



AGENDA ITEM#: 51

MEMORANDUM

TO: Metropolitan Planning Commission Executive Committee
FROM: Mark Donaldson, Executive Director
DATE: August 14, 2014
SUBJECT: Consideration of Amendment No. 2 to MPC's FY 2014-2015 Budget

The FY 2014/15 budget was initially approved in June 2014 and first amended in July 2014 to correct accounts for projected grant related expenditures. This amendment details a net reduction in projected expenses of \$63,987 and a concurrent reduction in the amount of unrestricted fund balance (savings from previous years) necessary to balance the budget.

Projected net reductions in expenditures are summarized as follows:

- Net reduction in salary expenditures (\$73,702)
 - Elimination of two positions: Deputy Director and Finance Manager (\$168,702)
 - New planner position (\$35,000 for balance of year)
 - Additional payout of accrued leave resulting from retirement of Buz Johnson (\$20,000)
 - Additional funds for staff salary increases (\$40,000)
- Net reduction in expenditures for employee benefits (\$36,525)
- Increase in insurance expenditures (\$8,400)
- Increase in expenditures to Knox County for financial services (\$37,840)

As a result of the reduction in projected expenditures the projected use of unrestricted fund balance may be reduced by \$63,987.

STAFF RECOMMENDATION

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

EXHIBITS

- Revenue and Expenditure Budget, with Amendment Two

REVENUES AND OTHER FUNDING SOURCES

REVENUES	Amended Budget As of July 10	Amendment Two August 14, 2014	Change
Appropriations			
City of Knoxville	905,000	905,000	
Knox County	646,000	646,000	
Total Local Appropriation	1,551,000	1,551,000	
Fees			
Application Fees	504,000	504,000	
Cell Tower Fees	15,000	15,000	
Total Fees	519,000	519,000	
Contracts			
Knox County Schools - PEFA	7,500	7,500	
TN Historic Commission	5,000	5,000	
Total Contracts	12,500	12,500	
In Kind Contributions			
Knox County - Rent	0	0	
Total In Kind Sources	0	0	
Grant Reimbursements			
TPO - FHWA/FTA	1,082,000	1,082,000	
TPO - Car Share	45,000	45,000	
TPO - Smart Trips	243,000	243,000	
TPO - Bike Enhancement Program	10,000	10,000	
TPO - Section 5310 Transit	383,000	383,000	
TPO JARC	125,000	125,000	
TPO New Freedom	263,000	263,000	
Total Grant Reimbursements	2,151,000	2,151,000	
From Unrestricted Fund Reserves			
SURDA	14,000	14,000	
Other Unrestricted	200,938	136,951	(63,987)
Total Unrestricted Fund Reserves	214,938	150,951	
TOTAL REVENUES AND SOURCES	4,448,438	4,384,451	(63,987)

EXPENDITURES

EXPENDITURES	Amended Budget As of July 10	Amendment Two August, 2014	Change
Salaries			
Staff	2,150,772	2,077,070	(73,702)
MINUS 20/26 BUZ		(76,588)	
MINUS 100% DEE ANNE		(92,114)	
PLUS RETIREMENT PAYMENT OF ACCRUED LEAVE		20,000	
PLUS 20/26 NEW PLANNER II		35,000	
PLUS \$40,000 FOR RAISES+		40,000	
TOTAL CHANGES		(73,702)	
Temporary Employees	6,000		
Total Salaries	2,156,772	2,083,070	(73,702)
Benefits			
Social Security (7.65%)	163,769	153,513	(10,256)
MINUS 20/26 BUZ		(5,858)	
MINUS 100% DEE ANNE		(7,046)	
PLUS 20/26 NEW PLANNER II		2,648	
TOTAL CHANGES		(10,256)	
Standard Retirement Match (6%)	128,446	120,401	(8,045)
MINUS 20/26 BUZ		(4,595)	
MINUS 100% DEE ANNE		(5,526)	
PLUS 20/26 NEW PLANNER II		2,076	
TOTAL CHANGES		(8,045)	
Voluntary Retirement Match	58,150	51,713	(6,437)
MINUS 20/26 BUZ (6%)		(4,595)	
MINUS 100% DEE ANNE (2%)		(1,842)	
TOTAL CHANGES		(6,437)	
Medical Insurance	360,896	349,264	(11,632)
MINUS 20/26 BUZ		(8,680)	
MINUS 100% DEE ANNE		(12,792)	
PLUS 20/26 NEW PLANNER II		9,840	
TOTAL CHANGES		(11,632)	
Life Insurance	5,905	5,750	(155)
MINUS 20/26 BUZ		(119)	
MINUS 100% DEE ANNE		(155)	
PLUS 20/26 NEW PLANNER II		119	
TOTAL CHANGES		(155)	
Auto Allowance	4,300		
KAT Bus Passes	2,200		
Other Benefits/Allowances	1,000		
Total Benefits	724,666	688,141	(36,525)

EXPENDITURES (Continued)	Amended Budget As of July 10	Amendment Two August, 2014	Change
Contracted Services			
Legal Services	40,000	40,000	
Public Notices	15,000	15,000	
Other Advertising	2,000	2,000	
Audit	21,000	21,000	
Equipment Rent, Repair, Maintenance	50,000	50,000	
Vehicle Repair, Maintenance	2,000	2,000	
IT contracts	28,000	28,000	
Cell Tower Services	15,000	15,000	
Daily Operations Services	15,000	15,000	
Travel and Education	8,000	8,000	
Contracts w/other agencies	4,000	4,000	
Total Contracted Services	200,000	200,000	
Supplies and Materials			
Food	8,000	8,000	
Utilities and Fuel	3,000	3,000	
Office Supplies/Minor Equipment	40,000	40,000	
Vehicle Supplies	1,000	1,000	
Library/Education Materials	4,400	4,400	
Other Materials (Signs)	1,600	1,600	
Total Supplies and Materials	58,000	58,000	
Other Charges (Insurance and Banking)			
Workers Comp Insurance	9,100	9,100	
Insurance	12,700	21,100	+8,400
Trustee Commission (banking)	5,000	5,000	
Total Insurance and Banking Charges	26,800	35,200	+8,400
Other Charges (To Knox County for Space and Central Services)			
Space Cost	79,200	79,200	
Finance Services	21,042	58,882	+37,840
Purchasing	13,347	13,347	
Human Resources	8,983	8,983	
County Trustee	8,411	8,411	
Records Management	4,451	4,451	
Internal Audit	2,805	2,805	
Property Management	1,956	1,956	
e-Government Purchasing	1,881	1,881	
Mail Room Operation	1,125	1,125	
ADA Compliance Office	999	999	
Total to Knox County	144,200	182,040	+37,840
Grant Related Expenditures			
TPO - FHWA/FTA	233,000	233,000	
TPO - Car Share	45,000	45,000	
TPO - Smart Trips	81,000	81,000	
TPO - Bike Enhancement Program	10,000	10,000	
TPO - Section 5310 Transit	383,000	383,000	
TPO JARC	100,000	100,000	
TPO New Freedom	237,000	237,000	
Local Match Requirements	49,000	49,000	
Total Grant Related Expenditures	1,138,000	1,138,000	
TOTAL EXPENDITURES	4,448,438	4,384,451	(63,987)