

CITY OF MEMPHIS HUMAN RESOURCES DIVISION



FY 2016 O&M Budget Request
Quintin Robinson, Director
Fund: General
May 5, 2015



Human Resources - FY 2016 Budget Request

Overview of New Service Delivery Initiatives in the FY 2015 Budget

Staffing Changes:

- No anticipated staffing changes in FY 2016; complement will remain unchanged at 44.

Program Changes and Cost Implementation Reflected in 2016 Plan:

- Implementation of public safety initiatives will increase HR's budget request by approximately \$1.5M over FY 2015's Adopted Budget.
 - » Fire recruit classes
 - » Fire Promotional Testing Processes
 - » Police Promotional Testing Process



Bridge Analysis – Expenditures

Human Resources Division Bridge Analysis - Expenditure		
FY2015 Adopted (Total Division Gross Expenditure Budget)		\$5,530,500
Increases		Explanations
Personnel		
Pension ARC	Subtotal \$18,524	Administrative Initiative to fund ARC at required levels.
Full-time Salaries	\$42,472	Changes in personnel with enhanced educational/employment experience resulting in higher starting salaries.
Part-time Salaries	\$403,743	Additional support needed to accommodate public safety entry and promotional testing needs.
OPEB	\$35,684	
Attrition	\$46,851	No attrition anticipated for FY 2016.
Personnel Expense Recovery	\$3,654	Evaluation of Personnel Expense Recovery resulted in a reduction in the amount of personnel expense recovered from other funds.
Benefits	\$1,658	Adjustments made by the Budget Office.
Materials & Supplies	\$981,593	Additional funding needed to administer public safety entry classes and promotional testing needs.
Professional Services		
Medical/Dental	\$122,020	Additional funding needed to support public safety entry classes.
Various	\$14,988	
	Total Increase \$1,671,187	
Decreases		
Personnel		
Benefits Adjustments	(\$35,684)	OPEB reduction.
Health Insurance	(\$48,118)	Changes due to employee mix and selection of coverages.
Tuition Reimbursement - New	(\$10,000)	Reduction to balance Tuition Reimbursement program to \$500k.
Various	(\$5,356)	
Materials & Supplies		
Various		
	Total Decrease (\$48,959)	Majority of cost savings attributed to increase in M&S Expense Recovery.
	Total Decrease (\$148,117)	
	Net Increase/(Decrease) \$1,523,070	
	FY2016 Budget Proposal (Expenditure Budget)	\$7,053,570



Human Resources Division -- General Fund

5 Year Expense Trend Report -- Division Level

Account Description	FY12 Total	FY13 Total	FY14 Total	FY15 MAR YTD	FY15 Forecast	FY15 Adopted	FY16 Request
0111 General Fund							
Expenditures:							
500 Personnel Services							
051101 Full-Time Salaries	2,308,996	2,186,486	2,256,232	1,685,601	2,699,782	2,839,415	2,881,887
051102 Holiday Salary Full Time	127,521	119,252	127,608	102,457	1	0	0
051103 Vacation Leave	159,577	128,772	146,012	113,487	0	0	0
051104 Bonus Leave	28,690	25,539	29,501	21,117	1	0	0
051105 Sick Leave	59,849	41,823	44,913	28,792	22,876	0	0
051202 Overtime	79	1,712	1,541	20,763	20,763	1,500	1,500
051218 Retirement Benefits	4,271	0	0	2,926	2,717	0	0
051302 Pension	88,923	122,497	5,329	9,457	5,474	16,500	16,500
051303 Supplemental Pension	160,757	148,348	156,256	117,197	161,986	164,767	163,665
051304 Social Security	14,167	18,861	12,677	14,511	18,772	0	0
051307 051307 Pension ARC Funding	0	0	0	56,107	177,114	177,114	195,638
051308 Group Life Insurance	7,095	6,255	7,113	4,944	6,510	9,324	8,036
051310 Unemployment	7,955	7,700	6,235	6,000	6,000	6,000	4,620
051314 Medicare	41,121	39,475	38,207	29,954	39,147	42,495	43,922
051315 Long Term Disability_051315	7,397	7,010	7,366	5,188	8,104	7,952	8,183
051320 Health Insurance - Basic	5,948	7,575	5,039	3,026	3,026	6,495	4,416
051322 Health Insurance - Premier	261,441	247,149	250,989	192,699	196,812	326,132	280,093
051323 Other Post Employment Benefits	0	35,345	17,479	0	0	0	35,684
051402 Salaries - Part Time/Temporary	227,463	304,212	204,467	219,370	302,782	322,216	725,959
051501 On the Job Injury	2,336	1,675	0	4,017	2,477	3,000	3,000
051502 Tuition Reimbursement - Old	(250)	0	0	0	0	0	0
051504 Tuition Reimbursement - New	336,766	293,648	342,838	191,146	255,853	500,000	490,000
051505 Book Reimbursement - New	13,594	11,485	13,212	3,935	10,000	10,000	10,000
051601 Payroll Reserve_051601	(116,789)	23,179	5,115	0	0	0	0
051901 Attrition	0	0	0	0	0	0	0
051902 Bonus Pay	31,200	0	0	1,716	1,716	(46,851)	0
056199 Expense Recovery - Personnel	(392,020)	(177,098)	(97,549)	(98,470)	(192,079)	(192,079)	(188,425)
051326 Benefits Adjustments	0	0	0	0	0	0	(35,684)
Total 500 Personnel Services	\$3,386,087	\$3,600,900	\$3,580,580	\$2,735,940	\$3,749,834	\$4,195,566	\$4,648,994
505 Materials & Supplies							
052102 City Hall Printing	558	0	0	0	0	0	0
052106 City Hall Postage	4,379	0	0	0	0	0	0
052108 Document Reproduction - City	938	2,565	2,441	0	0	0	0



Human Resources Division -- General Fund 5 Year Expense Trend Report -- Division Level

Account Description	FY12 Total	FY13 Total	FY14 Total	FY15 MAR YTD	FY15 Forecast	FY15 Adopted	FY16 Request
052116 City Shop Charges	2,850	86	859	549	709	3,019	107
052124 City Shop Fuel	2,850	1,259	1,612	579	1,700	3,510	848
052202 Outside Computer Services	0	5,266	5,197	4,834	4,834	5,200	4,834
052204 City Computer Svc Equipment	68,200	50,149	16,492	8,029	15,956	19,500	18,000
052208 Data/Word Process Software	9,820	7,994	7,994	8,248	8,248	11,125	8,248
052210 City Telephone/Communications	18,534	27,650	18,014	11,823	17,039	18,180	19,620
052302 Printing - Outside	165	0	0	0	0	500	0
052304 Supplies - Outside	18,948	39,174	23,918	18,487	33,811	34,000	31,750
052305 Food Expense	0	25	0	0	0	0	0
052306 Word/Processing/Duplicate	0	409	0	0	0	0	0
052320 Medical Supplies	0	55	0	0	0	0	0
052324 Outside Postage	1,072	1,356	1,588	861	609	2,200	1,000
052342 Materials and Supplies	7,025	2,378	4,649	952	2,100	5,000	4,000
052343 Miscellaneous Expense_052343	123,338	7,413	6,142	4,213	6,256	9,500	9,300
052410 Outside Equipment Repair/Maintenai	0	0	0	0	0	0	0
052504 Legal Services/Court Cost	0	0	0	0	0	3,000	0
052506 Medical/Dental	12,222	169,488	12,496	27,684	60,000	133,500	255,520
052512 Advertising/Publication	170	2,330	0	0	0	3,600	3,600
052514 Outside Phone/Communications	0	840	0	0	0	0	0
052526 Seminars/Training/Education	14,711	10,778	22,444	4,749	9,500	26,500	24,000
052528 Misc Professional Services	1,700,809	2,170,673	1,426,871	783,937	2,269,926	1,539,750	2,521,343
052530 Employee Activities	0	0	0	0	0	0	0
052531 Rewards and Recognition	12,482	12,546	45,205	1,350	35,000	28,000	31,000
052610 Travel Expense	9,907	9,590	4,562	7,547	10,001	14,000	15,500
052611 Unreported Travel	(453)	3,506	4,438	316	515	0	0
052730 Mileage	1,598	1,957	1,679	905	2,198	4,500	4,000
052307 Wonders Materials	0	14	0	0	0	0	0
052521 Photography	75	0	0	0	0	0	0
052525 Total Quality Management	224	806	815	0	0	0	0
052920 Insurance	2,361	806	0	0	1,729	1,639	6,865
052921 Claims_052921	0	0	0	0	0	3,000	3,000
052923 Lawsuits	0	0	0	85	85	7,276	7,276
052930 Dues/Memberships/Periodicals	3,071	5,075	10,461	2,848	6,163	10,250	7,500
052932 Rent	7,481	74,959	84,197	76,326	91,591	91,592	93,414
052950 Misc Services and Charges	753	4,987	7,386	5,364	7,000	8,000	7,500
052980 VIP Gifts	0	0	0	44	44	0	0
057454 Catering	11,419	5,899	8,951	10,571	15,000	10,000	12,000
056299 Expense Recovery - M & S	(642,467)	(669,366)	(661,717)	(508,147)	(674,336)	(661,406)	(685,648)
Total 505 Materials & Supplies	\$1,393,040	\$1,949,941	\$1,056,694	\$473,883	\$1,925,678	\$1,334,935	\$2,404,577



Human Resources Division -- General Fund 5 Year Expense Trend Report -- Division Level

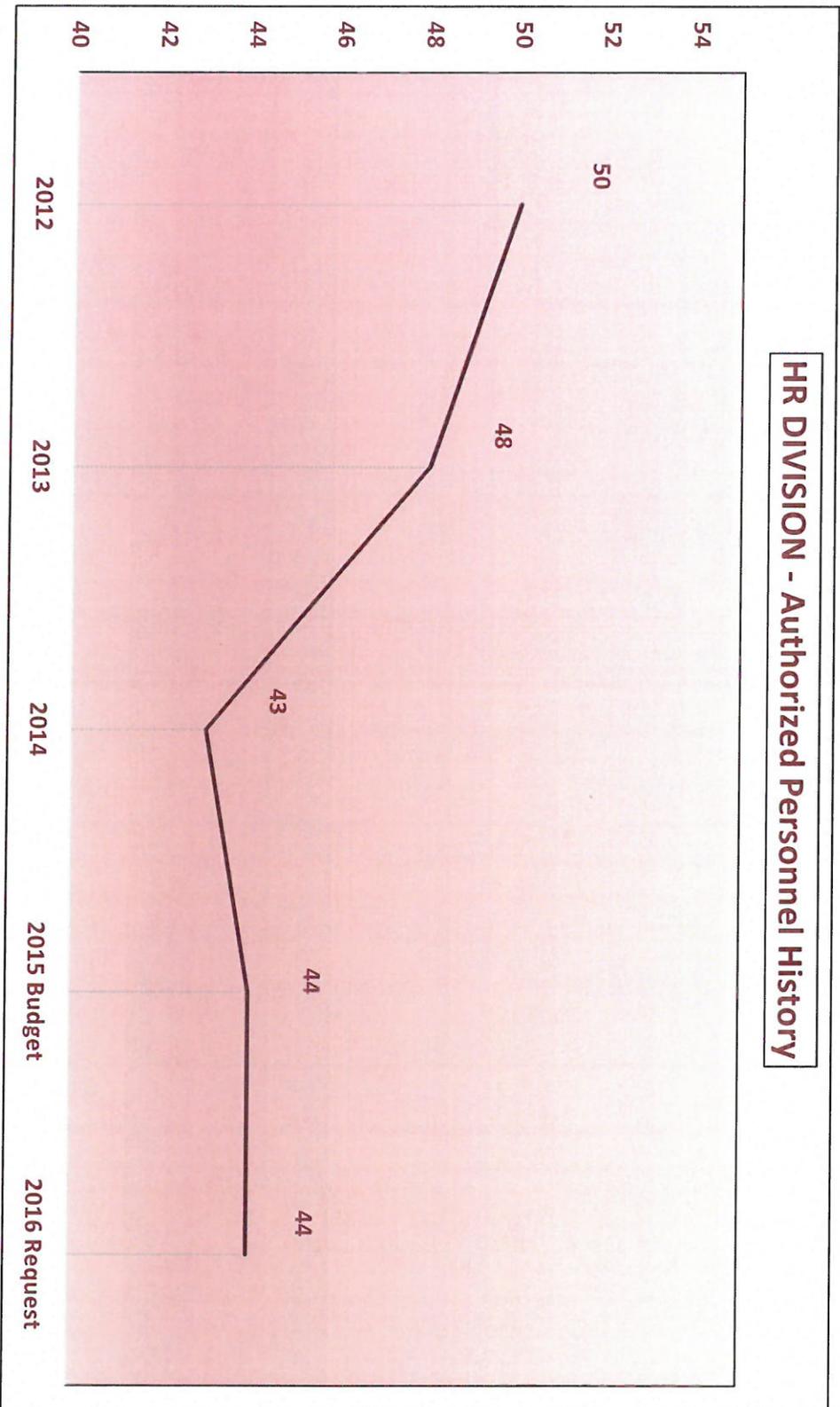
Account Description	FY12 Total	FY13 Total	FY14 Total	FY15 MAR YTD	FY15 Forecast	FY15 Adopted	FY16 Request
510 Capital Outlay							
053102 Furniture/Furnishings	0	578	231	0	0	0	0
Total 510 Capital Outlay	\$0	\$578	\$231	\$0	\$0	\$0	\$0
515 Grants and Subsidies							
061078 Death Benefits	275,555	0	0	0	0	0	0
Total 515 Grants and Subsidies	\$275,555	\$0	\$0	\$0	\$0	\$0	\$0
Total expenditures	\$5,054,682	\$5,551,419	\$4,637,505	\$3,209,823	\$5,675,512	\$5,530,501	\$7,053,570
Revenue:							
475 Other Revenue							
Other - Misc	0	3,520	2,048	97,549	0	0	0
Total 475 Other Revenues	\$0	\$3,520	\$2,048	\$97,549	\$0	\$0	\$0
570 Employee Contributions							
049171 Gym Fees	15,105	90	0	0	0	0	0
Total 570 Employee Contributions	\$15,105	\$90	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$15,105	\$3,610	\$2,048	\$97,549	\$0	\$0	\$0
Net Operations	\$5,039,576	\$5,547,811	\$4,635,454	\$3,112,274	\$5,675,510	\$5,530,500	\$7,053,570



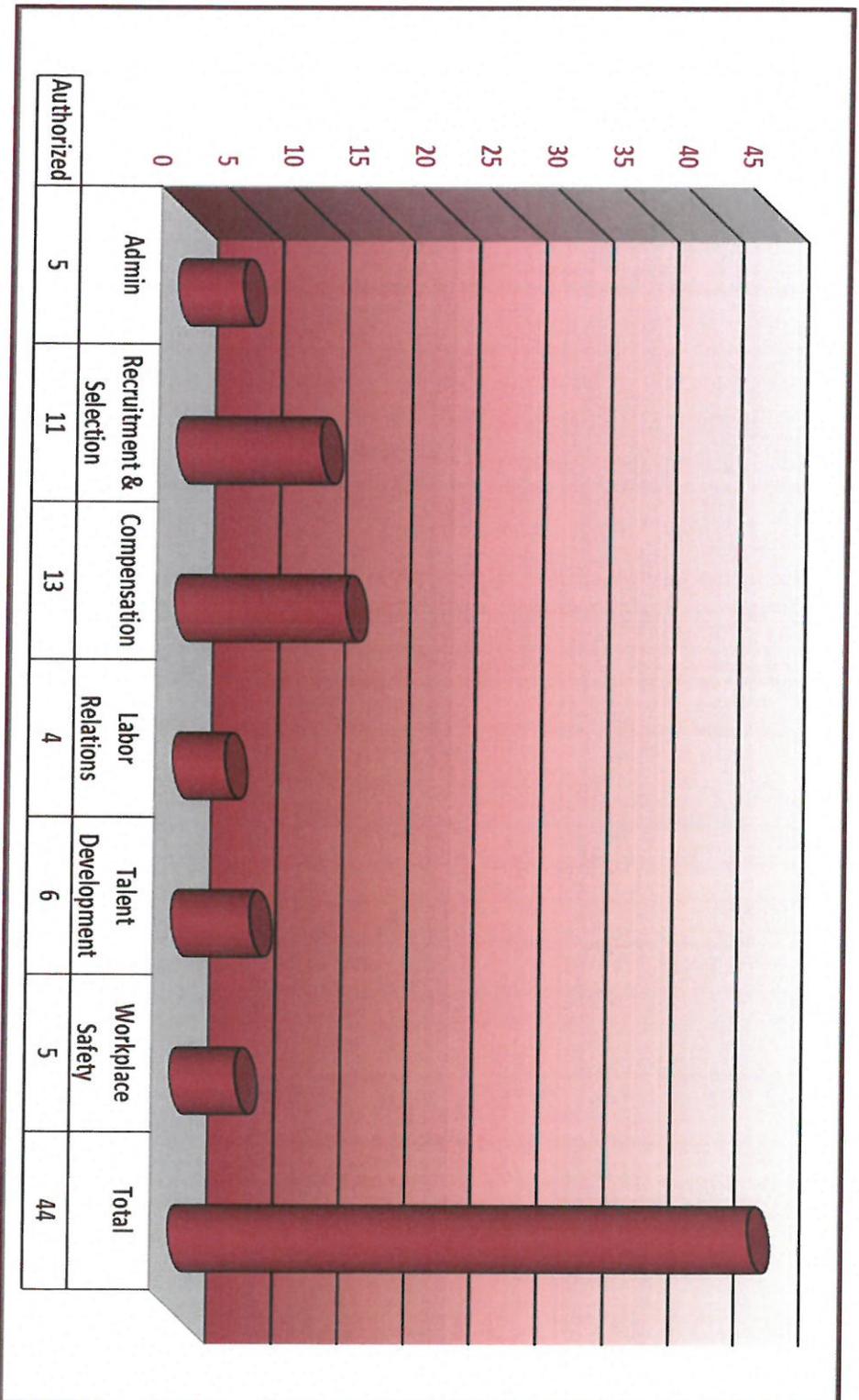
Personnel Information



Authorized Complement History



Staffing by Legal Level



Division Materials & Supplies Expenditures



Major M&S Expenditures

Expenditure Category	Line Item Description	Budget Amount	% of Total Expenditures
<u>Materials and Supplies</u>	Professional Services	2,521,343	81.6%
	Medical/Dental	255,520	8.3%
	Other (accounts < \$20k)	133,198	4.3%
	Rent	93,414	3.0%
	Supplies - Outside	31,750	1.0%
	Rewards & Recognition	31,000	1.0%
	Seminars/Training/Education	24,000	0.8%
	Total M&S	\$3,090,225	100.0%
	Expense Recovery - M&S	(685,648)	
	Net M&S	\$2,404,577	



Selected M&S Account Detail

Account	Applicable	Non-Applicable
Professional Services	X	
Rent/Leases	X	



Account Detail - Leases

Vendor	Description	Budget Amount	Cost/rsf
CP Union, LLC	Rent/Lease	\$93,414	16.91/rsf
Total		\$93,414	

Note: Lease at 2714 Union Ext. for Workplace Safety & Compliance and the Office of Talent Development



Account Detail – Professional Services

Vendor	Description	Budget Amount	% of Total Account
Various Vendors	Administrative Cost - Police Promotional Processes	750,000	29.7%
Sedgwick	OJI Third Party Administrator Services	677,648	26.9%
Various Vendors	Administrative Cost - Fire Testing and Promotional Processes	296,120	11.7%
Quest Laboratory	Laboratory Services	195,000	7.7%
Other	Various Vendors/Services*	116,025	4.6%
Mid South Drug Testing	Drug and Alcohol Testing	90,000	3.6%
Resolute Systems	OJI Claims Appeal	60,000	2.4%
Millennium Search	Employment Verifications (DOT, Regulations, etc.)	50,000	2.0%
Neogov	Sigma Upgrade and Maintenance	50,000	2.0%
Nolan	Audio Visual Services	50,000	2.0%
MagTech	Drug and Alcohol Testing	45,000	1.8%
Hasan Consulting	Community Partnership for Attainment and the Colleges of Memphis	37,100	1.5%
SAIC	IT Support Services	30,000	1.2%
Various - Legal Counsel	Legal Representation to support Labor Discussions	27,050	1.1%
Alpha Reporting	Legal/Transcription Services	20,000	0.8%
New Memphis Institute	Leadership Development	15,000	0.6%
TALX	Unemployment Cost Control	12,400	0.5%
Total		\$2,521,343	100.0%

Note: Various Vendors/Services consists of expenses under \$10k.

