 25)	32,083	35,000	35,000	-
Total Contract Services	421,007	643,700	617,300	(26,400)
Total Operating Program	\$ 3,270,768	\$ 3,833,500	\$ 4,030,000	\$ 196,500
<i>Commuter Choice Programs</i>	<i>742,639</i>	<i>960,000</i>	<i>754,300</i>	<i>(205,700)</i>
<i>Operating Program, Excluding C.C.</i>	<i>\$ 2,528,129</i>	<i>\$ 2,873,500</i>	<i>\$ 3,275,700</i>	<i>\$ 402,200</i>