

## CVTA AGENDA 4/26/24; ITEM B.

### FY 2025 Administrative and Operating Budget

#### Central Virginia Transportation Authority

**BACKGROUND:** As part of its duties prescribed in the Code of Virginia and under its adopted bylaws, the Central Virginia Transportation Authority is required to develop an annual budget. The specific language in the CVTA bylaws is as follows:

*Budget and Fiscal Year. After a duly convened public hearing held in accordance with the requirements of Virginia Code § 33.2-3706(A), the Authority shall adopt an annual budget for each fiscal year, which budget shall provide for all the revenues and the operating, capital, and administrative expenses of the Authority for the fiscal year. The fiscal year of the Authority will commence on July 1st each year and will terminate on the following June 30th. The annual budget for a fiscal year shall, except in the case of the Authority's first fiscal year, be adopted before such fiscal year begins. The Executive Director is authorized to administer the administrative budget approved by the Authority and may, in the exercise of that authority, but subject to the advice and consent of the chair of the Finance Committee, implement adjustments to the amounts allocated to line items within the administrative budget, provided that, after giving effect to those adjustments, the aggregate amount of the administrative budget is equal to or less than the then applicable Authority-approved administrative budget.*

Highlighted changes between FY24 and FY25, referenced from the notes in the right column of the budget table:

- Slight increase in administration and staffing to cover coordinated PlanRVA assumptions regarding cost of living adjustments and additional staff coverage for financial and administrative management.
- Reduction in fees for financial advisors, bond preparation services, and bond counsel – aside from the quarterly advisory fees with PFM from the March 2022 Financial Advisory Services agreement, any additional fees incurred to assist in preparing CVTA for bond issuance would be included in that cost.
- Contracted services update to finalize and publish the Fall Line Trail Wayfinding Plan with AB Design in first half of FY25 and develop task orders in new PlanRVA engineering on-call bench for off-year existing project support and next round of regional funding in FY26.
- Increase in technology and support services to include:
  - Use of PlanRVA communications and engagement bench consultants to develop approach for CVTA standalone website.
  - Focus on technology: priority data to share with the public and stakeholders, innovative web tools to engage the community and educate them on the importance of the CVTA.

- RFP for website development, award and production of contract to create a new CVTA website that can be easily maintained by staff.
  - Development of video content that supports storytelling about the impact of CVTA and regional project highlights.
- Increases in specialty software licenses to assist in data visualization, audience polling, and presentations. Includes subscription fees for Executive Director to continue professional development through access to best practices data.
- Increase in public engagement to cover development of enhanced tools for sharing the CVTA story with the public and external partners, data visualization (such as live dashboards, charts, and graphs), survey tools and real-time polling/ preference surveys.

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**REQUESTED ACTION:** motion to approve the FY 2025 Administrative and Operating Budget.

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**CVTA RESOLUTION:** The following resolution is presented for Authority approval:

**Resolved,** that the Central Virginia Transportation Authority (CVTA) approves the FY 2025 Administrative and Operating Budget.

CAP  
Attachments

Account (QBO)	CATEGORY	FY2025 Draft	FY2024 (amended 3/24)	FY2025 budget notes
<b>Personnel</b>				
6110 Salaries	Admin & Staffing	\$ 486,500.00	\$ 458,220.00	Based on FY25 updated staff hours and projected needs. Includes coordinated PlanRVA assumptions regarding COLA and additional staff coverage for financial and administrative management
7100 Professional Fees	Member Compensation	\$ 6,000.00	\$ 5,500.00	Updated based on new member feedback following November 2024 elections
<b>Professional Services</b>				
7730 Contracted Services	Audit	\$ 19,000.00	\$ 19,000.00	FY25 remains the same - last year of agreement
7721 General Counsel	General Legal Counsel	\$ 48,000.00	\$ 48,000.00	FY25 remains the same
7730 Contracted Services	Financial Advisors	\$ 20,000.00	\$ 82,000.00	PFM advisory budget = \$5K per quarter according to the March 20222 Financial Advisory Services agreement
7640 Insurance	Insurance	\$ 3,200.00	\$ 2,843.00	Renewal
7730 Contracted Services	Bond Preparation Services	\$ -	\$ 55,000.00	Any fees incurred to help prepare CVTA for bonding would be included in the bond issuance
7730 Contracted Services	Bond Counsel	\$ -		Any fees incurred to help prepare CVTA for bonding would be included in the bond issuance
7730 Contracted Services	Contracted Services	\$ 110,000.00	\$ 128,307.00	Finalize and publish Wayfinding Plan with AB Design in first half of FY25 Develop prioritization process task orders for off-year existing project support and next round of regional funding in FY26 through mechanisms added in new PlanRVA engineering on-call bench
<b>Technology &amp; Communications</b>				
7226 Technnology Services	Technology Services & Support	\$ 50,000.00	\$ 2,400.00	CVTA website and video development. Use of PlanRVA communications and engagement bench consultants to develop approach for CVTA standlaone website. Focus on technology: priority data to share with the public and stakeholders, innovative web tools to engage the community and educate them on CVTA importance. RFP for website development, award and production of contract to create a new CVTA website that is easily maintained by staff. Development of video content that supports storytelling about impact of CVTA and regional project highlights. Upgrade for Executive Director computer.

Account (QBO)	CATEGORY	FY2025 Draft	FY2024 (amended 3/24)	FY2025 budget notes
<b>Administrative</b>				
7236 Meeting Expense	Meetings Expenses	\$ 4,000.00	\$ 3,500.00	Monthly CVTA meetings, annual transportation forum, joint annual meeting, PlanRVA Day (all in cooperation with PlanRVA and RRTPO). Covers cost of refreshments, AV / technology, and other costs as identified for specific meetings
7222 Software	Memberships/Subscriptions/Licenses	\$ 15,000.00	\$ 3,600.00	Professional memberships, software subscriptions/licenses. Includes specialty software licenses to assist in data visualization, audience polling, and presentations. Includes subscription fees for Executive Director to continue professional development through access to best practices data
7235 Supplies	Office Expenses & Supplies	\$ 500.00	\$ 750.00	
6590 Training	Professional Development & Training	\$ 10,000.00	\$ 8,000.00	Conferences, skills training / refreshers. Includes registration, course fees, and materials for professional development
7250 Public Outreach/Adv.	Public Engagement	\$ 30,000.00	\$ 10,000.00	Covers development of enhanced tools for sharing the CVTA story with the public and external partners. Data visualization, such as live dashboards, charts, and graphs. Survey tools and real-time polling and preference surveys Development of a consistent and data-driven annual report
7425 Travel	Travel	\$ 10,000.00	\$ 3,000.00	Travel costs for statewide meetings, constituent meetings, conferences, continuing education, national seminars and member events
	Contingency	\$ 20,000.00		Flexible funding set-aside for budget adjustments as needed - requirements established in the CVTA Financial Policies and Procedures

**TOTAL \$ 832,200.00 \$ 831,720.00**



**April 10, 2024**  
**NOTICE OF PUBLIC HEARING/PUBLIC COMMENT PERIOD**  
**FOR IMMEDIATE RELEASE**

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**Central Virginia Transportation Authority**  
FY 2025 Administrative and Operating Budget

The Central Virginia Transportation Authority announces an opportunity for public comment regarding its draft FY 2025 Administrative and Operating Budget which is posted online [here](#):

**Instructions for submitting comments on the proposed budget:**

A 15-day public comment period on the proposed budget will be held from April 11, 2024, through April 25, 2024. Comments may be submitted via email at [information@cvtava.org](mailto:information@cvtava.org) or through the box provided at the bottom of [this page](#):

Comments received before 3 p.m. on April 25, 2024, will be distributed to the members of the Authority.

**The Authority will hold a public hearing on Friday, April 26, 2024**, during its regular meeting at 9:00 am. Anyone wishing to submit general comments during the public hearing included in the meeting agenda may do so by either attending the meeting in person in the James River Boardroom at PlanRVA, 424 Hull Street, Suite 300, or by joining the [Zoom webinar](#) and submitting questions via the Q&A dialog box.

Zoom Webinar Instructions for the Public Hearing will be available at <https://planrva.org/transportation/cvta/> ahead of the meeting.