
MEMORANDUM

Agenda Item # **81**

DATE: July 3, 2007
TO: Metropolitan Planning Commission
FROM: Mark Donaldson, Executive Director
Dee Anne Reynolds, Finance Manager

**SUBJECT: Fiscal Year 2007-08 Revenue and Expenditure Budget – 1st Amendment
For July 12, 2007 MPC Board Meeting**

The original Fiscal Year 2007-08 Revenue and Expenditure Budget was approved May 10, 2007 by the MPC board. The budget needs to be amended to reflect approved funding from the city and county and other changes. Please include the 1st Amendment to the budget for Fiscal Year 2007-08 in the July 12, 2007 MPC board agenda and its corresponding Executive Committee meeting. The significant changes are listed below:

Changes:

1. Added \$50,000 each from City of Knoxville and Knox County for the migration to ESRI project; therefore, MPC's fund balance will not be reduced for the related expenditures.
2. Added Knox County Schools funding for Sullivan County \$50,000 and McMinn County \$50,000.
3. Programmed an additional \$355,000 for two expected new federal transit grants: Job Access and Reverse Commute (JARC) Program; and New Freedoms. TPO/MPC staff will oversee the programs funded directly by the U.S. Department of Transportation and subcontract the work to Knox Area Transit (KAT) or Knox County Community Action Committee (CAC).
4. Adjusted salaries down from 3 ½ to 3 percent average annual increase to be implemented in October, 2007.
5. Added \$73,000 for new Knox County Retirement program that goes into effect July 1, 2007 which allows employees to add up to 6 percent additional salary contributions based on years of service which is matched 100 percent by the employer. This is in addition to the mandatory 6 percent retirement contribution and match. More than half MPC staff has over 15 years service and qualify for 80 percent of the increase.
6. Revised several grant projected revenues and expenditures to match current contract negotiations with TDOT and reallocations of TPO/MPC staff for direct work.

Staff Recommendation: Staff recommends approval of the 1st amended budget.

MPC Executive Committee Recommendation: The Executive Committee will meet July 10, 2007 and will forward their recommendation to the full commission for the July 12, 2007 meeting and vote.

Attachment: MPC Fiscal Year 2007-08 Revenue & Expenditure Budget – 1st Amendment and Line Item Expenditure Worksheet.

"For July 12, 2007 MPC Board Meeting"

Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure Budget - 1st Amendment For the Fiscal Year 2007 - 2008

	2003-2004 Actual @ 6-30- 04 (AUDITED)	2004-2005 Actual @ 6-30- 05 (AUDITED)	2005-2006 Actual @ 6- 30-06 AUDITED	2ND Amended 2006-2007 Budget	approved Original 2007- 2008 Budget	to be considered 1ST AMENDMENT FY07/08	\$ Difference to prior budget
Revenues and Other Funding Sources							
Fees and Appropriations:							
Fees and Charges:							
Application Fees	470,272	\$ 463,690	\$ 563,598	\$ 517,727	\$ 517,727	\$ 517,727	0
TTCCA Fees	3,890	3,000	5,130	3,500	3,500	3,500	0
Telecommunication Towers	1,540	3,000	3,035	6,000	6,000	6,000	0
City of Knoxville	692,650	692,650	737,550	713,430	866,000	713,430	(152,570)
City of Knox / Parks	-	-	9,000	6,000	0	0	100,000
City of Knox / Cumberland Ave contract	66,000	45,000	45,000	50,000	50,000	50,000	50,000
City of Knox / PNI Contract	-	-	-	-	-	50,000	50,000
City of Knox / MZE	-	-	-	-	-	-	0
City of Knox / First Creek Stormwater	724,738	724,738	724,738	724,738	885,000	724,738	(160,262)
Knox County / Tech Corridor Funding	-	12,000	6,000	6,000	-	6,000	6,000
Knox County / TTCCA Master Plan	-	13,484	30,000	-	-	-	0
Knox County / Schools -Knox Co.	-	10,000	15,000	137,900	-	5,000	5,000
Knox County / Schools - PEFA Phase 2	-	-	-	-	-	59,165	59,165
Knox County / Schools - Sullivan Co.	-	-	-	-	-	50,000	50,000
Knox County / Schools - McMinn Co.	-	-	-	-	-	50,000	50,000
Knox County / Parks	-	-	25,000	17,000	-	-	0
Knox County / MZE	115,421	165,004	175,847	175,000	180,000	50,000	50,000
In-Kind Services	2,074,511	2,132,566	2,339,898	2,372,295	2,458,227	180,000	50,000
Sub-Total						2,565,560	107,333
Grant Reimbursements:							
Federal Government	487,097	391,897	509,792	707,000	804,000	795,000	(9,000)
CMAQ	13,590	19,589	-	-	-	-	0
Origin / Destination Project Phase II	101,961	-	-	-	-	-	0
Cades Cove Project	62,264	138,903	304,764	190,000	162,000	162,000	0
Cumberland Avenue	-	-	-	295,000	-	-	0
Urban Forestry Grants	13,715	14,300	-	-	-	-	0
Smart Trips	73,252	110,294	156,395	135,000	171,000	171,000	0
FTA Section 5303 Special	-	45,062	6,604	55,000	51,000	51,000	0
I Walk Month	-	-	8,946	-	-	-	0
KAT	-	-	-	-	-	-	0
Regional Clean Air Coalition	-	2,136	7,630	53,334	-	-	0
TPO Bike Enhancement Program	900	20,448	17,086	23,000	10,000	10,000	0
Regional Transportation Planning Council	-	71,113	111,695	256,000	276,000	371,000	95,000
Regional Clean Fuels Coalition/ETCFC	-	57,726	42,972	60,000	60,000	60,000	0
SmartFix40	-	-	-	80,000	279,000	279,000	0
KAT Development Plan	-	-	-	-	150,750	107,500	(43,250)
Urban Land Alloc.Plan - ULAM	-	-	-	-	100,000	125,000	25,000

For July 12, 2007 MPC Board Meeting

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to be considered

approved

	2003-2004 Actual @ 6-30- 04 (AUDITED)	2004-2005 Actual @ 6-30- 05 (AUDITED)	2005-2006 Actual @ 6- 30-06 AUDITED	2ND Amended 2006-2007 Budget	Original 2007- 2008 Budget	1ST AMENDMENT FY07/08	\$ Difference to prior budget
Grant Reimbursements cont'd:							
Scenic Byways	752,779	871,468	1,165,884	1,854,334	125,000	125,000	0
Complete Streets					75,000	75,000	0
Northshore / Kingston Pike					150,000	150,000	0
JARC / New Freedom					355,000	355,000	355,000
Sub-Total	752,779	871,468	1,165,884	1,854,334	2,413,750	2,836,500	422,750
Fund Balance Withdrawals:							
Vehicle purchase delay to October 2007	(134,720)	183,574	-	12,367	15,000	15,000	0
IT purchases, Infotek records scan & MZE match	-	16,852	37,005	15,000	139,000	69,000	(70,000)
To Balance Budget (Increase) / Decrease	-	-	(97,949)	(13,133)	(16,670)	365	17,035
Sub-Total	(134,720)	200,426	(60,944)	14,234	137,330	84,365	(52,965)
Total Revenues and Other Funding Sources	2,692,570	3,204,460	3,444,838	4,240,863	5,009,307	5,486,425	477,118
Expenditures							
Non-Reimbursable:							
Salaries and Employee Benefits (1)	1,653,241	\$ 1,779,891	1,881,629	2,005,837	2,074,796	2,136,869	62,073
Contracted Services	186,529	199,170	192,137	226,151	284,000	284,000	0
Supplies and Materials	39,324	42,508	76,544	63,151	140,000	140,000	0
Other Charges	132,901	184,450	199,057	200,000	205,000	205,000	0
Capital Outlay	36,498	183,574	-	12,367	15,000	15,000	0
Grant related matching paid by MPC:							
Salaries and Employee Benefits (1)	79,527	78,753	76,417	92,744	97,635	92,078	(5,557)
Other Expenditures	13,170	-	9,587	44,724	51,000	57,000	6,000
Sub-Total	2,141,190	2,468,346	2,435,371	2,644,974	2,867,431	2,929,947	62,516
Grant Reimbursable:							
Salaries and Employee Benefits (1)	317,412	351,081	486,382	567,755	603,363	613,340	9,977
FHWA Other Expenditures	52,683	48,913	38,349	171,200	185,600	203,600	18,000
FTA Other Expenditures	-	-	-	3,818	4,538	4,538	0
O & D Other Expenditures	103,728	-	-	-	-	-	0
Cades Cove Other Expenditures	21,928	113,847	279,437	160,282	149,000	149,000	0
Cumberland Avenue Other Expenditures	-	-	-	295,000	-	-	0
Smart Trips Other Expenditures	55,629	96,153	122,333	63,000	91,000	91,000	0
FTA Section 5303 Special	-	41,220	83	13,500	32,625	49,500	16,875
I Walk Month	-	-	7,788	-	-	-	0
KAT	-	-	-	-	-	-	0
Regional Clean Air Coalition	-	-	4,122	53,334	-	-	0
TPO Bike Enhancement Program	-	21,113	17,561	23,000	10,000	10,000	0
Regional Transportation Planning Council	-	6,061	10,440	115,000	135,000	210,000	75,000
Regional Clean Fuels Coalition / ETCFC	-	57,726	42,972	60,000	60,000	60,000	0
SmartFix40	-	-	-	70,000	270,000	270,000	0
KAT Action Plan	-	-	-	-	150,750	107,500	(43,250)
Urban Land Alloc. Plan - ULAM	-	-	-	-	100,000	125,000	25,000
Scenic Byways	-	-	-	-	125,000	125,000	0
Complete Streets	-	-	-	-	75,000	53,000	(22,000)
Northshore / Kingston Pike	-	-	-	-	150,000	150,000	0
JARC / New Freedom	-	-	-	-	-	335,000	335,000
Sub-Total	551,380	736,114	1,009,467	1,595,889	2,141,876	2,556,478	414,602
Total Expenditures	2,692,570	3,204,460	3,444,838	4,240,863	5,009,307	5,486,425	477,118
Revenues and Other Funding Sources over (under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0

Note 1 - assume 3% average salary increase Oct. 2007

"For July 12, 2007 MPC Board Meeting "

Submitted for informational purposes only. Expenditures subject to line item transfers:

Knoxville/Knox County Metropolitan Planning Commission FY 07/08 Projected Budget - Line Item Expenditures (1st AMENDMENT)

MPC Unit #9200110	Description	FY04/05 Actual Costs (audited)	FY05-06 Actual (audited)	2nd Amended FY06- 07 Budget	Approved 5-10-07		For consideration	
					Original FY07-08 Budget	1ST Amended FY07- 08 Budget	\$ Difference to prior budget	
	Salaries and Benefits:							
9110	Salaries (3 % avg. merit Oct. 2007)	1,794,400	2,003,378	2,122,749	2,202,825	2,196,366	(6,459)	
9120	Temporary Pay (interns)	0	0	25,000	10,000	20,000	10,000	
9210	Social Security	123,045	138,128	161,396	167,093	166,599	(494)	
9220	Local Retirement	101,865	116,544	125,985	131,054	203,666	72,612	
9230	Medical Insurance	157,164	178,307	216,244	249,646	240,485	(9,161)	
9235	Life Insurance	4,049	3,247	6,463	6,676	6,671	(5)	
9250	Auto Allowance (includes KAT Bus Passes)	2,136	5,196	7,500	7,500	7,500	0	
9290	Other Benefits Allowances	206	0	1,000	1,000	1,000	0	
	Unemployment Compensation	16,861	0	0	0	0	0	
	Relocation Allowance	10,000	1,002	0	0	0	0	
	Sub-Total Salaries and Benefits	2,209,726	2,445,802	2,666,336	2,775,794	2,842,287	66,493	
	Less: Grant reimbursable portion of Salaries and Benef	(351,081)	(486,382)	(567,755)	(603,363)	(613,340)	(9,977)	
	Sub-Total Non-Reimbursable Salaries and Benefits (Note	1,858,645	1,959,420	2,098,581	2,172,431	2,228,947	56,516	
	Other Expenditures:							
9310	Legal Services (Attorney, Legal Notices & Court Costs)	63,577	69,525	70,000	73,000	73,000	0	
9320	Other Professional Services (Advertising, Audit Services)	3,970	3,350	5,000	3,500	3,500	0	
9325	Rent Repair & Maint (Op. Lease, Usage, Repair, Maintenance	45,077	41,121	51,000	43,500	43,500	0	
9335	Communications (Internet, phone service)	20,468	20,058	25,000	21,000	21,000	0	
9200120-934C	Telecom Towers - Other Srv. Consultants	3,000	3,000	6,000	6,000	6,000	0	
9340	Other Services (Consultant, Freight , Postage, Printing)	29,736	27,336	31,500	29,000	29,000	0	
9370	Travel , Training & Dues	15,640	13,775	20,000	14,500	14,500	0	
9380	Contracts w/ Other Agencies	17,700	13,972	17,651	93,500	93,500	0	
	Total Contracted Services	199,168	192,137	226,151	284,000	284,000	0	
9405	Food	11,921	10,838	15,651	11,400	11,400	0	
9415	Utilities & Fuel	2,564	4,121	3,500	4,300	4,300	0	
9420	Office Supplies/Sm-Equip (suppl.,sm.equip.software,&f	79,012	55,819	37,000	118,300	118,300	0	
9440	Repair (Vehicles tires,tube)	173	407	500	400	400	0	
9450	Education Materials (books, periodicals)	3,423	3,423	3,600	3,600	3,600	0	
9460	Other (Signage, uniforms)	2,436	1,936	2,700	2,000	2,000	0	
	Total Supplies, Materials & Equipment	99,651	76,544	63,151	140,000	140,000	0	
9905	Insurance(Building & Contents & Vehicle)	1,321	917	1,900	1,000	1,000	0	
9910	Workers Compensation Insurance	13,248	15,672	16,100	17,000	17,000	0	
9925	Trustee Commission (banking services)	4,592	5,812	6,000	6,100	6,100	0	
9935	Space Costs (city/co.office space)	165,004	175,847	175,000	180,000	180,000	0	
9950	Other (Corporate Surety Insurance)	286	809	1,000	900	900	0	
	Total Other Expenses	184,451	199,037	200,000	205,000	205,000	0	
9640	Machinery, Equipment & Furniture (over \$5k capital)	126,431	0	0	0	0	0	
9650	Vehicles (over \$5k capital)	126,431	0	12,367	15,000	15,000	0	
	Total Capital Outlay	252,862	0	12,367	15,000	15,000	0	

