Thomas Jefferson
Planning District Commission
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MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 4, 2023
Re: FY23 Amended Operating Budget

Purpose: To detail additional proposed changes in the FY23 Amended 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 in May as prescribed in the TJPDC Bylaws, and

3. Approval of an Amended Operating Budget in March, to serve as the final budget for financial reports and auditing purposes.

Budget Amendment: The FY23 Amended Operating Budget was approved by the TJPD Commission on March 2, 2023. Since then, one of the TJPDC's major programs has had a significant change in the anticipated pass-through amount, necessitating an amendment to the March-approved budget. Firefly Fiber Broadband (Firefly), the Internet Service Provider partner on the TJPDC's Virginia Telecommunication Initiative (VATI) grant has adjusted the anticipated FY23 spend down of VATI grant funding and its associated local match funding.

The March-approved budget included a $35,000,000 pass-through to Firefly for FY23. Revised projections by Firefly include a reduction to $18,000,000 in pass-through to Firefly for FY23. The additional changes to the FY23 Amended Operating Budget now before the Commission include this adjustment. The difference between the two amounts then will be applied equally to the FY24 and FY25 budgets.

Other minor adjustments proposed at this time include a reduced contractual amount to account for the hiring of a Finance Director and reduced expenses anticipated for Hantzmon Weibel to serve in the finance role. Additionally, minor program budget changes are incorporated for specific programs, such as a reduction in administrative expenses required to administer the Blue Ridge Cigarette Tax Board and reduced administrative expenses for the HOME Consortium due to the end of a staff member's part-time position with the TJPDC. Finally, increased revenue and pass-through expenses are expected for the CA-MPO's contract with an outside consultant supporting the Long-Range Transportation Plan.

With the changes noted above, the FY23 Amended Operating Budget would include Revenues of $24,343,001 and Expenses of $24,305,974 with an expected net gain of $37,027.

Recommendation: Staff recommends that the Commission approve the additional proposed changes to the Fiscal Year 2023 Thomas Jefferson Planning District Commission Amended Operating Budget outlined above and included in the meeting packet.

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401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org