



Date: June 4, 2020,

To: Knoxville-Knox County Planning Commission

From: Gerald Green, Executive Director

Subject: Fiscal Year 2020-2021 Budget

Knoxville-Knox County Planning's proposed budget for Fiscal Year 2020-2021 is provided for your review and approval. The Executive Committee recommends approval of this budget. Planning staff has developed a balanced budget, with revenues and expenditures each identified at \$5,569,560. The total budget amount represents a \$457,000 decrease from the 2019-2020 budget. This overall budget decrease is due to a projected decrease in fee revenue and a reduction in revenue for special projects including Knox County Transportation Plan. Appropriations from the City of Knoxville and Knox County are an important source of revenue for the agency and represent 37% of the projected revenue. The City of Knoxville's allocation increased by \$55,000; Knox County's anticipated allocation will remain at last years level of \$787,500.

## Highlights of the budget include:

- Total appropriations from Knoxville and Knox County account for 37% of total projected revenues. The City of Knoxville's appropriation is 23% of total revenues and Knox County's is 14%.
- Fee revenue is projected to decrease \$46,500 in the new Fiscal Year and will account for approximately 8% 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 and possible downturn in the economy due to COV-19.
- Revenue from contracts is projected to decrease substantially, by \$550,000. This decline is due to completion of several projects in the previous year including Hardin Valley Study and Recode. Also, the elimination of the Knox County Transportation Plan.
- Grant reimbursements will account for approximately 50% of agency revenue.
- In expenditures, total salary and benefit costs are projected to increase by \$46,000. This amount includes a 1.5% cost of living raise for all employees. Employee salaries and benefits does include the annual and sick leave payout to two retiring employees
- Of the approximately \$2,054,000 of grant revenue, \$1,600,000 is pass through to agencies that provide transportation services to the elderly and disabled.

Please let me know if you have any questions.

## **Knoxville - Knox County Planning** FY 2021 Budget 6.1.2020 Draft REVENUES AND OTHER FUNDING SOURCES **PROPOSED Local Appropriations** City of Knoxville \$1,266,900 **Knox County** \$787,500 **Total Local Appropriations** \$2,054,400 **Application Fees** \$458,000 \$1,500 Cell Tower Fees \$459,500 **Total Fees Contracts Knox County Schools - PEFA** \$9,360 Developement Corp. Parkmaps and Website \$4,000 City of Knoxville Census Redistricting \$9,500 **Total Contracts** \$22,860 **Grant Reimbursements** TPO - CPG-10/20 (split based upon prior year income ratio) CPG-20 (this is an 80-20 split) \$651,000 CPG-10 (this is an 80-10-10 split) \$244,000 CPG-10 (this is the State portion) \$30,000 TPO - Smart Trips (split based upon prior year income ratio) Comprehensive \$32,000 Ridesharing \$67,000 TPO - Bike Enhancement Program \$8,500 TPO - Section 5310 Administration \$40,000 TPO- Section 5310 Capital/operating \$1,600,000 TPO FHWA/FTA Contracts **TPO Smart Trips Direct** Comprehensive \$33,300 Ridesharing \$88,000 \$2,793,800 **Total Grant Reimbursements From Unrestricted Fund Reserves SURDNA** \$7,000 \$1,500 **Speakers Series** \$230,500 Other Unrestricted fund balance Transportation Studies match **Total Unrestricted Fund Reserves** \$239,000 **TOTAL REVENUES** \$5,569,560

EXPENDITURES	PROPOSED
Salaries	
Full Time Staff	\$2,119,000
Known Sick/Annual Leave Payouts for Retirements	\$62,000
Contingency for Sick/Retirement Payout Fund Balance	\$20,000
Temporary Employees/Part Time	\$15,000
Salary Merit/Market Pool	\$40,375
Total Salaries	\$2,256,375
Benefits	
Social Security (7.65%)	\$172,613
Standard Retirement Match (6%)	\$135,383
Voluntary Retirement Match (.0248%)	\$55,958
Medical Insurance	\$294,420
Life Insurance	\$3,000
Auto Allowance	\$5,000
KAT Bus Passes	\$400
Other Benefits/Allowances	\$500
Total Benefits	\$667,273
Contracted Services	
Legal Services	\$49,800
Public Notices/Advertising	
MPC	\$22,000
Other Advertising	\$1,000
Audit	\$23,000
Equipment Rent, Repair, Maintenance	\$13,350
Copier Printing Costs i.e. color and extra copies	\$8,000
Communications (phones,comcast,jetpack)	\$6,000
ESRI Fee contract	\$23,400
Page Freeezer (Social Media Archiving)	\$2,100
Data Storage/IT Communications (Cloud Services)	\$35,000
Data Storage/IT Communications (Web Hosting)	\$3,500
Software Licensing/Maintenance	\$4,800
Network Devices	\$5,000
KGIS Contract	\$4,000
Office Remodel - fund balance \$25,000	\$25,000
Postage/Shipping	\$8,500
Vehicle Repair, Maintenance	\$1,500
Daily Operations Services	\$3,000
Printing - Outsourced	\$3,000
Other Materials (Signs)	\$5,000
Employee Dues and Memberships	\$10,000
Travel and Education	, ,,,,,,
Conferences/Education/Training (registrations)	\$7,000
Travel	\$6,000
Commissioner Training	\$4,000
Speakers Series	\$3,000
Conferences - MPC Hosting	\$1,000
Contracts w/Other Agencies	\$16,000
Total Contracted Services	\$293,950
	7253,550

\$14,000   \$14,000   \$24,500   \$24,	EXPENDITURES (Continued)	PROPOSED
Computer and Related Equipement (fund balance)         \$24,500           Cell Tower Consultant Services         \$1,500           Office Supplies         \$12,000           Library/Education Materials         \$6,000           Depreciation Office         \$60,000           Depreciation Vehicles         \$10,000           Total Supplies and Materials         \$128,000           Workers Comp. Insurance and Banking)         \$0           Workers Comp. Insurance fund balance         \$5,000           Insurance         \$5,000           Insurance and Banking (barges)         \$60,500           Other Charges (To Knox County for Space and Central Services)         \$60,500           Other Charges (To Knox County for Space and Central Services)         \$29,318           Financial Services         \$40,000           Central Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         \$108,904           TPO - FHWA/FTA Match         \$192,000           TPO - Smart Trips         \$20,000           Smart Trips - Comprehensive         \$40           Advertising/Marketing         \$30,000           Contracts w/Other Agencies         \$5,000           Dues         \$1,000	Supplies and Materials	
Cell Tower Consultant Services         \$1,500           Office Supplies         \$12,000           Library/Education Materials         \$6,000           Depreciation Office         \$60,000           Depreciation Vehicles         \$10,000           Total Supplies and Materials         \$128,000           Other Charges (Insurance and Banking)           Workers Comp. Insurance         \$0           Unemployment Insurance fund balance         \$5,000           Insurance         \$35,500           Trustee Commission (Banking)         \$20,000           Total Insurance and Banking Charges         \$60,500           Other Charges (To Knox County for Space and Central Services)         \$29,318           Space Cost         \$29,318           Financial Services         \$39,586           Total to Knox County         \$108,904           Gentral Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         \$192,000           TPO - FHWA/FTA Match         \$192,000           TPO - Smart Trips - Comprehensive         \$0,000           Advertising/Marketing         \$30,000           Contracts w/Other Agencies         \$8,000           Dues         \$1	Food	\$14,000
Office Supplies         \$12,000           Library/Education Materials         \$6,000           Depreciation Office         \$60,000           Depreciation Vehicles         \$10,000           Total Supplies and Materials         \$128,000           Other Charges (Insurance and Banking)         \$128,000           Workers Comp. Insurance         \$0           Unemployment Insurance fund balance         \$5,000           Insurance         \$35,500           Trustee Commission (Banking)         \$20,000           Total Insurance and Banking Charges         \$60,500           Other Charges (To Knox County for Space and Central Services)         \$29,318           Space Cost         \$29,318           Financial Services         \$40,000           Central Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         \$108,904           TPO - FHWA/FTA Match         \$192,000           TPO - Smart Trips         \$20,000           Smart Trips - Comprehensive         \$40           Advertising/Marketing         \$30,000           Contracts w/Other Agencies         \$5,000           Dues         \$1,000           Employee Registrations         \$500	Computer and Related Equipement (fund balance)	\$24,500
Library/Education Materials         \$6,000           Depreciation Office         \$60,000           Depreciation Vehicles         \$10,000           Total Supplies and Materials         \$128,000           Other Charges (Insurance and Banking)         \$0           Workers Comp. Insurance         \$5,000           Insurance         \$5,000           Insurance         \$35,500           Trustee Commission (Banking)         \$20,000           Total Insurance and Banking Charges         \$66,500           Other Charges (To Knox County for Space and Central Services)         \$40,000           Central Services         \$40,000           Central Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         TPO - FMWA/FTA Match         \$192,000           TPO - FMWA/FTA Match         \$192,000         \$20,000           Smart Trips - Comprehensive         Advertising/Marketing         \$30,000           Contracts w/Other Agencies         \$8,000           Other Services         \$500           Food         \$500           Dues         \$1,000           Smart Trips - Rideshare         Advertising/Marketing         \$60,000           Contracts w/Other Agenci	Cell Tower Consultant Services	\$1,500
Library/Education Materials         \$6,000           Depreciation Office         \$60,000           Depreciation Vehicles         \$10,000           Total Supplies and Materials         \$128,000           Other Charges (Insurance and Banking)         \$0           Workers Comp. Insurance         \$5,000           Insurance         \$5,000           Insurance         \$35,500           Trustee Commission (Banking)         \$20,000           Total Insurance and Banking Charges         \$66,500           Other Charges (To Knox County for Space and Central Services)         \$40,000           Central Services         \$40,000           Central Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         TPO - FMWA/FTA Match         \$192,000           TPO - FMWA/FTA Match         \$192,000         \$20,000           Smart Trips - Comprehensive         Advertising/Marketing         \$30,000           Contracts w/Other Agencies         \$8,000           Other Services         \$500           Food         \$500           Dues         \$1,000           Smart Trips - Rideshare         Advertising/Marketing         \$60,000           Contracts w/Other Agenci	Office Supplies	\$12,000
Depreciation Vehicles Total Supplies and Materials Stapplies and Materials Stapplies and Materials Workers Comp. Insurance Stapployment Insurance fund balance Insurance Stapployment Insurance fund balance Stapployment Insurance and Banking) Stapployment Insurance and Banking) Stapployment Insurance and Banking Charges Stapployment Insurance and Central Services Stapployment Insurance Advertising Stapployment Insurance and Central Services Stapployment Insurance Insuranc	Library/Education Materials	\$6,000
Total Supplies and Materials Other Charges (Insurance and Banking) Workers Comp. Insurance Unemployment Insurance fund balance Insurance S5,000 Insurance S5,000 Insurance S5,000 Trustee Commission (Banking) Total Insurance and Banking Charges S60,500 Other Charges (To Knox County for Space and Central Services) Space Cost Space Cost S129,318 Financial Services S40,000 Central Services S139,586 Total to Knox County Grant and Contract Related Expenditures TPO - FHWA/FTA Match TPO - FHWA/FTA Match S192,000 Smart Trips - Comprehensive Advertising/Marketing Smart Trips - Comprehensive Advertising/Marketing S00 Contracts w/Other Agencies S500 Dues Food S500 Dues S10,000 Postage/Shipping Employee Registrations Office Supplies S500 Smart Trips - Rideshare Advertising/Marketing S500 Contracts w/Other Agencies S500 Office Supplies S500 Smart Trips - Rideshare Advertising/Marketing S60,000 Contracts w/Other Agencies S500 Office Supplies S500 Smart Trips - Rideshare Advertising/Marketing S60,000 Contracts w/Other Agencies S8,000 Other Materials S15,000 Other Services S600 Food S500 Dues S1,000 Postage/Shipping S500 Employee Travel S500 Employee Registrations S500 Employee Registrations S500 Employee Registrations S500 Employee Registrations	Depreciation Office	\$60,000
Other Charges (Insurance and Banking)         Workers Comp. Insurance       \$0         Unemployment Insurance fund balance       \$5,000         Insurance       \$35,500         Trustee Commission (Banking)       \$20,000         Total Insurance and Banking Charges       \$60,500         Other Charges (To Knox County for Space and Central Services)       \$29,318         Financial Services       \$40,000         Central Services       \$39,586         Total to Knox County       \$108,904         Grant and Contract Related Expenditures       TPO - FHWA/FTA Match       \$192,000         TPO - FHWA/FTA Match       \$192,000         Smart Trips - Comprehensive       \$20,000         Advertising/Marketing       \$30,000         Contracts w/Other Agencies       \$8,000         Other Services       \$500         Dues       \$1,000         Postage/Shipping       \$500         Employee Registrations       \$500         Office Supplies       \$500         Smart Trips - Rideshare       \$60,000         Advertising/Marketing       \$60,000         Contracts w/Other Agencies       \$8,000         Other Services       \$600         Food       \$500	Depreciation Vehicles	\$10,000
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Unemployment Insurance fund balance Insurance Insurance Insurance Insurance Insurance (\$35,500 Irustee Commission (Banking) Insurance and Banking Charges Insurance and Banking Charges Insurance Insurance and Banking Charges Insurance In	Other Charges (Insurance and Banking)	
Samilar   Sami	Workers Comp. Insurance	\$0
Trustee Commission (Banking)   \$20,000     Total Insurance and Banking Charges   \$60,500     Other Charges (To Knox County for Space and Central Services)     Space Cost   \$29,318     Financial Services   \$40,000     Central Services   \$39,586     Total to Knox County   \$108,904     Grant and Contract Related Expenditures     TPO - FHWA/FTA Match   \$192,000     Smart Trips - Comprehensive   \$20,000     Contracts w/Other Agencies   \$30,000     Contracts w/Other Agencies   \$500     Dues   \$1,000     Postage/Shipping   \$500     Employee Travel   \$500     Employee Registrations   \$500     Smart Trips - Rideshare   \$500     Contracts w/Other Agencies   \$500     Other Services   \$500     Contracts w/Other Agencies   \$500     Dues   \$1,000     Contracts w/Other Agencies   \$500     Other Materials   \$15,000     Other Materials   \$15,000     Dues   \$1,000     Postage/Shipping   \$500     Dues   \$1,000     Postage/Shipping   \$500     Dues   \$1,000     Postage/Shipping   \$500     Dues   \$1,000     Postage/Shipping   \$500     Employee Registrations   \$500	Unemployment Insurance fund balance	\$5,000
Total Insurance and Banking Charges  Other Charges (To Knox County for Space and Central Services)  Space Cost  Financial Services  Central Services  Central Services  Total to Knox County  Grant and Contract Related Expenditures  TPO - FHWA/FTA Match  TPO - Smart Trips  Sant Trips - Comprehensive  Advertising/Marketing  Contracts w/Other Agencies  Food  Dues  Employee Travel  Advertising/Marketing  Shound  Contracts w/Other Agencies  Shound  Contracts w/Oth	Insurance	\$35,500
Total Insurance and Banking Charges  Other Charges (To Knox County for Space and Central Services)  Space Cost  Financial Services  Central Services  Central Services  Total to Knox County  Grant and Contract Related Expenditures  TPO - FHWA/FTA Match  TPO - Smart Trips  Sant Trips - Comprehensive  Advertising/Marketing  Contracts w/Other Agencies  Food  Dues  Employee Travel  Advertising/Marketing  Shound  Contracts w/Other Agencies  Shound  Contracts w/Oth	Trustee Commission (Banking)	\$20,000
Other Charges (To Knox County for Space and Central Services)Space Cost\$29,318Financial Services\$40,000Central Services\$39,586Total to Knox County\$108,904Grant and Contract Related ExpendituresTPO - FHWA/FTA MatchTPO - FHWA/FTA Match\$192,000TPO - Smart Trips\$20,000Smart Trips - Comprehensive\$8,000Advertising/Marketing\$30,000Contracts w/Other Agencies\$8,000Other Services\$500Food\$500Dues\$1,000Postage/Shipping\$500Employee Travel\$500Employee Registrations\$500Office Supplies\$500Smart Trips - Rideshare\$60,000Advertising/Marketing\$60,000Contracts w/Other Agencies\$8,000Other Materials\$15,000Other Services\$600Food\$500Dues\$1,000Postage/Shipping\$500Employee Travel\$500Employee Registrations\$500Employee Registrations\$500	Total Insurance and Banking Charges	
Space Cost         \$29,318           Financial Services         \$40,000           Central Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         TPO - FHWA/FTA Match         \$192,000           TPO - Smart Trips         \$20,000           Smart Trips - Comprehensive         \$30,000           Contracts w/Other Agencies         \$8,000           Other Services         \$500           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Travel         \$500           Employee Registrations         \$500           Office Supplies         \$500           Smart Trips - Rideshare         \$60,000           Advertising/Marketing         \$60,000           Contracts w/Other Agencies         \$8,000           Other Materials         \$15,000           Other Services         \$600           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Registrations         \$500           Employee Registrations         \$500	Other Charges (To Knox County for Space and Central Services)	
Financial Services         \$40,000           Central Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         TPO - FHWA/FTA Match         \$192,000           TPO - Smart Trips         \$20,000           Smart Trips - Comprehensive         Advertising/Marketing         \$30,000           Contracts w/Other Agencies         \$8,000           Other Services         \$500           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Registrations         \$500           Office Supplies         \$500           Smart Trips - Rideshare         \$60,000           Advertising/Marketing         \$60,000           Contracts w/Other Agencies         \$8,000           Other Materials         \$15,000           Other Services         \$600           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Registrations         \$500           Employee Registrations         \$500	Space Cost	\$29,318
Central Services         \$39,586           Total to Knox County         \$108,904           Grant and Contract Related Expenditures         TPO - FHWA/FTA Match         \$192,000           TPO - Smart Trips         \$20,000           Smart Trips - Comprehensive         4dvertising/Marketing         \$30,000           Contracts w/Other Agencies         \$8,000           Other Services         \$500           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Travel         \$500           Employee Registrations         \$500           Office Supplies         \$500           Smart Trips - Rideshare         4dvertising/Marketing         \$60,000           Contracts w/Other Agencies         \$8,000           Other Materials         \$15,000           Other Services         \$600           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Travel         \$500           Employee Registrations         \$500           Employee Registrations         \$500	Financial Services	
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Other Materials         \$15,000           Other Services         \$600           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Travel         \$500           Employee Registrations         \$500	5	
Other Services         \$600           Food         \$500           Dues         \$1,000           Postage/Shipping         \$500           Employee Travel         \$500           Employee Registrations         \$500		
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Postage/Shipping \$500 Employee Travel \$500 Employee Registrations \$500		•
Employee Travel \$500 Employee Registrations \$500		
Employee Registrations \$500		
Office Supplies I S1 500	Office Supplies	\$1,500

EXPENDITURES (Continued)	PROPOSED
CPG-10	
Advertising	\$3,500
Data Storage	\$10,000
Dues - Agency	\$3,000
Postage/Shipping	\$258
Remix Transit Software	\$24,000
Food	\$2,000
Supplies - CPG Grant	\$1,000
Education/Registration	\$1,000
Travel/Training /Conferences- Grant	4,000
Other Services (AmeriCorps)	\$10,000
CPG-20	
Advertising	\$5,500
Travel/Training /Conferences- Grant	\$11,000
Education/Registration	\$4,000
Small Equipment	\$8,000
Other Services	\$16,700
TPO - Bike Enhancement Program	
TPO Bike Grant - Supplies/Racks	\$8,500
TPO - Section 5310 Transit Capital/Operating	\$1,600,000
Total Grant Related Expenditures	\$2,054,558
TOTAL EXPENDITURES	\$5,569,560