

**MEMORANDUM**

Agenda Item 41

**Date:** June 1, 2016  
**To:** MPC Executive Committee  
**From:** Gerald Green, Executive Director  
**Subject:** MPC FY 16 – 17 Proposed Budget

---

Attached for your consideration please find the proposed MPC FY 2016 – 2017 Budget. The proposed budget is balanced, with proposed expenditures covered by the anticipated revenue. Revenues and expenditures of \$4,686,950.00 are identified in the proposed budget. This is an 11% decrease from the revenues and expenditures in the FY 2015 – 2016 budget, with the decrease due to reductions in grants received (primarily transportation planning grants). The proposed budget reflects an increase in funding provided to MPC by Knox County and the City of Knoxville, both of which provided funding at the requested amounts.

Highlights of the proposed budget include:

- The percentage of projected revenue provided by the different sources is:
  - Grants – 39%
  - City of Knoxville – 22%
  - Knox County – 15%
  - Fees – 14%
  - Contracts – 5%
  - Unrestricted fund reserves – 5%
- As in past budgets, the largest expenditure category is salaries. The proposed budget indicates a 10% increase in total salaries. This amount reflects a new position, as well as a 1.5% cost of living increase for all employees and funds for merit raises and salary market adjustments (increases to keep salaries for certain positions in the market range).
- The anticipated fee revenue line item reflects a 25% increase over the FY 15 – 16 budget, with a projected revenue of \$630,000. We feel this is realistic based upon fees received this year. As of April 30, 2016, fee revenue for this fiscal year was \$597,000.
- Funds for some expenditures would be taken from MPC’s fund balance. These expenditures include a vehicle to replace an aged vehicle now used by MPC staff (\$30,000), updating of IT wiring (\$29,000), office equipment (\$31,000), and unemployment insurance (\$20,000).
- An increase is proposed for travel and education expenditures. These funds will enable MPC staff and Commissioners to take advantage of opportunities for training and professional development, enabling us to improve our skills and knowledge.
- The proposed budget anticipates receiving funds from the City for the update of the City’s zoning code. Most of the funds received would be passed through the agency to pay the consultant selected for the project. The City is still determining whether to pass through the funds or pay the consultant directly. Depending upon the decision made regarding this, the budget may need to be revised.

The proposed budget will enable MPC to carry out their duties and functions. Your consideration of the proposed budget is appreciated. I recommend this budget as it accurately reflects anticipated revenue and expenditures. If you have any questions, please feel free to contact me by email at [gerald.green@knoxmpc.org](mailto:gerald.green@knoxmpc.org) or phone at 215-3758.

**Knoxville - Knox County MPC Proposed  
FY 2016 - 2017 BUDGET Draft**

**REVENUES AND OTHER FUNDING SOURCES**

REVENUES	Proposed
<b>Appropriations</b>	
City of Knoxville	\$1,053,950
Knox County	\$700,000
<b>Total Local Appropriations</b>	<b>\$1,753,950</b>
<b>Fees</b>	
Application Fees	\$630,000
Cell Tower Fees	\$12,000
<b>Total Fees</b>	<b>\$642,000</b>
<b>Contracts</b>	
Knox County Schools - PEFA	\$7,500
Knox County Midway Study	\$50,000
City of Knoxville Zoning Code Update	\$175,000
TN Historic Commission and other City of Knoxville	\$20,000
<b>Total Contracts</b>	<b>\$252,500</b>
<b>Grant Reimbursements</b>	
TPO - FHWA/FTA	\$1,100,000
TPO - Car Share	\$30,000
TPO - Smart Trips	\$248,000
TPO - Bike Enhancement Program	\$10,000
TPO - Section 5310 Administration	\$41,500
TPO- Section 5310 Capital	\$385,000
<b>Total Grant Reimbursements</b>	<b>\$1,814,500</b>
<b>From Unrestricted Fund Reserves</b>	
SURDNA	\$5,000
Other Unrestricted fund balance	\$219,000
<b>Total Unrestricted Fund Reserves</b>	<b>\$224,000</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$4,686,950</b>

<b>EXPENDITURES</b>	
EXPENDITURES	Proposed
<b>Salaries</b>	
Full Time Staff	\$2,230,000
Contingency for Sick/Retirement Payout <i>Fund Balance</i>	\$20,000
Temporary Employees	\$10,000
Salary Merit/Market Pool	\$63,500
<b>Total Salaries</b>	<b>\$2,323,500</b>
<b>Benefits</b>	
Social Security (7.65%)	\$177,748
Standard Retirement Match (6%)	\$139,410
Voluntary Retirement Match (.0248%)	\$62,735
Medical Insurance	\$371,000
Life Insurance	\$5,773
Auto Allowance	\$5,000
KAT Bus Passes	\$1,000
Other Benefits/Allowances	\$3,000
<b>Total Benefits</b>	<b>\$765,665</b>
<b>Contracted Services</b>	
Legal Services	\$45,000
Public Notices	\$24,000
Other Advertising	\$2,000
Audit	\$24,000
KGIS ESRI Fee contract	\$26,500
Equipment Rent, Repair, Maintenance	\$45,000
Vehicle Repair, Maintenance	\$2,000
IT Contracts	\$21,000
Office Remodel - <i>fund balance 89,000</i>	\$89,000
ET Index Update	\$28,000
Cell Tower Consultant Services	\$12,000
Daily Operations Services	\$15,000
Travel and Education	\$20,000
Contracts w/Other Agencies	\$2,000
<b>Total Contracted Services</b>	<b>\$355,500</b>

<b>EXPENDITURES (Continued)</b>	
<b>Supplies and Materials</b>	
Food	\$12,000
Utilities and Fuel	\$2,000
IT Wiring update - <i>fund balance</i>	\$29,000
Office Supplies/Minor Equipment - <i>fund balance 31,000</i>	\$40,000
Vehicle Repair, Maintenance	\$1,000
Library/Education Materials	\$6,000
Vehicle Replacement <i>fund balance</i>	\$30,000
Other Materials (Signs)	\$3,405
<b>Total Supplies and Materials</b>	<b>\$123,405</b>
<b>Other Charges (Insurance and Banking)</b>	
Workers Comp. Insurance	\$7,000
Unemployment Insurance <i>fund balance</i>	\$20,000
Insurance	\$30,000
Trustee Commission (Banking)	\$8,000
<b>Total Insurance and Banking Charges</b>	<b>\$65,000</b>
<b>Other Charges (To Knox County for Space and Central Services)</b>	
Space Cost	\$35,318
Finance Services	\$40,000
Central Services	\$47,562
<b>Total to Knox County</b>	<b>\$122,880</b>
<b>Grant and Contract Related Expenditures</b>	
TPO - FHWA/FTA	\$183,000
TPO - Car share	\$30,000
TPO - Smart Trips	\$93,000
TPO - Bike Enhancement Program	\$10,000
TPO - Section 5310 Transit Capital	\$385,000
Knox County Midway Study	\$50,000
City of Knoxville Zoning Code Update	\$100,000
Historic Properties Study	\$20,000
Local Match Requirements	\$60,000
<b>Total Grant Related Expenditures</b>	<b>\$931,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,686,950</b>