

September 13, 2021



AGENDA ITEM 6E

CRTPA FISCAL YEAR (FY) 2022 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss and approve the FY 2022 CRTPA Budget.

CRTPA EXECUTIVE COMMITTEE

The CRTPA's Executive Committee reviewed a draft of the CRTPA's FY 2022 Budget at the August 24, 2021 meeting. No action was taken.

RECOMMENDED ACTION

Option 1: Approve the CRTPA's FY 2022 Budget.

BACKGROUND AND ANALYSIS

The Fiscal Year (FY) 2022 draft budget (**Attachment 1**) is developed for review and approval. For comparison purposes, the FY 21 approved and amended budgets are also included. As with any budget, there are increases in some areas and decreases in others. Overall, the budget reflects an increase of 6.68 percent in FY 2022.

The FY 2022 budget includes for the first time a line item for an annual rent cost, as in FY 2022 the City will begin charging the agency rent consistent with the terms of the recently executed CRTPA/COT Staff Services Agreement. The annual rental cost has not been finalized so the budgeted amount is still an estimate. The operating budget reflects an increase due to newly introduced rental costs, as well as increases in the Revenue Collection and Information Systems services accounts. Staff was able to offset some of the increase in the operating budget by reducing costs in other categories. These decreases are due to having expended funds for computer equipment and adjustments to budget line items based on prior years' costs.

Additionally, the FY 2022 budget also includes a 4.5% cost-of-living adjustment in the salary budget. Personnel cost increases are due to rising health insurance costs and salary enhancements. There may be slight adjustments to the CRTPA budget as the City of Tallahassee finalizes its budget. Project Budgets are included and reflect the approved work tasks in the CRTPA's FY 2021 – FY 2022 Unified Planning Work Program.

RECOMMENDED ACTION

Option 1: Approve the CRTPA's FY 2022 Budget.

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: CRTPA FY 2022 Operating and Project Budgets

ATTACHMENT 1

Fund	Dept	Account	Description	2021 Approved Budget	2022 Proposed Budget	Net Change FY21 to FY22	2021 Amended Budget
870	460101	511000	Salaries	439,378.00	452,422.00	2.88%	439,378.00
870	460101	511300	Salary Enhancements	13,181.00	20,424.00	35.46%	13,181.00
870	460101	512400	Other Salary Items	1,560.00	1,560.00	0.00%	1,560.00
870	460101	515000	Pension- Current	87,500.00	89,000.00	1.69%	116,000.00
870	460101	515100	Pension- MAP	25,648.00	26,757.00	4.14%	25,648.00
870	460101	515600	Mandatory Medicare	6,597.00	6,879.00	4.10%	6,597.00
870	460101	516000	Health Benefits	69,506.00	79,000.00	12.02%	69,506.00
870	460101	516100	Flex Benefits	9,840.00	9,840.00	0.00%	9,840.00
PERSONNEL SERVICES: TOTAL				\$ 653,210.00	\$ 685,882.00	4.76%	\$ 681,710.00
870	460101	521010	Advertising	9,000.00	3,200.00	-181.25%	3,200.00
870	460101	521030	Reproduction	3,000.00	500.00	-500.00%	500.00
870	460101	521040	Unclassified Professional	500.00	500.00	0.00%	500.00
870	460101	521100	Equipment Repairs	795.00	795.00	0.00%	795.00
870	460101	521160	Legal Services	32,000.00	39,000.00	17.95%	35,000.00
870	460101	521180	Unclassified Contractual	32,000.00	35,000.00	8.57%	32,000.00
870	460101	521190	Computer Software	15,000.00	15,000.00	0.00%	15,000.00
870	460101	522080	Telephone	3,750.00	1,750.00	-114.29%	1,750.00
870	460101	523020	Food	1,750.00	1,000.00	-75.00%	250.00
870	460101	523050	Postage	750.00	250.00	-200.00%	250.00
870	460101	523060	Office Supplies	13,000.00	8,000.00	-62.50%	3,000.00
870	460101	523080	Unclassified Supplies	1,512.00	500.00	-202.40%	512.00
870	460101	524010	Travel & Training	10,000.00	15,000.00	33.33%	5,000.00
870	460101	524020	Journals & Books	600.00	600.00	0.00%	0.00
870	460101	524030	Memberships	3,000.00	3,000.00	0.00%	2,500.00
870	460101	524050	Rent Expense- Building & Office*		36,000.00	100.00%	0.00
870	460101	541040	Insurance	18,000.00	17,500.00	-2.86%	15,900.00
870	460101	550040	Computer Equipment	18,000.00	5,000.00	-260.00%	18,000.00
OPERATING EXPENDITURES: TOTAL				\$162,657.00	\$182,580.62	12.25%	\$134,157.00
870	460101	560010	Human Resource Expense	8,300.00	9,803.00	15.33%	8,300.00
870	460101	560020	Accounting Expense	23,250.00	21,835.00	-6.48%	23,250.00
870	460101	560030	Purchasing Expense	3,000.00	3,742.00	19.83%	3,000.00
870	460101	560040	Information Systems Expense	28,000.00	37,671.00	25.67%	28,000.00
870	460101	560070	Revenue Collection	810.00	1,175.00	31.06%	810.00
870	460101	560082	Facilities and Environmental	850.00	850.00	0.00%	850.00
870	460101	560090	Vehicle Garage Expense	30.00	12.00	-150.00%	30.00
870	460101	611300	Debt Service Transfer	5,853.00	5,853.00	0.00%	5,853.00
870	460101	612400	Inter-Fund Ops Transfer	\$0.00	\$0.00	0.00%	\$0.00
INTERNAL SERVICES: TOTAL				\$70,093	\$80,940	13.40%	\$70,093
FY 22 BUDGET TOTAL				\$ 885,960	\$ 949,403	6.68%	\$ 885,960

Revenues 2022			
Revenues	Amount	Contractual	Non-Contractual
PL	\$520,644.00		\$520,644.00
SU	\$797,000.00	\$550,000.00	\$247,000.00
CM	\$176,880.00	\$176,880.00	
FTA	\$360,838.00		\$360,838.00
TOTAL	\$1,855,362.00	\$726,880.00	\$1,128,482.00

FY 2022 Consultant Budget		
	SU Funds	CM Funds
Task 3.0 Long-Range Planning		
3.0 Consultant Support Work	\$30,000.00	
Task 3 TOTAL	\$30,000.00	
Task 4.0 Short-Range Planning		
4.0 Long-Range Planning	\$30,000.00	
Task 4 TOTAL	\$30,000.00	
Task 5.0 Mobility Planning		
5.0 Consultant Support Work	\$30,000.00	
5.9 Wakulla Springs (SR 267) Feasibility Study	\$100,000.00	
5.10 Apalachee Pkwy Trail Feasibility Study	\$60,000.00	
5.11 Oak Ridge Road Trail Feasibility Study	\$75,000.00	
5.19 Regional Transit Study Update	\$60,000.00	
5.25 Congestion Management Plan Process Phase II		\$ 186,880.00
5.29 Iron Bridge Road Trail Feasibility Study	\$100,000.00	
Other (TBD)	\$35,000.00	
Task 5.0 TOTAL	\$460,000.00	\$176,880.00
Task 6.0 Public Involvement		
6.0 Consultant Support Work	\$ 30,000.00	
Task 6 TOTAL	\$30,000.00	
SUBTOTAL	\$550,000.00	\$176,880.00
TOTALS	\$726,880.00	