

February 19, 2024



AGENDA ITEM 10C

UTILIZATION REPORT Q5 FY 24 REPORTS

TYPE OF ITEM: Information

With the beginning of the second year of the UPWP contract, any remaining funds from the previous year are rolled into the current year budget. Therefore, the utilization of some line items may reflect a decrease from the previous report.

A status report on the Quarter 5 (July- September) Fiscal Year 2023 Unified Planning Work Program budget utilization is provided for the following:

- CRTPA Budget Report PL Funds (**Attachment 1**)
- CRTPA Budget Report SU Funds (**Attachment 2**)

Unified Planning Work Program - Fiscal Years 2022/23-2023/24					FPID# 439323-4-14-01	Utilization
Invoice #: G2782 (PL-5)					Invoice Period: 06/01/23 - 09/30/23	
Task 1.0 - Administration						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$292,956.00	\$0.00	\$92,213.85	\$200,742.15	31%	
Sub Total:	\$292,956.00	\$0.00	\$92,213.85	\$200,742.15		
Consultant Services						
Contract/Consultant Services				\$0.00		
1.7 Professional Services WCOT	\$18,056.25	\$0.00	\$825.00	\$17,231.25	5%	
1.12 Professional Services Audit	\$20,500.00	\$0.00	\$20,500.00	\$0.00	100%	
1.16 Professional Services Legal	\$21,574.50	\$0.00	\$4,556.00	\$17,018.50	21%	
Sub Total:	\$60,130.75	\$0.00	\$25,881.00	\$34,249.75		
Travel/Training						
Travel/Training	\$10,778.57	\$0.00	\$3,488.83	\$7,289.74	32%	
Sub Total:	\$10,778.57	\$0.00	\$3,488.83	\$7,289.74		
Direct Expenses						
Operational Expenses (Telephone/Insurance)	\$52,608.40	\$0.00	\$222.87	\$52,385.53	0.4%	
Computer Software	\$2,276.37	\$0.00	\$1,200.00	\$1,076.37	53%	
Staff Services	\$89,742.40	\$0.00	\$18,761.20	\$70,981.20	21%	
Sub Total:	\$144,627.17	\$0.00	\$20,184.07	\$124,443.10		
Supplies and Equipment						
Office Supplies	\$9,829.97	\$0.00	\$164.64	\$9,665.33	2%	
Computer Equipment	\$0.07	\$0.00	\$0.00	\$0.07	Expend in FY23	
Sub Total:	\$9,830.04	\$0.00	\$164.64	\$9,665.40		
Total:	\$518,322.53	\$0.00	\$141,932.39	\$376,390.14		
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$6,987.00	\$0.00	\$6,987.00	\$0.00	100%	
Sub Total:	\$6,987.00	\$0.00	\$6,987.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0%	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Direct Expense						
Transportation Data Mangement	\$40,197.33	\$0.00	\$0.00	\$40,197.33	0%	
Sub Total:	\$40,197.33	\$0.00	\$0.00	\$40,197.33		
Total:	\$47,184.33	\$0.00	\$6,987.00	\$40,197.33		
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$66,593.40	\$0.00	\$16,520.03	\$50,073.37	25%	
Sub Total:	\$66,593.40	\$0.00	\$16,520.03	\$50,073.37		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0%	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$66,593.40	\$0.00	\$16,520.03	\$50,073.37		
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2022/2023 FHWA (PL) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$74,209.66	\$0.00	\$6,848.79	\$67,360.87	9%	
Sub Total:	\$74,209.66	\$0.00	\$6,848.79	\$67,360.87		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0%	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Other Direct Expenses						
TIP Software	\$0.00	\$0.00	\$0.00	\$0.00	0%	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$74,209.66	\$0.00	\$6,848.79	\$67,360.87		

Unified Planning Work Program - Fiscal Years 2022/23-2023/24					FPID# 439323-4-14-01	Contract# G2782 (PL FUNDS)	Utilization
Invoice #: \$0.00					Invoice Period: \$0.00		
Task 5.0 - Mobility Planning							
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2022/2023 FHWA (PL) Remaining Balance			
Personnel Services							
Salaries and Fringe	\$126,530.49	\$0.00	\$16,846.76	\$109,683.73	13%		
Sub Total:	\$126,530.49	\$0.00	\$16,846.76	\$109,683.73			
Consultant Services							
5.0 Contract/Consultant Services Support Task 5 Activities	\$0.00	\$0.00	\$0.00	\$0.00	0%		
5.7 Tallahassee to Havana Trail Feasibility Study	\$1,014.75	\$0.00	\$0.00	\$1,014.75	0%		
5.8 SR267 Bloxham Cutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00	0%		
5.20 Congestion Management Plan Update	\$19,959.31	\$0.00	\$0.00	\$19,959.31	0%		
5.22 CMP Implement. Studies	\$0.00	\$0.00	\$0.00	\$0.00	0%		
5.26 Other Mobility Studies TBD	\$0.00	\$0.00	\$0.00	\$0.00	0%		
Sub Total:	\$20,974.06	\$0.00	\$0.00	\$20,974.06			
Total:	\$147,504.55	\$0.00	\$16,846.76	\$130,657.79			
Task 6.0 - Public Involvement							
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2022/2023 FHWA (PL) Remaining Balance			
Personnel Services							
Salaries and Fringe	\$81,789.39	\$0.00	\$3,295.77	\$78,493.62	4%		
Sub Total:	\$81,789.39	\$0.00	\$3,295.77	\$78,493.62			
Consultant Services							
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0%		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00			
Total:	\$81,789.39	\$0.00	\$3,295.77	\$78,493.62			
Task 7.0 - Special Projects							
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2022/2023 FHWA (PL) Remaining Balance			
Personnel Services							
Salaries and Fringe	\$148,814.26	\$0.00	\$13,928.37	\$134,885.89	9%		
Sub Total:	\$148,814.26	\$0.00	\$13,928.37	\$134,885.89			
Consultant Services							
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00	\$0.00	0%		
7.1 Telecommute Study	\$0.00	\$0.00	\$0.00	\$0.00	0%		
7.2 Regional Freight Study	\$0.00	\$0.00	\$0.00	\$0.00	0%		
7.3 Other Moobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	0%		
7.4 SS4A Safety Action Plan	\$0.00	\$0.00	\$0.00	\$0.00	0%		
7.2 Regional Freight Study	\$0.00	\$0.00	\$0.00	\$0.00	0%		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00			
Total:	\$148,814.26	\$0.00	\$13,928.37	\$134,885.89			
Rounding Adjustment							
	\$0.01						
G 2782 PL-5	\$1,084,418.12	\$0.00	\$206,359.11	\$878,059.01			
GRAND TOTAL EXPENDITURE DETAIL :							

Unified Planning Work Program - Fiscal Years 2022/23-2023/24					Contract# G2782 (SU FUNDS)	Utilization
Invoice #: G2782 (SU-5)					FPID# 439323-4-14-02	
Invoice Period: 6/01/23 -9/30/2023						
Task 1.0 - Administration						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$37,494.72		\$0.00	\$37,494.72		0%
Sub Total:	\$37,494.72	\$0.00	\$0.00	\$37,494.72		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		0%
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00		0%
1.12 Professional Services Audit	\$36,000.00	\$0.00	\$0.00	\$36,000.00		0%
1.16 Professional Services Legal	\$19,500.00	\$0.00	\$0.00	\$19,500.00		0%
Sub Total:	\$55,500.00	\$0.00	\$0.00	\$55,500.00		
Travel/Training						
Travel/Training	\$18,000.00	\$0.00	\$0.00	\$0.00		0%
Sub Total:	\$18,000.00	\$0.00	\$0.00	\$18,000.00		
Direct Expenses						
Operational Expenses	\$58,690.00	\$0.00	\$0.00	\$58,690.00		0%
Computer Software	\$5,000.00	\$0.00	\$0.00	\$5,000.00		0%
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00		0%
Sub Total:	\$63,690.00	\$0.00	\$0.00	\$63,690.00		
Supplies and Equipment						
Computer Equipment	\$4,000.00			\$4,000.00		0%
Sub Total:	\$4,000.00	\$0.00	\$0.00	\$4,000.00		
Total:	\$178,684.72	\$0.00	\$0.00	\$178,684.72		
Task 2.0 - Data Collection						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$47,184.69		\$11,696.77	\$35,487.92		25%
Sub Total:	\$47,184.69	\$0.00	\$11,696.77	\$35,487.92		
Consultant Services						
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00		0%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Direct Expenses						
2.7 Transportation Data Management	\$33,041.67		\$32,500.00	\$541.67		98%
Sub Total:	\$33,041.67	\$0.00	\$32,500.00	\$541.67		
Total:	\$80,226.36	\$0.00	\$44,196.77	\$36,029.59		
Task 3.0 - Long Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$558.68		\$0.00	\$558.68		0%
Sub Total:	\$558.68	\$0.00	\$0.00	\$558.68		
Consultant Services						
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00		0%
Long-Range Transportation Plan	\$300,000.00					
Sub Total:	\$330,000.00	\$0.00	\$0.00	\$330,000.00		
Total:	\$330,558.68	\$0.00	\$0.00	\$330,558.68		
Task 4.0 - Short-Range Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		0%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Consultant Services						
Contract/Consultant Services	\$34,500.00	\$0.00	\$0.00	\$34,500.00		0%
Sub Total:	\$34,500.00	\$0.00	\$0.00	\$34,500.00		
Consultant Support						
3.0 Consultant Support	\$12,000.00	\$0.00	\$0.00	\$12,000.00		0%
Other Direct Expenses						
TIP Software	\$14,155.00	\$0.00	\$0.00	\$14,155.00		0%
Sub Total:	\$14,155.00	\$0.00	\$0.00	\$14,155.00		
Total:	\$48,655.00	\$0.00	\$0.00	\$48,655.00		

Unified Planning Work Program - Fiscal Years 2022/23-2023/24					Contract# G2782 (SU FUNDS)	Utilization
Invoice #: G2782 (SU-5)					FPID# 439323-4-14-02	
Invoice Period: 6/01/23 -9/30/2023						
Task 5.0 - Mobility Planning						
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2022/2023 FHWA (SU) Remaining Balance		
Personnel Services						
Salaries and Fringe	\$55,000.00	\$0.00	\$0.00	\$55,000.00		0%
Sub Total:	\$55,000.00	\$0.00	\$0.00	\$55,000.00		
Consultant Services						
5.0 Consultant Support Task 5 Activities	\$10,166.00	\$0.00	\$0.00	\$10,166.00		0%
5.7 Tallahassee Havana Trail Feasibility Study	\$2,178.25	\$0.00	\$0.00	\$2,178.25		0%
5.7.1 Tallahassee Havana Trail Feasibility Study Public Involvement	\$11,500.00	\$0.00	\$0.00	\$11,500.00		0%
5.8 SR 267 Bloxham Cutoff Trail Feasibility Study	\$5,939.99	\$0.00	\$5,196.75	\$743.24		87%
5.8.1 SR 267 Bloxham Cutoff Trail Feasibility Study Public	\$2,496.37	\$0.00	\$2,495.70	\$0.67		100%
5.20 Congestion Management Plan Update	\$10,721.00	\$0.00	\$5,936.55	\$4,784.45		55%
5.20 Congestion Management Plan Implementation Studies	\$250,000.00			\$250,000.00		0%
5.26 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00		0%
Sub Total:	\$293,001.61	\$0.00	\$13,629.00	\$279,372.61		
Total:	\$348,001.61	\$0.00	\$13,629.00	\$334,372.61		
Task 6.0 - Public Involvement						

EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0%
Sub Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
Total:	\$30,000.00	\$0.00	\$0.00	\$30,000.00	

Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	Remainder FY 23 + FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	2024 FHWA (SU) Current Cost	2022/2023 FHWA (SU) Remaining Balance	
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant Services					
7.0 Consultant Support Task 7 Activities	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0%
7.1 Telecommute Study	\$81,000.00	\$0.00	\$32,400.00	\$48,600.00	40%
7.2 Regional Freight Study	\$166,000.00		\$47,250.00	\$118,750.00	28%
7.3 Other Moobility Studies (TBD)	\$349,250.00	\$0.00	\$0.00	\$349,250.00	0%
7.4 SS4A Safety Action Plan	\$91,812.20		\$62,447.20	\$29,365.00	68%
7.5 SS4A Safety Action Plan High Injury Network Safety Studies	\$208,523.00	\$0.00	\$0.00	\$208,523.00	0%
7.6 Safe Routes to School Report Update	\$500,000.00	\$0.00	\$0.00	\$0.00	0%
7.7 Thomasville Rd. Safety abd Access Study	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0%
Sub Total:	\$1,520,585.20	\$0.00	\$142,097.20	\$878,488.00	
Total:	\$1,520,585.20	\$0.00	\$142,097.20	\$1,378,488.00	
G2782 SU-5	\$2,536,711.57	\$0.00	\$199,922.97	\$2,336,788.60	
* G2782 SU-5					
GRAND TOTAL EXPENDITURE DETAIL :	\$2,536,711.57	\$0.00	\$199,922.97	\$2,336,788.60	

Adjusted Total - Reduce by .01 due to rounding
\$2,536,711.57

\$406,282.08