



City of Memphis Executive Division

FY 2017 O&M Budget Request
Jim Strickland, Mayor
Doug McGowen, Chief Operating Officer
Fund: General Fund

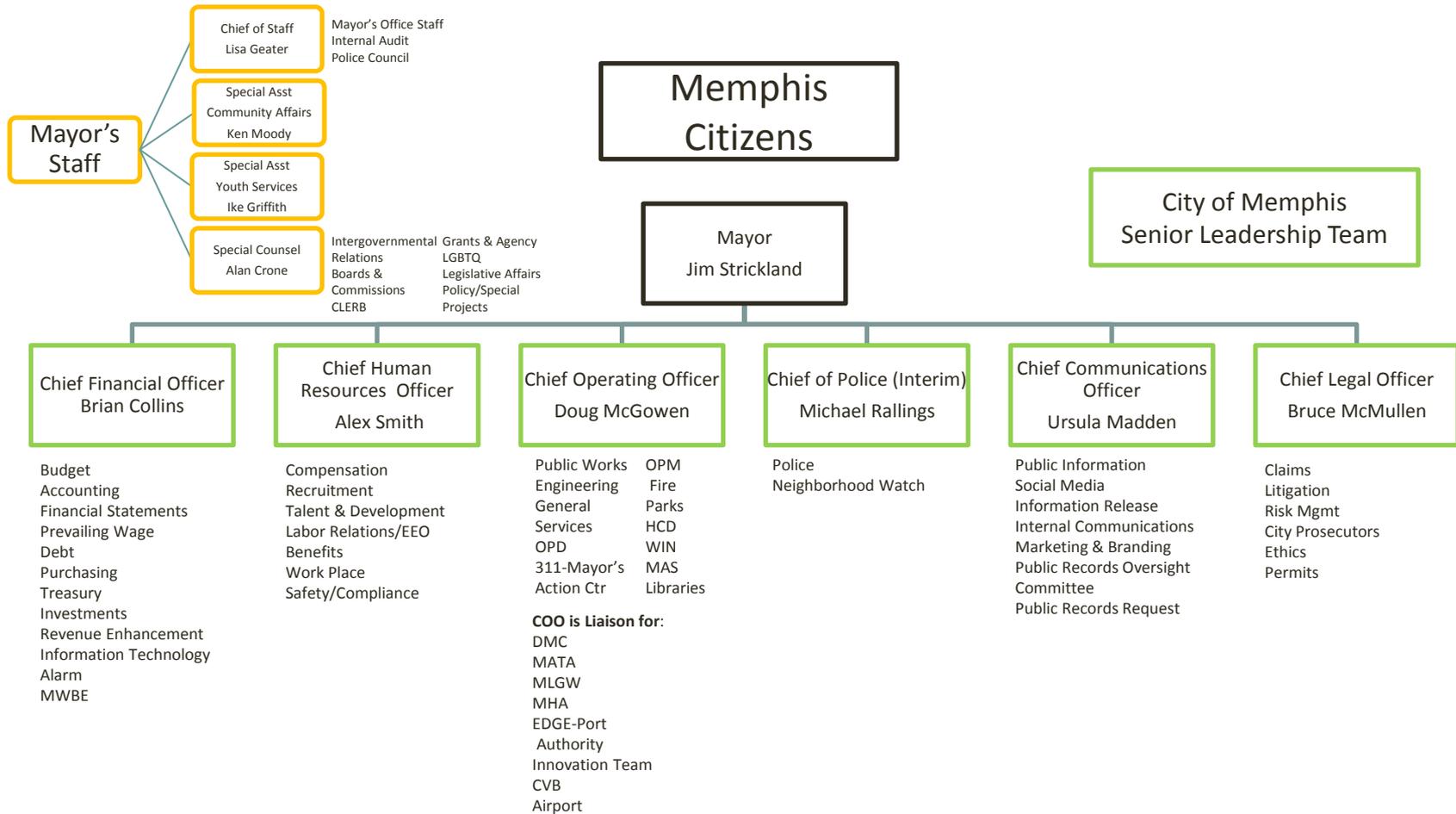
Executive Division

Mission Statement:

The mission of the City of Memphis Executive Division is to give direction, set expectations and provide the resources necessary to make life better for all Memphians.

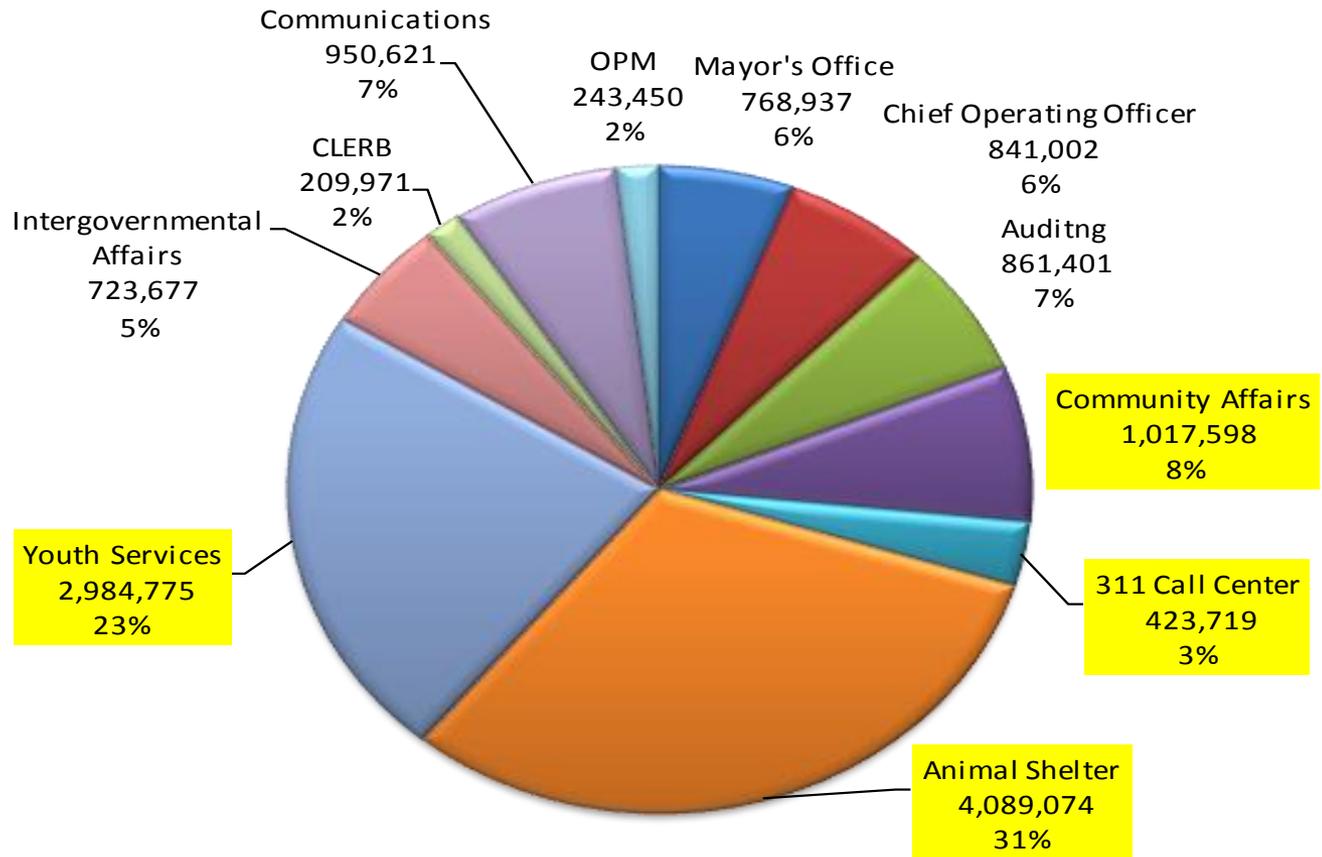


Organization Chart



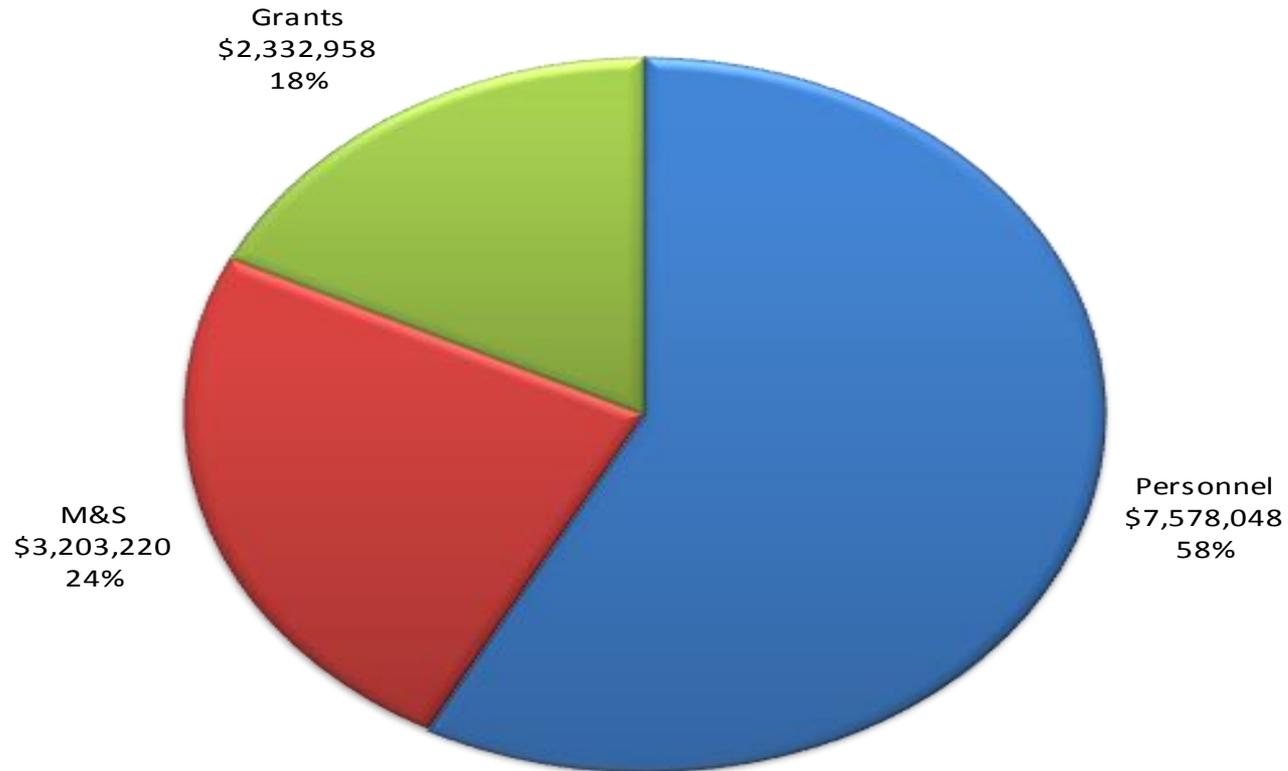
Expenditures Budget by Program Level

Executive Total Expenditures ~ \$13,114,225

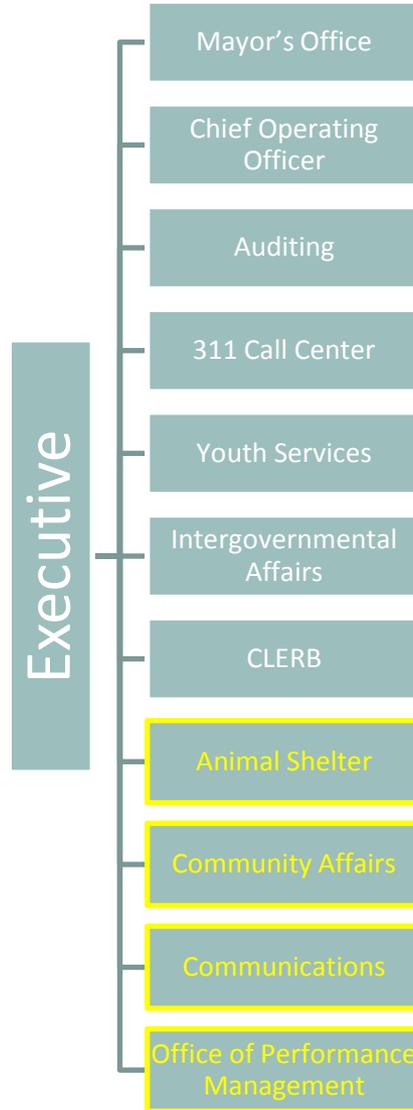


Expenditures by Category

Executive Total Expenditures ~ \$13,114,225



Organization Chart



Executive Initiatives

Program Changes

- 1) Transferred In – Animal Shelter from Parks & Neighborhoods
- 2) Transferred In - Community Affairs from Parks & Neighborhoods
- 3) Transferred Out - Contract Compliance Office to Finance
- 4) Established Office of Performance Management
- 5) Established Communications Office



Program Comparative Summary

	FY 2016 Adopted	FY 2017 Request	Increase/ (Decrease)
<u>Revenues</u>			
	-	-	-
Executive Sub Total	-	-	-
<i>Add Animal Shelter</i>	-	562,715	562,715
Total Revenues	-	562,715	562,715
<u>Expenditures</u>			
Mayor's Office	1,118,614	768,937	(349,677)
Chief Operating Officer	945,058	841,002	(104,056)
Auditing	844,127	861,401	17,274
311 Call Center	347,060	423,719	76,659
Youth Services	3,549,373	2,984,775	(564,598)
Intergovernmental Affairs	623,257	723,677	100,420
CLERB	200,000	209,971	9,971
Executive Sub Total	7,627,489	6,813,482	(814,007)
<i>Transfer Contract Compliance</i>	667,845	-	(667,845)
<i>Transfer Animal Shelter</i>	-	4,089,074	4,089,074
<i>Transfer Community Affairs</i>	-	1,017,598	1,017,598
<i>Add Communications</i>	-	950,621	950,621
<i>Add Office of Performance Management</i>	-	243,450	243,450
Total Expenditures	8,295,334	13,114,225	4,818,891
Net Expenditures	8,295,334	12,551,510	4,256,176



Executive Summary – Net Expenditures

Legal Level	FY 2017 Initiatives
Mayor's Office	<ul style="list-style-type: none"> Transferred positions to Communications (2), Intergovernmental(1), and Youth Services (1).
COO's Office	<ul style="list-style-type: none"> Reduction in Part-time/temporary personnel expense and Benefit elections by current staff.
Auditing	<ul style="list-style-type: none"> Increase in Part-time/temporary salaries to fund the salary gap resulting in repurposing Supervising Auditor to the Audit Manager
311 Call Center	<ul style="list-style-type: none"> Two 311 Call Agent positions approved in FY2016 funded in FY2017.
Youth Services	<ul style="list-style-type: none"> Received Special Asst. to Mayor position from Mayor's office, reduction in M&S to align with historic and expected program execution
Contract Compliance/MORE	<ul style="list-style-type: none"> Transferred operations to Finance.
Animal Shelter	<ul style="list-style-type: none"> Received operations from Parks & Neighborhood
Community Affairs	<ul style="list-style-type: none"> Received operations from Parks & Neighborhood
Communications	<ul style="list-style-type: none"> Received positions from Mayor's Office (2) and Library (2); New M&S spend of \$656.
Office of Performance Management	<ul style="list-style-type: none"> Positions transferred from Libraries (3).



Authorized Complement Comparison

Legal Level	FY 2016 Adopted	FY 2017 Request	Variance
Mayor	9	5	(4)
CAO	6	6	-
Auditing	7	6	(1)
311 Call Center	10	10	-
Youth Services	1	4	3
Contract Compliance	8	-	(8)
Intergovernmental Affairs	2	3	1
CLERB	3	3	-
Animal Shelter	-	51	51
Community Affairs	-	4	4
Communications	-	4	4
OPM	-	3	3
	<hr/>	<hr/>	<hr/>
	46	99	53



Executive Summary – Staff Changes

Legal Level	FY 2017 Initiatives
Mayor's Office	<ul style="list-style-type: none"> Transferred positions to Communications (2), Intergovernmental(1), and Youth Services (1).
Auditing	<ul style="list-style-type: none"> Repurposed the Internal Auditor position to an Assc. Auditor B position and the Supervising Auditor for the Audit Manager.
Youth Services	<ul style="list-style-type: none"> Received Special Asst to Mayor position from Mayor's office; Two new full-time positions funded with part-time salary funding
Contract Compliance/MORE	<ul style="list-style-type: none"> Transferred operations to Finance
Intergovernmental Affairs	<ul style="list-style-type: none"> Received 1 position from Mayor's office.
Animal Shelter	<ul style="list-style-type: none"> Received 51 positions from Parks & Neighborhood
Community Affairs	<ul style="list-style-type: none"> Received 4 positions from Parks & Neighborhood
Communications	<ul style="list-style-type: none"> Received positions from Mayor's Office (2) and Library (2).
Office of Performance Management	<ul style="list-style-type: none"> Positions transferred from Libraries (3).





DIVISIONAL OPERATING REVENUE DETAILS

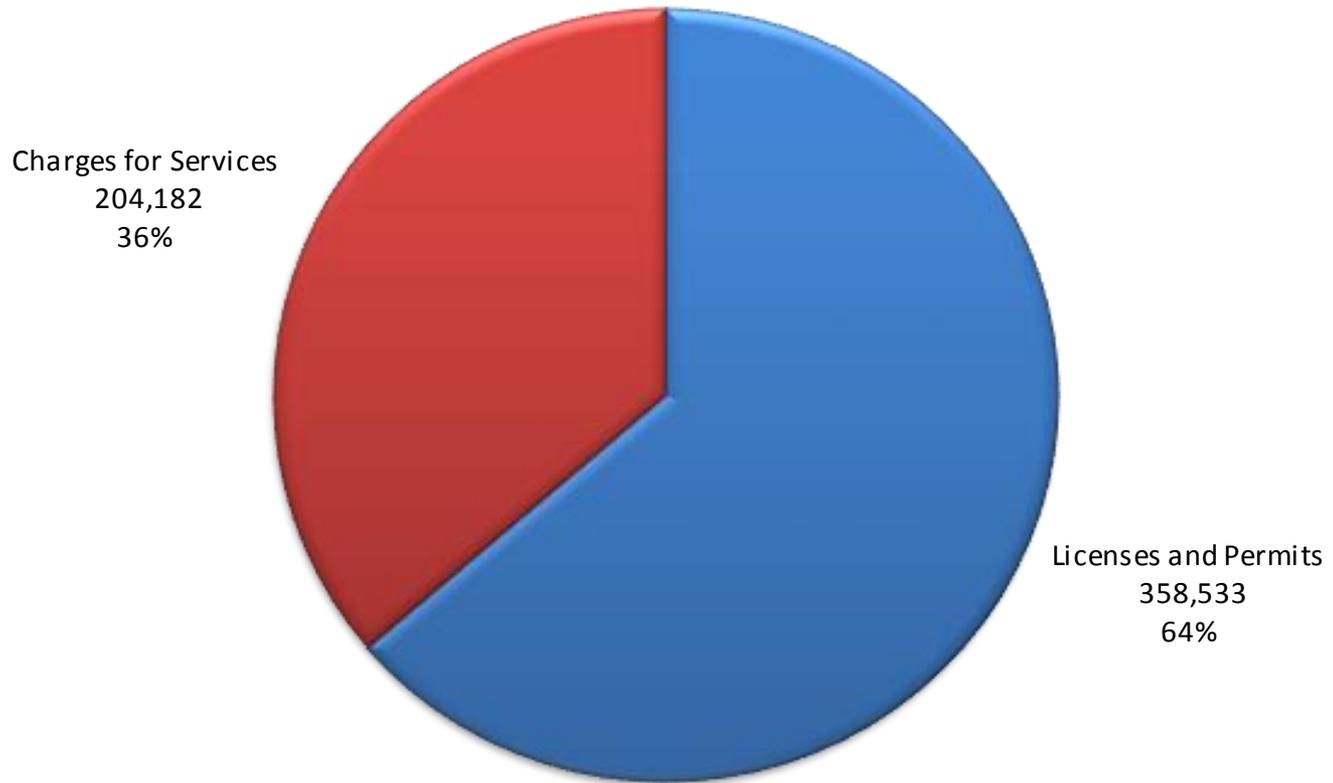
Revenues by Category

<u>Program / Revenue</u>	<u>Amount</u>
Animal Shelter	
<u>Licenses and Permits</u>	
Dog License	274,965
County Dog License Fee	83,568
<u>Charges for Services</u>	
Shelter Fees	181,239
Animal Vaccination	22,943
Total Revenue	<u><u>562,715</u></u>



Revenues by Category

Executive Total Revenues ~ \$562,715





COST TRENDS AND OTHER DETAILED INFORMATION

5-year Expenditure Trend Report – Division Level

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	FY16	FY16	FY17
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Forecast	Budget	Request
	<i>Final</i>	<i>Final</i>	<i>Final</i>			FY16 Adopted	Stage 2
500 Personnel Services							
051101 Full-Time Salaries	1,817,171	1,941,804	2,088,809	1,563,683	2,189,420	2,481,456	5,076,419
051102 Holiday Salary Full Time	69,522	72,171	91,630	88,151	120,877	0	0
051103 Vacation Leave	70,550	81,013	83,442	56,076	88,637	0	0
051104 Bonus Leave	13,028	16,626	16,066	8,572	10,123	0	0
051105 Sick Leave	40,216	38,666	61,696	42,310	72,545	0	0
051202 Overtime	0	0	0	0	0	0	126,000
051206 Out of Rank Pay	0	0	0	0	0	0	6,000
051208 Hazardous Duty Pay	0	0	0	0	0	0	153,500
051218 Retirement Benefits	9,045	17,136	9,051	268,869	294,985	0	10,000
051302 Pension	120,629	128,994	140,499	105,528	144,118	145,330	269,697
051304 Social Security	18,917	21,220	33,170	29,674	41,862	0	0
051307 Pension ARC Funding	0	0	136,856	86,613	173,230	173,230	502,636
051308 Group Life Insurance	5,237	5,774	5,965	3,976	5,547	8,002	11,678
051310 Unemployment	6,475	4,785	5,100	3,960	3,960	3,960	6,960
051314 Medicare	31,960	34,672	39,739	35,084	45,935	39,703	73,599
051315 Long Term Disability	5,543	5,963	6,523	5,200	6,320	7,266	13,574
051320 Health Insurance - Basic	5,972	9,498	12,333	12,604	11,408	13,249	39,704
051322 Health Insurance - Premier	207,399	190,068	233,857	140,188	214,069	245,082	394,178



5-year Expenditure Trend Report – Division Level

	FY13 YearTotal <i>Actual</i> <i>Final</i>	FY14 YearTotal <i>Actual</i> <i>Final</i>	FY15 YearTotal <i>Actual</i> <i>Final</i>	FY16 MarYTD <i>Actual</i>	FY16 Total Year Forecast	FY16 YearTotal Budget FY16 Adopted	FY17 YearTotal Request Stage 2
051323 Other Post Employment Benefits	26,930	13,984	0	0	30,553	30,586	24,483
051402 Salaries - Part Time/Temporary	307,242	342,259	535,006	478,612	997,568	920,683	954,270
051501 On the Job Injury	-869	690	4,791	870	177	0	70,000
051601 Payroll Reserve	17,174	9,552	19,146	-45,871	-45,871	0	0
051901 Attrition	0	0	0	0	0	-53,384	-40,166
056199 Expense Recovery - Personnel	0	0	0	0	-90,000	-90,000	-90,000
051326 Benefits Adjustments	0	0	0	0	14,250	-17,844	-24,483
Total 500 Personnel Services	2,772,142	2,934,874	3,523,680	2,884,098	4,329,713	3,907,320	7,578,048
505 Materials & Supplies							
052102 City Hall Printing	1,647	0	860	0	0	0	0
052106 City Hall Postage	9	0	0	0	0	1,000	1,000
052112 City Storeroom Supplies	0	0	102	0	0	0	0
052116 City Shop Charges	16,777	14,543	17,148	12,263	18,370	12,186	46,766
052122 Info Sys Phone/Communication	0	0	0	0	0	2,550	2,550
052124 City Shop Fuel	16,693	18,549	14,687	6,524	12,598	15,950	69,345
052202 Outside Computer Services	4,962	10,394	4,834	4,834	7,236	11,794	11,794
052204 City Computer Svc Equipment	11,272	35,867	10,286	13,338	20,710	50,500	62,000
052208 Data/Word Process Software	9,191	11,587	15,451	7,251	23,251	18,506	0



5-year Expenditure Trend Report – Division Level

	<i>FY13</i> YearTotal <i>Actual</i> <i>Final</i>	<i>FY14</i> YearTotal <i>Actual</i> <i>Final</i>	<i>FY15</i> YearTotal <i>Actual</i> <i>Final</i>	<i>FY16</i> MarYTD <i>Actual</i>	FY16 Total Year Forecast	FY16 YearTotal Budget FY16 Adopted	FY17 YearTotal Request Stage 2
052210 City Telephone/Communications	42,914	26,515	46,756	23,934	31,875	18,829	34,949
052302 Printing - Outside	2,264	2,265	0	189	1,378	2,200	3,200
052304 Supplies - Outside	8,856	2,329	8,345	33,837	10,118	25,806	51,286
052308 Hand Tools	0	0	0	0	0	0	400
052309 Document Reproduction - Outside	0	0	0	1,860	0	0	0
052310 Clothing	0	0	0	0	0	0	26,500
052312 Household Supplies	0	988	0	0	0	0	10,000
052316 Safety Equipment	0	0	0	0	0	0	2,000
052320 Medical Supplies	0	0	0	0	0	0	132,000
052324 Outside Postage	118	227	424	110	1,173	2,090	1,602
052342 Materials and Supplies	46,408	24,896	103,290	24,338	46,908	42,538	115,378
052343 Miscellaneous Expense	96,008	74,837	94,197	44,497	71,779	40,800	40,800
052345 Penalization	340	0	294	0	0	0	0
052346 Library Books	106	0	0	5,787	0	0	0
052349 Audio Visuals	103	0	0	0	0	0	0
052404 Repair/Oper Air Raid System	723	820	972	-409	-499	0	0
052408 Outside Vehicle Repair	0	0	12	0	0	0	0
052410 Outside Equipment Repair/Maintenance	29,457	1,260	3,757	0	0	0	10,000
052506 Medical/Dental/Veterinary	0	0	0	0	0	0	40,000



5-year Expenditure Trend Report – Division Level

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	FY16	FY16	FY17
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Forecast	Budget	Request
	<i>Final</i>	<i>Final</i>	<i>Final</i>			FY16 Adopted	Stage 2
052510 Accounting/Auditing/Cons	279,556	305,952	369,778	324,114	586,471	312,631	312,631
052512 Advertising/Publication	0	2,193	8,971	0	0	10,500	312,060
052514 Outside Phone/Communications	0	0	0	0	0	0	2,000
052518 Janitorial Services	0	0	0	0	0	0	58,000
052526 Seminars/Training/Education	17,242	19,615	26,170	13,419	15,329	50,783	49,283
052527 Fixed Charges	0	0	0	0	0	0	35,520
052528 Misc Professional Services	649,534	721,124	1,089,748	1,251,040	1,673,944	1,259,143	1,421,141
052529 Technical Services	0	0	600	0	0	0	0
052530 Employee Activities	0	0	416	0	0	0	0
052532 Staff Development	0	0	0	0	0	0	2,000
052610 Travel Expense	40,814	23,676	64,437	21,686	24,058	15,003	19,803
052611 Unreported Travel	2,543	20,466	1,878	703	5,437	0	0
052730 Mileage	159	430	7,895	7,011	13,888	7,414	9,250
052810 Utilities	1,248	1,778	5,319	-5,838	-6,365	0	135,000
052353 WYPL Studio Facilities Expense - Library	0	0	1,020	0	0	0	0
052525 Total Quality Management	3,713	0	185	0	0	0	0
052920 Insurance	4,096	3,981	4,726	13,774	13,774	7,359	24,139
052921 Claims	0	0	2,676	0	2,000	2,000	2,000
052923 Lawsuits	0	0	6,994	8,073	36,823	20,677	20,677



5-year Expenditure Trend Report – Division Level

	FY13 YearTotal <i>Actual</i> <i>Final</i>	FY14 YearTotal <i>Actual</i> <i>Final</i>	FY15 YearTotal <i>Actual</i> <i>Final</i>	FY16 MarYTD <i>Actual</i>	FY16 Total Year Forecast	FY16 YearTotal Budget FY16 Adopted	FY17 YearTotal Request Stage 2
052930 Dues/Memberships/Periodicals	81,805	90,497	169,219	52,440	119,810	107,096	110,446
052950 Misc Services and Charges	20,259	20,730	12,329	5,204	3,557	17,700	27,700
056299 Expense Recovery - M & S	0	-5,197	0	0	0	0	0
Total 505 Materials & Supplies	1,388,817	1,430,319	2,093,773	1,869,979	2,733,623	2,055,055	3,203,220
052850 Sports Authority	0	0	0	3,773	0	0	0
061014 MIFA General Assistance	0	0	0	0	0	0	669,218
061199 Human Services Grants	0	-4,471	0	0	0	0	0
066104 Ambassador's Fellowship Pay	674,414	698,316	1,427,548	934,842	1,691,178	2,332,958	1,663,740
066108 MORE Initiative	0	212,964	55,920	0	0	0	0
FSC515 515 Grants and Subsidies	674,414	906,809	1,483,468	938,615	1,691,178	2,332,958	2,332,958
Total expenditures	4,835,373	5,272,002	7,100,921	5,692,692	8,754,514	8,295,333	13,114,226
Revenue:							
FSS135 135 Dog Licenses	0	0	0	0	0	0	358,533
FSC440 440 Licenses and Permits	0	0	0	0	0	0	358,533
FSS150 150 City Court Fines	0	0	0	-74	-74	0	0
FSC445 445 Fines and Forfeitures	0	0	0	-74	-74	0	0



5-year Expenditure Trend Report – Division Level

	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	FY16	FY16	FY17
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	Forecast	Budget	Request
	<i>Final</i>	<i>Final</i>	<i>Final</i>			FY16 Adopted	Stage 2
FSS190 190 Other Charges for Services	0	0	0	0	0	0	204,182
FSC450 450 Charges for Services	0	0	0	0	0	0	204,182
FSS220 220 Other - Misc	72	0	18,293	124,286	95,000	0	0
FSC475 475 Other Revenues	72	0	18,293	124,286	95,000	0	0
Total Revenues	72	0	18,293	124,212	94,926	0	562,715
Net Operations	-4,835,302	-5,272,002	-7,082,628	-5,568,480	-8,659,588	-8,295,333	-12,551,511



Vendor Detail for Professional Services

Vendor	Description	Amount	% of total
Various	Lobbying (Federal and State Levels)	360,000.00	25.33%
TBD	Website	250,000.00	17.59%
Various Service Providers	Training for MPLOY Participants	230,000.00	16.18%
TBD	Governmental Mandates (i.e. de-	155,000.00	10.91%
TBD	PR/Branding for OYS	116,785.00	8.22%
Various vendors	Youth Services programatic supplies and services	57,828.68	4.07%
TBD	Attorney Salary (half - position to remain in Legal)	40,000.00	2.81%
TBD	Photographer	25,000.00	1.76%
Hicks Convention Service,Inc	Special Events-Equipment Rental	22,267.63	1.57%
Shelby County Schools	Facility Rental-Summer Camp 2015	21,376.00	1.50%
TBD	Data Management System	20,000.00	1.41%
MidSouth Solutions	MAP/MPLOY Apparel, Banners, Signs	19,867.00	1.40%
Pinnacle Perpetual Services	Cleaning Services-315 S. Hollywood & Special	16,254.32	1.14%
TBD	Animal Emergency Healthcare	15,000.00	1.06%
MATA	Bus Passes-MAP & MPLOY	13,000.00	0.91%
Premier Transportation	Transportaiton-School year & Summer Activities	10,955.21	0.77%
Summitt Management Corp	Southern Heritage Classic College Fair & Ticke	9,000.00	0.63%
Jane Ross Personalized Tutoring	ACT Tutoring	8,973.40	0.63%
Cline Tours Incorporated	Transportation-Summer Camp College Tours	8,119.00	0.57%
Other vendors	Various Purchase orders and contracts less than \$3,000	21,714.8	1.53%
Total		\$1,421,141.00	100.00%



MWBE

July 1, 2015 to December 31, 2015

City of Memphis - EXECUTIVE

I=G+H

O=I+J+K=N

Prime Utilization All Business Categories													
Category	African	Hispanic	Native	Asian	Total	Total	Total	Non-certified	MWBE Firms	Non-Profits &	Exclusions	Non	Total
	American		American	American	Certified MBE	Certified WBE	MWBE	MWBEs	Unavailable	Quasi		MWBE	Yr to date
Construction-Prime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A/E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Professional Services	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 9,000	\$ 386,351	\$ -	\$ 38,023	\$ 10,506	\$ 294,054	\$ 689,405
Other Services	\$ 101,720	\$ -	\$ -	\$ -	\$ 101,720	\$ -	\$ 101,720	\$ 56,336	\$ -	\$ 27,220	\$ 1,776	\$ 147,699	\$ 305,755
Goods/Supplies-Prime	\$ 12,920	\$ -	\$ -	\$ 310	\$ 13,230	\$ -	\$ 13,230	\$ 19,795	\$ -	\$ -	\$ 134	\$ 16,609	\$ 49,634
Subcontractor Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 123,640	\$ -	\$ -	\$ 310	\$ 123,950	\$ -	\$ 123,950	\$ 462,482	\$ -	\$ 65,243	\$ 12,416	\$ 458,362	\$ 1,044,794
	11.83%	0.00%	0.00%	0.03%	11.86%	0.00%	11.86%	44.27%	0.00%			43.87%	100.00%

FY17 Executive Division Certified MWBE Goal: 25%

