

Memorandum

TO: Knoxville-Knox County Planning Commission
FROM: Gerald Green, Executive Director
DATE: May 9, 2019
SUBJECT: Budget amendment #1 FY 2019

STAFF RECOMMENDATION:

Recommend approval of Budget Amendment # 1 as reflected in the attached budget document. This amendment reflects a correction to the amount that the City of Knoxville is providing to Knoxville-Knox County Planning for fiscal year 2019 (\$1,106,650 to \$1,161,980) and notes an increase of \$10,000 from the City of Knoxville for Recode efforts. The increase revenues were distributed to staff related expenditures and to insurance expense.

Knoxville - Knox County MPC FY 2019 Budget	
REVENUES AND OTHER FUNDING SOURCES	
REVENUES	Approved
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	\$135,000
Knox County Hardin Valley Study	\$147,600
City of Knoxville Chapman Highway	\$50,000
Total Contracts	\$340,700
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	\$6,220,358

EXPENDITURES	
EXPENDITURES	Approved
Salaries	
Full Time Staff	\$2,132,367
Contingency for Sick/Retirement Payout <i>Fund Balance</i>	\$20,000
Temporary Employees	\$15,000
Salary Merit/Market Pool	\$45,000
Total Salaries	\$2,212,367
Benefits	
Social Security (7.65%)	\$169,246
Standard Retirement Match (6%)	\$132,742
Voluntary Retirement Match (.0248%)	\$59,734
Medical Insurance	\$328,365
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

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	\$6,220,358