

October 18, 2022



AGENDA ITEM 7E

CRTPA FISCAL YEAR 2023 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve the Fiscal Year (FY) 2023 CRTPA Budget.

EXECUTIVE COMMITTEE

Staff presented the CRTPA's draft FY 2023 Budget to the CRTPA's Executive Committee at the August 15, 2022 meeting. The Committee discussed the budget and the costs associated with the CRTPA's new offices and accepted the draft FY 2023 Budget.

BACKGROUND AND ANALYSIS

The CRTPA's FY 2023 Budget has been developed for review and approval (**Attachment 1**). In addition, the allocated grant revenues, and the project budgets for the approved work tasks in FY 23 of the Unified Planning Work Program are provided. For comparison, the CRTPA's proposed FY 23 budget and the approved FY 22 budget are presented in **Attachment 2**.

As with any budget, there are increases in some areas and decreases in others. Overall, the budget increased by 10.6%. Personnel costs increased by 5.5%. This is attributed to increased costs for health insurance and pension benefits and a 5% cost-of-living adjustment. The Operating Budget and Professional Services increase of 29.7% is attributed to an increase in the advertising budget for public involvement activities, the initial cost of equipment and supplies for the newly renovated offices and the addition of the Transportation Data Management software. Lastly, in the Internal Services category, most service costs decreased based on reduced unit costs for Information Systems and historical costs for human resource services. However, there is a significant increase in the Facilities and Environmental category due to the newly renovated office space.

There are slight adjustments to the CRTPA budget from the draft version presented to the Executive Committee.

RECOMMENDED ACTION

Option 1: Approve the Fiscal Year 2023 Operating and Project Budgets/

Option 2: As desired by the Board.

ATTACHMENTS

Attachment 1: CRTPA FY 2023 Operating and Project Budget

Attachment 2: CRTPA FY 2023 and FY 2022 Operating Budgets

FY 2023 CRTPA Final Budget				
Account	Description	Operating	Project	Revenue
Revenue	334492	FDOT Grant Contracts		\$ 2,906,458
Personell and Fringe	511000	Salaries	475,863	
	511300	Salary Enhancements	23,643	
	512400	Other Salary Items	1,560	
	515000	Pension- Current	93,450	
	515100	Pension- MAP	28,091	
	515600	Mandatory Medicare	7,222	
	516000	Health Benefits ¹	85,836	
	516100	Flex Benefits	10,725	
Subtotal		\$ 726,390		
Operating Expenses and Professional Services	521010	Advertising ²	10,000	
	521030	Reproduction	507	
	521040	Unclassified Professional	500	
	521100	Equipment Repairs	807	
	521160	Legal Services	45,000	
	521180	Unclassified Contractual	37,000	1,844,511
	521190	Computer Software ³	57,000	
	522080	Telephone	1,776	
	523020	Food	1,250	
	523050	Postage	254	
	523060	Office Supplies ⁴	15,000	
	523080	Unclassified Supplies	507	
	524010	Travel & Training	15,225	
	524020	Journals & Books	609	
	524030	Memberships	3,000	
	524050	Rent Expense Building/Office	36,000	
	541040	Insurance	19,840	
550040	Computer Equipment ⁴	15,000		
Subtotal		\$ 259,275	\$ 1,844,511	
Staff Services	560010	Human Resource Expense	6,705	
	560020	Accounting Expense	17,246	
	560030	Purchasing Expense	3,768	
	560040	Information Systems Expense	29,871	
	560070	Revenue Collection	1,097	
	560082	Facilities and Environmental ⁵	11,734	
	560090	Vehicle Garage Expense	8	
	560150	Diversity and Inclusion		
	611300	Facilities Service Transfer	5,853	
	612400	Inter-Fund Ops Transfer	0	
Subtotal		\$ 76,282		
		Operating	Project	Revenue
Total		\$ 1,061,947	\$ 1,844,511	
TOTAL EXPENDITURES AND REVENUE		\$2,906,458		\$2,906,458
¹ Change in membership and 5% increase in insurance benefit. ² Enhanced Public Involvement. ³ Addition of Software License - Transportation Data Management \$35,000. ⁴ Cost associated with new office space. One-time increase. ⁵ Cost associated with new office space.				

Unclassified Contractual Services: FY 2023 Consultant Project Budgets

Project	FY 23 - FY 24 UPWP			Schedule	
	SU FY 23	CM FY 23	PL FY 23	Start	End Date
CMP	\$ 10,721	\$ 96,880	\$ 40,000	May-22	September-22
Tallahassee - Havana Trail Study	\$ 37,700		\$ 15,000	May-22	November-22
Freight Study	\$ 175,000			January-23	May-23
Telecommute Study	\$ 75,000			January-23	May-23
SR 267 Trail Study	\$ 98,700			July-22	June-23
SS4A Safety Action Plan	\$ 250,000			August-22	August-22
Reserve for New Projects	\$ 825,510			N/A	
Consultant Support Work (\$30,000 TaskS 1-6)	\$ 180,000	\$ 40,000		Ongoing	
	\$ 1,652,631	\$ 136,880	\$ 55,000		
Total				\$ 1,844,511	

FY 2023 CRTPA Budget				FY 2022 Approved Budget	Change
Account		Operating			
Personnel and Fringe	511000	Salaries	475,863	452,422	4.93%
	511300	Salary Enhancements	23,643	20,424	13.62%
	512400	Other Salary Items	1,560	1,560	0.00%
	515000	Pension- Current	93,450	89,000	4.76%
	515100	Pension- MAP	28,091	26,757	4.75%
	515600	Mandatory Medicare	7,222	6,879	4.75%
	516000	Health Benefits ¹	85,836	79,000	7.96%
	516100	Flex Benefits	10,725	9,840	8.25%
Subtotal			\$ 726,390	\$ 685,882	5.58%
Operating Expenses and Professional Services	521010	Advertising ²	10,000	3,200	68.00%
	521030	Reproduction	507	500	1.38%
	521040	Unclassified Professional	500	500	0.00%
	521100	Equipment Repairs	807	795	1.49%
	521160	Legal Services	45,000	39,000	13.33%
	521180	Unclassified Contractual	37,000	35,000	5.41%
	521190	Computer Software ³	57,000	15,000	73.68%
	522080	Telephone	1,776	1,750	1.46%
	523020	Food	1,250	1,000	20.00%
	523050	Postage	254	250	1.57%
	523060	Office Supplies ⁴	15,000	8,000	46.67%
	523080	Unclassified Supplies	507	500	1.38%
	524010	Travel & Training	15,225	15,000	1.48%
	524020	Journals & Books	609	600	1.48%
	524030	Memberships	3,000	3,000	0.00%
	524050	Rent Expense Building/Office	36,000	36,000	0.00%
	541040	Insurance	19,840	17,500	11.79%
550040	Computer Equipment ⁴	15,000	5,000	66.67%	
Subtotal			\$ 259,275	\$ 182,595	29.57%
Staff Services	560010	Human Resource Expense	6,705	9,803	-46.20%
	560020	Accounting Expense	17,246	21,835	-26.61%
	560030	Purchasing Expense	3,768	3,742	0.69%
	560040	Information Systems Expense	29,871	37,671	-26.11%
	560070	Revenue Collection	1,097	1,175	-7.11%
	560082	Facilities and Environmental ⁵	11,734	850	92.76%
	560090	Vehicle Garage Expense	8	12	-50.00%
	611300	Facilities Service Transfer	5,853	5,853	0.00%
Subtotal			\$ 76,282	\$ 80,941	-6.11%
Total			\$ 1,061,947	\$ 949,418.00	10.60%

¹ Change in membership and 5% increase in insurance benefit.

² Enhanced Public Involvement.

³ Addition of Software License - Transportation Data Management \$35,000.

⁴ Cost associated with new office space. One-time increase.

⁵ Cost associated with new office space.