
MEMORANDUM

Agenda Item # 45

Date: September 15, 2009
To: Metropolitan Planning Commission Executive Committee
From: Mark Donaldson, Executive Director
Dee Anne Reynolds, Finance Manager
Subject: **Fiscal Year 2009-10 Revenue and Expenditure Budget – 1st Amended - 10-A-09-OB**

Please consider for approval the 1st Amended budget for Fiscal Year 2009-10. The budget was approved by the MPC board on June 11, 2009 and now needs to be amended to reflect additions for contract work and continuations of grant related professional service contracts as follows:

1. Add \$29,000 for the first year of a new five year contract totaling \$74,243 with Knox County Schools on the PEFA Phase III (Partnership for Education Facility Assessment). This contract continues development and maintenance of enrollment projection models over the next five years.
2. Add \$51,500 for a new contract with PBA for Jefferson County Schools PEFA project. This was originally budgeted at \$60,000 pending the contract.
3. The professional service contract with Bernardin, Lochmueller Associates, Inc. has been extended to September 11, 2009 to provide added time to finalize the Travel Demand Model II update. The contract remaining balance is \$36,336 and MPC will be cost reimbursed 80 percent through the Federal Highway Administration grant contract . MPC will pay the 20 percent local match.
4. The professional service contract with Corrodino Group has been extended to August 31, 2009 to provide added time to finalize deliverables for the KAT Development Plan. The contract remaining balance is \$18,582 and MPC will be cost reimbursed 90 percent through the Federal Transit grant contract. The 10 percent local match is funded through payments previously received from KAT/ City of Knoxville.
5. Add \$21,184 for an expected modification and extension of the Corrodino Group professional services contract to provide route scheduling for the KAT Development Plan. KAT/City of Knoxville will provide \$18,184 new funds and the remainder is funded through payments previously received from KAT/ City of Knoxville.

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

MPC Executive Committee Recommendation: The Executive Committee will meet October 6, 2009 and will forward its recommendation to the full commission for consideration at the October 8, 2009 meeting.

Attachment: MPC Fiscal Year 2009-10 Revenue & Expenditure 1st Amended Budget and Line Item Expenditure Worksheet.

"For Approval October 8, 2009 MPC Board Meeting"

Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure Budget - 1st Amendment For the Fiscal Year 2009 - 2010

	2006-2007 Actual @ 6-30- 07 AUDITED	2007-2008 Actual @ 6-30- 08 AUDITED	2nd Amended Budget FY08/09 (note 1)	PRELIMINARY Actual @ 6-30-09	Approved 6-11-09		CHANGES
					FY09/10 Budget (note 2)	FY09/10 Budget 1st Amended	
Revenues and Other Funding Sources							
Fees and Appropriations:							
Fees and Charges:							
Application Fees	\$ 575,100	\$ 474,180	\$ 386,000	\$ 376,208	\$ 360,000	\$ 360,000	0
Telecommunication Towers	6,000	15,000	15,000	16,500	15,000	15,000	0
City of Knoxville	713,430	713,430	763,430	763,430	800,000	800,000	0
Contract -City of Knoxville- Parks	-	6,000	-	-	-	-	0
Contract -City of Knoxville- Cumberland Ave	-	50,000	50,000	50,000	-	-	0
Contract -City of Knoxville- PNI	50,000	50,000	100,000	79,972	70,000	70,000	0
City of Knox / MZE	-	32,374	-	-	-	-	0
City of Knox / First Creek Stormwater	15,000	-	-	-	-	-	0
Knox County	724,738	743,244	894,000	894,000	740,000	740,000	0
Contract- Knox County -TTCCA	6,000	6,000	6,000	6,000	6,000	6,000	0
Contract- Knox County / Parks	17,000	-	-	-	-	-	0
Knox County / MZE	-	32,374	-	-	-	-	0
Contract / The Dev. Corp. of Knox County	-	-	-	10,524	17,000	17,000	0
Contracts / PEFA - Knox Co.	59,469	29,582	29,583	24,583	-	29,000	29,000
Contracts / PEFA - Loudon Co.	25,000	-	-	-	-	-	0
Contracts / PEFA - Sullivan Co.	-	57,300	-	-	-	-	0
Contracts / PEFA - Jefferson Co. pending	-	-	-	-	-	-	0
In-Kind Services	119,164	119,164	120,000	119,164	60,000	51,500	(8,500)
					120,000	120,000	0
Sub-Total	2,310,901	2,328,648	2,364,013	2,340,381	2,188,000	2,208,500	20,500
Grant Reimbursements:							
FHWA / FTA	487,467	570,053	801,000	825,320	771,000	818,000	47,000
Cades Cove Project	83,311	59,018	90,000	28,773	-	-	0
Cumberland Avenue	295,000	-	-	-	-	-	0
Urban Forestry Grants	-	-	25,000	-	25,000	25,000	0
Smart Trips	134,332	132,673	167,500	130,035	130,000	130,000	0
FTA Section 5303 Special	15,810	-	-	-	-	-	0
I Walk Month	-	-	9,500	9,479	-	-	0
Regional Clean Air Coalition	54,977	3,620	14,974	3,766	10,000	10,000	0
TPO Bike Enhancement Program	2,096	6,467	297,000	135,856	83,000	83,000	0
Regional Transportation Planning Council	205,632	367,173	60,000	-	-	-	0
Regional Clean Fuels Coalition/ETCFC	19,301	-	275,000	201,552	-	25,000	25,000
KAT Development Plan	-	8,157	15,000	13,996	-	-	0
Urban Land Alloc.Plan - ULAM	-	108,496	125,000	-	125,000	125,000	0
Scenic Byways	-	242	75,000	74,758	-	-	0
Complete Streets	-	4,890	431,000	351,232	400,000	400,000	0
JARC	-	-	319,000	181,563	420,000	420,000	0
New Freedom	-	-	-	-	-	-	0
Sub-Total	1,297,926	1,320,789	2,644,974	1,956,330	1,964,000	2,036,000	72,000
Fund Balance Withdrawals:							
Vehicle purchase	-	16,053	-	-	-	-	0
IT purchases	9,176	30,714	40,000	18,955	33,000	33,000	0
To Balance Budget (Increase) / Decrease	(52,886)	(2,941)	77,487	-	140	(11,360)	(11,500)
Sub-Total	(43,710)	43,826	117,487	18,955	33,140	21,640	(11,500)
Total Revenues and Other Funding Sources	3,565,117	3,693,263	5,126,474	4,315,666	4,185,140	4,266,140	81,000
Expenditures							
Non-Reimbursable:							
Salaries and Employee Benefits	2,036,649	2,095,639	2,172,261	2,143,421	1,934,140	1,934,140	0
Contracted Services	182,656	251,005	229,000	222,340	244,000	244,000	0
Supplies and Materials	52,011	73,065	68,000	47,837	63,000	63,000	0
Other Charges	139,163	138,951	171,236	165,277	140,000	140,000	0
Capital Outlay	-	16,053	13,000	-	13,000	13,000	0
Grant related matching paid by MPC:							
Salaries and Employee Benefits	80,336	88,566	94,728	98,907	112,000	112,000	0
Other Expenditures	8,731	9,964	56,250	42,669	17,500	26,800	9,300
Sub-Total	2,499,546	2,673,243	2,804,475	2,720,451	2,523,640	2,532,940	9,300
Grant Reimbursable:							
Salaries and Employee Benefits	448,209	501,538	620,975	578,724	621,000	621,000	0
FHWA Other Expenditures	34,924	39,856	200,800	170,676	68,000	97,600	29,600
FTA Other Expenditures	-	-	4,050	-	4,500	21,600	17,100
Cades Cove Other Expenditures	72,734	55,331	85,000	27,182	-	-	0
Cumberland Avenue Other Expenditures	295,000	-	-	-	-	-	0
Smart Trips Other Expenditures	65,105	52,862	70,300	46,629	42,000	42,000	0
FTA Section 5303 Special	91	-	-	-	-	-	0
I Walk Month	-	-	9,500	9,479	-	-	0
Regional Clean Air Coalition	52,412	3,620	14,974	3,735	10,000	10,000	0
TPO Bike Enhancement Program	2,250	6,523	123,000	112,472	10,000	10,000	0
Regional Transportation Planning Council	75,545	208,983	-	-	-	-	0
Regional Clean Fuels Coalition / ETCFC	19,301	60,000	269,400	239,847	-	25,000	25,000
KAT Development Plan	-	7,993	15,000	13,996	-	-	0
Urban Land Alloc.Plan - ULAM	-	83,314	125,000	-	125,000	125,000	0
Scenic Byways	-	-	75,000	74,998	-	-	0
Complete Streets	-	-	390,000	313,938	400,000	400,000	0
JARC	-	-	319,000	181,563	381,000	381,000	0
New Freedom	-	-	-	-	-	-	0
Sub-Total	1,065,571	1,020,020	2,321,999	1,773,239	1,661,500	1,733,200	71,700
Total Expenditures	3,565,117	3,693,263	5,126,474	4,493,690	4,185,140	4,266,140	81,000
Revenues and Other Funding Sources over (under) Expenditures	\$ -	\$ -	\$ -	\$ (178,024)	\$ -	\$ -	\$ -

Note 1 - FY0809 Budget line item transfer of \$28,236 from Salaries to Liability Charges for IRS audit contingent liability booked in FY0809 ; to be approved by MPC board 9-10-09
 Note 2 - FY09/10 no salary increases; voluntary reduced hours program; and incentive early retirement for 2 employees.

"For approval October 8, 2009 MPC Meeting "

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

Knoxville/Knox County Metropolitan Planning Commission FY 09/10 Budget - Line Item Expenditures - 1st Amended

MPC Unit #9200110		FY06/07 Actual (audited)	FY07/08 Actual (audited)	2nd Amended FY08-09 Budget (note 3)	PRELIMINARY Actual @6- 30-09	Approved		CHANGES
						FY09-10 Budget	FY09-10 Budget -1st Amended	
Salaries and Benefits:								
9110	Salaries (no increase for Oct. 2009)	2,065,770	2,112,733	2,255,992	2,192,399	2,080,632	2,080,632	0
9120	Temporary Pay (interns)	21,427	15,392	20,000	18,402	0	0	0
9210	Social Security	141,738	155,526	172,295	160,459	154,656	154,656	0
9220	Local Retirement	120,964	124,296	132,627	127,443	121,299	121,299	0
9220-0040	Voluntary Retirement		47,529	59,259	48,208	43,672	43,672	0
9230	Medical Insurance	205,017	218,741	232,560	262,429	252,240	252,240	0
9235	Life Insurance	3,978	4,571	6,731	5,239	6,141	6,141	0
9250	Auto Allowance (includes KAT Bus Passes)	5,300	6,476	7,500	6,473	7,500	7,500	0
9290	Other Benefits Allowances	1,000	479	1,000	0	1,000	1,000	0
	Sub-Total Salaries and Benefits	2,565,194	2,685,743	2,887,964	2,821,052	2,667,140	2,667,140	0
	Less: Grant reimbursable portion of Salaries	(448,209)	(590,104)	(620,975)	(578,724)	(621,000)	(621,000)	0
	Sub-Total Non-Reimbursable Salaries and Benefits	2,116,985	2,095,639	2,266,989	2,242,328	2,046,140	2,046,140	0
Other Expenditures:								
9310	Legal Services (Attorney, Legal Notices & Court Co:	70,818	71,210	73,000	65,673	73,000	73,000	0
9320	Other Professional Services (Advertising, Audit Ser	5,965	9,402	19,000	31,563	29,000	29,000	0
9325	Rent Repair & Maint (Op. Lease, Usage, Repair, Mai	39,261	40,631	51,000	45,717	56,000	56,000	0
9335	Communications (Internet, phone service)	25,072	26,770	27,000	28,868	27,000	27,000	0
200120-9340	Telecom Towers - Other Srv. Consultants	6,000	15,000	15,000	16,500	15,000	15,000	0
9340	Other Services (Consultant, Freight , Postage, Print	20,195	20,498	22,000	16,342	21,000	21,000	0
9370	Travel , Training & Dues	12,657	10,157	14,000	8,628	12,000	12,000	0
9360	Contracts w/ Other Agencies	2,688	57,337	8,000	9,049	11,000	11,000	0
	Total Contracted Services	182,656	251,005	229,000	222,340	244,000	244,000	0
9405	Food	10,509	9,238	11,000	10,246	10,000	10,000	0
9415	Utilities & Fuel	3,815	4,610	4,000	3,677	5,000	5,000	0
9420	Office Supplies/Sm.Equip (suppl.,sm.equip,softwar	28,898	52,461	43,000	28,114	40,000	40,000	0
9440	Repair (Vehicles tires,tube)	529	616	1,000	254	1,000	1,000	0
9450	Education Materials (books, periodicals)	5,289	4,811	5,500	3,681	5,000	5,000	0
9460	Other (Signage, uniforms)	2,971	1,329	3,500	1,865	2,000	2,000	0
	Total Supplies, Materials & Equipment	52,011	73,065	68,000	47,837	63,000	63,000	0
9905	Insurance(Building & Contents & Vehicle)	601	1,539	1,200	1,255	1,700	1,700	0
9910	Workers Compensation Insurance	13,522	13,179	15,400	11,822	14,000	14,000	0
9915	Liability Charges (IRS audit - FICA)	0	0	28,236	28,236	0	0	0
9925	Trustee Commission (banking services)	5,876	5,069	6,100	3,991	5,100	5,100	0
9935	Space Costs (city/co.office space)	119,164	119,164	120,000	119,164	119,200	119,200	0
9950	Other (Corporate Surety Insurance)	0	0	300	809	0	0	0
	Total Other Expenses	139,163	138,951	171,236	165,277	140,000	140,000	0
9640	Machinery, Equipment & Furniture (over \$5k capita	0	0	13,000	0	13,000	13,000	0
9650	Vehicles (over \$5k capital)	0	16,053	0	0	0	0	0
	Total Capital Outlay	0	16,053	13,000	0	13,000	13,000	0
Grant related Other Expenditures:								
Grantor:								
9200210	FHWA / FTA	34,924	39,856	204,850	170,676	72,500	119,200	46,700
9200130	Cades Cove Phase II	72,734	55,331	85,000	27,182	0	0	0
9200186	Cumberland Avenue	295,000	0	0	0	0	0	0
9200150	Smart Trips	65,105	52,862	70,300	46,629	42,000	42,000	0
9200187	FTA Section 5303 Special	91	0	0	0	0	0	0
9200180	Regional Clean Air Coalition	52,412	3,620	9,500	9,479	0	0	0
9200160	TPO Bike Enhancement Program	2,250	6,523	14,974	3,735	10,000	10,000	0
9200185	Reg.Transp.Planning Council	75,545	208,983	123,000	112,472	10,000	10,000	0
9200215	Regional Clean Fuels Coalition/ ETCFC	19,301	60,000	0	0	0	0	0
9200194	KAT Development Plan	0	7,993	269,400	239,847	0	25,000	25,000
9200196	Urban Land Alloc Plan - ULAM	0	83,314	15,000	13,996	0	0	0
9200198	Scenic Byways	0	0	125,000	0	125,000	125,000	0
9200202	Complete Streets	0	0	75,000	74,998	0	0	0
9200206	JARC	0	0	390,000	313,938	400,000	400,000	0
9200208	New Freedom	0	0	319,000	181,563	381,000	381,000	0
multi	Matching: FHWA/ FTA; KAT Dev.Plan (FTA 5303)	8,731	9,964	56,250	42,669	17,500	26,800	9,300
	Sub-Total Other Expenditures (Note 2)	999,923	1,007,520	2,238,510	1,672,638	1,518,000	1,599,000	81,000
	Less: Grant reimbursable portion of Other Expend	(617,362)	(518,482)	(1,701,024)	(1,194,515)	(1,040,500)	(1,112,200)	(71,700)
	Sub-Total Non-Reimbursable Other Expenditures	382,561	489,038	537,486	478,123	477,500	486,800	9,300
	Total Salaries, Benefits, and Other Expenditures	3,565,117	3,693,263	5,126,474	4,493,690	4,185,140	4,266,140	81,000
	Total Non-Reimbursable Salaries, Benefits, and Other Expenditures	2,499,546	2,584,677	2,804,475	2,720,451	2,523,640	2,532,940	9,300
	Note 1: Includes required match for grant related	80,336	88,566	94,728	98,907	112,000	112,000	0
	Note 2: Indirect charges to be reimbursed through	201,694	253,849	291,858	224,438	279,000	279,000	0

Note 3: Budget transfer for \$28,236 from Salaries #9110 to Liability Charges # 9915 for IRS Audit contingent liability booked in FY0809