



Housing and Community Development

Fiscal Year 2025 Operating Budget Request

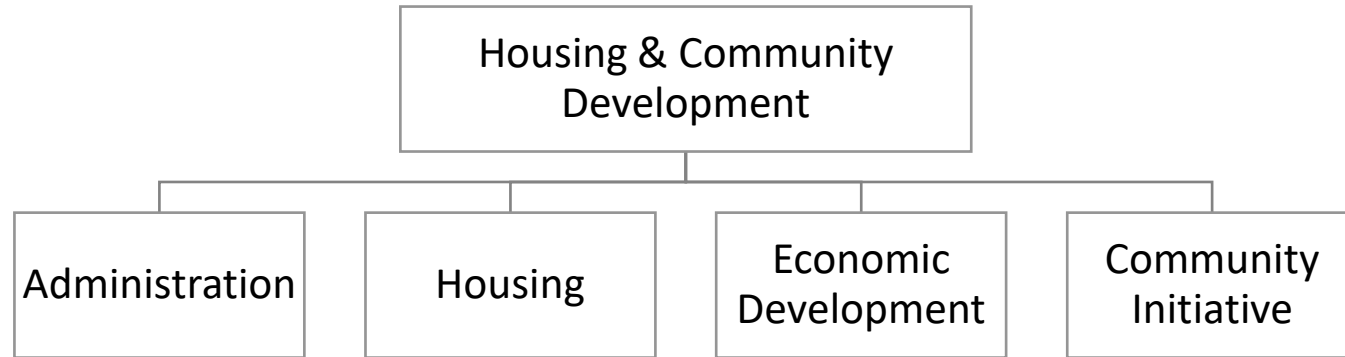
DIRECTOR: ASHLEY CASH

FUND: GENERAL

DATE: MAY 15, 2024

City of
MEMPHIS

ORG CHART



FY25 Operating Budget Request

Strategic priorities addressed by this budget:

- **Public Safety**
 - Provide DPA to police and fire public safety teams to ensure adequate presence in neighborhoods
- **Jobs + Strong Economy**
 - Coordinate community and economic development projects to create jobs to enhance a strong economy
- **Youth Development**
 - Provide grants to youth programs, nonprofits, and agencies that support youth development
- **Clean + Attractive Neighborhoods**
 - Development of healthy, safe, and affordable housing
 - Provide DPA to Public Safety staff and Middle-Income qualified citizens to assist in homeownership
- **Thriving Arts + Culture**
 - Provide grants to nonprofits and agencies that support thriving arts and culture

EXPENDITURES

FY24 Expenditures Bridge to FY25 Request

Description	Fiscal Year 2024				FY25 Request	FY25 Request vs FY24 Adopted	% Increase/Decrease
	Adopted Budget	Encumbrance Rollforward	Council Approved Budget Revisions	Funding Budget			
Personnel Services	\$ 2,496,954.00	\$ -	\$ -	\$ 2,496,954.00	\$ 3,216,652.00	\$ 719,698.00	28.8%
Personnel Expense	4,771,753.00	-	-	4,771,753.00	5,502,051.00	730,298.00	15.3%
Personnel Recovery	(2,274,799.00)	-	-	(2,274,799.00)	(2,285,399.00)	(10,600.00)	0.5%
Material and Supplies	584,894.00	1,031.32	-	585,926.00	483,385.00	(101,509.00)	-17.4%
M&S Expense	584,894.00	1,031.32	-	585,926.00	483,385.00	(101,509.00)	-17.4%
M&S Recovery	-	-	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Grants and Subsidies	1,675,013.00	45,029.49	-	1,720,042.00	2,047,463.00	372,450.00	22.2%
Transfer Out	-	-	-	-	-	-	0.0%
Total	\$ 4,756,861.00	\$ 46,060.81	\$ -	\$ 4,802,922.00	\$ 5,747,500.00	\$ 990,639.00	20.8%

Program Comparative Spending

Program (Legal Level)	Fiscal Year 2024				FY25 Request	FY25 Request vs FY24 Adopted	% Increase/Decrease
	Adopted Budget	Encumbrance Rollforward	Council Approved Budget Revisions	Funding Budget			
Administration	\$ 2,094,415.00	\$ 1,031.39	\$ -	\$ 2,095,447.00	\$ 2,363,430.00	\$ 269,015.00	12.8%
Housing	940,804.00	-	-	940,804.00	1,327,066.00	386,262.00	41.1%
Economic Development	324,864.00	(10,000.00)	-	314,864.00	438,109.00	113,245.00	34.9%
Community Initiatives	1,396,778.00	55,206.99	-	1,451,985.00	1,618,895.00	222,117.00	15.9%
Business Ctr	-	(177.57)	-	(178.00)	-	-	0.0%
Housing	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 4,756,861.00	\$ 46,060.81	\$ -	\$ 4,802,922.00	\$ 5,747,500.00	\$ 990,639.00	20.8%



FY25 Year Over Year Changes in Expenditures

Category	Account	Amount	Explanation
Personnel Services	Salaries	(6,232.00)	Provided by Human Resources Division
	Potential Raises	431,160.00	Provided by Human Resources Division
	Proposed ISL	172,500.00	Division's Request
	Expense Recovery-Personnel	(10,600.00)	Additional grant funding to expense recover personnel services salaries
	Pension / ADC	134,325.00	To Fund Current Year Pension Obligation
	Group Life Insurance	657.00	Provided by Human Resources Division
	Unemployment	80.00	Provided by Human Resources Division
	Medicare	555.00	Provided by Human Resources Division
	Long Term Disability	258.00	Provided by Human Resources Division
	Health Insurance	(51,768.00)	Provided by Human Resources Division
	Benefits Adjustments	30.00	Provided by Human Resources Division
	Attrition	63,475.00	Correction to Prior Year Estimate
	Salaries - Part Time/Temporary	(14,742.00)	Division's Request
Materials & Supplies	City Shop Charges	290.00	Provided by General Services Division
	City Shop Fuel	(3,970.00)	Provided by General Services Division
	City Computer Svc Equipment	(20,078.00)	Reduction to FY25 Request
	Pers Computer Software	3,200.00	Division's request to budget for the purchase of necessary software licenses to efficiently operate.
	Supplies - Outside	(16,769.00)	Reduction to FY25 Request
	Document Reproduction-Outside	(15,000.00)	Reduction to FY25 Request
	Seminars / Training / Education	11,189.00	Division's request to ensure sufficient training and education is provided to staff related to program areas and operations.
	Misc Professional Services	(76,952.00)	Reduction to FY25 Request
	Travel	6,000.00	Division's request in conjunction with seminars, training, education, and conferences.
	Mileage	(140.00)	Reduction to FY25 Request
	Lawsuits	(10,000.00)	Provided by Law Division - Reduction to FY'25 Request
	Misc Services & Charges	20,720.00	Division's request to ensure sufficient funding is available to cover all misc services expenses to the division.
	Capital Outlay	Furniture	-
Other Expenses	Community Dev Grants	91,886.00	Division's request to provide additional grants to agencies to
	Downpayment Assistance - City	80,000.00	Division's request to provide additional funding to provide DPA for COM public safety workers and teachers.
	Social Services Administration	24,440.00	Division's request to provide additional funding for the A Taste of Memphis Annual event.
	MHA/HCD Community Development	(7,000.00)	Reduction to FY25 Request
	Middle Income Housing	183,125.00	Division's request to provide additional funding to provide DPA for middle income households.
Net Change		\$ 990,639.00	

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			
Other Revenues	\$ 120,875.00	\$ -	\$ 120,875.00	\$ 120,875.00	\$ -	0.0%
Lee's Landing	100,000.00	-	100,000.00	100,000.00	-	0.0%
A Taste of Memphis	20,000.00	-	20,000.00	20,000.00	-	0.0%
FNMA Svc Fees	875.00	-	875.00	875.00	-	0.0%
Total	\$ 120,875.00	\$ -	\$ 120,875.00	\$ 120,875.00	\$ -	0.0%

No increase or decrease to revenue.

FY25 Year Over Year Changes in Revenues

Category	Account	Amount	Explanation
ex. Fines and Forfeitures	ex. Vacant Property Registration	\$ -	Please provide for all lines.
	Account Name	-	
	Account Name	-	
	Account Name	-	
	Account Name	-	
Category Name	Account Name	-	Not Applicable
	Account Name	-	
	Account Name	-	
	Account Name	-	
	Account Name	-	
	Account Name	-	
	Account Name	-	
	Account Name	-	
Category Name	Account Name	-	
	Account Name	-	
<i>Net Change</i>		\$ -	

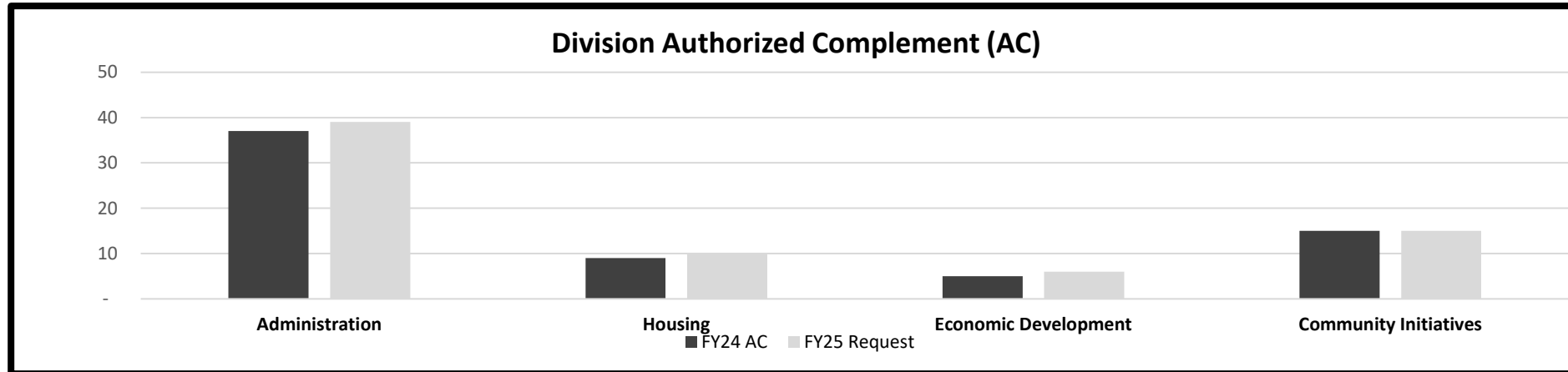
No increase or decrease to revenue.



DIVISION DETAIL INFORMATION

PERSONNEL INFORMATION

Division Authorized Complement (AC)



Legal Level	FY24 AC	FY24 Council Approved Revisions	FY25 AC	FY25 Requested ISLs	FY25 AC Request	Vacant Position(s)	Status of Vacant Position(s)		*Number of Grant Position(s)
							Posted	Filled	
Administration	37	-	37	2	39	8	4	-	-
Housing	9	-	9	1	10	2	-	-	-
Economic Development	5	-	5	1	6	3	1	-	-
Community Initiatives	15	-	15	-	15	1	-	-	-
Business Center	-	-	-	-	-	-	-	-	-
Housing & Community Development	-	-	-	-	-	-	-	-	11
Total	66	-	66	4	70	14	5	-	11

*Position(s) not funded by General Fund.



MATERIAL & SUPPLY EXPENDITURES (M&S)

Major M&S Expenditures

Line Item	Amount	Percentage
052122 Info Sys Phone/Communication	\$ 15,000.00	3.1%
052923 Lawsuits	15,000.00	3.1%
052610 Travel Expense	18,000.00	3.7%
052920 Insurance	20,000.00	4.1%
052526 Seminars/Training/Education	23,514.00	4.9%
052304 Supplies - Outside	39,126.00	8.1%
052204 City Computer Svc Equipment	39,922.00	8.3%
Other M&S Accounts (accounts w/bgts less than \$15k)	59,497.00	12.3%
052950 Misc Services and Charges	73,773.00	15.3%
052528 Misc Professional Services	179,553.00	37.1%
	Total \$ <u>483,385.00</u>	100.0%

Account Details

Professional Services

Vendor	Description	Amount	Percentage
Forvis LLC (NACHA Audit Fees)	Legal fees contract to conduct the NACHA Audit for HCD's Loan Servicing Dept.	\$ 20,000.00	11.1%
Allworld Contract	Inspection fees for non-federal activities.	20,000.00	11.1%
Hagler Law Group, PLLC	Procure title searches related to HCD's real estate matters	30,753.00	17.1%
Neighborly	Federal grant management software (includes technical support and data storage and backup, etc)	50,000.00	27.9%
Grow America (Formerly NDC)	Federal grant technical assistance & training	58,800.00	32.8%
		Total \$ <u>179,553.00</u>	100.0%

Account Details Leases

Name of Lessor	Address	Amount	%
		\$ -	0.0%
		-	0.0%
		-	0.0%
	Not Applicable		0.0%
		-	0.0%
		<u>Total \$</u>	0.0%
		<u>-</u>	

Minority/Women Business Enterprises (MWBE) Utilization

MWBE Spend for the Housing and Community Development 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
\$7,369,664.09	\$1,115,722.50	\$8,485,386.59	\$740,249.52	\$9,225,636.11	\$25,808,211.94
28.56%	4.32%	32.88%	2.87%	35.75%	

	Female	Male	Grand Total	Percent of MWBE Spend	Percent of Total Spend
Asian	\$364,154.18	\$323,414.34	\$687,568.52	8.10%	2.66%
Black	\$2,866,500.30	\$3,395,983.80	\$6,262,484.10	73.80%	24.27%
Caucasian	\$1,115,722.50	\$0.00	\$1,115,722.50	13.15%	4.32%
Hispanic/Latino	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Native American	\$0.00	\$419,611.47	\$419,611.47	4.95%	1.63%
Grand Total	\$4,346,376.98	\$4,139,009.61	\$8,485,386.59	100.00%	32.88%

FY23 Year End MWBE Spend: 35.01%



City of
MEMPHIS