

September 21, 2020



AGENDA ITEM 7C

**FISCAL YEAR 2021 CRTPA BUDGET**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

The Fiscal Year (FY) 2021 tentative budget has been created for the Board's review and approval.

**RECOMMENDED ACTION**

Option 1: The CRTPA Governing Board approve the FY 2021 CRTPA Budget.

**CRTPA EXECUTIVE COMMITTEE ACTIONS**

On August 11, 2020, the Executive Committee reviewed and recommended to the CRTPA Governing Board approval of the Fiscal Year (FY) 2021 tentative budget.

**BACKGROUND**

Overall, the proposed budget is 4.7 % more than FY 2020. As with any budget, there are increases in some areas and decreases in others. The FY 2021 budget was developed as part of the adopted Fiscal Years 2021-2022 Unified Planning Work Program and includes a 3% cost-of-living adjustment in the salary budget, and also reflects a slight salary increase as a result of a new hire in FY 2020. Some of the highlights of the budget include a significant cost reduction for audit services and funds allocated for travel. The budget associated with health insurance reflects a slight increase to the family plan costs, and the addition of a staff member to the health insurance plan. An increased budget for computers, software and advertising are incorporated. Funds were allocated in these areas anticipating enhancements associated with public involvement and necessary computer upgrades. Lastly, some costs were shifted and revised associated with the Internal Services costs based on the past year's costs.

**RECOMMENDED ACTION**

Option 1: Approve the FY 2021 CRTPA Budget. (Recommended)

Option 2: As desired by the Board.

**ATTACHMENTS**

Attachment 1: Proposed FY 2021 CRTPA Budget

Attachment 2: Consultant Planning Projects

CRTPA FY 2021 Proposed Budget				
870 - CRTPA BUDGET	FY 21 Proposed	FY 20 Adopted	Net Change	% Change
<b>Personnel</b>				
511000 - Salaries	\$439,378	\$422,750	\$16,628	0.039
511300 - Salary Enhancements	\$13,181	\$12,683	\$498	0.039
512400 - Other Salary Items	\$1,560	\$1,560	\$0	0.000
515000 - Pension- Current	\$87,500	\$83,317	\$4,183	0.050
515100 - Pension- MAP	\$25,648	\$23,843	\$1,805	0.076
515500 - Social Security				
515600 - Mandatory Medicare	\$6,597	\$6,130	\$467	0.076
516000 - Health Benefits	\$69,506	\$51,500	\$18,006	0.350
516100 - Flex Benefits	\$9,840	\$9,841	\$1	0.000
<b>Operating</b>				
521010 - Advertising	\$9,000	\$7,645	\$1,355	0.177
521030 - Reproduction	\$3,000	\$3,000	\$0	0.000
521040 - Unclassified Professional Service	\$500	\$500	\$0	0.000
521100 - Equipment Repairs	\$795	\$225	\$570	2.533
521180 - Contractual Srvcs (Audit/WCOT)	\$32,000	\$39,500	-\$7,500	-0.190
521160 - Legal Services	\$32,000	\$32,000	\$0	0.000
521190 - Computer Software	\$15,000	\$13,100	\$1,900	0.145
523020 - Food	\$1,750	\$2,000	-\$250	-0.125
523050 - Postage	\$750	\$750	\$0	0.000
523060 - Office Supplies	\$13,000	\$13,000	\$0	0.000
523080 - Unclassified Supplies	\$1,512	\$1,512	\$0	0.000
524010 - Travel & Training	\$10,000	\$17,000	-\$7,000	-0.412
524020 - Journals & Books	\$600	\$600	\$0	0.000
524030 - Memberships	\$3,000	\$3,000	\$0	0.000
541040 - Insurance	\$18,000	\$18,000	\$0	0.000
550040 - Computer Equipment	\$18,000	\$15,000	\$3,000	0.200
<b>Internal Service Allocations</b>				
560010 - Human Resource Expense	\$8,300	\$8,300	\$0	0.000
560020 - Accounting Expense	\$23,250	\$21,000	\$2,250	0.107
560030 - Purchasing Expense	\$3,000	\$4,300	-\$1,300	-0.302
560040 - Information Systems Expen	\$28,000	\$23,500	\$4,500	0.191
560040 - Telephone	\$3,750	\$3,750	\$0	0.000
560070 - Revenue Collection	\$810	\$400	\$410	1.025
560082 - Environmental	\$850	\$850	\$0	0.000
560090 - Vehicle Garage Expense	\$30	\$0	\$30	1.000
<b>Expenses (non-contractual)</b>				
<b>Personnel</b>	<b>\$ 653,210</b>	<b>\$ 611,624</b>	<b>\$ 41,588</b>	<b>0.068</b>
<b>Operating</b>	<b>\$ 158,907</b>	<b>\$ 166,832</b>	<b>-\$ 7,925</b>	<b>-0.048</b>
<b>Internal Service Allocations</b>	<b>\$ 67,990</b>	<b>\$ 62,100</b>	<b>\$ 5,890</b>	<b>0.095</b>
<b>Subtotal</b>	<b>\$ 880,107</b>	<b>\$840,556</b>	<b>\$ 39,553</b>	<b>0.047</b>
<b>871- Expenses (Contractual)</b>				
<b>Consultant Services</b>	<b>\$ 2,069,974</b>	<b>\$1,982,664</b>	<b>-\$87,310</b>	<b>-0.042</b>
<b>Subtotal</b>	<b>\$2,069,974</b>	<b>\$ 1,982,664</b>	<b>-\$87,310</b>	<b>-0.042</b>
<b>TOTAL</b>	<b>\$ 2,950,081</b>	<b>\$2,823,220</b>		

FY 2021 Consultant Budget		
	SU Funds	CM Funds
<b>Task 1.0 Administration</b>		
<b>Task 2.0 Data Collection</b>		
<b>Task 3.0 Long-Range Planning</b>		
3.1 LRTP Update	\$ 185,000	
<b>Total 3.0 Budget</b>	<b>\$ 185,000</b>	<b>\$ -</b>
<b>Task 4.0 Short-Range Planning</b>		
4.1 TIP Software	\$ -	
<b>Total 4.0 Budget</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Task 5.0 Mobility Planning</b>		
5.1 Thomasville Rd. Path Feasibility Study	\$ 125,000	\$ -
5.2 Wakulla Springs (SR 267) Feasibility Study	\$ 100,000	\$ -
5.3 Apalachee Pkwy Trail Feasibility Study	\$ 60,000	
5.4 Congestion Management Plan Process Phase II	\$ -	\$ 125,000
5.5 Comprehensive Operational Analysis (Transit)	\$ 250,000	
5.6 Oak Ridge Road Trail Feasibility Study	\$ 75,000	\$ -
5.7 Regional Transit Study Update	\$ 60,000	
5.8 Other Trail Studies/Mobility Projects (TBD)**	\$ 197,500	
5.9 Midtown Phase II	\$ 2,500	
<b>Total 5.0 Budget</b>	<b>\$ 870,000</b>	<b>\$ 125,000</b>
<b>Task 6.0 Public Involvement</b>		
<b>Total 6.0 Budget</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Task 7.0 Special Projects</b>		
7.1 US90 Bike/Ped Tr.Feasibility Study PH I & II	\$ 150,000	
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study	\$ 73,170	\$ 51,830
7.3 Other Special Projects/Safety Studies (TBD)**	\$ 375,000	
7.4 Corridor/Complete Streets (TBD)**	\$ 239,974	
<b>Total 7.0 Budget</b>	<b>\$ 838,144</b>	<b>\$ 51,830</b>
<b>SUB TOTAL</b>	<b>\$ 1,893,144</b>	<b>\$ 176,830</b>
<b>TOTAL CONSULTANT BUDGET</b>	<b>\$ 2,069,974</b>	