



# **Division of Engineering**

## **Fiscal Year 2025 Operating Budget Request**

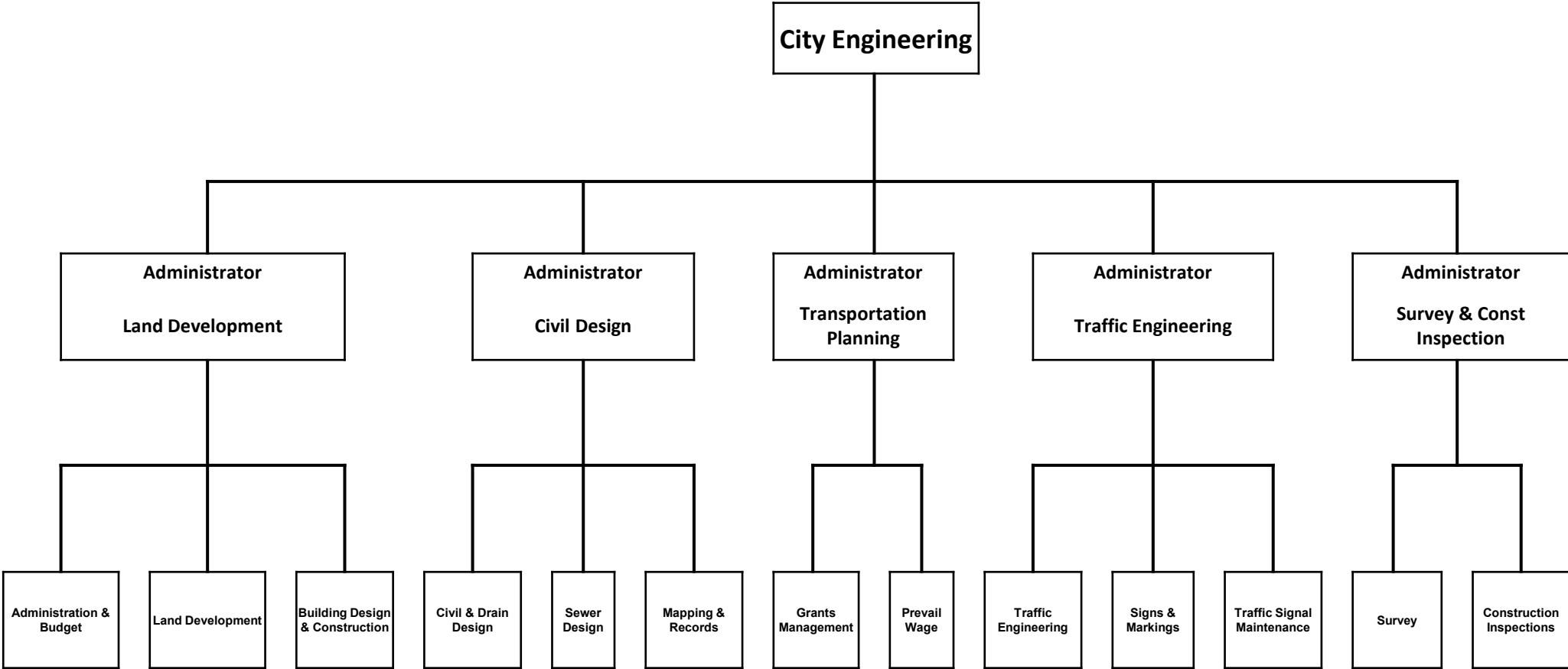
**DIRECTOR: Manny Belen, P.E.**

**FUND: GENERAL**

**DATE: 5/9/2024**

*City of*  
**MEMPHIS**

# ORG CHART



# FY25 Operating Budget Request

## Strategic priorities addressed by this budget:

- Manage installation and maintenance of all traffic control devices
- Facilitate design and installation of traffic calming devices
- Administer and maintain signs and markings
- Regulate, manage and support all incoming Land Development and Developers projects
- Support safe and efficient transportation options for citizens and visitors traveling throughout the City
- Coordinate with stakeholders to provide multi-modal transportation alternatives
- Design and maintenance of all school zone traffic control devices
- Coordinate with MSCS to address the traffic safety needs for students around schools
- Collaborate and foster opportunities to connect the local workforce through STEM outreach
- Coordinate with various citizens and neighborhood groups on requests to install traffic calming devices
- Regulate all construction work performed within the City Right of Way to meet construction standards
- Oversight of construction of streetscape and beautification projects in neighborhoods
- Manage roadway, drainage and sanitary improvement projects
- Partner with Urban Art Commission to install, maintain and manage public art
- Oversee the approval and installation of decorative crosswalks and other asphalt art

# EXPENDITURES

# FY24 Expenditures Bridge to FY25 Request

Description	Fiscal Year 2024				FY25 Request	FY25 Request vs FY24 Adopted	% Increase/Decrease
	Adopted Budget	Encumbrance Roll forward	Council Approved Budget Revisions	Funding Budget			
<b>Personnel Services</b>	\$ 9,945,347.00	\$ -	\$ -	\$ 9,945,347.00	\$ 11,103,824.00	\$ 1,158,477.00	11.6%
Personnel Expense	11,087,097.00	-	-	11,087,097.00	12,245,574.00	1,158,477.00	10.4%
Personnel Recovery	(1,141,750.00)	-	-	(1,141,750.00)	(1,141,750.00)		0.0%
<b>Material and Supplies</b>	4,921,202.00	1,638,663.00	-	6,559,865.00	6,791,870.00	1,870,668.00	38.0%
M&S Expense	5,232,202.00	1,638,663.00	-	6,870,865.00	7,102,870.00	1,870,668.00	35.8%
M&S Recovery	(311,000.00)	-	-	(311,000.00)	(311,000.00)	-	0.0%
<b>Capital Outlay</b>	360,000.00	15,000.00	-	375,000.00	281,000.00	(79,000.00)	-21.9%
Equipment	360,000.00	15,000.00		375,000.00	281,000.00		
<b>Service Charges</b>	75,000.00	-	-	75,000.00	56,250.00	(18,750.00)	-25.0%
Credit Card Fees	75,000.00			75,000.00	56,250.00		
<b>Expense Recovery</b>	(5,435,300.00)	-	-	(5,435,300.00)	(5,435,300.00)	-	0.0%
Exp Recovery-State Street Aid	(5,435,300.00)			(5,435,300.00)	(5,435,300.00)		
<b>Total</b>	<b>\$ 9,866,249.00</b>	<b>\$ 1,653,663.00</b>	<b>\$ -</b>	<b>\$ 11,519,912.00</b>	<b>\$ 12,797,644.00</b>	<b>\$ 2,931,395.00</b>	<b>29.7%</b>



# Program Comparative Spending

Program (Legal Level)	Fiscal Year 2024				FY25 Request	FY25 Request vs FY24 Adopted	% Increase/Decrease
	Adopted Budget	Encumbrance Roll Forward	Council Approved Budget Revisions	Funding Budget			
Planning Design & Const	\$ 2,940,013.00	\$ 1,287,564.00	\$ -	\$ 4,227,577.00	\$ 3,270,847.00	\$ 330,834.00	11.3%
Signs & Markings	3,339,663.00	351,844.00	-	3,691,507.00	3,270,804.00	(68,859.00)	-2.1%
Signal Maintenance	3,451,124.00	14,255.00	-	3,465,379.00	3,434,807.00	(16,317.00)	-0.5%
Prevailing Wages	135,449.00	-	-	135,449.00	221,186.00	85,737.00	63.3%
Smart Fiber Initiative	-	-	-	-	2,600,000.00	2,600,000.00	100.0%
<b>Total Expenditures</b>	<b>\$ 9,866,249.00</b>	<b>\$ 1,653,663.00</b>	<b>\$ -</b>	<b>\$ 11,519,912.00</b>	<b>\$ 12,797,644.00</b>	<b>\$ 2,931,395.00</b>	<b>29.7%</b>



# FY25 Year Over Year Changes in Expenditures

Category	Account	Amount	Explanation
<b>Personnel Services</b>	Full-Time Salaries	\$ 35,082.00	Promotion Plan
	Salaries- Part Time/Temp	(96,182.00)	Reduce Part-Time Staff
	Overtime	(5,872.00)	Reduced at Signal Maintenance
	Benefits Adjustments	2,647.00	Provided by HR
	Group Life Insurance	2,796.00	Provided by HR
	Health Insurance - Choice	161,460.00	Provided by HR
	Health Insurance - Select	(165,984.00)	Provided by HR
	Long Term Disability	264.00	Provided by HR
	Medicare	1,320.00	Provided by HR
	Pension	5,643.00	Provided by HR
	Pension ADC Funding	267,890.00	Provided by HR
	Potential Raises	273,142.00	Provided by HR
Proposed ISL	676,271.00	Proposed ISL for Seven New Positions	
<b>Materials &amp; Supplies</b>	Claims	25,000.00	Provided by Legal
	Mileage	27,010.00	Mileage Increase for Construction Inspectors
	City Shop Charges	28,002.00	Provided by General Services
	City Shop Fuel	(39,181.00)	Provided by General Services
	Pers Computer Software	(26,863.00)	Reduce Computer Software
	Lawsuits	35,000.00	Provided by Legal
	City Computer Serv Equip	55,000.00	Part of the Smart Fiber Initiative
	Other M&S	266,700.00	Part of the Smart Fiber Initiative
	Misc Professional Serv	1,500,000.00	Part of the Smart Fiber Initiative
<b>Capital Outlay</b>	Equipment	(79,000.00)	Reduce Spending for Equipment
<b>Other Expenses</b>	Credit Card Fees	(18,750.00)	Reduction based on Trend for the Credit Card Fees

Net Change \$ 2,931,395.00



# REVENUE



# FY24 Adopted Revenues Bridge to FY25 Request

Description	Fiscal Year 2024			FY25 Request	FY25 Request vs FY24 Adopted	% Increase/Decrease
	Adopted Budget	Council Approved Budget Revisions	Funding Budget			
<b>Local Taxes</b>	\$ 2,192,407.00	\$ -	\$ 2,192,407.00	\$ 2,192,407.00	\$ -	0.0%
Fiber Optic Franchise Fees	2,192,407.00	-	2,192,407.00	2,192,407.00	-	0.0%
	-	-	-	-	-	0.0%
<b>Licenses and Permits</b>	35,000.00	-	35,000.00	35,000.00	-	0.0%
Sidewalk Permit Fees	35,000.00	-	35,000.00	35,000.00	-	0.0%
	-	-	-	-	-	0.0%
<b>Charges for Services</b>	4,206,000.00	-	4,206,000.00	6,806,000.00	2,600,000.00	61.8%
Subdivision Plan Insp Fees	550,000.00	-	550,000.00	550,000.00	-	0.0%
MLGW Fees	2,000,000.00	-	2,000,000.00	2,000,000.00	-	0.0%
Rental Fees	450,000.00	-	450,000.00	450,000.00	-	0.0%
MLG&W Rent	2,000.00	-	2,000.00	2,000.00	-	0.0%
Street Cut Inspection Fee	500,000.00	-	500,000.00	500,000.00	-	0.0%
Traffic Signals	200,000.00	-	200,000.00	200,000.00	-	0.0%
Signs - Loading Zones	500,000.00	-	500,000.00	500,000.00	-	0.0%
Arc Lights	4,000.00	-	4,000.00	4,000.00	-	0.0%
Smart Fiber Initiative	-	-	-	2,600,000.00	2,600,000.00	100.0%
<b>Other Revenues</b>	119,000.00	-	119,000.00	119,000.00	-	0.0%
Sale of Reports	19,000.00	-	19,000.00	19,000.00	-	0.0%
Subdivision Sidewalk Fees	100,000.00	-	100,000.00	100,000.00	-	0.0%
<b>Transfers In</b>	5,500,000.00	-	5,500,000.00	5,500,000.00	-	0.0%
Oper Tfr In - Sales Tax Refer	5,500,000.00	-	5,500,000.00	5,500,000.00	-	0.0%
	-	-	-	-	-	0.0%
<b>Total</b>	<b>\$ 12,052,407.00</b>	<b>\$ -</b>	<b>\$ 12,052,407.00</b>	<b>\$ 14,652,407.00</b>	<b>\$ 2,600,000.00</b>	<b>21.6%</b>

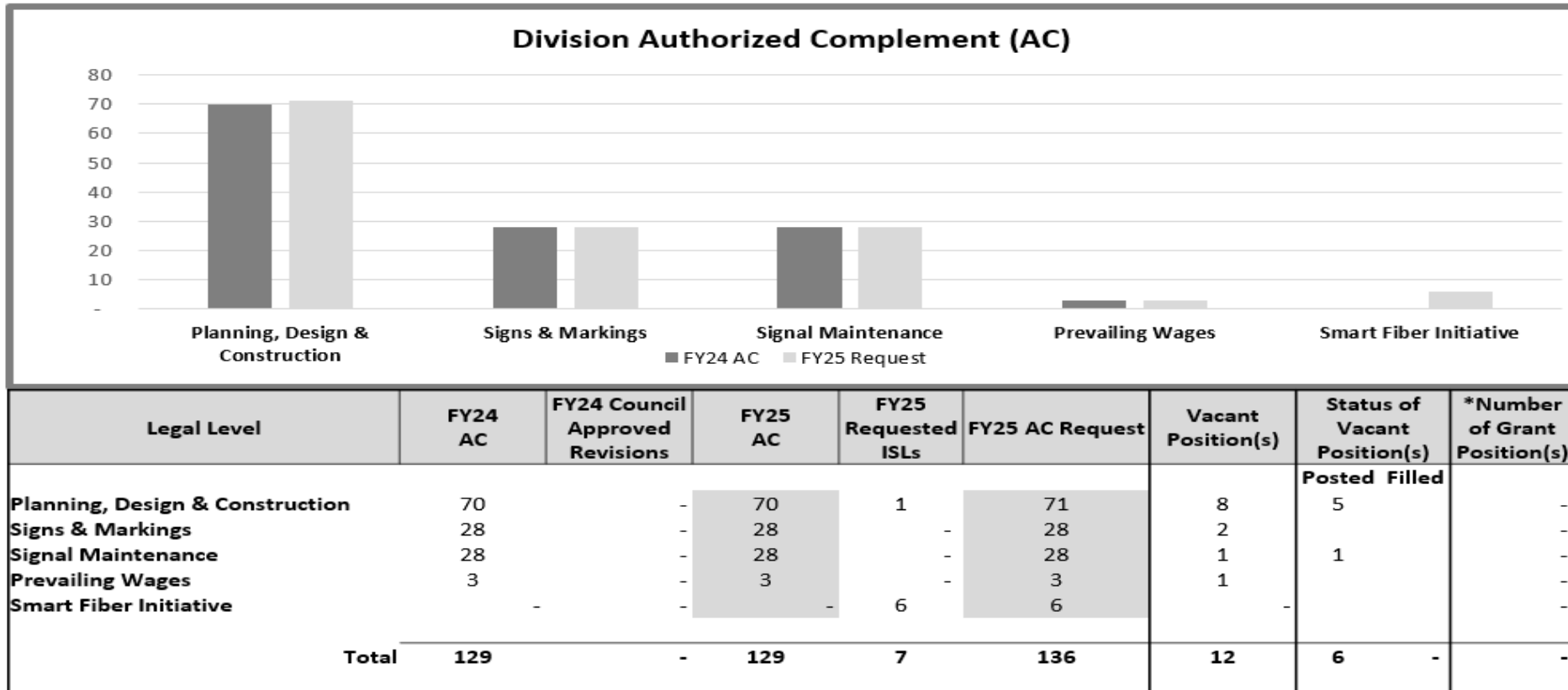




# DIVISION DETAIL INFORMATION

# PERSONNEL INFORMATION

# Division Authorized Complement (AC)



\*Position(s) not funded by General Fund.



# **MATERIAL & SUPPLY EXPENDITURES (M&S)**

# Major M&S Expenditures

Line Item	Amount	Percentage
Urban Art Maintenance	\$ 35,000.00	0.5%
Seminars/Training/Education	39,256.00	0.6%
Claims	40,000.00	0.6%
Lawsuits	60,000.00	0.8%
Outside Equipment Repair/Maint	68,729.00	1.0%
City Computer Svc Equipment	94,706.00	1.3%
Pers Computer Software	107,454.00	1.5%
City Shop Fuel	152,319.00	2.1%
Steel & Iron Products	172,000.00	2.4%
Utilities	196,208.00	2.8%
Mileage	206,913.00	2.9%
Other M&S Accounts	212,087.00	3.0%
Internal Repairs amd Maintenance	215,000.00	3.0%
Maintenance Traffic Signal System	262,347.00	3.7%
City Shop Charges	271,886.00	3.8%
Materials and Supplies	344,962.00	4.9%
Paints Oils and Glass	425,000.00	6.0%
Misc Services and Charges	868,853.00	12.2%
Misc Professional Services	3,330,150.00	46.9%
	<b>Total</b>	
	<b>\$ 7,102,870.00</b>	<b>100.0%</b>

# Account Details

## Professional Services

Vendor	Description	Amount	Percentage
Allen & Hoshall	Various Engineering Services/Studies/Designs	\$ 530,025.00	15.9%
Powers Hill Design (Certified EBO Firm)	Various Engineering Services/Studies/Designs	530,025.00	15.9%
ABES (Certified EBO Firm)	Various Engineering Services/Studies/Designs	530,025.00	15.9%
THY (Certified EBO Firm)	Various Engineering Services/Studies/Designs	530,025.00	15.9%
SSR	Various Engineering Services/Studies/Designs	530,025.00	15.9%
Fisher & Arnold	Various Engineering Services/Studies/Designs	530,025.00	15.9%
Urban Art Commission	Operating Fees	150,000.00	4.5%
		<b>Total \$ <u>3,330,150.00</u></b>	100.0%



# Account Details Leases

*The Division of Engineering has no leases on facilities.*

# Minority/Women Business Enterprises (MWBE) Utilization

MWBE Spend for the Engineering Division as of December 31, 2023 (FY24)

Certified MBE Spend	Certified WBE Spend	Total Certified MWBE Spend	Non-Certified MWBE Spend	Total Certified + Non-Certified MWBE Spend	FY24 Q2 Eligible Spend
\$1,092,232.23	\$11,442.00	\$1,103,674.23	\$0.00	\$1,103,674.23	\$3,482,801.78
31.36%	0.33%	31.69%	0.00%	31.69%	

	Female	Male	Grand Total	Percent of MWBE Spend	Percent of Total Spend
Asian	\$230,424.00	\$123,134.66	\$353,558.66	32.03%	10.15%
Black	\$44,557.42	\$694,116.15	\$738,673.57	66.93%	21.21%
Caucasian	\$11,442.00		\$11,442.00	1.04%	0.33%
Grand Total	\$286,423.42	\$817,250.81	\$1,103,674.23	100.00%	31.69%

FY23 Year End MWBE Spend: 31.72%



*City of*  
**MEMPHIS**