



MEMORANDUM

TO: Metropolitan Planning Commission
FROM: Mark Donaldson, Executive Director
DATE: September 12, 2012
SUBJECT: Consideration of the FY2013-14 MPC Composite Work Program
9-A-13-OA

REQUEST

Consideration of the proposed FY2013-14 MPC composite work program.

BACKGROUND

Each year, in conjunction with approval of the budget for the upcoming year (which was approved in June), MPC staff asks the planning commission to approve a proposed work program to provide an understanding of the staff work that has been included in budget considerations.

The work is organized in three basic categories:

- Prescribed services, which are services necessary to complete and report federal, state, or local requirements;
- Prescribed projects, which are projects necessary to complete and report federal, state, or local requirements; and
- Special projects, which are proposed in response to a specific, on-time or periodic need and are not required by law. Special projects are subdivided into those that are proposed for attention this year, and those that should be addressed, if time and resources are available.

ANALYSIS

For FY 2013-14, two-thirds of projected MPC revenue comes from grants and contracts, while only one-third is projected to come from local sources (city, county, and fees). As a result, more and more MPC staff resources are devoted to grant and contract work, and fewer resources are available for special projects of a local nature. Our discretionary work this year is dominated by the completion of PlanET activities. As you will recall, we terminated our contract with our lead consultant and MPC staff has picked up that slack. In addition to PlanET, we will complete the East City and Central City sector plan updates and begin work on the Northwest City and County sector plan updates, as well as significant amendments to the zoning ordinances regarding sign and parking requirements. MPC staff will be as responsive as possible to local requests for additional work, but staff commitments must be viewed within the context of required grant and contract work and deadlines.

STAFF RECOMMENDATION

Staff recommends approval.

EXHIBITS

- MPC Composite Work Program for FY2013-14
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MPC COMPOSITE WORK PROGRAM FY 2013-14	
PRESCRIBED SERVICES	
100	Citizen and Applicant Assistance
101	A MPC Meeting and Agenda Support
	B City Council Meeting and Agenda Support
	C County Commission Meeting and Agenda Support
102	A City Historic Zoning Commission Meeting and Agenda Support
	B County Historic Zoning Commission Meeting and Agenda Support
103	TTCDA Meeting and Agenda Support
104	A County BZA Meeting Support
	B City BZA Meeting and Agenda Support
105	City Infill Housing Committee Design Review and Support
106	City Downtown Design Review Board Design Review and Support
107	A City Design Review – South Waterfront Form Districts
	B City Design Review - EN Districts
	C City Design Review – C-6 & C-7 Districts
108	A Development Services Customer Service
	B City One Year Plan Amendment application review
	C Sector Plan Amendment application review
	D Zoning application review
	E Subdivision application review
	F Concept Plan / Development Plan Review application review
	G Use on Review application review
	H Zoning Certifications
	I Administrative plats
109	City One-Year Plan Annual Update
110	City Capital Improvement Program (CIP)
111	City Housing Demolition/Rehabilitation Review (Section 106)
112	City Historic Property & District Designations
113	City Historic Preservation Annual Update
201	A New Address assignments
	B Address problem resolution
	C Streets and Alley Closures
	D Street Name Changes
202	Communications, including MPC News, new application report, quarterly reports
203	Electronic Records Management / Library Management
204	Web Site Development / Maintenance
205	Graphic Support
206	GIS Support & Applications
207	Network Administration / IT Planning
208	Data Collection & Monitoring
301	TPO Technical Committee and Board support
302	TPO Transportation Agency Coordination
303	TPO KTA / CAC / ETHRA Committee Assistance
304	TPO KAT Strategic Plan Development

MPC COMPOSITE WORK PROGRAM FY 2013-14	
PRESCRIBED SERVICES (Continued)	
305	TPO KAT Route Planning & Service Development
306	TPO Human Services Transit Planning
307	TPO Travel Demand Model Update
308	TPO Title VI Planning
309	TPO Public Involvement Activities
310	TPO Air Quality Conformity Analyses
311	TPO Congestion Management Process
312	TPO Bicycle Program / Planning
313	TPO RCAC / Air Quality
314	TPO Freight Planning
315	TPO Transportation Projects Review
316	TPO Pedestrian and Greenway Facilities Planning
317	TPO Major Road Plan Maintenance
318	TPO Traffic Incident Management
319	TPO Traffic Counts / Data Analysis

MPC COMPOSITE WORK PROGRAM FY 2013-14	
PRESCRIBED PROJECTS	
102	General Change of Zoning Map Studies
103	City / County Zoning Code Amendments
104	Subdivision Regulation Amendments
105	Sector Plan Updates: Central, East and Northwest City and Northwest County
201	Development Activity Report
202	Fact & Figures Brochure
203	Industrial Market Analysis
204	Technical Reports / Special Studies
205	Neighborhood Directory Updates
206	County Election Office Support
307	Census Analysis and Reporting
301	TPO Transportation Improvement Program (TIP)
302	TPO Regional Long Range Mobility Plan
303	TPO Regional Transportation and Land Use Data Development
304	TPO JARC Administration
305	TPO New Freedom Administration

MPC COMPOSITE WORK PROGRAM FY 2013-14	
SPECIAL PROJECTS	
101	Subdivision Regulation Revision
102	City Cumberland Avenue Form Based Code Adoption
103	City Other Corridor Form Based Code Studies
104	City Outdoor Display amendments to zoning ordinance
105	City Alternative Energy facilities amendments
106	City / County Corridor Overlay district amendment to zoning ordinance
107	City / County Parking amendments to zoning ordinance
108	PlanET – Regional Plan for Livable Communities
109	Tennessee Regions' Roundtable
201	Growth Policy Plan – Data Collection / Analysis
202	Sustainable Community Indicators
203	School District Support
204	City / County Food Policy Council – General Support
301	TPO Bike Enhancement Program
302	TPO Regional Transportation Planning Council
303	TPO Smart Trips Programs
304	TPO Car Share
305	TPO JARC
306	TPO New Freedom

Prescribed Services:

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

Prescribed Projects:

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

Special Projects:

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