

September 16, 2024



AGENDA ITEM 9C

**UTILIZATION REPORT**

**JANUARY THROUGH MARCH 2024**

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 January through March 2024, 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 Invoice #: G2782 (PL-7)		FPID# 439323-4-14-01 Invoice Period: 11/21/23 - 3/31/24			
<b>Task 1.0 - Administration</b>					
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	PL Budget Utilization 9-16-2024
<b>Personnel Services</b>					
Salaries and Fringe	\$292,956.00	\$190,998.90	\$89,090.85	\$12,866.26	95.61%
Sub Total:	\$292,956.00	\$190,998.90	\$89,090.85	\$12,866.26	
<b>Consultant Services</b>					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Professional Services WCOT	\$18,056.25	\$825.00	\$275.00	\$16,956.25	6.09%
1.12 Professional Services Audit	\$20,500.00	\$20,500.00	\$0.00	\$0.00	100.00%
1.16 Professional Services Legal	\$21,574.50	\$21,574.50	\$0.00	\$0.00	100.00%
Sub Total:	\$60,130.75	\$42,899.50	\$275.00	\$16,956.25	
<b>Travel/Training</b>					
Travel/Training	\$10,778.57	\$4,414.64	\$0.00	\$6,363.93	40.96%
Sub Total:	\$10,778.57	\$4,414.64	\$0.00	\$6,363.93	
<b>Direct Expenses</b>					
<b>Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)</b>					
	\$52,608.40	\$21,403.43	\$423.55	\$30,781.42	41.49%
Computer Software	\$2,276.37	\$1,200.00	0	\$1,076.37	52.72%
Staff Services	\$89,742.40	\$37,296.43	\$18,535.08	\$33,910.89	62.21%
Sub Total:	\$144,627.17	\$59,899.86	\$18,958.63	\$65,768.68	
<b>Supplies and Equipment</b>					
Office Supplies	\$9,829.97	\$204.62	\$124.93	\$9,500.42	3.35%
Computer Equipment	\$0.07	\$0.00	\$0.00	\$0.07	0.00%
Sub Total:	\$9,830.04	\$204.62	\$124.93	\$9,500.49	
<b>Total:</b>	<b>\$518,322.53</b>	<b>\$298,417.52</b>	<b>\$108,449.41</b>	<b>\$111,455.61</b>	
<b>Task 2.0 - Data Collection</b>					
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	PL Budget Utilization 9-16-2024
<b>Personnel Services</b>					
Salaries and Fringe	\$6,987.00	\$6,987.00	\$0.00	\$0.00	100.00%
Sub Total:	\$6,987.00	\$6,987.00	\$0.00	\$0.00	
<b>Consultant Services</b>					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Direct Expense</b>					
Transportation Data Mangement	\$40,197.33	\$32,500.00	\$0.00	\$7,697.33	80.85%
Sub Total:	\$40,197.33	\$32,500.00	\$0.00	\$7,697.33	
<b>Total:</b>	<b>\$47,184.33</b>	<b>\$39,487.00</b>	<b>\$0.00</b>	<b>\$7,697.33</b>	
<b>Task 3.0 - Long Range Planning</b>					
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	PL Budget Utilization 9-16-2024
<b>Personnel Services</b>					
Salaries and Fringe	\$66,593.40	\$66,593.40	\$0.00	\$0.00	100.00%
Sub Total:	\$66,593.40	\$66,593.40	\$0.00	\$0.00	
<b>Consultant Services</b>					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$66,593.40</b>	<b>\$66,593.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Task 4.0 - Short-Range Planning</b>					
EXPENDITURE CATEGORY AND DESCRIPTION	REMAINDER FY 23 + FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	2024 FHWA (PL) Current Cost	2023/2024 FHWA (PL) Remaining Balance	PL Budget Utilization 9-16-2024
<b>Personnel Services</b>					
Salaries and Fringe	\$74,209.66	\$23,783.77	\$8,790.05	\$41,635.84	43.89%
Sub Total:	\$74,209.66	\$23,783.77	\$8,790.05	\$41,635.84	
<b>Consultant Services</b>					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Other Direct Expenses</b>					
TIP Software	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$74,209.66</b>	<b>\$23,783.77</b>	<b>\$8,790.05</b>	<b>\$41,635.84</b>	

Contract# G2782 (PL FUNDS)					PL Budget Utilization 9-16-2024
Unified Planning Work Program - Fiscal Years 2022/23-2023/24 Invoice #: G2782 (PL-7)		FPID# 439323-4-14-01 Invoice Period: 11/21/23 - 3/31/24			
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	2023/2024 FHWA (PL) Remaining Balance	PL Budget Utilization 9-16-2024
Personnel Services					
Salaries and Fringe	\$126,530.49	\$36,521.79	\$10,055.80	\$79,952.90	36.81%
Sub Total:	\$126,530.49	\$36,521.79	\$10,055.80	\$79,952.90	
Consultant Services					
5.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5.7 Tallahassee to Havana Trail Feasibility Study	\$1,014.75	\$0.00	\$0.00	\$1,014.75	0.00%
5.8 SR267 Bloxham Cutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5.20 Congestion Management Plan Update	\$19,959.31	\$0.00	\$1,664.88	\$18,294.43	8.34%
5.22 CMP Implement. Studies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
5.26 Other Mobility Studies TBD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sub Total:	\$20,974.06	\$0.00	\$1,664.88	\$19,309.18	
<b>Total:</b>	<b>\$147,504.55</b>	<b>\$36,521.79</b>	<b>\$11,720.68</b>	<b>\$99,262.08</b>	
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	2023/2024 FHWA (PL) Remaining Balance	PL Budget Utilization 9-16-2024
Personnel Services					
Salaries and Fringe	\$81,789.39	\$10,409.76	\$7,249.41	\$64,130.22	21.59%
Sub Total:	\$81,789.39	\$10,409.76	\$7,249.41	\$64,130.22	
Consultant Services					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$81,789.39</b>	<b>\$10,409.76</b>	<b>\$7,249.41</b>	<b>\$64,130.22</b>	
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	2023/2024 FHWA (PL) Remaining Balance	PL Budget Utilization 9-16-2024
Personnel Services					
Salaries and Fringe	\$148,814.26	\$40,848.16	\$24,193.92	\$83,772.18	43.71%
Sub Total:	\$148,814.26	\$40,848.16	\$24,193.92	\$83,772.18	
Consultant Services					
7.0 Consultant Support Task 7 Activities		\$0.00	\$0.00	\$0.00	0.00%
7.1 Telecommute Study	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
7.2 Regional Freight Study	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
7.3 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
7.4 SS4A Safety Action Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
7.5 SS4A Safety Action Plan High Injury Network (HIN) Safety Studies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
7.5.1 SS4A HIN North Monroe Street	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total:</b>	<b>\$148,814.26</b>	<b>\$40,848.16</b>	<b>\$24,193.92</b>	<b>\$83,772.18</b>	
<b>Rounding Adjustment</b>					
<b>G 2782 PL-7</b>					
<b>GRAND TOTAL EXPENDITURE</b>	<b>\$1,084,418.12</b>	<b>\$516,061.40</b>	<b>\$160,403.45</b>	<b>\$407,953.26</b>	<b>\$407,953.25</b>
<b>DETAIL :</b>					

Unified Planning Work Program - Fiscal Years 2022/23-2023/24					Contract# G2782 (SU FUNDS)
Invoice #: G2782 (SU-7) Invoice Period: 10/01/23- 3/31/2024					FPID# 439323-4-14-02
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	2023/2024 FHWA (SU) Remaining Balance	SU Budget Utilization 4/16/24
<b>Personnel Services</b>					
Salaries and Fringe	\$37,494.72	\$0.00	\$0.00	\$37,494.72	0%
Sub Total:	\$37,494.72	\$0.00	\$0.00	\$37,494.72	
<b>Consultant Services</b>					
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	\$689.00	\$13,357.50	\$5,453.50	72%
Sub Total:	\$55,500.00	\$689.00	\$13,357.50	\$41,453.50	
<b>Travel/Training</b>					
Travel/Training	\$18,000.00	\$0.00	\$1,844.42	\$16,155.58	10%
Sub Total:	\$18,000.00	\$0.00	\$1,844.42	\$16,155.58	
<b>Direct Expenses</b>					
Operational Expenses	\$58,690.00	\$0.00	\$0.00	\$58,690.00	0%
Computer Software	\$5,000.00	\$0.00	\$1,523.63	\$3,476.37	30%
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sub Total:	\$63,690.00	\$0.00	\$1,523.63	\$62,166.37	
<b>Supplies and Equipment</b>					
Computer Equipment	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0%
Sub Total:	\$4,000.00	\$0.00	\$0.00	\$4,000.00	
<b>Total:</b>	<b>\$178,684.72</b>	<b>\$689.00</b>	<b>\$16,725.55</b>	<b>\$161,270.17</b>	
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	2023/2024 FHWA (SU) Remaining Balance	SU Budget Utilization 4/16/24
<b>Personnel Services</b>					
Salaries and Fringe	\$47,184.69	\$28,691.93	\$10,974.06	\$7,518.69	84%
Sub Total:	\$47,184.69	\$28,691.93	\$10,974.06	\$7,518.69	
<b>Consultant Services</b>					
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Direct Expenses</b>					
2.7 Transportation Data Management	\$33,041.67	\$32,500.00	\$0.00	\$541.67	98%
Sub Total:	\$33,041.67	\$32,500.00	\$0.00	\$541.67	
<b>Total:</b>	<b>\$80,226.36</b>	<b>\$61,191.93</b>	<b>\$10,974.06</b>	<b>\$8,060.36</b>	
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	2023/2024 FHWA (SU) Remaining Balance	SU Budget Utilization 4/16/24
<b>Personnel Services</b>					
Salaries and Fringe	\$55,558.68	\$17,589.35	\$32,613.28	\$5,356.05	90%
Sub Total:	\$55,558.68	\$17,589.35	\$32,613.28	\$5,356.05	
<b>Consultant Services</b>					
Contract/Consultant Services	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0%
Long-Range Transportation Plan	\$300,000.00	\$0.00	\$0.00	\$300,000.00	0%
Sub Total:	\$330,000.00	\$0.00	\$0.00	\$330,000.00	
<b>Total:</b>	<b>\$385,558.68</b>	<b>\$17,589.35</b>	<b>\$32,613.28</b>	<b>\$335,356.05</b>	
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	2023/2024 FHWA (SU) Remaining Balance	SU Budget Utilization 4/16/24
<b>Personnel Services</b>					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Consultant Services</b>					
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	
<b>Other Direct Expenses</b>					
TIP Software	\$14,155.00	\$0.00	\$12,000.50	\$2,154.50	85%
Sub Total:	\$14,155.00	\$0.00	\$12,000.50	\$2,154.50	
<b>Total:</b>	<b>\$48,655.00</b>	<b>\$0.00</b>	<b>\$12,000.50</b>	<b>\$36,654.50</b>	

Unified Planning Work Program - Fiscal Years					Contract# G2782 (SU FUNDS)
Invoice #:		G2782 (SU-7) Invoice Period:		FPID# 439323-4-14-02 10/01/23- 3/31/2024	
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	2023/2024 FHWA (SU) Remaining Balance	SU Budget Utilization 4/16/24
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					
5.0 Consultant Support Task 5 Activities	\$21,666.00	\$0.00	\$0.00	\$21,666.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0%
5.8 SR 267 Bloxham Cutoff Trail Feasibility Study	\$5,939.99	\$5,196.75	\$743.23	\$0.01	
5.8.1 SR 267 Bloxham Cutoff Trail Feasibility Study	\$2,496.37	\$2,495.70	\$0.00	\$0.67	100%
5.20 Congestion Management Plan Update	\$10,721.00	\$7,546.11	\$0.00	\$3,174.89	70%
5.20 Congestion Management Plan	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0%
5.26 Other Mobility Studies (TBD)	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sub Total:	\$293,001.61	\$15,238.56	\$743.23	\$277,019.82	
<b>Total:</b>	<b>\$293,001.61</b>	<b>\$15,238.56</b>	<b>\$743.23</b>	<b>\$277,019.82</b>	
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	2023/2024 FHWA (SU) Remaining Balance	SU Budget Utilization 4/16/24
Personnel Services					
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Contract/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	
<b>Total:</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	
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	2023/2024 FHWA (SU) Remaining Balance	SU Budget Utilization 4/16/24
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	\$40,500.00	\$6,075.00	\$34,425.00	58%
7.2 Regional Freight Study	\$166,000.00	\$73,500.00	\$31,500.00	\$61,000.00	63%
7.3 Other Mobility 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	\$0.00	\$29,365.00	68%
7.5 SS4A Safety Action Plan High Injury Network	\$0.00	\$0.00	\$0.00	\$0.00	0%
7.5.1 SS4A HIN North Monroe Street	\$208,523.00	\$0.00	\$24,876.00	\$183,647.00	12%
7.6 Safe Routes to School Report Update	\$500,000.00	\$0.00	\$79,113.48	\$420,886.52	16%
7.7 Thomasville Rd. Safety and Access Study	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0%
Sub Total:	\$1,520,585.20	\$176,447.20	\$141,564.48	\$1,202,573.52	
<b>Total:</b>	<b>\$1,520,585.20</b>	<b>\$176,447.20</b>	<b>\$141,564.48</b>	<b>\$1,202,573.52</b>	<b>\$1,202,573.52</b>
<b>G2782 SU-7</b>	<b>\$2,536,711.57</b>	<b>\$271,156.04</b>	<b>\$214,621.10</b>	<b>\$2,050,934.43</b>	<b>2,050,934.43</b>
<b>* G2782 SU-7</b>					
<b>GRAND TOTAL EXPENDITURE DETAIL :</b>	<b>\$2,536,711.57</b>	<b>\$271,156.04</b>	<b>\$214,621.10</b>	<b>\$2,050,934.43</b>	