



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

Draft FY 2021 Budget 6.1.2020

REVENUES AND OTHER FUNDING SOURCES	PROPOSED
Local Appropriations	
City of Knoxville	\$1,266,900
Knox County	\$787,500
Total Local Appropriations	\$2,054,400
Fees	
Application Fees	\$458,000
Cell Tower Fees	\$1,500
Total Fees	\$459,500
Contracts	
Knox County Schools - PEFA	\$9,360
Development 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
Total Grant Reimbursements	\$2,793,800
From Unrestricted Fund Reserves	
SURDNA	\$7,000
Speakers Series	\$1,500
Other Unrestricted fund balance	\$230,500
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 <i>Fund Balance</i>	\$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 Freezer (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 - <i>fund balance \$25,000</i>	\$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

EXPENDITURES (Continued)	PROPOSED
Supplies and Materials	
Food	\$14,000
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
Other Charges (Insurance and Banking)	
Workers Comp. Insurance	\$0
Unemployment Insurance <i>fund balance</i>	\$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)	
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	
Advertising/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	
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 Travel	\$500
Employee Registrations	\$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