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## **MEMORANDUM**

Date:

June 3, 2013

To:

Metropolitan Planning Commission Executive Committee

From:

Mark Donaldson, Executive Director

Dee Anne Reynolds, Finance Manager

Subject:

Fiscal Year 2013-2014 Revenue and Expenditure Budget – Proposed

Please consider for approval the proposed balanced budget for Fiscal Year 2013-2014. Revenue and expenditure assumptions supporting the \$5.4 million budget are summarized below:

### Revenue Assumptions:

- 1. Fees are projected at \$443,000, or \$37,000 a month, 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 \$646,000 general support to MPC which is \$100,000 more than last year. It should be noted that in FY2011-2012 Knox County started charging MPC for the first time office space rent and central service costs totaling about \$184,164.
- 4. Transportation and HUD grant revenues for nine programs are projected at \$3.4 million which is about the same as last year and reflects an estimated carry over of HUD Sustainable Communities grant work to its December 2013 conclusion.

#### **Expenditure Assumptions:**

- 1. Salaries and benefits are programmed at \$2.9 million reflecting a 2.5 percent merit pool for September 2013. Health insurance premiums increased \$11,500. Staff salaries reimbursed through transportation and HUD grants are projected at \$961,000, which is slightly higher than prior year due to the planned city budget transfer to conclude the HUD grant. Additionally, two interns and a temporary HUD grant employee are programmed and estimated mostly grant reimbursable.
- 2. Replace two positions: a GIS Specialist in mapping terminated in December, 2011 and a GIS Specialist in Addressing retired in June, 2012. Both positions were not programmed due to budget constraints and are now programmed to fill for a total \$130,000. The vacant transportation engineer position is to be filled.
- 3. Pass through grant expenditures including consultant payments are projected at \$2.0 million.
- 4. Unrestricted net assets (fund balance) reported on the audited financial statements for fiscal year ended June 30, 2012 are \$629,806.

<u>Staff Recommendation</u>: Staff recommends approval of the proposed budget.

MPC Executive Committee Recommendation: The Executive Committee will meet on June 11, 2013 to review the proposed budget and forward its recommendation to the commission for the June 13, 2013 meeting and approval.

Attachment: MPC Fiscal Year 2013-2014 Revenue & Expenditure Proposed Budget and Line Item Expenditure Worksheet.

# "for approval June 13, 2013 MPC Agenda"

Knoxville / Knox County Metropolitan Planning Commission Revenue and Expenditure Budget - Proposed For the Fiscal Year 2013 - 2014

				approved	pending	
	FY 09/10 Actual (audited)	FY10/11 Actual (audited)	FY11/12 Actual (audited)	FY12-13 BUDGET Amended #1	Proposed FY13- 14 Budget	DIFF
Revenues and Other Funding Sources						
Fees and Appropriations; Fees and Charges; Application Fees Telecommunication Towers City of Knoxville Contract - City of Knoxville KAT Mapping	\$ 318,010 7,500 800,000 26,211	\$ 438,070 3,000 905,000 14,281	\$ 386,160 \$ 3,000 \$ 905,000 \$ - \$ - \$ 646,000	384,000 15,000 905,000	442,780 15,000 905,000	\$ 58,780 \$ \$
Contract -City of Knoxville-PNI Knox County Contract - Knox County -TTCDA Contract - Knox Co. Healthy Kids/Communit	105,028 740,000 6,000	740,000 6,000 5,000	\$ 646,000 \$	546,000 -	646,000	\$ 100,000 \$
Contract / The Dev. Corp. of Knox County Contracts / PEFA - Knox Co year 4 FY12/13 Contracts / PEFA - Jefferson Co. pending	19,276	9,545	\$ - \$ - \$ 14,148	10,191	11,580	\$ \$ 1.389
Miscellaneous - In-Kind Services	119,164	10,870 119,164	\$ \$ 30,159	10,000		\$ (10,000)
Sub-Total	2,226,469	2,250,930	\$ 1,984,467	1,870,191	2,020,360	\$ 150,169
Grant Reimbursements: FHWA / FTA HUD /PlanET ITS	731,380	650,190 98,861	\$ 610,928 \$ 1,115,953 \$ 199,568	768,000 1,591,000	1,017,000 1,496,000	\$ 249,000 \$ (95,000)
Car Share			\$	45,000	45,000	S S
TN Historic Commission - French Broad Regional Transit Corridors Urban Forestry Grants	8,400 24,700	16,600 76,140	\$ 744,758 \$ 144,758	85,000	0	\$ (85,000) \$
Smart Trips TPO Bike Enhancement Program	152,609 952	162,116	\$ 186,594 \$ 9,162	295,100 10,000	244,000 10,000	<b>\$</b> (51,100)
Regional Transportation Planning Council KAT Development Plan Scenic Byways	39,557 26,945 47,200	2,470 103,340 - 61,800	\$ 192,629 \$ -	95,000	38,000	\$ (57,000) \$
JARC New Freedom	441,770 203,434	275,446 225,362	\$ 272,797 \$ 216,106	317,000 268,000	300,000 279,000	\$ (17,000) \$ 11,000
Sub-Total	1,676,947	1,672,324	\$ 2,948,495	3,474,100	3,429,000	\$ (45,100)
Fund Balance Withdrawals: Vehicle purchase IT capital purchases	17,486	- :	\$ - \$ ·	-		\$ ·
To Balance Budget (Increase) / Decrease	(63,449)	(198,265)	\$ (162,552)	(10,930)		\$ 10,930
Sub-Total Total Revenues and Other Funding Sources	(45,963) 3,857,453	(198,265) 3,724,989	<u>(162,552)</u> 4,770,410	(10,930) 5,333,361	5,449,360	\$ 10,930 \$ 115,999
Expenditures						
Non-Reimbursable: Salaries and Employee Benefits Contracted Services Supplies and Materials	1,838,382 194,949 47,641	1,910,967 172,646 34,994	\$ 1,677,136 \$ 169,250 \$ 47,284	1,688,561 211,000 56,000	1,847,360 190,000 75,000	\$ 158,799 \$ (21,000) \$ 19,000
Other Charges Capital Outlay Grant related matching paid by MPC:	132,389	132,763	\$ 195,851 \$ 10,673	205,700 13,000	200,000	\$ (5,700) \$
Salaries and Employee Benefits Other Expenditures	133,151 19,641	100,349 9,072	\$ 98,262 \$ 8,468	105,000 16,500	126,000 52,000	\$ 21,000 \$ 35,500
Sub-Total	2,366,153	2,360,791	\$ 2,206,924	\$ 2,295,761	\$ 2,503,360	\$ 207,599
Grant Reimbursable: Salaries and Employee Benefits FHWA/ FTA Other Expenditures HUD /PlanET TTS	672,491 81,963	607,978 36,289 5,765	\$ 828,009 \$ 33,872 \$ 713,626 \$ 199,624	945,000 98,500 1,200,000	961,000 193,000 1,100,000	\$ 16,000 \$ 94,500 \$ (100,000)
Car Share	8,400	16,600	\$ -	45,000	45,000	<u> </u>
TN Historic Commission - French Broad Regional Transit Corridors Expenditues Smart Trips Other Expenditures TPO Bike Enhancement Program	59,404 952	66,123 65,150 2,461	\$ 143,664 \$ 73,061 \$ 8,068 \$ 95,359	55,000 124,100 10,000	87,000 10,000	\$ (55,000) \$ (37,100) \$
Regional Transportation Planning Council KAT Development Plan Scenic Byways	1,947 23,848 38,200	11,436 70,800	\$ \$	10,000	0	\$ (10,000) \$
JARC New Freedom	439,927 164,168	258,159 223,437	\$ 271,721 \$ 195,482	300,000 250,000	300,000 250,000	\$ - \$ .
Sub-Total Total Expenditures	1,491,300 3,857,453	1,364,198 3,724,989	2,563,486 4,770,410	3,037,600 5,333,361	2,946,000 5,449,360	\$ (91,600) \$ 115,999
Revenues and Other Funding Sources	3,037,733	3,7 27,303	3,770,710	1 0,000,001 1	0,445,400	2 113,000
over (under) Expenditures	\$ -	\$ -			\$ -	

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# "for approval June 13, 2013 MPC Agenda" Submitted for informational purposes only. Expenditures subject to line item transfers:

Knoxville/Knox County Metropolitan Planning Commission FY 13/14 Budget - Line Item Expenditures - Proposed

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						approved	pending	,
MUNIS	#9500110 <sub>.</sub>	-	FY09/10 Actual (audited)	FY10/11 Actual (audited)	FY31-12 Actual (audited)	FY12/i3 Budget Amended #1	Proposed FY 2013-2014 Budget	Difference
	518900 516900 529100 521100 521155 520700 520600 529800 529875	Salarles and Benefits: Salarles (Includes temp.Legacy 6mos & TPO intern) Temporary Pay (Intern) Social Security Local Retirement Voluntary Retirement Medical Insurance Life Insurance Auto Allowance (Includes KAT Bus Passes) Other Benefits Allowances	2,069,723 1,637 149,363 123,186 50,857 255,735 4,994 5,112 0	2,024,823 1,219 145,927 121,093 52,138 265,038 3,948 5,108 0	1,979,470 16,274 144,113 119,304 49,644 286,057 2,527 5,146 872 2,603,407	2,062,358 6,000 153,945 120,742 52,830 329,524 5,662 6,500 1,000	2,216,690 6,000 169,577 130,121 57,423 341,016 6,033 6,500 1,000	154,332 0 15,632 9,379 4,593 11,492 371 0 0
		Sub-Total Salaries and Benefits Less: Grant reimbursable portion of Salaries and Ben-	2,660,607 (672,491)	2,619,294 (607,978)	(828,009)	(945,000)	(961,000)	(16,000)
		Sub-Total Non-Reimbursable Salaries and Benefits (No	1,988,116	2,011,316	1,775,398	1,793,561	1,973,360	179.799
95001	533100 53300 539900 533800 533700 530700 20-539330 535500 535500 535500 545200 545200 545200 545200 552500 552500 552500 552500 552500 552600 552600 552600	Other Expenditures: Legal Services- Attorney S.Wiss Licensing and related costs - legal notices Other Prof. Services (Advertuse Jobs, Audit contract) Equipment-Rent Repair & Maintenance Vehicle repair / maintenance Communications and If related Telecom Towers - Other Srv. Consultants Other Services Daily Op(Consultant, Postage, Printing) Employee Travel Educational Contracts W. Other Agencies Total Contracted Services Food Utilities & Fuel Office Supplies minor equipment Vehicles - repair & maintenance supplies Education Materials Other materials for daily operations (Signs) Total Supplies, Materials & Equipment Insurance related expenses Workers Compensation Insurance Trustee Commission (banking services) PBA Space costs (MPC city /co office space) Knox Central Srv. Costs Total Other Expenses Machinery, Equipment & Furniture (over \$5k capital)	40,603 19,404 31,000 46,244 1,899 27,667 7,500 6,700 3,472 194,949 9,122 2,550 29,469 4,802 2,530 47,641 713 9,199 3,313 119,164	40,000 14,737 22,034 43,587 2,271 30,365 3,000 8,913 5,051 2,688 172,646 9,100 3,267 17,453 0 4,085 1,089 34,994 359 8,711 4,529 119,164 0 132,763	40,000 12,728 22,000 45,556 302 26,051 3,000 8,531 9,061 2,021 169,250  9,235 2,966 28,980 404 4,176 1,523 47,284  1,181 6,662 3,902 119,200 64,906 195,851	40,000 20,000 25,000 2,000 15,000 15,000 15,000 15,000 10,000 5,000 35,000 1,000 35,000 1,000 5,000 1,	40,000 15,000 23,000 46,000 30,000 15,000 9,500 5,000 190,000 4,500 1,000 4,200 1,000 4,200 1,00	(5,000) (2,000) (2,000) (6,000) 0 0 (8,500) (11,000) (500) (11,500) 20,000 (21,000) (20,000 (20) 19,000 (4,900) (100) (100) (5,700)
		Total Capital Outlay  Grant related Other Expenditures:	0	0	10,673	13,000	13,000	0
closed closed closed closed closed closed	9500210 9500235 9500245 9500150 9500160 9500165 9500208 9500208	Grantor: FHWA / FTA HUD/ PlanET ITS (9500240) Car Share TN Historic Comm French Broad 9500225 Regional Transit Corridor Study 9500230 Smart Trips TPO Bike Enihancement Program Reg. Transp.Planning Council KAT Development Plan Urban Land Alloc Plan - ULAM Scenic Byways -9500198 Complete Streets JARC New Freedom	81,963 8,400 59,404 952 1,947 23,848 0 38,200 0 439,927 164,168	36,289 5,765 16,600 66,123 65,150 2,461 11,436 0 70,800 0 258,159 223,437	33,872 713,626 199,624 0 0 143,664 73,061 8,068 95,359 0 0 0 271,721 196,482	98,500 1,200,000 45,000 55,000 10,000 0 0 0 0 300,000 250,000	193,000 1,100,000 45,000 0 87,000 10,000 0 0 0 300,000 250,000	94,500 (100,000) 0 0 (55,000) (37,100) 0 (10,000)
	9500210	Matching: FHWA/ FTA	19,641	9,072	8,468	16,500	52,000	0 35,500
	0000210	Sub-Total Other Expenditures (Note 2)	1,213,429	1,105,695	2,167,003	2,594,800	2,515,000	(79,800)
		Less: Grant reimbursable portion of Other Expenditures	(818,809)	(756,220)	(1,735,477)	(2,092,600)	(000,786,1)	107,600
		Sub-Total Non-Reimbursable Other Expenditures	394,620	349,475	431,526	502,200	530,000	27,800
		Total Salaries, Benefits, and Other Expenditures	3,874,036	3,724,989	4,770,410	5,333,361	5,449,360	115,999
		Total Non-Reimbursable Salaries, Benefits, and Other Expenditures —	2,382,736	2,360,791	2,206,924	2,295,761	2,503,360	207,599
		Note 1: Includes required match for grant related salaries	133,151	100,349	98,262	105,000	126,000	21,000
		Note 2: Indirect charges to be reimbursed through grants	255,159	303,989	380,884	435,000	481,000	46,000
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Updated for MPC Budget FY13/14- ORIGINAL BUDGET June 13, 2013 MPC MEETING

Car Share

RTPC \$\$\$\$\$

RTPC

RTPO Bike Parking

Transit \$\$\$\$

Transit hours

\$6,235 \$15,203 \$0

50 79 0

\$22,710 \$104,589 \$5,920 \$19,460 \$5,236

203 75 75 100 100

\$17,200

250

\$4,146

72

\$6,133

125

\$4,275 \$8,586

75 175

\$15,200

200

\$37,311

554

\$203,175

2,816

1	ne /	GRANT RATE					
13		Projected		TOTAL		t-max	
	TITLE	Rate Sept. 2013	% OF TIME TO GRANTS	GRANT		FHWA Total	FHWA Total \$\$\$\$\$
2(							
	TPO Director	\$111.87	100%	1,750		1,437	\$160,757
	Principal Planner	\$72,13	100%	1,750			S
MIKE CONGER	Sr.Transp. Engineer	\$78.93	100%	1,750		1,596	\$125,972
	Transp. Planner II	\$67.57	100%	1,750		362	\$24,460
ALAN HUFF	Transp, Planner II	\$52.36	100%	1,750		1,650	\$86,394
ENGINEER I	Transp. Engineer	\$55.33	%26	1,698		1,298	\$71,818
KELLEY SEGARS (80%)	Principal Planner	\$68.80	100%	1,400		1,150	\$79,120
ALISA ASHOURI	Smart Trips Planner II	\$48.51	100%	1,750			
ELLEN ZAVISCA	Transp, Planner I	\$55,28	100%	1,750		1,375	\$76,010
SARA MARTIN (85.3%)	Smart Trips Planner II	69	100%	1,664		779000	
1000	I solve & clock o	4	ò	,		o o	693 430
אַטאַצט ואַסט	TOTAL TRANSPORT	1	8 :	, t	\$ 100 mm	3	402,120
Legacy - Julie Graham (temp.6mos) Legacy coordinator	smos) Legacy coordinator	\$54.30	100%	975		₩oï/o	
GIS	Kuhn & Zendel	\$76.00	%69	1,208		8	\$38,000
SR RESEARCH ANALYST	Gilhula	\$92.51	37%	848		320	\$32,379
COMP PLANNER	Albertson& Reynolds	\$52.00	82%	1,435		438	\$22,776
GRAPHICS	Powell & Washburn	\$57.00	47%	823		150	\$8,550
INTERN	intem	\$18.00	100%	1,000		0	8
RESEARCH ANALYST	Вепу	\$49.06	74%	1,295		750	\$36,795
MIKE CARBERRY	•	\$100.00	23%	403		with the second	
DEBBIE MITCHEUL	Admin. Assist.	\$33.59	10%	175		175	\$5,878
				<del>-</del>		382477	
SUBTOTALS:			•	26,372		12,031	\$801,030
OTHER CHARGES:							
CONSULTANTS							170,000
EQUIPMENT							\$10,000
TRAVEL							
CHEK							\$ 20,000

HPC staff divide by1.50 OH 824,02 S203,175 S24,02 S203,175 S24,2 S26,479 109,68 S05,505,505,505,505,505,505,505,505,505,

45,000 0 0

100% \$45,000

100%

100% \$10,000

90% \$191,857

\$824,824 80%

Total FHWA & FTA \$1,016,681

REIMBURSEMENT RATES: fringe benefit 30% and OH 50% PROJECTED GRANT REVENUE FOR FY13/14

TOTALS

\$37,311

10,000 \$10,000

\$213,175

3,000

170,000 \$10,000 \$30,000 20,000 \$1,031,030

Consultant services	FHWA			OTHER	Total
Traffic counting	13,000				13,000
COK Downtown and Bike Planning	50,000				50,000
Regional Greenway Planning	30,000				30,000
other	77,000				77,000
					0
					0
					0
					٥
Total	- 000'021	1	,		170,000

Note 1 - project 2.5% increase ppd #7 Sept. 2013

MAFinance/BUDGETS/PY14/ORIGINAL PROPOSED BUDGET/GRANTS SPREADSHEET FY14 -update 3 with Legacy,etc. 5/29/2013

Updated for MPC Budget FY13/14- ORIGINAL BUDGET June 13, 2013 MPC MEETING

	JEFF WELCH DOUG BURTON MIKE CONGER AMY BROOKS ALAN HUFF ENGINEER I KELLEY SEGARS (80%) ALISA ASHOURI ELLEN ZAVISCA SARA MARTIN (36.3%) DORI CARON Legasy-Julie Graham temp. GIS SR RESEARCH ANALYST COMP PLANNER GRAPHICS INTERN RESEARCH ANALYST MIKE CARBERRY DEBBIE MITCHELL	FY13/14 Grant Total grant Reimbursement Anti MPC Salary&F.B.reimb. Amt.50% OH Reimb. Total MPC Salary & OH
TOTAL	\$126,228 \$113,128 \$113,128 \$11,624 \$91,630 \$93,950 \$96,740 \$78,824 \$56,740 \$56,740 \$56,740 \$56,772 \$12,000 \$60,122 \$12,000 \$60,000 \$60,122 \$71,026 \$71	\$1,630,673 \$1,765,000 \$33,000 \$171,689 \$3,667,362 \$3,427,030
TOTAL	1,750 1,750	26,375
NEW FREEDOM \$\$\$\$\$	\$6,712 \$21,639	\$28,361 250,000 0 0 \$278,351 100% \$278,351
NEW FREEDOM hours	30.00	986
JARC	88	\$00,000 \$300,000 \$300,000 \$300,000
JARC		
HUD PlanET \$\$\$\$	\$59,124 \$72,132 \$5,821 \$16,584 \$10,516 \$24,030 \$22,930 \$22,930 \$27,753 \$27,763 \$18,000 \$18,000	\$396,328 1,000,000 30,000 30,000 51,496,328 11,496,328
Smart Trips HUD PlanET HUD PlanET \$5\$\$\$	875 400 400 120 800 800 800 1,000 1,	7,242
	\$0 \$72,077 \$68,308 \$17,100	\$164,479 0 91,689 \$256,168 \$243,359
Smart Trips hours	1630 1,442 300	3,372
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MPC Salary & OH

								Total MPC	177,416 Local Match		thru grants
Local Match	Direct charges	45,000	1,000	6	4,584	0	0	0	51 584		480,642 Amount of OH to be reimbursed thru grants
Local Match	MPC salary	106,804	13,545	0	5,483	0	0	0	125,832		Amount of OF
 Grant Reimb.	MPC salary	427,216	121,905	24,874	104,170	264,218	0	18,901	961,284	mulitiply by 50%	480,642

Mi√FinanceiGUDGETSIFY/4\ORIGINAL PROPOSED BUDGET\GRANTS SPREADSHEET FY14 -update 3 with Legacy, etc. 5/28/2013