

Budget Summary of Changes:

- 1) Salaries and Fringe –**
 - a. Changes are due to staffing changes, potential market adjustments and 3.5% increase
- 2) Office Expense**
 - a. Increased due to adjustments to CAM schedule
- 3) Printing**
 - a. Reduced by \$7,000 because the FY19/20 budget had printing for bike maps
- 4) Fees**
 - a. Increased by \$600 due to the change in the auditor schedule
- 5) Dues**
 - a. Increased to accommodate to the change in TPO policy regarding payment of due and memberships for employees
- 6) Travel Expense**
 - a. Reduced it due to historical spending pattern
- 7) Special Studies**
 - a. The reduction is primarily due to the LRTP and not doing tell the TPO survey
 - b. Did not include \$12,300 in anticipated SU funding for task 3.02 – recommend doing a budget amendment once SU funds are added to the UPWP (see email)
 - c. Did not include \$18,318 in anticipated SU funding for task 2.05 – recommend doing a budget amendment once SU funds are added to the UPWP. (see email)
 - d. Includes \$81,000 in FTA funding from FY18/19 and FY19/20 – task 4.02.
- 8) Liability, Equipment and Auto Insurance**
 - a. Analyzed the cost of insurance and historical changes in the category and adjusted
- 9) Repairs**
 - a. Continued office renovations and audio/video upgrade
- 10) Network/ Web Page Costs**
 - a. Increase is due to the addition of \$1,200 for constant contact, increase in the cost of high speed internet, and replacing the Firebox
- 11) Capital Outlay**
 - a. TPO replaced three computers during FY2020 due to age and Windows 10 migration. Two computers that are projected to be out of warranty in FY2021 (Senior Planner and Transportation Planner Project Manager). Both these computers have Windows 10 and may not need to be replaced.
- 12) Software**
 - a. Cost has decreased
- 13) Contingency**
 - a. Budgeted \$50,000 for budget contingencies