

September 19, 2023



AGENDA ITEM 7C

CRTPA FISCAL YEAR 2024 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

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

EXECUTIVE COMMITTEE

At the August 22, 2023 meeting, the Executive Committee discussed and approved the tentative 2024 CRTPA Budget.

BACKGROUND AND ANALYSIS

The FY 2024 tentative budget is presented for 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 8.8%. This year staff has reorganized the budget in order to track project budgets and expenditures separate from the operational costs. These changes are also detailed 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 actual increase from last year's overall operating budget increase is 4.8% and not 18%. The 18% increase is attributed to the purchase of additional Transportation Data Management Software (Urban SDK) licenses and system analytics. This expense will provide additional mapping and analytic features to the CRTPA's dashboard and for the development of a public access dashboard. Once completed, the CRTPA's dashboard will provide enhanced features for staff and our transportation partners. For example, when finished the [internal] dashboard will provide real-time speeding data for the region's law enforcement. 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 which increased by 5.6%.

Consistent with the proposed revised Bylaws, the estimate of local billing for FY 2024 is provided in **Attachment 2**. The total FY 2024 estimated budget for local billing is \$5,000. The local billing schedule was revised to align with the federal fiscal year, which is also the City's fiscal calendar. This facilitates the true-up during the annual audit.

RECOMMENDED ACTION

Option 1: Approve the FY 2024 CRTPA budget.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: CRTPA FY 2024 Budget

Attachment 2: FY 2024 Estimate of Local Billing

FY 2024 Budget 09-19-2023 CRTPA Board Agenda	FY23 Adopted	FY 24 Proposed	Percentage Change
All Accounts			
Total Operating Expenditures	\$ 1,024,447	\$ 1,114,847	8.82%
Personnel Services	\$ 726,390	\$ 751,179	3.41%
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%
Operating Expenditures	\$ 221,775	\$ 261,465	18%
521040 Unclassified Professional Fees		\$ 24,000	
521010 - Advertising	\$ 10,000	\$ 5,000	-50%
521030 - Reproduction	\$ 507	\$ 507	0%
521040 - ¹ Unclassified Professional Fees	\$ -	\$ -	3%
521100 - Equipment Repairs	\$ 807	\$ 819	1%
521160 - Legal Services	\$ 45,000	\$ 55,000	22%
521180 - Unclassified Contractual Svcs	<i>See TABLE II.</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 - ⁴ Computer Equipment	\$ 15,000	\$ 5,000	-67%
Internal Service Funds	\$ 76,282	\$ 78,203	4.28%
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	\$ 11,734	0.00%
560090 - Vehicle Garage Expense	\$ 8	\$ 8	0.00%
611300 - Facility	\$ 5,853	\$ 5,853	0.00%
¹ Audit & WCOT costs are now budgeted in account 521040 (Unclassified Professional Fees) rather than 521080 (Unclassified Contractual Services). The actual increase in these categories is about 3%. This revision provides for a more accurate operational budget.			

Contract	Funding Source	Source Level	TABLE I: Funding by Source			
			Federal	State	Local	
G2782	FHWA	CMAQ	\$ 450,000	Soft Match Toll Credits		
		PL	\$ 836,668			
		SU	\$ 1,274,250			
		TOTAL	\$ 2,560,918			\$ -
	LOCAL	Governments				\$ 5,000
		TOTAL				\$ 5,000
	TOTAL			\$ 2,560,918		\$ 5,000
Fiscal Year 2024 Total Revenue			\$2,565,918.00			

TABLE II. 521180 - Unclassified Contractual Services (Project Budgets)	
Consultant Task Support: Tasks 2-7 @ \$30,000 each	\$ 179,475
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	\$ 1,449,725

POPULATION ESTIMATE AND % OF TOTAL DRAFT ESTIMATE of FY 24 LOCAL BILLING			October 1, 2023 - September 30, 2023	
TOTAL EXPENDITURES			\$5,000.00	
Gadsden County	43,813	11.27%	\$	563.69
Chattahoochee	2,741	6.26%	\$	35.27
Greensboro	471	1.08%	\$	6.06
Gretna	1,365	3.12%	\$	17.56
Havana	1,777	4.06%	\$	22.86
Midway	3,617	8.26%	\$	46.54
Quincy	7,886	18.00%	\$	101.46
Unincorporated	25,956	59.24%	\$	333.94
	TOTAL	100.00%	\$	563.69
Jefferson County	14,590	3.75%	\$	187.73
	TOTAL	100.00%	\$	187.73
Leon County	295,921	76.14%	\$	3,807.13
Tallahassee (Paid)	198,371	67.04%	\$	2,552.11
Unincorporated	97,550	32.96%	\$	1,255.02
	TOTAL	100.00%	\$	3,807.13
Wakulla County	34,311	8.83%	\$	441.45
	TOTAL	100.00%	\$	441.45
TOTALS 388,635			\$	5,000.00