

MEMORANDUM



Date: June 7, 2018
To: Metropolitan Planning Commission
From: Gerald Green, Executive Director
Subject: MPC Fiscal Year 2018-2019 Budget

MPC's proposed budget for Fiscal Year 2018-2019 is provided for your approval. MPC staff has developed a balanced budget, with revenues and expenditures each identified at \$6,155,028. The total budget amount represents an 11.5% increase over the 2017-2018 budget. A significant portion of this increase is accounted for by a projected 15.6% increase in grant reimbursements, which account for 44% of total revenue. Most of the funds received as grant reimbursements are pass-through funds from state and federal transportation agencies that are provided to fund transportation projects in the area. Appropriations from the two local governments served by MPC are an important source of revenue for the agency and represent 30% of the projected revenue. The City of Knoxville provided all requested funds (\$1,161,980); Knox County provided 95% of the requested funds and advised that an additional \$25,000 may be provided later in the budget year to help fund the update of the Comprehensive Parks, Recreation, and Greenways Master Plan.

Highlights of the budget include:

- Total appropriations from Knoxville and Knox County increased 4.2% over the FY 2017-2018 budget and account for 30% of total projected revenues. The City of Knoxville's appropriation is 18% of total revenues and Knox County's is 12%.
- Fee revenue is projected to decrease 9% in the new Fiscal Year and will account for approximately 10% of total projected revenue. The projected decrease in fee revenue reflects loss of some revenue streams as a result of changes in review processes anticipated in the updated City of Knoxville zoning ordinance.
- Grant reimbursements are anticipated to increase 15.6%, accounting for 44% of projected revenue.
- In expenditures, total salary and benefit costs are projected to decrease 3%
- The office renovation is funded at \$500,000, with the money for this coming from MPC's fund balance.
- Expenditures for Commissioner food and training will remain the same, at \$20,000.
- Expenditures for the updating of IT wiring is projected to increase by 150%. This work is related to the office renovation and will be financed with money from MPC's fund balance.
- Grant related expenditures are projected to increase 41%, with these funds consisting primarily of pass-through funds.

The proposed budget has been provided to the MPC Executive Committee for approval, following which the approval by the full Commission is requested. The budget is based upon careful review of budget trends during the past year and accurately reflects anticipated revenues and expenditures.

Please let me know if you have any questions.

Knoxville - Knox County MPC FY 2019 Budget	
REVENUES AND OTHER FUNDING SOURCES	
REVENUES	Proposed
Appropriations	
City of Knoxville	\$1,161,980
Knox County	\$764,260
Total Local Appropriations	\$1,926,240
Fees	
Application Fees	\$600,000
Cell Tower Fees	\$6,000
Total Fees	\$606,000
Contracts	
Knox County Schools - PEFA	\$8,100
Knox County Parks and Recreation Study	
City of Knoxville Zoning Code Update	\$125,000
Knox County Hardin Valley Study	\$147,600
City of Knoxville Chapman Highway	\$50,000
Total Contracts	\$330,700
Grant Reimbursements	
TPO - Consolidated Planning Grant 80/10/10	\$930,918
TPO - Consolidated Planning Grant 80/20	\$230,000
TPO - Smart Trips	\$167,000
TPO - Bike Enhancement Program	\$10,000
TPO - Section 5310 Administration	\$57,000
TPO- Section 5310 Capital/operating	\$900,000
TPO - Section 5310 Captial/Operating - State	\$100,000
TPO - Consolidated Planning Grant 80/20 Contracts	\$185,000
TPO - Consolidated Planning Grant 80/10/10 Contracts	\$50,000
TPO Smart Trips Direct	\$55,000
Total Grant Reimbursements	\$2,684,918
From Unrestricted Fund Reserves	
SURDNA	\$2,500
Other Unrestricted fund balance	\$660,000
Total Unrestricted Fund Reserves	\$662,500
TOTAL REVENUES AND SOURCES	\$6,210,358

EXPENDITURES	
EXPENDITURES	Proposed
Salaries	
Full Time Staff	\$2,122,367
Contingency for Sick/Retirement Payout <i>Fund Balance</i>	\$20,000
Temporary Employees	\$15,000
Salary Merit/Market Pool	\$45,000
Total Salaries	\$2,202,367
Benefits	
Social Security (7.65%)	\$168,481
Standard Retirement Match (6%)	\$132,142
Voluntary Retirement Match (.0248%)	\$59,464
Medical Insurance	\$330,000
Life Insurance	\$5,000
Auto Allowance	\$6,000
KAT Bus Passes	\$500
Other Benefits/Allowances	\$2,000
Total Benefits	\$703,587
Contracted Services	
Legal Services	\$47,400
Public Notices/Advertising	
MPC	\$22,000
CPG10 (Former FTA)	\$5,500
Other Advertising	\$2,000
Audit	\$25,000
KGIS ESRI Fee contract	\$26,500
Equipment Rent, Repair, Maintenance	\$48,000
Vehicle Repair, Maintenance	\$2,500
IT Contracts	\$25,000
Office Remodel - <i>fund balance \$500,000</i>	\$500,000
ET Index Update	\$14,000
Cell Tower Consultant Services	\$6,000
Daily Operations Services (Other Expenses)	\$10,000
Employee Dues and Memberships	\$8,000
Travel and Education	
Conferences/Education	\$7,000
Travel	\$19,000
Conferences - MPC Hosting	\$1,000
Contracts w/Other Agencies	\$2,000
Total Contracted Services	\$770,900

1.5 % COL

Appr. 2%

2.5% inc.

EXPENDITURES (Continued)	
Supplies and Materials	
Food	
MPC	\$12,000
CPG10	\$5,000
Smart Trips	\$1,000
COK Zoning	\$1,000
Commissioner Training	\$8,000
IT Wiring update - <i>fund balance</i>	\$75,000
Office Supplies/Minor Equipment - <i>fund balance 55,000</i>	\$65,000
Library/Education Materials	\$6,000
Depreciation Vehicle	\$4,800
Other Materials (Signs)	\$3,500
Total Supplies and Materials	\$181,300
Other Charges (Insurance and Banking)	
Workers Comp. Insurance	\$7,000
Unemployment Insurance <i>fund balance</i>	\$10,000
Insurance	\$67,724
Trustee Commission (Banking)	\$12,000
Total Insurance and Banking Charges	\$96,724
Other Charges (To Knox County for Space and Central Services)	
Space Cost	\$35,318
Financial Services	\$40,000
Central Services	\$47,562
Total to Knox County	\$122,880
Grant and Contract Related Expenditures	
TPO - Consolidated Planning Grant 80/10/10	\$160,000
TPO Contract Related Expenditures 80/20	\$295,000
TPO - Smart Trips	\$55,000
TPO - Bike Enhancement Program	\$10,000
TPO - Section 5310 Transit Capital/Operating	\$1,000,000
Recode Community Engagement (Fund Balance)	\$30,000
Hardin Valley	\$147,600
Chapman Highway	\$250,000
City of Knoxville Zoning Code Update	\$125,000
Local Match Requirements	\$60,000
Total Grant Related Expenditures	\$2,132,600
TOTAL EXPENDITURES	\$6,210,358