



MEMORANDUM

DATE: April 4, 2018

TO: Metropolitan Planning Commission

FROM: Gerald Green, AICP, Executive Director

A handwritten signature in black ink, appearing to be 'GG', written over the printed name 'Gerald Green'.

RE: MPC FY 2018 Budget Amendment #2

As a result of a change in funding sources for the Hardin Valley Area Study and a delay in retaining a consultant for this effort and postponement of an Intelligent Transportation Study until next year, a budget amendment is necessary. Previously the Hardin Valley study was to be funded with a combined federal and Knox County funds. Now the study will be funded with just Knox County funds provided to MPC. Staff also anticipated that the study would be underway in early 2018 but in fact the consultant will not begin work until May 2018.

As a result of the above issues, this budget amendment will reduce the amount of funds derived from federal sources by \$100,000 and increase the amount of funds from Knox County by \$10,000 for the Hardin Valley study for the remainder of this year. These funds will only be used to pay the consultant not MPC staff time.

The attached is the revised MPC budget reflecting the above referenced changes.

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

**Knoxville - Knox County MPC
FY 2018 Budget Amendment 2**

REVENUES AND OTHER FUNDING SOURCES	
REVENUES	Proposed
Appropriations	
City of Knoxville	\$1,106,650
Knox County	\$742,000
Total Local Appropriations	\$1,848,650
Fees	
Application Fees	\$654,000
Cell Tower Fees	\$12,000
Total Fees	\$666,000
Contracts	
Knox County Schools - PEFA	\$7,500
Knox County- Hardin Valley Study	\$10,000
City of Knoxville Zoning Code Update	\$168,000
City of Knoxville- Chapman Highway	\$30,000
Total Contracts	\$215,500
Grant Reimbursements	
TPO - FHWA/FTA	\$1,256,000
TPO - Smart Trips	\$248,000
TPO - Bike Enhancement Program	\$10,000
TPO - Section 5310 Administration	\$40,000
TPO- Section 5310 Capital/operating	\$1,000,000
Total Grant Reimbursements	\$2,554,000
From Unrestricted Fund Reserves	
SURDNA	\$2,500
Other Unrestricted fund balance	\$578,000
Total Unrestricted Fund Reserves	\$580,500
TOTAL REVENUES AND SOURCES	\$5,864,650

EXPENDITURES	
EXPENDITURES	Proposed
Salaries	
Full Time Staff	\$2,151,867
Contingency for Sick/Retirement Payout <i>Fund Balance</i>	\$20,000
Temporary Employees	\$15,000
Salary Merit/Market Pool	\$40,000
Total Salaries	\$2,226,867
Benefits	
Social Security (7.65%)	\$170,355
Standard Retirement Match (6%)	\$133,612
Voluntary Retirement Match (.0248%)	\$60,125
Medical Insurance	\$339,460
Life Insurance	\$5,000
Auto Allowance	\$6,000
KAT Bus Passes	\$1,000
Other Benefits/Allowances	\$4,600
Total Benefits	\$720,153
Contracted Services	
Legal Services	\$46,250
Public Notices	\$24,000
Other Advertising	\$2,000
Audit	\$26,000
KGIS ESRI Fee contract	\$26,500
Equipment Rent, Repair, Maintenance	\$48,000
Vehicle Repair, Maintenance	\$2,000
IT Contracts	\$25,000
Office Remodel - <i>fund balance \$400,000</i>	\$400,000
ET Index Update	\$28,000
Cell Tower Consultant Services	\$12,000
Daily Operations Services	\$15,000
Travel and Education	\$26,000
Contracts w/Other Agencies	\$2,000
Total Contracted Services	\$682,750

EXPENDITURES (Continued)	
Supplies and Materials	
Food and Commissioner Training	\$20,000
Utilities and Fuel	\$2,000
IT Wiring update - <i>fund balance</i>	\$30,000
Office Supplies/Minor Equipment - <i>fund balance 55,000</i>	\$65,000
Vehicle Repair, Maintenance	\$1,500
Library/Education Materials	\$6,000
Vehicle Replacement <i>fund balance</i>	\$30,000
Other Materials (Signs)	\$3,500
Total Supplies and Materials	\$158,000
Other Charges (Insurance and Banking)	
Workers Comp. Insurance	\$7,000
Unemployment Insurance <i>fund balance</i>	\$20,000
Insurance	\$60,000
Trustee Commission (Banking)	\$9,000
Total Insurance and Banking Charges	\$96,000
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 - FHWA/FTA	\$191,000
TPO Contract Related Expenditures	\$261,000
TPO - Smart Trips	\$93,000
TPO - Bike Enhancement Program	\$10,000
TPO - Section 5310 Transit Capital/Operating	\$1,000,000
Recode Knoxville Community Engagement	\$50,000
Rebranding MPC	\$15,000
Hardin Valley Study	\$10,000
City of Knoxville Zoning Code Update	\$168,000
Local Match Requirements	\$60,000
Total Grant Related Expenditures	\$1,858,000
TOTAL EXPENDITURES	\$5,864,650