

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**FOR:** Chair Phyllis J. Randall and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** September 1, 2022

**SUBJECT:** Approval of the FY2023 Operating Budget Adjustments

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- 1. Purpose:** To seek the Northern Virginia Transportation Authority (NVTA) approval of an adjustment to the FY2023 Operating Budget. This item will have been presented to the Finance Committee at their September 8, 2022, 6PM meeting. It will only remain on the Authority meeting agenda if the adjustment is recommended by the Finance Committee.
- 2. Suggested Motion:** *I move the Authority authorization to advance the hiring of the Regional Transportation Planner, approved in the FY2023 Operating Budget, forward from January 2023 to September 15, 2022.*
- 3. Background:**
  - a. The adopted FY2023 Operating Budget included two new positions, a Regional Transportation Modeler (effective July 1, 2022) and a Regional Transportation Planner (effective January 1, 2023).
  - b. The modeler position was filled with an internal candidate on August 15, 2022. Since an existing staff member was promoted to the position, a vacant Regional Transportation Planner position was created on the same date.
  - c. Recruitment to fill the newly vacant Regional Transportation Planner position is underway and is expected to be concluded no sooner than September 15, 2022.
  - d. Filling the newly established modeler position on August 15<sup>th</sup>, and not filling the newly vacant Regional Transportation Planner position sooner than September 15<sup>th</sup>, creates adequate unutilized budget capacity to advance the hiring of the FY2023 established Regional Transportation Planner position from January 1, 2023, to September 2022.
- 4. Current Situation:** Advancing the FY2023 budget authorization to hire the newly established Regional Transportation Planner will provide several efficiencies:
  - a. Reduced staff effort relative to undertaking two separate recruitment processes separated by two months. NVTA does not have a separate Human Resource function. All vacant position posting, screening, recruitment, on-boarding and related activities are undertaken on top of existing duties.
  - b. A separate recruitment may require additional advertisement expenses of up to \$3,200.
  - c. The current, highly competitive job market is not anticipated to ease over the next three months.