



Agenda Item #32

Date: February 7, 2023
To: Knoxville-Knox County Planning Commission
From: Jeff Welch, Executive Director
Subject: 2-B-23-OB: FY 2023 Budget Amendment # 2 Request

RECOMMENDATION

The Knoxville-Knox County Planning Commission Executive Committee recommends approval of a FY 2023 budget amendment to add a contractual expense line item for “Plat Review Services” in the amount of \$50,000 to assist staff in review of plats filed with Knoxville Knox County Planning.

BACKGROUND

Due to staff changes over the past several months and the high number of plats submitted for review there has been a need to hire the services of an outside consultant to assist in this review. Planning retained the services of Cannon and Cannon Inc (CCI) in August of 2022 to assist in plat review.

Planning’s Financial Policies and Procedures requires any expenditure above \$25,000 and not in the approved budget, be submitted to the Planning Commission for approval. The total contract with CCI will be greater than \$25,000 and will not exceed \$50,000.

Knoxville - Knox County Planning

REVENUES AND OTHER FUNDING SOURCES	2022-23
Local Appropriations	
City of Knoxville	\$1,304,900
Knox County	\$843,413
Total Local Appropriations	\$2,148,313
Fees	
Application Fees	\$550,000
Refund of Fees (withdrawals)	-\$25,000
Total Fees	\$525,000
Contracts	
Knox County Schools - PEFA	\$8,900
Knox County Health Dept.	\$25,000
Development Corp. Web site	\$2,500
Missing Middle Housing Study (COK, Realtors)	\$36,800
Total Contracts	\$73,200
Grant Reimbursements	
Salary Reimbursements	
CPG-85.15	\$810,014
Smart Trips 80.20	\$30,000
Smart Trips 100	\$20,000
Regional Transportation Air Quality 100%	\$26,000
TPO - Section 5310 Administration 100%	\$50,000
Direct Expense Reimbursements	
CPG Direct Expense	\$128,350
Smart Trips 80.20	\$10,000
Smart Trips 100	\$20,000
Mobility Plan Consultants	\$150,000
TPO - Bike Enhancement Program	\$8,000
Section 5310 Capital/Operating Expense	\$1,199,902
Transit Planning Studies Grant	\$119,000
Regional Roadway Safety Plan	\$250,000
TPO - Pavement Management	\$400,000
Total Grant Reimbursements	\$3,221,266
From Unrestricted Fund Reserves	
SURDNA/Miscellaneous	\$2,000
Other Unrestricted fund balance	\$90,101
Total Unrestricted Fund Reserves	\$92,101
TOTAL REVENUES	\$6,059,880

EXPENDITURES	2022-23	
Salaries		
Full Time Staff	\$2,200,900	(\$21,527)
Retirement Contingency	\$75,000	
Temporary Employees/Part Time	\$15,000	
Salary- Merit/Market Pool	\$66,673	
Total Salaries	\$2,357,573	
Benefits		
Social Security (7.65%)	\$180,354	(\$1,647)
Standard Retirement Match (6%)	\$141,454	(\$1,292)
Voluntary Retirement Match (.0248%)	\$58,468	(\$534)
Medical Insurance	\$294,420	
Life Insurance	\$3,000	
KAT Bus Passes	\$400	
Other Benefits	\$4,000	
Total Benefits	\$682,097	
Contracted Services		
Legal Services	\$53,040	
Public Notices/Advertising		
Planning Commission	\$23,000	
Other Advertising	\$1,000	
Audit	\$25,000	
Equipment Rent, Repair, Maintenance	\$13,350	
Copier Printing Costs i.e. color and extra copies	\$5,200	
Communications (phones,comcast,jetpack)	\$7,000	
ESRI Fee contract	\$18,000	
Page Freezer (Social Media Archiving)	\$2,100	
Data Storage/IT Communications (Cloud Services)	\$15,997	
Data Storage/IT Communications (Web Hosting)	\$5,908	
Software Licensing/Maintenance	\$5,888	
Network Devices	\$6,696	
KGIS Contract	\$4,000	
Contracts w/Other Agencies		
HR Services	\$15,000	
Contracted - Canon & Canon	\$45,032	\$25,000
Office Remodel - <i>fund balance</i>	\$25,000	
Postage/Shipping	\$5,000	
Vehicle Repair, Maintenance	\$1,500	
Daily Operations Services	\$3,000	
Printing - Outsourced	\$3,000	
Other Materials (Signs)	\$5,500	
Employee Dues and Memberships	\$10,000	
Travel and Education		
Conferences/Education/Training (registrations)	\$8,000	
Travel	\$7,000	
Commissioner Training	\$4,000	
Conferences - Planning Hosting	\$2,000	
Total Contracted Services	\$320,211	

EXPENDITURES (Continued)	2022-23	
Supplies and Materials		
Food	\$15,000	
Computer and Related Equipment	\$30,400	
Office Supplies	\$15,000	
Library/Education Materials	\$6,000	
Vehicle Purchase <i>fund balance</i>	\$35,000	
Depreciation Office	\$60,000	
Depreciation Vehicles	\$6,000	
Total Supplies and Materials	\$167,400	
Other Charges (Insurance and Banking)		
Workers Comp. Insurance	\$8,500	
Unemployment Insurance	\$5,000	
Insurance	\$35,500	
Trustee Commission (Banking)	\$22,500	
Total Insurance and Banking Charges	\$71,500	
Other Charges (To Knox County for Space and Central Services)		
Space Cost	\$29,318	
Financial Services	\$20,000	
Central Services	\$39,579	
Total to Knox County	\$88,897	
Grant and Contract Related Expenditures		
Smart Trips - Comprehensive		
Advertising/Marketing	\$1,200	\$300
Contracts w/Other Agencies	\$5,760	\$1,440
Dues	\$400	\$100
Postage/Shipping	\$960	\$240
Employee Travel	\$400	\$100
Employee Registrations	\$400	\$100
Other Professional Services	\$576	\$144
Food	\$304	\$76
Total Smart Trips - Comprehensive	\$10,000	\$2,500
Smart Trips - Rideshare	100%	
Advertising/Marketing	\$200	
Contracts w/Other Agencies	\$19,800	
Total Smart Trips - Rideshare	\$20,000	

EXPENDITURES (Continued)	2022-23	
Transportation Planning (CPG-85/15)		
Advertising	\$6,800	\$1,200
Data Storage	\$7,650	\$1,350
Remix Transit Software (100% reimbursed)	\$21,250	\$3,750
Contracts w/Other Agencies	\$5,950	\$1,050
NDS - Traffic Counts	\$12,750	\$2,250
Dues - Agency	\$3,400	\$600
Postage/Shipping	\$425	\$75
Travel/Training /Conferences- Grant	\$9,350	\$1,650
Education/Registration	\$5,950	\$1,050
Conferences hosted/Active Knox	\$5,100	\$900
Other Professional Services	\$11,050	\$1,950
Other Services (AmeriCorps)	\$18,700	\$3,300
Food	\$1,275	\$225
Educational Materials	\$850	\$150
Supplies - CPG Grant	\$8,500	\$1,500
Data Processing	\$9,350	\$1,650
Total Transportation Planning (85/15)	\$128,350	\$22,650
Regional Roadway Safety Plan (75/25)	\$200,000	\$50,000
TPO - Bike Enhancement Program	\$8,000	
TPO - Pavement Management	\$400,000	
Health Dept. Grant	\$25,000	
Transit Study Consultant	\$119,000	
TPO - Section 5310 Transit Capital/Operating (100% reimb)	\$1,199,902	
Mobility Plan Consultants	\$150,000	
Missing Middle Housing Study	\$36,800	
Total Grant Related Expenditures	\$2,322,202	
TOTAL EXPENDITURES	\$6,059,880	