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## MEMORANDUM

**Date:** May 23, 2011  
**To:** Metropolitan Planning Commission Executive Committee  
**From:** Dee Anne Reynolds, Finance Manager   
**Subject:** **Fiscal Year 2011-12 Revenue and Expenditure Budget – 1<sup>st</sup> Amended**

The budget for Fiscal Year 2011-2012 was approved April 14, 2011 by the MPC board based on certain funding and expenditure assumptions. Please consider for approval the 1<sup>st</sup> Amended \$5.7 million budget to reflect actual funding support from the local governments.

The City of Knoxville approved MPC's funding request of \$905,000 which was same as last year. Knox County cut their support by 41 percent or \$302,700 from last year from three areas: general appropriation decrease \$100,000; office space costs \$120,000; central service cost allocation \$82,700; the latter two being new charges to MPC.

Our original budget projected an addition to fund balance of \$155,000 due to the new HUD grant supporting MPC salaries. This proposed amendment re-balances the budget for the decreased county support with an approximate additional \$150,000 programmed with the following changes:

1. Increase projected fee revenue \$60,000 to total \$420,000 (matches current year end projected fee receipts).
2. Decrease projected expenditures by eliminating: merit pool \$40,000; Communication Specialist vacant position \$29,000; MPC Commissioners IPAD purchases \$15,000; and salary survey consultant \$10,000.
3. Move capital IT purchases of \$13,000 from fund balance withdrawal.
4. Add to fund balance an estimated \$6,000.

The audited fiscal year ending June 30, 2010 Unrestricted Net Assets (fund balance) is \$268,987, the projected June 30, 2011 fund balance is currently \$406,000, and the projected June 30, 2012 fund balance is \$412,000 or seven percent of total budget.

Staff Recommendation: Staff recommends approval of the 1<sup>st</sup> Amended budget.

MPC Executive Committee Recommendation: The Executive Committee will meet and will forward its recommendation to the full commission for consideration at the June 9, 2011 meeting.

Attachment: MPC Fiscal Year 2011-2012 Revenue & Expenditure Budget – 1<sup>st</sup> Amended and Line Item Expenditure – 1<sup>st</sup> Amended Worksheet.

# "for June 9, 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 - 1st Amended

MUNIS #950011C	FY06/07 Actual (audited)	FY07/08 Actual (audited)	FY08/09 Actual (audited)	FY09/10 Actual (audited)	approved 4-14-11	approved 4-14-11	PENDING	Difference
					FY10-11 Budget - 3rd Amended	FY11-12 Budget - ORIGINAL	FY11-12 Budget - 1ST Amended Proposed	
<b>Salaries and Benefits:</b>								
518900	2,065,770	2,112,733	2,192,399	2,069,723	2,040,661	2,103,733	2,038,083	(65,650)
0	21,427	15,392	18,402	1,637	0	14,000	14,000	0
520100	141,738	155,526	160,459	149,363	155,346	157,110	155,148	(1,962)
521100	120,964	124,296	127,443	123,186	121,840	123,224	121,685	(1,539)
521155		47,529	48,208	50,857	47,243	52,715	52,715	0
520700	205,017	218,741	262,429	255,735	267,720	280,925	280,925	0
520800	9,978	4,571	5,239	4,994	6,158	6,195	6,076	(119)
529800	5,300	6,476	6,473	5,112	6,500	6,500	6,500	0
529875	1,000	479	0	0	1,000	1,000	1,000	0
	Sub-Total Salaries and Benefits	2,565,194	2,685,743	2,821,052	2,660,607	2,745,402	2,676,132	(69,270)
	Less: Grant reimbursable portion of Salaries and Benefits	(448,209)	(590,104)	(578,724)	(672,491)	(820,000)	(820,000)	0
	Sub-Total Non-Reimbursable Salaries and Benefits	2,116,985	2,095,639	2,242,328	1,988,116	1,925,402	1,856,132	(69,270)
<b>Other Expenditures:</b>								
533100	38,648	39,807	40,603	40,603	40,000	40,000	40,000	0
533300	32,170	31,403	25,070	19,404	27,000	27,000	27,000	0
533900	5,965	9,402	31,563	31,000	25,000	25,000	25,000	0
533800	39,261	40,631	45,717	46,244	51,000	51,000	51,000	0
533800			1,899	2,000	2,000	2,000	2,000	0
530700	25,072	26,770	28,868	27,667	30,000	30,000	30,000	0
530900	6,000	15,000	16,500	7,500	15,000	15,000	15,000	0
9500120	20,195	20,498	16,342	10,460	18,000	28,000	18,000	(10,000)
535500	12,657	10,157	8,628	3,472	10,000	10,000	10,000	0
530900	2,688	57,337	9,049	6,700	10,000	10,000	10,000	0
	Total Contracted Services	182,656	231,005	222,340	194,949	238,000	228,000	0
542200	10,509	9,238	10,246	9,122	10,000	10,000	10,000	0
545200	3,815	4,610	3,677	2,530	5,000	5,000	5,000	0
545300	28,898	52,461	28,114	29,469	35,000	50,000	35,000	(15,000)
545300	529	616	254	468	1,000	1,000	1,000	0
542900	5,289	4,811	3,681	4,902	3,000	3,000	3,000	0
545900	2,971	1,329	1,865	1,150	2,000	2,000	2,000	0
	Total Supplies, Materials & Equipment	52,011	73,065	47,837	47,641	56,000	56,000	0
550200	601	1,539	1,255	713	1,700	1,700	1,700	0
551300	13,522	13,179	11,822	9,199	14,000	14,000	14,000	0
closed			28,236	0	0	0	0	0
552500	5,876	5,069	3,991	3,313	5,100	5,100	5,100	0
559100	119,164	119,164	119,164	119,164	119,200	119,200	119,200	0
??			809	0	0	0	82,700	82,700
	Total Other Expenses	139,163	138,951	165,277	132,389	140,000	222,700	0
closed			0	0	13,000	13,000	13,000	0
571100	0	0	0	0	0	0	0	0
closed		16,053	0	0	0	0	0	0
	Total Capital Outlay	0	16,053	0	0	13,000	13,000	0
<b>Grant related Other Expenditures:</b>								
Grantor:								
9500210	34,924	39,856	170,676	81,963	68,500	68,500	68,500	0
NEW					109,000	1,100,000	1,100,000	0
NEW					40,000	200,000	200,000	0
NEW					0	45,000	45,000	0
9500225	0	0	0	8,400	16,600	0	0	0
9500230	0	0	0	0	105,000	230,000	230,000	0
closed	72,734	55,331	27,182	0	0	0	0	0
closed	295,000	0	0	0	0	0	0	0
9500150	65,105	52,862	46,629	59,404	107,000	57,000	57,000	0
closed	91	0	0	0	0	0	0	0
closed	52,412	3,620	9,479	0	0	0	0	0
9500160	2,250	6,523	3,735	952	10,000	10,000	10,000	0
9500185	75,545	208,983	112,472	1,947	70,000	135,000	135,000	0
closed	19,301	60,000	0	0	0	0	0	0
closed	0	7,993	239,847	23,848	0	0	0	0
closed	0	83,314	13,996	0	0	0	0	0
closed	0	0	0	38,200	71,000	0	0	0
closed	0	0	74,998	0	0	0	0	0
9500198	0	0	313,938	439,927	400,000	425,000	425,000	0
9500206	0	0	181,563	164,168	200,000	200,000	200,000	0
9500208	0	0						
9500210	8,731	9,964	42,669	19,641	16,500	16,500	16,500	0
	Sub-Total Other Expenditures (Note 2)	999,923	1,007,520	1,672,638	1,213,429	2,949,000	3,006,700	0
	Less: Grant reimbursable portion of Other Expenditures	(617,362)	(518,482)	(1,194,515)	(818,809)	(2,470,500)	(2,470,500)	0
	Sub-Total Non-Reimbursable Other Expenditures	382,561	489,038	478,123	394,620	478,500	536,200	0
	<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>5,694,402</b>	<b>5,682,832</b>	<b>(11,570)</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>2,403,902</b>	<b>2,392,332</b>	<b>(11,570)</b>
	Note 1: Includes required match for grant related salaries and benefits	80,336	88,566	98,907	133,151	103,000	100,000	0
	Note 2: Indirect charges to be reimbursed through grant	201,694	253,849	224,438	255,159	337,000	410,000	0

# "for JUNE 9, 2011 MPC Agenda "

## Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure Budget - 1st Amended For the Fiscal Year 2011 - 2012

	2009-2010 Actual @ 6-30-10 AUDITED	APPROVED		APPROVED	PENDING	Change
		3rd Amended budget FY10/11	ORIGINAL BUDGET FY11/12	PROPOSED 1ST AMENDED BUDGET FY11/12		
<b>Revenues and Other Funding Sources</b>						
<b>Fees and Appropriations:</b>						
Fees and Charges:						
Application Fees	\$ 318,010	\$ 360,000	\$ 360,000	\$ 420,000	\$ 60,000	
Telecommunication Towers	7,500	15,000	15,000	15,000	0	
City of Knoxville	800,000	905,000	905,000	905,000	0	
Contract - City of Knoxville KAT Mapping	26,211	18,164	-	-	0	
Contract - City of Knoxville- Parks	-	-	-	-	0	
Contract - City of Knoxville- Cumberland Ave	-	-	-	-	0	
Contract - City of Knoxville- PNI	105,028	-	-	-	0	
City of Knox / M2E	-	-	-	-	0	
City of Knox / First Creek Stormwater	-	-	-	-	0	
Knox County	740,000	740,000	746,000	646,000	(100,000)	
Contract - Knox County -TTCDA	6,000	6,000	-	-	0	
Contract - Knox Co. Healthy Kids/Communities	5,000	5,000	-	-	0	
Contract - Knox County / Parks	-	-	-	-	0	
Knox County / M2E	-	-	-	-	0	
Contract / The Dev. Corp. of Knox County	19,276	-	-	-	0	
Contracts / PEFA - Knox Co. - year 3 FY10/11	28,780	9,545	-	-	0	
Contracts / PEFA - Loudon Co.	-	-	-	-	0	
Contracts / PEFA - Sullivan Co.	-	-	-	-	0	
Contracts / PEFA - Jefferson Co. pending	51,500	-	-	-	0	
Miscellaneous contracts	-	10,000	-	-	0	
In-Kind Services	119,164	120,000	120,000	-	(120,000)	
<b>Sub-Total</b>	<b>2,226,469</b>	<b>2,188,709</b>	<b>2,146,000</b>	<b>1,986,000</b>	<b>(160,000)</b>	
<b>Grant Reimbursements:</b>						
FHWA / FTA	731,380	748,000	726,000	726,000	0	
HUD /PlanET	-	200,000	1,379,000	1,379,000	0	
ITS	-	40,000	200,000	200,000	0	
Car Share	-	-	45,000	45,000	0	
TN Historic Commission - French Broad	8,400	16,600	-	-	0	
Regional Transit Corridors	-	134,000	259,000	259,000	0	
Cades Cove Project	-	-	-	-	0	
Cumberland Avenue	-	-	-	-	0	
Urban Forestry Grants	24,700	-	-	-	0	
Smart Trips	152,609	200,000	226,000	226,000	0	
FTA Section 5303 Special	-	-	-	-	0	
Regional Clean Air Coalition	-	-	-	-	0	
TPO Bike Enhancement Program	952	10,000	10,000	10,000	0	
Regional Transportation Planning Council	39,557	154,000	199,000	199,000	0	
Regional Clean Fuels Coalition/ETCFC	-	-	-	-	0	
KAT Development Plan	26,945	-	-	-	0	
Urban Land Alloc.Plan - ULAM	-	-	-	-	0	
Scenic Byways	47,200	71,000	-	-	0	
Complete Streets	-	-	-	-	0	
JARC	441,770	417,000	442,000	442,000	0	
New Freedom	203,434	217,000	217,000	217,000	0	
<b>Sub-Total</b>	<b>1,676,947</b>	<b>2,207,600</b>	<b>3,703,000</b>	<b>3,703,000</b>	<b>0</b>	
<b>Fund Balance Withdrawals:</b>						
Vehicle purchase	-	-	-	-	0	
IT capital purchases	17,486	-	13,000	-	(13,000)	
To Balance Budget (Increase) / Decrease	(63,449)	(99,241)	(167,598)	(6,168)	161,430	
<b>Sub-Total</b>	<b>(45,963)</b>	<b>(99,241)</b>	<b>(154,598)</b>	<b>(6,168)</b>	<b>148,430</b>	
<b>Total Revenues and Other Funding Sources</b>	<b>3,857,453</b>	<b>4,297,068</b>	<b>5,694,402</b>	<b>5,682,832</b>	<b>(11,570)</b>	
<b>Expenditures</b>						
<b>Non-Reimbursable:</b>						
Salaries and Employee Benefits	1,838,382	1,869,468	1,825,402	1,756,132	(69,270)	
Contracted Services	194,949	228,000	228,000	228,000	(10,000)	
Supplies and Materials	47,641	56,000	71,000	56,000	(15,000)	
Other Charges	132,389	140,000	140,000	222,700	82,700	
Capital Outlay	-	13,000	13,000	13,000	0	
Grant related matching paid by MPC:						
Salaries and Employee Benefits	133,151	103,000	100,000	100,000	0	
Other Expenditures	19,641	16,500	16,500	16,500	0	
<b>Sub-Total</b>	<b>2,366,153</b>	<b>2,425,968</b>	<b>2,403,902</b>	<b>2,392,332</b>	<b>(11,570)</b>	
<b>Grant Reimbursable:</b>						
Salaries and Employee Benefits	672,491	674,000	820,000	820,000	0	
FHWA/ FTA Other Expenditures	81,963	68,500	68,500	68,500	0	
HUD /PlanET	-	109,000	1,100,000	1,100,000	0	
ITS	-	40,000	200,000	200,000	0	
Car Share	-	-	45,000	45,000	0	
TN Historic Commission - French Broad	8,400	16,600	-	-	0	
Regional Transit Corridors Expenditures	-	105,000	230,000	230,000	0	
Cades Cove Other Expenditures	-	-	-	-	0	
Cumberland Avenue Other Expenditures	-	-	-	-	0	
Smart Trips Other Expenditures	59,404	107,000	57,000	57,000	0	
FTA Section 5303 Special	-	-	-	-	0	
Regional Clean Air Coalition	-	-	-	-	0	
TPO Bike Enhancement Program	952	10,000	10,000	10,000	0	
Regional Transportation Planning Council	1,947	70,000	135,000	135,000	0	
Regional Clean Fuels Coalition / ETCFC	-	-	-	-	0	
KAT Development Plan	23,848	-	-	-	0	
Urban Land Alloc.Plan - ULAM	-	-	-	-	0	
Scenic Byways	38,200	71,000	-	-	0	
Complete Streets	-	-	-	-	0	
JARC	439,927	400,000	425,000	425,000	0	
New Freedom	164,168	200,000	200,000	200,000	0	
<b>Sub-Total</b>	<b>1,491,300</b>	<b>1,871,100</b>	<b>3,290,500</b>	<b>3,290,500</b>	<b>0</b>	
<b>Total Expenditures</b>	<b>3,857,453</b>	<b>4,297,068</b>	<b>5,694,402</b>	<b>5,682,832</b>	<b>(11,570)</b>	
<b>Revenues and Other Funding Sources over (under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	