

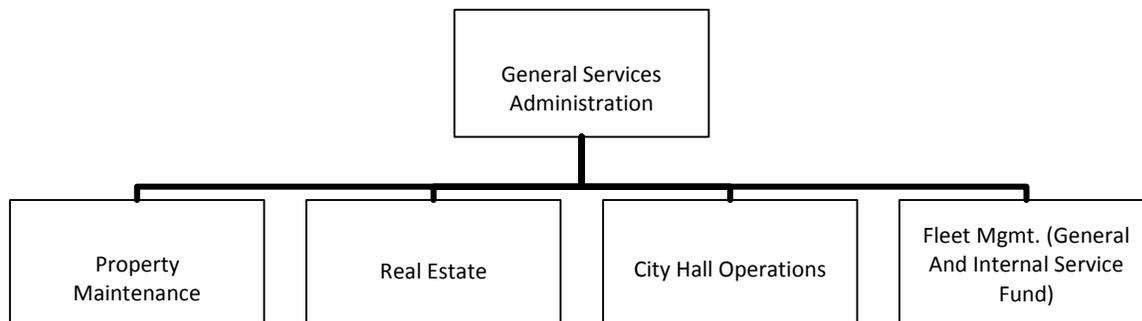
## ■ Operating Budget

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Personnel Services	13,346,228	14,066,274	13,642,817	15,007,844
Materials and Supplies	7,248,462	9,927,154	11,004,825	11,108,224
Capital Outlay	33,339	35,000	35,000	50,000
Total Expenditures	20,628,029	24,028,428	24,682,641	26,166,068
Program Revenues	(969,773)	(793,972)	(1,682,285)	(1,793,972)
Net Expenditures	19,658,255	23,234,456	23,000,356	24,372,096
Authorized Complement				318

## MISSION

To provide quality maintenance and repair for buildings and vehicles and other crucial support services for the Administration, City divisions, and other governmental organizations in a cost-effective and efficient manner to assist them in accomplishing the City's mission.

## STRUCTURE



## SERVICES

The Division of General Services works in a number of ways to support the other divisions that make up the City's service and administrative system. General Services ensures that the 300+ city owned facilities and 400+ structures that include Civil Defense sirens, Police and Fire drill towers, Tiger Lane, golf irrigation, etc. function properly and meet the Americans with Disabilities Act (ADA) accessibility requirements. The Division provides maintenance for the City's vehicle fleet, handles the sale and acquisition of real property, as well as maintains 167 parks, 106 playgrounds and 16 libraries, providing horticulture services and tree maintenance / removal.

## ■ charges for services

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Fiber Optic Franchise Fees	(750,195)	(544,842)	(544,842)	(544,842)
Wrecker & Storage Charges	(5,540)	0	0	0
Rental Fees	(10,648)	0	(1,000,000)	(1,131,000)
Rent Of Land	(47,083)	(174,130)	(48,457)	(43,130)
Outside Revenue	0	0	(5,000)	0
P & S Printing	(15,730)	0	(8,435)	0
Tow Fees	(5,790)	0	0	0
Interest on Investments	(79)	0	0	0
Net Income/Investors	(55)	0	0	0
St TN Highway Maint Grant	(18,484)	0	0	0
Cash Overage/Shortage	(5)	0	0	0
Easements & Encroachments	(111,556)	(75,000)	(75,000)	(75,000)
Miscellaneous Revenue	(4,607)	0	(551)	0
<b>Total Charges for Services</b>	<b>(969,773)</b>	<b>(793,972)</b>	<b>(1,682,285)</b>	<b>(1,793,972)</b>

Other services provided by General Services can be found under the following tabs:

Printing and Mail - Internal Service Funds

Fleet Management - Internal Service Funds

**Description**

*General Services Administration provides management, direction and administrative support to the General Services various service centers by monitoring, coordinating and evaluating budget expenditures, capital equipment purchases, and capital improvement projects to help them achieve their goals and objectives in the most efficient and cost-effective manner.*

**Operating Budget**

<b>Category</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2016 Forecast</b>	<b>FY 2017 Projected</b>
Personnel Services	643,017	732,868	642,562	672,116
Materials and Supplies	127,239	164,002	158,550	237,882
Total Expenditures	770,256	896,870	801,111	909,998
Net Expenditures	770,256	896,870	801,111	909,998
Authorized Complement				7

## Administration Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	423,286	566,067	440,030	548,939
Holiday Salary Full Time	22,974	0	27,252	0
Vacation Leave	27,776	0	26,448	0
Bonus Leave	5,102	0	9,752	0
Sick Leave	2,542	0	2,556	0
Out of Rank Pay	307	0	0	0
Retirement Benefits	19,654	0	0	0
Pension	28,919	33,964	30,363	28,012
Pension ARC Funding	27,778	32,773	32,773	43,708
Group Life Insurance	1,844	2,208	1,777	2,010
Unemployment	1,050	880	880	480
Medicare	6,749	8,020	6,843	7,470
Long Term Disability	1,518	1,504	1,604	1,401
Health Insurance - Premier	66,193	84,704	61,693	40,095
Other Post Employment Benefits	0	6,797	6,797	1,688
On the Job Injury	5,441	0	610	0
Payroll Reserve	1,884	0	(6,817)	0
Benefits Adjustments	0	(4,048)	0	(1,688)
<b>Total Personnel Services</b>	<b>643,017</b>	<b>732,868</b>	<b>642,562</b>	<b>672,116</b>
<b><u>Materials and Supplies</u></b>				
City Shop Charges	0	550	0	550
City Shop Fuel	212	410	34	369
City Computer Svc Equipment	0	500	500	500
Data/Word Process Software	36,443	36,443	36,443	36,443
City Telephone/ Communications	3,797	3,000	4,000	3,000
Supplies - Outside	2,967	2,500	1,516	2,500
Outside Postage	142	0	0	0
Materials and Supplies	(14)	0	(41)	0
Outside Equipment Repair/ Maintenance	420	840	420	840
Seminars/Training/Education	1,480	3,500	3,134	4,000
Misc Professional Services	484	10,500	6,529	10,500
Travel Expense	0	500	624	500
Unreported Travel	0	0	132	0
Insurance	16,799	25,000	25,000	98,421
Claims	16,574	27,759	27,759	27,759
Lawsuits	46,566	50,000	50,000	50,000

## Administration Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Dues/Memberships/ Periodicals	1,370	2,500	2,500	2,500
<b>Total Materials and Supplies</b>	127,239	164,002	158,550	237,882
<b>TOTAL EXPENDITURES</b>	770,256	896,870	801,111	909,998
<b>NET EXPENDITURES</b>	770,256	896,870	801,111	909,998

### Description

*Property Maintenance provides customers with cost-effective maintenance and repair; administers warranties for City facilities; make recommendations on all plans regarding construction and major repairs; and provides preventive maintenance program focusing on our customers needs and expectations and performs maintenance support for Memphis Park facilities and services, as well as Bass Pro.*

### Operating Budget

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Personnel Services	6,281,642	6,889,032	6,354,107	11,422,365
Materials and Supplies	2,603,085	3,196,547	3,670,883	5,802,696
Capital Outlay	0	0	0	50,000
Total Expenditures	8,884,726	10,085,579	10,024,990	17,275,061
Program Revenues	(4,607)	0	(1,000,551)	(1,131,000)
Net Expenditures	8,880,119	10,085,579	9,024,439	16,144,061
Authorized Complement				148

-

## Property Maintenance Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	3,820,663	4,875,423	3,855,264	4,952,349
Holiday Salary Full Time	233,542	0	248,989	0
Vacation Leave	279,996	0	264,216	0
Bonus Leave	35,965	0	38,026	0
Sick Leave	297,660	0	326,225	0
Overtime	91,717	131,779	131,779	131,779
Out of Rank Pay	1,280	0	0	0
Longevity Pay	3,538	0	3,913	0
Retirement Benefits	36,695	60,000	3,229	60,000
Required Special License Pay	960	20,000	1,000	20,000
Pension	274,768	282,672	277,279	281,683
Supplemental Pension	795	797	798	805
Social Security	12,315	2,102	13,708	2,102
Pension ARC Funding	373,012	402,641	402,641	824,981
Group Life Insurance	13,930	16,631	13,142	17,016
Unemployment	12,600	9,240	9,240	6,560
Medicare	66,755	76,881	68,922	77,882
Long Term Disability	14,101	14,415	13,165	14,369
Health Insurance - Basic	62,091	57,129	52,756	48,332
Health Insurance - Premier	609,250	633,588	573,867	616,085
Other Post Employment Benefits	0	71,368	71,368	23,076
Salaries - Part Time/ Temporary	165,538	199,000	187,708	4,288,423
On the Job Injury	117,169	80,000	61,538	80,000
Payroll Reserve	16,424	0	(65,079)	0
Expense Recovery - Personnel	(259,122)	0	(199,587)	0
Benefits Adjustments	0	(44,635)	0	(23,076)
<b>Total Personnel Services</b>	<b>6,281,642</b>	<b>6,889,032</b>	<b>6,354,107</b>	<b>11,422,365</b>
<b><u>Materials and Supplies</u></b>				
City Storeroom Supplies	695	1,000	953	4,000
City Shop Charges	289,042	276,147	279,147	1,138,396
City Shop Fuel	156,023	164,622	107,666	401,128
City Computer Svc Equipment	0	5,000	7,798	9,000
City Telephone/ Communications	8,756	10,000	6,823	12,100
Supplies - Outside	4,977	5,000	3,188	9,000

## Property Maintenance Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Hand Tools	21,040	55,000	43,573	65,200
Clothing	24,443	25,000	25,000	41,122
Household Supplies	3,775	3,800	3,500	60,300
Safety Equipment	3,647	2,500	4,147	10,000
Medical Supplies	0	400	0	400
Athletic/Recreational Supplies	0	0	0	10,000
Outside Postage	65	100	0	100
Asphalt Products	0	0	0	3,000
Lumber & Wood Products	0	0	0	5,000
Steel & Iron Products	0	0	0	20,000
Lime Cement & Gravel	0	0	0	4,000
Chemicals	0	0	0	51,424
Materials and Supplies	1,385,082	1,450,000	1,707,266	1,475,000
Miscellaneous Expense	0	0	0	5,000
Outside Vehicle Repair	0	0	0	20,000
Outside Equipment Repair/ Maintenance	48,300	55,860	25,000	125,326
Facilities Structure Repair - Outside	0	0	250,000	500,000
Horticulture	0	0	0	10,000
Janitorial Services	574	5,000	575	5,000
Security	292	4,000	347	10,000
Seminars/Training/Education	2,750	11,000	9,566	11,000
Misc Professional Services	640,183	825,000	975,466	1,294,572
Travel Expense	733	0	0	0
Unreported Travel	(733)	0	0	0
Relocation Expense	0	0	0	0
Utilities	304,385	250,000	250,000	413,700
Insurance	35,118	35,118	35,118	61,928
Claims	4,286	10,000	10,000	25,000
Dues/Memberships/ Periodicals	615	2,000	750	2,000
Expense Recovery - M & S	(330,962)	0	(75,000)	0
<b>Total Materials and Supplies</b>	<b>2,603,085</b>	<b>3,196,547</b>	<b>3,670,883</b>	<b>5,802,696</b>
<b>Capital Outlay</b>				
Equipment	0	0	0	50,000
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
<b>TOTAL EXPENDITURES</b>	<b>8,884,726</b>	<b>10,085,579</b>	<b>10,024,990</b>	<b>17,275,061</b>

Property Maintenance Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Charges for Services</u></b>				
Rental Fees	0	0	(1,000,000)	(1,131,000)
<b>Total Charges for Services</b>	0	0	(1,000,000)	(1,131,000)
<b><u>Other Revenues</u></b>				
Miscellaneous Revenue	(4,607)	0	(551)	0
<b>Total Other Revenues</b>	(4,607)	0	(551)	0
<b>TOTAL PROGRAM REVENUES</b>	(4,607)	0	(1,000,551)	(1,131,000)
<b>NET EXPENDITURES</b>	8,880,119	10,085,579	9,024,439	16,144,061

### Description

*Real Estate assists the City's divisions divisions, other divisions, agencies and/or service centers in providing analyses involving feasibility studies, preparation of land valuations and direction in accomplishing possible projects; acquiring real property or interests in real property including in-leasing and out-leasing of land and improvements and management of real property; and sale of excess or tax delinquent City parcels.*

### Operating Budget

<b>Category</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2016 Forecast</b>	<b>FY 2017 Projected</b>
Personnel Services	354,616	412,751	382,124	459,505
Materials and Supplies	60,233	98,210	123,724	187,027
Total Expenditures	414,849	510,961	505,848	646,532
Program Revenues	(908,835)	(662,972)	(662,972)	(662,972)
Net Expenditures	(493,986)	(152,011)	(157,124)	(16,440)
Authorized Complement				6

## Real Estate Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	218,286	293,842	225,890	305,290
Holiday Salary Full Time	12,785	0	11,722	0
Vacation Leave	14,467	0	7,270	0
Bonus Leave	2,463	0	1,925	0
Sick Leave	7,485	0	7,199	0
Out of Rank Pay	0	0	726	0
Retirement Benefits	0	0	16,736	0
Pension	15,329	17,631	14,128	15,034
Social Security	1,232	0	1,218	0
Pension ARC Funding	19,842	23,410	23,410	32,781
Group Life Insurance	744	848	607	1,049
Unemployment	750	660	660	400
Medicare	3,679	4,091	3,870	4,885
Long Term Disability	707	767	600	752
Health Insurance - Basic	1,106	0	0	0
Health Insurance - Premier	42,020	40,095	43,480	62,115
Other Post Employment Benefits	0	5,098	5,098	1,407
Salaries - Part Time/ Temporary	19,874	30,000	24,824	37,200
Payroll Reserve	1,237	0	(3,856)	0
Expense Recovery - Personnel	(7,390)	0	(3,382)	0
Benefits Adjustments	0	(3,690)	0	(1,407)
<b>Total Personnel Services</b>	<b>354,616</b>	<b>412,751</b>	<b>382,124</b>	<b>459,505</b>
<b><u>Materials and Supplies</u></b>				
Document Reproduction - City	0	2,500	5,000	2,500
City Shop Charges	483	1,158	80	1,158
City Shop Fuel	343	351	248	316
Outside Computer Services	7,216	30,000	22,784	90,000
City Computer Svc Equipment	3,212	4,500	4,000	4,500
City Telephone/ Communications	788	2,500	4,362	2,500
Supplies - Outside	1,822	1,900	1,363	1,900
Outside Postage	73	150	210	1,000
Materials and Supplies	4,481	4,820	4,820	5,000
Outside Equipment Repair/ Maintenance	0	420	0	420

## Real Estate Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Advertising/Publication	350	500	500	1,000
Seminars/Training/Education	5,948	6,000	1,590	6,000
Misc Professional Services	18,713	22,250	47,106	50,950
Travel Expense	1,245	1,500	0	1,500
Utilities	559	0	12,000	0
Insurance	15,000	19,661	19,661	18,283
<b>Total Materials and Supplies</b>	<b>60,233</b>	<b>98,210</b>	<b>123,724</b>	<b>187,027</b>
<b>TOTAL EXPENDITURES</b>	<b>414,849</b>	<b>510,961</b>	<b>505,848</b>	<b>646,532</b>
<b><u>Local Taxes</u></b>				
Fiber Optic Franchise Fees	(750,195)	(544,842)	(544,842)	(544,842)
<b>Total Local Taxes</b>	<b>(750,195)</b>	<b>(544,842)</b>	<b>(544,842)</b>	<b>(544,842)</b>
<b><u>Charges for Services</u></b>				
Rent Of Land	(47,083)	(43,130)	(43,130)	(43,130)
Easements & Encroachments	(111,556)	(75,000)	(75,000)	(75,000)
<b>Total Charges for Services</b>	<b>(158,640)</b>	<b>(118,130)</b>	<b>(118,130)</b>	<b>(118,130)</b>
<b>TOTAL PROGRAM REVENUES</b>	<b>(908,835)</b>	<b>(662,972)</b>	<b>(662,972)</b>	<b>(662,972)</b>
<b>NET EXPENDITURES</b>	<b>(493,986)</b>	<b>(152,011)</b>	<b>(157,124)</b>	<b>(16,440)</b>

**Description**

*The Operation of City Hall provides a safe, clean and comfortable environment for employees and visitors to City Hall and 170 N. Main, and provides timely, efficient, and quality service to employees in both buildings. Printing/Mail Services provide quality services to all City Government centers and is responsible for city print jobs, inter-office and postal delivery of mail, the administration of the copier contracts, and handles the purchasing of all paper for the city in the most cost efficient and expeditious manner to meet the needs of the customers.*

**Operating Budget**

<b>Category</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2016 Forecast</b>	<b>FY 2017 Projected</b>
Personnel Services	1,393,567	1,739,733	1,634,916	1,782,608
Materials and Supplies	2,588,608	4,443,424	5,125,100	4,880,619
<b>Total Expenditures</b>	<b>3,982,175</b>	<b>6,183,157</b>	<b>6,760,016</b>	<b>6,663,227</b>
Program Revenues	0	0	(13,435)	0
<b>Net Expenditures</b>	<b>3,982,175</b>	<b>6,183,157</b>	<b>6,746,581</b>	<b>6,663,227</b>
Authorized Complement				27

## Operation City Hall Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	846,310	1,024,561	811,168	1,073,482
Holiday Salary Full Time	48,585	0	52,198	0
Vacation Leave	51,319	0	62,349	0
Bonus Leave	12,415	0	8,696	0
Sick Leave	14,579	0	10,856	0
Overtime	53,668	60,000	68,663	70,000
Longevity Pay	624	0	699	0
Shift Differential	2,895	3,000	2,916	3,000
Retirement Benefits	24,411	26,950	26,950	34,575
Pension	52,802	51,835	51,165	54,148
Supplemental Pension	2,272	2,269	2,275	2,292
Social Security	6,700	5,987	7,411	5,987
Pension ARC Funding	87,303	103,001	103,001	120,196
Group Life Insurance	2,482	3,306	2,815	3,235
Unemployment	3,150	2,310	2,310	1,760
Medicare	14,459	15,368	14,633	17,176
Long Term Disability	2,640	2,881	2,346	3,000
Health Insurance - Premier	140,112	120,284	116,613	125,368
Other Post Employment Benefits	0	17,842	17,842	6,191
Salaries - Part Time/ Temporary	20,712	303,390	283,372	259,390
On the Job Injury	0	2,000	0	2,000
Payroll Reserve	6,130	7,000	(13,362)	7,000
Benefits Adjustments	0	(12,252)	0	(6,191)
<b>Total Personnel Services</b>	<b>1,393,567</b>	<b>1,739,733</b>	<b>1,634,916</b>	<b>1,782,608</b>
<b><u>Materials and Supplies</u></b>				
City Hall Printing	162,597	250,000	359,260	350,000
City Hall Postage	132	0	0	0
City Storeroom Supplies	203	1,500	727	1,500
City Shop Charges	19,652	29,188	28,237	32,623
City Shop Fuel	14,028	26,872	21,235	24,185
City Computer Svc Equipment	3,618	7,450	6,250	7,450
Data/Word Process Software	0	5,000	5,000	5,000
City Telephone/ Communications	2,885	6,200	6,318	6,200
Printing - Outside	70,760	70,218	59,913	75,000
Supplies - Outside	1,147	2,707	3,399	2,707
Clothing	7,024	12,500	17,035	12,500

## Operation City Hall Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Household Supplies	13,863	51,842	67,414	55,921
Outside Postage	419,741	450,100	450,050	450,100
Materials and Supplies	28,738	59,218	68,567	59,218
Outside Equipment Repair/ Maintenance	72,489	128,520	152,252	137,260
Facilities Structure Repair - Outside	0	1	0	0
Legal Services/Court Cost	0	0	20	0
Janitorial Services	228,278	383,862	407,524	408,862
Security	0	15,000	0	665,000
Seminars/Training/Education	0	5,300	5,000	5,300
Misc Professional Services	25,243	125,250	113,003	137,750
Relocation Expense	0	300,000	903,000	300,000
Utilities	668,362	1,505,385	1,363,546	1,126,545
Insurance	95,569	175,311	175,311	105,498
Misc Services and Charges	13,780	12,000	12,746	12,000
Equipment Rental	927,093	950,000	1,049,293	1,050,000
Expense Recovery - M & S	(186,593)	(130,000)	(150,000)	(150,000)
<b>Total Materials and Supplies</b>	<b>2,588,608</b>	<b>4,443,424</b>	<b>5,125,100</b>	<b>4,880,619</b>
<b>TOTAL EXPENDITURES</b>	<b>3,982,175</b>	<b>6,183,157</b>	<b>6,760,016</b>	<b>6,663,227</b>
<b><u>Charges for Services</u></b>				
Outside Revenue	0	0	(5,000)	0
P & S Printing	0	0	(8,435)	0
<b>Total Charges for Services</b>	<b>0</b>	<b>0</b>	<b>(13,435)</b>	<b>0</b>
<b>TOTAL PROGRAM REVENUES</b>	<b>0</b>	<b>0</b>	<b>(13,435)</b>	<b>0</b>
<b>NET EXPENDITURES</b>	<b>3,982,175</b>	<b>6,183,157</b>	<b>6,746,581</b>	<b>6,663,227</b>

**Operating Budget**

<b>Category</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2016 Forecast</b>	<b>FY 2017 Projected</b>
Personnel Services	801	0	0	0
Materials and Supplies	40,203	0	(5,177)	0
Total Expenditures	41,005	0	(5,177)	0
Program Revenues	(15,730)	0	0	0
Net Expenditures	25,274	0	(5,177)	0
Authorized Complement				0

Printing and Mail has moved to the Operations City Hall Legal Level.

## Printing/Mail Services Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	1,049	0	0	0
Holiday Salary Full Time	119	0	0	0
Bonus Leave	21	0	0	0
Overtime	30	0	0	0
Pension	71	0	0	0
Social Security	125	0	0	0
Group Life Insurance	1	0	0	0
Medicare	46	0	0	0
Long Term Disability	4	0	0	0
Health Insurance - Premier	165	0	0	0
Salaries - Part Time/ Temporary	2,016	0	0	0
Payroll Reserve	(2,847)	0	0	0
<b>Total Personnel Services</b>	<b>801</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Materials and Supplies</u></b>				
City Hall Printing	6,754	0	0	0
City Telephone/ Communications	93	0	0	0
Printing - Outside	330	0	0	0
Clothing	937	0	0	0
Outside Postage	13	0	0	0
Misc Professional Services	51	0	0	0
Equipment Rental	117,958	0	0	0
Expense Recovery - M & S	(85,934)	0	(5,177)	0
<b>Total Materials and Supplies</b>	<b>40,203</b>	<b>0</b>	<b>(5,177)</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>41,005</b>	<b>0</b>	<b>(5,177)</b>	<b>0</b>
<b><u>Charges for Services</u></b>				
P & S Printing	(15,730)	0	0	0
<b>Total Charges for Services</b>	<b>(15,730)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PROGRAM REVENUES</b>	<b>(15,730)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURES</b>	<b>25,274</b>	<b>0</b>	<b>(5,177)</b>	<b>0</b>

**Description**

*Park Operations performs maintenance support for Memphis Park facilities and services.*

**Operating Budget**

<b>Category</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2016 Forecast</b>	<b>FY 2017 Projected</b>
Personnel Services	3,961,382	4,317,501	3,869,256	0
Materials and Supplies	1,826,824	2,024,971	1,931,673	0
Capital Outlay	33,339	35,000	35,000	0
Total Expenditures	5,821,545	6,377,472	5,835,929	0
Program Revenues	(29,266)	(131,000)	(5,327)	0
Net Expenditures	5,792,279	6,246,472	5,830,602	0
Authorized Complement				0

The total operation moved to Property Maintenance legal level.

## Park Operations Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	1,751,480	2,411,663	1,578,685	0
Holiday Salary Full Time	107,027	0	104,638	0
Vacation Leave	146,225	0	150,964	0
Bonus Leave	21,612	0	20,588	0
Sick Leave	100,867	0	81,018	0
Overtime	106,238	157,000	181,692	0
Out of Rank Pay	2,583	10,000	12,933	0
Hazardous Duty Pay	1,654	6,000	1,655	0
Longevity Pay	2,084	0	3,798	0
Retirement Benefits	88,957	27,780	35,706	0
Pension	31,583	33,936	37,100	0
Supplemental Pension	34,184	33,817	31,330	0
Social Security	127,902	93,930	176,213	93,930
Pension ARC Funding	246,778	294,251	294,251	0
Group Life Insurance	5,140	6,325	4,275	0
Unemployment	8,400	6,380	6,710	0
Medicare	37,775	32,372	35,691	0
Long Term Disability	6,667	6,552	5,580	0
Health Insurance - Basic	36,565	35,237	28,783	0
Health Insurance - Premier	336,966	348,428	280,951	0
Other Post Employment Benefits	0	49,278	49,278	0
Salaries - Part Time/ Temporary	707,582	780,000	780,000	0
On the Job Injury	32,344	20,000	20,057	0
Payroll Reserve	20,770	0	(52,640)	0
Benefits Adjustments	0	(35,448)	0	(93,930)
<b>Total Personnel Services</b>	<b>3,961,382</b>	<b>4,317,501</b>	<b>3,869,256</b>	<b>0</b>
<b><u>Materials and Supplies</u></b>				
City Storeroom Supplies	9,384	3,000	44,101	0
City Shop Charges	954,722	792,639	820,277	0
City Shop Fuel	212,389	281,075	226,471	0
City Telephone/ Communications	673	2,100	653	0
Supplies - Outside	2,761	4,000	3,503	0
Hand Tools	8,850	10,200	4,241	0
Clothing	7,575	10,000	8,222	0
Household Supplies	56,105	56,500	17,055	0
Safety Equipment	7,066	5,000	3,084	0

## Park Operations Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
Athletic/Recreational				
Supplies	9,863	10,000	9,500	0
Asphalt Products	5,106	3,000	2,202	0
Lumber & Wood Products	3,280	5,000	1,190	0
Steel & Iron Products	8,918	5,000	15,367	0
Lime Cement & Gravel	764	4,000	967	0
Chemicals	35,050	50,000	32,525	0
Materials and Supplies	28,250	25,000	21,146	0
Miscellaneous Expense	(156,435)	5,000	8,755	0
Outside Vehicle Repair	7,309	20,000	3,202	0
Outside Equipment Repair/ Maintenance	54,634	65,000	42,192	0
Horticulture	12,009	10,000	15,845	0
Security	4,032	6,000	10,470	0
Misc Professional Services	356,428	446,947	427,661	0
Utilities	198,094	163,700	170,985	0
Total Quality Management	0	0	249	0
Insurance	0	26,810	26,810	0
Claims	0	15,000	15,000	0
<b>Total Materials and Supplies</b>	<b>1,826,824</b>	<b>2,024,971</b>	<b>1,931,673</b>	<b>0</b>
<b><u>Capital Outlay</u></b>				
Equipment	33,339	35,000	35,000	0
<b>Total Capital Outlay</b>	<b>33,339</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>5,821,545</b>	<b>6,377,472</b>	<b>5,835,929</b>	<b>0</b>
<b><u>Charges for Services</u></b>				
Rental Fees	(10,648)	0	0	0
Rent Of Land	0	(131,000)	(5,327)	0
<b>Total Charges for Services</b>	<b>(10,648)</b>	<b>(131,000)</b>	<b>(5,327)</b>	<b>0</b>
<b><u>Use of Money and Property</u></b>				
Interest on Investments	(79)	0	0	0
Net Income/Investors	(55)	0	0	0
<b>Total Use of Money and Property</b>	<b>(134)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>State Grants</u></b>				
St TN Highway Maint Grant	(18,484)	0	0	0
<b>Total State Grants</b>	<b>(18,484)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Park Operations Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b>TOTAL PROGRAM REVENUES</b>	(29,266)	(131,000)	(5,327)	0
<b>NET EXPENDITURES</b>	<u>5,792,279</u>	<u>6,246,472</u>	<u>5,830,602</u>	<u>0</u>

**Description**

*Weights and Measures register and certify commercial weighing and measuring devices to assure fairness to the citizens in transactions of measured goods and services.*

**Operating Budget**

<b>Category</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2016 Forecast</b>	<b>FY 2017 Projected</b>
Personnel Services	78,376	0	0	0
Materials and Supplies	2,165	0	0	0
Total Expenditures	80,541	0	0	0
Net Expenditures	80,541	0	0	0
Authorized Complement				0

Program unfunded in Fy2015. Actuals include employee severance pay.

## Motor Vehicle Inspection Bureau Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	5,445	0	0	0
Retirement Benefits	71,961	0	0	0
Pension	300	0	0	0
Group Life Insurance	50	0	0	0
Medicare	825	0	0	0
Long Term Disability	32	0	0	0
Health Insurance - Basic	149	0	0	0
Health Insurance - Premier	2,529	0	0	0
On the Job Injury	89	0	0	0
Payroll Reserve	(3,003)	0	0	0
<b>Total Personnel Services</b>	<b>78,376</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Materials and Supplies</u></b>				
City Telephone/ Communications	175	0	0	0
Misc Professional Services	1,990	0	0	0
<b>Total Materials and Supplies</b>	<b>2,165</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>80,541</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURES</b>	<b>80,541</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Operating Budget**

<b>Category</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2016 Forecast</b>	<b>FY 2017 Projected</b>
Personnel Services	632,827	(25,611)	759,852	671,250
Materials and Supplies	105	0	72	0
<b>Total Expenditures</b>	<b>632,932</b>	<b>(25,611)</b>	<b>759,924</b>	<b>671,250</b>
<b>Net Expenditures</b>	<b>632,932</b>	<b>(25,611)</b>	<b>759,924</b>	<b>671,250</b>
Authorized Complement				130

Personnel costs are captured in the General Fund with the actual operations in the Fleet Fund. Personnel cost are recovered through monthly expense recovery.

## Fleet Management Legal Level Detail

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Forecast	FY 2017 Projected
<b><u>Personnel Services</u></b>				
Full-Time Salaries	4,768,019	6,610,827	4,771,120	7,067,767
Holiday Salary Full Time	281,511	0	300,687	0
Vacation Leave	372,996	0	396,061	0
Bonus Leave	53,452	0	54,126	0
Sick Leave	241,670	0	232,705	0
Overtime	319,513	600,001	189,696	600,001
Out of Rank Pay	3,544	0	10,822	0
College Incentive Pay	0	0	2,400	4,503
Longevity Pay	99	0	4,954	0
Retirement Benefits	106,024	88,650	131,075	88,650
Pension	319,718	375,158	325,369	321,232
Supplemental Pension	769	767	773	774
Social Security	8,080	0	4,417	0
Pension ARC Funding	519,834	613,325	613,325	710,248
Group Life Insurance	14,056	16,766	12,603	16,347
Unemployment	15,600	14,190	28,380	8,640
Medicare	83,358	98,794	82,521	97,878
Long Term Disability	16,923	18,059	15,435	17,092
Health Insurance - Basic	85,552	100,819	85,475	92,241
Health Insurance - Premier	694,548	831,814	648,713	713,781
Other Post Employment Benefits	0	109,601	109,601	30,392
Salaries - Part Time/ Temporary	59,192	110,000	0	110,000
On the Job Injury	142,670	55,000	115,955	155,000
Payroll Reserve	13,630	0	(79,807)	0
Attrition	0	(352,750)	0	(125,000)
Expense Recovery - Personnel	(7,487,932)	(9,243,515)	(7,296,554)	(9,207,904)
Benefits Adjustments	0	(73,117)	0	(30,392)
<b>Total Personnel Services</b>	<b>632,827</b>	<b>(25,611)</b>	<b>759,852</b>	<b>671,250</b>
<b><u>Materials and Supplies</u></b>				
Outside Postage	81	0	0	0
Misc Professional Services	24	0	72	0
<b>Total Materials and Supplies</b>	<b>105</b>	<b>0</b>	<b>72</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>632,932</b>	<b>(25,611)</b>	<b>759,924</b>	<b>671,250</b>
<b>NET EXPENDITURES</b>	<b>632,932</b>	<b>(25,611)</b>	<b>759,924</b>	<b>671,250</b>

# GENERAL SERVICES

# AUTHORIZED COMPLEMENT

Position Title	Authorized Positions	Position Title	Authorized Positions
<u>Administration</u>		SUPER HEAVY EQUIP	1
ANALYST DIVERSITY/CONTRACT	1	TRIMMER TREE	2
ASST EXECUTIVE	1	<b>Total Property Maintenance</b>	<b>148</b>
COORD BUDGET CONTRACT GS	1	<u>Real Estate</u>	
COORD COMPLIANCE QUALITY	1	ADMR REAL ESTATE	1
COORD HR GEN SVCS	1	AGENT RIGHT OF WAY	1
DIRECTOR GENERAL SVCS	1	AGENT RIGHT OF WAY SR	2
DIRECTOR GENERAL SVCS DEPUTY	1	ANALYST ACCOUNTING	1
<b>Total Administration</b>	<b>7</b>	SUPER REAL ESTATE	1
<u>Property Maintenance</u>		<b>Total Real Estate</b>	<b>6</b>
ACCOUNTANT ASSOCIATE A	3	<u>Operation City Hall</u>	
ADMR PROPERTY MAINT	1	ADMR OPERATION CITY HALL	1
ASST CRAFTS	6	CLERK MAIL DISTRIBUTION BINDERY	3
CARPENTER MNT	13	CLERK MAIL DISTRIBUTION BINDERY LD	1
CREWPERSON SEMISKILLED	1	COORD BUSINESS AFFAIRS	1
ELECT MNT	10	CREWPERSON	1
FINISHER CONCRETE	2	CREWPERSON (HR PENDING)	1
FOREMAN GEN PROPERTY MNT	3	MECH BUILDING MNT CH	4
MASON BRICK	2	MECH BUILDING MNT CH (HR PENDING)	1
MECH AUTO CAD MNT	1	OPER 1ST CL STEAM REF	5
MECH BUILDING MNT	6	OPER 1ST CL STEAM REF (HR PENDING)	
OPER HEAVY EQUIP	2	PRINTER	2
PAINTER	4	SPEC CUST SVC ADMIN	1
PLUMBER MNT	13	SPEC GRAPHIC DESIGN	1
ROOFER	3	SUPER BLDG MNT CITY HALL	1
SUPER BUSINESS AFFAIRS	1	SUPER PRINTING MAIL	1
SUPER CRAFT PROP MAINT	4	WATCHMAN	2
TECH AC REF SVC	10	<b>Total Operation City Hall</b>	<b>27</b>
ADMR PARK MAINT CONST	1		
CLERK ACCOUNTING A	1		
CREWCHIEF	9		
DRIVER TRUCK	32		
FOREMAN GROUNDS MNT	1		
FOREMAN ZONE MNT	7		
HORICULTURIST	1		
MECH HEAVY EQUIP	1		
MECH MNT	4		
OPER HEAVY EQUIP	2		
SUPER BUSINESS AFFAIRS	1		



**GENERAL SERVICES**

*AUTHORIZED COMPLEMENT*

<b>Position Title</b>	<b>Authorized Positions</b>	<b>Position Title</b>	<b>Authorized Positions</b>
<u>Fleet Management</u>			
ACCOUNTANT ASSOCIATE A	5		
ADMR FLEET SVCS	1		
CLERK INVENT CONTROL	3		
CLERK INVENT CONTROL SR	3		
CREWPERSON	3		
DRIVER FUEL TRUCK	2		
FOREMAN AUTO MECHANICS	8		
MECH MASTER	34		
MECH MASTER LO	14		
MECHANIC	26		
MGR FINANCE FLEET	1		
MGR FLEET SVCS	2		
SPECIALIST FUEL	1		
SUPER BUSINESS AFFAIRS	1		
SUPER FUEL SUPPLIES & INV	1		
TECH AUTOMOTIVE	11		
TECH AUTOMOTIVE RESTORATION	8		
WELDER MASTER	6		
<b>Total Fleet Management</b>	<b>130</b>		
<b><u>TOTAL GENERAL SERVICES</u></b>	<b><u>318</u></b>		



