



EXECUTIVE COMMITTEE AGENDA ITEM 4B

CRTPA FISCAL YEAR 2024 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss the Fiscal Year (FY) 2024 CRTPA Budget.

BACKGROUND AND ANALYSIS

The FY 2024 tentative budget is presented for Executive Committee review and approval. For comparison, the CRTPA's approved FY23 budget is included. In addition, the project budgets for the approved work tasks are provided (**Attachment 1**). As with any budget, there are increases in some areas and decreases in others. Overall, the budget increase is 8.9%. This year staff has reorganized the budget in order to track project budgets and expenditures separate from the operational costs. This is also noted in Attachment 1.

Personnel costs increased by 3.4% overall. The proposed cost-of-living adjustment is 5% and the pension budget is 9% higher. However, one employee no longer receives health benefits through the agency which offsets the increases in other personnel costs. The overall operating budget increase is 4.69%. The largest increase is associated with the Transportation Data Management software (Urban SDK). Staff is seeking approval for this expense which will provide additional mapping and analytic features to the CRTPA's dashboard, as well as develop a public access dashboard. In addition, as noted in Attachment 1, the audit and WCOT charges are assigned to a different account. The actual increase for these two services is approximately 5%, and not the 4700% shown. Lastly, in the Internal Services category the costs increased overall by 4.28%. Most categories reflect a slight increase with the exception of Information Systems and Facilities and Environmental categories which increased by 5.6% and 11.4% respectively. There may be slight adjustments to the CRTPA budget as the City of Tallahassee finalizes its budget. The final budget will be presented to the CRTPA Board at the September Meeting.

RECOMMENDED ACTION

Option 1: Approve the FY 2024 CRTPA proposed budget.

Option 2: As desired by the Committee.

ATTACHMENT

Attachment 1: CRTPA FY 2024 Budget

FY 2024 Budget 08-22-2023 Executive Committee Agenda	FY23 Adopted	FY 24 Proposed	Percentage Change
All Accounts			
511000 - Salaries	\$ 475,863	\$ 496,507	4.3%
511300 - Salary Enhancements	\$ 23,643	\$ 24,825	5.0%
512400 - Other Salary Items	\$ 1,560	\$ 1,560	0%
515000 - Pension- Current	\$ 93,450	\$ 101,861	9.0%
515100 - Pension- MAP	\$ 28,091	\$ 29,491	5.0%
515600 - Mandatory Medicare	\$ 7,222	\$ 7,582	5.0%
516000 - Health Benefits	\$ 85,836	\$ 78,628	-8.4%
516100 - Flex Benefits	\$ 10,725	\$ 10,725	0.0%
Personnel Services	\$ 726,390	\$ 751,179	3.41%
521010 - Advertising	\$ 10,000	\$ 5,000	-50%
521030 - Reproduction	\$ 507	\$ 507	0%
521040 - ¹ Unclassified Professional Fees	\$ 500	\$ 24,000	4700%
521100 - Equipment Repairs	\$ 807	\$ 819	1%
521160 - Legal Services	\$ 45,000	\$ 55,000	22%
521180 - Unclassified Contractual Svcs	<i>See TABLE I.</i>		
521190 - Computer Software	\$ 57,000	\$ 112,000	96%
522080 - Telephone	\$ 1,776	\$ 1,803	2%
523020 - Food	\$ 1,250	\$ 1,250	0%
523050 - Postage	\$ 254	\$ 250	-2%
523060 - Office Supplies	\$ 15,000	\$ 3,000	-80%
523080 - Unclassified Supplies	\$ 507	\$ 515	2%
524010 - Travel & Training	\$ 15,225	\$ 15,225	0%
524020 - Journals & Books	\$ 609	\$ 609	0%
524030 - Memberships	\$ 3,000	\$ 3,500	17%
524050 - Rent Expense- Building & Office	\$ 36,000	\$ 36,000	0%
541040 - Insurance	\$ 19,840	\$ 20,987	6%
550040 - Computer Equipment	\$ 15,000	\$ 5,000	-67%
Operating Expenditures	\$ 222,275	\$ 285,465	4.69%
560010 - Human Resource Expense	\$ 6,705	\$ 6,915	3.13%
560020 - Accounting Expense	\$ 17,246	\$ 17,229	-0.10%
560030 - Purchasing Expense	\$ 3,768	\$ 3,805	0.98%
560040 - Information Systems Expense	\$ 29,871	\$ 31,551	5.62%
560070 - Revenue Collection	\$ 1,097	\$ 1,108	1.00%
560082 - Facilities and Environmental	\$ 11,734	\$ 13,079	11.46%
560090 - Vehicle Garage Expense	\$ 8	\$ 8	0.00%
611300 - Facility	\$ 5,853	\$ 5,853	0.00%
Internal Service Funds	\$ 76,282	\$ 79,548	4.28%
Total Operating Expenditures	\$ 1,024,947	\$ 1,116,192	8.90%
¹ The actual increase for these two services is approximately 5%. Audit & WCOT costs are now budgeted in account 521040 rather than 521080.			

TABLE I. 521180 - Unclassified Contractual Services (Project Budgets)	
Consultant Task Support: Tasks 2-7 @ \$30,000 each	\$ 180,000
Task 3.0 Long-Range Transportation Plan Update	\$ 750,000
Task 5.0 Congestion Management Plan Technical Studies	\$ 250,000
Task 7.0 Thomasville Rd Safety/Access Mgt Study	\$ 100,000
Task 7.0 Other TBD	\$ 170,250
TOTAL	\$1,450,250