

---

---

**MEMORANDUM**

**Date:** April 6, 2011  
**To:** Metropolitan Planning Commission Executive Committee  
**From:** Dee Anne Reynolds, Finance Manager, Mark Donaldson, Executive Director  
**Subject:** **Fiscal Year 2011-12 Revenue and Expenditure Budget – Proposed**

Please consider for approval the proposed balanced budget for Fiscal Year 2011-2012 Revenue and expenditure assumptions supporting the \$5.7 million budget are summarized below:

Revenue Assumptions:

1. Fee receipts are estimated at \$360,000 which is same as last year.
2. Funding is requested at last year's level from City of Knoxville \$905,000 and Knox County \$746,000.
3. City-County Building office space is provided at no cost and valued at \$120,000.
4. Transportation related grant funding is estimated at \$3.7 million (\$2.25 million passes through to pay consultant fees). The increase of \$1.5 million is due to new HUD Sustainability grant.
5. Overhead rate is the same 50 percent and fringe benefit rate 29 percent.

Expenditure Assumptions:

1. Salaries are programmed at \$2.07 million which is \$77,000 more than last fiscal year reflecting a 2.5 percent salary increase, \$40,000 merit pool, and hiring a temporary, part time HUD grant assistant. Benefits will cost about four percent higher at \$628,000 mostly due to the health insurance premiums increase.
2. Grant reimbursed salaries and benefits increase 22 percent to \$820,000 and reimbursed overhead increases 22 percent to \$410,000 due to adding non-IPO staff charging time to the new HUD grant.
3. Operating expenditures are projected to be \$462,000, a six percent increase which includes \$10,000 for salary survey and \$15,000 for IPAD agenda upgrades. Grant reimbursable direct charges for \$2.5 million are 89 percent higher due to new HUD grant consultant expenditures.
4. Line item expense # 9500110-533600 is budgeted \$51,000 which includes a \$19,738 payment to KGIS for the 3<sup>rd</sup> year ESRI GIS annual software license / maintenance agreement.
5. Line item expense # 9500110-543500 is budgeted \$50,000 which will include a group purchase of replacement IT equipment exceeding \$10,000 and the group purchase of IPADS for MPC commissioners over \$10,000.
6. Line item expense # 9500110-571100 is budgeted \$13,000 to pay for a Groupwise server and Web server replacement which are capital items.
7. Unrestricted net assets (fund balance) on June 30, 2010 were \$268,987 and expected to increase by \$99,000 during the current fiscal year and increase \$155,000 during the proposed budget year. The total fund balance for June 30, 2012 is a projected \$523,000, or nine percent of total budget, if no unexpected year end costs occur.

Staff Recommendation: Staff recommends approval of the proposed budget.

MPC Executive Committee Recommendation: The Executive Committee will meet and will forward its recommendation to the full commission for consideration at the April 14, 2011 meeting.

Attachment: MPC Fiscal Year 2011-2012 Revenue & Expenditure Proposed Budget and Line Item Expenditure Worksheet.

# "For April 14, 2011 MPC Agenda"

## Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure Budget - Proposed For the Fiscal Year 2011 - 2012



	2006-2007 Actual @ 6-30 07 AUDITED	2007-2008 Actual @ 6-30- 08 AUDITED	2008-2009 Actual @ 6-30-09 AUDITED	2009-2010 Actual @ 6-30-10 AUDITED	Approved 6-10-10 Original budget FY10/11	pending 4-14-11 3rd Amended budget FY10/11	PROPOSED BUDGET FY11/12	CHANGES	
<b>Revenues and Other Funding Sources</b>									
<b>Fees and Appropriations:</b>									
<b>Fees and Charges:</b>									
Application Fees	\$ 575,100	\$ 474,180	\$ 376,208	\$ 318,010	\$ 360,000	\$ 360,000	\$ 360,000	0	
Telecommunication Towers	6,000	15,000	16,500	7,500	15,000	15,000	15,000	0	
City of Knoxville	713,430	713,430	763,430	800,000	905,000	905,000	905,000	0	
Contract - City of Knoxville KAT Mapping	-	-	-	26,211	-	18,164	-	(18,164)	
Contract - City of Knoxville- Parks	-	6,000	-	-	-	-	-	0	
Contract - City of Knoxville Cumberland Ave	-	50,000	50,000	-	-	-	-	0	
Contract - City of Knoxville - PHU	50,000	50,000	79,372	105,028	-	-	-	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	740,000	740,000	740,000	740,000	0	
Contract - Knox County - TTCDA	6,000	6,000	6,000	5,000	6,000	6,000	6,000	0	
Contract - Knox Co. Healthy Kids/Communities	-	-	-	5,000	-	5,000	-	(5,000)	
Contract - Knox County / Parks	17,000	-	-	-	-	-	-	0	
Knox County / MZE	-	32,374	-	-	-	-	-	0	
Contract / The Dev. Corp. of Knox County	-	-	10,524	19,276	-	-	-	0	
Contracts / PEFA - Knox Co. - year 3 FY10/11	59,469	29,582	24,583	28,780	9,545	9,545	-	(9,545)	
Contracts / PEFA - Loudon Co	25,000	-	-	-	-	-	-	0	
Contracts / PEFA - Sullivan Co.	-	57,300	-	-	-	-	-	0	
Contracts / PEFA - Jefferson Co. pending	-	-	-	51,500	-	-	-	0	
Miscellaneous contracts	-	-	-	-	-	10,000	-	(10,000)	
In-Kind Services	119,164	119,164	119,164	119,164	120,000	120,000	120,000	0	
<b>Sub-Total</b>	<b>2,310,901</b>	<b>2,328,648</b>	<b>2,340,381</b>	<b>2,226,469</b>	<b>2,155,545</b>	<b>2,188,709</b>	<b>2,146,000</b>	<b>(42,709)</b>	
<b>Grant Reimbursements:</b>									
FHWA / FTA	487,467	570,053	825,320	731,380	774,000	748,000	726,000	(22,000)	
HUD /PlanET	-	-	-	-	-	200,000	1,379,000	1,179,000	(200,000)
ITS	-	-	-	-	-	40,000	200,000	160,000	(40,000)
Car Share	-	-	-	8,400	15,000	16,600	45,000	45,000	0
TN Historic Commission - French Broad	-	-	-	-	-	134,000	259,000	125,000	(114,000)
Regional Transit Corridors	-	-	-	-	-	-	-	-	0
Cades Cove Project	83,311	59,018	28,773	-	303,000	-	-	-	
Cumberland Avenue	295,000	-	-	-	-	-	-	-	
Urban Forestry Grants	-	-	-	24,700	-	-	-	-	
Smart Trips	134,332	132,673	130,035	152,609	135,000	200,000	226,000	26,000	
FTA Section 5303 Special	15,810	-	-	-	-	-	-	-	
Regional Clean Air Coalition	34,977	3,620	9,479	-	-	-	-	-	
TPO Bike Enhancement Program	2,096	8,467	3,766	952	10,000	10,000	10,000	0	
Regional Transportation Planning Council	205,632	367,173	135,856	39,557	169,000	154,000	199,000	45,000	
Regional Clean Fuels Coalition/ETCFC	19,301	60,000	-	-	-	-	-	-	
KAT Development Plan	-	8,157	201,552	26,945	-	-	-	-	
Urban Land Alloc Plan - ULAM	-	108,496	13,996	47,200	30,000	71,000	-	(71,000)	
Scenic Byways	-	-	-	-	-	-	-	-	
Complete Streets	-	242	74,758	47,200	-	-	-	-	
IARC	-	4,890	351,232	441,770	417,000	417,000	442,000	25,000	
New Freedom	-	-	181,563	203,434	398,000	217,000	217,000	-	
<b>Sub-Total</b>	<b>1,297,926</b>	<b>1,320,799</b>	<b>1,956,330</b>	<b>1,676,947</b>	<b>2,251,000</b>	<b>2,207,600</b>	<b>3,703,000</b>	<b>1,495,400</b>	
<b>Fund Balance Withdrawals:</b>									
Vehicle purchase	-	16,053	-	-	-	-	-	-	
IT capital purchases	9,176	30,714	18,955	17,486	-	-	13,000	-	
<b>To Balance Budget (Increase) / Decrease</b>	<b>(52,886)</b>	<b>(2,941)</b>	<b>178,024</b>	<b>(63,449)</b>	<b>(77)</b>	<b>(99,241)</b>	<b>(167,598)</b>	<b>(68,357)</b>	
<b>Sub-Total</b>	<b>(43,710)</b>	<b>43,826</b>	<b>196,979</b>	<b>(45,963)</b>	<b>(77)</b>	<b>(99,241)</b>	<b>(154,598)</b>	<b>(55,357)</b>	
<b>Total Revenues and Other Funding Sources</b>	<b>3,565,117</b>	<b>3,693,263</b>	<b>4,493,690</b>	<b>3,857,453</b>	<b>4,406,468</b>	<b>4,297,068</b>	<b>5,694,402</b>	<b>1,397,334</b>	
<b>Expenditures</b>									
<b>Non-Reimbursable:</b>									
Salaries and Employee Benefits	2,036,649	2,095,639	2,143,421	1,838,382	1,895,468	1,869,468	1,825,402	(44,066)	
Contracted Services	182,656	251,005	222,340	194,949	228,000	228,000	238,000	10,000	
Supplies and Materials	52,011	73,065	47,837	47,641	56,000	56,000	71,000	15,000	
Other Charges	139,163	138,951	165,277	132,389	140,000	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	85,566	98,907	133,151	109,000	103,000	100,000	(3,000)	
Other Expenditures	8,731	9,964	42,669	19,641	16,500	16,500	16,500	0	
<b>Sub-Total</b>	<b>2,499,546</b>	<b>2,673,243</b>	<b>2,720,451</b>	<b>2,366,153</b>	<b>2,457,968</b>	<b>2,425,968</b>	<b>2,403,902</b>	<b>(22,066)</b>	
<b>Grant Reimbursable:</b>									
Salaries and Employee Benefits	448,209	501,538	578,724	672,491	642,000	674,000	820,000	146,000	
FHWA/ FTA Other Expenditures	34,924	39,855	170,676	81,963	68,500	68,500	68,500	0	
HUD /PlanET	-	-	-	-	-	109,000	1,100,000	991,000	
ITS	-	-	-	-	-	40,000	200,000	160,000	
Car Share	-	-	-	8,400	15,000	16,600	45,000	45,000	
TN Historic Commission - French Broad	-	-	-	-	-	105,000	230,000	125,000	
Regional Transit Corridors Expenditures	-	-	-	-	-	-	-	-	
Cades Cove Other Expenditures	72,734	55,331	27,182	-	275,000	-	-	-	
Cumberland Avenue Other Expenditures	295,000	-	-	-	-	-	-	-	
Smart Trips Other Expenditures	65,105	52,862	46,629	59,404	42,000	107,000	57,000	(50,000)	
FTA Section 5303 Special	91	-	-	-	-	-	-	-	
Regional Clean Air Coalition	52,412	3,620	9,479	-	-	-	-	-	
TPO Bike Enhancement Program	2,250	6,523	3,735	952	10,000	10,000	10,000	0	
Regional Transportation Planning Council	75,545	208,983	112,472	1,947	85,000	70,000	135,000	65,000	
Regional Clean Fuels Coalition / ETCFC	19,301	60,000	-	-	-	-	-	-	
KAT Development Plan	-	7,993	239,847	23,848	-	-	-	-	
Urban Land Alloc Plan - ULAM	-	83,314	13,996	38,200	30,000	71,000	-	(71,000)	
Scenic Byways	-	-	-	-	-	-	-	-	
Complete Streets	-	-	74,998	47,200	-	-	-	-	
IARC	-	-	313,938	439,927	400,000	400,000	425,000	25,000	
New Freedom	-	-	181,563	164,168	381,000	200,000	200,000	0	
<b>Sub-Total</b>	<b>1,065,571</b>	<b>1,020,020</b>	<b>1,773,239</b>	<b>1,491,300</b>	<b>1,948,500</b>	<b>1,871,100</b>	<b>3,290,500</b>	<b>1,419,400</b>	
<b>Total Expenditures</b>	<b>3,565,117</b>	<b>3,693,263</b>	<b>4,493,690</b>	<b>3,857,453</b>	<b>4,406,468</b>	<b>4,297,068</b>	<b>5,694,402</b>	<b>1,397,334</b>	
<b>Revenues and Other Funding Sources over (under) Expenditures</b>									
	\$	\$	\$	\$	\$	\$	\$	0	

# "for April 14, 2011 MPC Agenda"

Submitted for informational purposes only Expenditures subject to line item transfers

## Knoxville/Knox County Metropolitan Planning Commission FY 11/12 Budget - Line Item Expenditures - Proposed



MUNIS #9500110		FY06/07 Actual (audited)	FY07/08 Actual (audited)	FY08/09 Actual (audited)	FY09/10 Actual (audited)	pending 4-14-11	for approval	Difference	
						FY10-11 Budget 3rd Amended	FY11-12 Budget Proposed		
<b>Salaries and Benefits:</b>									
518900	Salaries	2,065,770	2,112,733	2,192,399	2,069,723	2,040,661	2,103,733	63,072	
0	Temporary Pay (HUD Admin Asst P/T)	21,427	15,392	18,402	1,637	0	14,000	14,000	
520100	Social Security	141,738	155,526	160,459	149,363	155,346	152,110	1,764	
521100	Local Retirement	120,964	124,256	127,443	123,186	121,840	123,224	1,384	
521155	Voluntary Retirement	0	47,529	48,208	50,857	47,243	52,715	5,472	
520700	Medical Insurance	205,017	218,741	262,429	255,735	267,720	280,925	13,205	
520600	Life Insurance	3,978	4,571	5,239	4,994	6,158	6,195	37	
529800	Auto Allowance (includes KAT Bus Passes)	5,300	6,476	6,473	5,112	6,500	6,500	0	
529875	Other Benefits Allowances	1,000	479	0	0	1,000	1,000	0	
	<b>Sub-Total Salaries and Benefits</b>	<b>2,565,194</b>	<b>2,685,743</b>	<b>2,821,052</b>	<b>2,660,607</b>	<b>2,646,468</b>	<b>2,745,402</b>	<b>98,934</b>	
	Less: Grant reimbursable portion of Salaries and	(448,209)	(590,104)	(578,724)	(672,491)	(642,000)	(820,000)	(178,000)	
	<b>Sub-Total Non-Reimbursable Salaries and Benefit:</b>	<b>2,116,985</b>	<b>2,095,639</b>	<b>2,242,328</b>	<b>1,988,116</b>	<b>2,004,468</b>	<b>1,925,402</b>	<b>(79,066)</b>	
<b>Other Expenditures:</b>									
533100	Legal Services- Attorney S.Wise	38,648	39,807	40,603	40,603	40,000	40,000	0	
533200	Licensing and related costs - legal notices	32,170	31,403	25,070	19,404	27,000	27,000	0	
530000	Other Prof. Services (Advertise jobs, Audit contract)	5,965	9,402	31,563	31,000	25,000	25,000	0	
533600	Equipment-Rent Repair & Maintenance	39,261	40,631	45,717	46,244	51,000	51,000	0	
533800	Vehicle repair / maintenance	0	0	0	1,899	2,000	2,000	0	
530700	Communications and IT related	25,072	26,770	28,868	27,667	30,000	30,000	0	
9500120-539930	Telecom Towers - Other Srv. Consultants	6,000	15,000	16,500	7,500	15,000	15,000	0	
539930	Other Services Daily Op/Consultant, Postage Printing	20,195	20,438	15,342	10,460	18,000	28,000	10,000	
535500	Employee Travel Educational	12,657	10,157	8,628	3,472	10,000	10,000	0	
539900	Contracts w/ Other Agencies	2,688	57,337	9,049	6,700	10,000	10,000	0	
	<b>Total Contracted Services</b>	<b>182,656</b>	<b>251,005</b>	<b>222,340</b>	<b>194,949</b>	<b>228,000</b>	<b>238,000</b>	<b>10,000</b>	
542200	Food	10,509	9,238	10,246	9,122	10,000	10,000	0	
545200	Utilities & Fuel	3,815	4,610	3,677	2,530	5,000	5,000	0	
543500	Office Supplies minor equipment	28,898	52,461	28,114	29,469	35,000	50,000	15,000	
543300	Vehicles - repair & maintenance supplies	529	616	254	468	1,000	1,000	0	
542900	Education Materials	5,289	4,811	3,681	4,902	3,000	3,000	0	
549800	Other materials for daily operations (Signs)	2,971	1,329	1,865	1,150	2,000	2,000	0	
	<b>Total Supplies Materials &amp; Equipment</b>	<b>52,011</b>	<b>73,065</b>	<b>47,837</b>	<b>47,641</b>	<b>56,000</b>	<b>71,000</b>	<b>15,000</b>	
550200	Insurance related expenses	601	1,539	1,255	713	1,700	1,700	0	
551300	Workers Compensation Insurance	13,522	13,179	11,822	9,199	14,000	14,000	0	
closed	Liability Charges (IRS audit - FICA)	0	0	28,236	0	0	0	0	
552500	Trustee Commission (banking services)	5,876	5,069	3,991	3,313	5,100	5,100	0	
559100	P&A Space costs (MPC city /co office space)	119,164	119,164	119,164	119,164	119,200	119,200	0	
closed	Other (Corporate Surety Insurance)	0	0	809	0	0	0	0	
	<b>Total Other Expenses</b>	<b>139,163</b>	<b>138,951</b>	<b>165,277</b>	<b>132,389</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>	
571100	Machinery, Equipment & Furniture (over \$5k capital)	0	0	0	0	13,000	13,000	0	
closed	Vehicles (over \$5k capital)	0	16,053	0	0	0	0	0	
	<b>Total Capital Outlay</b>	<b>0</b>	<b>16,053</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>13,000</b>	<b>0</b>	
<b>Grant related Other Expenditures:</b>									
<b>Grantor:</b>									
NEW	9500210	FHWA / FTA	34,924	39,856	170,676	81,963	68,500	68,500	0
NEW		HUD	0	0	0	109,000	1,100,000	991,000	
NEW		ITS	0	0	0	40,000	200,000	160,000	
		Car Share	0	0	0	0	45,000	45,000	
9500225	TN Historic Commission - French Broad	0	0	0	8,400	16,600	0	(16,600)	
9500230	Regional Transit Corridor Study	0	0	0	0	105,000	230,000	125,000	
closed		Cades Cove Phase II	72,734	55,331	27,182	0	0	0	
closed		Cumberland Avenue	295,000	0	0	0	0	0	
9500150	Smart Trips	65,105	52,862	46,629	59,404	107,000	57,000	(50,000)	
closed		FTA Section 5303 Special	91	0	0	0	0	0	
closed		Regional Clean Air Coalition	52,412	3,620	9,479	0	0	0	
9500160	TPO Bike Enhancement Program	2,250	6,523	3,735	952	10,000	10,000	0	
9500185	Req.Transp.Planning Council	75,545	208,983	112,472	1,947	70,000	135,000	65,000	
closed		Regional Clean Fuels Coalition/ ETCFC	19,301	60,000	0	0	0	0	
closed		KAT Development Plan	0	7,993	239,847	0	0	0	
closed		Urban Land Alloc Plan - ULAM	0	83,314	13,996	0	0	0	
9500198	Scenic Byways	0	0	0	38,200	71,000	0	(71,000)	
closed		Complete Streets	0	0	74,998	0	0	0	
9500208	JARC	0	0	313,938	439,927	400,000	425,000	25,000	
9500208	New Freedom	0	0	181,563	164,168	200,000	200,000	0	
<b>Matching:</b>									
9500210	FHWA/ FTA	8,731	9,964	42,669	19,641	16,500	16,500	0	
	<b>Sub-Total Other Expenditures (Note 2)</b>	<b>999,923</b>	<b>1,007,520</b>	<b>1,672,638</b>	<b>1,213,429</b>	<b>1,650,600</b>	<b>2,949,000</b>	<b>1,298,400</b>	
	Less: Grant reimbursable portion of Other Expenditure	(617,362)	(518,482)	(1,194,515)	(818,809)	(1,197,100)	(2,470,500)	(1,273,400)	
	<b>Sub-Total Non-Reimbursable Other Expenditures</b>	<b>382,561</b>	<b>489,038</b>	<b>478,123</b>	<b>394,620</b>	<b>453,500</b>	<b>478,500</b>	<b>25,000</b>	
	<b>Total Salaries Benefits and Other Expenditures</b>	<b>3,565,117</b>	<b>3,693,263</b>	<b>4,493,690</b>	<b>3,874,036</b>	<b>4,297,068</b>	<b>5,694,402</b>	<b>1,397,334</b>	
	<b>Total Non-Reimbursable Salaries Benefits and Other Expenditures</b>	<b>2,499,546</b>	<b>2,584,677</b>	<b>2,720,451</b>	<b>2,382,736</b>	<b>2,457,968</b>	<b>2,403,902</b>	<b>(54,066)</b>	
	Note 1: Includes required match for grant related sal	80,336	88,566	98,907	133,151	103,000	100,000	(3,000)	
	Note 2: Indirect charges to be reimbursed through a	201,694	253,849	224,438	255,159	337,000	410,000	73,000	