



September 16, 2019

AGENDA ITEM 7 D

FISCAL YEAR 2020 CRTPA BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The FY 2020 tentative budget has been created for Board review and approval (*see Attachments 1 and 2*).

Overall the proposed budget is 3.4% more than FY 2019. As with any budget, there are increases in some areas and decreases in others. The FY 2020 budget includes salary adjustments for each employee (except the Executive Director), effective September 1, due to changes in duties and a 3% cost-of-living adjustment (COLA), effective October 1, consistent with the current proposed rate by the City of Tallahassee, our host agency. There may be slight adjustments to the budget as the City of Tallahassee finalizes its assumptions for pension rates and Internal Service Allocations.

The proposed changes to staff titles and salaries is as follows:

Current Title	New Title	Salaries		
		Current	New Base	w/ COLA
Executive Director	-	\$ 116,633	-	\$ 120,253
Program Manager	Assistant Director	\$ 97,350	\$ 101,000	\$ 104,030
Transportation Planner	Planning Manager	\$ 79,654	\$ 85,500	\$ 88,065
Mobility Planner	Programs Manager	\$ 62,858	\$ 68,500	\$ 70,555
Admin Assistant II	Admin Assistant II	\$ 47,604	\$ 51,000	\$ 52,530

RECOMMENDED ACTION

Option 1: Approve the FY 2020 CRTPA Budget

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: Tentative FY 2020 CRTPA Budget

Attachment 2: Contracted Planning Projects

CRTPA FY 2020 Proposed Budget

	FY 19 - Adopted	FY - 19 Corrected	FY 20 - Proposed	Net Change	% Change
Personnel					
511000 - Salaries	\$ 419,862	\$ 407,633	\$ 422,750	\$ 15,117	3.7%
511300 - Salary Enhancements	\$ 12,596	\$ 12,229	\$ 12,683	\$ 454	3.7%
511500 - Temporary Wages	\$ -	\$ -	\$ -	\$ -	-
512400 - Other Salary Items	\$ 4,560	\$ 4,560	\$ 1,560	\$ (3,000)	-65.8%
515000 - Pension- Current	\$ 85,334	\$ 82,505	\$ 83,317	\$ 812	1.0%
515100 - Pension- MAP	\$ 23,680	\$ 22,990	\$ 23,843	\$ 853	3.7%
515500 - Social Security	\$ -	\$ -	\$ -	\$ -	-
515600 - Mandatory Medicare	\$ 6,088	\$ 5,911	\$ 6,130	\$ 219	3.7%
516000 - Health Benefits	\$ 47,300	\$ 47,300	\$ 51,500	\$ 4,200	8.9%
516100 - Flex Benefits	\$ 9,841	\$ 9,841	\$ 9,841	\$ -	0.0%
Operating					
521010 - Advertising	\$ 2,500	\$ -	\$ 7,645	\$ 5,145	205.8%
521030 - Reproduction	\$ 3,500	\$ -	\$ 3,000	\$ (500)	-14.3%
521100 - Equipment Repairs	\$ 225	\$ -	\$ 225	\$ -	0.0%
521180 - Contractual Svcs (Audit, WCOT)	\$ 52,100	\$ -	\$ 39,500	\$ (12,600)	-24.2%
521160 - Legal Services	\$ 28,000	\$ -	\$ 32,000	\$ 4,000	14.3%
521190 - Computer Software	\$ 3,500	\$ -	\$ 13,100	\$ 9,600	274.3%
523020 - Food	\$ 1,750	\$ -	\$ 2,000	\$ 250	14.3%
523050 - Postage	\$ 750	\$ -	\$ 750	\$ -	0.0%
523060 - Office Supplies	\$ 13,000	\$ -	\$ 13,000	\$ -	0.0%
523080 - Unclassified Supplies	\$ 1,512	\$ -	\$ 1,512	\$ -	0.0%
524010 - Travel & Training	\$ 14,000	\$ -	\$ 17,000	\$ 3,000	21.4%
524020 - Journals & Books	\$ 600	\$ -	\$ 600	\$ -	0.0%
524030 - Memberships	\$ 2,750	\$ -	\$ 3,000	\$ 250	9.1%
541040 - Insurance	\$ 18,000	\$ -	\$ 18,000	\$ -	-
550040 - Computer Equipment	\$ 10,000	\$ -	\$ 15,000	\$ 5,000	-
Internal Service Allocations					
560010 - Human Resource Expense	\$ 10,100	\$ -	\$ 8,300	\$ (1,800)	-17.8%
560020 - Accounting Expense	\$ 23,250	\$ -	\$ 21,000	\$ (2,250)	-9.7%
560030 - Purchasing Expense	\$ 3,000	\$ -	\$ 4,300	\$ 1,300	43.3%
560040 - Information Systems Expense	\$ 28,000	\$ -	\$ 23,500	\$ (4,500)	-16.1%
560040 - Telephone	\$ 1,000	\$ -	\$ 3,750	\$ 2,750	275.0%
560070 - Revenue Collection	\$ 810	\$ -	\$ 400	\$ (410)	-51%
560082 - Environmental	\$ 850	\$ -	\$ 850	\$ -	-
Expenses (non-contractual)					
Personnel	\$ 609,261	\$ 592,969	\$ 611,623	\$ 18,654	3.1%
Operating	\$ 152,187	\$ 152,187	\$ 166,332	\$ 14,145	9.3%
Internal Service Allocations	\$ 67,010	\$ 67,010	\$ 62,100	\$ (4,910)	-7.3%
Subtotal	\$ 828,458	\$ 812,166	\$ 840,055	\$ 27,889	3.4%
521000 - Contractual Services See Attachment	\$ 2,216,379	\$ -	\$ 1,982,664	\$ -	-
Total			\$ 2,822,719		

<u>Contracted Planning Projects - FY 2020</u>		
<u>Task 3.0 - LRP</u>		
RMP	\$	600,000
<u>Task 4.0 - SRP</u>		
TBD	\$	96,777
<u>Task 5.0 - Mobility Planning</u>		
Bike/Ped Master Plan	\$	70,000
Bike/Ped - Wakulla County	\$	30,000
ITS Master Plan	\$	35,000
CMP	\$	110,000
Performance Measures	\$	58,963
TBD	\$	150,000
<u>Task 7.0 - Special Projects</u>		
SW Area	\$	155,000
Midtown Phase II	\$	130,000
US 90 - Trail	\$	100,000
Wakulla Springs Trail Feas.	\$	75,000
Corridor reviews	\$	20,000
Corridor Studies	\$	300,000
TBD	\$	51,924
	\$	<u>1,982,664</u>