
OFFICE OF THE EXECUTIVE DIRECTOR

MEMORANDUM

DATE: April 10, 2006
TO: Chairperson Randy Massey & MPC Commissioners
FROM: Mark Donaldson, Executive Director
SUBJECT: ***PRELIMINARY 2006-07 MPC WORK PROGRAM & BUDGET***

The preliminary 2006-07 MPC Budget and Work Program materials are attached for Commission review and consideration. Following is a brief summary of major work program and budget elements.

SCHEDULE

A schedule of significant dates affecting the MPC budget is provided below. Please note that during the April 13 MPC meeting, a budget public hearing will be held, but no action is scheduled. The MPC budget will then be available for public inspection until May 11, at which time the Commission will be asked to act upon the final version.

- March 29 Joint MPC / City Council / County Commission Luncheon
- April 6 City Of Knoxville Budget Hearing
- **April 11 MPC Executive Committee Meeting**
- **April 13 MPC Budget Public Hearing**
- Late April MPC Executive Committee Meeting, if required
- Late April Mayor Haslam's Budget Submittal To City Council
- Early May Mayor Ragsdale's Budget Submittal To County Commission
- **May 10 MPC Budget Workshop**
- **May 12 MPC Commission Budget Action**
- May 23 City Council Budget Approval (No Later Than June 15th)
- May 22 County Commission Budget Approval
- June 8 MPC Commission Budget Approval (Alternative Date)
- July 1 Start of Fiscal Year 2005-06

On April 11, the Executive Committee will review the preliminary work program and budget and make a recommendation to the Commission.

WORK PROGRAM

The proposed work program is attached. The program is broken into three categories: prescribed services, prescribed projects and special projects. Prescribed services and projects are those required by federal, state or local requirements or expectations. Prescribed services and projects account for 85 to 90 percent of the annual budget. Special projects address locally defined goals. Major themes for this year's special projects are:

- In the City:
 - Strong Neighborhood Initiatives
 - Vibrant Corridor Initiatives
- In the County
 - Growth Management Plan Amendments
 - RB zone district amendments
- Joint Issues
 - Parks and Greenways Plan
 - Building Healthy Communities Program
 - Indicators of Healthy Development

BUDGET

The fiscal year 2006-07 preliminary MPC budget as currently drafted is balanced, with \$3,930,227 in total projected revenues and expenditures. This represents a \$254,734 increase (7%) from the current year's \$3,675,493 preliminary budget and a modest \$74,014 increase (2%) from the projected year-end 05-06 budget. A budget summary and line item budget are attached for your review. Several assumptions are contained in the proposed budget:

- \$1,550,000 in transportation related grants are anticipated, an increase of 4% from last year.
- The general funding support from Knox County will increase 8%, from \$724,738 to \$780,000.
- The general funding support from the City of Knoxville will increase 3% from \$737,550 to \$760,000.
- No increase in application fees is programmed.
- No new positions are requested, although 3 intern positions are anticipated.
- Compensation increases for MPC employees will average 2.5%, with an effective date of October 1, 2005 for all staff members (except the Executive Director).
- An amount of \$40,000 from the fund balance will be used to support capital expenses for information technology. The projected resulting fund balance will remain a reasonable level for unanticipated mid-year contingencies.

It is important to note that the preliminary budget is a work in progress, and every effort is being made to fulfill the entire proposed work program and planned capital improvements. Also, by the time the MPC Commission is asked to approve the budget (May 11), staff will have a clearer indication of the allocations that will be made by the city and county, and will also know the extent to which the city and county will want to pursue additional Work Program Requests. Staff anticipates the need for an MPC Executive Committee meeting near the end of April to finalize any changes to the preliminary budget for presentation to the full commission.

If you have any questions or comments regarding the information provided, please give me a call.

Attachments

1. Preliminary Work Program
2. Preliminary Budget

MPC WORK PROGRAM FY 2006-07	
MPC PRESCRIBED SERVICES	
INFORMATION SERVICES	
1	Addresses & Street Names
2	Communication
3	Records Management / Library
4	Web Site Development / Maintenance
5	Graphic Support
6	GIS Support & Applications
7	Network Administration / IT Planning
8	Data Collection & Monitoring
COMPREHENSIVE PLANNING	
9	Beltway Corridor Assistance
10	Boards & Commission Support
11	Zoning & Subdivision Review
DEVELOPMENT SERVICES	
12	MPC Agenda Support
13	Historic Zoning Commission Support
14	Zoning & Subdivision Code Administration
A	Customer Service
B	Zoning / One Year Plan Revisions
C	Subdivision Review
D	Concept Plan Review
E	Use on Review / C-6
F	City / County BZA Support
G	Zoning Certifications
H	Division Management
15	C-7 Design Review Board Support
16	City Capital Improvement Program (CIP)
17	TN Tech Corridor Development Review
18	Historic Property & District Designations
19	Housing Rehabilitation Review (Section 106)

MPC WORK PROGRAM FY 2005-06	
MPC PRESCRIBED SERVICES	
TRANSPORTATION PLANNING / TPO	
20	KAT Action Plan Implementation Assistance
21	KAT Route Planning & Service Development
22	KAT ADA / Paratransit Plan
23	Downtown Transit Center Assistance
24	KTA / CAC / ETHRA Committee Assistance
25	9 Counties, 1 Vision Transit Subcommittee
26	Senior Transportation Committee Start-Up
27	Title VI Planning
28	TPO Administration & Support
29	TPO Public Involvement Activities
30	Air Quality Conformity Analyses
31	Congestion Management System
32	Agency Coordination
33	Bicycle Program / Planning
34	Smart Trips Program
35	RCAC / Air Quality
36	Freight Planning
37	Transportation Projects Review
38	Development Review Support
39	Beltway Resource Team
40	Census & TAZ Data Analysis
41	Major Road Plan Maintenance
42	Traffic Incident Management
43	Traffic Counts / Data Analysis

Prescribed Services: MPC services necessary to complete and report federal, state, or local requirements.

MPC WORK PROGRAM FY 2005-06	
MPC PRESCRIBED PROJECTS	
INFORMATION SERVICES	
44	Office Market Analysis
45	Shopping Center Market Analysis
46	Development Activity Report
47	Fact & Figures Brochure
48	Technical Reports / Special Studies
49	Neighborhood Directory
50	Unanticipated Mid-Year Requests
TRANSPORTATION PLANNING / TPO	
51	Cades Cove EIS
52	TPO Long Range Transportation Plan
53	Transportation Improvement Program (TIP)
54	Regional Long Range Transportation Plan
COMPREHENSIVE PLANNING	
55	Excellence Awards
56	North County Sector Plan
57	Empowerment Zone Technical Assistance
A	Oakwood, Lincoln Park
B	Lonsdale
C	Burlington / Park City District
D	Vestal
E	Beaumont / Mechanicsville
58	I-275 Corridor Planning
59	Unanticipated Mid-Year Requests
DEVELOPMENT SERVICES	
60	Zoning & Subdivision Code Amendments
61	General Zoning Change Studies
62	Knoxville Revised Land Use Plans

Prescribed Projects: MPC projects necessary to complete and report federal, state, or local requirements or expectations.

MPC WORK PROGRAM	
FY 2005-06	
MPC SPECIAL PROJECTS	
INFORMATION SERVICES	
63	Multi-Family Residential Inventory/Analysis
64	Downtown Related Studies
65	Knox County Schools – Phase 2 Study (Model)
66	Growth Management Plan - Data Collection / Analysis
67	Healthy Community Indicators
68	Strong Neighborhood Initiatives
A	Code Amendments
B	Code Additions
C	Neighborhood Analysis / Planning
TRANSPORTATION PLANNING / TPO	
69	Cumberland Avenue Plan
COMPREHENSIVE PLANNING	
70	Strong Neighborhood Initiatives
A	Code Amendments
B	Code Additions
C	Neighborhood Analysis / Planning
71	Cumberland Avenue Corridor Plan
72	Magnolia Avenue Corridor Plan
73	Growth Management Plan - Data Collection / Analysis
74	South County / South City Sector Plan Updates
75	Fountain City Small Area Plan / North City Sector Plan Update
76	French Broad Corridor Planning / East County Sector Plan
77	Small Area Plans – Old North / 4 th & Gill / Emory Place
78	ReLeaf Program (with ET CDC)
79	City / County Park & Open Space Plan
80	City Historic Resources Inventory
DEVELOPMENT SERVICES	
81	Strong Neighborhood Initiatives
A	Code Amendments
B	Code Additions
C	Neighborhood Analysis / Planning
82	Growth Management Plan - Data Collection / Analysis

Special Projects:

MPC projects that are proposed in response to a specific, one-time or periodic need, and are not required by law.

"For April 13, 2006 MPC Board Meeting"

Knoxville / Knox County Metropolitan Planning Commission
 Projected Revenue and Expenditure Budget FY06/07
 For the Fiscal Year ended June 30, 2007

					To do prior to 6-30-06		For consideration	
	2003-2004 Actual @ 6- 30-04 (audited)	2004-2005 Actual @ 6- 30-05 (audited)	2005-2006 Budget 2nd Amended (approved)	2005-2006 Budget 3rd Amended (pending)	\$ Difference	2006-2007 Projected Budget	% Change	
Revenues and Other Funding Sources								
Fees and Appropriations:								
Fees and Charges:								
Application Fees	470,272	\$ 463,690	\$ 443,151	\$ 443,151		\$ 517,727	17%	
TTCDA Fees	3,890	3,000	3,500	3,500		3,500		
Telecommunication Towers	1,540	3,000	4,500	4,500		4,500		
City of Knoxville	692,650	692,650	737,550	737,550		760,000	3%	
City of Knox / Parks	-	-	-	9,000	9,000	6,000		
City of Knox / PNI Contract	66,000	45,000	45,000	45,000		45,000		
City of Knox / Southwest Waterfront	-	-	20,000	-	(20,000)	-		
City of Knox / Downtown Design Guidelines	-	-	-	15,000	15,000	-		
City of Knox / First Creek Stormwater	-	-	-	-		15,000		
Knox County	724,738	724,738	724,738	724,738		780,000	8%	
Knox County - Tech Corridor Funding	-	12,000	6,000	6,000		6,000		
Knox County - TTCDA Master Plan	-	13,484	-	30,000	30,000	-		
Knox County -School Assessment Program	-	10,000	15,000	15,000		5,000		
Knox County -Parks	-	-	42,000	25,000	(17,000)	17,000		
In-Kind Services	115,421	165,004	125,000	169,000	44,000	175,000	4%	
Sub-Total	2,074,511	2,132,566	2,166,439	2,227,439	61,000	2,334,727	5%	
Grant Reimbursements:								
Federal Government	487,097	391,897	580,000	580,000		573,000		
CMAQ	13,590	19,589	-	-		-		
Origin / Destination Project Phase II	101,961	-	-	-		-		
Cades Cove Project	62,264	138,903	365,000	365,000		159,000		
Cumberland Avenue	-	-	-	35,000	35,000	250,000		
Urban Forestry Grants	13,715	14,300	-	-		-		
Smart Trips	73,252	110,294	115,000	115,000		123,000		
FTA Section 5303 Special	-	45,062	-	16,000	16,000	57,000		
I Walk Month	-	-	-	10,000	10,000	-		
KAT	-	-	-	-		75,000		
Regional Clean Air Coalition	-	2,136	60,000	30,000	(30,000)	30,000		
TPO Bike Enhancement Program	900	20,448	16,000	28,500	12,500	12,500		
Regional Transportation Planning Council	-	71,113	250,000	250,000		216,000		
Regional Clean Fuels Coalition/ETCFC	-	57,726	62,274	62,274		60,000		
Sub-Total	752,779	871,468	1,448,274	1,491,774	43,500	1,555,500	4%	
Fund Balance Withdrawals:								
M2E Software/licenses \$20k; surplus car \$5k	(134,720)	183,574	30,000	-	(30,000)	25,000		
Small equipment, software, etc - \$15k	-	-	7,000	7,000		15,000		
M2E Applications -Est. \$55k spend FY07/08	-	16,852	125,000	125,000		-		
(Add)/decr to balance budget	-	-	-	5,000	5,000	-		
Sub-Total	(134,720)	200,426	162,000	137,000	(25,000)	40,000	-71%	
Total Revenues and Other Funding Sources	2,692,570	3,204,460	3,776,713	3,856,213	79,500	3,930,227	2%	
Expenditures								
Non-Reimbursable:								
Salaries and Employee Benefits (1)	1,653,241	\$ 1,779,891	1,906,734	1,906,734		2,015,837	6%	
Contracted Services	186,529	199,170	239,023	239,023		219,651	-8%	
Supplies and Materials	39,324	42,508	50,300	50,300		63,151	26%	
Other Charges	132,901	184,450	147,800	191,800	44,000	200,000	4%	
Capital Outlay	36,498	183,574	100,000	100,000		25,000	-75%	
Grant related matching paid by MPC:								
Salaries and Employee Benefits (1)	79,527	78,753	81,217	81,217		92,744		
Other Expenditures	13,170	-	19,000	19,000		21,359		
Sub-Total	2,141,190	2,468,346	2,544,074	2,588,074	44,000	2,637,742	2%	
Grant Reimbursable:								
Salaries and Employee Benefits (1)	317,412	351,081	536,115	536,115		557,755	4%	
FHWA Other Expenditures	52,683	48,913	75,000	75,000		79,000		
FTA Other Expenditures	-	-	2,250	2,250		1,431		
O & D Other Expenditures	103,728	-	-	-		-		
Cades Cove Other Expenditures	21,928	113,847	324,500	324,500		124,000		
Cumberland Avenue Other Expenditures	-	-	-	35,000	35,000	250,000		
Smart Trips Other Expenditures	55,629	96,153	115,000	115,000		43,335		
FTA Section 5303 Special	-	41,220	-	8,000	8,000	13,035		
I Walk Month	-	-	-	10,000	10,000	-		
KAT	-	-	-	-		75,000		
Regional Clean Air Coalition	-	-	50,000	20,000	(30,000)	26,429		
TPO Bike Enhancement Program	-	21,113	16,000	28,500	12,500	12,500		
Regional Transportation Planning Council	-	6,061	51,500	51,500		50,000		
Regional Clean Fuels Coalition / ETCFC	-	57,726	62,274	62,274		60,000		
Sub-Total	551,380	736,114	1,232,639	1,268,139	35,500	1,292,485	2%	
Total Expenditures	2,692,570	3,204,460	3,776,713	3,856,213	79,500	3,930,227	2%	
Revenues and Other Funding Sources over (under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

Notes:

1. Includes 2 1/2% salary increase Oct. 2006

"For April 13, 2006 MPC Board Meeting agenda"

Submitted for informational purposes only. Expenditures subject to line item transfers:

Knoxville/Knox County Metropolitan Planning Commission
FY 06/07 Projected Budget - Line Item Expenditures

MPC Unit #9200110	FY04/05 Actual Costs (audited)	FY05-06 Budget 2nd Amended (approved)	To do prior to 6-30-06	For Consideration		
			FY05-06 Budget 3rd Amended (pending)	FY06-07 Projected Budget	% Chang e	
	Salaries and Benefits:					
9110	Salaries (2 1/2% merit Oct. 2006)	1,794,400	2,010,165	2,010,165	2,122,749	6%
9120	Temporary Pay (interns)	0	2,000	2,000	25,000	na
9210	Social Security	123,045	153,778	153,778	161,396	5%
9220	Local Retirement	101,865	119,070	119,070	125,985	6%
9230	Medical Insurance	157,164	226,246	226,246	216,244	-4%
9235	Life Insurance	4,049	6,307	6,307	6,463	2%
9250	Auto Allowance (includes KAT Bus Passes)	2,136	5,000	5,000	7,500	50%
9290	Other Benefits Allowances	206	1,500	1,500	1,000	-33%
	Unemployment Compensation	16,861	0	0	0	
	Relocation Allowance	10,000	0	0	0	
	Sub-Total Salaries and Benefits	2,209,726	2,524,066	2,524,066	2,666,336	6%
	Less: Grant reimbursable portion of Salaries and Ben	(351,081)	(536,115)	(536,115)	(557,755)	4%
	Sub-Total Non-Reimbursable Salaries and Benefits (N	1,858,645	1,987,951	1,987,951	2,108,581	6%
	Other Expenditures:					
9310	Legal Services (Attorney, Legal Notices & Court Costs)	63,577	69,065	69,065	70,000	
9320	Other Professional Services (Advertising, Audit Services)	3,970	11,000	11,000	5,000	
9325	Rent Repair & Maint (Op. Lease, Usage, Repair, Maintenar	45,077	58,500	58,500	51,000	
9335	Communications (Internet, phone service)	20,468	21,000	21,000	25,000	
9200120-9340	Telecom Towers - Other Srv. Consultants	3,000	4,500	4,500	4,500	
9340	Other Services (Consultant, Freight, Postage, Printing)	29,736	50,500	50,500	31,500	
9370	Travel, Training & Dues	15,640	19,000	19,000	20,000	
9360	Contracts w/ Other Agencies	17,700	5,458	5,458	12,651	
	Total Contracted Services	199,168	239,023	239,023	219,651	-8%
9405	Food	11,921	10,000	10,000	15,651	
9415	Utilities & Fuel	2,564	3,000	3,000	3,500	
9420	Office Supplies/Sm.Equip (suppl.,sm.equip,software,f&f)	79,012	72,000	72,000	37,000	
9440	Repair (Vehicles tires,tube)	173	1,000	1,000	500	
9450	Education Materials (books, periodicals)	3,545	6,000	6,000	3,800	
9460	Other (Signage, uniforms)	2,436	3,300	3,300	2,700	
	Total Supplies, Materials & Equipment	99,651	95,300	95,300	63,151	-34%
9905	Insurance(Building & Contents & Vehicle)	1,321	1,900	1,900	1,900	
9910	Workers Compensation Insurance	13,248	14,500	14,500	16,100	
9925	Trustee Commission (banking services)	4,592	6,000	6,000	6,000	
9935	Space Costs (city/co.office space)	165,004	125,000	169,000	175,000	
9950	Other (Corporate Surety Insurance)	286	400	400	1,000	
	Total Other Expenses	184,451	147,800	191,800	200,000	4%
9640	Machinery, Equipment & Furniture (over \$5k capital)	126,431	50,000	50,000	20,000	
9650	Vehicles (over \$5k capital)	0	5,000	5,000	5,000	
	Total Capital Outlay	126,431	55,000	55,000	25,000	-55%
	Grant related Other Expenditures:					
	Grantor:					
9200210	FHWA / FTA	39,130	77,250	77,250	80,431	
9200130	Cades Cove Phase II	113,847	324,500	324,500	124,000	
new	Cumberland Avenue	0	0	35,000	250,000	
9200150	Smart Trips	96,153	115,000	115,000	43,335	
new	FTA Section 5303 Special	41,220	0	8,000	13,035	
new	I Walk Month	0	0	10,000	0	
new	KAT	0	0	0	75,000	
9200180	Regional Clean Air Coalition	0	50,000	20,000	26,429	
9200160	TPO Bike Enhancement Program	21,113	16,000	28,500	12,500	
9200185	Reg.Transp.Planning Council	6,061	51,500	51,500	50,000	
9200215	Regional Clean Fuels Coalition/ ETCFC	57,726	62,274	62,274	60,000	
	Matching:					
multi	FHWA/ FTA; FTA Special	9,783	19,000	19,000	21,359	
	Sub-Total Other Expenditures (Note 2)	994,734	1,252,647	1,332,147	1,263,891	-5%
	Less: Grant reimbursable portion of Other Expenditures	(375,250)	(696,524)	(732,024)	(734,730)	
	Sub-Total Non-Reimbursable Other Expenditures	619,484	556,123	600,123	529,161	-12%
	Total Salaries, Benefits, and Other Expenditures	3,204,460	3,776,713	3,856,213	3,930,227	2%
	Total Non-Reimbursable Salaries, Benefits, and Other Expenditures	2,478,129	2,544,074	2,588,074	2,637,742	2%
	Note 1: Includes required match for grant related salarie	78,753	81,217	81,217	92,744	
	Note 2: Indirect charges to be reimbursed through grant	140,432	214,446	214,446	250,990	