

Memorandum

TO: Knoxville-Knox County Planning Commission
FROM: Gerald Green, Executive Director
DATE: March 3, 2020
SUBJECT: 3-E-20-OB
Budget amendment #1 FY 2020

STAFF RECOMMENDATION:

Recommend approval of Budget Amendment # 1 as reflected in the attached budget document. This amendment reflects an increase in depreciation expense for this fiscal year to \$57,500. At the time of the budget adoption last spring, final fixed asset depreciation numbers reflecting the total remodeling cost were not available. The increase expenditure of \$52,700 will come from budget surplus funds if necessary.

Knoxville - Knox County MPC	
FY 2020 Budget	
REVENUES AND OTHER FUNDING SOURCES	
REVENUES	Current
Appropriations	
City of Knoxville	\$1,211,900
Knox County	\$787,500
Total Local Appropriations	\$1,999,400
Fees	
Application Fees	\$500,000
Cell Tower Fees	\$6,000
Total Fees	\$506,000
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
Total Contracts	\$571,460
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
Total Grant Reimbursements	\$2,751,977
From Unrestricted Fund Reserves	
SURDNA	\$7,000
Speakers Series	\$3,000
Other Unrestricted fund balance	\$133,700
Transportation Studies match	\$50,000
Total Unrestricted Fund Reserves	\$193,700
TOTAL REVENUES AND SOURCES	\$6,022,537

EXPENDITURES	
EXPENDITURES	Current
Salaries	
Full Time Staff	\$2,096,796
Contingency for Sick/Retirement Payout <i>Fund Balance</i>	\$20,000
Temporary Employees/Part Time	\$19,000
Salary Merit/Market Pool	\$58,500
Total Salaries	\$2,194,296
Benefits	
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
Total Benefits	\$683,440
Contracted Services	
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 Freezer (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
Total Contracted Services	\$323,721

EXPENDITURES (Continued)	
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	\$57,500
Other Materials (Signs)	\$8,000
Total Supplies and Materials	\$140,200
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
Total Insurance and Banking Charges	\$92,000
Other Charges (To Knox County for Space and Central Services)	
Space Cost	\$29,318
Financial Services	\$40,000
Central Services	\$39,562
Total to Knox County	\$108,880
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)	
Total Grant Related Expenditures	\$2,480,000
TOTAL EXPENDITURES	\$6,022,537