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**MEMORANDUM**

Agenda Item # 48

**Date:** May 29, 2014  
**To:** Metropolitan Planning Commission Executive Committee  
**From:** Mark Donaldson, Executive Director  
Dee Anne Reynolds, Finance Manager  
**Subject:** **Fiscal Year 2014-2015 Revenue and Expenditure Budget – Proposed**

Please consider the proposed \$4.50 million budget for Fiscal Year 2014-2015 as detailed below.

Revenue Assumptions:

1. Fees are projected at \$504,000, or \$42,000 a month, which matches this year's trend of development service charges. Telecom tower fees projected at \$15,000 are paid by customers.
2. City of Knoxville approved general funding to MPC for \$905,000 which is same as last year.
3. Knox County approved \$646,000 general support to MPC which is same as last year.
4. Transportation grant revenues for nine programs are projected at \$2.15 million, compared to \$3.43 million last year which included the 3<sup>rd</sup> and final year of the regional sustainability HUD grant.
5. Miscellaneous contract revenues are projected at \$12,500. Prior year unused SURDNA contribution of \$14,000 is included in fund balance for regional projects.
6. Total projected revenues are \$4.25 million.

Expenditure Assumptions:

1. Salaries and benefits will cost \$2.88 million (\$53,000 less than last year). No salary increases are programmed. Health insurance premiums increased \$20,000. Grant reimbursed salaries, benefits, and overhead are projected at \$1.06 million (\$380,000 less than last year). Two part-time interns are programmed with one paid by transportation grants. The open GIS Operator position handling addressing and development services is included.
3. Costs for operating services and supplies total \$258,000 (\$47,000 less than last year). A \$21,000 payment to ESRI for KGIS annual maintenance is included in line item #9500110-533600.
4. Costs for other operating expenses total \$171,000 (\$41,000 less than last year). Indirect costs are included by Knox County for office space \$79,000 (\$40,000 less than last year) and Central service costs are \$65,000 (same as last year). General liability and worker's compensation policies with TML Insurance Pool costing about \$11,000 and \$9,000, respectively, are included.
5. Direct costs for grants including consultant fees total \$1.14 million requiring a \$49,000 local match.
6. Total projected expenditures are \$4.50 million or a funding shortage of \$252,000.

Unrestricted net assets (fund balance) for fiscal year ended June 30, 2013 total \$825,856. Using fund balance to cover the shortage leaves a balance of \$574,000. The balance would be sufficient to pay two months of MPC general operations averaging \$280,000.

Staff Recommendation: Use fund balance of \$252,000 and approve the proposed \$4.5 million budget.

MPC Executive Committee Recommendation: The Executive Committee will meet on June 5, 2014 to review the budget and make its recommendation to MPC for the June 12, 2014 meeting.

Attachment: MPC Fiscal Year 2014-2015 Revenue & Expenditure Proposed Budget and Line Item Expenditure Worksheet.

# "Proposed for June 12, 2014 MPC Agenda"

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

Knoxville / Knox County Metropolitan Planning Commission  
FY 14/15 Budget - Line Item Expenditures - Proposed



| MUNIS<br>#9500110                        |  | FY10/11<br>Actual<br>(audited) | FY11-12<br>Actual<br>(audited) | FY12-13<br>Actual<br>(audited) | approved                                 | pending                            | Difference       |
|--|--|--------------------------------|--------------------------------|--------------------------------|--|------------------------------------|------------------|
|  |  |                                |                                |                                | Amendment #<br>1 FY 2013-<br>2014 Budget | Proposed FY<br>2014-2015<br>Budget |                  |
| <b>Salaries and Benefits:</b>            |  |                                |                                |                                |  |                                    |                  |
| 518900                                   | Salaries   | 2,024,823                      | 1,979,470                      | 2,026,424                      | 2,216,690                                | 2,150,772                          | (65,918)         |
| 518900 -est.                             | Salaries - est. Retirement payout for accrued annual an                  | 0                              | 0                              | 0                              | 0  | 0                                  | 0                |
| 516900                                   | Temporary Pay (intern)   | 1,219                          | 16,274                         | 0                              | 6,000                                    | 6,000                              | 0                |
| 520100                                   | Social Security  | 145,927                        | 144,113                        | 143,867                        | 169,577                                  | 163,769                            | (5,808)          |
| 521100                                   | Local Retirement   | 121,093                        | 119,304                        | 120,953                        | 130,121                                  | 128,446                            | (1,675)          |
| 521155                                   | Voluntary Retirement   | 52,138                         | 49,644                         | 53,840                         | 57,423                                   | 58,150                             | 727              |
| 520700                                   | Medical Insurance  | 265,038                        | 286,057                        | 297,682                        | 341,016                                  | 360,896                            | 19,880           |
| 520600                                   | Life Insurance   | 3,948                          | 2,527                          | 2,497                          | 6,033                                    | 5,905                              | (128)            |
| 529800                                   | Auto Allowance (includes KAT Bus Passes)                                 | 5,108                          | 5,146                          | 5,561                          | 6,500                                    | 6,500                              | 0                |
| 529875                                   | Other Benefits Allowances  | 0                              | 872                            | 0                              | 1,000                                    | 1,000                              | 0                |
|  | Sub-Total Salaries and Benefits  | 2,619,294                      | 2,603,407                      | 2,650,824                      | 2,934,360                                | 2,881,438                          | (52,922)         |
|  | Less: Grant reimbursable portion of Salaries and B                       | (607,978)                      | (828,009)                      | (853,099)                      | (961,000)                                | (708,000)                          | 253,000          |
|  | Sub-Total Non-Reimbursable Salaries and Benefits (                       | 2,011,316                      | 1,775,398                      | 1,797,725                      | 1,973,360                                | 2,173,438                          | 200,078          |
| <b>Other Expenditures:</b>               |  |                                |                                |                                |  |                                    |                  |
| 533100                                   | Legal Services- Attorney S.Wise  | 40,000                         | 40,000                         | 40,000                         | 40,000                                   | 40,000                             | 0                |
| 533300                                   | Licensing and related costs - legal notices                              | 14,737                         | 12,728                         | 14,587                         | 15,000                                   | 15,000                             | 0                |
| 539900                                   | Other Prof. Services (Advertise jobs, Audit contract)                    | 22,034                         | 22,000                         | 21,500                         | 28,400                                   | 23,000                             | (5,400)          |
| 533600                                   | Equipment-Rent Repair & Maintenance                                      | 43,587                         | 45,556                         | 44,133                         | 46,000                                   | 50,000                             | 4,000            |
| 533800                                   | Vehicle repair / maintenance   | 2,271                          | 302                            | 1,277                          | 2,000                                    | 2,000                              | 0                |
| 530700                                   | Communications and IT related  | 30,365                         | 26,051                         | 24,162                         | 30,000                                   | 28,000                             | (2,000)          |
| 9500120-539930                           | Telecom Towers - Other Srv. Consultants                                  | 3,000                          | 3,000                          | 6,000                          | 15,000                                   | 15,000                             | 0                |
| 539930                                   | Other Services Daily Op(Consultant, Postage, Printing )                  | 8,913                          | 8,531                          | 8,469                          | 15,650                                   | 15,000                             | (650)            |
| 535500                                   | Employee Travel Educational  | 5,051                          | 9,061                          | 7,464                          | 10,000                                   | 8,000                              | (2,000)          |
| 530900                                   | Contracts w/ Other Agencies  | 2,688                          | 2,021                          | 1,296                          | 4,500                                    | 4,000                              | (500)            |
|  | Total Contracted Services  | 172,646                        | 169,250                        | 168,888                        | 206,550                                  | 200,000                            | (6,550)          |
| 542200                                   | Food   | 9,100                          | 9,235                          | 7,978                          | 9,500                                    | 8,000                              | (1,500)          |
| 545200                                   | Utilities & Fuel   | 3,267                          | 2,966                          | 2,749                          | 3,500                                    | 3,000                              | (500)            |
| 543500                                   | Office Supplies minor equipment  | 17,453                         | 28,980                         | 14,929                         | 78,000                                   | 40,000                             | (38,000)         |
| 545300                                   | Vehicles - repair & maintenance supplies                                 | 0                              | 404                            | 261                            | 1,000                                    | 1,000                              | 0                |
| 542900                                   | Education Materials  | 4,085                          | 4,176                          | 4,349                          | 4,200                                    | 4,400                              | 200              |
| 549900                                   | Other materials for daily operations (Signs)                             | 1,089                          | 1,523                          | 1,690                          | 1,800                                    | 1,600                              | (200)            |
|  | Total Supplies, Materials & Equipment                                    | 34,994                         | 47,284                         | 31,956                         | 98,000                                   | 58,000                             | (40,000)         |
| 550200                                   | Insurance related expenses   | 359                            | 1,181                          | 866                            | 13,700                                   | 12,700                             | (1,000)          |
| 551300                                   | Workers Compensation Insurance   | 8,711                          | 6,662                          | 7,869                          | 9,100                                    | 9,100                              | 0                |
| 552500                                   | Trustee Commission (banking services)                                    | 4,529                          | 3,902                          | 4,850                          | 5,000                                    | 5,000                              | 0                |
| 559100                                   | PBA Space costs (MPC city /co office space)                              | 119,164                        | 119,200                        | 119,200                        | 119,200                                  | 79,200                             | (40,000)         |
| 550400                                   | Knox Central Srv. Costs  | 0                              | 64,906                         | 65,053                         | 65,000                                   | 65,000                             | 0                |
|  | Total Other Expenses   | 132,763                        | 195,851                        | 197,838                        | 212,000                                  | 171,000                            | (41,000)         |
| 571100                                   | Machinery, Equipment & Furniture (over \$5k capital)                     | 0                              | 10,673                         | 0                              | 0  | 0                                  | 0                |
|  | Total Capital Outlay   | 0                              | 10,673                         | 0                              | 0  | 0                                  | 0                |
| <b>Grant related Other Expenditures:</b> |  |                                |                                |                                |  |                                    |                  |
| Grantor:                                 |  |                                |                                |                                |  |                                    |                  |
| 9500210                                  | FHWA / FTA   | 36,289                         | 33,872                         | 52,787                         | 193,000                                  | 233,000                            | 40,000           |
| 9500235                                  | HUD/ PlanET  | 5,765                          | 713,626                        | 710,861                        | 1,100,000                                | 0                                  | (1,100,000)      |
|  | ITS (9500240)  | 0                              | 199,624                        | 0                              | 0  | 0                                  | 0                |
| 9500245                                  | Car Share  | 0                              | 0                              | 5,410                          | 45,000                                   | 45,000                             | 0                |
| 9500225                                  | TN Historic Comm.- French Broad 9500225                                  | 16,600                         | 0                              | 0                              | 0  | 0                                  | 0                |
| 9500230                                  | Regional Transit Corridor Study 9500230                                  | 66,123                         | 143,664                        | 49,241                         | 0  | 0                                  | 0                |
| 9500150                                  | Smart Trips  | 65,150                         | 73,061                         | 57,065                         | 87,000                                   | 81,000                             | (6,000)          |
| 9500160                                  | TPO Bike Enhancement Program   | 2,461                          | 8,068                          | 5,754                          | 10,000                                   | 10,000                             | 0                |
| 9500185                                  | Reg. Transp. Planning Council  | 11,436                         | 95,359                         | (19)                           | 0  | 0                                  | 0                |
|  | Scenic Byways -9500198   | 70,800                         | 0                              | 0                              | 0  | 0                                  | 0                |
|  | 5310 TRANSIT   | 0                              | 0                              | 0                              | 0  | 383,000                            | 383,000          |
|  | JARC   | 258,159                        | 271,721                        | 384,179                        | 300,000                                  | 125,000                            | (175,000)        |
|  | New Freedom  | 223,437                        | 196,482                        | 171,172                        | 250,000                                  | 263,000                            | 13,000           |
|  | Matching:  |                                |                                |                                |  |                                    | 0                |
| 9500210                                  | FHWA/ FTA  | 9,072                          | 8,468                          | 13,196                         | 52,000                                   | 49,000                             | (3,000)          |
|  | Sub-Total Other Expenditures (Note 2)                                    | 1,105,695                      | 2,167,003                      | 1,848,328                      | 2,553,550                                | 1,618,000                          | (935,550)        |
|  | Less: Grant reimbursable portion of Other Expenditure                    | (756,220)                      | (1,735,477)                    | (1,436,450)                    | (1,985,000)                              | (1,140,000)                        | 845,000          |
|  | Sub-Total Non-Reimbursable Other Expenditures                            | 349,475                        | 431,526                        | 411,878                        | 568,550                                  | 478,000                            | (90,550)         |
|  | <b>Total Salaries, Benefits, and Other Expenditures</b>                  | <b>3,724,989</b>               | <b>4,770,410</b>               | <b>4,499,152</b>               | <b>5,487,910</b>                         | <b>4,499,438</b>                   | <b>(988,472)</b> |
|  | <b>Total Non-Reimbursable Salaries, Benefits, and Other Expenditures</b> | <b>2,360,791</b>               | <b>2,206,924</b>               | <b>2,209,603</b>               | <b>2,541,910</b>                         | <b>2,651,438</b>                   | <b>109,528</b>   |
|  | Note 1: Includes required match for grant related salar                  | 100,349                        | 98,262                         | 107,490                        | 126,000                                  | 135,000                            | 9,000            |
|  | Note 2: Indirect charges to be reimbursed through gra                    | 303,989                        | 380,884                        | 426,550                        | 481,000                                  | 354,000                            | (127,000)        |

# "Proposed for June 12, 2014 MPC Agenda "

## Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure Budget - Proposed For the Fiscal Year 2014 - 2015

|   | FY10/11<br>Actual<br>(audited) | FY11/12<br>Actual<br>(audited) | FY12/13<br>Actual<br>(audited) | approved<br>Amendment #<br>1 FY13/14<br>Budget | pending<br>Proposed<br>Budget FY<br>14/15 | DIFF                  |
|---|--------------------------------|--------------------------------|--------------------------------|--|---|-----------------------|
| <b>Revenues and Other Funding Sources</b>                           |                                |                                |                                |  |   |                       |
| <b>Fees and Appropriations:</b>                                     |                                |                                |                                |  |   |                       |
| Fees and Charges:   |                                |                                |                                |  |   |                       |
| Application Fees  | \$ 438,070                     | \$ 386,160                     | \$ 453,644                     | 499,780  | 504,000                                   | \$ 4,220              |
| Telecommunication Towers  | 3,000                          | \$ 3,000                       | \$ 6,020                       | -  | 15,000                                    | \$ -                  |
| City of Knoxville   | 905,000                        | \$ 905,000                     | \$ 905,000                     | 905,000  | 905,000                                   | \$ -                  |
| Miscellaneous Contract - City of Knoxville                          | 14,281                         | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| Knox County   | 740,000                        | \$ 646,000                     | \$ 546,000                     | 646,000  | 646,000                                   | \$ -                  |
| Contract - Knox County -TTCDA                                       | 6,000                          | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| Contract - Knox Co. Healthy Kids/Communitie                         | 5,000                          | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| Contracts-Knox PEFA - new contract FY14/15                          | 9,545                          | \$ 14,148                      | \$ 10,191                      | 11,580   | 7,500                                     | \$ (4,080)            |
| Miscellaneous -TN Historic Comm FY14/15                             | 10,870                         | \$ 30,159                      | \$ 16,840                      | 6,150  | 5,000                                     | \$ (1,150)            |
| In-Kind Services  | 119,164                        | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| <b>Sub-Total</b>  | <b>2,250,930</b>               | <b>\$ 1,984,467</b>            | <b>\$ 1,937,695</b>            | <b>2,083,510</b>                               | <b>2,082,500</b>                          | <b>\$ (1,010)</b>     |
| <b>Grant Reimbursements:</b>  |                                |                                |                                |  |   |                       |
| FHWA / FTA  | 650,190                        | \$ 610,928                     | \$ 732,017                     | 1,017,000                                      | 1,082,000                                 | \$ 65,000             |
| HUD /PlanET   | 98,861                         | \$ 1,115,953                   | \$ 1,043,185                   | 1,496,000                                      | 0   | \$ (1,496,000)        |
| ITS   | -                              | \$ 199,568                     | \$ -                           | -  | -   | \$ -                  |
| Car Share   | -                              | \$ -                           | \$ 5,410                       | 45,000   | 45,000                                    | \$ -                  |
| TN Historic Commission - French Broad                               | 16,600                         | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| Regional Transit Corridors  | 76,140                         | \$ 144,758                     | \$ 75,118                      | -  | -   | \$ -                  |
| Urban Forestry Grants   | -                              | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| Smart Trips   | 162,116                        | \$ 186,594                     | \$ 221,260                     | 244,000  | 243,000                                   | \$ (1,000)            |
| TPO Bike Enhancement Program  | 2,470                          | \$ 9,162                       | \$ 5,736                       | 10,000   | 10,000                                    | \$ -                  |
| Regional Transportation Planning Council                            | 103,340                        | \$ 192,629                     | \$ 102,579                     | 38,000   | -   | \$ (38,000)           |
| Scenic Byways   | 61,800                         | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| NEW 5310 TRANSIT PROGRAM  | -                              | \$ -                           | \$ -                           | -  | 383,000                                   | \$ 383,000            |
| JARC  | 275,446                        | \$ 272,797                     | \$ 389,875                     | 300,000  | 125,000                                   | \$ (175,000)          |
| New Freedom   | 225,362                        | \$ 216,106                     | \$ 182,330                     | 279,000  | 263,000                                   | \$ (16,000)           |
| <b>Sub-Total</b>  | <b>1,672,324</b>               | <b>\$ 2,948,495</b>            | <b>\$ 2,757,510</b>            | <b>3,429,000</b>                               | <b>2,151,000</b>                          | <b>\$ (1,278,000)</b> |
| <b>Fund Balance Withdrawals:</b>                                    |                                |                                |                                |  |   |                       |
| SURDNA balance  | -                              | \$ -                           | \$ -                           | -  | 14,000                                    | \$ 14,000             |
| IT capital purchases  | -                              | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| To Balance Budget (Increase) / Decrease                             | -                              | -                              | -                              | (24,600)                                       | -   | \$ 24,600             |
| <b>Sub-Total</b>  | <b>-</b>                       | <b>-</b>                       | <b>-</b>                       | <b>(24,600)</b>                                | <b>14,000</b>                             | <b>\$ 38,600</b>      |
| <b>Total Revenues and Other Funding Sources</b>                     | <b>3,923,254</b>               | <b>4,932,962</b>               | <b>4,695,205</b>               | <b>5,487,910</b>                               | <b>4,247,500</b>                          | <b>\$ (1,240,410)</b> |
| <b>Expenditures</b>   |                                |                                |                                |  |   |                       |
| <b>Non-Reimbursable:</b>  |                                |                                |                                |  |   |                       |
| Salaries and Employee Benefits                                      | 1,910,967                      | \$ 1,677,136                   | \$ 1,690,235                   | 1,847,360                                      | 2,038,438                                 | \$ 191,078            |
| Contracted Services   | 172,646                        | \$ 169,250                     | \$ 168,888                     | 206,550  | 200,000                                   | \$ (6,550)            |
| Supplies and Materials  | 34,994                         | \$ 47,284                      | \$ 31,956                      | 98,000   | 58,000                                    | \$ (40,000)           |
| Other Charges   | 132,763                        | \$ 195,851                     | \$ 197,838                     | 212,000  | 171,000                                   | \$ (41,000)           |
| Capital Outlay  | -                              | \$ 10,673                      | \$ -                           | -  | -   | \$ -                  |
| Grant related matching paid by MPC:                                 |                                |                                |                                |  |   |                       |
| Salaries and Employee Benefits                                      | 100,349                        | \$ 98,262                      | \$ 107,490                     | 126,000  | 135,000                                   | \$ 9,000              |
| Other Expenditures  | 9,072                          | \$ 8,468                       | \$ 13,196                      | 52,000   | 49,000                                    | \$ (3,000)            |
| <b>Sub-Total</b>  | <b>2,360,791</b>               | <b>\$ 2,206,924</b>            | <b>\$ 2,209,603</b>            | <b>\$ 2,541,910</b>                            | <b>\$2,651,438</b>                        | <b>\$ 109,528</b>     |
| <b>Grant Reimbursable:</b>  |                                |                                |                                |  |   |                       |
| Salaries and Employee Benefits                                      | 607,978                        | \$ 828,009                     | \$ 853,099                     | 961,000  | 708,000                                   | \$ (253,000)          |
| FHWA/ FTA Other Expenditures  | 36,289                         | \$ 33,872                      | \$ 52,787                      | 193,000  | 233,000                                   | \$ 40,000             |
| HUD /PlanET   | 5,765                          | \$ 713,626                     | \$ 710,861                     | 1,100,000                                      | -   | \$ (1,100,000)        |
| ITS   | -                              | \$ 199,624                     | \$ -                           | -  | -   | \$ -                  |
| Car Share   | -                              | \$ -                           | \$ 5,410                       | 45,000   | 45,000                                    | \$ -                  |
| TN Historic Commission - French Broad                               | 16,600                         | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| Regional Transit Corridors Expenditures                             | 66,123                         | \$ 143,664                     | \$ 49,241                      | -  | -   | \$ -                  |
| Smart Trips Other Expenditures                                      | 65,150                         | \$ 73,061                      | \$ 57,065                      | 87,000   | 81,000                                    | \$ (6,000)            |
| TPO Bike Enhancement Program  | 2,461                          | \$ 8,068                       | \$ 5,754                       | 10,000   | 10,000                                    | \$ -                  |
| Regional Transportation Planning Council                            | 11,436                         | \$ 95,359                      | \$ (19)                        | -  | -   | \$ -                  |
| KAT Development Plan  | -                              | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| Scenic Byways   | 70,800                         | \$ -                           | \$ -                           | -  | -   | \$ -                  |
| NEW 5310 TRANSIT PROGRAM  | -                              | \$ -                           | \$ -                           | -  | 383,000                                   | \$ 383,000            |
| JARC  | 258,159                        | \$ 271,721                     | \$ 384,179                     | 300,000  | 125,000                                   | \$ (175,000)          |
| New Freedom   | 223,437                        | \$ 196,482                     | \$ 171,172                     | 250,000  | 263,000                                   | \$ 13,000             |
| <b>Sub-Total</b>  | <b>1,364,198</b>               | <b>2,563,486</b>               | <b>2,289,549</b>               | <b>2,946,000</b>                               | <b>1,848,000</b>                          | <b>\$ (1,098,000)</b> |
| <b>Total Expenditures</b>   | <b>3,724,989</b>               | <b>4,770,410</b>               | <b>4,499,152</b>               | <b>5,487,910</b>                               | <b>4,499,438</b>                          | <b>\$ (988,472)</b>   |
| <b>Revenues and Other Funding Sources over (under) Expenditures</b> | <b>\$ 198,265</b>              | <b>\$ 162,552</b>              | <b>\$ 196,053</b>              | <b>\$ -</b>                                    | <b>\$ (251,938)</b>                       | <b>\$ (251,938)</b>   |