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MEMORANDUM

Date: May 3, 2012
To: Metropolitan Planning Commission Executive Committee
From: Mark Donaldson, Executive Director
Dee Anne Reynolds, Finance Manager *DAR*
Subject: **Fiscal Year 2012-13 Revenue and Expenditure Budget – Proposed**

Please consider for approval the proposed balanced budget for Fiscal Year 2012-2013 Revenue and expenditure assumptions supporting the \$5.3 million budget are summarized below:

Revenue Assumptions:

1. Fees are projected at \$384,000, which matches this year's trend of development service charges
2. City of Knoxville approved funding to MPC for \$905,000 which was same as last year
3. Knox County approved \$546,000 general support to MPC which is \$100,000 less than last year. It should be noted that last year Knox County defunded MPC by close to \$300,000 from combination in decreased general funds, added office space rent, and overhead costs for the first time
4. Transportation and HUD grant revenues for ten programs are projected at \$3.4 million which is \$300,000 less than last year.

Expenditure Assumptions:

1. Salaries and benefits are programmed at \$2.7 million reflecting a 2.5 percent merit pool and possible market adjustment pool. Health insurance premiums increased \$43,000. One intern is programmed for three months at \$6,000. Staff salaries reimbursed through transportation and HUD grants is projected at \$945,000.
2. Unfilled positions: a GIS Specialist in mapping terminated in December, 2011 and a GIS Specialist in Addressing is retiring in June, 2012. Both positions for total \$123,000 are not programmed due to budget constraints. Note that last year a GIS Operator in Addressing retired and a Communications Specialist left in June 2011, both of which were left unfilled due to budget constraints.
3. Pass through grant expenditures including consultant payments is projected at \$2 million
4. Unrestricted net assets (fund balance) on June 30, 2011 were \$467,243.

Staff Recommendation: Staff recommends approval of the proposed budget.

MPC Executive Committee Recommendation: The Executive Committee will meet on May 8, 2012 to review the proposed budget and forward its recommendation to the commission for the May 10, 2012 meeting and approval.

Attachment: MPC Fiscal Year 2012-13 Revenue & Expenditure Proposed Budget and Line Item Expenditure Worksheet.

"for MAY10, 2012 MPC Agenda "

Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure Budget - Proposed For the Fiscal Year 2012 - 2013



	2009-2010 Actual @ 6-30 10 AUDITED	2010-2011 Actual @ 6-30 11 AUDITED	FY11/12 1st Amended budget with Line Item Transfer	FY12-13 BUDGET PROPOSED	DIFF
Revenues and Other Funding Sources					
Fees and Appropriations:					
Fees and Charges:					
Application Fees	\$ 318,010	\$ 438,070	\$ 420,000	384,000	\$ (36,000)
Telecommunication Towers	7,500	3,000	15,000	15,000	\$ -
City of Knoxville	800,000	905,000	905,000	905,000	\$ -
Contract - City of Knoxville KAT Mapping	26,211	14,281	-	-	\$ -
Contract -City of Knoxville- PNI	105,028	-	-	-	\$ -
Knox County	740,000	740,000	646,000	546,000	\$ (100,000)
Contract- Knox County -TTCDA	6,000	6,000	-	-	\$ -
Contract - Knox Co. Healthy Kids/Communit	5,000	5,000	-	-	\$ -
Contract / The Dev. Corp. of Knox County	19,276	-	-	-	\$ -
Contracts / PEFA - Knox Co - year 4 FY12/13	28,780	9,545	-	10,191	10,191
Contracts / PEFA - Jefferson Co. pending	51,500	-	-	-	\$ -
Miscellaneous - Cumberland Region Tomorrow	-	10,870	-	10,000	10,000
In Kind Services	119,164	119,164	-	-	\$ -
Sub-Total	2,226,469	2,250,930	\$ 1,986,000	1,870,191	\$ (115,809)
Grant Reimbursements:					
FHWA / FTA	731,380	650,190	\$ 726,000	738,000	\$ 12,000
HUD /PlanET	-	98,861	\$ 1,379,000	1,591,000	\$ 212,000
ITS	-	-	\$ 200,000	-	\$ (200,000)
Car Share	-	-	\$ 45,000	45,000	\$ -
TN Historic Commission - French Broad	8,400	16,600	-	-	\$ -
Regional Transit Corridors	-	76,140	\$ 259,000	75,000	\$ (184,000)
Urban Forestry Grants	24,700	-	-	-	\$ -
Smart Trips	152,609	162,116	\$ 215,000	274,000	\$ 59,000
TPO Bike Enhancement Program	952	2,470	\$ 10,000	10,000	\$ -
Regional Transportation Planning Council	39,557	103,340	\$ 199,000	95,000	\$ (104,000)
KAT Development Plan	26,945	-	-	-	\$ -
Scenic Byways	47,200	61,800	\$ -	-	\$ -
JARC	441,770	275,446	\$ 442,000	317,000	\$ (125,000)
New Freedom	203,434	225,362	\$ 217,000	268,000	\$ 51,000
Sub-Total	1,676,947	1,672,324	\$ 3,692,000	3,413,000	\$ (279,000)
Fund Balance Withdrawals:					
Vehicle purchase	-	-	\$ -	-	\$ -
IT capital purchases	17,486	-	\$ -	-	\$ -
To Balance Budget (Increase) / Decrease	(63,449)	(198,265)	\$ 4,832	(10,930)	\$ (15,762)
Sub-Total	(45,963)	(198,265)	4,832	(10,930)	\$ (15,762)
Total Revenues and Other Funding Sources	3,857,453	3,724,989	5,682,832	5,272,261	\$ (410,571)
Expenditures					
Non-Reimbursable:					
Salaries and Employee Benefits	1,838,382	1,910,967	\$ 1,756,132	1,688,561	\$ (67,571)
Contracted Services	194,949	172,646	\$ 221,000	211,000	\$ (10,000)
Supplies and Materials	47,641	34,994	\$ 56,000	56,000	\$ -
Other Charges	132,389	132,763	\$ 205,700	205,700	\$ -
Capital Outlay	-	-	\$ 13,000	13,000	\$ -
Grant related matching paid by MPC:	-	-	\$ -	-	\$ -
Salaries and Employee Benefits	133,151	100,349	\$ 100,000	105,000	\$ 5,000
Other Expenditures	19,641	9,072	\$ 16,500	16,500	\$ -
Sub-Total	2,366,153	2,360,791	\$ 2,368,332	\$ 2,295,761	\$ (72,571)
Grant Reimbursable:					
Salaries and Employee Benefits	672,491	607,978	\$ 811,000	945,000	\$ 134,000
FHWA/ FTA Other Expenditures	81,963	36,289	\$ 68,500	68,500	\$ -
HUD /PlanET	-	5,765	\$ 1,100,000	1,200,000	\$ 100,000
ITS	-	-	\$ 200,000	-	\$ (200,000)
Car Share	-	-	\$ 45,000	45,000	\$ -
TN Historic Commission - French Broad	8,400	16,600	-	-	\$ -
Regional Transit Corridors Expenditures	-	66,123	\$ 230,000	45,000	\$ (185,000)
Smart Trips Other Expenditures	59,404	65,150	\$ 90,000	103,000	\$ 13,000
TPO Bike Enhancement Program	952	2,461	\$ 10,000	10,000	\$ -
Regional Transportation Planning Council	1,947	11,436	\$ 135,000	10,000	\$ (125,000)
KAT Development Plan	23,848	-	-	-	\$ -
Scenic Byways	38,200	70,800	\$ -	-	\$ -
JARC	439,927	258,159	\$ 425,000	300,000	\$ (125,000)
New Freedom	164,168	223,437	\$ 200,000	250,000	\$ 50,000
Sub-Total	1,491,300	1,364,198	3,314,500	2,976,500	\$ (338,000)
Total Expenditures	3,857,453	3,724,989	5,682,832	5,272,261	\$ (410,571)
Revenues and Other Funding Sources over (under) Expenditures	\$ -	\$ -	\$ -	-	\$ -

Footnote -FY12-13 Budget Proposes: projected 2.5% merit pool pbd 7; market adj pool \$40k; two GIS Specialists unfilled; one Addressing and one Communications Specialist unfilled prior FY11/12

"for May 10, 2012 MPC Agenda"

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

Knoxville/Knox County Metropolitan Planning Commission FY 12/13 Budget - Line Item Expenditures - Proposed



MUNIS #9500110		FY09/10 Actual (audited)	FY10/11 Actual (audited)	approved		pending		Difference
				FY11-12 Budget - 1ST Amended & line item transfer	FY12/13 Proposed budget			
	Salaries and Benefits:							
518900	Salaries	2 069,723	2 024,823	2 018 083	2 062,358		44 275	
0	Temporary Pay (intern)	1,637	1,219	19,000	6,000		(13,000)	
520100	Social Security	149,363	145,927	155,148	153,945		(1,203)	
521100	Local Retirement	123,186	121,093	121,685	120,742		(943)	
521155	Voluntary Retirement	50,857	52,198	52,715	52,830		115	
520700	Medical Insurance	253,735	263,038	286,925	329,524		42,599	
520800	Life Insurance	4,994	3,948	6,076	5,662		(414)	
529800	Auto Allowance (includes KAT Bus Passes)	5,112	5,108	6,500	6,500		0	
529875	Other Benefits Allowances	0	0	1,000	1,000		0	
	Sub-Total Salaries and Benefits	2,660,607	2,619,294	2,667,132	2,738,561		71,429	
	Less: Grant reimbursable portion of Salaries and B	(672,491)	(607,978)	(811,000)	(945,000)		(134,000)	
	Sub-Total Non-Reimbursable Salaries and Benefits (1,988,116	2,011,316	1,856,132	1,793,561		(62,571)	
	Other Expenditures:							
533100	Legal Services- Attorney S.Wise	40,603	40,000	40,000	40,000		0	
533300	Licensing and related costs - legal notices	19,404	14,737	20,000	20,000		0	
539900	Other Prof. Services (Advertise jobs, Audit contract)	31,000	22,034	25,000	25,000		0	
533600	Equipment-Rent Repair & Maintenance	46,244	43,587	51,000	51,000		0	
533800	Vehicle repair / maintenance	1,899	2,271	2,000	2,000		0	
530700	Communications and IT related	27,667	30,365	30,000	30,000		0	
9500120-539930	Telecom Towers - Other Srv. Consultants	7,500	3,000	15,000	15,000		0	
539930	Other Services Daily Op(Consultant Postage Printing)	10,460	8,913	18,000	18,000		0	
535500	Employee Travel Educational	3,472	5,051	10,000	6,000		(4,000)	
530900	Contracts w/ Other Agencies	6,700	2,688	10,000	4,000		(6,000)	
	Total Contracted Services	194,949	172,646	221,000	211,000			
542200	Food	9,122	9,100	10,000	10,000		0	
545200	Utilities & Fuel	2,530	3,267	5,000	5,000		0	
543500	Office Supplies minor equipment	29,469	17,453	35,000	35,000		0	
545300	Vehicles - repair & maintenance supplies	468	0	1,000	1,000		0	
542900	Education Materials	4,902	4,085	3,000	3,000		0	
549900	Other materials for daily operations (Signs)	1,150	1,089	2,000	2,000		0	
	Total Supplies Materials & Equipment	47,641	34,994	56,000	56,000		0	
550200	Insurance related expenses	713	359	1,700	1,700		0	
551300	Workers Compensation Insurance	9,199	8,711	14,000	14,000		0	
552500	Trustee Commission (banking services)	3,313	4,529	5,100	5,100		0	
559100	P&A Space costs (MPC city/co office space)	119,164	119,164	119,200	119,200		0	
550400	Knox Central Srv. Costs	0	0	65,700	65,700		0	
	Total Other Expenses	132,389	132,763	205,700	205,700		0	
closed	571100	Machinery, Equipment & Furniture (over \$5k capital)	0	0	13,000	13,000	0	
	Vehicles (over \$5k capital)	0	0	0	0	0	0	
	Total Capital Outlay	0	0	13,000	13,000		0	
	Grant related Other Expenditures:							
	Grantor:							
9500210	FHWA / FTA	81 963	36,289	68 500	68 500		0	
9500235	HUD		5,765	1 100,000	1 200,000		100,000	
9500240	ITS			200,000	0		(200,000)	
NEW	Car Share			45,000	45,000		0	
9500225	TN Historic Commission - French Broad	8 400	16 600	0	0		0	
9500230	Regional Transit Corridor Study	0	66,123	230,000	45,000		(185,000)	
9500150	Smart Trips	59 404	65,150	90,000	103,000		13,000	
9500160	TPO Bike Enhancement Program	952	2,461	10,000	10,000		0	
9500185	Reg Transp. Planning Council	1,947	11,456	135,000	10,000		(125,000)	
closed	KAT Development Plan	23,848	0	0	0		0	
closed	Urban Land Alloc Plan - ULAM	0	0	0	0		0	
pending final pymt	Scenic Byways -9500198	38 200	70 800	0	0		0	
closed	Complete Streets	0	0	0	0		0	
9500206	JARC	439 927	258,159	425,000	300,000		(125,000)	
9500208	New Freedom	164 168	223 437	200,000	250,000		50,000	
	Matching:							
9500210	FHWA/ FTA	19,641	9,072	16,500	16,500		0	
	Sub-Total Other Expenditures (Note 2)	1,213,429	1,105,695	3,015,700	2,533,700		(482,000)	
	Less: Grant reimbursable portion of Other Expenditure	(818,809)	(756,220)	(2,503,500)	(2,031,500)		472,000	
	Sub-Total Non-Reimbursable Other Expenditures	394,620	349,475	512,200	502,200			
	Total Salaries, Benefits, and Other Expenditures	3 874 036	3 724 989	5 682 832	5 272 261		(410 571)	
	Total Non-Reimbursable Salaries Benefits and Other Expenditures	2 382 736	2 360 791	2 368 332	2 295 761		(72,571)	
	Note 1: Includes required match for grant related salar	133 151	100 349	100 000	105 000		5 000	
	Note 2: Indirect charges to be reimbursed through gra	255 159	303 989	401 000	435 000		34 000	