
MEMORANDUM

Agenda Item # 64

Date: May 7, 2009
To: Metropolitan Planning Commission Executive Committee
From: Mark Donaldson, Executive Director
Dee Anne Reynolds, Finance Manager
Subject: **Fiscal Year 2008-09 Revenue and Expenditure Budget – 2nd Amendment – 5-C-09-OB**

The original Fiscal Year 2008-09 Revenue and Expenditure Budget was approved April 10, 2008 by the MPC using preliminary budget estimates. The budget was first amended by the Commission on August 14, 2008 and now needs to be amended for the final time to revise fees and grant / contract changes.

1. Decrease projected fee revenue by \$90,000 and reflect as fund balance withdrawal.
2. Decrease fund balance by \$17,500 to postpone purchase of Sharepoint software.
3. Complete Streets grant – increase budget by \$1,000 to cover the professional services contract with Gresham Smith Partners for \$75,000.
4. Regional Clean Air Coalition grant – decrease budget to \$9,500 to reflect actual expenditures.
5. Jobs Access Reverse Commute (JARC) federal transit grant – increase budget to \$431,000 to cover the subrecipient contracts with Knoxville / Knox County CAC and Sertoma and redirect MPC staff administrative work from the FTA grant to JARC during our initial set up phase as a Pass –through entity of federal funds.
6. New Freedom federal transit grant– increase budget to \$319,000 to cover the subrecipient contracts with Knoxville / Knox County CAC.
7. FHWA/FTA and RTPC grants – update for the \$28,000 budget transfer for professional services contract with Bernardin, Lochmueller Associates that was previously approved by the MPC board in October 2008.

Staff Recommendation: Staff recommends approval of the 2nd amended budget.

MPC Executive Committee Recommendation: The Executive Committee met May 4, 2009, and recommends approval by the full Planning Commission.

Attachment: MPC Fiscal Year 2008-09 Revenue & Expenditure Budget – 2nd Amendment and Line Item Expenditure Worksheet.

"For Approval May 14, 2009 MPC Board Meeting"
Knoxville / Knox County Metropolitan Planning Commission
Revenue and Expenditure Budget - 2nd Amendment
For the Fiscal Year 2008 - 2009

	2ND AMENDMENT/ Final budget FY07/08	2007-2008 Actual @ 6-30- 08 AUDITED	Original FY08/09 Budget	1st AMENDMENT FY08/09	2nd AMENDMENT FY08/09	CHANGES
Revenues and Other Funding Sources						
Fees and Appropriations:						
Fees and Charges:						
Application Fees	\$ 467,727	\$ 466,900	\$ 470,000	\$ 470,000	\$ 380,000	(90,000)
TTCCA Fees	6,000	7,280	6,000	6,000	6,000	0
Telecommunication Towers	22,500	15,000	15,000	15,000	15,000	0
City of Knoxville	713,430	713,430	825,000	763,430	763,430	0
City of Knox / Parks	-	6,000	-	-	-	0
City of Knox / Cumberland Ave contract	100,000	50,000	-	50,000	50,000	0
City of Knox / PNI Contract	50,000	50,000	75,000	100,000	100,000	0
City of Knox / M2E	32,374	32,374	-	-	-	0
Knox County	744,738	743,244	894,000	894,000	894,000	0
Knox County / Tech Corridor Funding	6,000	6,000	6,000	6,000	6,000	0
PEFA contracts - Knox Co. Phase II	59,165	29,582	-	29,583	29,583	0
PEFA contracts - Sullivan Co. Phase I and II	55,000	57,300	-	-	-	0
Knox County / M2E	32,374	32,374	-	-	-	0
In-Kind Services	145,000	119,164	145,000	120,000	120,000	0
Sub-Total	2,434,308	2,328,648	2,436,000	2,454,013	2,364,013	(90,000)
Grant Reimbursements:						
Federal Government	795,000	570,053	744,638	855,000	801,000	(54,000)
Cades Cove Project	162,000	59,018	127,000	90,000	90,000	0
Urban Forestry Grants	-	-	-	25,000	25,000	0
Smart Trips	171,000	132,673	167,500	167,500	167,500	0
FTA Section 5303 Special	51,000	-	-	-	-	0
Regional Clean Air Coalition	21,500	3,620	21,500	21,500	9,500	(12,000)
TPO Bike Enhancement Program	10,000	6,467	10,000	14,974	14,974	0
Regional Transportation Planning Council	371,000	367,173	269,000	269,000	297,000	28,000
Regional Clean Fuels Coalition/ETCFC	60,000	60,000	-	-	-	0
KAT Development Plan	107,500	8,157	275,000	275,000	275,000	0
Urban Land Alloc. Plan - ULAM	125,000	108,496	20,000	15,000	15,000	0
Scenic Byways	125,000	-	125,000	125,000	125,000	0
Complete Streets	75,000	242	75,000	74,000	75,000	1,000
JARC	355,000	4,890	355,000	355,000	431,000	76,000
New Freedom	-	-	-	-	319,000	319,000
Sub-Total	2,429,000	1,320,789	2,189,638	2,286,974	2,644,974	358,000
Fund Balance Withdrawals:						
Vehicle purchase	16,100	16,053	-	-	-	0
IT purchases	49,000	30,714	46,500	57,500	40,000	(17,500)
To Balance Budget (Increase) / Decrease	68,017	(2,941)	55,104	(16,263)	77,487	93,750
Sub-Total	133,117	43,826	101,604	41,237	117,487	76,250
Total Revenues and Other Funding Sources	4,996,425	3,693,263	4,727,242	4,782,224	5,126,474	344,250
Expenditures						
Non-Reimbursable:						
Salaries and Employee Benefits (1)	2,145,869	2,095,639	2,222,323	2,192,497	2,200,497	8,000
Contracted Services	274,000	251,005	218,000	233,000	229,000	(4,000)
Supplies and Materials	93,400	73,065	76,000	81,000	68,000	(13,000)
Other Charges	169,000	138,951	168,000	143,000	143,000	0
Capital Outlay	16,100	16,053	7,000	13,000	13,000	0
Grant related matching paid by MPC:						
Salaries and Employee Benefits (1)	92,078	88,566	90,816	97,090	94,728	(2,362)
Other Expenditures	57,000	9,964	44,504	61,850	56,250	(5,600)
Sub-Total	2,847,447	2,673,243	2,826,643	2,821,437	2,804,475	(16,962)
Grant Reimbursable:						
Salaries and Employee Benefits (1)	604,340	501,538	603,061	626,613	620,975	(5,638)
FHWA Other Expenditures	203,600	39,856	153,600	223,200	200,800	(22,400)
FTA Other Expenditures	4,538	-	4,538	4,050	4,050	0
Cades Cove Other Expenditures	149,000	55,331	122,000	85,000	85,000	0
Smart Trips Other Expenditures	91,000	52,862	67,500	70,300	70,300	0
FTA Section 5303 Special - Other Exp.	49,500	-	-	-	-	0
Regional Clean Air Coalition - Other Expenditures	21,500	3,620	21,500	21,500	9,500	(12,000)
TPO Bike Enhancement Program - Other Exp.	10,000	6,523	10,000	14,974	14,974	0
Regional Transportation Planning Council - Other Exp.	210,000	208,983	119,000	95,000	123,000	28,000
Regional Clean Fuels Coalition / ETCFC - Other Exp.	60,000	60,000	-	-	-	0
KAT Development Plan - Other Exp.	107,500	7,993	269,400	269,400	269,400	0
Urban Land Alloc. Plan - ULAM - Other Exp.	125,000	83,314	15,000	15,000	15,000	0
Scenic Byways - Other Exp.	125,000	-	125,000	125,000	125,000	0
Complete Streets - Other Expenditures	53,000	-	55,000	74,000	75,000	1,000
JARC - Other Expenditures	335,000	-	335,000	336,750	390,000	53,250
New Freedom - Other Expenditures	-	-	-	-	319,000	319,000
Sub-Total	2,148,978	1,020,020	1,900,599	1,960,787	2,321,999	361,212
Total Expenditures	4,996,425	3,693,263	4,727,242	4,782,224	5,126,474	344,250
Revenues and Other Funding Sources over (under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0

Note 1 - assume 3.5% average salary increase Oct. 2008

"For approval May 14, 2009 MPC Meeting "

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

Knoxville/Knox County Metropolitan Planning Commission FY 08/09 Projected Budget - Line Item Expenditures - 2nd Amendment

MPC Unit #9200110	2nd Amended Final FY07-08 Budget	2007-2008 Actual @ 6-30- 08 audited	Original FY08-09 Budget	APPROVED		Pending	CHANGES
				1ST Amended FY08-09 Budget	2nd Amended FY08-09 Budget		
Salaries and Benefits:							
9110	Salaries (3.5 % avg. merit Oct. 2008)	2,196,366	2,112,733	2,284,228	2,284,228	2,284,228	0
9120	Temporary Pay (interns)	20,000	15,392	20,000	20,000	20,000	0
9210	Social Security	166,599	155,526	172,295	172,295	172,295	0
9220	Local Retirement	130,666	124,296	132,627	132,627	132,627	0
9220-0040	Voluntary Retirement	73,000	47,529	59,259	59,259	59,259	0
9230	Medical Insurance	240,485	218,741	232,560	232,560	232,560	0
9235	Life Insurance	6,671	4,571	6,731	6,731	6,731	0
9250	Auto Allowance (includes KAT Bus Passes)	7,500	6,476	7,500	7,500	7,500	0
9290	Other Benefits Allowances	1,000	479	1,000	1,000	1,000	0
	Unemployment Compensation	0	0	0	0	0	0
	Relocation Allowance	0	0	0	0	0	0
	Sub-Total Salaries and Benefits	2,842,287	2,685,743	2,916,200	2,916,200	2,916,200	0
	Less: Grant reimbursable portion of Salaries	(604,340)	(590,104)	(603,061)	(626,613)	(620,975)	5,638
	Sub-Total Non-Reimbursable Salaries and Ben	2,237,947	2,095,639	2,313,139	2,289,587	2,295,225	5,638
Other Expenditures:							
9310	Legal Services (Attorney, Legal Notices & Court Co	73,000	71,210	73,000	73,000	73,000	0
9320	Other Professional Services (Advertising, Audit Se	6,000	9,402	4,000	19,000	19,000	0
9325	Rent Repair & Maint (Op. Lease, Usage, Repair, M	43,500	40,631	51,000	51,000	51,000	0
9335	Communications (Internet, phone service)	27,000	26,770	27,000	27,000	27,000	0
9200120-9340	Telecom Towers - Other Srv. Consultants	22,500	15,000	15,000	15,000	15,000	0
9340	Other Services (Consultant, Freight, Postage, Prin	22,000	20,498	22,000	22,000	22,000	0
9370	Travel, Training & Dues	14,000	10,157	14,000	14,000	14,000	0
9360	Contracts w/ Other Agencies	66,000	57,337	12,000	12,000	8,000	(4,000)
	Total Contracted Services	274,000	251,005	218,000	233,000	229,000	0
9405	Food	11,400	9,238	11,000	11,000	11,000	0
9415	Utilities & Fuel	4,300	4,610	4,000	4,000	4,000	0
9420	Office Supplies/Sm.Equip (suppl.,sm.equip,softwa	68,000	52,461	51,000	56,000	43,000	(13,000)
9440	Repair (Vehicles tires,tube)	700	616	1,000	1,000	1,000	0
9450	Education Materials (books, periodicals)	6,000	4,811	5,500	5,500	5,500	0
9460	Other (Signage, uniforms)	3,000	1,329	3,500	3,500	3,500	0
	Total Supplies, Materials & Equipment	93,400	73,065	76,000	81,000	68,000	0
9905	Insurance(Building & Contents & Vehicle)	1,000	1,539	1,200	1,200	1,200	0
9910	Workers Compensation Insurance	16,000	13,179	15,400	15,400	15,400	0
9925	Trustee Commission (banking services)	6,100	5,069	6,100	6,100	6,100	0
9935	Space Costs (city/co.office space)	145,000	119,164	145,000	120,000	120,000	0
9950	Other (Corporate Surety Insurance)	900	0	300	300	300	0
	Total Other Expenses	169,000	138,951	168,000	143,000	143,000	0
9640	Machinery, Equipment & Furniture (over \$5k capit	0	0	7,000	13,000	13,000	0
9650	Vehicles (over \$5k capital)	16,100	16,053	0	0	0	0
	Total Capital Outlay	16,100	16,053	7,000	13,000	13,000	0
Grant related Other Expenditures:							
Grantor:							
9200210	FHWA / FTA	208,138	39,856	158,138	227,250	204,850	(22,400)
9200130	Cades Cove Phase II	149,000	55,331	122,000	85,000	85,000	0
9200150	Smart Trips	91,000	52,862	67,500	70,300	70,300	0
9200187	FTA Section 5303 Special	49,500	0	0	0	0	0
9200180	Regional Clean Air Coalition	21,500	3,620	21,500	21,500	9,500	(12,000)
9200160	TPO Bike Enhancement Program	10,000	6,523	10,000	14,974	14,974	0
9200185	Reg. Transp.Planning Council	210,000	208,983	119,000	95,000	123,000	28,000
9200215	Regional Clean Fuels Coalition/ ETCFC	60,000	60,000	0	0	0	0
9200194	KAT Development Plan	107,500	7,993	269,400	269,400	269,400	0
9200196	Urban Land Alloc Plan - ULAM	125,000	83,314	15,000	15,000	15,000	0
9200198	Scenic Byways	125,000	0	125,000	125,000	125,000	0
9200202	Complete Streets	53,000	0	55,000	74,000	75,000	1,000
9200206	JARC	335,000	0	335,000	336,750	390,000	53,250
9200208	New Freedom	0	0	0	0	319,000	319,000
Matching:							
multi	FHWA/ FTA; KAT Dev.Plan (FTA 5303)	57,000	9,964	44,504	61,850	56,250	(5,600)
	Sub-Total Other Expenditures (Note 2)	2,154,138	1,007,520	1,811,042	1,866,024	2,210,274	344,250
	Less: Grant reimbursable portion of Other Expen	(1,544,638)	(518,482)	(1,297,538)	(1,334,174)	(1,701,024)	(366,850)
	Sub-Total Non-Reimbursable Other Expenditures	609,500	489,038	513,504	531,850	509,250	(22,600)
	Total Salaries, Benefits, and Other Expenditure	4,996,425	3,693,263	4,727,242	4,782,224	5,126,474	344,250
	Total Non-Reimbursable Salaries, Benefits,						0
	and Other Expenditures	2,847,447	2,584,677	2,826,643	2,821,437	2,804,475	(16,962)
		92,078	88,566	90,816	97,090	94,728	(2,362)
		276,003	253,849	283,439	294,508	291,858	(2,650)

Note 1: Includes required match for grant related sa
Note 2: Indirect charges to be reimbursed through