

September 5, 2024



EXECUTIVE COMMITTEE AGENDA ITEM 4 B

CRTPA FISCAL YEAR (FY) 2025 BUDGET

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to discuss the Fiscal Year (FY) 2025 CRTPA Budget.

BACKGROUND AND ANALYSIS

The FY 2025 tentative budget (**Attachment 1**) is presented for Executive Committee review and approval. For comparison, the CRTPA's FY 2024 budget is included. In addition, the project budgets for the approved work tasks are provided. As with any budget, there are increases in some areas and decreases in others. Overall, the CRTPA's fiscal year budget increase is 2.71%.

Personnel costs increased by 2.43% overall. The proposed cost-of-living adjustment is 4.2% and the pension budget increase is 6%, compared to the 5% and 9% respectively in FY 2023. Two employees have modified their health benefit coverage, reducing the number of dependents covered. A lower cost-of-living adjustment and reductions in health coverage offset other cost increases to personnel and fringe.

Overall, the operating expenditures increase is 1.62%. Note the changes to the food and unclassified supplies budgets. The prior years' food budget was reduced in light of Covid. This budget restores the pre-Covid funding (\$2,000) and considers inflated food costs. The increase to the unclassified supplies budget is for promotional materials to support public engagement activities for the Long Range Transportation Plan update.

The Internal Services expense increased 9.37% over last year. The Accounting expense is the largest increase, reflecting services provided by both the City of Tallahassee's Grant and Finance Departments. Decreases in Revenue Collection and Purchasing costs provide a slight offset.

The Unclassified Contractual Services budget is detailed in **Attachment 2**. Funds in this category vary from year to year dependent on the CRTPA's work load and FDOT's budgeting of discretionary urban funds. When comparing the actual operating costs removing these funds allows for an accurate comparison. This is illustrated in **Attachment 3**.

As with any budget, there may be slight adjustments as the City of Tallahassee finalizes its budget. At the September Board Meeting the final FY 2025 budget will be presented to the CRTPA Board .

RECOMMENDED ACTION

Option 1: Approve the FY 2025 CRTPA proposed budget.

Option 2: As desired by the Executive Committee.

ATTACHMENT

Attachment 1: CRTPA FY 2025 Budget (Operating)

Attachment 2: CRTPA FY 2025 Unclassified Contractual Services Budget

Attachment 3: CRTPA FY 2025 Budget (Operating and Contractual Services)

FY 2025 Budget 09-05-2023 Executive Committee Agenda	FY 24 Adopted	FY 25 Proposed	Percentage Change
All Accounts			
511000 - Salaries	\$ 496,507	\$ 521,332	5.0%
511300 - Salary Enhancements	\$ 28,425	\$ 25,496	-10.3%
512400 - Other Salary Items	\$ 1,560	\$ 1,560	0%
515000 - Pension- Current	\$ 101,861	\$ 107,973	6.0%
515100 - Pension- MAP	\$ 29,491	\$ 30,726	4.2%
515600 - Mandatory Medicare	\$ 7,582	\$ 7,899	4.2%
516000 - Health Benefits	\$ 78,628	\$ 67,047	-14.7%
516100 - Flex Benefits	\$ 10,725	\$ 11,052	3.0%
Personnel Services	\$ 754,779	\$ 773,085	2.43%
521005 - Accounting/Audit Services	\$ 19,000	\$ 21,000	11%
521010 - Advertising	\$ 5,000	\$ 5,000	0%
521030 - Reproduction	\$ 507	\$ 507	0%
521040 - ¹ Unclassified Professional Fees		\$ -	
521100 - Equipment Repairs	\$ 819	\$ 819	0%
521160 - Legal Services	\$ 55,000	\$ 55,000	0%
521180 - Unclassified Contractual Srvcs			
521190 - IT Consulting Service (Software/Web/WCOT)	\$ 117,000	\$ 117,000	0%
522080 - Telephone	\$ 1,803	\$ 1,803	0%
523020 - Food	\$ 1,250	\$ 2,500	100%
523050 - Postage	\$ 250	\$ 250	0%
523060 - Office Supplies	\$ 3,000	\$ 3,000	0%
523065 - Computer Equipment (< \$5,000)	\$ 5,000	\$ 5,000	0%
523080 - Unclassified Supplies	\$ 515	\$ 1,500	191%
524010 - Travel & Training	\$ 15,225	\$ 15,225	0%
524020 - Journals & Books	\$ 609	\$ 609	0%
524040 - Membershp/Certificates/License	\$ 3,500	\$ 2,750	-21%
524050 - Rent Expense- Building & Office	\$ 36,000	\$ 36,000	0%
541040 - Insurance	\$ 20,987	\$ 22,137	5%
Operating Expenditures	\$ 285,465	\$ 290,100	1.62%
560010 - Human Resource Expense	\$ 6,915	\$ 7,780.00	12.51%
560020 - Accounting Expense	\$ 17,229	\$ 23,467.00	36.21%
560030 - Purchasing Expense	\$ 3,805	\$ 3,516.00	-7.60%
560040 - Information Systems Expense	\$ 31,551	\$ 31,455.00	-0.30%
560070 - Revenue Collection	\$ 1,108	\$ 132.00	-88.09%
560082 - Facilities and Environmental	\$ 11,734	\$ 13,314.00	13.47%
560090 - Vehicle Garage Expense	\$ 8	\$ 10.00	25.00%
611300 - Facility	\$ 5,853	\$ 5,853.00	0.00%
Internal Service Funds	\$ 78,203	\$ 85,527	9.37%
Total Operating Expenditures	\$ 1,118,447	\$ 1,148,712	2.71%
521040 - ¹ Unclassified Professional Fees account code is no longer valid. WCOT expense (\$5,000) is budgeted under account code 521190. Audit Professional Services is now budgeted (\$21,000) with a new account code, 521005.			
Local Billing - Unallowable Expenses \$6,500.			

TABLE II. 521180 - Unclassified Contractual Services - UPWP			
(Project Budgets)	SU	PL	CM
2.0: Consultant Support Services	\$ 21,530		
2.1: Transportation Data Management (521190)			
3.0: Long-Range Transportation Plan Update	\$ -		\$ 450,000
4.0: Consultant Support Services	\$ 21,530		
5.0: Consultant Support Services	\$ 29,530		
5.7: Tallahassee to Havana Trail Public Involvement	\$ 8,100		
5.11: Congestion Management Plan Technical Studies	\$ 150,000		
5.21: SR267 Trail Feasibility Study (FS)	\$ 200,000		
5.22: Thomasville Rd. to Welaunee Grnwly Trail FS	\$ 125,000		
5.23: US90 West Trail FS	\$ 250,000		
6.0: Consultant Support Services	\$ 21,530		
7.0: Consultant Support Services	\$ 21,530		
7.1: SS4A Implementation	\$ 12,475		
7.1.1: Safe Streets for All (SS4A) Impl. Plan (N Monroe)	\$ 40,000		
7.1.2: SS4A US90 Tennessee St. Corridor Safety Plan	\$ 10,000		
7.1.3:*SS4A Implementation TBD	\$ 250,000		
7.2: Safe School Access Study	\$ 50,000	\$ 24,220	\$ -
TOTAL	\$ 1,211,225	\$ 24,220	\$ 450,000
* Projects on High Injury Network consistent with 7.1 Task description. UPWP will be modified to add details.	\$1,685,445		

FY 2024 Budget 09-05-2023 Executive Committee Agenda	FY 24 Adopted	FY 25 Proposed	Percentage Change
All Accounts			
511000 - Salaries	\$ 496,507	\$ 521,332	5.0%
511300 - Salary Enhancements	\$ 28,425	\$ 25,496	-10.3%
512400 - Other Salary Items	\$ 1,560	\$ 1,560	0%
515000 - Pension- Current	\$ 101,861	\$ 107,973	6.0%
515100 - Pension- MAP	\$ 29,491	\$ 30,726	4.2%
515600 - Mandatory Medicare	\$ 7,582	\$ 7,899	4.2%
516000 - Health Benefits	\$ 78,628	\$ 67,047	-14.7%
516100 - Flex Benefits	\$ 10,725	\$ 11,052	3.0%
Personnel Services	\$ 754,779	\$ 773,085	2.43%
521005 - Accounting/Audit Services	\$ 19,000	\$ 21,000	100%
521010 - Advertising	\$ 5,000	\$ 5,000	0%
521030 - Reproduction	\$ 507	\$ 507	0%
521040 - ¹ Unclassified Professional Fees	\$ -	\$ -	
521100 - Equipment Repairs	\$ 819	\$ 819	0%
521160 - Legal Services	\$ 55,000	\$ 55,000	0%
521180 - Unclassified Contractual Srvcs	\$ 1,449,725	\$ 1,685,445	16%
521190 - IT Consulting Service (Software/Web/WCOT)	\$ 117,000	\$ 117,000	0%
522080 - Telephone	\$ 1,803	\$ 1,803	0%
523020 - Food	\$ 1,250	\$ 2,500	100%
523050 - Postage	\$ 250	\$ 250	0%
523060 - Office Supplies	\$ 3,000	\$ 3,000	0%
523065 - Computer Equipment (< \$5,000)	\$ 5,000	\$ 5,000	0%
523080 - Unclassified Supplies	\$ 515	\$ 1,500	191%
524010 - Travel & Training	\$ 15,225	\$ 15,225	0%
524020 - Journals & Books	\$ 609	\$ 609	0%
524040 - Membershp/Certificates/License	\$ 3,500	\$ 2,750	-21%
524050 - Rent Expense- Building & Office	\$ 36,000	\$ 36,000	0%
541040 - Insurance	\$ 20,987	\$ 22,137	5%
Operating Expenditures	\$ 1,735,190	\$ 1,975,545	13.85%
560010 - Human Resource Expense	\$ 6,915	\$ 7,780	12.51%
560020 - Accounting Expense	\$ 17,229	\$ 23,467	36.21%
560030 - Purchasing Expense	\$ 3,805	\$ 3,516	-7.60%
560040 - Information Systems Expense	\$ 31,551	\$ 31,455	-0.30%
560070 - Revenue Collection	\$ 1,108	\$ 132	-88.09%
560082 - Facilities and Environmental	\$ 11,734	\$ 13,314	13.47%
560090 - Vehicle Garage Expense	\$ 8	\$ 10	25.00%
611300 - Facility	\$ 5,853	\$ 5,853	0.00%
Internal Service Funds	\$ 78,203	\$ 85,527	9.37%
Total Operating Expenditures	\$ 2,568,172	\$ 2,834,156	10.36%
521040 - ¹ Unclassified Professional Fees account code is no longer valid. For comparison purposes to the Executive Committee, the WCOT expense (\$5,000) is budgeted under account code 521190. Audit Professional Services is now budgeted (\$21,000) with a new account code, 521005.			