



Memo

TO: Metropolitan Planning Commission

DATE: January 31, 2017

FROM: Gerald Green

RE: FY17 MPC Budget Amendment #1

Due to unanticipated increase (\$15,872) in MPC's Errors and Omissions Liability insurance through the Tennessee Municipal League and a required \$5,000 deductible in that policy MPC must amend the budget to reflect this increased cost. I am requesting an increase of \$21,000 to Insurance line item for a total of \$51,000 for that item. Total Insurance and Banking section of the MPC Budget will now be \$86,000.

Funds to cover this cost will come from Medical Insurance line item which will be decreased from \$371,000 to \$350,000. A decrease of \$21,000.

I recommend FY17 Budget Amendment #1 to the MPC Executive Committee and the full Commission. A copy of the revised budget is attached with the changed areas highlighted.

Suite 403 • City County Building  
400 Main Street  
Knoxville, Tennessee 37902  
865 • 215 • 2500  
FAX • 215 • 2068  
www.knoxmpc.org

**Knoxville - Knox County MPC Proposed  
FY 2016 - 2017 BUDGET Amendment 1**

<b>REVENUES AND OTHER FUNDING SOURCES</b>	
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	\$350,000
Life Insurance	\$5,773
Auto Allowance	\$5,000
KAT Bus Passes	\$1,000
Other Benefits/Allowances	\$3,000
<b>Total Benefits</b>	<b>\$744,665</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
<b>Insurance</b>	<b>\$51,000</b>
Trustee Commission (Banking)	\$8,000
<b>Total Insurance and Banking Charges</b>	<b>\$86,000</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>