

Date: July 10, 2019  
To: Knoxville-Knox County Planning Commission  
From: Gerald Green, Executive Director  
Subject: Fiscal Year 2019-2020 Budget 7-B-19-OB

This revised Fiscal Year 2019-2020 Budget reflects an \$80.00 decrease in revenues and a corresponding decrease in expenditures.

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Knoxville-Knox County Planning's proposed budget for Fiscal Year 2019-2020 is provided for your approval. Planning staff has developed a balanced budget, with revenues and expenditures each identified at \$5,969,837. The total budget amount represents a 3% decrease from the 2018-2019 budget. This overall budget decrease is due to a projected decrease in fee revenue and a reduction in revenue from fund reserves. The office renovation, now completed, was financed through fund reserves and accounted for  $\frac{3}{4}$  of the fund reserve revenue last fiscal year. Appropriations from the City of Knoxville and Knox County are an important source of revenue for the agency and represent 33% of the projected revenue. The City of Knoxville's allocation increased 5%; Knox County provided a 3% direct allocation increase and reduced fees 2% for an effective 5% increase in funds allocated.

**Highlights of the budget include:**

- Total appropriations from Knoxville and Knox County increased 4% over the FY 2018- 2019 budget and account for 33% of total projected revenues. The City of Knoxville's appropriation is 20% of total revenues and Knox County's is 13%.
- Fee revenue is projected to decrease 16% in the new Fiscal Year and will account for approximately 8.5% 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.
- Revenue from contracts is projected to increase substantially, by 73%. This increase is due to an anticipated contract (grant and local match) for the preparation of a transportation study for Knox County.
- Grant reimbursements are projected to increase 2.5% and will account for 46% of agency revenue.
- In expenditures, total salary and benefit costs are projected to decrease 1%. This amount includes a 1.5% cost of living raise for all employees. Funding is included for three positions that are currently vacant.
- Expenditures for Commissioner food and training will increase to \$22,000.

- The cost for space and services provided by Knox County is projected to decrease by 11%, due to reduced costs reflecting the smaller office space.
- Grant related expenditures are projected to increase 15%, with these funds consisting primarily of pass-through funds. A consultant for the Growth Plan/General Plan update is identified as line item under this category but no cost has been allocated for this item.

The proposed budget has been provided to the 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, anticipated changes during the coming fiscal year, and accurately reflects anticipated revenues and expenditures.

Please let me know if you have any questions.



Knoxville - Knox County MPC	
DRAFT FY 2020 Budget DRAFT	
REVENUES AND OTHER FUNDING SOURCES	
REVENUES	Proposed
Appropriations	
City of Knoxville	\$1,211,900
Knox County	\$787,500
<b>Total Local Appropriations</b>	<b>\$1,999,400</b>
Fees	
Application Fees	\$500,000
Cell Tower Fees	\$6,000
<b>Total Fees</b>	<b>\$506,000</b>
Contracts	
Knox County Schools - PEFA	\$9,360
Development Corp. Employment Site Selection Project	\$3,300
Development Corp. Web site	\$6,800
Knox County General Plan	
Knox County Transportation Study (grant and local match)	\$500,000
City of Knoxville Recode	\$35,000
Knox County Hardin Valley Study	\$15,000
City of Knoxville Chapman Highway Study	\$2,000
<b>Total Contracts</b>	<b>\$571,460</b>
Grant Reimbursements	
TPO - CPG-10/20 (split based upon prior year income ratio)	
CPG-20 (this is an 80-20 split)	\$688,784
CPG-10 (this is an 80-10-10 split)	\$265,674
CPG-10 (this is the State portion)	\$29,519
TPO -LSTPG Chapman Hwy	\$8,000
TPO - Smart Trips (split based upon prior year income ratio)	
Comprehensive	\$69,300
Ridesharing	\$40,700
TPO - Bike Enhancement Program	\$5,000
TPO - Section 5310 Administration	\$30,000
TPO- Section 5310 Capital/operating	\$1,230,000
TPO FHWA/FTA Contracts	
CPG-20 (this is an 80-20 split)	\$164,500
CPG-10 (this is an 80-10-10 split)	\$63,450
CPG-10 (this is the State portion)	\$7,050
TPO Smart Trips Direct	
Comprehensive	\$94,500
Ridesharing	\$55,500
<b>Total Grant Reimbursements</b>	<b>\$2,751,977</b>
From Unrestricted Fund Reserves	
SURDNA	\$7,000
Speakers Series	\$3,000
Other Unrestricted fund balance	\$81,000
Transportation Studies match	\$50,000
<b>Total Unrestricted Fund Reserves</b>	<b>\$141,000</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$5,969,837</b>

<b>EXPENDITURES</b>	
EXPENDITURES	Proposed
<b>Salaries</b>	
Full Time Staff	\$2,096,796
Contingency for Sick/Retirement Payout <i>Fund Balance</i>	\$20,000
Temporary Employees	\$19,000
Salary Merit/Market Pool	\$58,500
<b>Total Salaries</b>	<b>\$2,194,296</b>
<b>Benefits</b>	
Social Security (7.65%)	\$167,864
Standard Retirement Match (6%)	\$131,658
Voluntary Retirement Match (.0248%)	\$54,419
Medical Insurance	\$320,000
Life Insurance	\$3,000
Auto Allowance	\$5,000
KAT Bus Passes	\$500
Other Benefits/Allowances	\$1,000
<b>Total Benefits</b>	<b>\$683,440</b>
<b>Contracted Services</b>	
Legal Services	\$48,585
Public Notices/Advertising	
MPC	\$22,000
FHWA/FTA	\$6,000
Other Advertising	\$2,000
Audit	\$26,000
ESRI Fee contract	\$27,400
Equipment Rent, Repair, Maintenance	\$30,000
Page Freeezer (Social Media Archiving)	\$3,000
Communications (phones,comcast,jetpack)	\$5,000
Data Storage/IT Communications (Cloud Services)	\$33,000
Data Storage/IT Communications (Web Hosting)	\$4,500
Software Licensing/Maintenance	\$6,000
KGIS Contract	\$4,000
Network Devices	\$6,000
Office Remodel - <i>fund balance \$25,000</i>	\$25,000
Postage/Shipping	\$8,736
Vehicle Repair, Maintenance	\$1,500
Daily Operations Services	\$3,000
Employee Dues and Memberships	\$8,000
Travel and Education	
Conferences/Education/Training (registrations)	\$10,000
Travel	\$10,000
Travel/Training /Conferences- Grant	\$17,000
Commissioner Training	\$8,000
Speakers Series	\$3,000
Conferences - MPC Hosting	\$1,000
Contracts w/Other Agencies	\$5,000
<b>Total Contracted Services</b>	<b>\$323,721</b>

<b>EXPENDITURES (Continued)</b>	
Supplies and Materials	
Food	
Commissioner and Staff	\$14,000
FHWA/FTA	\$5,000
Smart Trips - Comprehensive	\$630
Smart Trips - Rideshare	\$370
Computer and Related Equipment (fund balance)	
Cell Tower Consultant Services	\$6,000
Copies Printing	\$8,200
Printing - Outsourced	\$3,000
Office Supplies	\$26,000
Supplies - TPO Bike Grant	\$3,500
Supplies - CPG Grant	\$2,000
Library/Education Materials	\$6,000
Depreciation Vehicle	\$4,800
Other Materials (Signs)	\$8,000
<b>Total Supplies and Materials</b>	<b>\$87,500</b>
Other Charges (Insurance and Banking)	
Workers Comp. Insurance	\$7,000
Unemployment Insurance <i>fund balance</i>	\$10,000
Insurance	\$55,000
Trustee Commission (Banking)	\$20,000
<b>Total Insurance and Banking Charges</b>	<b>\$92,000</b>
Other Charges (To Knox County for Space and Central Services)	
Space Cost	\$29,318
Financial Services	\$40,000
Central Services	\$39,562
<b>Total to Knox County</b>	<b>\$108,880</b>
Grant and Contract Related Expenditures	
TPO - FHWA/FTA/Smart Trips Match	
Smart Trips - Comprehensive	
Advertising/Marketing	\$110,000
Contracts w/Other Agencies	\$10,000
Other Services	\$40,000
Smart Trips - Rideshare	
Advertising/Marketing	\$95,000
Contracts w/Other Agencies	\$10,000
Other Materials	\$40,000
TPO Contract Related Expenditures	
CPG-10	
Other Services	\$241,500
CPG-20	
Advertising	\$5,000
Other Services	\$103,500
TPO - Smart Trips	
TPO - Bike Enhancement Program	\$5,000
TPO - Section 5310 Transit Capital/Operating	
Transit Program	
Other Services	\$843,382
Supplies & Materials	\$331,511
Sunshine/Wesley HS	
Supplies & Materials	\$85,107
Hardin Valley Mobility Study	\$15,000
General Plan/Growth Policy Plan Consultant	
Knox County Trans. Study Consultant	\$500,000
Chapman Highway Study	\$10,000
Recode	\$35,000
Local Match Requirements (studies)	
<b>Total Grant Related Expenditures</b>	<b>\$2,480,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$5,969,837</b>