
MEMORANDUM

Agenda Item # 95

DATE: May 1, 2007
TO: Metropolitan Planning Commission
FROM: Mark Donaldson, Executive Director
Dee Anne Reynolds, Finance Manager
SUBJECT: **Fiscal Year 2007-08 Proposed Budget (5-D-07-OB)**

Please consider the proposed budget for Fiscal Year 2007-08 at your May 10, 2007 MPC meeting. The proposed budget continues two recent themes:

- The growing impact of the State and Federal transportation related funds that flow through the Transportation Planning Organization of the MPC. TPO related activities now account for nearly 50% of the total MPC budget.
- The continued pattern of augmenting a flat-lined general city and county budget commitment by using city and county department or other resources through contractual arrangements such as the recent work with PBA and Knox County Schools and the City-County Parks and Greenway Plan.

Revenue and expenditure assumptions supporting the \$5 million budget are summarized below.

Revenue Assumptions:

1. Fee receipts projected at \$527,000 or same as prior year's budget.
2. County funding projected at \$885,000 or same as prior year (including contracts) and total City funding projected at \$866,000, up nearly \$100,000 from last year. Office space provided by City and County is projected 3 percent higher, at \$180,000.
3. Transportation related grant funding projected at \$2.41 million or \$559,000 higher than previous year's budget due to new contracts expected which are in addition to those currently funded:
 - SmartFix40,
 - KAT Action Plan,
 - Urban Land Allocation Plan,
 - Scenic Byways,
 - Complete Streets, and
 - Northshore Drive / Kingston Pike study;

NOTE 1: MPC expects to pay \$149,000 for required local match for all grants.

NOTE 2: MPC expects to receive \$272,000 for indirect charges reimbursed through grants.

Expenditure Assumptions:

4. Staff salaries projected for 3½ percent increase, or \$2.2 million, in October, 2007, with no additional positions. Benefits are projected for a 5 percent increase totaling \$573,000.

NOTE: Over \$600,000 of staff salaries and benefits are funded by grants.

5. Operating expenditures projected for 5 percent increase, or \$558,000. Grant reimbursable expenditures other than direct salaries are projected 50 percent higher at \$1.54 million.

6. Fund balance withdrawals of \$137,000 programmed to purchase IT small equipment and software, GIS website application migration to ESRI platform with KGIS, and vehicle purchase moved forward due to unavailability from prior year state contract.

NOTE: Unrestricted net assets at June 30, 2006 equal \$426,000 and expected to be higher at June 30, 2007; thus maintaining a sufficient balance after the payments.

Staff Recommendation: Staff recommends approval of the budget.

MPC Executive Committee Recommendation: The Executive Committee will meet about May 8, 2007 and will forward their recommendation to the full commission for the May 10, 2007 meeting and vote.

Attachments:

- MPC Fiscal Year 2007-08 Revenue & Expenditure Proposed Budget
- Line Item Expenditure Worksheet

"For May 10, 2007 MPC Board Meeting"

Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure - Proposed Budget 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	PROPOSED 2007-2008 Budget	\$ 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	0
TTCDA Fees	3,890	3,000	5,130	3,500	3,500	0
Telecommunication Towers	1,540	3,000	3,035	6,000	6,000	0
City of Knoxville	692,650	692,650	737,550	713,430	866,000	81,270
City of Knox / Parks	-	-	-	9,000	-	-
City of Knox / PNI Contract	66,000	45,000	45,000	50,000	-	-
City of Knox / Southwest Waterfront	-	-	-	-	-	-
City of Knox / Downtown Design Guidelines	-	-	-	-	-	-
City of Knox / First Creek Stormwater	-	-	-	15,000	-	-
City of Knox / Cultural Resource Inventory	-	-	-	-	-	-
Knox County	724,738	724,738	724,738	724,738	885,000	(638)
Knox County - Tech Corridor Funding	-	12,000	6,000	6,000	-	-
Knox County - TTCDA Master Plan	-	13,484	30,000	-	-	-
Knox County -Schools contracts	-	10,000	15,000	137,900	-	-
Knox County -Parks	-	-	25,000	17,000	-	-
In-Kind Services	115,421	165,004	175,847	175,000	180,000	5,000
Sub-Total	2,074,511	2,132,566	2,339,898	2,372,295	2,458,227	85,932
Grant Reimbursements:						
Federal Government	487,097	391,897	509,792	707,000	804,000	97,000
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	(28,000)
Cumberland Avenue	-	-	-	295,000	-	(295,000)
Urban Forestry Grants	13,715	14,300	-	-	-	0
Smart Trips	73,252	110,294	156,395	135,000	171,000	36,000
FTA Section 5303 Special	-	45,062	6,604	55,000	51,000	(4,000)
I Walk Month	-	-	8,946	-	-	0
KAT	-	-	-	-	-	0
Regional Clean Air Coalition	-	2,136	7,630	53,334	-	(53,334)
TPO Bike Enhancement Program	900	20,448	17,086	23,000	10,000	(13,000)
Regional Transportation Planning Council	-	71,113	111,695	256,000	276,000	20,000
Regional Clean Fuels Coalition/ETCFC	-	57,726	42,972	60,000	60,000	0
SmartFix40	-	-	-	80,000	279,000	199,000
KAT Action Plan	-	-	-	-	150,750	150,750
Urban Land Alloc.Plan - ULAM	-	-	-	-	100,000	100,000
Scenic Byways	-	-	-	-	125,000	125,000
Complete Streets	-	-	-	-	75,000	75,000
Northshore / Kingston Pike	-	-	-	-	150,000	150,000
Sub-Total	752,779	871,468	1,165,884	1,854,334	2,413,750	559,416
Fund Balance Withdrawals:						
Vehicle purchase delay to October 2007	(134,720)	183,574	-	12,367	15,000	2,633
IT purchases & migration to Essary/CH2M \$55,000	-	-	-	15,000	139,000	124,000
	-	16,852	37,005	-	-	0
TO BALANCE BUDGET (INCREASE) / DECR	-	-	(97,949)	(13,133)	(16,670)	(3,537)
Sub-Total	(134,720)	200,426	(60,944)	14,234	137,330	123,096
Total Revenues and Other Funding Sources	2,692,570	3,204,460	3,444,838	4,240,863	5,009,307	768,444
Expenditures						
Non-Reimbursable:						
Salaries and Employee Benefits (1)	1,653,241	\$ 1,779,891	1,881,629	2,005,837	2,074,796	68,959
Contracted Services	186,529	199,170	192,137	226,151	284,000	57,849
Supplies and Materials	39,324	42,508	76,544	63,151	140,000	76,849
Other Charges	132,901	184,450	199,057	200,000	205,000	5,000
Capital Outlay	36,498	183,574	-	12,367	15,000	2,633
Grant related matching paid by MPC:	-	-	-	-	-	0
Salaries and Employee Benefits (1)	79,527	78,753	76,417	92,744	97,635	4,891
Other Expenditures	13,170	-	9,587	44,724	51,000	6,276
Sub-Total	2,141,190	2,468,346	2,435,371	2,644,974	2,867,431	222,457
Grant Reimbursable:						
Salaries and Employee Benefits (1)	317,412	351,081	486,382	567,755	603,363	35,608
FHWA Other Expenditures	52,683	48,913	38,349	171,200	185,600	14,400
FTA Other Expenditures	-	-	-	3,818	4,538	720
O & D Other Expenditures	103,728	-	-	-	-	0
Cades Cove Other Expenditures	21,928	113,847	279,437	160,282	149,000	(11,282)
Cumberland Avenue Other Expenditures	-	-	-	295,000	-	(295,000)
Smart Trips Other Expenditures	55,629	96,153	122,333	63,000	91,000	28,000
FTA Section 5303 Special	-	41,220	83	13,500	32,625	19,125
I Walk Month	-	-	7,788	-	-	0
KAT	-	-	-	-	-	0
Regional Clean Air Coalition	-	-	4,122	53,334	-	(53,334)
TPO Bike Enhancement Program	-	21,113	17,561	23,000	10,000	(13,000)
Regional Transportation Planning Council	-	6,061	10,440	115,000	135,000	20,000
Regional Clean Fuels Coalition / ETCFC	-	57,726	42,972	60,000	60,000	0
SmartFix40	-	-	-	70,000	270,000	200,000
KAT Action Plan	-	-	-	-	150,750	150,750
Urban Land Alloc.Plan - ULAM	-	-	-	-	100,000	100,000
Scenic Byways	-	-	-	-	125,000	125,000
Complete Streets	-	-	-	-	75,000	75,000
Northshore / Kingston Pike	-	-	-	-	150,000	150,000
Sub-Total	551,380	736,114	1,009,467	1,595,889	2,141,876	545,987
Total Expenditures	2,692,570	3,204,460	3,444,838	4,240,863	5,009,307	768,444
Revenues and Other Funding Sources over (under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note 1 - assume 3.5% average salary increase Oct. 2007

"For May 10, 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

MPC Unit #9200110	FY04/05 Actual Costs (audited)	FY05-06 Actual (audited)	2nd Amended FY06- 07 Budget	Proposed FY07-08 Budget	
Salaries and Benefits:					
9110	Salaries (3 1/2% avg. merit Oct. 2007)	1,794,400	2,003,378	2,122,749	2,202,825
9120	Temporary Pay (interns)	0	0	25,000	10,000
9210	Social Security	123,045	138,128	161,396	167,093
9220	Local Retirement	101,865	116,544	125,985	131,054
9230	Medical Insurance	157,164	178,307	216,244	249,646
9235	Life Insurance	4,049	3,247	6,463	6,676
9250	Auto Allowance (includes KAT Bus Passes)	2,136	5,196	7,500	7,500
9290	Other Benefits Allowances	206	0	1,000	1,000
	Unemployment Compensation	16,861	0	0	0
	Relocation Allowance	10,000	1,002	0	0
	Sub-Total Salaries and Benefits	2,209,726	2,445,802	2,666,336	2,775,794
	Less: Grant reimbursable portion of Salaries and Benef	(351,081)	(486,382)	(567,755)	(603,363)
	Sub-Total Non-Reimbursable Salaries and Benefits (Not	1,858,645	1,959,420	2,098,581	2,172,431
Other Expenditures:					
9310	Legal Services (Attorney, Legal Notices & Court Costs)	63,577	69,525	70,000	73,000
9320	Other Professional Services (Advertising, Audit Services)	3,970	3,350	5,000	3,500
9325	Rent Repair & Maint (Op. Lease, Usage, Repair, Maintenance)	45,077	41,121	51,000	43,500
9335	Communications (Internet, phone service)	20,468	20,058	25,000	21,000
9200120-934C	Telecom Towers - Other Srv. Consultants	3,000	3,000	6,000	6,000
9340	Other Services (Consultant, Freight, Postage, Printing)	29,736	27,336	31,500	29,000
9370	Travel, Training & Dues	15,640	13,775	20,000	14,500
9360	Contracts w/ Other Agencies	17,700	13,972	17,651	93,500
	Total Contracted Services	199,168	192,137	226,151	284,000
9405	Food	11,921	10,838	15,651	11,400
9415	Utilities & Fuel	2,564	4,121	3,500	4,300
9420	Office Supplies/Sm.Equip (suppl.,sm.equip,software,f&f)	79,012	55,819	37,000	118,300
9440	Repair (Vehicles tires,tube)	173	407	500	400
9450	Education Materials (books, periodicals)	3,545	3,423	3,800	3,600
9460	Other (Signage, uniforms)	2,436	1,936	2,700	2,000
	Total Supplies, Materials & Equipment	99,651	76,544	63,151	140,000
9905	Insurance(Building & Contents & Vehicle)	1,321	917	1,900	1,000
9910	Workers Compensation Insurance	13,248	15,672	16,100	17,000
9925	Trustee Commission (banking services)	4,592	5,812	6,000	6,100
9935	Space Costs (city/co.office space)	165,004	175,847	175,000	180,000
9950	Other (Corporate Surety Insurance)	286	809	1,000	900
	Total Other Expenses	184,451	199,057	200,000	205,000
9640	Machinery, Equipment & Furniture (over \$5k capital)	126,431	0	0	0
9650	Vehicles (over \$5k capital)	0	0	12,367	15,000
	Total Capital Outlay	126,431	0	12,367	15,000
Grant related Other Expenditures:					
Grantor:					
9200210	FHWA / FTA	39,130	38,349	175,018	190,138
9200130	Cades Cove Phase II	113,847	279,437	160,282	149,000
9200186	Cumberland Avenue	0	0	295,000	0
9200150	Smart Trips	96,153	122,333	63,000	91,000
9200187	FTA Section 5303 Special	41,220	83	13,500	32,625
	I Walk Month	0	7,788	0	0
	KAT	0	0	0	0
9200180	Regional Clean Air Coalition	0	4,122	53,334	0
9200160	TPO Bike Enhancement Program	21,113	17,561	23,000	10,000
9200185	Reg.Transp.Planning Council	6,061	10,440	115,000	135,000
9200215	Regional Clean Fuels Coalition/ ETCFC	57,726	42,972	60,000	60,000
new	SmartFix40			70,000	270,000
new	KAT Action Plan				150,750
new	Urban Land Alloc Plan - ULAM				100,000
new	Scenic Byways				125,000
new	Complete Streets				75,000
new	Northshore / Kingston Pike				150,000
Matching:					
multi	FHWA/ FTA; FTA Special	9,783	9,587	44,724	51,000
	Sub-Total Other Expenditures (Note 2)	994,734	1,000,410	1,574,527	2,233,513
	Less: Grant reimbursable portion of Other Expenditures	(375,250)	(523,085)	(1,028,134)	(1,538,513)
	Sub-Total Non-Reimbursable Other Expenditures	619,484	477,325	546,393	695,000
	Total Salaries, Benefits, and Other Expenditures	3,204,460	3,446,212	4,240,863	5,009,307
	Total Non-Reimbursable Salaries, Benefits, and Other Expenditures	2,478,129	2,436,745	2,644,974	2,867,431
	Note 1: Includes required match for grant related salaries &	78,753	76,417	92,744	97,635
	Note 2: Indirect charges to be reimbursed through grants	140,432	186,611	250,990	271,513