
MEMORANDUM

Agenda Item # 73

DATE: September 23, 2008
TO: Metropolitan Planning Commission Executive Committee
FROM: Dee Anne Reynolds, Finance Manager *DAR*
SUBJECT: Fiscal Year 2008-09 Budget Transfer \$28,000
10-C-08-OB

This is to request consideration to transfer \$28,000 budgeted for the Professional Services line item # 9340 from the FHWA grant to the RTPC grant. This transfer will allow MPC to pay Bernardin, Lochmueller and Associates, Inc.'s Invoice # 5 for \$111,986.98 completely from the RTPC grant which was budgeted at \$84,000. Budget transfers over \$10,000 require approval by the Executive Committee and Planning Commission per the MPC Financial Policies and Procedures.

<i>FHWA grant 9200210 – 9340 Professional Services</i>	<i>(\$28,000)</i>
<i>RTPC grant 9200185 – 9340 Professional Services</i>	<i>\$28,000</i>

The agency contracted with Bernardin, Lochmueller and Associates, Inc., to prepare the Knoxville Regional Travel Demand Model Update: Phase II for the Transportation Planning Organization. These payments are planned for reimbursement through both the FHWA grant and the RTPC grant as contracted between MPC and the State of Tennessee Department of Transportation. A 20 percent local match is required with the FHWA grant. There is no local match requirement for the RTPC grant.

Close out analysis of the multi-year RTPC grant which ended August 17, 2008 presented the opportunity to redistribute grant budget and save MPC about \$5,600 by not having to fund a portion of this invoice through the FHWA grant.

Staff Recommendation: Staff recommends approval of the \$28,000 budget transfer.

MPC Executive Committee Recommendation: The Executive Committee will meet October 7, 2008 and will forward their recommendation to the full commission for the October 9, 2008 meeting and vote.