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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.

Staff Recommendation: 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



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

# "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



MUNIS #	Description	FY09/10 Actual (audited)	FY10/11 Actual (audited)	FY11-12 Actual (audited)	approved		Difference
					FY12/13 Budget Amended #1	Proposed FY 2013-2014 Budget	
	<b>Salaries and Benefits:</b>						
518900	Salaries (Includes temp, Legacy 6mos & TPO intern)	2,069,723	2,024,823	1,979,470	2,062,358	2,216,690	154,332
518900	Temporary Pay (Intern)	1,637	1,219	16,274	6,000	6,000	0
520100	Social Security	149,363	145,927	144,113	153,945	169,577	15,632
521100	Local Retirement	123,186	121,093	119,304	120,742	130,121	9,379
521155	Voluntary Retirement	50,857	52,138	49,644	52,830	57,423	4,593
520700	Medical Insurance	255,735	265,038	286,057	329,524	341,016	11,492
520800	Life Insurance	4,994	3,948	2,527	5,662	6,033	371
528800	Auto Allowance (Includes KAT Bus Passes)	5,112	5,108	5,146	6,500	6,500	0
529875	Other Benefits Allowances	0	0	872	1,000	1,000	0
	Sub-Total Salaries and Benefits	2,660,607	2,619,294	2,603,407	2,738,561	2,934,360	195,799
	Less: Grant reimbursable portion of Salaries and Ben-	(672,491)	(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
	<b>Other Expenditures:</b>						
533100	Legal Services- Attorney S.Wise	40,603	40,000	40,000	40,000	40,000	0
533300	Licensing and related costs - legal notices	19,404	14,737	12,728	20,000	15,000	(5,000)
539900	Other Prof. Services (Advertise Jobs, Audit contract)	31,000	22,034	22,000	25,000	23,000	(2,000)
533800	Equipment-Rent Repair & Maintenance	46,244	43,587	45,556	51,000	46,000	(5,000)
533800	Vehicle repair / maintenance	1,899	2,271	302	2,000	2,000	0
530700	Communications and IT related	27,667	30,365	26,051	30,000	30,000	0
9500120-539930	Telecom Towers - Other Srv. Consultants	7,500	3,000	3,000	15,000	15,000	0
539930	Other Services Daily Op(Consultant, Postage, Printing)	10,460	8,913	8,531	18,000	9,500	(8,500)
535500	Employee Travel Educational	6,700	5,051	9,061	6,000	5,000	(1,000)
530900	Contracts w/ Other Agencies	3,472	2,688	2,021	4,000	4,500	500
	Total Contracted Services	194,949	172,646	169,250	211,000	190,000	(21,000)
542200	Food	9,122	9,100	9,235	10,000	9,500	(500)
545200	Utilities & Fuel	2,530	3,267	2,966	5,000	3,500	(1,500)
543600	Office Supplies minor equipment	29,469	17,453	28,980	35,000	55,000	20,000
545300	Vehicles - repair & maintenance supplies	468	0	404	1,000	1,000	0
542900	Education Materials	4,902	4,085	4,176	3,000	4,200	1,200
549900	Other materials for daily operations (Signs)	1,130	1,089	1,523	2,000	1,800	(200)
	Total Supplies, Materials & Equipment	47,641	34,994	47,284	56,000	75,000	19,000
550200	Insurance related expenses	713	359	1,181	1,700	1,700	0
551300	Workers Compensation Insurance	9,199	8,711	6,662	14,000	9,100	(4,900)
552600	Trustee Commission (banking services)	3,313	4,529	3,902	5,100	5,000	(100)
559100	PBA Space costs (MPC city /co office space)	119,164	119,164	119,200	119,200	119,200	0
550400	Knox Central Srv. Costs	0	0	64,906	65,700	65,000	(700)
	Total Other Expenses	132,389	132,763	195,851	205,700	200,000	(6,700)
571100	Machinery, Equipment & Furniture (over \$5k capital)	0	0	10,673	13,000	13,000	0
	Total Capital Outlay	0	0	10,673	13,000	13,000	0
	<b>Grant related Other Expenditures:</b>						
	<b>Grantor:</b>						
9500210	FHWA / FTA	81,963	36,289	33,872	98,500	193,000	94,500
9500235	HUD/ PlanET		5,765	713,626	1,200,000	1,100,000	(100,000)
closed	ITS (9500240)			199,624	0	0	
closed	Car Share			0	45,000	45,000	0
closed	TN Historic Comm.- French Broad 9500225	8,400	16,600	0	0	0	0
closed	Regional Transit Corridor Study 9500230	0	66,123	143,664	55,000	0	(65,000)
9500150	Smart Trips	59,404	65,150	73,061	124,100	87,000	(37,100)
9500180	TPO Bike Enhancement Program	952	2,461	8,068	10,000	10,000	0
9500185	Reg. Transp. Planning Council	1,947	11,436	95,359	10,000	0	(10,000)
closed	KAT Development Plan	23,848	0	0	0	0	0
closed	Urban Land Alloc Plan - ULAM	0	0	0	0	0	0
closed	Scenic Byways - 9500198	38,200	70,800	0	0	0	0
closed	Complete Streets	0	0	0	0	0	0
9500208	JARC	439,927	258,159	271,721	300,000	300,000	0
9500208	New Freedom	164,168	223,437	196,482	250,000	250,000	0
	Matching:						
9500210	FHWA/ FTA	19,641	9,072	8,468	16,500	52,000	35,500
	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)	(1,985,000)	107,600
	Sub-Total Non-Reimbursable Other Expenditures	394,620	349,475	431,526	502,200	530,000	27,800
	<b>Total Salaries, Benefits, and Other Expenditures</b>	<b>3,874,036</b>	<b>3,724,989</b>	<b>4,770,410</b>	<b>5,333,361</b>	<b>5,449,360</b>	<b>115,999</b>
	<b>Total Non-Reimbursable Salaries, Benefits, and Other Expenditures</b>	<b>2,382,736</b>	<b>2,360,791</b>	<b>2,206,924</b>	<b>2,295,761</b>	<b>2,503,360</b>	<b>207,599</b>
	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 grant:	255,159	303,989	380,884	435,000	481,000	46,000

OK  
BAA  
5-30-13



