



AGENDA ITEM#: 42

MEMORANDUM

TO: Metropolitan Planning Commission and Executive Committee
FROM: Mark Donaldson, Executive Director
DATE: December 9, 2014
SUBJECT: Consideration of Amendment No. 4 to MPC's FY 2014-2015 Budget - 12-B-14-OB

REQUEST

Staff requests consideration of additions to the annual work program and corresponding budget amendment for FY 2014-2015.

BACKGROUND

Two new special projects are proposed to be added to the annual work program, with corresponding budget amendments:

- *Regional Food Hub Study.* MPC applied for and received a grant in the amount of \$25,000 to complete a regional food hub feasibility study. The project is an implementation step identified in PlanET to achieve a goal of enhancing the local food production capability in our region. Most of the work will be completed by professors from the University of Tennessee through a contract in the amount of \$20,000. The balance of the grant will be used for travel costs, printing and reimbursement of some MPC staff time.
- *ET Index data update.* To update the data within ET Index, MPC staff wishes to execute a contract with CRG, the Rochester, NY firm used by PlanET to help MPC staff initially develop and provide data for ET Index, our ongoing, publicly accessible data base and set of indicators. The estimated cost to update all of the indicators with the most recent data available is \$31,000. Funds in the amount of \$26,000 for this contract are proposed to come from the MPC fund balance, which was estimated at \$1,051,000 at the end of FY 2014.
- Together, the two projects will add \$51,000 to projected revenue and \$51,000 to expected contract expenditures.

STAFF RECOMMENDATION

Staff recommends that the executive committee approve the proposed budget amendment and work program and recommend approval by the planning commission.

EXHIBITS

- Revenue and Expenditure Budget, with Amendment Four

REVENUES AND OTHER FUNDING SOURCES

REVENUES	Original Budget Approved June, 2014	Current Budget Thru Amend. #3, Approved September, 2014	Proposed Amendment #4	Amended Budget With Amend. #4 December, 2014
Appropriations				
City of Knoxville	905,000	905,000		905,000
Knox County	646,000	646,000		646,000
Total Local Appropriation	1,551,000	1,551,000		1,551,000
Fees				
Application Fees	504,000	504,000		504,000
Cell Tower Fees	15,000	15,000		15,000
Total Fees	519,000	519,000		519,000
Contracts				
Knox County Schools - PEFA	7,500	7,500		7,500
TN Historic Commission	5,000	5,000		5,000
City of Knoxville - Special Projects	0	13,000		13,000
Google	0	500		500
Total Contracts	12,500	26,000		26,000
In Kind Contributions				
Knox County - Rent	0	0		0
Total In Kind Sources	0	0		0
TPO Grant Reimbursements				
TPO - FHWA/FTA	1,082,000	1,082,000		1,082,000
TPO - Car Share	45,000	45,000		45,000
TPO - Smart Trips	243,000	243,000		243,000
TPO - Bike Enhancement Program	10,000	10,000		10,000
TPO - Section 5310 Transit	383,000	383,000		383,000
TPO JARC	125,000	125,000		125,000
TPO New Freedom	263,000	263,000		263,000
Total TPO Grant Reimbursements	2,151,000	2,151,000		2,151,000
OTHER Grant Reimbursements				
USDA. - Food Hub Study	0	0	25,000	25,000
TOTAL OTHER Grant Reimbursements	0	0	25,000	25,000
From Unrestricted Fund Reserves				
SURDA	14,000	14,000		14,000
Other Unrestricted	251,938	123,451	26,000	149,451
Total Unrestricted Fund Reserves	265,938	137,451		163,451
TOTAL REVENUES AND SOURCES	4,499,438	4,384,451	51,000	4,435,451

EXPENDITURES

EXPENDITURES		Original Budget Approved June, 2014	Current Budget Thru Amend. #3 September, 2014	Proposed Amendment #4	Amended Budget With Amend. #4 December, 2014
Salaries					
518900	Staff	2,150,772	2,077,070		2,077,070
516900	Temporary Employees	6,000	6,000		6,000
Total Salaries		2,156,772	2,083,070		2,083,070
Benefits					
520100	Social Security	163,769	153,513		153,513
521100	Standard Retirement Match	128,446	120,401		120,401
521155	Voluntary Retirement Match	58,150	51,713		51,713
520700	Medical Insurance	360,896	349,264		349,264
520800	Life Insurance	5,905	5,705		5,705
529800	Auto Allowance	4,300	4,300		4,300
529800	KAT Bus Passes	2,200	2,200		2,200
529875	Other Benefits/Allowances	1,000	1,000		1,000
Total Benefits		724,666	688,141		688,141
Contracted Services					
533100	Legal Services	40,000	40,000		40,000
533300	Public Notices	15,000	15,000		15,000
539900	Other Advertising	2,000	2,000		2,000
539900	Audit Services	21,000	21,000		21,000
533600	Equipment Rent, Repair, Maint.	50,000	50,000		50,000
533800	Vehicle Repair, Maintenance	2,000	2,000		2,000
530700	IT contracts	28,000	28,000		28,000
539930	Cell Tower Services	15,000	15,000		15,000
539930	Daily Operations Services	15,000	15,000		15,000
535500	Travel and Education	8,000	8,000		8,000
530900	Contracts w/other agencies	4,000	4,000	31,000	35,000
Total Contracted Services		200,000	200,000	31,000	231,000
Supplies and Materials					
542200	Food	8,000	8,000		8,000
545200	Utilities and Fuel	3,000	3,000		3,000
543500	Office Supplies/Minor Equip.	40,000	40,000		40,000
545300	Vehicle Supplies	1,000	1,000		1,000
542900	Library/Education Materials	4,400	4,400		4,400
549900	Other Materials (Signs)	1,600	1,600		1,600
Total Supplies and Materials		58,000	58,000		58,000
Other Charges (Insurance and Banking)					
550200	Insurance	12,700	21,100		21,100
551300	Workers Comp Insurance	9,100	9,100		9,100
552500	Trustee Commission (banking)	5,000	5,000		5,000
Total Insurance and Banking Charges		26,800	35,200		35,200

MPC FY 2014-15 BUDGET

Amendment 4
December, 2014

EXPENDITURES (Continued)		Original Budget Approved June, 2014	Current Budget Thru Amend. #3 September, 2014	Proposed Amendment #4	Amended Budget With Amend. #4 December, 2014
Other Charges (To Knox County for Space and Central Services)					
559100	Space Cost	79,200	79,200		79,200
550400	Finance Services	21,042	58,882		58,882
550400	Purchasing	13,347	13,347		13,347
550400	Human Resources	8,983	8,983		8,983
550400	County Trustee	8,411	8,411		8,411
550400	Records Management	4,451	4,451		4,451
550400	Internal Audit	2,805	2,805		2,805
550400	Property Management	1,956	1,956		1,956
550400	e-Government Purchasing	1,881	1,881		1,881
550400	Mail Room Operation	1,125	1,125		1,125
550400	ADA Compliance Office	999	999		999
Total to Knox County		144,200	182,040		182,040
TPO Grant Related Expenditures					
9500210	TPO - FHWA/FTA	233,000	233,000		233,000
9500245	TPO - Car Share	45,000	45,000		45,000
9500150	TPO - Smart Trips	81,000	81,000		81,000
9500160	TPO - Bike Enhancement Program	10,000	10,000		10,000
9500175	TPO - Section 5310 Transit	383,000	383,000		383,000
9500206	TPO JARC	100,000	100,000		100,000
9500208	TPO New Freedom	237,000	237,000		237,000
9500210	Local Match Requirements	49,000	49,000		49,000
Total Grant Related Expenditures		1,138,000	1,138,000		1,138,000
OTHER Grant Related Expenditures					
	USDA – Food Hub Study Contract	0	0	20,000	20,000
TOTAL OTHER Grant Related Expenditures		0	0	20,000	20,000
TOTAL EXPENDITURES		4,499,438	4,384,451	51,000	4,435,451