Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: May 4, 2023
Re: FY24 Operating Budget

Purpose: To detail proposed changes in the FY24 Draft 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 adopted in May as prescribed in the TJPDC Bylaws, and
3. Approval of an Amended Operating Budget approved in March, to serve as the final budget for financial reports and auditing purposes.

Budget Changes: The Draft FY24 Operating Budget was presented to the Commission in the April 6, 2023, meeting. As staff had indicated in that meeting, there are several changes between the original draft and the budget before the Commission for consideration tonight. Those changes include:

1. An increase in the federal revenue and pass through amounts for the Virginia Telecommunication Initiative (VATI) grant in the amount of $8.5 million to account for the roll-over from the FY23 amended operating budget.
2. A 7% salary increase for all TJPDC staff.
3. A reduction in salary and fringe related to hiring the Finance Director at 25 hours per week rather than full time, as budgeted.
4. An increase in federal revenue for the Rideshare Strategic Plan in the amount of $32,200. Currently, funding for the plan is recommended in the Commonwealth Transportation Board's (CTB) Draft Six Year Improvement Plan (SYIP). Originally, the grant provided for 50% state funding with a required 50% local match. We have been notified that the Department of Rail and Public Transportation has unused federal funds that they will apply to cover $32,200 of the $35,000 required match. Subsequently, there is a $32,200 reduction in per capita funding budgeted for the local match.
5. An increase in per capita local funding required for the Mobility Management Program. The CTB's Draft SYIP recommends funding for the TJPDC's Mobility Management Program (at $9,938 less than the amount for which we applied). With the savings in per capita spending on the Rideshare Strategic Plan, we are able to commit $9,938 in local per capita to the Mobility Management program to make up the difference.

The FY24 Operating Budget includes Revenues of $54,926,035 and Expenses of $54,926,035, with an anticipated need for $9,075 in a reserve transfer to balance the budget.

Recommendation: Staff recommends that the Commission approve the Fiscal Year 2024 Thomas Jefferson Planning District Commission Annual Operating Budget included in the packet.

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