

Data as of 02/29/2020

SHELBY COUNTY, TENNESSEE

BUDGET REVIEW



**Historical Spending
&
FY 2021 Budget Requests**

FY 2021 General Fund			Other	Total Net
Budget Requests Submitted	Personnel	O&M	Funding	Request
CAO	\$335,527	\$115,000		\$450,527
Office of Preparedness	335,527	115,000		450,527
Human Resources	922,016	144,250		1,066,266
Administration (Ban the Box)	66,190	121,500		187,690
Parental Leave	830,000	-		830,000
Training	25,826	7,500		33,326
Wellness	-	15,250		15,250
Corrections	4,000,000	87,503		4,087,503
Office of Re-Entry	-	87,503		87,503
General Fund Subsidy	4,000,000			4,000,000
Health	987,390	2,180,805	(573,220)	2,594,975
Director - Health (3 submissions)	251,540	300,000	(251,540)	300,000
Epidemiology	73,461		(73,461)	0
Forensic Center	-	400,000		400,000
Inmate Medical	317,402	1,330,805		1,648,207
Office of Nursing	248,219		(248,219)	0
Rabies Control	96,768	150,000		246,768
Community Services	350,377	97,753		448,130
Director - Program Services	212,237	67,000		279,237
Engagement & Outreach	138,140	30,753		168,893
Sheriff	2,861,811	2,238,510		5,100,321
Sheriff - Deannexation	2,861,811	2,089,760		4,951,571
Sheriff - IT Security	-	148,750		148,750
Judicial	2,057,775	90,150		2,147,925
Chancery Court Clerk	159,851			159,851
Circuit Court Clerk	321,085			321,085
Criminal Court Clerk	-	19,057		19,057
District Attorney General	692,980			692,980
Divorce Referee	34,608	3,900		38,508
GS Civil Court Judges	3,161	36,193		39,354
GS Criminal Court - Environmental	-	31,000		31,000
GS Criminal Court - Veterans	54,965			54,965
GS Criminal Court Judges	97,322			97,322
GS Criminal Court Judges Drug Court	121,772			121,772
Probate Court Clerk	52,296			52,296
Public Defender	355,692			355,692
Public Defender - DA Incr.	164,043			164,043
Other Elected Officials	1,421,229	715,626	-	2,136,855
Assessor	59,537	417,493		477,030
County Clerk	934,485	38,660		973,145
Election Commission	427,207	85,000	-	512,207
Trustee	-	174,473		174,473
Affiliated Organizations	321,865	-		321,865
Agricenter (personnel & O&M)	71,865	-		71,865
Shelby Farms Park Conservancy (personnel & O&M)	250,000	-		250,000
Total of Submitted Requests	\$13,257,991	\$5,669,597	(\$573,220)	\$18,354,368

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ADMINISTRATION AND FINANCE



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	178.0	11.0	6.2%		
Base Salary	11,777,353	297,280	2.5%		
Fringe	4,171,185	130,263			
	15,948,539	427,543	2.7%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		14,227,021	14,715,891	15,369,118	14,824,807
Actual Under-spending		1,941,611	1,981,578	2,789,034	1,292,019
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		173	174	178	178
Monthly Average Vacancies		20.8	16.0	26.8	17.8
Actual Unspent as a % of Total Personnel		13.6%	13.5%	18.1%	8.7%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	2,718,806	2,921,830	3,481,743	2,853,263	3,095,513	242,250	8.5%
Amended Budget	2,709,353	3,144,701	3,177,743	3,060,728			
Actual	2,065,856	2,388,866	2,769,290	1,853,103			
Variance	643,496	755,836	408,453	1,207,625			
% Unspent O&M	23.8%	24.0%	12.9%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			60.5%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES: Permanent				
<i>Mayor's Office</i>		-	-	\$ -
<i>Public Affairs</i>		-	-	\$ -
<i>CAO (incl Preparedness)</i>	9	237,648	97,879	\$ 335,526
<i>County Attorney</i>		-	-	\$ -
<i>Director of A&F</i>		-	-	\$ -
<i>Human Resources</i>	2	59,632	32,384	\$ 92,016
<i>Purchasing</i>		-	-	\$ -
<i>Finance</i>		-	-	\$ -
<i>Board of Equalization</i>		-	-	\$ -
 <i>Temporary</i>		-	-	\$ -
TOTAL SALARIES	11	297,280	130,263	\$ 427,542
OTHER COMPENSATION:				\$ -

O&M:	
<i>Mayor's Office</i>	-
<i>Public Affairs</i>	-
<i>CAO (incl Preparedness)</i>	98,000
<i>County Attorney</i>	-
<i>Director of A&F</i>	-
<i>Human Resources</i>	144,250
<i>Purchasing</i>	-
<i>Finance</i>	-
<i>Board of Equalization</i>	-
TOTAL O&M	\$ 242,250

REVENUE: (subtract from cost)	\$ -
TOTAL FY21 NEW REQUEST:	\$ 669,792

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 New Request
GENERAL FUND								
010	2001	Mayor's Office	5.0	5.0	5.0	7.0 ^f	7.0	
010	2002	Public Affairs	6.0	6.0	6.0	6.0	6.0	
010	2003	CAO (<i>incl. Office of Preparedness</i>)	18.9	19.9 ^a	19.9	21.1 ^g	21.1	9.0 \$ 335,526
010	2009	County Attorney	34.5	33.5 ^b	33.5	33.5	33.5	
010	2011	Director of A&F	6.0	7.0 ^c	7.0	7.0	7.0	
010	2014	Human Resources	61.0	60.0 ^d	60.0	60.0	60.0	2.0 \$ 92,016
010	2017	Purchasing	9.0	9.0	10.0 ^e	10.0	10.0	
010	2025	Finance	32.0	31.0 ^c	31.0	31.0	31.0	
010	2028	Board of Equalization	2.0	2.0	2.0	2.0	2.0	
FTE Changes				-1.0	+1.0	+3.2		+11.0 \$ 427,542

FY17 - (a) Position loaned to Juvenile Court in 2016 returned to CAO in FY2017.
 (b) County Attorney converted 2 Attorney positions to 1 Supervisor position
 (c) 1 FTE moved back to Director of A&F from Finance
 (b) 1 FTE deleted in HR due to outsourcing of Family Leave Administration.

FY18 - (e) 1 FTE added to Purchasing for implementation of the MWBE/LOSB programs

FY19 - (f) 2 FTEs added by Resolution for Education Liaison & Director of Communications & Public Affairs
 (g) 0.2 FTE increase due to Office of Preparedness positions' General Fund/Grants allocation change

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	173	8.9	\$ 760,826	\$ 1,941,611	\$ 1,180,785	11.8%
2018	174	14.7	\$ 1,288,922	\$ 1,981,578	\$ 692,656	11.9%
2019	176	14.0	\$ 1,272,963	\$ 2,789,034	\$ 1,516,072	16.4%
2020	169	9.1	\$ 848,642 <i>8mo alloc.</i>	\$ 1,292,019	\$ 443,377	7.6%
			\$ 1,272,963 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	17.5	20.5	23.5	22.5	23.5	23.5	21.5	22.0	20.0	20.0	17.0	18.0	20.8
2018	16.5	14.0	16.0	17.0	14.0	14.0	16.0	15.0	17.0	19.0	17.0	16.5	16.0
2019	18.5	26.5	28.0	31.5	29.5	33.6	32.6	27.0	26.0	22.0	20.0	26.5	26.8
2020	26.5	23.5	15.5	16.0	13.0	15.0	16.6	16.6					17.8

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	5	0.0	\$ -	\$ 406	\$ 406	0.1%
2018	5	0.0	\$ -	\$ (1,866)	\$ (1,866)	-0.3%
2019	7	0.0	\$ -	\$ 318,284	\$ 318,284	33.6%
2020	7	0.0	\$ -	\$ 178,230	\$ 178,230	18.7%
			\$ -			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2019	0.0	3.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.8
2020	2.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0					0.8

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	6	0.0	\$ -	\$ 7,519	\$ 7,519	1.7%
2018	6	0.0	\$ -	\$ 38,601	\$ 38,601	8.0%
2019	6	0.0	\$ -	\$ 158,526	\$ 158,526	31.5%
2020	6	0.0	\$ -	\$ 84,136	\$ 84,136	16.5%
			\$ -			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2
2018	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	0.4
2019	1.0	1.0	1.0	2.0	1.0	2.0	2.0	2.0	0.0	0.0	0.0	1.0	1.1
2020	2.0	2.0	0.0	1.0	0.0	0.0	0.0	0.0					0.6

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	20	1.5	\$ 147,003	\$ 349,144	\$ 202,141	16.6%
2018	20	1.9	\$ 197,003	\$ 284,205	\$ 87,202	12.9%
2019	20	2.0	\$ 205,905	\$ 408,834	\$ 202,929	17.6%
2020	21	1.3	\$ 137,270 <i>8mo alloc.</i>	\$ 297,737	\$ 160,467	13.0%
			\$ 205,905 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	5.0	5.0	3.0	3.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	2.3
2018	1.5	1.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	3.0	2.0	3.5	1.7
2019	3.5	6.5	3.0	6.5	6.5	4.6	3.6	2.0	2.0	3.0	3.0	3.0	3.9
2020	3.0	4.0	3.0	3.0	3.0	2.0	3.6	3.6					3.2

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	34	2.2	\$ 213,545	\$ 659,005	\$ 445,460	20.1%
2018	34	5.3	\$ 523,619	\$ 628,065	\$ 104,446	18.3%
2019	34	4.1	\$ 412,376	\$ 624,939	\$ 212,563	17.7%
2020	34	2.7	\$ 274,917 <i>8mo alloc.</i>	\$ 358,840	\$ 83,923	10.1%
			\$ 412,376 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	5.5	5.5	5.5	5.5	6.5	6.5	6.5	7.0	6.0	6.0	6.0	7.0	6.1
2018	7.0	8.0	7.0	7.0	4.0	4.0	5.0	5.0	5.0	5.0	4.0	4.0	5.4
2019	4.0	5.0	5.0	8.0	8.0	7.0	7.0	4.0	5.0	5.0	5.0	5.5	5.7
2020	3.5	3.5	3.5	5.0	3.0	5.0	5.0	4.0					4.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	7	0.0	\$ -	\$ 71,791	\$ 71,791	8.4%
2018	7	1.2	\$ 154,643	\$ 217,941	\$ 63,299	24.0%
2019	7	1.2	\$ 154,643	\$ 265,385	\$ 110,742	28.4%
2020	7	0.8	\$ 103,095	\$ 235,185	\$ 132,090	25.8%
			\$ 154,643			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	3.0	3.0	2.0	0.9
2018	2.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	1.6
2019	2.0	2.0	2.0	1.0	2.0	3.0	3.0	2.0	3.0	2.0	1.0	2.0	2.1
2020	3.0	2.0	2.0	2.0	2.0	2.0	3.0	4.0					2.5

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	60	3.5	\$ 255,040	\$ 465,118	\$ 210,078	10.7%
2018	60	3.4	\$ 255,040	\$ 419,321	\$ 164,281	9.2%
2019	60	3.8	\$ 290,342	\$ 687,582	\$ 397,241	14.7%
2020	52	2.4	\$ 193,561 <i>8mo alloc.</i>	\$ 170,462	\$ (23,099)	4.2%
			\$ 290,342 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	4.0	6.0	8.0	8.0	9.0	9.0	9.0	9.0	5.0	6.0	4.0	6.0	6.9
2018	5.0	3.0	2.0	2.0	2.0	4.0	4.0	3.0	5.0	6.0	7.0	4.0	3.9
2019	6.0	7.0	10.0	8.0	7.0	12.0	11.0	10.0	10.0	7.0	5.0	6.0	8.3
2020	7.0	6.0	2.0	1.0	2.0	2.0	1.0	1.0					2.8

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	9	0.1	\$ 4,835	\$ 108,253	\$ 103,418	17.3%
2018	10	0.2	\$ 18,214	\$ 125,843	\$ 107,629	17.1%
2019	10	0.6	\$ 43,772	\$ 85,684	\$ 41,912	11.4%
2020	10	0.4	\$ 29,181 <i>8mo alloc.</i>	\$ 29,150	\$ (31)	3.9%
			\$ 43,772 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	1.0	2.0	2.0	1.0	2.0	2.0	2.0	1.0	2.0	1.5
2018	1.0	1.0	2.0	2.0	2.0	3.0	3.0	2.0	1.0	0.0	0.0	0.0	1.4
2019	0.0	0.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	1.0	1.0	1.0	1.0
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	31	1.7	\$ 140,403	\$ 219,766	\$ 79,363	9.0%
2018	31	1.7	\$ 140,403	\$ 212,503	\$ 72,100	8.1%
2019	31	1.8	\$ 155,925	\$ 171,513	\$ 15,588	6.5%
2020	31	1.2	\$ 103,950 <i>8mo alloc.</i>	\$ 277,918	\$ 173,968	10.3%
			\$ 155,925 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	2.0	3.0	5.0	4.0	4.0	4.0	3.0	3.0	3.0	2.0	2.0	0.0	2.9
2018	0.0	0.0	3.0	3.0	4.0	1.0	1.0	1.0	1.0	2.0	1.0	2.0	1.6
2019	2.0	2.0	5.0	3.0	2.0	2.0	3.0	3.0	2.0	2.0	3.0	6.0	2.9
2020	6.0	5.0	4.0	3.0	2.0	4.0	4.0	4.0					4.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	2	0.0	\$ -	\$ 60,607	\$ 60,607	19.6%
2018	2	0.0	\$ -	\$ 56,964	\$ 56,964	13.1%
2019	2	0.1	\$ 10,000	\$ 68,286	\$ 58,286	19.1%
2020	2	0.1	\$ 6,667 <i>8mo alloc.</i>	\$ 48,799	\$ 42,132	13.7%
			\$ 10,000 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 New Request
GENERAL FUND								
010	2001	Mayor's Office	500	500	500	500	500	500
010	2002	Public Affairs	38,952	38,952	38,952	38,952	38,952	38,952
010	2003	CAO (<i>incl. Preparedness</i>)	1,294,410	1,249,892	1,299,292	1,934,292	1,205,812	1,303,812
010	2009	County Attorney	611,178	611,178	708,530	719,558	819,558	819,558
010	2011	Director of A&F	214,820	179,678	173,492	175,586	175,586	175,586
010	2014	Human Resources	352,406	387,406	452,406	387,406	387,406	531,656
010	2017	Purchasing	70,300	66,300	66,300	59,918	59,918	59,918
010	2025	Finance	131,400	131,400	131,400	134,881	134,881	134,881
010	2028	Board of Equalization	74,500	53,500	50,958	30,650	30,650	30,650
Operating & Maintenance Changes			-	(69,660)	203,024	559,913	(628,480)	242,250

FY17 (69,660) Commission mandated cut to reduce General Fund expenditures by \$2 million county-wide.

FY18
 65,000 HR 1-Time purchase of Performance Appraisal System
 49,400 CAO Shelby Farms' MATA transit route (\$75,000); various reductions (-\$25,600)
 97,352 County Attorney Document Mgmt System (\$60,000) and funding for mediation fees & Westlaw contract (\$37,352)
(8,728)
 203,024

FY19
 635,000 CAO Health Services Consultant Study (\$660,000); other CAO reductions (-\$25,000)
 (65,000) Remove HR 1-Time purchase of Performance Appraisal System
 (20,308) BOE Temp staff contract cancellation
10,221 County Attorney Document Mgmt System (\$60,000) and funding for mediation fees & Westlaw contract (\$37,352)
 559,913

FY20
 (728,480) Remove 1-Time CAO Health Services Consultant Study (-\$660,000); reduce other contracted services (-\$68,480)
100,000 Increase County Attorney related to pending litigation
 (628,480)

Administration & Finance - 20
Mayor's Office - 2001

Budget Overview

As of 2/29/2020
General Fund
Fund 010 - General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Proposed	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	452,689	452,635	(54)	100%	462,242	464,112	1,870	100%	705,904	466,252	(239,652)	66%	718,014	723,408	5,394
52 - Salaries-Other Compensation	2,446	2,430	(16)	99%	5,431	5,430	(1)	100%	6,946	6,834	(113)	98%	546	546	-
55 - Fringe Benefits	134,664	134,328	(336)	100%	152,838	152,834	(4)	100%	234,083	155,564	(78,520)	66%	232,122	241,821	9,698
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(5,289)	-	5,289
TOTAL SALARIES	589,799	589,393	(406)	100%	620,511	622,376	1,866	100%	946,933	628,649	(318,284)	66%	945,393	965,775	20,381
64 - Services & Other Expenses	500	-	(500)	0%	500	-	(500)	0%	500	0	(500)	0%	500	500	-
TOTAL OPERATING & MAINTENANCE	500	-	(500)	0%	500	-	(500)	0%	500	0	(500)	0%	500	500	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	590,299	589,393	(906)	100%	621,011	622,376	1,366	100%	947,433	628,649	(318,784)	66%	945,893	966,275	20,381
BALANCE	(590,299)	(589,393)			(621,011)	(622,376)			(947,433)	(628,649)			(945,893)	(966,275)	

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Proposed	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	333,768	328,465	(5,303)	98%	350,270	316,424	(33,846)	90%	360,778	244,655	(116,123)	68%	365,828	365,828	-
52 - Salaries-Other Compensation	10,548	10,480	(68)	99%	10,648	10,647	(1)	100%	4,248	3,085	(1,163)	73%	4,248	-	(4,248)
55 - Fringe Benefits	109,778	107,630	(2,148)	98%	123,930	119,176	(4,754)	96%	137,500	96,260	(41,240)	70%	139,042	132,682	(6,360)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(3,215)	-	3,215
TOTAL SALARIES	454,094	446,575	(7,519)	98%	484,848	446,247	(38,601)	92%	502,526	343,999	(158,526)	68%	505,903	498,510	(7,393)
60 - Supplies & Materials	4,250	1,248	(3,002)	29%	4,250	174	(4,076)	4%	4,250	-	(4,250)	0%	4,250	4,250	-
64 - Services & Other Expenses	3,147	510	(2,637)	16%	3,147	510	(2,637)	16%	3,147	2,607	(540)	83%	3,147	16,297	13,150
68 - Interfund Services	31,555	18,592	(12,963)	59%	31,555	16,612	(14,943)	53%	31,555	10,343	(21,212)	33%	31,555	18,405	(13,150)
TOTAL OPERATING & MAINTENANCE	38,952	20,350	(18,602)	52%	38,952	17,297	(21,655)	44%	38,952	12,950	(26,002)	33%	38,952	38,952	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	493,046	466,925	(26,122)	95%	523,800	463,543	(60,256)	88%	541,478	356,949	(184,529)	66%	544,855	537,462	(7,393)
BALANCE	(493,046)	(466,925)			(523,800)	(463,543)			(541,478)	(356,949)			(544,855)	(537,462)	

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Proposed	Variance
43 - Intergov Revenues-State of Tennessee	-	-	-	100%	-	1,827	1,827	100%	-	-	-	100%	-	-	-
44 - Intergov Revenues-Federal & Local	-	82,942	82,942	100%	-	-	-	100%	-	-	-	100%	-	-	-
47 - Other Revenue	-	0	0	100%	-	1,071	1,071	100%	-	-	-	100%	5,000	-	(5,000)
TOTAL REVENUE SOURCES	-	82,942	82,942	100%	-	2,897	2,897	100%	-	-	-	100%	5,000	-	(5,000)
99 - Planned Use of Fund Balance	24,875	-	(24,875)	0%	-	-	-	100%	-	-	-	100%	30,390	-	(30,390)
TOTAL OTHER SOURCES	24,875	-	(24,875)	0%	-	-	-	100%	-	-	-	100%	30,390	-	(30,390)
TOTAL APPROPRIATION SOURCES	24,875	82,942	58,067	333%	-	2,897	2,897	100%	-	-	-	100%	35,390	-	(35,390)
51 - Salaries-Regular Pay	1,521,750	1,264,210	(257,541)	83%	1,569,427	1,344,347	(225,080)	86%	1,664,828	1,387,407	(277,420)	83%	1,679,269	1,668,874	(10,395)
52 - Salaries-Other Compensation	54,934	54,860	(74)	100%	68,734	68,731	(3)	100%	64,534	54,717	(9,817)	85%	64,534	64,534	-
55 - Fringe Benefits	522,387	430,857	(91,529)	82%	563,202	504,080	(59,123)	90%	597,113	475,516	(121,597)	80%	554,026	557,466	3,440
56 - Restricted Salaries	(147,003)	-	147,003	0%	(197,003)	-	197,003	0%	(205,905)	-	205,905	0%	(242,018)	(205,905)	36,113
TOTAL SALARIES	1,952,068	1,749,927	(202,141)	90%	2,004,361	1,917,158	(87,202)	96%	2,120,569	1,917,640	(202,929)	90%	2,055,811	2,084,968	29,158
60 - Supplies & Materials	122,887	91,207	(31,680)	74%	106,954	83,268	(23,686)	78%	89,821	79,345	(10,476)	88%	114,922	114,922	-
64 - Services & Other Expenses	191,602	146,650	(44,952)	77%	462,197	288,181	(174,017)	62%	174,565	134,473	(40,092)	77%	357,869	191,065	(166,804)
66 - Professional & Contracted Services	662,957	543,960	(118,997)	82%	520,050	434,517	(85,533)	84%	650,010	579,189	(70,821)	89%	608,598	620,630	12,032
67 - Rent, Utilities & Maintenance	69,323	35,766	(33,557)	52%	61,377	29,786	(31,591)	49%	34,096	17,019	(17,077)	50%	98,508	55,672	(42,836)
68 - Interfund Services	194,293	159,814	(34,479)	82%	217,908	186,564	(31,344)	86%	207,660	197,884	(9,776)	95%	175,062	218,523	43,461
70 - Capital Asset Acquisitions	8,105	6,447	(1,658)	80%	30,806	30,805	(1)	100%	35,640	5,250	(30,390)	15%	52,743	10,000	(42,743)
TOTAL OPERATING & MAINTENANCE	1,249,167	983,845	(265,322)	79%	1,399,292	1,053,120	(346,172)	75%	1,191,792	1,013,160	(178,632)	85%	1,407,702	1,210,812	(196,890)
90 - Grants	-	-	-	100%	-	-	-	100%	125,000	125,000	-	100%	-	-	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	125,000	125,000	-	100%	-	-	-
TOTAL APPROPRIATED USES	3,201,235	2,733,772	(467,464)	85%	3,403,653	2,970,279	(433,374)	87%	3,437,361	3,055,799	(381,562)	89%	3,463,513	3,295,780	(167,732)
BALANCE	(3,176,360)	(2,650,830)			(3,403,653)	(2,967,381)			(3,437,361)	(3,055,799)			(3,428,123)	(3,295,780)	

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Proposed	Variance
45 - Charges for Services	500	518	18	104%	1,000	1,350	350	135%	1,000	1,632	632	163%	1,000	1,000	-
47 - Other Revenue	-	105	105	100%	-	-	-	100%	-	560	560	100%	750	750	-
TOTAL REVENUE SOURCES	500	623	123	125%	1,000	1,350	350	135%	1,000	2,192	1,192	219%	1,750	1,750	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	500	623	123	125%	1,000	1,350	350	135%	1,000	2,192	1,192	219%	1,750	1,750	-
51 - Salaries-Regular Pay	2,404,707	1,951,712	(452,995)	81%	2,476,852	2,055,706	(421,145)	83%	2,551,158	2,106,209	(444,949)	83%	2,589,539	2,589,539	-
52 - Salaries-Other Compensation	20,354	10,631	(9,724)	52%	20,354	9,720	(10,634)	48%	16,354	9,822	(6,532)	60%	16,354	16,354	-
55 - Fringe Benefits	861,478	665,191	(196,287)	77%	939,258	742,972	(196,286)	79%	955,635	782,177	(173,457)	82%	932,582	894,537	(38,044)
56 - Restricted Salaries	(213,545)	-	213,545	0%	(523,619)	-	523,619	0%	(412,376)	-	412,376	0%	(478,051)	(412,376)	65,675
TOTAL SALARIES	3,072,993	2,627,533	(445,460)	86%	2,912,844	2,808,398	(104,446)	96%	3,110,771	2,898,208	(212,563)	93%	3,060,424	3,088,054	27,630
60 - Supplies & Materials	22,750	21,962	(788)	97%	22,750	22,160	(590)	97%	22,750	20,188	(2,562)	89%	22,750	22,750	-
64 - Services & Other Expenses	131,374	110,413	(20,962)	84%	144,226	139,576	(4,650)	97%	135,726	131,019	(4,707)	97%	176,059	176,059	-
66 - Professional & Contracted Services	413,680	402,898	(10,782)	97%	598,180	598,150	(30)	100%	951,180	880,987	(70,193)	93%	569,680	569,680	-
68 - Interfund Services	43,374	31,770	(11,604)	73%	54,402	41,546	(12,856)	76%	48,402	45,580	(2,822)	94%	51,069	51,069	-
TOTAL OPERATING & MAINTENANCE	611,178	567,042	(44,136)	93%	819,558	801,431	(18,127)	98%	1,158,058	1,077,774	(80,284)	93%	819,558	819,558	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	3,684,171	3,194,575	(489,596)	87%	3,732,402	3,609,829	(122,573)	97%	4,268,829	3,975,981	(292,847)	93%	3,879,982	3,907,612	27,630
BALANCE	(3,683,671)	(3,193,952)			(3,731,402)	(3,608,480)			(4,267,829)	(3,973,789)			(3,878,232)	(3,905,862)	

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Proposed	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	639,764	585,248	(54,516)	91%	659,864	500,972	(158,892)	76%	682,981	489,706	(193,275)	72%	668,057	668,057	-
52 - Salaries-Other Compensation	4,382	4,296	(86)	98%	4,382	4,334	(49)	99%	3,582	2,274	(1,308)	63%	3,582	3,582	-
55 - Fringe Benefits	207,941	190,751	(17,190)	92%	243,512	184,512	(59,001)	76%	248,040	177,238	(70,802)	71%	240,397	220,174	(20,223)
56 - Restricted Salaries	-	-	-	100%	(154,643)	-	154,643	0%	(154,643)	-	154,643	0%	(176,599)	(157,258)	19,341
TOTAL SALARIES	852,087	780,296	(71,791)	92%	753,116	689,817	(63,299)	92%	779,960	669,218	(110,742)	86%	735,437	734,555	(882)
60 - Supplies & Materials	4,654	1,763	(2,891)	38%	4,154	3,465	(689)	83%	12,419	10,913	(1,506)	88%	4,154	4,156	2
64 - Services & Other Expenses	9,706	7,836	(1,870)	81%	11,006	5,108	(5,898)	46%	10,111	9,521	(590)	94%	9,506	9,506	-
66 - Professional & Contracted Services	147,572	57,100	(90,472)	39%	149,572	37,874	(111,698)	25%	90,892	59,409	(31,483)	65%	95,572	95,572	-
68 - Interfund Services	9,060	8,345	(715)	92%	10,854	8,986	(1,868)	83%	11,664	8,949	(2,715)	77%	11,354	11,352	(2)
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	50,500	41,225	(9,275)	82%	52,075	15,000	(37,075)
TOTAL OPERATING & MAINTENANCE	170,992	75,045	(95,947)	44%	175,586	55,433	(120,153)	32%	175,586	130,017	(45,569)	74%	172,661	135,586	(37,075)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	1,023,079	855,341	(167,738)	84%	928,702	745,250	(183,452)	80%	955,546	799,236	(156,310)	84%	908,098	870,141	(37,957)
BALANCE	(1,023,079)	(855,341)			(928,702)	(745,250)			(955,546)	(799,236)			(908,098)	(870,141)	

Administration & Finance - 20
Human Resources - Admin - 2014

Budget Overview

As of 2/29/2020
General Fund
Fund 010 - General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
44 - Intergov Revenues-Federal & Local	584,687	608,528	23,841	104%	649,047	565,809	(83,238)	87%	625,000	563,068	(61,932)	90%	625,000	625,000	-
45 - Charges for Services	500	658	158	132%	500	548	48	110%	500	661	161	132%	500	500	-
47 - Other Revenue	47,200	22,491	(24,709)	48%	22,500	65,149	42,649	290%	47,500	4,633	(42,867)	10%	31,608	30,500	(1,108)
TOTAL REVENUE SOURCES	632,387	631,677	(710)	100%	672,047	631,506	(40,541)	94%	673,000	568,362	(104,638)	84%	657,108	656,000	(1,108)
96 - Operating Transfers In	36,466	-	(36,466)	0%	65,342	-	(65,342)	0%	65,342	70,283	4,941	108%	74,639	75,763	1,124
99 - Planned Use of Fund Balance	-	-	-	100%	-	-	-	100%	-	-	-	100%	8,500	-	(8,500)
TOTAL OTHER SOURCES	36,466	-	(36,466)	0%	65,342	-	(65,342)	0%	65,342	70,283	4,941	108%	83,139	75,763	(7,376)
TOTAL APPROPRIATION SOURCES	668,853	631,677	(37,176)	94%	737,389	631,506	(105,883)	86%	738,342	638,645	(99,697)	86%	740,247	731,763	(8,484)
51 - Salaries-Regular Pay	3,141,656	2,826,191	(315,465)	90%	3,233,934	2,962,557	(271,376)	92%	3,353,512	2,845,567	(507,945)	85%	2,976,728	2,976,908	180
52 - Salaries-Other Compensation	36,703	36,646	(58)	100%	43,703	43,677	(26)	100%	40,003	39,759	(244)	99%	36,003	36,003	-
55 - Fringe Benefits	1,151,982	1,002,387	(149,595)	87%	1,298,718	1,150,798	(147,919)	89%	1,286,607	1,107,214	(179,393)	86%	1,084,444	1,024,784	(59,660)
56 - Restricted Salaries	(255,040)	-	255,040	0%	(255,040)	-	255,040	0%	(290,342)	-	290,342	0%	(349,828)	(290,342)	59,486
TOTAL SALARIES	4,075,301	3,865,224	(210,078)	95%	4,321,314	4,157,033	(164,281)	96%	4,389,780	3,992,539	(397,241)	91%	3,747,347	3,747,353	6
60 - Supplies & Materials	48,300	8,143	(40,157)	17%	50,400	10,384	(40,016)	21%	34,456	26,771	(7,686)	78%	53,300	53,300	-
64 - Services & Other Expenses	68,195	58,676	(9,519)	86%	97,795	77,716	(20,079)	79%	98,644	96,049	(2,595)	97%	139,200	139,200	-
66 - Professional & Contracted Services	156,755	109,854	(46,901)	70%	181,555	137,067	(44,488)	75%	164,650	156,134	(8,516)	95%	94,750	86,250	(8,500)
67 - Rent, Utilities & Maintenance	18,500	9,375	(9,125)	51%	24,000	5,050	(18,950)	21%	10,000	3,166	(6,834)	32%	14,000	14,000	-
68 - Interfund Services	95,656	73,067	(22,589)	76%	98,656	65,829	(32,827)	67%	79,656	75,758	(3,898)	95%	94,656	94,656	-
TOTAL OPERATING & MAINTENANCE	387,406	259,115	(128,291)	67%	452,406	296,045	(156,361)	65%	387,406	357,876	(29,530)	92%	395,906	387,406	(8,500)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	4,462,707	4,124,339	(338,369)	92%	4,773,720	4,453,078	(320,642)	93%	4,777,186	4,350,416	(426,771)	91%	4,143,253	4,134,759	(8,494)
BALANCE	(3,793,855)	(3,492,661)			(4,036,331)	(3,821,572)			(4,038,844)	(3,711,771)			(3,403,006)	(3,402,996)	

Administration & Finance - 20
Purchasing - 2017

Budget Overview

As of 2/29/2020
General Fund
Fund 010 - General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
45 - Charges for Services	500	119	(381)	24%	300	46	(254)	15%	200	-	(200)	0%	200	200	-
TOTAL REVENUE SOURCES	500	119	(381)	24%	300	46	(254)	15%	200	-	(200)	0%	200	200	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	500	119	(381)	24%	300	46	(254)	15%	200	-	(200)	0%	200	200	-
51 - Salaries-Regular Pay	451,588	380,581	(71,008)	84%	515,135	438,644	(76,491)	85%	534,908	479,357	(55,551)	90%	542,932	542,932	-
52 - Salaries-Other Compensation	5,892	4,405	(1,487)	75%	10,142	10,138	(4)	100%	5,292	4,383	(910)	83%	5,292	5,292	-
55 - Fringe Benefits	169,438	133,679	(35,759)	79%	208,503	159,155	(49,348)	76%	208,277	179,054	(29,223)	86%	192,095	189,609	(2,486)
56 - Restricted Salaries	(4,835)	-	4,835	0%	(18,214)	-	18,214	0%	(43,772)	-	43,772	0%	(53,258)	(43,772)	9,486
TOTAL SALARIES	622,083	518,665	(103,418)	83%	715,565	607,937	(107,629)	85%	704,705	662,793	(41,912)	94%	687,061	694,061	7,000
60 - Supplies & Materials	7,500	5,496	(2,004)	73%	15,500	11,541	(3,959)	74%	12,045	10,404	(1,641)	86%	10,500	10,000	(500)
64 - Services & Other Expenses	22,900	8,933	(13,967)	39%	20,900	9,108	(11,792)	44%	13,700	5,812	(7,888)	42%	17,900	24,008	6,108
66 - Professional & Contracted Services	2,000	-	(2,000)	0%	-	-	-	100%	-	-	-	100%	-	-	-
67 - Rent, Utilities & Maintenance	10,000	8,563	(1,437)	86%	945	-	(945)	0%	9,000	-	(9,000)	0%	9,000	9,000	-
68 - Interfund Services	23,900	15,491	(8,409)	65%	22,573	22,492	(81)	100%	25,173	25,125	(48)	100%	22,518	22,510	(8)
TOTAL OPERATING & MAINTENANCE	66,300	38,483	(27,817)	58%	59,918	43,140	(16,778)	72%	59,918	41,340	(18,578)	69%	59,918	65,518	5,600
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	688,383	557,148	(131,235)	81%	775,483	651,077	(124,406)	84%	764,623	704,134	(60,490)	92%	746,979	759,579	12,600
BALANCE	(687,883)	(557,029)			(775,183)	(651,032)			(764,423)	(704,134)			(746,779)	(759,379)	

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	1,768,166	1,601,205	(166,961)	91%	1,830,182	1,719,706	(110,477)	94%	1,885,111	1,752,057	(133,054)	93%	1,938,229	1,955,741	17,512
52 - Salaries-Other Compensation	25,870	25,751	(119)	100%	23,470	11,679	(11,791)	50%	16,470	9,427	(7,043)	57%	16,470	16,470	-
55 - Fringe Benefits	645,326	592,640	(52,686)	92%	755,462	665,228	(90,235)	88%	720,928	689,512	(31,416)	96%	740,715	722,354	(18,361)
56 - Restricted Salaries	(140,403)	-	140,403	0%	(140,403)	-	140,403	0%	(155,925)	-	155,925	0%	(189,457)	(155,925)	33,532
TOTAL SALARIES	2,298,959	2,219,596	(79,363)	97%	2,468,711	2,396,612	(72,100)	97%	2,466,584	2,450,996	(15,588)	99%	2,505,958	2,538,640	32,683
60 - Supplies & Materials	29,000	13,656	(15,344)	47%	20,500	15,024	(5,476)	73%	20,650	20,146	(504)	98%	20,650	20,650	-
64 - Services & Other Expenses	61,500	54,263	(7,237)	88%	55,000	44,205	(10,795)	80%	63,950	63,853	(97)	100%	61,250	66,250	5,000
66 - Professional & Contracted Services	1,700	793	(907)	47%	16,700	690	(16,010)	4%	1,000	809	(191)	81%	1,000	1,000	-
67 - Rent, Utilities & Maintenance	700	-	(700)	0%	700	-	(700)	0%	-	-	-	100%	-	-	-
68 - Interfund Services	41,000	39,201	(1,799)	96%	51,981	39,811	(12,170)	77%	49,281	40,023	(9,258)	81%	51,981	56,006	4,025
TOTAL OPERATING & MAINTENANCE	133,900	107,914	(25,986)	81%	144,881	99,730	(45,151)	69%	134,881	124,831	(10,050)	93%	134,881	143,906	9,025
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	2,432,859	2,327,510	(105,350)	96%	2,613,592	2,496,342	(117,251)	96%	2,601,465	2,575,827	(25,638)	99%	2,640,839	2,682,546	41,708
BALANCE	(2,432,859)	(2,327,510)			(2,613,592)	(2,496,342)			(2,601,465)	(2,575,827)			(2,640,839)	(2,682,546)	

Administration & Finance - 20
Board Of Equalization - 2028

Budget Overview

As of 2/29/2020
General Fund
Fund 010 - General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	256,776	202,691	(54,085)	79%	367,473	316,900	(50,573)	86%	296,753	233,974	(62,779)	79%	298,758	298,758	-
52 - Salaries-Other Compensation	3,702	1,704	(1,998)	46%	3,702	1,753	(1,949)	47%	2,202	1,744	(458)	79%	2,202	2,202	-
55 - Fringe Benefits	49,157	44,632	(4,524)	91%	63,446	59,004	(4,442)	93%	58,334	53,286	(5,048)	91%	55,763	54,529	(1,234)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	(10,000)	-	10,000	0%	(12,277)	(10,000)	2,277
TOTAL SALARIES	309,635	249,028	(60,607)	80%	434,621	377,656	(56,964)	87%	347,289	289,003	(58,286)	83%	344,446	345,489	1,043
60 - Supplies & Materials	8,000	5,531	(2,469)	69%	18,000	9,510	(8,490)	53%	8,000	1,994	(6,006)	25%	8,451	8,451	-
64 - Services & Other Expenses	4,000	200	(3,800)	5%	4,000	429	(3,571)	11%	2,000	533	(1,467)	27%	2,000	2,000	-
66 - Professional & Contracted Services	17,458	-	(17,458)	0%	7,458	-	(7,458)	0%	3,000	-	(3,000)	0%	3,000	3,000	-
68 - Interfund Services	21,500	8,333	(13,167)	39%	24,150	12,730	(11,421)	53%	17,650	8,815	(8,835)	50%	17,199	17,199	-
TOTAL OPERATING & MAINTENANCE	50,958	14,064	(36,894)	28%	53,608	22,668	(30,940)	42%	30,650	11,342	(19,308)	37%	30,650	30,650	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	360,593	263,092	(97,501)	73%	488,229	400,325	(87,904)	82%	377,939	300,345	(77,594)	79%	375,096	376,139	1,043
BALANCE	(360,593)	(263,092)			(488,229)	(400,325)			(377,939)	(300,345)			(375,096)	(376,139)	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	4	0.0	\$ -	\$ 41,474	\$ 41,474	0.2%
2018	4	0.1	\$ 9,790	\$ 1,017,146	\$ 1,007,357	5.7%
2019	4	2.1	\$ 176,802	\$ 1,771,726	\$ 1,594,924	8.6%
2020	39	0.0	\$ 3,340 <i>8mo alloc.</i>	\$ 1,345,598	\$ 1,342,258	6.4%
			\$ 5,010 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2018	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5	0.1
2019	0.5	0.5	0.0	0.5	0.5	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.2
2020	12.0	12.0	13.0	13.0	14.0	16.0	16.4	17.4					14.2

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	1,079,785	481,749	(598,036)	45%	3,843,011	494,019	(3,348,992)	13%	20,837,404	7,301,590	(13,535,814)	35%	22,618,919	22,621,266	2,347
44 - Intergov Revenues-Federal & Local	881,241	-	(881,241)	0%	23,000	22,246	(754)	97%	44,850	21,849	(23,001)	49%	21,992	21,992	-
47 - Other Revenue	-	-	-	100%	-	-	-	100%	763,505	332,335	(431,171)	44%	546,070	553,805	7,735
TOTAL REVENUE SOURCES	1,961,026	481,749	(1,479,277)	25%	3,866,011	516,265	(3,349,746)	13%	21,645,760	7,655,774	(13,989,986)	35%	23,186,981	23,197,063	10,082
99 - Planned Use of Fund Balance	165,217	-	(165,217)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	165,217	-	(165,217)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	2,126,243	481,749	(1,644,494)	23%	3,866,011	516,265	(3,349,746)	13%	21,645,760	7,655,774	(13,989,986)	35%	23,186,981	23,197,063	10,082
51 - Salaries-Regular Pay	194,069	193,131	(938)	100%	208,279	196,714	(11,565)	94%	1,693,188	1,244,493	(448,695)	73%	2,224,652	2,224,652	0
52 - Salaries-Other Compensation	40,762	1,011	(39,751)	2%	1,002,304	(539)	(1,002,843)	0%	1,112,696	10,521	(1,102,175)	1%	1,000,000	1,000,000	-
55 - Fringe Benefits	79,370	78,584	(786)	99%	88,214	85,475	(2,739)	97%	729,609	508,754	(220,855)	70%	877,787	863,282	(14,504)
56 - Restricted Salaries	-	-	-	100%	(9,790)	-	9,790	0%	(176,802)	-	176,802	0%	(26,433)	-	26,433
TOTAL SALARIES	314,200	272,726	(41,474)	87%	1,289,007	281,650	(1,007,357)	22%	3,358,691	1,763,767	(1,594,924)	53%	4,076,006	4,087,935	11,929
60 - Supplies & Materials	1,064,061	46,666	(1,017,395)	4%	268,066	99,193	(168,873)	37%	785,129	114,941	(670,187)	15%	885,374	921,938	36,564
64 - Services & Other Expenses	76,066	45,474	(30,592)	60%	124,252	28,750	(95,502)	23%	13,986,191	4,962,568	(9,023,622)	35%	13,236,971	13,559,554	322,582
66 - Professional & Contracted Services	60,000	58,044	(1,956)	97%	58,904	-	(58,904)	0%	152,385	52,509	(99,876)	34%	891,752	417,908	(473,844)
67 - Rent, Utilities & Maintenance	370,435	15,195	(355,240)	4%	2,000,190	18,851	(1,981,339)	1%	3,002,859	515,092	(2,487,767)	17%	3,807,759	3,969,041	161,282
68 - Interfund Services	13,264	465	(12,799)	4%	8,214	7,590	(624)	92%	141,954	66,752	(75,202)	47%	162,617	2,900	(159,717)
70 - Capital Asset Acquisitions	63,000	35,800	(27,200)	57%	117,379	72,773	(44,606)	62%	218,551	155,551	(63,000)	71%	126,502	90,000	(36,502)
95 - Contingencies & Restrictions	-	-	-	100%	-	-	-	100%	-	-	-	100%	0	-	(0)
TOTAL OPERATING & MAINTENANCE	1,646,826	201,644	(1,445,182)	12%	2,577,004	227,157	(2,349,847)	9%	18,287,068	5,867,414	(12,419,654)	32%	19,110,975	18,961,340	(149,635)
98 - Operating Transfers Out	165,217	165,217	0	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	165,217	165,217	0	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	2,126,243	639,587	(1,486,655)	30%	3,866,011	508,807	(3,357,204)	13%	21,645,759	7,631,182	(14,014,578)	35%	23,186,981	23,049,275	(137,706)
BALANCE	-	(157,838)			-	7,458			-	24,592			-	147,788	

OFFICE OF PREPAREDNESS



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-200303
Department Name: CAO
Section Name: Emergency Management & Homeland Security Office
Submitted By: Brenda Jones

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Since 2007, grant funding from two grants are being utilized to supplement the salaries of some of the personnel in the Emergency Management and Homeland Security Agency. I am requesting the personnel salaries that are currently supplemented by grant funds be transferred to the General Fund. Grant funds totaling \$153,425.00 from the Emergency Management Performance Grant (EMPG) provide a percentage of salaries and benefits for 5 positions, (4 Preparedness Officers, 1 Planner Coordinator). Additionally, grant funds totaling \$144,172.00 from the Homeland Security Grant Program (HSGP) provide a percentage of the salaries and benefits for 4 positions, (2 Procurement Specialists, 1 Grant Coordinator, 1 Deputy Administrator). Also, I am requesting a \$30,000.00 increase in the overtime budget from \$45,000.00 to \$75,000.00. To date, the remaining overtime balance is \$7,885.00. The increase in overtime spending can be attributed to responding to 3 major emergency events simultaneously, a tornadic event and the Emergency Management and Homeland Security Agency becoming a response agency. Lastly, I am requesting a budget increase to purchase two Emergency Warning Sirens for two areas of unincorporated Shelby County totaling \$90,000.00 that will include installation and programming. These two areas in Shelby County include the Macon / Houston Levee neighborhood where there are 4,001 homes and approximately 10,502 citizens. In addition, the second siren is being requested for the Southeast Eads Spring Creek Ranch Community, which includes 464 homes and approximately 1,218 citizens. Both of these areas are rapidly growing and neither is currently covered by an existing emergency warning siren. Also, as a result of deannexation, the Emergency Management and Homeland Security Agency has inherited 4 additional Emergency Warning Sirens that require maintenance and service with an approximate cost of \$8,000.00.

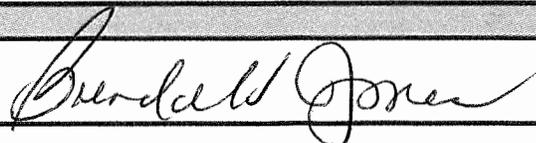
Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
<i>Permanent</i>	9	207,648	89,949	\$ 297,597
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	9	207,648	89,949	\$ 297,597
OTHER COMPENSATION:				\$ 30,000
				+7,929
O&M:				\$ 98,000
				+17,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 425,597

Revised total \$450,526

APPROVAL:

Division Director:



OTHER COMPENSATION ACCOUNTS
FY21 Increase Level Budget

Section Name: _____ Emergency Manager Fund-Section: _____ 010-200303

Instructions: Use this form to justify increases to Overtime or Other Compensation Salary accounts. Please explain any significant variances.

OTHER COMPENSATION ACCOUNTS						
<i>Explain any significant variances in Other Salary accounts in your budget request.</i>						
Account Description	Account #	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Proposed	FY21 Increase
Overtime	5254	36,335	45,000	45,000	75,000	30,000
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
TOTAL OTHER COMPENSATION:		36,335	45,000	45,000	75,000	30,000
REASON FOR USE OF OVERTIME/ EXPLANATION OF OTHER VARIANCES:						
<p align="right">Should include \$7,929 of fringe cost for a total of \$37,929. VSJW 02-17-2020</p>						

FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-200303 Cost Center # MULTI Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	10143 Deputy Administrator	1	35,405	3,216	7,729	828	N/A	513	297	135	142	35	12,896	48,301
2)	862944 Grants Coordinator	1	25,471	2,154	5,560	596	N/A	369	214	97	102	25	9,118	34,589
3)	60789 Procurement Specialist	1	20,858	4,339	4,553	488	N/A	302	175	79	83	21	10,042	30,900
4)	50781 Procurement Specialist	1	20,858	3,822	4,553	488	N/A	302	175	79	83	21	9,525	30,383
5)					0	0	N/A	0	0	0	0	0	0	-
6)	17976 Planner Coordinator	1	27,013	2,426	5,897	632	N/A	392	227	103	108	27	9,811	36,824
7)	22921 Preparedness Officer	1	19,303	4,692	4,214	452	N/A	280	162	73	77	19	9,970	29,273
8)	22632 Preparedness Officer	1	20,134	2,693	4,395	471	N/A	292	169	77	81	20	8,197	28,331
9)	18032 Preparedness Officer	1	19,303	4,384	4,214	452	N/A	280	162	73	77	19	9,661	28,964
10)	16251 Preparedness Officer	1	19,303	5,452	4,214	452	N/A	280	162	73	77	19	10,730	30,033
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		9	207,648	N/A	45,330	4,859	N/A	3,011	1,744	789	831	208	89,949	297,597

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		9	207,648	N/A	45,330	4,859	0	3,011	1,744	789	831	208	89,949	297,597
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HUMAN RESOURCES



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-201401
 Department Name: Human Resources
 Section Name: HR Administration
 Submitted By: Steven Massie

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

010-201401
Human Resources – Admin
Risk Management

The position of Claims Coordinator is needed as a backup for the Sr. Risk Management Coordinator and to monitor a Return to Work (RTW) program (light duty) for Shelby County. Without this position, on the job injury (OJI), the processing of work injury claims would be delayed and customer service would suffer. It is imperative that an employee receive medical treatment as soon as an incident occurs. Shelby County takes seriously its responsibility to employees who may have been injured or become ill as a result of the performance of job duties. The objectives of the OJI program are (1.) to care for employees, (2.) reduce injuries/illnesses, and (3.) return employees to their positions as soon as possible.

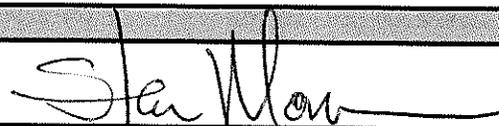
Reducing the recovery time for workers who are injured or disabled by a workplace accident is a key focus of the OJI program. Currently, an employee injured on the job usually does not return to work until he/she has reached Maximum Medical Improvement (MMI). This may result

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	45,665	20,525	\$ 66,190
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	45,665	20,525	\$ 66,190
OTHER COMPENSATION:				\$ -
O&M:				\$ 121,500
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 187,690

APPROVAL:

Division Director:



010-201401

Human Resources – Admin

(Justification Continued)

The position of Claims Coordinator is needed as a backup for the Sr. Risk Management Coordinator and to monitor a Return to Work (RTW) program (light duty) for Shelby County. Without this position, on the job injury (OJI), the processing of work injury claims would be delayed and customer service would suffer. It is imperative that an employee receive medical treatment as soon as an incident occurs. Shelby County takes seriously its responsibility to employees who may have been injured or become ill as a result of the performance of job duties.

The objectives of the OJI program are (1.) to care for employees, (2.) reduce injuries/illnesses, and (3.) return employees to their positions as soon as possible. Reducing the recovery time for workers who are injured or disabled by a workplace accident is a key focus of the OJI program. Currently, an employee injured on the job usually does not return to work until he/she has reached Maximum Medical Improvement (MMI). This may result in the employee being off work from one day to a max of eleven (11) months. Discrete-time hazard estimates suggest workers in a RTW program return approximately 1.4 times sooner (reduction of three – four weeks) compared to workers injured at a company without RTW. Many of these employees could be returned to work sooner performing light duty tasks within their own department. The State of TN implemented a RTW policy in 2015. Implementation of a statewide program has led to indemnity cost (claim costs) decreasing 64% by 2017. Shelby County's indemnity cost for the past four years has averaged \$1.3 million annually thus supporting the case of building a RTW program to return employees to the workplace as soon as possible.

In addition to the RTW program, the Coordinator would (1.) work with providers and departments; (2.) approve medical treatment; (3) track lost time; (4) develop meaningful metrics for RTW program; and (5) coordinate benefit payments.

With hiring of a Claims Coordinator for a RTW program, productivity would be increased, costs would decrease and the mental, physical and emotional health of the employee improved.

After the first one to two year of a RTW program, it is expected Shelby County would achieve approximately 20-30% reduction in claim costs and in lost days. The ROI for this position is such that it will be self-funded as a result in reduction of costs to OJI.

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-201401
 SECTION NAME: HR Administration

COST CENTER # A1401
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	1	Position Title:	OJI Coordinator
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		45,665
Change:	N/A	45,665
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	45,665
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-201401 Cost Center # A1401 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

PCB-1	ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES				Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
	Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)		OJI Coordinator	1	45,665	8,040	9,969	1,069	N/A	662	384	174	183	46	20,525	66,190
2)						0	0	N/A	0	0	0	0	0	0	-
3)						0	0	N/A	0	0	0	0	0	0	-
4)						0	0	N/A	0	0	0	0	0	0	-
5)						0	0	N/A	0	0	0	0	0	0	-
6)						0	0	N/A	0	0	0	0	0	0	-
7)						0	0	N/A	0	0	0	0	0	0	-
8)						0	0	N/A	0	0	0	0	0	0	-
9)						0	0	N/A	0	0	0	0	0	0	-
10)						0	0	N/A	0	0	0	0	0	0	-
11)						0	0	N/A	0	0	0	0	0	0	-
12)						0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:			1	45,665	N/A	9,969	1,069	N/A	662	384	174	183	46	20,525	66,190

TEMP	ACCOUNT 5109 - TEMPORARY EMPLOYEES				5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	-

GRAND TOTAL:			1	45,665	N/A	9,969	1,069	0	662	384	174	183	46	20,525	66,190
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-201409
Department Name: Human Resources
Section Name: Training
Submitted By: Steven Massie, Amy Allen

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Request for New Full-Time Training Coordinator:

Presently, the Training and Workforce Development section of the Human Resources Department has two full-time Training Coordinators and temporary, part-time Trainer. One of the Training Coordinator positions has just been reclassified as Training Program Manager (Manager B). This request is to convert the temporary part-time trainer to a full-time Training Coordinator. The new full-time position would replace the temporary position.

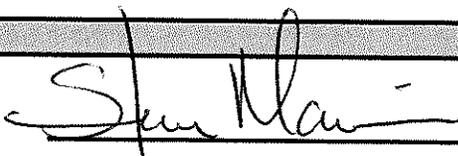
In the Fall of 2019, the Human Resources Department established a new HR strategy for Shelby County Government. Key aspects of the new strategy involve the Training and Workforce Development section, including: expanding the emphasis on leadership by developing and implementing a New Leaders Orientation, a new Leaders Assimilation Program, and a Leadership Seminar Series. In addition, the Training area has been charged with advancing the "Upskill Shelby County" initiative, which aims to support the educational goals of Shelby County employees by facilitating their access to education assistance. The present Training staff of four full-time employees, one temporary, part-time employee, and a handful of adjunct/external instructors is limited in its ability to grow significantly the resources provided by the Training and Development unit, including implementation of the

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
<i>Permanent</i>	1	13,967	11,859	\$ 25,826
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	13,967	11,859	\$ 25,826
OTHER COMPENSATION:				\$ -
O&M:				\$ 7,500
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 33,326

APPROVAL:

Division Director:



HR Training

010-201409

(Justification Continued)

Presently, the Training and Workforce Development section of the Human Resources Department has two full-time Training Coordinators and temporary, part-time Trainer. One of the Training Coordinator positions has just been reclassified as Training Program Manager (Manager B). This request is to convert the temporary part-time trainer to a full-time Training Coordinator. The new full-time position would replace the temporary position.

In the Fall of 2019, the Human Resources Department established a new HR strategy for Shelby County Government. Key aspects of the new strategy involve the Training and Workforce Development section, including: expanding the emphasis on leadership by developing and implementing a New Leaders Orientation, a new Leaders Assimilation Program, and a Leadership Seminar Series. In addition, the Training area has been charged with advancing the "Upskill Shelby County" initiative, which aims to support the educational goals of Shelby County employees by facilitating their access to education assistance.

The present Training staff of four full-time employees, one temporary, part-time employee, and a handful of adjunct/external instructors is limited in its ability to grow significantly the resources provided by the Training and Development unit, including implementation of the aforementioned HR strategic goals. The addition of a full-time Training Coordinator would enable one of the Coordinators to focus on developing and implementing a Leadership area; furthermore, with the addition of a full-time staff member, the Training Director would have greater ability to develop relationships with external entities to advance the goals of the Upskill Shelby County initiative.

Our restructuring of the Training and Development department provides an excellent opportunity to grow and expand the resources offered to employees at all levels. The addition of a full-time Training Coordinator will ensure that the array and number of classes offered by the unit are not diminished but, in fact, are able to increase. It should be emphasized that the Training unit provides classes and workshops targeted toward preventing harassment and otherwise promoting a legally compliant workplace; thus, the effective functioning of the Training and Development section is important, in the long run, to reducing costs associated with grievances and complaints alleging unlawful behaviors by employees, including those with supervisory responsibilities.

Finally, in this instance, the addition of a full-time position will not substantially increase the budgetary requirements for salaries in the department, because the new full-time position will replace the current temporary, part-time position. The funding for the salary of the latter may instead be used to fund the salary of the new full-time position, as follows:

Full-time Training Coordinator Salary: \$45,665 (Minimum salary for Grade 51)

FY2020 budgeted temporary, part-time salary: \$31,698

Difference: Required salary budget increase for FY2021: \$13,967

Thus, the budget increase necessary to support this request for an additional, full-time Training Coordinator, amounts to only about \$14,000 plus the fringe benefits associated with the salary of a Training Coordinator.

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-201409
 SECTION NAME: Training

COST CENTER # A1409
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #		Position Title:	Training Coordinator
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		17,786
Change:	N/A	17,786
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	17,786
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: _____ Cost Center # _____ Date: _____

**Health rate variable depending on employee election. Use \$8,040 for vacant positon.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	Training Coordinator	1	13,967	8,040	3,049	327	N/A	203	117	53	56	14	11,859	25,826
2)					0	0	N/A	0	0	0	0	0	0	-
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	13,967	N/A	3,049	327	N/A	203	117	53	56	14	11,859	25,826

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:	1	13,967	N/A	3,049	327	0	203	117	53	56	14	11,859	25,826
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-201410
Department Name: HUMAN RESOURCES
Section Name: Wellness
Submitted By: Steven Massie

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

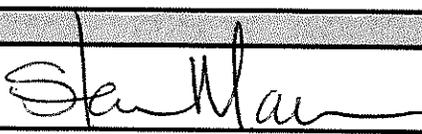
For 2019 we did not host a Health Fair. We are planning a Health & Wellness Fair for 2020. This will take place in September. There currently is no budget for this event. We are requesting funding for this event so we can continue to educate our employees on the importance of wellness. We are planning two seperate days, one out east and one in our downtown location. This event will be supplimented by our Health Vendor partners. Funds are needed to cover; materials, advertising, location rental, security, tents, booths, table, chairs, entertainment, food, and give-a-ways.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0	-	-	\$ -
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				\$ 15,250
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 15,250

APPROVAL:

Division Director:



INFORMATION TECHNOLOGY



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	91.0	0.0	0.0%		
Base Salary	6,649,248	-	0.0%		
Fringe	2,343,615	-			
	<u>8,992,863</u>	<u>-</u>	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		7,577,159	7,986,397	8,419,932	8,713,043
Actual Under-spending		805,768	998,052	1,175,643	1,200,884
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		84	83	85	91
Monthly Average Vacancies		10.1	10.1	11.2	15.9
Actual Unspent as a % of Total Personnel		10.6%	12.5%	14.0%	13.8%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	3,573,305	4,173,394	3,494,595	3,581,826	3,581,826	-	0.0%
Amended Budget	3,933,293	4,197,617	3,519,615	3,841,117			
Actual	<u>3,632,734</u>	<u>3,819,038</u>	<u>3,422,452</u>	<u>1,765,156</u>			
Variance	300,559	378,579	97,163	2,075,961			
% Unspent O&M	7.6%	9.0%	2.8%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			46.0%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>			-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
010/017	25XX	Information Technology	87.0	84.0	83.0	85.0	91.0	
FTE Changes				-3.0	-1.0	+2.0	+6.0	\$0

FY17 - 3.0 FTE deleted to fund reclassifications and equity increases.

FY18 - 1.0 FTE deleted to fund Systems Admin II-Core: (1) Computer Operator B

FY19 - 1.0 FTE transferred from General Sessions Civil Court Clerk to IT Admin: (1) Computer System Technician
1.0 FTE added per Mayor's Resolution: (1) Manager of Innovative Performance

FY20 - 6.0 FTE's Transferred from the Assessor's Office to ITS Operations: (1) Clerical Specialist, (1) Office Systems Technician
(2) Programmer Analyst II, and (2) Geographic Map Technicians.

FY21- 1.0 FTE Transferred to the Chief Administrative Officer's Office: (1) Manager of Innovative Performance

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	84	5.5	\$ 541,911	\$ 805,768	\$ 263,857	9.3%
2018	83	5.3	\$ 538,980	\$ 998,052	\$ 459,072	11.0%
2019	85	5.7	\$ 596,776	\$ 1,175,643	\$ 578,867	12.3%
2020	91	3.9	\$ 397,851 <i>8mo alloc.</i>	\$ 1,200,884	\$ 803,033	12.0%
			\$ 596,776 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	8.0	9.0	9.0	9.0	9.0	12.0	10.0	9.0	11.0	12.0	12.0	11.0	10.1
2018	12.0	11.0	11.0	10.0	11.0	10.0	10.0	11.0	8.0	8.0	9.0	10.0	10.1
2019	10.0	12.0	12.0	13.0	10.0	10.0	9.0	8.0	9.0	11.0	14.0	16.0	11.2
2020	16.0	16.0	15.0	16.0	14.0	16.0	16.0	18.0					15.9

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adpoted	FY18 Adpoted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010/017	25XX	Information Technology	3,607,771	3,573,305	4,173,394	3,494,595	3,581,826	3,581,826
Operating & Maintenance Changes			-	(34,466)	600,089	(678,799)	87,231	-
FY17	(34,466)	Reduction in Supplies and Materials						
FY18	292,107	Increase in Services & Other Expenses						
	80,656	Increase in Supplies & Other Materials						
	66,194	Increase in Outside Consultant Services						
	60,035	Increase in Rent, Utilities, & Maintenance						
	43,882	Increase in Interfund Services						
	28,965	Increase in Expendable Computer/Telecom Furnishings						
	28,250	Increase in Training & Education						
	600,089							
FY19	(279,785)	Reduction in Professional & Contracted Services						
	(140,798)	Reduction in Expendable Furnishings						
	(160,090)	Reduction in Services and Other Expenses						
	(77,540)	Reduction in Contracted Equipment Maintenance						
	(20,586)	Reduction in Rent, Utilities, and Maintenance						
	(678,799)							
FY20	87,231	Operating costs of the Assessor's Office IT functions transferring to Central ITS						

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
44 - Intergov Revenues-Federal & Local	126,840	-	(126,840)	0%	186,777	181,722	(5,055)	97%	191,833	191,833	-	100%	186,778	192,542	5,764
45 - Charges for Services	66,266	59,838	(6,428)	90%	94,125	69,071	(25,054)	73%	109,616	116,726	7,110	106%	145,472	170,971	25,499
46 - Fines, Fees & Permits	1,700,000	1,733,734	33,734	102%	1,700,000	1,725,164	25,164	101%	1,700,000	1,751,531	51,531	103%	1,725,000	1,725,000	-
47 - Other Revenue	-	3,000	3,000	100%	-	3,112	3,112	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	1,893,106	1,796,572	(96,534)	95%	1,980,902	1,979,069	(1,834)	100%	2,001,449	2,060,091	58,641	103%	2,057,250	2,088,513	31,263
99 - Planned Use of Fund Balance	138,041	-	(138,041)	0%	39,735	-	(39,735)	0%	25,020	-	(25,020)	0%	15,304	-	(15,304)
TOTAL OTHER SOURCES	138,041	-	(138,041)	0%	39,735	-	(39,735)	0%	25,020	-	(25,020)	0%	15,304	-	(15,304)
TOTAL APPROPRIATION SOURCES	2,031,147	1,796,572	(234,575)	88%	2,020,637	1,979,069	(41,569)	98%	2,026,469	2,060,091	33,621	102%	2,072,553	2,088,513	15,960
51 - Salaries-Regular Pay	5,887,910	5,355,593	(532,317)	91%	6,036,863	5,365,492	(671,371)	89%	6,360,678	5,523,815	(836,864)	87%	6,741,150	6,649,248	(91,902)
52 - Salaries-Other Compensation	155,427	113,540	(41,887)	73%	156,602	104,359	(52,243)	67%	202,267	179,222	(23,045)	89%	201,967	201,967	-
55 - Fringe Benefits	2,075,733	1,844,169	(231,564)	89%	2,331,912	2,057,473	(274,439)	88%	2,453,763	2,138,029	(315,734)	87%	2,490,187	2,343,615	(146,572)
56 - Restricted Salaries	(541,911)	-	541,911	0%	(538,980)	-	538,980	0%	(596,776)	-	596,776	0%	(720,261)	(596,776)	123,485
TOTAL SALARIES	7,577,159	7,313,302	(263,857)	97%	7,986,397	7,527,325	(459,072)	94%	8,419,932	7,841,066	(578,867)	93%	8,713,043	8,598,054	(114,989)
60 - Supplies & Materials	356,187	337,450	(18,737)	95%	359,915	309,300	(50,615)	86%	174,962	143,477	(31,484)	82%	230,840	235,131	4,292
64 - Services & Other Expenses	2,367,046	2,181,565	(185,481)	92%	2,430,949	2,341,801	(89,148)	96%	2,553,658	2,530,901	(22,757)	99%	2,540,719	2,259,020	(281,699)
66 - Professional & Contracted Services	580,187	504,484	(75,703)	87%	484,277	357,600	(126,677)	74%	172,814	154,159	(18,655)	89%	153,727	296,839	143,113
67 - Rent, Utilities & Maintenance	481,543	466,699	(14,844)	97%	553,588	500,951	(52,637)	90%	467,148	450,468	(16,680)	96%	466,690	653,647	186,957
68 - Interfund Services	86,664	80,870	(5,794)	93%	164,019	125,745	(38,274)	77%	126,083	118,496	(7,587)	94%	106,341	106,341	(1)
70 - Capital Asset Acquisitions	61,666	61,665	(1)	100%	204,870	183,641	(21,229)	90%	24,950	24,950	-	100%	342,800	-	(342,800)
TOTAL OPERATING & MAINTENANCE	3,933,293	3,632,734	(300,559)	92%	4,197,617	3,819,038	(378,579)	91%	3,519,615	3,422,452	(97,163)	97%	3,841,117	3,550,978	(290,139)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	11,510,452	10,946,036	(564,416)	95%	12,184,014	11,346,363	(837,651)	93%	11,939,547	11,263,517	(676,030)	94%	12,554,160	12,149,031	(405,128)
BALANCE	(9,479,305)	(9,149,464)			(10,163,377)	(9,367,294)			(9,913,078)	(9,203,427)			(10,481,606)	(10,060,518)	

INTERNAL SERVICE FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	5	0.0	\$ -	\$ 172,498	\$ 172,498	2.0%
2018	5	0.0	\$ -	\$ 78,549	\$ 78,549	0.9%
2019	5	0.0	\$ -	\$ 140,564	\$ 140,564	1.5%
2020	5	0.0	\$ - <i>8mo alloc.</i>	\$ 107,865	\$ 107,865	1.1%
			\$ - <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
2018	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
2019	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.8
2020	1.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0					1.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Information Technology Services - 25

Budget Overview

As of 2/29/2020
Internal Service Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
44 - Intergov Revenues-Federal & Local	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
45 - Charges for Services	4,813,249	4,281,638	(531,611)	89%	5,002,011	4,501,765	(500,246)	90%	5,403,076	4,754,021	(649,055)	88%	5,471,992	5,345,527	(126,464)
46 - Fines, Fees & Permits	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
47 - Other Revenue	-	-	-	100%	-	2,377	2,377	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	4,813,249	4,281,638	(531,611)	89%	5,002,011	4,504,142	(497,869)	90%	5,403,076	4,754,021	(649,055)	88%	5,471,992	5,345,527	(126,464)
99 - Planned Use of Fund Balance	54,189	-	(54,189)	0%	375,500	-	(375,500)	0%	749,610	-	(749,610)	0%	3,084,041	3,813,565	729,523
TOTAL OTHER SOURCES	54,189	-	(54,189)	0%	375,500	(8,485)	(383,985)	-2%	749,610	-	(749,610)	0%	3,084,041	3,813,565	729,523
TOTAL APPROPRIATION SOURCES	4,867,438	4,281,638	(585,800)	88%	5,377,511	4,495,657	(881,854)	84%	6,152,686	4,754,021	(1,398,665)	77%	8,556,033	9,159,092	603,059
51 - Salaries-Regular Pay	394,356	243,192	(151,164)	62%	403,694	321,816	(81,878)	80%	413,770	294,220	(119,550)	71%	418,887	418,887	-
52 - Salaries-Other Compensation	2,736	6,448	3,712	236%	2,736	12,358	9,622	452%	7,536	14,897	7,361	198%	7,536	7,536	-
55 - Fringe Benefits	128,664	103,619	(25,045)	81%	145,343	139,050	(6,293)	96%	148,123	119,748	(28,375)	81%	138,470	127,279	(11,191)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(3,258)	-	3,258
TOTAL SALARIES	525,756	353,259	(172,498)	67%	551,773	473,223	(78,549)	86%	569,429	428,865	(140,564)	75%	561,635	553,702	(7,933)
60 - Supplies & Materials	629,533	227,648	(401,886)	36%	922,422	434,552	(487,870)	47%	772,663	555,529	(217,134)	72%	1,203,599	1,056,872	(146,728)
64 - Services & Other Expenses	532,575	353,427	(179,148)	66%	546,672	220,020	(326,652)	40%	800,453	489,798	(310,655)	61%	1,372,326	1,310,430	(61,896)
66 - Professional & Contracted Services	179,000	92,220	(86,780)	52%	313,000	48,673	(264,327)	16%	1,000,004	604,466	(395,538)	60%	2,274,718	3,349,393	1,074,675
67 - Rent, Utilities & Maintenance	2,977,574	2,397,510	(580,064)	81%	2,881,868	2,166,641	(715,227)	75%	3,002,137	2,176,681	(825,456)	73%	2,905,755	2,830,695	(75,060)
68 - Interfund Services	8,000	4,448	(3,551)	56%	8,000	7,490	(509)	94%	8,000	(2,077)	(10,077)	-26%	8,000	8,000	-
70 - Capital Asset Acquisitions	15,000	14,354	(646)	96%	966,277	966,277	(0)	100%	-	-	-	100%	230,000	50,000	(180,000)
TOTAL OPERATING & MAINTENANCE	4,341,682	3,236,383	(1,105,298)	75%	4,825,739	3,031,134	(1,794,605)	63%	5,583,257	4,037,500	(1,545,757)	72%	7,994,398	8,605,390	610,991
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	4,867,438	3,589,642	(1,277,796)	74%	5,377,511	3,504,357	(1,873,154)	65%	6,152,686	4,466,365	(1,686,321)	73%	8,556,033	9,159,092	603,059
BALANCE	-	691,996			-	991,299			-	287,656			-	-	

PLANNING AND DEVELOPMENT



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	3.4	0.0	0.0%		
Base Salary	200,623	-	0.0%		
Fringe	70,069	-			
	<u>270,692</u>	<u>-</u>	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		313,449	330,346	280,441	275,297
Actual Under-spending		15,636	46,739	6,434	4,394
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		4	4	3	3
Monthly Average Vacancies		0.2	0.3	0.0	0.0
Actual Unspent as a % of Total Personnel		5.0%	14.1%	2.3%	1.6%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	53,505	61,235	61,235	61,235	61,235	-	0.0%
Amended Budget	50,936	61,235	61,235	61,235			
Actual	42,511	56,617	52,691	43,287			
Variance	<u>8,425</u>	<u>4,618</u>	<u>8,544</u>	<u>17,948</u>			
% Unspent O&M	16.5%	7.5%	14.0%				
	<i>% of O&M Budget Expended as of 2/29/20 ⁽³⁾</i>			70.7%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>				\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request
GENERAL FUND								
010	2710	Housing	5.0	4.0	4.0	3.4	3.4	
FTE Changes				-1.0		-0.6		\$0

FY17 - Transferred 1.0 FTE to Grant Fund 228: (1) Lead Based Paint Project Coordinator

FY19 - Transferred 1.0 FTE to Enterprise Fund 950. Position was allocated 0.6 to General Fund and 0.4 to Grant 114: (.6) Manager A

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	4	0.0	\$ -	\$ 15,636	\$ 15,636	0.1%
2018	4	0.0	\$ -	\$ 46,739	\$ 46,739	0.4%
2019	3	0.0	\$ -	\$ 6,434	\$ 6,434	0.0%
2020	3	0.0	\$ -	\$ 4,394	\$ 4,394	0.0%
			\$ -	<i>8mo alloc.</i>		
			\$ -	<i>full year</i>		

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5	0.5	0.5	0.5	0.2
2018	0.0	0.0	0.0	0.0	0.0	0.6	0.6	0.6	0.6	0.6	0.6	0.0	0.3
2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	2710	Housing	46,014	53,505	61,235	61,235	61,235	61,235
Operating & Maintenance Changes			-	7,491	7,730	-	-	-

FY17 7,491 Increase in PC Replacement installment costs

FY18 7,730 Increase in Vehicle Replacement Costs

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	5,000	2,250	(2,750)	45%	5,000	-	(5,000)	0%	2,500	-	(2,500)	0%	-	-	-
TOTAL REVENUE SOURCES	5,000	2,250	(2,750)	45%	5,000	-	(5,000)	0%	2,500	-	(2,500)	0%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	5,000	2,250	(2,750)	45%	5,000	-	(5,000)	0%	2,500	-	(2,500)	0%	-	-	-
51 - Salaries-Regular Pay	225,127	215,173	(9,954)	96%	231,880	200,268	(31,612)	86%	197,658	194,781	(2,877)	99%	200,623	200,623	0
52 - Salaries-Other Compensation	4,668	3,730	(937)	80%	4,668	3,108	(1,559)	67%	4,668	2,924	(1,743)	63%	4,668	4,668	(0)
55 - Fringe Benefits	83,655	78,909	(4,745)	94%	93,798	80,230	(13,567)	86%	78,116	76,302	(1,814)	98%	71,895	70,069	(1,826)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(1,889)	-	1,889
TOTAL SALARIES	313,449	297,813	(15,636)	95%	330,346	283,607	(46,739)	86%	280,441	274,007	(6,434)	98%	275,297	275,360	63
60 - Supplies & Materials	7,700	5,689	(2,011)	74%	7,700	6,899	(801)	90%	7,700	5,625	(2,075)	73%	8,493	8,493	-
64 - Services & Other Expenses	2,725	1,675	(1,050)	61%	2,725	1,496	(1,229)	55%	2,725	1,280	(1,445)	47%	2,725	2,725	-
68 - Interfund Services	40,511	35,147	(5,364)	87%	50,810	48,222	(2,587)	95%	50,810	45,786	(5,024)	90%	50,017	50,017	-
TOTAL OPERATING & MAINTENANCE	50,936	42,511	(8,425)	83%	61,235	56,617	(4,618)	92%	61,235	52,691	(8,543)	86%	61,235	61,235	-
98 - Operating Transfers Out	64,361	21,160	(43,201)	33%	64,361	61,135	(3,226)	95%	64,361	43,512	(20,849)	68%	64,361	64,361	-
TOTAL OTHER USES	64,361	21,160	(43,201)	33%	64,361	61,135	(3,226)	95%	64,361	43,512	(20,849)	68%	64,361	64,361	-
TOTAL APPROPRIATED USES	428,746	361,483	(67,262)	84%	455,941	401,359	(54,583)	88%	406,037	370,210	(35,827)	91%	400,892	400,956	63
BALANCE	(423,746)	(359,233)			(450,941)	(401,359)			(403,537)	(370,210)			(400,892)	(400,956)	

ENTERPRISE FUND

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	2	110,485	45,281	\$ 155,766
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	2	110,485	45,281	\$ 155,766
OTHER COMPENSATION:					\$ -
O&M:					
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 155,766

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request	
ENTERPRISE FUND									
950	27XX	Planning & Development	116.0	116.0	116.0	124.0	124.0	2.0	155,766
FTE Changes							+8.0	+2.0	\$155,766

FY19 - Transferred in 1.0 FTE from Housing: (1) Manager A
 Added 7.0 FTE: (1) Sign/Zone Inspector, (1) Plans Examiner, (2) Building Inspectors, (1) Plumbing Inspector, (1) Mechanical Inspector, and (1) Electrical Inspector.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	116	0.6	\$ 44,763	\$ (655,734)	\$ (700,497)	-5.8%
2018	116	0.6	\$ 44,763	\$ 149,000	\$ 104,237	1.2%
2019	120	4.7	\$ 394,759	\$ 2,528,578	\$ 2,133,819	19.3%
2020	123	0.7	\$ 64,099 <i>8mo alloc.</i>	\$ 728,927	\$ 664,828	5.6%
			\$ 96,149 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	6.0	6.0	6.0	7.0	9.0	13.0	12.0	11.0	10.0	10.0	11.0	10.0	9.3
2018	11.0	11.0	13.0	15.0	15.0	12.0	15.0	13.0	14.0	16.0	13.0	12.0	13.3
2019	15.0	17.0	19.0	18.0	15.0	12.0	20.0	21.0	17.0	13.0	14.0	12.0	16.1
2020	10.0	9.0	12.0	6.0	3.0	3.0	3.0	5.0					6.4

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	7,945,000	9,027,011	1,082,011	114%	8,634,036	9,089,197	455,161	105%	9,774,859	12,077,165	2,302,306	124%	12,135,000	11,536,300	(598,700)
TOTAL REVENUE SOURCES	9,468,250	10,599,699	1,131,449	112%	10,162,486	10,710,500	548,014	105%	11,310,859	13,935,873	2,625,014	123%	13,973,500	13,440,065	(533,435)
TOTAL OTHER SOURCES	1,626,539	1,510,659	(115,880)	93%	1,519,184	1,537,010	17,826	101%	4,725,258	1,495,638	(3,229,620)	32%	2,727,176	1,500,000	(1,227,176)
TOTAL APPROPRIATION SOURCES	11,094,789	12,110,358	1,015,569	109%	11,681,670	12,247,510	565,840	105%	16,036,117	15,431,511	(604,606)	96%	16,700,676	14,940,065	(1,760,611)
51 - Salaries-Regular Pay	6,460,198	6,037,528	(422,670)	93%	6,710,318	5,964,104	(746,214)	89%	7,453,032	6,251,263	(1,201,769)	84%	7,625,179	7,625,179	-
52 - Salaries-Other Compensation	77,226	91,309	14,083	118%	77,226	93,840	16,614	122%	77,226	83,182	5,956	108%	100,047	312,422	212,375
55 - Fringe Benefits	2,507,908	3,572,230	1,064,322	142%	2,827,370	3,407,971	580,601	121%	3,096,862	1,764,097	(1,332,765)	57%	2,962,435	2,813,241	(149,195)
56 - Restricted Salaries	(44,763)	-	44,763	0%	(44,763)	-	44,763	0%	(394,759)	-	394,759	0%	(166,937)	(96,149)	70,788
TOTAL SALARIES	9,000,569	9,701,067	700,497	108%	9,570,151	9,465,914	(104,237)	99%	10,232,361	8,098,542	(2,133,819)	79%	10,520,725	10,654,693	133,969
60 - Supplies & Materials	194,119	131,653	(62,466)	68%	130,995	105,352	(25,644)	80%	155,650	97,135	(58,515)	62%	415,278	150,160	(265,118)
64 - Services & Other Expenses	202,261	114,871	(87,389)	57%	165,272	118,571	(46,701)	72%	183,643	157,250	(26,392)	86%	426,636	507,507	80,871
68 - Interfund Services	982,811	871,017	(111,794)	89%	1,060,527	956,584	(103,943)	90%	1,168,102	994,037	(174,065)	85%	1,191,173	1,322,940	131,767
TOTAL OPERATING & MAINTENANCE	1,661,775	1,441,662	(220,112)	87%	1,711,479	1,565,452	(146,027)	91%	5,372,686	2,987,398	(2,385,288)	56%	4,764,386	3,951,292	(813,094)
98 - Operating Transfers Out	432,445	206,924	(225,521)	48%	400,040	181,121	(218,919)	45%	431,070	235,527	(195,543)	55%	337,386	334,080	(3,306)
TOTAL OTHER USES	432,445	206,924	(225,521)	48%	400,040	181,121	(218,919)	45%	431,070	235,527	(195,543)	55%	1,415,565	334,080	(1,081,485)
TOTAL APPROPRIATED USES	11,094,789	11,349,653	254,864	102%	11,681,670	11,212,487	(469,183)	96%	16,036,117	11,321,468	(4,714,649)	71%	16,700,675	14,940,065	(1,760,610)
BALANCE	-	760,705			-	1,035,023			-	4,110,043			-	-	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	25	0.0	\$ -	\$ 469,792	\$ 469,792	4.1%
2018	27	0.0	\$ -	\$ 446,055	\$ 446,055	3.7%
2019	26	0.0	\$ -	\$ 322,728	\$ 322,728	2.5%
2020	26	0.0	\$ - <i>8mo alloc.</i>	\$ 293,808	\$ 293,808	2.2%
			\$ - <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	2.0	2.0	2.0	4.0	4.0	4.0	2.0	4.0	4.5	4.5	3.5	2.5	3.3
2018	2.0	2.0	1.0	2.0	3.0	3.4	2.4	2.4	2.4	2.4	2.4	2.0	2.3
2019	0.0	0.0	0.0	0.0	3.0	4.0	3.0	2.0	3.0	3.0	2.0	2.0	1.8
2020	2.0	3.0	3.0	3.0	3.0	3.0	4.0	5.0					3.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	280,477	122,144	(158,333)	44%	286,881	118,683	(168,198)	41%	268,573	114,366	(154,207)	43%	183,684	183,748	64
TOTAL REVENUE SOURCES	18,672,848	4,895,402	(13,777,446)	26%	30,312,625	7,738,629	(22,573,996)	26%	34,893,553	7,162,011	(27,731,542)	21%	32,543,832	63,285,375	30,741,542
TOTAL OTHER SOURCES	1,577,806	219,654	(1,358,152)	14%	1,527,901	242,256	(1,285,645)	16%	1,558,931	279,039	(1,279,892)	18%	1,477,747	4,474,441	2,996,694
TOTAL APPROPRIATION SOURCES	20,250,654	5,115,056	(15,135,598)	25%	31,840,526	7,980,885	(23,859,641)	25%	36,452,484	7,441,050	(29,011,434)	20%	34,021,579	67,759,816	33,738,236
51 - Salaries-Regular Pay	1,444,577	1,084,734	(359,843)	75%	1,597,541	1,259,978	(337,563)	79%	1,538,185	1,299,034	(239,151)	84%	1,561,161	1,408,285	(152,877)
52 - Salaries-Other Compensation	13,460	12,687	(774)	94%	12,050	11,329	(721)	94%	12,075	10,727	(1,348)	89%	11,549	10,271	(1,278)
55 - Fringe Benefits	534,712	425,536	(109,175)	80%	647,938	540,167	(107,771)	83%	624,875	542,647	(82,228)	87%	583,584	507,764	(75,819)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(14,357)	-	14,357
TOTAL SALARIES	1,992,749	1,522,957	(469,792)	76%	2,257,529	1,811,474	(446,055)	80%	2,175,136	1,852,408	(322,728)	85%	2,141,937	1,926,320	(215,617)
60 - Supplies & Materials	86,963	13,335	(73,628)	15%	81,500	18,787	(62,712)	23%	88,199	6,144	(82,055)	7%	85,774	64,574	(21,200)
64 - Services & Other Expenses	3,521,765	1,186,022	(2,335,742)	34%	3,962,876	1,912,772	(2,050,104)	48%	3,913,176	2,279,315	(1,633,861)	58%	4,083,734	2,553,874	(1,529,860)
68 - Interfund Services	312,139	165,930	(146,209)	53%	186,347	123,730	(62,617)	66%	194,134	129,455	(64,679)	67%	199,846	202,788	2,942
TOTAL OPERATING & MAINTENANCE	18,257,905	3,686,398	(14,571,508)	20%	29,582,997	6,176,990	(23,406,008)	21%	34,277,348	6,001,521	(28,275,828)	18%	31,879,643	65,833,496	33,953,853
98 - Operating Transfers Out	-	-	-	100%	-	0	0	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	-	-	-	100%	-	0	0	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	20,250,655	5,209,355	(15,041,300)	26%	31,840,526	7,988,464	(23,852,062)	25%	36,452,484	7,853,929	(28,598,555)	22%	34,021,579	67,759,816	33,738,237
BALANCE	-	(94,299)			-	(7,579)			-	(412,878)			-	-	

PLANNING AND DEVELOPMENT



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 950-270101
Department Name: Codes Administration
Section Name: Director
Submitted By: Mary Lynn Seale 636-7140

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Division of Planning and Development is requesting 2 new FTE positions in Fund 950. No increase in funding is necessary. These positions will be funded by the current \$1,500,000 requested from both Shelby County Government and the City of Memphis. The first position is for a Business Analyst. With the advent of our new permitting software, we are needing someone with GIS and data analysis experience to assist in streamlining our permit process and improving operational outcomes through the data analysis. The second position is for an Accountant B. Again, with the new software comes additional responsibilities. There will now be a new daily deposit for our downtown location. This position will also assist the Finance Manager in accounts payable, accounts receivable, reconciliations, and analysis of our finances.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	2	110,485	30,207	\$ 140,692
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	2	110,485	30,207	\$ 140,692
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ -

Total s/b \$155,766 w/ Health VSJW 02-17-2020

APPROVAL:

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 950-270101
 SECTION NAME: Director

COST CENTER # P0101
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #		Position Title:	<i>Accountant B</i>
Employee#		Employee Name:	
New Position?	Yes	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	50,360
Change:	N/A	50,360
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	<i>Business Analysis</i>
Employee#		Employee Name:	
New Position?	Yes	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	60,125
Change:	N/A	60,125
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	No	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	110,485
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 950-270101 Cost Center # P0101 Date: 02/10/20

*Health rate variable depending on employee election. Use \$8,040 for vacant position.

Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	Pension	OPFB	FICA	MAFE	Group Life	LTD	OJI	Unemploy	Fringe Cost	Total Position Cost
1)		1	50,360		10,994	1,178	N/A	730	423	191	201	50	13,768	64,128
2)		1	60,125		13,125	1,407	N/A	872	505	228	241	60	16,438	76,563
3)							N/A							
4)							N/A							
5)							N/A							
6)							N/A							
7)							N/A							
8)							N/A							
9)							N/A							
10)							N/A							
11)							N/A							
12)							N/A							
ACCUENT 5102 - PERMANENT OR DURATIONAL EMPLOYEES														
TOTAL PERMANENT:			2	110,485	N/A	24,119	2,585	N/A	1,602	928	420	442	110	30,207

PCB-1

Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	Pension	OPFB	FICA	MAFE	Group Life	LTD	OJI	Unemploy	Fringe Cost	Total Position Cost
1)							N/A							
2)							N/A							
3)							N/A							
4)							N/A							
5)							N/A							
ACCUENT 5109 - TEMPORARY EMPLOYEES														
TOTAL TEMPORARY:			0	-	N/A	N/A	N/A	N/A	0	0	N/A	0	0	0
GRAND TOTAL:			2	110,485	N/A	24,119	2,585	0	1,602	928	420	442	110	30,207
TOTAL														140,692

TEMP

PUBLIC WORKS



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	161.0	0.0	0.0%		
Base Salary	8,726,331	-	0.0%		
Fringe	3,161,694	-			
	<u>11,888,025</u>	<u>-</u>	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020 ⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		10,679,470	11,622,278	12,000,908	11,870,231
Actual Under-spending		610,640	685,144	991,861	796,756
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		161	162	162	161
Monthly Average Vacancies		7.1	6.1	11.1	8.3
Actual Unspent as a % of Total Personnel		5.7%	5.9%	8.3%	6.7%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	13,301,474	13,023,873	13,573,638	13,502,106	13,415,184	(86,922)	-0.6%
Amended Budget	13,163,312	13,110,737	14,012,005	13,924,893			
Actual	10,963,239	11,693,327	11,895,991	12,846,890			
Variance	<u>2,200,073</u>	<u>1,417,410</u>	<u>2,116,014</u>	<u>1,078,003</u>			
% Unspent O&M	16.7%	10.8%	15.1%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			92.3%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>		-	-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request	
GENERAL FUND									
010	30	Public Works	156.0	161.0	162.0	162.0	161.0	0.0	-
FTE Changes				+5.0	+1.0		-1.0		\$0

FY17 - Added 5.0 FTEs: (2) Steam & Refrigeration Engineer, (1) Manager A, (1) Painter II, and (1) Maintenance Mechanic transferred to Support Services from Juvenile Court.

FY18 - Added 1.0 FTE: (1) Senior Manager to manage preventative maintenance of County buildings.

FY20 - Removed 1.0 FTE: (1) Manager A transferred from Support Services to Special Revenue Fund Roads & Bridges.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	161	6.9	\$ 459,090	\$ 610,640	\$ 151,550	1.6%
2018	162	6.7	\$ 459,090	\$ 685,144	\$ 226,054	1.6%
2019	162	6.8	\$ 483,255	\$ 991,861	\$ 508,606	2.3%
2020	161	4.5	\$ 322,170 <i>8mo alloc.</i>	\$ 796,756	\$ 474,586	1.8%
			\$ 483,255 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	9.0	11.0	10.0	5.0	5.0	5.0	5.0	7.0	6.0	8.0	7.0	7.0	7.1
2018	7.0	6.0	5.0	4.0	2.0	3.0	5.0	6.0	7.0	7.0	8.0	13.0	6.1
2019	15.0	15.0	13.0	11.0	9.0	9.0	11.0	9.0	10.0	10.0	10.0	11.0	11.1
2020	10.0	9.0	8.0	8.0	7.0	7.0	9.0	8.0					8.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
	30	Public Works	10,775,389	13,301,474	13,023,873	13,573,638	13,502,106	13,415,184
Operating & Maintenance Changes			-	2,526,085	(277,601)	549,765	(71,532)	(86,922)
FY17	1,317,779	Increase in Vacant Property Maintenance as part of blight control measures						
	371,600	Budget for costs of utility services transferred from Juvenile Court						
	279,368	Increase in outsourced printing for Mail & Printing Services which varies due to County need						
	131,637	Increase in interfund services						
	112,146	Various other net increases						
	109,458	Increase in Equipment Maintenance includin part transferred from Juvenile Court						
	103,597	Increase in operational materials including approved increase request						
	100,500	Increase in mail & postage for Mail & Printing Services which varies due to County need						
	<u>2,526,085</u>							
FY18	203,834	Increase in interfund services						
	25,348	Various other net increases						
	(242,500)	Decrease in vacant property maintenance including an offset for reimbursement from Corrections						
	<u>(264,283)</u>	Decrease in mail & postage for Mail & Printing Services which varies due to County need						
	(277,601)							
FY19	253,459	Increase in equipment maintenance						
	113,180	Increase in waste removal for Millington Treatment Services						
	100,000	Increase for 1060 Madison parking rent						
	80,203	Increase in mail services for Mail & Printing Services which varies due to County need						
	<u>2,923</u>	Various other net increases						
	549,765							
FY20	102,092	Increase in outsourced printing for Mail & Printing Services which varies due to County need						
	(18,174)	Various other net decreases						
	(27,873)	Decrease in interfund services						
	<u>(127,577)</u>	Decrease in vacant property maintenance						
	(71,532)							
FY21	83,000	Increase in equipment maintenance						
	10,952	Various other net increases						
	(44,113)	Decrease in outsourced printing for Mail & Printing Services which varies due to County need						
	(60,079)	Decrease in mail services for Mail & Printing Services which varies due to County need						
	<u>(76,682)</u>	Decrease in operational materials including General Services which varies due to County need						
	(86,922)							

Public Works - 30

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
44 - Intergov Revenues-Federal & Local	1,200,000	1,116,881	(83,119)	93%	400,000	757,886	357,886	189%	400,000	415,146	15,146	104%	400,000	374,880	(25,120)
45 - Charges for Services	1,064,742	723,739	(341,003)	68%	833,005	681,770	(151,235)	82%	1,204,828	700,873	(503,955)	58%	1,247,474	1,029,261	(218,214)
46 - Fines, Fees & Permits	650,000	2,003,732	1,353,732	308%	1,405,000	1,655,326	250,326	118%	1,405,920	700,624	(705,296)	50%	1,205,500	1,203,500	(2,000)
47 - Other Revenue	122,000	145,928	23,928	120%	146,000	119,383	(26,617)	82%	136,000	220,132	84,132	162%	136,000	150,500	14,500
48 - Investment Income	-	515	515	100%	500	793	293	159%	500	435	(65)	87%	500	350	(150)
TOTAL REVENUE SOURCES	3,036,742	3,990,795	954,053	131%	2,784,505	3,215,158	430,653	115%	3,147,248	2,037,209	(1,110,039)	65%	2,989,474	2,758,491	(230,984)
94 - Other Financial Sources	700,000	99,302	(600,698)	14%	200,000	66,298	(133,702)	33%	200,000	1,000	(199,000)	1%	100,000	100,000	-
96 - Operating Transfers In	56,387	56,387	0	100%	35,170	35,170	-	100%	35,170	35,170	-	100%	40,460	40,460	-
99 - Planned Use of Fund Balance	-	-	-	100%	58,450	-	(58,450)	0%	285,268	-	(285,268)	0%	234,423	-	(234,423)
TOTAL OTHER SOURCES	756,387	155,689	(600,698)	21%	293,620	101,468	(192,152)	35%	520,438	36,170	(484,268)	7%	374,883	140,460	(234,423)
TOTAL APPROPRIATION SOURCES	3,793,129	4,146,485	353,356	109%	3,078,125	3,316,626	238,501	108%	3,667,686	2,073,379	(1,594,307)	57%	3,364,357	2,898,951	(465,407)
51 - Salaries-Regular Pay	7,968,347	7,501,782	(466,565)	94%	8,501,750	7,949,291	(552,459)	94%	8,819,122	8,142,918	(676,203)	92%	9,017,278	8,726,331	(290,947)
52 - Salaries-Other Compensation	177,811	177,360	(451)	100%	215,711	215,344	(367)	100%	198,611	197,455	(1,156)	99%	165,211	165,211	-
55 - Fringe Benefits	2,992,401	2,848,777	(143,624)	95%	3,363,908	3,231,589	(132,319)	96%	3,466,431	3,151,929	(314,502)	91%	3,296,249	3,161,694	(134,555)
56 - Restricted Salaries	(459,090)	-	459,090	0%	(459,090)	-	459,090	0%	(483,255)	-	483,255	0%	(608,508)	(483,255)	125,253
TOTAL SALARIES	10,679,470	10,527,920	(151,550)	99%	11,622,278	11,396,224	(226,054)	98%	12,000,908	11,492,302	(508,606)	96%	11,870,231	11,569,981	(300,250)
60 - Supplies & Materials	1,321,608	866,380	(455,228)	66%	1,058,338	768,114	(290,224)	73%	1,493,520	905,955	(587,565)	61%	1,585,272	1,318,094	(267,179)
64 - Services & Other Expenses	1,633,729	1,230,886	(402,843)	75%	1,306,521	1,176,291	(130,230)	90%	1,463,954	1,160,419	(303,535)	79%	1,698,937	1,552,173	(146,764)
66 - Professional & Contracted Services	266,797	90,800	(175,997)	34%	157,338	82,365	(74,973)	52%	225,583	130,706	(94,877)	58%	283,483	218,814	(64,669)
67 - Rent, Utilities & Maintenance	9,337,750	7,985,640	(1,352,110)	86%	9,300,310	8,364,851	(935,459)	90%	9,783,078	8,628,756	(1,154,323)	88%	9,761,427	9,696,418	(65,009)
68 - Interfund Services	332,217	539,465	207,248	162%	541,766	881,419	339,653	163%	536,828	657,896	121,068	123%	363,594	446,094	82,501
70 - Capital Asset Acquisitions	316,211	250,069	(66,142)	79%	746,463	420,287	(326,176)	56%	509,041	412,259	(96,782)	81%	232,180	183,591	(48,589)
95 - Contingencies & Restrictions	(45,000)	-	45,000	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	13,163,312	10,963,239	(2,200,074)	83%	13,110,737	11,693,327	(1,417,410)	89%	14,012,005	11,895,991	(2,116,013)	85%	13,924,893	13,415,184	(509,709)
89 - Affiliated Organizations	575,848	575,848	-	100%	825,848	825,848	-	100%	825,848	825,848	-	100%	925,848	825,848	(100,000)
98 - Operating Transfers Out	50,000	50,000	-	100%	50,000	50,000	-	100%	50,000	50,000	-	100%	50,000	50,000	-
TOTAL OTHER USES	625,848	625,848	-	100%	875,848	875,848	-	100%	875,848	875,848	-	100%	975,848	875,848	(100,000)
TOTAL APPROPRIATED USES	24,468,630	22,117,006	(2,351,624)	90%	25,608,863	23,965,399	(1,643,464)	94%	26,888,761	24,264,142	(2,624,619)	90%	26,770,971	25,861,013	(909,958)
BALANCE	(20,675,501)	(17,970,521)			(22,530,738)	(20,648,773)			(23,221,075)	(22,190,763)			(23,406,614)	(22,962,062)	

SPECIAL REVENUE FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	92	1.4	\$ 93,067	\$ 412,445	\$ 319,378	1.1%
2018	92	1.3	\$ 93,067	\$ 641,276	\$ 548,209	1.5%
2019	92	4.8	\$ 342,559	\$ 873,462	\$ 530,903	2.0%
2020	93	3.2	\$ 228,373 <i>8mo alloc.</i>	\$ 802,050	\$ 573,677	1.8%
			\$ 342,559 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	11.0	13.0	11.0	10.0	7.0	7.0	7.0	5.0	5.0	5.0	3.0	5.0	7.4
2018	5.0	6.0	6.0	5.0	6.0	6.0	6.0	6.0	5.0	7.0	7.0	6.0	5.9
2019	5.0	7.0	7.0	7.0	8.0	10.0	10.0	10.0	9.0	8.0	9.0	11.0	8.4
2020	12.0	10.0	11.0	14.0	11.0	13.0	15.0	11.0					12.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
41 - Other Local Taxes	3,160,000	3,221,725	61,724	102%	3,160,000	5,181,835	2,021,835	164%	5,200,000	7,959,376	2,759,376	153%	600,000	160,000	(440,000)
43 - Intergov Revenues-State of Tennessee	9,375,000	10,002,262	627,262	107%	11,175,000	12,100,303	925,303	108%	12,300,000	12,673,989	373,989	103%	12,881,358	12,969,337	87,979
44 - Intergov Revenues-Federal & Local	-	-	-	100%	-	571,277	571,277	100%	-	-	-	100%	-	-	-
45 - Charges for Services	819,265	534,579	(284,686)	65%	846,148	858,572	12,424	101%	924,718	935,952	11,234	101%	671,927	727,603	55,676
46 - Fines, Fees & Permits	756,000	775,704	19,704	103%	764,000	776,530	12,529	102%	773,500	886,243	112,743	115%	772,500	807,000	34,500
47 - Other Revenue	-	39,000	39,000	100%	-	1,021	1,021	100%	-	-	-	100%	-	-	-
48 - Investment Income	20,000	86,119	66,119	431%	30,000	189,016	159,016	630%	90,000	617,068	527,068	686%	577,174	327,000	(250,174)
TOTAL REVENUE SOURCES	14,130,265	14,659,388	529,123	104%	15,975,148	19,678,554	3,703,406	123%	19,288,218	23,072,627	3,784,409	120%	15,502,959	14,990,940	(512,019)
94 - Other Financial Sources	20,000	79,900	59,900	400%	20,000	73,402	53,402	367%	20,000	29,544	9,544	148%	20,000	20,000	-
96 - Operating Transfers In	236,752	257,673	20,921	109%	1,500,000	1,501,486	1,486	100%	-	-	-	100%	-	-	-
99 - Planned Use of Fund Balance	3,161,130	-	(3,161,130)	0%	2,287,846	-	(2,287,846)	0%	6,773,131	-	(6,773,131)	0%	14,379,253	7,722,928	(6,656,325)
TOTAL OTHER SOURCES	3,417,882	337,573	(3,080,309)	10%	3,807,846	1,574,888	(2,232,959)	41%	6,793,131	29,544	(6,763,587)	0%	14,399,253	7,742,928	(6,656,325)
TOTAL APPROPRIATION SOURCES	17,548,148	14,996,961	(2,551,187)	85%	19,782,995	21,253,442	1,470,447	107%	26,081,349	23,102,172	(2,979,178)	89%	29,902,212	22,733,868	(7,168,344)
51 - Salaries-Regular Pay	4,233,291	4,035,437	(197,854)	95%	4,727,234	4,335,289	(391,944)	92%	4,903,529	4,388,537	(514,992)	89%	4,998,847	4,998,847	-
52 - Salaries-Other Compensation	238,739	118,440	(120,299)	50%	238,769	122,372	(116,397)	51%	238,639	117,696	(120,943)	49%	238,539	238,539	-
55 - Fringe Benefits	1,587,157	1,492,866	(94,292)	94%	1,885,185	1,752,249	(132,936)	93%	1,959,965	1,722,439	(237,526)	88%	1,856,563	1,802,961	(53,603)
56 - Restricted Salaries	(93,067)	-	93,067	0%	(93,067)	-	93,067	0%	(342,559)	-	342,559	0%	(386,277)	(342,559)	43,718
TOTAL SALARIES	5,966,120	5,646,742	(319,378)	95%	6,758,121	6,209,911	(548,209)	92%	6,759,574	6,228,671	(530,903)	92%	6,707,672	6,697,787	(9,885)
60 - Supplies & Materials	1,544,624	739,643	(804,981)	48%	1,877,282	906,362	(970,920)	48%	1,881,757	844,157	(1,037,600)	45%	1,655,451	1,488,118	(167,333)
64 - Services & Other Expenses	174,026	132,587	(41,439)	76%	274,319	179,158	(95,161)	65%	332,679	126,966	(205,713)	38%	343,679	343,379	(300)
66 - Professional & Contracted Services	522,120	175,875	(346,245)	34%	647,913	339,972	(307,941)	52%	454,721	222,833	(231,888)	49%	812,606	833,722	21,116
67 - Rent, Utilities & Maintenance	340,185	134,751	(205,434)	40%	2,065,976	239,759	(1,826,217)	12%	692,976	300,780	(392,196)	43%	634,976	633,476	(1,500)
68 - Interfund Services	1,853,086	1,572,909	(280,177)	85%	1,646,325	1,513,327	(132,998)	92%	1,788,321	1,718,795	(69,526)	96%	1,727,401	1,611,349	(116,052)
70 - Capital Asset Acquisitions	6,480,242	4,290,761	(2,189,482)	66%	6,141,146	5,254,306	(886,840)	86%	9,087,116	4,928,249	(4,158,867)	54%	16,429,239	8,297,243	(8,131,996)
TOTAL OPERATING & MAINTENANCE	10,914,283	7,046,525	(3,867,758)	65%	12,652,961	8,432,884	(4,220,077)	67%	14,237,570	8,141,780	(6,095,790)	57%	21,603,352	13,207,287	(8,396,064)
98 - Operating Transfers Out	430,992	194,287	(236,705)	45%	371,913	226,034	(145,879)	61%	5,084,205	3,543,773	(1,540,432)	70%	1,591,188	2,828,793	1,237,605
99 - Planned Increase to Fund Balance	236,752	-	(236,752)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	667,744	194,287	(473,457)	29%	371,913	226,034	(145,879)	61%	5,084,205	3,543,773	(1,540,432)	70%	1,591,188	2,828,793	1,237,605
TOTAL APPROPRIATED USES	17,548,148	12,887,555	(4,660,593)	73%	19,782,995	14,868,829	(4,914,166)	75%	26,081,349	17,914,224	(8,167,125)	69%	29,902,212	22,733,868	(7,168,344)
BALANCE	-	2,109,406			-	6,384,613			-	5,187,947			-	-	

ENTERPRISE FUND

FTE Vacancy Overview

<u>Total FTEs:</u>			Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg	Budgeted Vacancies ⁽¹⁾	Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	214	40.3	\$ 3,256,326	\$ 1,945,090	\$ (1,311,236)	9.4%
2018	229	6.0	\$ 500,000	\$ (1,604,805)	\$ (2,104,805)	-7.4%
2019	229	8.8	\$ 756,112	\$ (1,625,994)	\$ (2,382,106)	-7.3%
2020	229	5.8	\$ 504,075 <i>8mo alloc.</i>	\$ 701,502	\$ 197,427	3.1%
			\$ 756,112 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	3.0	3.0	3.0	64.0	35.0	37.0	39.0	18.0	19.0	20.0	9.0	10.0	21.7
2018	16.0	17.0	18.0	18.0	18.0	19.0	19.0	19.0	20.0	19.0	10.0	10.0	16.9
2019	10.0	10.0	12.0	13.0	14.0	14.0	15.0	18.0	19.0	13.0	16.0	17.0	14.3
2020	17.0	17.0	5.0	6.0	7.0	9.0	14.0	14.0					11.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Public Works - 30

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	75,000	82,200	7,200	110%	100,000	101,405	1,405	101%	100,000	105,600	5,600	106%	95,000	141,000	46,000
44 - Intergov Revenues-Federal & Local	1,174,475	1,178,159	3,684	100%	1,488,140	1,616,521	128,381	109%	1,462,064	1,545,185	83,121	106%	1,495,832	1,480,173	(15,659)
45 - Charges for Services	1,273,128	948,026	(325,102)	74%	2,514,068	3,358,760	844,692	134%	2,815,527	3,290,848	475,321	117%	3,120,532	3,223,778	103,246
46 - Fines, Fees & Permits	19,607,750	20,182,735	574,985	103%	20,644,500	21,343,624	699,124	103%	20,674,500	21,618,317	943,817	105%	21,096,500	25,999,185	4,902,685
47 - Other Revenue	18,000	5,234	(12,766)	29%	18,000	6,549	(11,451)	36%	13,000	36,058	23,058	277%	5,000	5,000	-
48 - Investment Income	-	14,647	14,647	100%	3,000	60,878	57,878	2029%	30,000	222,080	192,080	740%	230,000	120,000	(110,000)
TOTAL REVENUE SOURCES	22,148,353	22,411,001	262,648	101%	24,767,708	26,487,736	1,720,028	107%	25,095,091	26,818,089	1,722,998	107%	26,042,864	30,969,136	4,926,272
94 - Other Financial Sources	55,000	15,525	(39,475)	28%	55,000	8,050	(46,950)	15%	55,000	(130,024)	(185,024)	-236%	55,000	55,000	-
99 - Planned Use of Fund Balance	2,500,000	-	(2,500,000)	0%	592,758	-	(592,758)	0%	405,639	-	(405,639)	0%	-	12,305,125	12,305,125
TOTAL OTHER SOURCES	2,555,000	15,525	(2,539,475)	1%	647,758	8,050	(639,708)	1%	460,639	(130,024)	(590,663)	-28%	55,000	12,360,125	12,305,125
TOTAL APPROPRIATION SOURCES	24,703,353	22,426,526	(2,276,827)	91%	25,415,466	26,495,786	1,080,320	104%	25,555,730	26,688,065	1,132,335	104%	26,097,864	43,329,261	17,231,397
51 - Salaries-Regular Pay	13,052,115	10,662,778	(2,389,337)	82%	13,522,188	12,366,573	(1,155,615)	91%	13,929,493	13,050,216	(879,277)	94%	14,320,748	16,948,732	2,627,984
52 - Salaries-Other Compensation	2,479,253	2,029,839	(449,415)	82%	2,379,253	2,399,591	20,338	101%	2,500,606	2,396,705	(103,902)	96%	2,554,066	2,826,816	272,750
55 - Fringe Benefits	5,070,156	5,963,818	893,662	118%	5,701,763	8,441,846	2,740,083	148%	5,879,248	8,488,420	2,609,172	144%	5,645,522	6,480,855	835,333
56 - Restricted Salaries	(3,256,326)	-	3,256,326	0%	(500,000)	-	500,000	0%	(756,112)	-	756,112	0%	(980,246)	(2,449,450)	(1,469,203)
TOTAL SALARIES	17,345,198	18,656,434	1,311,236	108%	21,103,204	23,208,010	2,104,805	110%	21,553,235	23,935,341	2,382,106	111%	21,540,089	23,806,953	2,266,864
60 - Supplies & Materials	968,100	896,271	(71,829)	93%	813,019	633,029	(179,990)	78%	654,372	550,896	(103,476)	84%	780,200	1,115,100	334,900
64 - Services & Other Expenses	164,400	102,121	(62,279)	62%	129,800	115,803	(13,997)	89%	160,300	148,803	(11,497)	93%	248,966	250,686	1,720
66 - Professional & Contracted Services	1,251,750	1,134,361	(117,389)	91%	488,153	431,188	(56,965)	88%	484,339	403,951	(80,388)	83%	478,000	1,163,000	685,000
67 - Rent, Utilities & Maintenance	826,700	608,033	(218,667)	74%	599,000	452,948	(146,052)	76%	651,400	597,911	(53,490)	92%	670,000	729,000	59,000
68 - Interfund Services	1,330,506	1,174,664	(155,842)	88%	1,181,448	1,156,970	(24,478)	98%	1,313,978	1,318,097	4,119	100%	1,258,815	1,187,922	(70,893)
70 - Capital Asset Acquisitions	2,429,700	2,212,014	(217,686)	91%	238,000	179,145	(58,855)	75%	245,258	232,746	(12,512)	95%	256,892	12,297,100	12,040,208
79 - Depreciation Expense	-	(1,791,219)	(1,791,219)	100%	-	314,190	314,190	100%	-	275,529	275,529	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	6,971,156	4,336,244	(2,634,912)	62%	3,449,420	3,283,272	(166,148)	95%	3,509,647	3,527,932	18,285	101%	3,692,873	16,742,808	13,049,935
80 - Debt Service Expenditure	-	9,375	9,375	100%	472,500	20,625	(451,875)	4%	472,500	16,125	(456,375)	3%	472,500	2,779,500	2,307,000
98 - Operating Transfers Out	-	-	-	100%	17,181	-	(17,181)	0%	20,348	-	(20,348)	0%	7,935	-	(7,935)
99 - Planned Increase to Fund Balance	386,999	-	(386,999)	0%	373,161	-	(373,161)	0%	-	-	-	100%	384,467	-	(384,467)
TOTAL OTHER USES	386,999	9,375	(377,624)	2%	862,842	20,625	(842,217)	2%	492,848	16,125	(476,723)	3%	864,902	2,779,500	1,914,598
TOTAL APPROPRIATED USES	24,703,353	23,002,054	(1,701,299)	93%	25,415,466	26,511,907	1,096,441	104%	25,555,730	27,479,397	1,923,668	108%	26,097,864	43,329,261	17,231,397
BALANCE	-	(575,528)			-	(16,121)			-	(791,332)			-	-	

INTERNAL SERVICE FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	15	0.7	\$ 50,000	\$ (115,878)	\$ (165,878)	-0.3%
2018	15	0.7	\$ 50,000	\$ 1,611	\$ (48,389)	0.0%
2019	14	0.7	\$ 50,000	\$ 33,375	\$ (16,625)	0.1%
2020	14	0.4	\$ 33,333 <i>8mo alloc.</i>	\$ 72,901	\$ 39,567	0.2%
			\$ 50,000 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	3.0	3.0	3.0	3.0	1.8
2018	3.0	3.0	3.0	3.0	3.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.6
2019	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	1.3
2020	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0					1.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
41 - Other Local Taxes	3,160,000	3,221,725	61,724	102%	3,160,000	5,181,835	2,021,835	164%	5,200,000	7,959,376	2,759,376	153%	600,000	160,000	(440,000)
43 - Intergov Revenues-State of Tennessee	9,375,000	10,002,262	627,262	107%	11,175,000	12,100,303	925,303	108%	12,300,000	12,673,989	373,989	103%	12,881,358	12,969,337	87,979
44 - Intergov Revenues-Federal & Local	-	-	-	100%	-	571,277	571,277	100%	-	-	-	100%	-	-	-
45 - Charges for Services	819,265	534,579	(284,686)	65%	846,148	858,572	12,424	101%	924,718	935,952	11,234	101%	671,927	727,603	55,676
46 - Fines, Fees & Permits	756,000	775,704	19,704	103%	764,000	776,530	12,529	102%	773,500	886,243	112,743	115%	772,500	807,000	34,500
47 - Other Revenue	-	39,000	39,000	100%	-	1,021	1,021	100%	-	-	-	100%	-	-	-
48 - Investment Income	20,000	86,119	66,119	431%	30,000	189,016	159,016	630%	90,000	617,068	527,068	686%	577,174	327,000	(250,174)
TOTAL REVENUE SOURCES	14,130,265	14,659,388	529,123	104%	15,975,148	19,678,554	3,703,406	123%	19,288,218	23,072,627	3,784,409	120%	15,502,959	14,990,940	(512,019)
94 - Other Financial Sources	20,000	79,900	59,900	400%	20,000	73,402	53,402	367%	20,000	29,544	9,544	148%	20,000	20,000	-
96 - Operating Transfers In	236,752	257,673	20,921	109%	1,500,000	1,501,486	1,486	100%	-	-	-	100%	-	-	-
99 - Planned Use of Fund Balance	3,161,130	-	(3,161,130)	0%	2,287,846	-	(2,287,846)	0%	6,773,131	-	(6,773,131)	0%	14,379,253	7,722,928	(6,656,325)
TOTAL OTHER SOURCES	3,417,882	337,573	(3,080,309)	10%	3,807,846	1,574,888	(2,232,959)	41%	6,793,131	29,544	(6,763,587)	0%	14,399,253	7,742,928	(6,656,325)
TOTAL APPROPRIATION SOURCES	17,548,148	14,996,961	(2,551,187)	85%	19,782,995	21,253,442	1,470,447	107%	26,081,349	23,102,172	(2,979,178)	89%	29,902,212	22,733,868	(7,168,344)
51 - Salaries-Regular Pay	4,233,291	4,035,437	(197,854)	95%	4,727,234	4,335,289	(391,944)	92%	4,903,529	4,388,537	(514,992)	89%	4,998,847	4,998,847	-
52 - Salaries-Other Compensation	238,739	118,440	(120,299)	50%	238,769	122,372	(116,397)	51%	238,639	117,696	(120,943)	49%	238,539	238,539	-
55 - Fringe Benefits	1,587,157	1,492,866	(94,292)	94%	1,885,185	1,752,249	(132,936)	93%	1,959,965	1,722,439	(237,526)	88%	1,856,563	1,802,961	(53,603)
56 - Restricted Salaries	(93,067)	-	93,067	0%	(93,067)	-	93,067	0%	(342,559)	-	342,559	0%	(386,277)	(342,559)	43,718
TOTAL SALARIES	5,966,120	5,646,742	(319,378)	95%	6,758,121	6,209,911	(548,209)	92%	6,759,574	6,228,671	(530,903)	92%	6,707,672	6,697,787	(9,885)
60 - Supplies & Materials	1,544,624	739,643	(804,981)	48%	1,877,282	906,362	(970,920)	48%	1,881,757	844,157	(1,037,600)	45%	1,655,451	1,488,118	(167,333)
64 - Services & Other Expenses	174,026	132,587	(41,439)	76%	274,319	179,158	(95,161)	65%	332,679	126,966	(205,713)	38%	343,679	343,379	(300)
66 - Professional & Contracted Services	522,120	175,875	(346,245)	34%	647,913	339,972	(307,941)	52%	454,721	222,833	(231,888)	49%	812,606	833,722	21,116
67 - Rent, Utilities & Maintenance	340,185	134,751	(205,434)	40%	2,065,976	239,759	(1,826,217)	12%	692,976	300,780	(392,196)	43%	634,976	633,476	(1,500)
68 - Interfund Services	1,853,086	1,572,909	(280,177)	85%	1,646,325	1,513,327	(132,998)	92%	1,788,321	1,718,795	(69,526)	96%	1,727,401	1,611,349	(116,052)
70 - Capital Asset Acquisitions	6,480,242	4,290,761	(2,189,482)	66%	6,141,146	5,254,306	(886,840)	86%	9,087,116	4,928,249	(4,158,867)	54%	16,429,239	8,297,243	(8,131,996)
TOTAL OPERATING & MAINTENANCE	10,914,283	7,046,525	(3,867,758)	65%	12,652,961	8,432,884	(4,220,077)	67%	14,237,570	8,141,780	(6,095,790)	57%	21,603,352	13,207,287	(8,396,064)
98 - Operating Transfers Out	430,992	194,287	(236,705)	45%	371,913	226,034	(145,879)	61%	5,084,205	3,543,773	(1,540,432)	70%	1,591,188	2,828,793	1,237,605
99 - Planned Increase to Fund Balance	236,752	-	(236,752)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	667,744	194,287	(473,457)	29%	371,913	226,034	(145,879)	61%	5,084,205	3,543,773	(1,540,432)	70%	1,591,188	2,828,793	1,237,605
TOTAL APPROPRIATED USES	17,548,148	12,887,555	(4,660,593)	73%	19,782,995	14,868,829	(4,914,166)	75%	26,081,349	17,914,224	(8,167,125)	69%	29,902,212	22,733,868	(7,168,344)
BALANCE	-	2,109,406			-	6,384,613			-	5,187,947			-	-	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	5	0.0	\$ -	\$ 67,081	\$ 67,081	0.2%
2018	5	0.0	\$ -	\$ 42,829	\$ 42,829	0.1%
2019	5	0.0	\$ -	\$ 128,314	\$ 128,314	0.3%
2020	5	0.0	\$ -	\$ 15,605	\$ 15,605	0.0%
			\$ -			
			\$ -			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	2.0	2.0	1.0	1.0	2.0	2.0	1.0	0.0	0.0	1.0	1.2
2018	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
2019	0.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
2020	0.0	1.0	1.0	2.0	2.0	2.0	1.0	0.0					1.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Public Works - 30

Budget Overview

As of 2/29/2020
Grant Funds

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	28,366,929	12,344,744	(16,022,186)	44%	24,904,222	7,031,363	(17,872,860)	28%	19,137,440	1,991,068	(17,146,372)	10%	17,213,204	11,775,035	(5,438,169)
44 - Intergov Revenues-Federal & Local	121,000	246,891	125,891	204%	292,819	50,000	(242,819)	17%	292,819	301,819	9,000	103%	200,356	121,000	(79,356)
45 - Charges for Services	78,000	100,600	22,600	129%	78,000	99,000	21,000	127%	78,000	102,900	24,900	132%	78,000	104,940	26,940
46 - Fines, Fees & Permits	118,563	-	(118,563)	0%	118,563	53,989	(64,574)	46%	118,563	71,023	(47,540)	60%	88,563	88,563	-
47 - Other Revenue	2,023,742	(39,028)	(2,062,770)	-2%	13,000	485	(12,515)	4%	13,000	1,540	(11,460)	12%	13,000	2,000	(11,000)
48 - Investment Income	300	11,969	11,669	3990%	300	24,992	24,692	8331%	300	65,711	65,411	21904%	76,300	63,000	(13,300)
TOTAL REVENUE SOURCES	30,708,534	12,665,176	(18,043,359)	41%	25,406,904	7,259,829	(18,147,075)	29%	19,640,122	2,534,061	(17,106,062)	13%	17,669,423	12,154,538	(5,514,885)
96 - Operating Transfers In	444,397	207,692	(236,705)	47%	439,094	276,034	(163,060)	63%	1,654,553	93,773	(1,560,780)	6%	1,320,023	1,328,793	8,770
99 - Planned Use of Fund Balance	286,752	-	(286,752)	0%	150,880	-	(150,880)	0%	50,000	-	(50,000)	0%	555,890	85,000	(470,890)
TOTAL OTHER SOURCES	731,149	207,692	(523,457)	28%	589,974	276,034	(313,940)	47%	1,704,553	93,773	(1,610,780)	6%	1,875,913	1,413,793	(462,120)
TOTAL APPROPRIATION SOURCES	31,439,683	12,872,868	(18,566,815)	41%	25,996,878	7,535,863	(18,461,015)	29%	21,344,675	2,627,833	(18,716,842)	12%	19,545,336	13,568,331	(5,977,005)
51 - Salaries-Regular Pay	306,658	251,679	(54,979)	82%	251,199	227,624	(23,575)	91%	351,200	234,457	(116,743)	67%	354,652	292,188	(62,464)
52 - Salaries-Other Compensation	4,452	2,148	(2,304)	48%	4,452	2,723	(1,729)	61%	3,452	2,665	(787)	77%	4,452	4,452	-
55 - Fringe Benefits	112,581	102,783	(9,798)	91%	110,906	93,382	(17,525)	84%	110,021	99,237	(10,784)	90%	109,672	117,333	7,661
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(2,198)	-	2,198
TOTAL SALARIES	423,691	356,609	(67,081)	84%	366,557	323,728	(42,829)	88%	464,673	336,359	(128,314)	72%	466,578	413,973	(52,605)
60 - Supplies & Materials	21,184	5,310	(15,873)	25%	252,533	14,922	(237,611)	6%	228,839	192,561	(36,278)	84%	65,404	57,482	(7,921)
64 - Services & Other Expenses	34,311	6,166	(28,145)	18%	37,510	2,881	(34,629)	8%	35,811	2,640	(33,171)	7%	20,311	22,311	2,000
66 - Professional & Contracted Services	2,243,047	655,063	(1,587,984)	29%	1,650,735	817,724	(833,011)	50%	1,917,054	739,614	(1,177,440)	39%	2,410,088	1,004,909	(1,405,179)
67 - Rent, Utilities & Maintenance	32,771	10,370	(22,401)	32%	72,411	35,790	(36,621)	49%	32,411	7,073	(25,338)	22%	26,921	38,561	11,640
68 - Interfund Services	14,450	6,269	(8,181)	43%	9,589	278,259	268,669	2902%	99,791	92,722	(7,069)	93%	99,450	106,450	7,000
70 - Capital Asset Acquisitions	28,391,157	11,166,876	(17,224,281)	39%	23,498,156	5,884,034	(17,614,122)	25%	18,530,927	931,114	(17,599,813)	5%	16,416,125	11,884,185	(4,531,940)
TOTAL OPERATING & MAINTENANCE	30,736,921	11,850,056	(18,886,865)	39%	25,520,935	7,033,610	(18,487,326)	28%	20,844,833	1,965,724	(18,879,108)	9%	19,038,298	13,113,898	(5,924,400)
98 - Operating Transfers Out	271,922	292,843	20,921	108%	109,386	55,840	(53,546)	51%	35,170	35,170	-	100%	40,460	40,460	-
99 - Planned Increase to Fund Balance	7,150	-	(7,150)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	279,072	292,843	13,771	105%	109,386	55,840	(53,546)	51%	35,170	35,170	-	100%	40,460	40,460	-
TOTAL APPROPRIATED USES	31,439,683	12,499,508	(18,940,175)	40%	25,996,878	7,413,178	(18,583,701)	29%	21,344,675	2,337,253	(19,007,422)	11%	19,545,336	13,568,331	(5,977,005)
BALANCE	-	373,360			-	122,685			-	290,580			-	-	

CORRECTIONS



ENTERPRISE FUND

PERSONNEL					
	Current	FY 2021 New Request			
			% Change		
FTE	589.0	0.0	0.0%		
Base Salary	27,193,374	-	0.0%		
Fringe	10,882,800	-			
	<u>38,076,174</u>	<u>-</u>	0.0%		
		FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		38,189,205	35,611,345	39,178,117	39,547,875
Actual Under-spending		1,338,118	4,920,135	6,285,728	3,105,139
Vacancy Overview					
		FY 2017	FY 2018	FY 2019	FY 2020
Budgeted FTEs		638	589	589	589
Monthly Average Vacancies		119.1	96.9	77.7	65.1
Actual Unspent as a % of Total Personnel		3.5%	13.8%	16.0%	7.9%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	21,795,158	19,472,553	19,167,699	18,691,380	18,778,883	87,503	0.5%
Amended Budget	21,829,069	19,626,533	19,167,699	18,948,627			
Actual	17,758,553	18,557,467	18,160,595	12,071,867			
Variance	4,070,516	1,069,066	1,007,104	6,876,760			
<i>% Unspent O&M</i>	18.6%	5.4%	5.3%				
<i>% of O&M Budget Expended as of 2/29/20 ⁽³⁾</i>				63.7%			

REVENUES							
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Preliminary	\$ Change	% Change
State Revenue	38,613,218	38,050,844	36,092,379	38,241,307	38,240,363	(944)	0.0%
Other Revenue	1,030,075	964,212	1,120,222	1,114,900	977,847	(137,053)	-12.3%
Fund Balance	8,826,683	3,609,716	4,736,110	4,648,421	-		
General Fund Xfer	8,900,000	12,037,119	13,916,045	15,271,609	19,650,752	4,379,143	28.7%
Total	57,369,976	54,661,891	55,864,756	59,276,237	58,868,962		
<i>GF % of Total</i>	15.5%	22.0%	24.9%	25.8%	33.4%		

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>		-	-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					\$ 87,503
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 87,503

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
956	35XX	Corrections	692.0	638.0	589.0	589.0	589.0	0.0 -
FTE Changes				-54.0	-49.0			\$0

FY17 - Deleted 54.0 FTEs: (33) Correctional Officers, (3) Corrections Programs Spec I, (2) Administrative Technicians, (2) Clerical Specialists, (2) Maintenance Workers, (2) Supervisor A, (2) Vocational Instructors, (1) Correctional Officer Captain, (1) Correctional Officer Lt, (1) Corrections Programs Spec II, (1) Education & Compliance Manager, (1) Executive Secretary, (1) GED Instructor, (1) Human Resource Assistant, and (1) Maintenance Mechanic.

FY18 - Deleted 49.0 FTEs: (31) Correctional Officers, (8) Corrections Programs Spec I, (2) Vocational Instructors, (1) Deputy Administrator, (1) Employment Specialist, (1) Business Services Analyst II, (1) Corrections-GED Instructor, (1) Correctional Officer Sergeant, (1) Corrections-Investigator, (1) Counselor A, and (1) Maintenance Utility Worker.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	638	40.0	\$ 2,487,036	\$ 1,338,118	\$ (1,148,919)	3.3%
2018	589	79.8	\$ 5,110,327	\$ 4,920,135	\$ (190,192)	12.1%
2019	589	67.7	\$ 4,457,721	\$ 6,285,728	\$ 1,828,007	14.4%
2020	593	44.3	\$ 2,971,814 <i>8mo alloc.</i>	\$ 3,105,139	\$ 133,325	7.0%
			\$ 4,457,721 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	90.0	93.0	100.0	106.0	115.0	122.0	124.0	127.0	131.0	134.0	141.0	146.0	119.1
2018	103.0	107.0	109.0	110.0	88.0	89.0	94.0	100.0	103.0	81.0	88.0	91.0	96.9
2019	93.0	91.0	94.0	62.0	74.0	76.0	81.0	64.0	67.0	75.0	78.0	77.0	77.7
2020	81.0	83.0	51.0	54.0	60.0	63.0	64.0	65.0					65.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
956	35XX	Corrections	22,562,711	21,795,158	19,472,553	19,167,699	18,691,380	18,778,883
Operating & Maintenance Changes			-	(767,553)	(2,322,605)	(304,854)	(476,319)	87,503
FY17	68,000	Additional operational materials						
	(4,883)	Various other net decreases						
	(330,670)	Reduction in indirect cost allocations						
	(500,000)	Reduction in Buildings and Improvements						
	(767,553)							
FY18	348,336	Increase in indirect cost allocations						
	(77,941)	Various other net decreases						
	(93,000)	Reduction in operational materials						
	(100,000)	Increase to general reserve due to anticipated underspend						
	(200,000)	Reduction in utility service costs						
	(400,000)	Reduction in food service contracts						
	(1,800,000)	Reduction in Buildings and Improvements						
	(2,322,605)							
FY19	211,500	Increase in inmate medical contract						
	200,000	Increase in Buildings and Improvements for Adult Offender Center						
	96,600	Increase in heavy equipment for 2 food hydrators						
	35,023	Various other net increases						
	(100,000)	Reduction in maintenance contracts						
	(123,300)	Reduction in passenger vehicles						
	(624,677)	Reduction in indirect cost allocations						
	(304,854)							
FY20	349,206	Increase in indirect cost allocations						
	(62,025)	Various other net decreases						
	(73,500)	Reduction in maintenance contracts						
	(140,000)	Reduction in operational materials						
	(200,000)	Reduction in food service contracts						
	(350,000)	Reduction in utility services due to energy saving measures						
	(476,319)							

Corrections - 35

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	49,075,345	38,613,218	(10,462,127)	79%	39,736,302	38,050,844	(1,685,458)	96%	42,077,200	36,092,379	(5,984,821)	86%	38,241,307	38,240,363	(944)
44 - Intergov Revenues-Federal & Local	18,000	9,800	(8,200)	54%	18,000	13,800	(4,200)	77%	18,000	14,700	(3,300)	82%	18,000	12,500	(5,500)
45 - Charges for Services	924,268	850,645	(73,623)	92%	893,642	824,931	(68,711)	92%	863,000	895,663	32,663	104%	914,700	922,100	7,400
46 - Fines, Fees & Permits	60,000	47,979	(12,021)	80%	85,000	24,745	(60,255)	29%	90,000	82,792	(7,208)	92%	30,000	91,447	61,447
47 - Other Revenue	1,000	3,220	2,220	322%	2,000	1,965	(35)	98%	2,200	3,098	898	141%	2,200	1,800	(400)
48 - Investment Income	12,000	95,571	83,571	796%	30,000	89,371	59,371	298%	100,000	103,057	3,057	103%	150,000	(50,000)	(200,000)
TOTAL REVENUE SOURCES	50,090,613	39,620,433	(10,470,180)	79%	40,764,944	39,005,656	(1,759,288)	96%	43,150,400	37,191,688	(5,958,712)	86%	39,356,207	39,218,210	(137,997)
94 - Other Financial Sources	-	22,860	22,860	100%	-	9,400	9,400	100%	-	20,913	20,913	100%	-	-	-
96 - Operating Transfers In	8,900,000	8,900,000	-	100%	12,037,119	12,037,119	-	100%	13,166,045	13,916,045	750,000	106%	15,271,609	19,650,752	4,379,143
99 - Planned Use of Fund Balance	1,328,993	-	(1,328,993)	0%	2,749,238	-	(2,749,238)	0%	2,403,381	-	(2,403,381)	0%	4,648,421	-	(4,648,421)
TOTAL OTHER SOURCES	10,228,993	8,922,860	(1,306,133)	87%	14,786,357	12,046,519	(2,739,838)	81%	15,569,426	13,936,958	(1,632,468)	90%	19,920,030	19,650,752	(269,278)
TOTAL APPROPRIATION SOURCES	60,319,606	48,543,293	(11,776,314)	80%	55,551,301	51,052,175	(4,499,126)	92%	58,719,826	51,128,646	(7,591,180)	87%	59,276,237	58,868,962	(407,275)
51 - Salaries-Regular Pay	27,090,596	21,272,511	(5,818,085)	79%	25,709,244	21,219,453	(4,489,791)	83%	26,603,792	22,522,012	(4,081,780)	85%	27,193,374	27,193,374	-
52 - Salaries-Other Compensation	2,969,950	5,598,556	2,628,606	189%	3,548,399	6,256,664	2,708,265	176%	5,278,661	6,807,207	1,528,546	129%	5,993,984	5,993,984	-
55 - Fringe Benefits	10,615,695	12,467,057	1,851,362	117%	11,464,029	8,325,420	(3,138,609)	73%	11,753,385	8,020,890	(3,732,495)	68%	11,199,253	10,882,800	(316,453)
56 - Restricted Salaries	(2,487,036)	-	2,487,036	0%	(5,110,327)	-	5,110,327	0%	(4,457,721)	-	4,457,721	0%	(4,838,737)	(4,457,721)	381,016
TOTAL SALARIES	38,189,205	39,338,123	1,148,919	103%	35,611,345	35,801,537	190,192	101%	39,178,117	37,350,110	(1,828,007)	95%	39,547,875	39,612,437	64,563
60 - Supplies & Materials	2,471,715	1,585,123	(886,592)	64%	2,184,219	1,864,900	(319,319)	85%	2,107,219	1,711,219	(396,000)	81%	1,992,000	2,005,000	13,000
64 - Services & Other Expenses	476,400	362,650	(113,750)	76%	572,900	504,089	(68,811)	88%	604,923	455,412	(149,511)	75%	618,683	620,525	1,842
66 - Professional & Contracted Services	10,736,000	9,679,325	(1,056,675)	90%	10,447,401	9,853,588	(593,813)	94%	10,658,902	10,108,152	(550,749)	95%	10,363,096	10,354,281	(8,814)
67 - Rent, Utilities & Maintenance	2,766,117	1,947,132	(818,985)	70%	2,520,834	1,816,978	(703,856)	72%	2,370,834	1,949,295	(421,539)	82%	1,928,334	2,047,286	118,952
68 - Interfund Services	3,183,194	3,020,828	(162,366)	95%	3,481,199	3,353,527	(127,672)	96%	2,856,522	2,751,334	(105,188)	96%	3,355,728	3,043,730	(311,998)
70 - Capital Asset Acquisitions	2,395,643	160,926	(2,234,717)	7%	719,980	345,937	(374,043)	48%	869,300	279,739	(589,561)	32%	990,787	739,300	(251,487)
79 - Depreciation Expense	(0)	1,002,569	1,002,569	100%	(0)	818,446	818,446	100%	(1)	905,444	905,444	100%	(1)	(1)	-
95 - Contingencies & Restrictions	(200,000)	-	200,000	0%	(300,000)	-	300,000	0%	(300,000)	-	300,000	0%	(300,000)	(300,000)	-
TOTAL OPERATING & MAINTENANCE	21,829,069	17,758,553	(4,070,516)	81%	19,626,533	18,557,467	(1,069,066)	95%	19,167,699	18,160,595	(1,007,103)	95%	18,948,627	18,510,121	(438,506)
98 - Operating Transfers Out	301,333	273,300	(28,033)	91%	313,423	302,887	(10,536)	97%	374,010	354,051	(19,959)	95%	779,736	746,403	(33,333)
TOTAL OTHER USES	301,333	273,300	(28,033)	91%	313,423	302,887	(10,536)	97%	374,010	354,051	(19,959)	95%	779,736	746,403	(33,333)
TOTAL APPROPRIATED USES	60,319,606	57,369,976	(2,949,631)	95%	55,551,301	54,661,891	(889,410)	98%	58,719,826	55,864,756	(2,855,070)	95%	59,276,238	58,868,962	(407,276)
BALANCE	-	(8,826,683)			-	(3,609,716)			-	(4,736,110)			-	-	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	2	0.0	\$ -	\$ 120,144	\$ 120,144	0.3%
2018	4	0.0	\$ -	\$ 127,684	\$ 127,684	0.3%
2019	6	0.2	\$ 12,519	\$ 48,153	\$ 35,634	0.1%
2020	7	0.2	\$ 10,360 <i>8mo alloc.</i>	\$ 590,846	\$ 580,486	1.3%
			\$ 15,540 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	0.0	1.0	3.0	3.0	2.0	2.0	2.0	1.0	0.0	1.4
2018	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	3.0	1.3
2019	1.0	1.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	0.8
2020	1.0	1.0	2.0	2.0	1.0	2.0	2.0	2.0					1.6

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	110,000	97,103	(12,897)	88%	147,119	167,250	20,131	114%	220,419	135,189	(85,230)	61%	110,000	110,000	-
44 - Intergov Revenues-Federal & Local	333,665	42,101	(291,564)	13%	479,664	158,995	(320,669)	33%	538,760	330,433	(208,327)	61%	861,541	791,832	(69,710)
47 - Other Revenue	-	-	-	100%	41,889	-	(41,889)	0%	85,244	54,059	(31,185)	63%	136,238	120,780	(15,458)
TOTAL REVENUE SOURCES	443,665	139,203	(304,462)	31%	668,672	326,245	(342,427)	49%	844,423	519,681	(324,742)	62%	1,107,779	1,022,612	(85,167)
96 - Operating Transfers In	301,333	273,300	(28,033)	91%	313,423	302,887	(10,536)	97%	374,010	354,051	(19,959)	95%	779,736	746,403	(33,333)
TOTAL OTHER SOURCES	301,333	273,300	(28,033)	91%	313,423	302,887	(10,536)	97%	374,010	354,051	(19,959)	95%	779,736	746,403	(33,333)
TOTAL APPROPRIATION SOURCES	744,998	412,503	(332,495)	55%	982,095	629,133	(352,963)	64%	1,218,433	873,732	(344,701)	72%	1,887,515	1,769,015	(118,500)
51 - Salaries-Regular Pay	313,245	231,796	(81,449)	74%	407,030	329,055	(77,975)	81%	517,698	487,510	(30,188)	94%	895,523	853,263	(42,260)
52 - Salaries-Other Compensation	150	99	(51)	66%	5,500	5,245	(255)	95%	3,600	3,549	(51)	99%	-	-	-
55 - Fringe Benefits	114,342	75,698	(38,644)	66%	169,177	119,723	(49,454)	71%	206,029	188,115	(17,914)	91%	353,692	326,663	(27,028)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	(12,519)	-	12,519	0%	(21,951)	-	21,951
TOTAL SALARIES	427,737	307,593	(120,144)	72%	581,707	454,023	(127,684)	78%	714,809	679,174	(35,634)	95%	1,227,263	1,179,926	(47,337)
60 - Supplies & Materials	36,661	23,081	(13,580)	63%	64,678	36,598	(28,080)	57%	67,548	44,863	(22,685)	66%	110,388	108,229	(2,158)
64 - Services & Other Expenses	165,723	59,100	(106,622)	36%	148,614	59,004	(89,610)	40%	146,678	59,107	(87,571)	40%	200,762	157,951	(42,811)
66 - Professional & Contracted Services	100,377	11,991	(88,386)	12%	132,976	30,581	(102,395)	23%	160,085	76,369	(83,716)	48%	279,907	271,793	(8,114)
67 - Rent, Utilities & Maintenance	3,000	-	(3,000)	0%	-	-	-	100%	-	-	-	100%	6,000	6,000	-
68 - Interfund Services	11,500	10,738	(762)	93%	17,000	11,808	(5,192)	69%	18,894	14,218	(4,676)	75%	24,850	23,850	(1,000)
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	37,119	-	(37,119)	0%	38,345	21,265	(17,080)
TOTAL OPERATING & MAINTENANCE	317,261	104,910	(212,351)	33%	363,269	137,991	(225,278)	38%	430,324	194,558	(235,767)	45%	660,252	589,089	(71,163)
98 - Operating Transfers Out	-	-	-	100%	37,119	37,119	-	100%	73,300	73,300	-	100%	-	-	-
TOTAL OTHER USES	-	-	-	100%	37,119	37,119	-	100%	73,300	73,300	-	100%	-	-	-
TOTAL APPROPRIATED USES	744,998	412,503	(332,495)	55%	982,095	629,133	(352,962)	64%	1,218,433	947,032	(271,401)	78%	1,887,515	1,769,015	(118,500)
BALANCE	-	-	-		-	-	-		-	(73,300)	-		-	-	

CORRECTIONS



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 671-350107
Department Name: CORRECTIONS
Section Name: PROGRAMS - (Inspiring New Concepts (INK) grant)
Submitted By: Patricia Melton

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Many factors can diminish an offender's chances of successfully reentering the community. Debt is one of the most toxic (Van Agtmael, 2018). Financial burdens can become a major barrier to finding and maintaining employment, housing, and to family relationships, community ties, and stable mental and physical health—the very conditions known to support success. Shelby County Division of Corrections (SCDC) has increasingly provided programs that address critical criminogenic needs (Wooditch, et al., 2014), including antisocial values and beliefs, low self-control, substance abuse, and family dysfunction. A gap in preparing offenders for reentry into the community has been their acquisition of marketable skills and the job readiness behaviors that enhance and sustain employment. People need steady activity, responsibility and paychecks to avoid falling back into the same criminal behaviors. A five-year study by Indiana's Department of Corrections found that post-release employment was "significantly correlated with recidivism." (Nally, et al., 2014). The Shelby County Office of Reentry (SCOR) with Project INK (Inspiring New Concepts) will pursue ways to improve the local justice system and reduce recidivism by expanding its post-release job preparation program "FOCUSED" to be prerelease at the Shelby County Division of Corrections (SCDC), with predicted outcomes of increased ability to find and sustain employment and a significant decrease in recidivism among participants compared to released offenders with standard reentry planning. The project will be a randomized control study (RCT). To meet the Mandatory Second Chance Act Requirements, 1.) Shelby County's current reentry strategic plan will be expanded by the Task Force to include detailed and measurable goals and objectives, 2.) SCOR will establish a reentry Task Force to identify strategies for changing policies and practices as well as to develop and oversee the project's implementation, and 3.) A detailed reentry implementation schedule and sustainability plan for the program will be developed by the established Task Force during the planning period.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	2	92,000	41,233	\$ 133,233
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	2	92,000	41,233	\$ 133,233
OTHER COMPENSATION:				\$ -
O&M:				\$ 182,490
REVENUE: (subtract from cost)				\$ (228,220)
TOTAL FY21 INCREASE REQUEST:				\$ 87,503

APPROVAL:

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 671-350107
 SECTION NAME: Corrections - Programs (Project INK)

COST CENTER # _____
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	New	Position Title:	Corrections Program
Employee#	N/A	Employee Name:	Vacant
New Position?	Y	Reason for Increase:	
Position approved as part of the federal award for INK grant			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	48,500
Change:	N/A	48,500
Effective:	N/A	

2)

POSITION INFORMATION			
Position #	New	Position Title:	Vocational Instructor
Employee#	N/A	Employee Name:	Vacant
New Position?	Y	Reason for Increase:	
Position approved as part of the federal award for INK grant			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	43,500
Change:	N/A	43,500
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	92,000
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 671-350107

Cost Center # _____

Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)					0	0	N/A	0	0	0	0	0	0	0	-
2)	New	Corrections Program	1	48,500	8,040	10,588	1,135	N/A	703	407	184	194	49	21,300	69,800
3)					0	0	N/A	0	0	0	0	0	0	0	-
4)	New	Vocational Instructor	1	43,500	8,040	9,496	1,018	N/A	631	365	165	174	44	19,933	63,433
5)					0	0	N/A	0	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	0	-
TOTAL PERMANENT:		2	92,000	N/A	20,084	2,153	N/A	1,334	773	350	368	92	41,233	133,233	

PCB-1

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		2	92,000	N/A	20,084	2,153	0	1,334	773	350	368	92	41,233	133,233
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HEALTH SERVICES



GENERAL FUND

FY 2021 Considerations

Division 40

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	162.1	12.0	7.4%		
Base Salary	8,880,237	699,343	7.9%		
Fringe	3,461,637	287,111			
	12,341,874	986,454	8.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		9,460,468	10,682,763	11,495,298	11,284,403
Actual Under-spending		1,158,505	2,378,320	2,773,830	1,899,563
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		148	157	162	162
Monthly Average Vacancies		15.7	28.3	29.4	27.8
Actual Unspent as a % of Total Personnel		12.2%	22.3%	24.1%	16.8%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	17,920,418	19,303,131	19,361,941	20,135,425	22,316,230	2,180,805	10.8%
Amended Budget	18,802,919	21,853,131	22,964,063	20,396,287			
Actual	17,958,126	20,178,075	22,341,132	10,973,815			
Variance	844,793	1,675,056	622,931	9,422,472			
% Unspent O&M	4.7%	8.7%	3.2%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			54.5%			

*FY20 Amended Budget excludes one-time expenditures related to the Opioid Response included in FY19 amended budget

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	12	699,343	287,111	\$ 986,454
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	12	699,343	287,111	\$ 986,454
OTHER COMPENSATION:					\$ -
O&M:					\$ 2,180,805
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 3,167,259

Note: Health Services will absorb \$572,284 within their existing budget leaving \$414,170 in increase request balance

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request	
GENERAL FUND									
010	40	Health	147.0	148.1	157.1	162.1	162.1	12.0	986,454
FTE Changes					+1.1	+9.0	+5.0	+12.0	\$986,454

FY17 - Nurse Practitioner transferred from Sheriff to Health (1.0 FTE) and Accountant A increased by 0.9 FTE to make FTE whole.

FY18 - 3.0 FTEs in Health Administration: Contract Manager, Medical Records Manager, and Executive Secretary
 5.0 FTEs in Health Planning & Promotion: 2 Public Health Coordinators, 1 Clerical Specialist and 2 Opioid Response positions (Public Health Outreach and Epidemiologist)
 1.0 FTE in Public Health Safety: Clinical Services Evaluation Specialist
 9.0

FY19 - Added 1 Health Coordinator for Opioid Response, 2 Public Health Coordinators to improve general population health, and added 1 Clerical Specialist, 1 Public Health Data Analyst, 1 Clinical Service Specialist, and transferred 1 Clerical Specialist to the Trustee office

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	147	12.8	\$ 910,707	\$ 1,158,505	\$ 247,798	11.2%
2018	155	12.3	\$ 902,407	\$ 2,378,320	\$ 1,475,913	20.5%
2019	163	13.3	\$ 1,001,307	\$ 2,773,830	\$ 1,772,523	22.2%
2020	162	9.0	\$ 690,033 <i>8mo alloc.</i>	\$ 1,899,563	\$ 1,209,530	15.2%
			\$ 1,035,049 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	10.0	10.5	10.5	11.5	12.5	15.5	15.5	15.5	18.5	23.5	20.3	23.8	15.7
2018	33.8	34.8	31.8	29.8	28.8	27.8	27.8	25.8	25.8	26.8	24.0	22.0	28.3
2019	30.0	33.0	32.0	33.0	29.0	28.0	31.0	31.0	29.0	28.0	26.0	23.0	29.4
2020	23.0	23.0	27.0	28.0	28.0	29.0	31.0	33.0					27.8

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	40	Health	16,803,234	17,920,418	19,303,131	19,361,941	20,135,425	22,316,230
Operating & Maintenance Changes			-	1,117,184	1,382,713	58,810	773,484	2,180,805
FY17	549,294	Primarily due to increase in Inmate Medical contract (\$410,091) and operations services contracted						
	273,000	Removed Operating and Maintenance restrictions						
	189,420	Interfund Services primarily due to PC Replacement and Vehicle Replacement programs and reduction in Indirect Cost/Allocations						
	108,718	Services and other expenses such as software acquisition and travel						
	12,000	Equipment purchase for Forensic Services						
	(6,893)	Supplies reduction						
	(8,265)	Rent, utilities, and maintenance reductions						
	<u>1,117,274</u>							
FY18	1,382,713	Primarily due to Inmate Medical contract increase (\$1,247,319), other professional services (63,082), Interfund Services (\$59,089), and purchases of a van and heavy equipment (\$45,000), offset by other reductions (\$31,777).						
FY19	231,400	Rent, utilities, and maintenance primarily for relocation and equipment costs for Galloway Clinic (\$200,000)						
	8,475	Services & Other Expenses						
	(29,071)	Supplies, primarily operations materials and drugs and medications						
	(46,412)	Professional and contracted services						
	(80,582)	Reduction in Indirect Cost/Allocations						
	(25,000)	Capital assets acquisitions						
	<u>58,810</u>							
FY20	304,833	Professional and contracted services, primarily for increase in West TN Forensic Center management contract						
	253,747	Services and other expenses, primarily advertising and legal notices for Opioid Response and awareness						
	234,860	Supplies and materials, primarily furniture purchases for Environmental Health/Vector Control Sycamor View reloca						
	131,748	Indirect Cost/Allocations changes						
	35,000	Capital asset acquisition						
	(186,705)	Rent, utilities, and maintenance reductions rent Galloway Clinic temporary location and storage pods						
	<u>773,483</u>							

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Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	1,132,000	1,874,922	742,922	166%	1,260,000	1,782,924	522,924	142%	1,250,088	1,317,432	67,344	105%	1,553,000	1,403,000	(150,000)
44 - Intergov Revenues-Federal & Local	405,000	383,156	(21,845)	95%	560,000	283,284	(276,716)	51%	495,000	198,266	(296,734)	40%	30,000	30,000	-
45 - Charges for Services	1,187,216	963,759	(223,457)	81%	1,100,966	724,409	(376,557)	66%	878,950	638,583	(240,367)	73%	628,650	608,600	(20,050)
46 - Fines, Fees & Permits	1,933,500	2,164,433	230,933	112%	2,415,500	1,720,255	(695,245)	71%	2,390,500	1,842,923	(547,577)	77%	2,091,000	2,003,000	(88,000)
47 - Other Revenue	5,000	18,811	13,811	376%	10,000	20,949	10,949	209%	13,500	7,750	(5,750)	57%	2,000	24,000	22,000
TOTAL REVENUE SOURCES	4,662,716	5,405,081	742,365	116%	5,346,466	4,531,820	(814,646)	85%	5,028,038	4,004,954	(1,023,084)	80%	4,304,650	4,068,600	(236,050)
96 - Operating Transfers In	1,319,200	1,222,447	(96,753)	93%	869,200	807,630	(61,570)	93%	821,800	835,593	13,793	102%	946,662	946,662	-
99 - Planned Use of Fund Balance	-	-	-	100%	-	-	-	100%	2,269,739	-	(2,269,739)	0%	32,500	-	(32,500)
TOTAL OTHER SOURCES	1,319,200	1,222,447	(96,753)	93%	869,200	807,630	(61,570)	93%	3,091,539	835,593	(2,255,946)	27%	979,162	946,662	(32,500)
TOTAL APPROPRIATION SOURCES	5,981,916	6,627,527	645,611	111%	6,215,666	5,339,450	(876,216)	86%	8,119,577	4,840,547	(3,279,030)	60%	5,283,812	5,015,262	(268,550)
51 - Salaries-Regular Pay	7,355,414	6,484,917	(870,497)	88%	8,004,500	6,365,434	(1,639,066)	80%	8,708,278	6,779,820	(1,928,458)	78%	8,880,327	8,837,586	(42,741)
52 - Salaries-Other Compensation	194,775	183,658	(11,117)	94%	182,146	175,172	(6,974)	96%	163,646	156,677	(6,969)	96%	157,446	171,296	13,850
55 - Fringe Benefits	2,820,946	2,544,055	(276,891)	90%	3,398,524	2,666,244	(732,280)	78%	3,624,680	2,786,277	(838,403)	77%	3,461,637	3,360,985	(100,652)
56 - Restricted Salaries	(910,707)	-	910,707	0%	(902,407)	-	902,407	0%	(1,001,307)	-	1,001,307	0%	(1,215,008)	(976,307)	238,701
TOTAL SALARIES	9,460,428	9,212,630	(247,798)	97%	10,682,763	9,206,850	(1,475,913)	86%	11,495,298	9,722,774	(1,772,523)	85%	11,284,403	11,393,560	109,158
60 - Supplies & Materials	690,114	597,494	(92,620)	87%	734,722	1,843,257	1,108,535	251%	1,332,583	1,160,960	(171,623)	87%	983,356	904,101	(79,255)
64 - Services & Other Expenses	495,958	394,794	(101,164)	80%	842,189	645,856	(196,333)	77%	1,167,498	916,130	(251,368)	78%	908,130	818,712	(89,418)
66 - Professional & Contracted Services	17,014,514	16,448,100	(566,414)	97%	19,610,545	16,872,497	(2,738,048)	86%	19,701,034	19,244,663	(456,371)	98%	17,794,441	17,738,441	(56,000)
67 - Rent, Utilities & Maintenance	1,039,042	1,026,600	(12,442)	99%	1,043,723	989,504	(54,219)	95%	1,444,253	1,153,556	(290,697)	80%	1,126,768	1,549,130	422,362
68 - Interfund Services	(533,709)	(588,619)	(54,910)	110%	(543,798)	(287,362)	256,436	53%	(799,305)	(205,393)	593,912	26%	(494,409)	(773,648)	(279,239)
70 - Capital Asset Acquisitions	97,000	79,758	(17,242)	82%	165,750	114,323	(51,427)	69%	118,000	71,216	(46,784)	60%	79,000	54,000	(25,000)
TOTAL OPERATING & MAINTENANCE	18,802,919	17,958,126	(844,793)	96%	21,853,131	20,178,075	(1,675,056)	92%	22,964,063	22,341,132	(622,931)	97%	20,397,287	20,290,737	(106,550)
98 - Operating Transfers Out	2,356,920	2,054,341	(302,579)	87%	2,326,090	2,118,435	(207,655)	91%	2,327,765	1,905,147	(422,618)	82%	2,118,644	2,118,644	-
TOTAL OTHER USES	2,356,920	2,054,341	(302,579)	87%	2,326,090	2,118,435	(207,655)	91%	2,327,765	1,905,147	(422,618)	82%	2,118,644	2,118,644	-
TOTAL APPROPRIATED USES	30,620,267	29,225,097	(1,395,170)	95%	34,861,984	31,503,360	(3,358,624)	90%	36,787,126	33,969,053	(2,818,072)	92%	33,800,333	33,802,941	2,608
BALANCE	(24,638,351)	(22,597,570)			(28,646,318)	(26,163,910)			(28,667,549)	(29,128,507)			(28,516,521)	(28,787,679)	

SPECIAL REVENUE FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	57	0.4	\$ 25,000	\$ 309,165	\$ 284,165	0.8%
2018	57	0.8	\$ 53,896	\$ 588,374	\$ 534,478	1.5%
2019	57	3.6	\$ 241,152	\$ 730,595	\$ 489,443	1.8%
2020	57	1.6	\$ 110,727 <i>8mo alloc.</i>	\$ 338,632	\$ 227,905	0.8%
			\$ 166,091 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	4.2	4.2	3.9	2.0	1.0	1.0	1.0	2.9	3.9	3.9	4.9	4.9	3.1
2018	5.9	4.9	4.9	6.9	6.9	6.7	7.6	8.6	8.6	8.2	9.1	8.1	7.2
2019	8.1	8.1	8.1	7.9	6.9	6.9	6.9	6.9	6.9	6.9	6.4	4.1	7.0
2020	4.1	3.3	3.3	4.3	4.1	4.1	4.1	5.1					4.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

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Budget Overview

As of 2/29/2020
Special Revenue Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
45 - Charges for Services	750	40	(710)	5%	750	75	(675)	10%	400	214	(186)	54%	200	200	-
46 - Fines, Fees & Permits	4,470,000	4,329,400	(140,600)	97%	4,520,000	4,415,154	(104,846)	98%	4,430,000	4,507,016	77,016	102%	4,426,000	4,476,000	50,000
47 - Other Revenue	-	-	-	100%	-	24	24	100%	-	-	-	100%	-	-	-
48 - Investment Income	6,500	7,867	1,367	121%	6,500	13,955	7,455	215%	6,500	42,634	36,134	656%	38,200	25,000	(13,200)
TOTAL REVENUE SOURCES	4,477,250	4,337,307	(139,943)	97%	4,527,250	4,429,208	(98,042)	98%	4,436,900	4,549,864	112,964	103%	4,464,400	4,501,200	36,800
96 - Operating Transfers In	-	-	-	100%	-	-	-	100%	4,500	4,715	215	105%	-	-	-
99 - Planned Use of Fund Balance	705,840	-	(705,840)	0%	551,735	-	(551,735)	0%	697,081	-	(697,081)	0%	773,419	746,775	(26,644)
TOTAL OTHER SOURCES	705,840	-	(705,840)	0%	551,735	-	(551,735)	0%	701,581	4,715	(696,865)	1%	773,419	746,775	(26,644)
TOTAL APPROPRIATION SOURCES	5,183,090	4,337,307	(845,783)	84%	5,078,985	4,429,208	(649,776)	87%	5,138,481	4,554,579	(583,902)	89%	5,237,819	5,247,975	10,156
51 - Salaries-Regular Pay	2,934,446	2,690,960	(243,485)	92%	2,996,323	2,614,534	(381,789)	87%	3,114,036	2,629,778	(484,258)	84%	3,170,435	3,182,435	12,000
52 - Salaries-Other Compensation	148,809	147,422	(1,387)	99%	144,809	110,727	(34,082)	76%	144,809	91,041	(53,769)	63%	144,809	143,038	(1,771)
55 - Fringe Benefits	1,004,919	940,627	(64,292)	94%	1,136,652	964,150	(172,502)	85%	1,167,899	975,331	(192,568)	84%	1,125,401	1,110,313	(15,088)
56 - Restricted Salaries	(25,000)	-	25,000	0%	(53,896)	-	53,896	0%	(241,152)	-	241,152	0%	(191,193)	(170,535)	20,658
TOTAL SALARIES	4,063,175	3,779,009	(284,165)	93%	4,223,888	3,689,410	(534,478)	87%	4,185,593	3,696,150	(489,443)	88%	4,249,452	4,265,251	15,799
60 - Supplies & Materials	255,063	158,133	(96,930)	62%	282,255	108,381	(173,874)	38%	367,946	176,815	(191,131)	48%	370,564	364,921	(5,643)
64 - Services & Other Expenses	67,651	62,217	(5,433)	92%	39,804	36,344	(3,460)	91%	42,004	31,580	(10,424)	75%	46,204	46,204	-
66 - Professional & Contracted Services	80,300	40,000	(40,300)	50%	70,800	40,057	(30,743)	57%	70,300	44,864	(25,436)	64%	80,300	80,300	-
67 - Rent, Utilities & Maintenance	94,980	27,321	(67,659)	29%	53,480	49,244	(4,237)	92%	55,480	46,343	(9,138)	84%	73,300	73,300	-
68 - Interfund Services	338,430	314,876	(23,554)	93%	338,758	300,367	(38,391)	89%	347,758	232,949	(114,809)	67%	344,000	344,000	-
70 - Capital Asset Acquisitions	211,500	128,049	(83,451)	61%	50,000	-	(50,000)	0%	44,900	44,843	(57)	100%	50,000	50,000	-
TOTAL OPERATING & MAINTENANCE	1,047,923	730,596	(317,327)	70%	835,097	534,392	(300,705)	64%	928,388	577,394	(350,994)	62%	964,367	958,724	(5,643)
98 - Operating Transfers Out	71,992	31,562	(40,430)	44%	20,000	24,595	4,595	123%	20,000	7,707	(12,293)	39%	24,000	24,000	-
99 - Planned Increase to Fund Balance	-	-	-	100%	-	-	-	100%	4,500	-	(4,500)	0%	-	-	-
TOTAL OTHER USES	71,992	31,562	(40,430)	44%	20,000	24,595	4,595	123%	24,500	7,707	(16,793)	31%	24,000	24,000	-
TOTAL APPROPRIATED USES	5,183,090	4,541,168	(641,922)	88%	5,078,985	4,248,397	(830,588)	84%	5,138,481	4,281,251	(857,230)	83%	5,237,819	5,247,975	10,156
BALANCE	-	(203,861)			-	180,812			-	273,328			-	-	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	348	37.2	\$ 2,376,500	\$ 4,917,147	\$ 2,540,647	13.2%
2018	329	41.4	\$ 2,727,361	\$ 5,319,222	\$ 2,591,861	13.8%
2019	339	51.3	\$ 3,509,954	\$ 5,857,628	\$ 2,347,674	14.3%
2020	344	23.7	\$ 1,636,835 <i>8mo alloc.</i>	\$ 4,946,265	\$ 3,309,430	12.2%
			\$ 2,455,252 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	46.4	48.9	54.2	55.7	57.7	60.7	62.7	67.5	68.5	68.5	62.1	70.6	60.3
2018	50.5	53.2	59.5	56.5	53.5	51.7	54.8	57.3	58.3	60.3	65.3	66.3	57.3
2019	66.3	62.3	60.3	59.5	60.8	60.8	62.8	61.8	63.8	67.5	76.9	78.2	65.1
2020	86.2	90.7	96.7	96.7	94.9	97.9	92.9	92.9					93.6

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

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Budget Overview

As of 2/29/2020
Grant Funds

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	22,583,396	19,166,107	(3,417,289)	85%	24,057,987	19,545,736	(4,512,252)	81%	22,930,400	19,492,365	(3,438,035)	85%	23,720,777	23,809,753	88,975
44 - Intergov Revenues-Federal & Local	1,841,741	1,291,839	(549,902)	70%	4,211,240	3,077,143	(1,134,097)	73%	7,291,570	6,460,318	(831,251)	89%	9,380,695	19,548,968	10,168,273
45 - Charges for Services	1,475,000	1,105,119	(369,881)	75%	1,475,000	(185,655)	(1,660,655)	-13%	1,475,000	593,182	(881,818)	40%	1,450,000	1,450,000	-
47 - Other Revenue	476,655	57,201	(419,454)	12%	85,820	-	(85,820)	0%	85,820	-	(85,820)	0%	0	-	(0)
TOTAL REVENUE SOURCES	26,376,791	21,620,265	(4,756,526)	82%	29,830,048	22,437,224	(7,392,824)	75%	31,782,789	26,545,865	(5,236,924)	84%	34,551,473	44,808,721	10,257,248
96 - Operating Transfers In	2,428,912	2,085,903	(343,009)	86%	2,339,591	2,143,030	(196,561)	92%	2,347,765	1,912,855	(434,910)	81%	2,142,644	2,142,644	(0)
99 - Planned Use of Fund Balance	27,865	-	(27,865)	0%	20,557	-	(20,557)	0%	399,352	-	(399,352)	0%	236,177	254,561	18,384
TOTAL OTHER SOURCES	2,456,777	2,085,903	(370,874)	85%	2,360,148	2,143,030	(217,118)	91%	2,747,117	1,912,855	(834,262)	70%	2,378,821	2,397,205	18,384
TOTAL APPROPRIATION SOURCES	28,833,569	23,706,168	(5,127,400)	82%	32,190,195	24,580,253	(7,609,942)	76%	34,529,906	28,458,720	(6,071,186)	82%	36,930,293	47,205,926	10,275,633
51 - Salaries-Regular Pay	16,069,556	12,503,814	(3,565,742)	78%	15,759,319	11,951,095	(3,808,223)	76%	16,792,745	12,630,634	(4,162,111)	75%	16,670,574	16,607,345	(63,229)
52 - Salaries-Other Compensation	426,053	369,500	(56,554)	87%	340,627	337,692	(2,936)	99%	328,241	325,429	(2,811)	99%	399,635	1,852,526	1,452,891
55 - Fringe Benefits	6,226,152	4,931,301	(1,294,851)	79%	6,572,910	5,064,847	(1,508,063)	77%	7,001,626	5,308,920	(1,692,705)	76%	6,685,881	6,577,274	(108,607)
56 - Restricted Salaries	(2,376,500)	-	2,376,500	0%	(2,727,361)	-	2,727,361	0%	(3,509,954)	-	3,509,954	0%	(2,608,338)	(3,216,205)	(607,867)
TOTAL SALARIES	20,345,262	17,804,615	(2,540,647)	88%	19,945,495	17,353,634	(2,591,861)	87%	20,612,657	18,264,983	(2,347,674)	89%	21,147,752	21,820,939	673,186
60 - Supplies & Materials	2,396,882	1,559,767	(837,114)	65%	2,496,465	395,938	(2,100,527)	16%	1,515,575	331,904	(1,183,671)	22%	1,355,194	1,476,156	120,962
64 - Services & Other Expenses	1,409,537	747,301	(662,236)	53%	1,160,088	746,488	(413,600)	64%	933,934	595,501	(338,433)	64%	891,921	770,372	(121,549)
66 - Professional & Contracted Services	1,349,175	724,469	(624,706)	54%	5,713,826	4,087,980	(1,625,846)	72%	8,447,418	7,100,363	(1,347,055)	84%	10,896,306	20,350,867	9,454,561
67 - Rent, Utilities & Maintenance	431,577	232,119	(199,457)	54%	384,607	261,491	(123,116)	68%	307,550	192,487	(115,063)	63%	294,519	235,001	(59,518)
68 - Interfund Services	1,804,437	1,435,768	(368,669)	80%	1,711,797	1,155,031	(556,766)	67%	2,106,472	1,121,459	(985,013)	53%	1,658,418	1,904,757	246,339
70 - Capital Asset Acquisitions	102,500	31,923	(70,577)	31%	233,718	38,582	(195,136)	17%	105,000	30,537	(74,463)	29%	65,450	-	(65,450)
95 - Contingencies & Restrictions	-	-	-	100%	-	-	-	100%	-	-	-	100%	(929)	21,604	22,533
TOTAL OPERATING & MAINTENANCE	7,494,107	4,731,348	(2,762,759)	63%	11,700,501	6,685,509	(5,014,992)	57%	13,415,949	9,372,251	(4,043,698)	70%	15,160,879	24,758,757	9,597,879
98 - Operating Transfers Out	994,200	976,947	(17,253)	98%	544,200	614,976	70,776	113%	501,300	594,636	93,336	119%	621,662	621,662	-
TOTAL OTHER USES	994,200	976,947	(17,253)	98%	544,200	614,976	70,776	113%	501,300	594,636	93,336	119%	621,662	621,662	-
TOTAL APPROPRIATED USES	28,833,569	23,512,910	(5,320,659)	82%	32,190,196	24,654,118	(7,536,077)	77%	34,529,906	28,231,870	(6,298,036)	82%	36,930,293	47,201,358	10,271,065
BALANCE	-	193,259			-	(73,865)			-	226,850			-	4,568	

HEALTH SERVICES



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY
FY21 Proposed Budget

Budget-Neutral

Fund-Section # 010-400101
 Department Name: Health Services
 Section Name: Director & Staff
 Submitted By: Alisa R. Haushalter/mjh

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Deputy Director is responsible for directing, guiding, implementing and evaluating all comprehensive public health services, programs and projects that are planned and organized within the Shelby County Health Department to assure that the citizens fo Shelby County have access to the Ten Essential Public Health Services. Additionally, this position also administers other health services for Shelby County, Tennessee as designated and/or assigned by the Division Director. This request is budget neutral.

Funding:

This postion (864220) will be funded by the following positions: 864220, and 864098, both from 010-400805.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	121,776	41,334	\$ 163,110
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	121,776	41,334	\$ 163,110
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 163,110

APPROVAL:

Division Director: Alisa R. Haushalter/mjh

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400101
 SECTION NAME: Director's

COST CENTER # H0101
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	864220	Position Title:	Deputy Director
Employee#	TBD	Employee Name:	Vacant
New Position?	Y/N	Reason for Increase:	
Proposed Budget-Neutral request-funded by Lab positions			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	121,776
Change:	N/A	121,776
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	121,776
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-400101 Cost Center # H0101 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)					0	0	N/A	0	0	0	0	0	0	-
2)	TBD	1	121,776	8,040	26,584	2,850	N/A	1,766	1,023	463	487	122	41,334	163,110
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	121,776	N/A	26,584	2,850	N/A	1,766	1,023	463	487	122	41,334	163,110

PCB-1

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		1	121,776	N/A	26,584	2,850	0	1,766	1,023	463	487	122	41,334	163,110
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Budget-Neutral

Fund-Section # 010-400101
 Department Name: Health Services
 Section Name: Director & Staff
 Submitted By: Alisa R. Haushalter

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Performs various designated administrative, secretarial, clerical, and confidential duties. Composes, formats, and types a variety of correspondences, memoranda reports, and other documents requiring individual judgement and other communication of a sensitive nature. Schedules and prepares for meetings, employee group sessions, and other organizational functions. Develops Excel spreadsheets, and PowerPoint presentations. Assists with select special projects as assigned. This position reclass is budget-neutral. Positions 860787, 190855, and 190856 will fund this budget-neutral FTE request.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
Permanent	1	62,844	25,586	\$ 88,430
Temporary	0	-	-	\$ -
TOTAL SALARIES	1	62,844	25,586	\$ 88,430
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 88,430

APPROVAL:

Division Director:

Alisa R. Haushalter

FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-400101 Cost Center # H0101 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)					0	0	N/A	0	0	0	0	0	0	-
2)	860787 Executive Secretar	1	62,844	8,404	13,719	1,471	N/A	911	528	239	251	63	25,586	88,430
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	62,844	N/A	13,719	1,471	N/A	911	528	239	251	63	25,586	88,430

PCB-1

TEMP

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:	1	62,844	N/A	13,719	1,471	0	911	528	239	251	63	25,586	88,430
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SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400101
 SECTION NAME: Director & Staff

COST CENTER # H0101
 DATE SUBMITTED: 2/12/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1) **POSITION INFORMATION**

Position #	860787	Position Title:	Executive Secretary
Employee#	Vacant	Employee Name:	Vacant
New Position?	Y/N	Reason for Increase:	
Proposed Budget-Neutral request			

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:	35,104	62,844
Change:	N/A	27,740
Effective:	N/A	7/1/20

2) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	27,740
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-400101
Department Name: Health Services
Section Name: Director & Staff
Submitted By: Alisa Haushalter

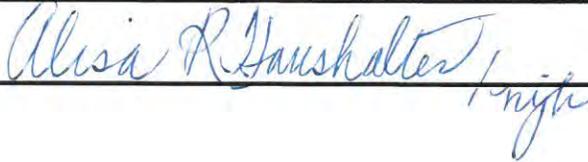
Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The request is to provide continued animal services with the Memphis Animal Services (MAS) Department. The MAS department operates the City Animal Shelter facility, which houses and cares for animals that must be impounded or otherwise maintained in accordance with State law, local animal control ordinances and humane considerations as well as the processing of rabies tags for residents of the County. Shelby County Health Department (SCHD) will reimburse the Memphis Animal Services Department a fee of \$309.00 per animal picked up, housed and cared for at the facility not to exceed \$300,000.00 annually. MAS will invoice the SCHD quarterly.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0			\$ -
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				\$ 300,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 300,000

APPROVAL:

Division Director:


SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400101
 SECTION NAME: Director's

COST CENTER # H0101
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	TBD	Position Title:	Deputy Director
Employee#	TBD	Employee Name:	Vacant
New Position?	Y/N	Reason for Increase:	
Proposed Budget-Neutral request			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	121,776
Change:	N/A	121,776
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	121,776
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-400101 Cost Center # H0101 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)					0	0	N/A	0	0	0	0	0	0	-
2)	TBD	1	121,776	8,040	26,584	2,850	N/A	1,766	1,023	463	487	122	41,334	163,110
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	121,776	N/A	26,584	2,850	N/A	1,766	1,023	463	487	122	41,334	163,110

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		1	121,776	N/A	26,584	2,850	0	1,766	1,023	463	487	122	41,334	163,110
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-400201
Department Name: SCHD Finance and Administration
Section Name: West Tennessee Regional Forensic Center
Submitted By: James M. Rogers

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The West Tennessee Regional Forensic Center (WTRFC) is tasked with completing 90% of non-homicide death case reports in sixty (60) days, and completing 90% homicide death case reports in ninety (90) days. The Shelby County Mayor increased the significance of this goal by placing it on his monthly scorecard. The expectation is to achieve the above goal on a consistent basis. The number of homicides and associated tests are trending up. WTRFC projects needing additional staff, equipment and supplies to accomplish the above tasks. An increase in the number of pathologists, Investigators, clerical support and the expense of associated permits, licensing and certifications will be an added expense for FY21. Also, there is a built in contract increase of approximately 3% per year. And finally an increase in the storage capacity of cadavers is anticipated in the event of a major catastrophe. The total cost for achieving the above metrics, hiring ample support staff and increasing storage capacity is projected to be \$200,000.00 in fiscal year 2021. (Contract increase with UTHSC.)

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
Permanent	0	-	-	\$ -
Temporary	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				\$ 200,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 200,000

APPROVAL:

Division Director: _____

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-400406
 Department Name: Environmental Health Services
 Section Name: Rabies Control
 Submitted By: Kasia Smith -Alexander

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Currently, Rabies Control has 3 full time officers that patrol Shelby County. Each officer is assigned a vehicle. We are requesting 2 additional Rabies Control officers along with 2 additional vehicles. The increase of officers will assist with complaints, dog bite investigations and animal welfare checks due to the geographical expansion from de-annexation. Furthermore, increased size area of patrol has a direct impact on response time. Additionally, we are requesting \$10,000 for equipment, supplies and uniforms along with \$140,000 for the cost of 2 vehicles with retrofitting cages for transport. This de-annexation increase is 312.30 sq. mi and an increase of population that is approximately 636,217. The number of homes per area that is going to be annexed to Shelby County are: Southwind (845 homes), South Cordova (1806 homes), Rocky Point (336 homes), Eads (67 homes) and Raleigh (1739 homes).

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
<i>Permanent</i>	2	63,364	33,404	\$ 96,768
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	2	63,364	33,404	\$ 96,768
OTHER COMPENSATION:				\$ -
O&M:				\$ 150,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 246,768

APPROVAL: _____

Division Director:

Olisa R. Newbrooker

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400406
 SECTION NAME: Field Services

COST CENTER # H0406
 DATE SUBMITTED: 2/4/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	<i>tbd</i>	Position Title:	<i>Rabies Control Office</i>
Employee#	<i>vacant</i>	Employee Name:	<i>vacant</i>
New Position?	Y	Reason for Increase:	
Geographic expansion due to De-annexation			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	31,682
Change:	N/A	31,682
Effective:	N/A	7/1/20

2)

POSITION INFORMATION			
Position #	<i>tbd</i>	Position Title:	<i>Rabies Control Office</i>
Employee#	<i>vacant</i>	Employee Name:	<i>vacant</i>
New Position?	Y/N	Reason for Increase:	
Geographic expansion due to De-annexation			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	31,682
Change:	N/A	31,682
Effective:	N/A	7/1/20

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	63,364
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-400406 Cost Center # H0406 Date: 02/04/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)					0	0	N/A	0	0	0	0	0	0	-
2)	tbd Rabies Control Office	1	31,682	8,040	6,916	741	N/A	459	266	120	127	32	16,702	48,384
3)	tbd Rabies Control Office	1	31,682	8,040	6,916	741	N/A	459	266	120	127	32	16,702	48,384
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		2	63,364	N/A	13,832	1,483	N/A	919	532	241	253	63	33,404	96,768

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:	2	63,364	N/A	13,832	1,483	0	919	532	241	253	63	33,404	96,768
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-400701
 Department Name: HEALTH
 Section Name: Inmate Medical Care
 Submitted By: Judy C. Martin

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Under the direction of the Chief of Nursing, the Inmate Health Care program is responsible for fiscal and clinical quality monitoring and oversight of vendor contracts for services delivered in Inmate Medical settings (Jail, Jail East, Juvenile Detention Center, and Shelby County Department of Corrections). This program monitors to ensure compliance with local, state, and federal regulations as well as contracts, grants and memoranda of understanding. Additional funds are requested for addition of one (1) new position as needed to support oversight and management of this complex program and to manage the budget in excess of \$15 million/year. Additionally, 4 positions are included to reduce jail recidivism through discharge planning (2) for detainees with substance use disorder and care coordination (2) for linkage to community medical services, medically assisted therapy, housing, and/or social services. Request is budget neutral for the Deputy Administrator position only.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	5	313,000	125,734	\$ 438,734
<i>Temporary</i>		-	-	\$ -
TOTAL SALARIES	5	313,000	125,734	\$ 438,734
OTHER COMPENSATION:				\$ -
O&M:				\$ 1,150,805
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 1,589,539

Total should be reduced by \$121,333 based on budget neutrality noted above.

APPROVAL: _____

Division Director: 

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400701
SECTION NAME: Inmate Medical Care

COST CENTER # H0330
DATE SUBMITTED: 2/4/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
TBD		Deputy Administrator			-	89,000
Employee#	TBD	Employee Name:	Vacant	Salary:		
New Position?	Y	Reason for Increase:		Change:	N/A	89,000
Assist Chief of Nursing/Bureau Chief to oversee fiscal and clinical quality m				Effective:	N/A	

2) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
TBD		Charge-Discharge Ple			-	60,000
Employee#	TBD	Employee Name:	Vacant	Salary:		
New Position?	Y	Reason for Increase:		Change:	N/A	60,000
To facilitate a discharge plan that links to community medically assisted ther				Effective:	N/A	

3) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
TBD		Charge - Discharge P			-	60,000
Employee#	TBD	Employee Name:	Vacant	Salary:		
New Position?	Y	Reason for Increase:		Change:	N/A	60,000
To facilitate a discharge plan that links to community medically assisted ther				Effective:	N/A	

4) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
TBD		Soc Worker-Care Coc			-	52,000
Employee#	TBD	Employee Name:	Vacant	Salary:		
New Position?	Y	Reason for Increase:		Change:	N/A	52,000
To implement a discharge plan that links released detainees to community m				Effective:	N/A	

5) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
TBD		Sc Worker-Care Coord			-	52,000
Employee#	TBD	Employee Name:	Vacant	Salary:		
New Position?	Y	Reason for Increase:		Change:	N/A	52,000
To implement a discharge plan that links released detainees to community m				Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	313,000
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-400701 Cost Center # H0330 Date: 02/04/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	Vacant y Admin - Inmate M	1	89,000	8,000	19,429	2,083	N/A	1,291	748	338	356	89	32,333	121,333
2)	Vacant Charge-Discharge F	1	60,000	8,040	13,098	1,404	N/A	870	504	228	240	60	24,444	84,444
3)	Vacant Charge-Discharge F	1	60,000	8,040	13,098	1,404	N/A	870	504	228	240	60	24,444	84,444
4)	Vacant SocWrkr/CareCoord	1	52,000	8,040	11,352	1,217	N/A	754	437	198	208	52	22,257	74,257
5)	Vacant SocWrkr-CareCoord	1	52,000	8,040	11,352	1,217	N/A	754	437	198	208	52	22,257	74,257
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		5	313,000	N/A	68,328	7,324	N/A	4,539	2,629	1,189	1,252	313	125,734	438,734

PCB-1

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:	5	313,000	N/A	68,328	7,324	0	4,539	2,629	1,189	1,252	313	125,734	438,734
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-400701
Department Name: SCHD Finance and Administration
Section Name: Inmate Medical Medical
Submitted By: James M. Rogers

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Shelby County Health Department is responsible for inmate medical care in the Division of Corrections, the Criminal Justice Complex and Jail East. NextGen is the system that is used to store and retrieve medical records of inmates in facilities listed above. Sapphire is the system used for medication administration provided to patients in those facilities. Having dual systems causes confusion and errors in determining medication for inmates. eZmar is a system that is compatible with NextGen and allows the Shelby County vendor, Wellpath, to use one system to record medical service and medication service and eliminate errors associated with doctors' (provider) orders and medications associated with those orders. The cost is \$221,596.00 for fiscal year 2021. Shelby County Health Department is responsible for 80% of that cost. Therefore, SCHD is requesting an increase of \$180,000.00 to pay for the server, software, and training associated with the above improvements.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0	-	-	\$ -
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				\$ 180,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 180,000

APPROVAL:

Division Director: _____

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Budget-Neutral

Fund-Section # 010-400816
 Department Name: HEALTH
 Section Name: Office of Nursing
 Submitted By: Judy C. Martin

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

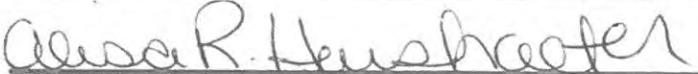
The Office of Nursing is responsible for oversight of nursing recruitment and hiring, clinical protocols and education, new employee onboarding, quality monitoring and oversight of critical programs involving vendor contracts for services delivered in Inmate Medical settings (Jail, Jail East, Juvenile Detention Center, and Shelby County Department of Corrections), quality oversight of public health clinics, Employee Health for Shelby County Government, the Shelby County AED Program, and the Immunization Program Grant. This office also oversees monitoring to ensure compliance with local, state, and federal regulations and with required contracts, grants and memoranda of understanding. Additional funds for reclassification of an existing position as needed to support oversight and management of clinical and laboratory education, new employee onboarding, and the Shelby County AED (SCAED) Program. This position will be responsible to provide direct administrative oversight to all clinical and laboratory education, new employee onboarding, clinical onboarding, and the SCAED Program. Positions 060104 and 860448 will fund the new FTE, as budget neutral.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0	105,471	36,876	\$ 142,347
<i>Temporary</i>		-	-	\$ -
TOTAL SALARIES	0	105,471	36,876	\$ 142,347
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 142,347

APPROVAL:

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400816
 SECTION NAME: Office of Nursing

COST CENTER # H0502
 DATE SUBMITTED: 2/4/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	<i>tbd</i>	Position Title:	<i>Deputy Administrator</i>
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	
Assistance to Chief of Nursing/Bureau Chief to oversee education programs.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		105,471
Change:	N/A	
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	26,984
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-400816 Cost Center # H0502 Date: 02/04/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total Fringe Cost	Total Position Cost	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592			
1)	tbd	puty Admin - Educat	1	105,471	8,040	23,024	2,468	N/A	1,529	886	401	422	105	36,876	142,347
2)					0	0	N/A	0	0	0	0	0	0	0	-
3)					0	0	N/A	0	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	105,471	N/A	23,024	2,468	N/A	1,529	886	401	422	105	36,876	142,347	

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		1	105,471	N/A	23,024	2,468	0	1,529	886	401	422	105	36,876	142,347
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INCREASE REQUEST SUMMARY
FY21 Proposed Budget

Fund-Section # 010-400816
 Department Name: Office of Nursing
 Section Name: Office of Nursing
 Submitted By: Judy Martin

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Office of Nursing has need for a Medical Lab Technician and a Medical Assistant for various functions related to the Office of Nursing Program. The Central Lab will have positions available as of 7/1/20, that will fund the Salary and Fringes associated with the positions needed by the Office of Nursing. Position number 900764 from the Central Lab will fund the Medical Lab position in the Office of Nursing, and position 63490 from Central Lab will fund the Medical Assistant position in the Office of Nursing.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	2	70,513	35,358	\$ 105,871
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	2	70,513	35,358	\$ 105,871
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 105,871

APPROVAL:

Division Director: 

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400816
 SECTION NAME: Office of Nursing

COST CENTER # H0502
 DATE SUBMITTED: 2/24/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	tbd	Position Title:	Medical Lab Tech
Employee#	Vacant	Employee Name:	Vacant
New Position?	Y	Reason for Increase:	
Proposed Budget-Neutral request-funded by position 900764			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		40,712
Change:	N/A	40,712
Effective:	N/A	7/1/20

2)

POSITION INFORMATION			
Position #	tbd	Position Title:	Medical Assistant
Employee#	Vacant	Employee Name:	Vacant
New Position?	Y	Reason for Increase:	
Proposed Budget-Neutral request-funded by position 863490			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		29,801
Change:	N/A	29,801
Effective:	N/A	7/1/20

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	70,513
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-400101 Cost Center # H0101 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant positon.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)					0	0	N/A	0	0	0	0	0	0	-
2)	tbd	1	40,712	8,040	8,887	953	N/A	590	342	155	163	41	19,171	59,883
3)					0	0	N/A	0	0	0	0	0	0	-
4)	tbd	1	29,801	8,040	6,506	697	N/A	432	250	113	119	30	16,188	45,989
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		2	70,513	N/A	15,393	1,650	N/A	1,022	592	268	282	71	35,358	105,871

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:	2	70,513	N/A	15,393	1,650	0	1,022	592	268	282	71	35,358	105,871
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-400-831
 Department Name: Bureau of Epidemiology & Infectious Diseases
 Section Name: Office of Epidemiology
 Submitted By: David Sweat

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Office of Epidemiology is one of the most active units in the Health Department generating content for our website, whether that is creating reports or developing web pages about specific diseases or public health concerns. To continue the current workload and increase our capability for generating this content, maintaining the websites and improving our translation of data and recommendations to information the citizens can use, the Office needs a Public Health Coordinator to work as our Health Communications Specialist. The proposed position would be Pay Grade 51, with a proposed salary of \$51,375 or less annually. This position is to be funded by position 864674.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
Permanent	0	51,375	22,086	\$ 73,461
Temporary	0	-	-	\$ -
TOTAL SALARIES	0	51,375	22,086	\$ 73,461
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 73,461

APPROVAL: _____

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-400-831
 SECTION NAME: Office of Epidemiology

COST CENTER # H0602
 DATE SUBMITTED: 1/31/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #		Position Title:	Public Health Coordin
Employee#		Employee Name:	
New Position?	Yes	Reason for Increase:	
Create new position			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		51,375
Change:	N/A	51,375
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	yes	Reason for Increase:	
Create new position			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	123,490
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: _____ Cost Center # _____ Date: _____

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	Public Health Coordinator		51,375	8,040	11,215	1,202	N/A	745	432	195	206	51	22,086	73,461
2)					0	0	N/A	0	0	0	0	0	0	-
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		0	51,375	N/A	11,215	1,202	N/A	745	432	195	206	51	22,086	73,461

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		0	51,375	N/A	11,215	1,202	0	745	432	195	206	51	22,086	73,461
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COMMUNITY SERVICES



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	97.0	5.0	5.2%		
Base Salary	4,706,971	243,582	5.2%		
Fringe	1,882,988	106,795			
	6,589,959	350,377	5.3%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		5,815,182	6,234,073	6,349,112	6,253,415
Actual Under-spending		505,835	619,214	1,048,189	522,162
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		95	96	97	97
Monthly Average Vacancies		7.1	8.3	13.4	7.9
Actual Unspent as a % of Total Personnel		8.7%	9.9%	16.5%	8.4%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	2,995,976	2,898,066	3,879,212	4,177,201	4,274,954	97,753	2.3%
Amended Budget	2,908,676	3,095,221	4,354,867	4,233,156			
Actual	2,450,234	3,143,084	4,004,207	3,847,489			
Variance	458,442	(47,863)	350,660	385,667			
% Unspent O&M	15.8%	-1.5%	8.1%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			90.9%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 TOTAL
SALARIES:	<i>Permanent</i>	5	243,582	106,795	\$ 350,377
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	5	243,582	106,795	\$ 350,377
OTHER COMPENSATION:					\$ -
O&M:					\$ 97,753
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 448,130

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request	
GENERAL FUND									
010	48xx	Community Services	95.0	95.0	96.0	97.0	97.0	5.0	350,377
FTE Changes					+1.0	+1.0		+5.0	\$350,377

FY18 - Added 1.0 FTE: Mental Health Coordinator

FY19 - Added 1.0 FTE: Manager A position for Youth Assessment Center

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	95	4.5	\$ 288,646	\$ 505,835	\$ 217,189	8.3%
2018	96	4.1	\$ 268,646	\$ 619,214	\$ 350,568	9.5%
2019	97	5.1	\$ 346,596	\$ 1,048,189	\$ 701,593	15.7%
2020	97	3.2	\$ 216,757 <i>8mo alloc.</i>	\$ 522,162	\$ 305,405	7.8%
			\$ 325,135 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	6.0	7.0	7.0	7.0	8.0	9.0	11.0	8.0	6.0	6.0	5.0	5.0	7.1
2018	6.0	4.0	5.0	5.0	4.0	7.0	11.0	10.0	10.0	12.0	12.0	14.0	8.3
2019	18.0	17.0	17.0	18.0	13.0	11.0	11.0	11.0	12.0	12.0	10.0	11.0	13.4
2020	10.0	9.0	9.0	12.0	8.0	6.0	6.0	3.0					7.9

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	48xx	Community Services	2,995,976	2,995,976	2,898,066	3,879,212	4,177,201	4,274,954
Operating & Maintenance Changes			-	-	(97,910)	981,146	297,989	97,753

FY17 (37,625) Commission mandated cut to reduce General Fund expenditures by \$2 million county-wide.

FY19 573,000 Added Youth Assessment Center
 290,000 Non-recurring relocation expenditures for Community Services Agency and Crime Victims Center to 1060 Madison Ave
 100,000 Increase for court-ordered mental health evaluations
18,146 Net impact of prior year's amendments.
 981,146

FY20 112,334 Additional impact of Youth Assessment Center
 116,665 Increases related to prior year's amendments for professional/contracted services
68,990 Net impact of one-time, non-recurring expenditures for supplies and materials.
 297,989

Community Services - 48

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	375,000	409,930	34,930	109%	425,000	396,970	(28,030)	93%	425,000	334,213	(90,787)	79%	523,000	425,000	(98,000)
44 - Intergov Revenues-Federal & Local	65,000	92,925	27,925	143%	75,000	113,471	38,471	151%	100,000	60,894	(39,106)	61%	147,000	101,000	(46,000)
47 - Other Revenue	-	-	-	100%	-	-	-	100%	1,000	5,422	4,422	542%	-	10,000	10,000
TOTAL REVENUE SOURCES	825,000	817,447	(7,553)	99%	875,000	755,823	(119,177)	86%	851,000	651,929	(199,071)	77%	920,000	776,000	(144,000)
96 - Operating Transfers In	-	-	-	100%	-	0	0	100%	-	-	-	100%	-	-	-
99 - Planned Use of Fund Balance	-	-	-	100%	-	-	-	100%	-	-	-	100%	45,955	-	(45,955)
TOTAL OTHER SOURCES	-	-	-	100%	-	0	0	100%	-	-	-	100%	45,955	-	(45,955)
TOTAL APPROPRIATION SOURCES	825,000	817,447	(7,553)	99%	875,000	755,823	(119,177)	86%	851,000	651,929	(199,071)	77%	965,955	776,000	(189,955)
51 - Salaries-Regular Pay	4,326,571	3,963,751	(362,820)	92%	4,510,937	4,115,395	(395,542)	91%	4,706,971	3,998,443	(708,527)	85%	4,777,982	4,890,035	112,053
52 - Salaries-Other Compensation	125,049	120,964	(4,085)	97%	120,049	119,618	(431)	100%	105,749	97,367	(8,382)	92%	102,549	102,549	-
55 - Fringe Benefits	1,652,208	1,513,277	(138,930)	92%	1,871,732	1,648,492	(223,241)	88%	1,882,988	1,551,709	(331,280)	82%	1,773,651	1,778,375	4,724
56 - Restricted Salaries	(288,646)	-	288,646	0%	(268,646)	-	268,646	0%	(346,596)	-	346,596	0%	(400,768)	(325,135)	75,633
TOTAL SALARIES	5,815,182	5,597,992	(217,189)	96%	6,234,073	5,883,505	(350,568)	94%	6,349,112	5,647,519	(701,593)	89%	6,253,415	6,445,824	192,409
60 - Supplies & Materials	123,134	104,575	(18,559)	85%	128,670	114,925	(13,745)	89%	601,071	520,218	(80,853)	87%	108,961	174,779	65,818
64 - Services & Other Expenses	139,858	104,938	(34,920)	75%	123,685	121,866	(1,819)	99%	248,734	214,779	(33,955)	86%	169,418	189,570	20,152
66 - Professional & Contracted Services	2,765,244	2,673,360	(91,884)	97%	2,917,391	2,913,839	(3,552)	100%	3,524,355	3,207,989	(316,366)	91%	3,724,542	3,721,750	(2,792)
67 - Rent, Utilities & Maintenance	104,488	96,009	(8,479)	92%	106,853	105,338	(1,515)	99%	195,383	83,824	(111,559)	43%	252,110	101,305	(150,805)
68 - Interfund Services	(224,048)	(528,649)	(304,601)	236%	(181,378)	(112,885)	68,493	62%	(112,342)	(22,602)	89,740	20%	(21,875)	(19,506)	2,369
95 - Contingencies & Restrictions	-	-	-	100%	-	-	-	100%	(102,334)	-	102,334	0%	-	-	-
TOTAL OPERATING & MAINTENANCE	2,908,676	2,450,234	(458,442)	84%	3,095,221	3,143,084	47,863	102%	4,354,867	4,004,207	(350,660)	92%	4,233,156	4,167,898	(65,258)
98 - Operating Transfers Out	152,712	137,006	(15,706)	90%	165,655	140,061	(25,594)	85%	-	-	-	100%	-	-	-
TOTAL OTHER USES	152,712	137,006	(15,706)	90%	165,655	140,061	(25,594)	85%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	8,876,570	8,185,232	(691,338)	92%	9,494,949	9,166,649	(328,299)	97%	10,703,979	9,651,726	(1,052,253)	90%	10,486,571	10,613,722	127,151
BALANCE	(8,051,570)	(7,367,785)			(8,619,949)	(8,410,826)			(9,852,979)	(8,999,797)			(9,520,616)	(9,837,722)	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	112	0.7	\$ 46,503	\$ 810,353	\$ 763,850	6.2%
2018	108	2.6	\$ 165,618	\$ 1,183,319	\$ 1,017,701	8.7%
2019	139	4.2	\$ 251,757	\$ 1,932,514	\$ 1,680,756	13.3%
2020	114	3.6	\$ 239,553 <i>8mo alloc.</i>	\$ 1,434,243	\$ 1,194,691	9.6%
			\$ 359,329 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	9.0	12.5	13.5	12.5	15.5	12.5	13.0	14.0	11.0	13.5	12.5	12.5	12.7
2018	11.5	14.5	12.5	13.5	13.5	13.5	15.5	12.5	9.5	15.5	16.5	18.0	13.9
2019	14.0	11.5	55.5	32.5	34.5	32.5	33.5	31.5	32.5	31.5	35.5	21.2	30.5
2020	12.0	14.0	20.0	20.0	18.0	14.5	15.5	13.5					15.9

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	24,695,808	21,623,375	(3,072,433)	88%	23,608,994	19,066,397	(4,542,597)	81%	38,594,237	21,182,492	(17,411,745)	55%	37,651,715	43,703,098	6,051,383
44 - Intergov Revenues-Federal & Local	9,414,776	7,824,620	(1,590,156)	83%	5,460,569	4,805,899	(654,669)	88%	2,663,754	1,260,660	(1,403,093)	47%	3,091,727	2,480,158	(611,569)
47 - Other Revenue	305,350	254,143	(51,207)	83%	331,449	150,965	(180,484)	46%	719,528	418,791	(300,737)	58%	583,336	508,783	(74,553)
TOTAL REVENUE SOURCES	34,415,934	29,702,138	(4,713,796)	86%	29,401,011	24,023,261	(5,377,750)	82%	41,977,518	22,861,943	(19,115,576)	54%	41,326,778	46,692,039	5,365,261
96 - Operating Transfers In	152,712	137,006	(15,706)	90%	172,155	140,061	(32,094)	81%	-	(0)	(0)	100%	-	-	-
99 - Planned Use of Fund Balance	78,433	-	(78,433)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	231,145	137,006	(94,139)	59%	172,155	140,061	(32,094)	81%	-	(0)	(0)	100%	-	-	-
TOTAL APPROPRIATION SOURCES	34,647,079	29,839,144	(4,807,935)	86%	29,573,166	24,163,322	(5,409,844)	82%	41,977,518	22,861,943	(19,115,576)	54%	41,326,778	46,692,039	5,365,261
51 - Salaries-Regular Pay	4,962,446	4,335,101	(627,345)	87%	4,877,240	4,055,805	(821,435)	83%	5,441,219	4,235,491	(1,205,728)	78%	5,937,234	5,866,838	(70,397)
52 - Salaries-Other Compensation	62,690	61,534	(1,156)	98%	60,494	55,880	(4,613)	92%	273,983	46,855	(227,127)	17%	107,385	111,201	3,816
55 - Fringe Benefits	1,877,645	1,695,793	(181,852)	90%	2,088,864	1,731,594	(357,270)	83%	2,161,494	1,661,836	(499,658)	77%	2,217,757	2,057,706	(160,051)
56 - Restricted Salaries	(46,503)	-	46,503	0%	(165,618)	-	165,618	0%	(251,757)	-	251,757	0%	(401,756)	(18,694)	383,062
TOTAL SALARIES	6,856,278	6,092,428	(763,850)	89%	6,860,980	5,843,280	(1,017,701)	85%	7,624,939	5,944,182	(1,680,756)	78%	7,860,620	8,017,051	156,430
60 - Supplies & Materials	332,579	234,475	(98,103)	71%	362,918	158,261	(204,657)	44%	1,135,964	131,050	(1,004,914)	12%	649,046	1,012,241	363,195
64 - Services & Other Expenses	9,693,884	9,036,380	(657,504)	93%	10,685,693	8,537,768	(2,147,925)	80%	23,503,348	11,308,522	(12,194,826)	48%	22,209,036	28,080,956	5,871,921
66 - Professional & Contracted Services	16,469,527	13,268,932	(3,200,595)	81%	10,300,927	8,773,056	(1,527,871)	85%	7,694,484	4,651,211	(3,043,273)	60%	8,545,902	8,279,133	(266,769)
67 - Rent, Utilities & Maintenance	609,790	471,025	(138,765)	77%	781,568	484,090	(297,478)	62%	1,228,965	493,157	(735,809)	40%	1,355,466	609,005	(746,461)
68 - Interfund Services	685,022	814,337	129,315	119%	581,080	366,866	(214,214)	63%	789,819	341,577	(448,242)	43%	706,710	689,129	(17,581)
95 - Contingencies & Restrictions	-	-	-	100%	-	-	-	100%	-	-	-	100%	(1)	-	1
TOTAL OPERATING & MAINTENANCE	27,790,801	23,825,149	(3,965,652)	86%	22,712,186	18,320,040	(4,392,146)	81%	34,352,580	16,925,517	(17,427,063)	49%	33,466,158	38,670,464	5,204,306
98 - Operating Transfers Out	-	-	-	100%	-	0	0	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	-	-	-	100%	-	0	0	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	34,647,079	29,917,577	(4,729,502)	86%	29,573,166	24,163,320	(5,409,846)	82%	41,977,518	22,869,699	(19,107,819)	54%	41,326,778	46,687,515	5,360,737
BALANCE	-	(78,433)			-	2			-	(7,756)			-	4,524	

Community Services



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY FY21 Proposed Budget

Fund-Section # 480601-010
Department Name: Director Community Services
Section Name: 010 - 480101
Submitted By: Dorcas Young-Griffin

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

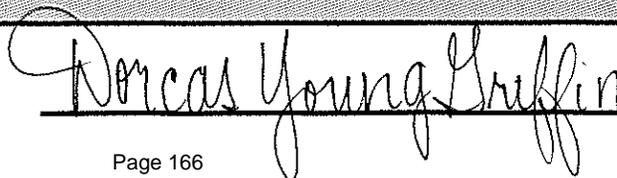
This request reflects the expansion of the Division of Community Services to provide general funded supportive and social services that are flexible enough to respond to various community efforts, including emergency responses. Includes the reclassification of one (1) existing position Community Services Programs Coordinator and the addition of three (3) NEW Social Worker positions and associated O&M for these positions. Overall budget for requests is \$9, 306 less than what is identified in presentation, but still see attached Power Point for details.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	4	147,728	64,509	\$ 212,237
<i>Temporary</i>	0	-	-	-
TOTAL SALARIES	4	147,728	64,509	\$ 212,237
OTHER COMPENSATION:				\$ -
O&M:				\$ 67,000
				<i>3 new FTEs (VSJW)</i>
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 279,237

APPROVAL:

Division Director:



INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 480601-010
Department Name: Director Community Services
Section Name: 010 - 480101
Submitted By: Dorcas Young-Griffin

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

This request reflects the expansion of the Division of Community Services to provide general funded supportive and social services that are flexible enough to respond to various community efforts, including emergency responses. Includes the reclassification of one (1) existing position Community Services Programs Coordinator and the addition of three (3) NEW Social Worker positions and associated O&M for these positions. Overall budget for requests is \$9, 306 less than what is identified in presentation, but still see attached Power Point for details.

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	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
<i>Permanent</i>	4	147,728	64,509	\$ 212,237
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	4	147,728	64,509	\$ 212,237
OTHER COMPENSATION:				\$ -
O&M:				\$ 67,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 279,237

APPROVAL: _____

Division Director: _____

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # _____
 SECTION NAME: _____

COST CENTER # _____
 DATE SUBMITTED: _____

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	861780	Position Title:	Community Services
Employee#	19680	Employee Name:	Karen Gause
New Position?	Y/N	Reason for Increase:	
Position Reclassification			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	52,272	65,000
Change:	N/A	12,728
Effective:	N/A	

2)

POSITION INFORMATION			
Position #	New	Position Title:	Worker (Care Coordi
Employee#	N/A	Employee Name:	
New Position?	Yes	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		45,000
Change:	N/A	45,000
Effective:	N/A	

3)

POSITION INFORMATION			
Position #	New	Position Title:	Social Worker
Employee#	N/A	Employee Name:	
New Position?	Yes	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		45,000
Change:	N/A	45,000
Effective:	N/A	

4)

POSITION INFORMATION			
Position #	New	Position Title:	Social Worker
Employee#	N/A	Employee Name:	
New Position?	Yes	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		45,000
Change:	N/A	45,000
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	147,728
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: _____ Cost Center # _____ Date: _____

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES						Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	NEW Worker (Care Coord	1	45,000	8,040	9,824	1,053	N/A	653	378	171	180	45	20,343	65,343	
2)	NEW Social Worker (Car	1	45,000	8,040	9,824	1,053	N/A	653	378	171	180	45	20,343	65,343	
3)	NEW Social Worker (Car	1	45,000	8,040	9,824	1,053	N/A	653	378	171	180	45	20,343	65,343	
4)	861780 Community Service	1	12,728		2,778	298	N/A	185	107	48	51	13	3,480	16,208	
5)					0	0	N/A	0	0	0	0	0	0	-	
6)					0	0	N/A	0	0	0	0	0	0	-	
7)					0	0	N/A	0	0	0	0	0	0	-	
8)					0	0	N/A	0	0	0	0	0	0	-	
9)					0	0	N/A	0	0	0	0	0	0	-	
10)					0	0	N/A	0	0	0	0	0	0	-	
11)					0	0	N/A	0	0	0	0	0	0	-	
12)					0	0	N/A	0	0	0	0	0	0	-	
TOTAL PERMANENT:		4	147,728	N/A	32,249	3,457	N/A	2,142	1,241	561	591	148	64,509	212,237	

ACCOUNT 5109 - TEMPORARY EMPLOYEES						5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	0	-

GRAND TOTAL:		4	147,728	N/A	32,249	3,457	0	2,142	1,241	561	591	148	64,509	212,237
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 480601-010
Department Name: Director of Community Services
Section Name: 010 - 480102
Submitted By: Dorcas Young-Griffin

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

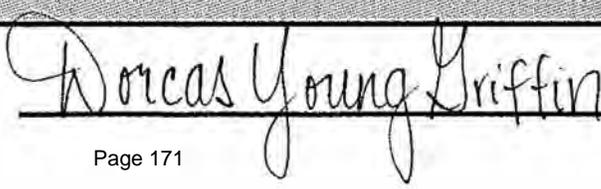
Expansion of Engagement and Outreach Office, includes expanded role of Manager of Community Partnerships (reclassify current position) and 2 new positions Veterans Service Office and Administrative Technician. See Power Point for further details.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	3	95,854	42,286	\$ 138,140
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	3	95,854	42,286	\$ 138,140
OTHER COMPENSATION:				\$ -
O&M:	2 new FTE (VSJW)			\$ 30,753
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 168,893

APPROVAL:

Division Director:



INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 480601-010
Department Name: Director of Community Services
Section Name: 010 - 480102
Submitted By: Dorcas Young-Griffin

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Expansion of Engagement and Outreach Office, includes expanded role of Manager of Community Partnerships (reclassify current position) and 2 new positions Veterans Service Office and Administrative Technician. See Power Point for further details.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

		# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:	<i>Permanent</i>	3	95,854	42,286	\$ 138,140
	<i>Temporary</i>	0	-	-	\$ -
	TOTAL SALARIES	<u>3</u>	<u>95,854</u>	<u>42,286</u>	<u>\$ 138,140</u>
OTHER COMPENSATION:					\$ -
O&M:					\$ 30,753
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 INCREASE REQUEST:					<u>\$ 168,893</u>

APPROVAL: _____

Division Director: _____

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # _____
 SECTION NAME: _____

COST CENTER # _____
 DATE SUBMITTED: _____

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	001236	Position Title:	Manager- Community
Employee#	22786	Employee Name:	Janet Lo
New Position?	N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	59,885	65,000
Change:	N/A	5,115
Effective:	N/A	

2)

POSITION INFORMATION			
Position #	N/A	Position Title:	Community Engagem
Employee#	N/A	Employee Name:	N/A
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	55,739
Change:	N/A	55,739
Effective:	N/A	

3)

POSITION INFORMATION			
Position #	N/A	Position Title:	Administrative Techn
Employee#	N/A	Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	35,000
Change:	N/A	35,000
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	95,854
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: _____ Cost Center # _____ Date: _____

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	001236	1	5,115		1,117	120	N/A	74	43	19	20	5	1,398	6,513
2)	NEW	1	55,739	8,040	12,168	1,304	N/A	808	468	212	223	56	23,279	79,018
3)	NEW	1	35,000	8,040	7,641	819	N/A	508	294	133	140	35	17,609	52,609
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		3	95,854	N/A	20,925	2,243	N/A	1,390	805	364	383	96	42,286	138,140

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		3	95,854	N/A	20,925	2,243	0	1,390	805	364	383	96	42,286	138,140
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SHERIFF



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	2125.0	38.0	1.8%		
Base Salary	117,108,119	2,007,453	1.7%		
Fringe	46,386,229	854,358			
	163,494,348	2,861,811	1.8%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020 ⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		147,655,224	155,305,348	162,255,950	161,311,716
Actual Under-spending		15,032,464	15,432,770	14,922,137	12,422,726
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		2072	2088	2115	2125
Monthly Average Vacancies		212.1	223.3	281.8	289.9
Actual Unspent as a % of Total Personnel		10.2%	9.9%	9.2%	7.7%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	21,034,033	21,075,299	22,758,999	21,538,424	23,776,934	2,238,510	10.4%
Amended Budget	22,494,748	23,637,827	25,507,804	22,350,676			
Actual	20,967,287	21,595,820	24,101,580	13,498,694			
Variance	1,527,461	2,042,007	1,406,224	8,851,982			
% Unspent O&M	6.8%	8.6%	5.5%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			60.4%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	38	2,007,453	854,358	\$ 2,861,811
	<i>Temporary</i>	0	-	-	\$ -
	TOTAL SALARIES	38	2,007,453	854,358	\$ 2,861,811
OTHER COMPENSATION:					\$ -
O&M:					\$ 2,238,510
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 5,100,321

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request	
GENERAL FUND									
031	6XXX	Sheriff	2080.0	2072.0	2088.0	2115.0	2125.0	38.0	2,861,811
FTE Changes				-8.0	+16.0	+27.0	+10.0	+38.0	\$2,861,811

FY17 - Deleted 8.0 FTEs: (5) Corrections Deputies, (1) Sheriff Patrol Lieutenant, (1) Juvenile Services Specialist, and moved (1) Nurse to Health Services.

FY18 - Added 25.0 FTEs: (25) Sheriff Patrol Officers.
Deleted 9.0 FTEs: (8) Corrections Deputies and (1) R&I Support Technician.

FY19 - Added 30.0 FTEs: (30) Sheriff Patrol Officers.
Deleted 3.0 FTEs: (1) Corrections Deputy, (1) Clerical Specialist, and (1) Court Officer.

FY20 - Added 11.0 FTEs: (2) Human Resources Coordinators, (3) Human Resources Specialist, (5) Human Resources Assistants, and (1) Human Resources Manager transferred from the Human Resources Department.
Deleted 1.0 FTE: (1) Manager A.

FTE Vacancy Overview

<u>Total FTEs:</u>			Budgeted		Variance	Actual
FISCAL	Monthly Avg	Budgeted Vacancies ⁽¹⁾	Vacancy Savings	Actual Under-spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	2,077	155.8	\$ 11,163,394	\$ 15,032,464	\$ 3,869,070	9.5%
2018	2,076	196.4	\$ 14,536,298	\$ 15,432,770	\$ 896,472	9.1%
2019	2,116	181.3	\$ 13,676,793	\$ 14,922,137	\$ 1,245,344	8.5%
2020	2,123	115.7	\$ 8,922,584 <i>8mo alloc.</i>	\$ 12,422,726	\$ 3,500,142	7.0%
			\$ 13,383,876 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	194.0	196.0	221.0	183.0	174.0	189.0	214.0	228.0	224.0	235.0	242.0	245.0	212.1
2018	232.0	219.0	228.0	238.0	182.0	201.0	234.0	233.0	219.0	230.0	245.0	219.0	223.3
2019	251.0	274.0	288.0	305.0	288.0	285.0	295.0	293.0	278.0	269.0	274.0	281.0	281.8
2020	301.0	262.0	274.0	281.0	280.0	302.0	313.0	306.0					289.9

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
031	6XXX	Sheriff	20,486,363	21,034,033	21,075,299	22,758,999	21,538,424	23,776,934
Operating & Maintenance Changes			-	547,670	41,266	1,683,700	(1,220,575)	2,238,510
FY17	816,839	Vehicle replacement						
	197,357	Expanded security guard service at several facilities						
	762	Various other net increases						
	(13,165)	Transfer to grant (Office of Criminal Justice Programs - STOP)						
	<u>(454,123)</u>	FY16 non-recurring building security and equipment improvements						
	547,670							
FY18	578,906	Vehicle replacement						
	300,000	Expanded security guard service at several facilities						
	60,800	Telecommunications Services						
	4,119	Various other net increases						
	(62,645)	Transfer to grants (Port Security & Office of Criminal Justice Programs - STOP)						
	<u>(839,914)</u>	Cost of Inmate Medical Contract transferred to Health Services						
	41,266							
FY19	887,750	One-time expendible equipment primarily related to addition of 30 new patrol officers						
	610,000	One-time vehicle replacement primarily related to addition of 30 new patrol officers						
	118,500	One-time uniforms related to addition of 30 new patrol officers						
	100,000	Budget transferred from Corrections for maintenance of Jail East facility						
	57,960	Reduction in prior year transfer to grants						
	46,800	One-time phones related to addition of 30 new patrol officers						
	24,016	Various other net increases						
	<u>(161,326)</u>	Reduction in operational materials						
	1,683,700							
FY20	356,252	Computer/Telecom Equipment Maintenance						
	(37,527)	Various other net decreases						
	(46,800)	Removal of prior year one-time phones related to addition of 30 new patrol officers						
	(118,500)	Removal of prior year one-time uniforms related to addition of 30 new patrol officers						
	(564,000)	Removal of prior year one-time expendible equipment primarily related to addition of 30 new patrol officers						
	<u>(810,000)</u>	Removal of prior year one-time vehicle replacement related to addition of 0 new patrol officers						
	(1,220,575)							

Sheriff Summary - 6X

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	2,265,000	3,460,975	1,195,975	153%	2,885,000	3,096,502	211,502	107%	3,180,000	3,471,738	291,738	109%	3,180,000	3,180,000	-
44 - Intergov Revenues-Federal & Local	575,000	753,559	178,559	131%	590,000	697,661	107,661	118%	530,000	582,897	52,897	110%	529,000	408,000	(121,000)
45 - Charges for Services	688,000	700,126	12,126	102%	740,500	586,715	(153,785)	79%	682,000	824,315	142,315	121%	662,000	654,000	(8,000)
46 - Fines, Fees & Permits	1,505,500	1,295,607	(209,893)	86%	1,565,500	1,026,743	(538,757)	66%	1,538,600	1,211,293	(327,307)	79%	1,489,000	1,411,250	(77,750)
47 - Other Revenue	25,000	103,060	78,060	412%	32,000	56,528	24,528	177%	25,000	70,230	45,230	281%	40,000	40,000	-
TOTAL REVENUE SOURCES	5,058,500	6,313,327	1,254,827	125%	5,813,000	5,464,150	(348,850)	94%	5,955,600	6,160,473	204,873	103%	5,900,000	5,693,250	(206,750)
94 - Other Financial Sources	-	14,675	14,675	100%	-	45,850	45,850	100%	-	-	-	100%	-	-	-
96 - Operating Transfers In	131,481	81,545	(49,936)	62%	131,481	-	(131,481)	0%	91,404	141,725	50,321	155%	85,000	85,000	-
99 - Planned Use of Fund Balance	869,449	-	(869,449)	0%	828,367	-	(828,367)	0%	1,331,271	-	(1,331,271)	0%	874,567	-	(874,567)
TOTAL OTHER SOURCES	1,000,930	96,220	(904,710)	10%	959,848	45,850	(913,998)	5%	1,422,675	141,725	(1,280,950)	10%	959,567	85,000	(874,567)
TOTAL APPROPRIATION SOURCES	6,059,430	6,409,547	350,117	106%	6,772,848	5,510,000	(1,262,848)	81%	7,378,275	6,302,198	(1,076,077)	85%	6,859,567	5,778,250	(1,081,317)
51 - Salaries-Regular Pay	105,451,860	91,835,056	(13,616,804)	87%	110,097,712	94,083,010	(16,014,702)	85%	113,702,660	96,535,798	(17,166,862)	85%	117,096,682	117,108,119	11,437
52 - Salaries-Other Compensation	14,253,026	14,253,014	(12)	100%	12,098,533	18,936,526	6,837,992	157%	13,129,281	22,226,047	9,096,766	169%	13,145,311	13,139,290	(6,022)
55 - Fringe Benefits	39,113,732	37,698,084	(1,415,647)	96%	47,645,401	41,389,339	(6,256,061)	87%	49,100,802	42,248,761	(6,852,041)	86%	47,449,896	46,386,229	(1,063,667)
56 - Restricted Salaries	(11,163,394)	-	11,163,394	0%	(14,536,298)	-	14,536,298	0%	(13,676,793)	-	13,676,793	0%	(16,380,173)	(13,383,876)	2,996,297
TOTAL SALARIES	147,655,224	143,786,154	(3,869,070)	97%	155,305,348	154,408,875	(896,472)	99%	162,255,950	161,010,607	(1,245,344)	99%	161,311,716	163,249,761	1,938,045
60 - Supplies & Materials	5,058,313	4,822,725	(235,588)	95%	5,398,489	5,108,651	(289,838)	95%	5,567,000	5,378,943	(188,057)	97%	5,018,916	4,823,622	(195,294)
64 - Services & Other Expenses	1,418,727	1,340,362	(78,365)	94%	1,492,831	1,373,015	(119,816)	92%	1,505,246	1,439,107	(66,139)	96%	1,484,163	1,454,090	(30,073)
66 - Professional & Contracted Services	7,762,498	7,662,779	(99,719)	99%	7,794,537	7,639,959	(154,578)	98%	8,063,997	7,811,200	(252,797)	97%	8,179,633	8,150,571	(29,062)
67 - Rent, Utilities & Maintenance	4,119,709	3,640,753	(478,957)	88%	4,339,093	4,243,570	(95,523)	98%	4,297,924	4,115,462	(182,462)	96%	4,049,785	4,049,820	35
68 - Interfund Services	751,276	696,869	(54,407)	93%	803,352	732,157	(71,195)	91%	848,877	816,492	(32,385)	96%	724,852	737,852	13,000
70 - Capital Asset Acquisitions	3,384,225	2,803,800	(580,425)	83%	3,809,525	2,498,468	(1,311,057)	66%	5,224,760	4,540,376	(684,384)	87%	2,893,327	2,216,558	(676,769)
TOTAL OPERATING & MAINTENANCE	22,494,748	20,967,287	(1,527,461)	93%	23,637,827	21,595,820	(2,042,007)	91%	25,507,804	24,101,580	(1,406,224)	94%	22,350,676	21,432,513	(918,163)
98 - Operating Transfers Out	75,415	57,564	(17,851)	76%	13,560	13,560	(0)	100%	101,415	31,028	(70,387)	31%	155,534	124,130	(31,404)
TOTAL OTHER USES	75,415	57,564	(17,851)	76%	13,560	13,560	(0)	100%	101,415	31,028	(70,387)	31%	155,534	124,130	(31,404)
TOTAL APPROPRIATED USES	170,225,387	164,811,006	(5,414,381)	97%	178,956,735	176,018,255	(2,938,480)	98%	187,865,169	185,143,215	(2,721,954)	99%	183,817,927	184,806,404	988,477
BALANCE	(164,165,957)	(158,401,459)			(172,183,887)	(170,508,255)			(180,486,894)	(178,841,017)			(176,958,359)	(179,028,154)	

Sheriff Summary - 6X
Sheriff Administration - 61

Budget Overview

As of 2/29/2020
General Fund
Fund 031 - Sheriff

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	-	-	-	100%	-	1,079	1,079	100%	-	-	-	100%	-	-	-
44 - Intergov Revenues-Federal & Local	-	6,999	6,999	100%	5,000	16,133	11,133	323%	5,000	-	(5,000)	0%	-	-	-
45 - Charges for Services	592,500	574,697	(17,803)	97%	592,500	495,358	(97,142)	84%	553,000	650,455	97,455	118%	533,000	531,500	(1,500)
46 - Fines, Fees & Permits	135,000	128,922	(6,078)	95%	140,000	85,153	(54,847)	61%	130,000	96,821	(33,179)	74%	90,000	100,000	10,000
47 - Other Revenue	25,000	52,125	27,125	209%	25,000	47,818	22,818	191%	25,000	44,364	19,364	177%	40,000	40,000	-
TOTAL REVENUE SOURCES	752,500	762,742	10,242	101%	762,500	645,540	(116,960)	85%	713,000	791,640	78,640	111%	663,000	671,500	8,500
96 - Operating Transfers In	-	-	-	100%	-	-	-	100%	6,404	-	(6,404)	0%	-	-	-
99 - Planned Use of Fund Balance	758,534	-	(758,534)	0%	828,367	-	(828,367)	0%	1,314,471	-	(1,314,471)	0%	734,497	-	(734,497)
TOTAL OTHER SOURCES	758,534	-	(758,534)	0%	828,367	-	(828,367)	0%	1,320,875	-	(1,320,875)	0%	734,497	-	(734,497)
TOTAL APPROPRIATION SOURCES	1,511,034	762,742	(748,292)	50%	1,590,867	645,540	(945,327)	41%	2,033,875	791,640	(1,242,235)	39%	1,397,497	671,500	(725,997)
51 - Salaries-Regular Pay	9,203,651	8,341,165	(862,486)	91%	9,430,090	8,814,915	(615,174)	93%	9,872,295	9,672,894	(199,401)	98%	10,055,021	9,602,283	(452,738)
52 - Salaries-Other Compensation	422,417	410,407	(12,010)	97%	397,852	397,419	(433)	100%	421,411	445,983	24,572	106%	414,875	406,854	(8,022)
55 - Fringe Benefits	3,563,810	3,240,000	(323,810)	91%	3,977,145	3,710,470	(266,675)	93%	4,130,565	3,978,401	(152,164)	96%	3,919,941	3,653,804	(266,137)
56 - Restricted Salaries	(10,889,393)	-	10,889,393	0%	(1,581,095)	-	1,581,095	0%	(1,581,095)	-	1,581,095	0%	(1,849,664)	(1,581,095)	268,569
TOTAL SALARIES	2,300,485	11,991,573	9,691,088	521%	12,223,991	12,922,804	698,813	106%	12,843,176	14,097,278	1,254,101	110%	12,540,174	12,081,845	(458,328)
60 - Supplies & Materials	2,414,887	2,298,347	(116,540)	95%	2,538,355	2,407,570	(130,785)	95%	2,827,867	2,718,946	(108,921)	96%	2,269,584	1,955,746	(313,838)
64 - Services & Other Expenses	709,049	690,796	(18,253)	97%	638,153	627,834	(10,319)	98%	760,309	753,298	(7,011)	99%	722,362	692,353	(30,009)
66 - Professional & Contracted Services	320,339	240,092	(80,247)	75%	203,107	114,465	(88,642)	56%	513,578	360,652	(152,926)	70%	530,028	417,521	(112,507)
67 - Rent, Utilities & Maintenance	2,723,711	2,277,174	(446,537)	84%	2,887,612	2,817,970	(69,642)	98%	2,696,194	2,556,539	(139,655)	95%	2,555,955	2,592,007	36,052
68 - Interfund Services	1,101,688	1,047,281	(54,407)	95%	1,134,332	1,097,421	(36,911)	97%	1,204,857	1,183,116	(21,741)	98%	1,083,832	1,068,832	(15,000)
70 - Capital Asset Acquisitions	3,324,109	2,744,684	(579,425)	83%	3,749,814	2,456,815	(1,292,999)	66%	5,046,719	4,398,352	(648,367)	87%	2,752,124	2,187,000	(565,124)
TOTAL OPERATING & MAINTENANCE	10,593,783	9,298,375	(1,295,408)	88%	11,151,373	9,522,075	(1,629,298)	85%	13,049,524	11,970,903	(1,078,621)	92%	9,913,885	8,913,459	(1,000,426)
98 - Operating Transfers Out	13,165	13,164	(1)	100%	13,560	13,560	(0)	100%	18,219	18,219	-	100%	90,188	124,130	33,942
TOTAL OTHER USES	13,165	13,164	(1)	100%	13,560	13,560	(0)	100%	18,219	18,219	-	100%	90,188	124,130	33,942
TOTAL APPROPRIATED USES	12,907,433	21,303,112	8,395,678	165%	23,388,924	22,458,439	(930,485)	96%	25,910,919	26,086,400	175,481	101%	22,544,247	21,119,434	(1,424,813)
BALANCE	(11,396,399)	(20,540,370)			(21,798,057)	(21,812,899)			(23,877,044)	(25,294,760)			(21,146,750)	(20,447,934)	

Sheriff Summary - 6X
Law Enforcement - 62

Budget Overview

As of 2/29/2020
General Fund
Fund 031 - Sheriff

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	465,000	502,021	37,021	108%	485,000	512,395	27,395	106%	480,000	512,613	32,613	107%	480,000	480,000	-
44 - Intergov Revenues-Federal & Local	475,000	669,217	194,217	141%	475,000	606,482	131,482	128%	425,000	483,815	58,815	114%	452,000	345,000	(107,000)
45 - Charges for Services	80,000	104,557	24,557	131%	130,000	72,184	(57,816)	56%	110,000	159,156	49,156	145%	110,000	110,000	-
46 - Fines, Fees & Permits	1,340,500	1,127,906	(212,594)	84%	1,395,500	931,500	(464,000)	67%	1,378,600	1,084,130	(294,470)	79%	1,377,000	1,285,250	(91,750)
47 - Other Revenue	-	50,751	50,751	100%	7,000	6,233	(767)	89%	-	24,251	24,251	100%	-	-	-
TOTAL REVENUE SOURCES	2,360,500	2,454,452	93,952	104%	2,492,500	2,128,794	(363,706)	85%	2,393,600	2,263,965	(129,635)	95%	2,419,000	2,220,250	(198,750)
94 - Other Financial Sources	-	14,675	14,675	100%	-	45,850	45,850	100%	-	-	-	100%	-	-	-
99 - Planned Use of Fund Balance	101,515	-	(101,515)	0%	-	-	-	100%	16,800	-	(16,800)	0%	71,763	-	(71,763)
TOTAL OTHER SOURCES	101,515	14,675	(86,840)	14%	-	45,850	45,850	100%	16,800	-	(16,800)	0%	71,763	-	(71,763)
TOTAL APPROPRIATION SOURCES	2,462,015	2,469,127	7,112	100%	2,492,500	2,174,644	(317,856)	87%	2,410,400	2,263,965	(146,435)	94%	2,490,763	2,220,250	(270,513)
51 - Salaries-Regular Pay	42,538,160	39,922,716	(2,615,444)	94%	46,503,833	41,953,769	(4,550,064)	90%	49,845,188	43,276,885	(6,568,304)	87%	51,629,215	52,251,616	622,401
52 - Salaries-Other Compensation	7,144,044	7,685,726	541,682	108%	7,401,602	7,866,755	465,153	106%	7,741,209	8,511,371	770,162	110%	7,763,776	7,765,776	2,000
55 - Fringe Benefits	16,920,169	16,496,022	(424,147)	97%	20,088,372	18,379,091	(1,709,281)	91%	21,291,212	18,882,991	(2,408,221)	89%	20,646,852	20,384,510	(262,342)
56 - Restricted Salaries	(63,850)	-	63,850	0%	(4,908,253)	-	4,908,253	0%	(4,748,748)	-	4,748,748	0%	(5,109,708)	(3,965,274)	1,144,434
TOTAL SALARIES	66,538,523	64,104,465	(2,434,059)	96%	69,085,554	68,199,615	(885,939)	99%	74,128,861	70,671,247	(3,457,615)	95%	74,930,135	76,436,628	1,506,493
60 - Supplies & Materials	1,170,047	1,042,309	(127,738)	89%	1,261,248	1,187,981	(73,267)	94%	1,162,381	1,081,122	(81,259)	93%	1,242,512	1,273,453	30,941
64 - Services & Other Expenses	615,428	555,130	(60,298)	90%	766,462	658,311	(108,151)	86%	607,045	559,968	(47,077)	92%	648,773	648,409	(364)
66 - Professional & Contracted Services	1,634,927	1,640,508	5,581	100%	2,068,094	2,067,875	(219)	100%	1,793,197	1,730,685	(62,512)	97%	2,041,516	1,959,116	(82,400)
67 - Rent, Utilities & Maintenance	115,643	102,103	(13,540)	88%	106,225	98,960	(7,265)	93%	80,905	71,249	(9,656)	88%	84,830	81,613	(3,217)
68 - Interfund Services	(838,080)	(838,080)	-	100%	(838,080)	(838,080)	-	100%	(838,080)	(838,080)	-	100%	(838,080)	(838,080)	-
70 - Capital Asset Acquisitions	60,116	59,116	(1,000)	98%	18,058	-	(18,058)	0%	82,434	81,193	(1,241)	98%	75,896	29,558	(46,338)
TOTAL OPERATING & MAINTENANCE	2,758,081	2,561,086	(196,995)	93%	3,382,007	3,175,048	(206,959)	94%	2,887,882	2,686,136	(201,746)	93%	3,255,447	3,154,069	(101,378)
98 - Operating Transfers Out	62,250	44,400	(17,850)	71%	-	-	-	100%	83,196	12,809	(70,387)	15%	65,346	-	(65,346)
TOTAL OTHER USES	62,250	44,400	(17,850)	71%	-	-	-	100%	83,196	12,809	(70,387)	15%	65,346	-	(65,346)
TOTAL APPROPRIATED USES	69,358,854	66,709,951	(2,648,903)	96%	72,467,561	71,374,663	(1,092,898)	98%	77,099,939	73,370,192	(3,729,747)	95%	78,250,928	79,590,697	1,339,769
BALANCE	(66,896,839)	(64,240,824)			(69,975,061)	(69,200,019)			(74,689,539)	(71,106,226)			(75,760,165)	(77,370,447)	

Sheriff Summary - 6X
Jail - 63

Budget Overview

As of 2/29/2020
General Fund
Fund 031 - Sheriff

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	1,800,000	2,958,954	1,158,954	164%	2,400,000	2,583,028	183,028	108%	2,700,000	2,959,125	259,125	110%	2,700,000	2,700,000	-
44 - Intergov Revenues-Federal & Local	100,000	77,343	(22,657)	77%	110,000	75,047	(34,953)	68%	100,000	99,082	(918)	99%	77,000	63,000	(14,000)
45 - Charges for Services	15,500	20,873	5,373	135%	18,000	19,173	1,173	107%	19,000	14,704	(4,296)	77%	19,000	12,500	(6,500)
46 - Fines, Fees & Permits	30,000	38,779	8,779	129%	30,000	10,090	(19,910)	34%	30,000	30,343	343	101%	22,000	26,000	4,000
47 - Other Revenue	-	184	184	100%	-	2,478	2,478	100%	-	1,614	1,614	100%	-	-	-
TOTAL REVENUE SOURCES	1,945,500	3,096,133	1,150,633	159%	2,558,000	2,689,816	131,816	105%	2,849,000	3,104,867	255,867	109%	2,818,000	2,801,500	(16,500)
96 - Operating Transfers In	131,481	81,545	(49,936)	62%	131,481	-	(131,481)	0%	85,000	141,725	56,725	167%	85,000	85,000	-
99 - Planned Use of Fund Balance	9,400	-	(9,400)	0%	-	-	-	100%	-	-	-	100%	68,307	-	(68,307)
TOTAL OTHER SOURCES	140,881	81,545	(59,336)	58%	131,481	-	(131,481)	0%	85,000	141,725	56,725	167%	153,307	85,000	(68,307)
TOTAL APPROPRIATION SOURCES	2,086,381	3,177,678	1,091,297	152%	2,689,481	2,689,816	335	100%	2,934,000	3,246,592	312,592	111%	2,971,307	2,886,500	(84,807)
51 - Salaries-Regular Pay	53,710,049	43,571,175	(10,138,874)	81%	54,163,789	43,314,325	(10,849,464)	80%	53,985,177	43,586,020	(10,399,157)	81%	55,412,446	55,254,220	(158,226)
52 - Salaries-Other Compensation	6,686,565	6,156,881	(529,684)	92%	4,299,080	10,672,352	6,373,272	248%	4,966,661	13,268,693	8,302,032	267%	4,966,660	4,966,660	-
55 - Fringe Benefits	18,629,753	17,962,062	(667,691)	96%	23,579,883	19,299,779	(4,280,105)	82%	23,679,025	19,387,369	(4,291,656)	82%	22,883,103	22,347,915	(535,187)
56 - Restricted Salaries	(210,151)	-	210,151	0%	(8,046,950)	-	8,046,950	0%	(7,346,950)	-	7,346,950	0%	(9,420,801)	(7,837,507)	1,583,294
TOTAL SALARIES	78,816,216	67,690,117	(11,126,099)	86%	73,995,802	73,286,456	(709,346)	99%	75,283,913	76,242,082	958,169	101%	73,841,408	74,731,288	889,880
60 - Supplies & Materials	1,473,379	1,482,069	8,690	101%	1,598,886	1,513,099	(85,787)	95%	1,576,752	1,578,875	2,123	100%	1,506,820	1,594,423	87,603
64 - Services & Other Expenses	94,250	94,435	185	100%	88,216	86,870	(1,346)	98%	137,892	125,841	(12,051)	91%	113,028	113,328	300
66 - Professional & Contracted Services	5,807,232	5,782,178	(25,054)	100%	5,523,336	5,457,619	(65,717)	99%	5,757,222	5,719,864	(37,358)	99%	5,608,089	5,773,934	165,845
67 - Rent, Utilities & Maintenance	1,280,355	1,261,476	(18,879)	99%	1,345,256	1,326,640	(18,616)	99%	1,520,825	1,487,675	(33,150)	98%	1,409,000	1,376,200	(32,800)
68 - Interfund Services	487,668	487,668	(0)	100%	507,100	472,816	(34,284)	93%	482,100	471,456	(10,644)	98%	479,100	507,100	28,000
70 - Capital Asset Acquisitions	-	-	-	100%	41,653	41,653	(0)	100%	95,607	60,831	(34,776)	64%	65,307	-	(65,307)
TOTAL OPERATING & MAINTENANCE	9,142,884	9,107,826	(35,058)	100%	9,104,447	8,898,697	(205,750)	98%	9,570,398	9,444,541	(125,857)	99%	9,181,344	9,364,985	183,641
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	87,959,100	76,797,943	(11,161,156)	87%	83,100,249	82,185,153	(915,097)	99%	84,854,311	85,686,623	832,312	101%	83,022,752	84,096,273	1,073,521
BALANCE	(85,872,719)	(73,620,266)			(80,410,768)	(79,495,337)			(81,920,311)	(82,440,031)			(80,051,445)	(81,209,773)	

SPECIAL REVENUE FUND

Sheriff Summary - 6X

Budget Overview

As of 2/29/2020
Special Revenue Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
44 - Intergov Revenues-Federal & Local	40,000	67,399	27,399	168%	50,000	145,534	95,534	291%	60,000	90,914	30,914	152%	60,000	-	(60,000)
45 - Charges for Services	195,000	625,307	430,307	321%	215,000	892,757	677,757	415%	565,000	442,713	(122,287)	78%	585,000	565,000	(20,000)
46 - Fines, Fees & Permits	26,000	10,912	(15,088)	42%	22,000	2,782	(19,219)	13%	-	1,175	1,175	100%	-	-	-
47 - Other Revenue	1,934,000	2,455,643	521,643	127%	2,105,000	1,272,144	(832,856)	60%	2,286,000	2,125,596	(160,404)	93%	2,211,000	2,221,000	10,000
48 - Investment Income	13,000	21,431	8,431	165%	13,000	48,872	35,872	376%	16,200	129,936	113,736	802%	123,000	111,000	(12,000)
TOTAL REVENUE SOURCES	2,208,000	3,180,693	972,693	144%	2,405,000	2,362,088	(42,912)	98%	2,927,200	2,790,333	(136,867)	95%	2,979,000	2,897,000	(82,000)
99 - Planned Use of Fund Balance	423,296	-	(423,296)	0%	356,260	-	(356,260)	0%	751,314	-	(751,314)	0%	42,703	-	(42,703)
TOTAL OTHER SOURCES	423,296	-	(423,296)	0%	356,260	-	(356,260)	0%	751,314	-	(751,314)	0%	42,703	-	(42,703)
TOTAL APPROPRIATION SOURCES	2,631,296	3,180,693	549,397	121%	2,761,260	2,362,088	(399,172)	86%	3,678,514	2,790,333	(888,181)	76%	3,021,703	2,897,000	(124,703)
52 - Salaries-Other Compensation	378,000	9,565	(368,435)	3%	378,000	-	(378,000)	0%	378,000	-	(378,000)	0%	378,000	375,000	(3,000)
TOTAL SALARIES	378,000	9,565	(368,435)	3%	378,000	-	(378,000)	0%	378,000	-	(378,000)	0%	378,000	375,000	(3,000)
60 - Supplies & Materials	408,076	259,990	(148,086)	64%	379,208	324,341	(54,867)	86%	396,225	248,615	(147,610)	63%	399,500	368,500	(31,000)
64 - Services & Other Expenses	334,365	261,453	(72,912)	78%	363,900	254,556	(109,344)	70%	415,937	249,403	(166,534)	60%	425,900	419,800	(6,100)
66 - Professional & Contracted Services	288,000	259,307	(28,693)	90%	288,000	222,941	(65,059)	77%	388,000	282,163	(105,837)	73%	388,000	354,000	(34,000)
67 - Rent, Utilities & Maintenance	461,424	396,256	(65,168)	86%	408,052	401,882	(6,170)	98%	471,388	364,782	(106,606)	77%	475,160	477,500	2,340
68 - Interfund Services	119,780	103,196	(16,584)	86%	117,200	73,786	(43,414)	63%	117,200	57,812	(59,388)	49%	117,200	117,200	-
70 - Capital Asset Acquisitions	641,651	429,515	(212,136)	67%	826,900	306,330	(520,570)	37%	1,505,360	766,237	(739,123)	51%	837,943	785,000	(52,943)
TOTAL OPERATING & MAINTENANCE	2,253,296	1,709,717	(543,579)	76%	2,383,260	1,583,837	(799,423)	66%	3,294,110	1,969,012	(1,325,098)	60%	2,643,703	2,522,000	(121,703)
98 - Operating Transfers Out	-	-	-	100%	-	-	-	100%	6,404	-	(6,404)	0%	-	-	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	6,404	-	(6,404)	0%	-	-	-
TOTAL APPROPRIATED USES	2,631,296	1,719,282	(912,014)	65%	2,761,260	1,583,837	(1,177,423)	57%	3,678,514	1,969,012	(1,709,502)	54%	3,021,703	2,897,000	(124,703)
BALANCE	-	1,461,411			-	778,252			-	821,321			-	-	

GRANTS FUND

Sheriff Summary - 6X

Budget Overview

As of 2/29/2020
Grant Funds

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	387,889	296,750	(91,139)	77%	388,623	266,637	(121,986)	69%	395,291	275,364	(119,927)	70%	634,717	437,009	(197,708)
44 - Intergov Revenues-Federal & Local	5,890,147	1,117,329	(4,772,818)	19%	4,770,219	3,084,768	(1,685,451)	65%	2,636,975	1,172,018	(1,464,957)	44%	1,275,704	736,779	(538,925)
47 - Other Revenue	183,990	21,336	(162,654)	12%	387,512	66,811	(320,701)	17%	355,501	60,415	(295,086)	17%	330,285	128,285	(202,000)
TOTAL REVENUE SOURCES	6,462,026	1,435,415	(5,026,611)	22%	5,546,354	3,418,215	(2,128,139)	62%	3,387,767	1,507,797	(1,879,970)	45%	2,240,706	1,302,073	(938,633)
96 - Operating Transfers In	75,415	57,564	(17,851)	76%	13,560	13,560	(0)	100%	101,415	31,028	(70,387)	31%	155,534	124,130	(31,404)
TOTAL OTHER SOURCES	75,415	57,564	(17,851)	76%	13,560	13,560	(0)	100%	101,415	31,028	(70,387)	31%	155,534	124,130	(31,404)
TOTAL APPROPRIATION SOURCES	6,537,441	1,492,979	(5,044,462)	23%	5,559,914	3,431,775	(2,128,139)	62%	3,489,182	1,538,826	(1,950,356)	44%	2,396,240	1,426,203	(970,037)
51 - Salaries-Regular Pay	48,248	47,841	(407)	99%	103,477	94,424	(9,053)	91%	57,876	57,876	-	100%	57,876	57,876	-
52 - Salaries-Other Compensation	430,769	271,890	(158,879)	63%	314,075	220,740	(93,335)	70%	496,448	279,217	(217,231)	56%	516,708	260,015	(256,693)
55 - Fringe Benefits	19,163	10,464	(8,698)	55%	14,591	12,061	(2,530)	83%	15,000	15,000	-	100%	15,000	15,000	-
TOTAL SALARIES	498,180	330,196	(167,984)	66%	432,143	327,224	(104,918)	76%	569,324	352,093	(217,231)	62%	589,584	332,891	(256,693)
60 - Supplies & Materials	268,734	209,327	(59,407)	78%	29,000	12,857	(16,143)	44%	15,884	14,453	(1,431)	91%	60,475	1	(60,474)
64 - Services & Other Expenses	276,237	292,939	16,702	106%	103,166	25,454	(77,712)	25%	88,615	64,476	(24,139)	73%	117,966	49,208	(68,758)
66 - Professional & Contracted Services	290,529	32,591	(257,938)	11%	490,687	93,135	(397,552)	19%	485,545	77,502	(408,043)	16%	617,750	458,475	(159,274)
67 - Rent, Utilities & Maintenance	95,561	59,052	(36,509)	62%	4,507	4,507	(0)	100%	31,000	30,843	(157)	99%	-	-	-
68 - Interfund Services	8,520	8,519	(1)	100%	-	-	-	100%	-	-	-	100%	-	-	-
70 - Capital Asset Acquisitions	4,968,199	478,810	(4,489,389)	10%	4,368,930	2,968,599	(1,400,331)	68%	2,213,814	896,231	(1,317,583)	40%	925,466	500,628	(424,838)
TOTAL OPERATING & MAINTENANCE	5,907,780	1,081,238	(4,826,542)	18%	4,996,290	3,104,550	(1,891,740)	62%	2,834,858	1,083,504	(1,751,354)	38%	1,721,657	1,008,312	(713,344)
98 - Operating Transfers Out	131,481	81,545	(49,936)	62%	131,481	-	(131,481)	0%	85,000	141,725	56,725	167%	85,000	85,000	-
TOTAL OTHER USES	131,481	81,545	(49,936)	62%	131,481	-	(131,481)	0%	85,000	141,725	56,725	167%	85,000	85,000	-
TOTAL APPROPRIATED USES	6,537,441	1,492,979	(5,044,462)	23%	5,559,914	3,431,775	(2,128,139)	62%	3,489,182	1,577,322	(1,911,860)	45%	2,396,240	1,426,203	(970,037)
BALANCE	-	-			-	-			-	(38,496)			-	-	

SHERIFF



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 031-610501
Department Name: ~~Information Systems~~ Various
Section Name: ~~Information Systems~~ Various
Submitted By: Monica Jenkins/Steve Leech

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

In order to provide law enforcement services to the de-annexed portions of South Cordova, Windyke, and Southwind, Shelby County Sheriff's Office will need thirty-six Patrolman, one Mechanic, and one Dispatcher. The total cost is \$4,951,751 which includes \$2,861,811 of recurring personnel compensation, and \$2,089,760 of operating and maintenance cost of which \$216,960 is recurring. The breakdown is as follows:

Vehicles	1,152,000.00	One time
Vehicle accessories	505,200.00	One time
Fuel	147,600.00	Recurring
Apparel, guns, & holsters	126,000.00	One time
Body Cam	33,600.00	One time
Vehicle maintenance	39,600.00	Recurring
Riot Gear	36,000.00	One time
Laptop	20,000.00	One time
MIFI for Laptop	1,680.00	Recurring
PDA (w/o voice) & Cell phone	28,080.00	Recurring

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	38	2,007,453	854,358	\$ 2,861,811
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	38	2,007,453	854,358	\$ 2,861,811
OTHER COMPENSATION:				\$ -
O&M:				\$ 2,089,760
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 4,951,571

APPROVAL:

Division Director:

Steve Leech 2/10/20

FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 031

Cost Center # Various

Date: 02/07/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	Patrolman	36	1,901,802	289,440	415,163	44,502	N/A	27,576	15,975	7,227	7,607	1,902	809,393	2,711,195
2)	Mechanic	1	58,893	8,040	12,856	1,378	N/A	854	495	224	236	59	24,141	83,034
3)	Dispatcher	1	46,758	8,040	10,207	1,094	N/A	678	393	178	187	47	20,824	67,582
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		38	2,007,453	N/A	438,227	46,974	N/A	29,108	16,863	7,628	8,030	2,007	854,358	2,861,811

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:	38	2,007,453	N/A	438,227	46,974	0	29,108	16,863	7,628	8,030	2,007	854,358	2,861,811
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 031-610501
Department Name: Information Systems
Section Name: Information Systems
Submitted By: Monica Jenkins / Steve Leech

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Shelby County Sheriff's Office is requesting an annual increase of \$148,750 to the Equipment Rental Account 031-610501-6727 to cover annual rental costs for eighty-five (85) stationary license plate reader cameras. The requested funds will allow us to install neighborhood security cameras in the Shelby County Commissioners' districts in various locations. This annual cost will be recurring and the increase is necessary to provide funding to sustain this crime fighting initiative.....

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0	-	-	\$ -
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				\$ 148,750
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 148,750

APPROVAL:

Division Director: Steve Leech 2/21/20

CHANCERY COURT



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	22.0	2.0	9.1%		
Base Salary	1,187,913	112,903	9.5%		
Fringe	438,494	46,948			
	1,626,407	159,851	9.8%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		1,398,304	1,516,766	1,554,060	1,568,468
Actual Under-spending		128,252	150,233	36,542	94,385
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		22	22	22	22
Monthly Average Vacancies		1.1	0.4	0.9	0.5
Actual Unspent as a % of Total Personnel		9.2%	9.9%	2.4%	6.0%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	169,803	169,803	162,943	162,943	162,943	-	0.0%
Amended Budget	169,803	151,363	161,343	164,268			
Actual	165,535	130,793	149,808	109,829			
Variance	4,268	20,570	11,535	54,439			
% Unspent O&M	2.5%	13.6%	7.1%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			66.9%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 TOTAL
SALARIES:	<i>Permanent</i>	2	112,903	46,948	\$ 159,851
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	2	112,903	46,948	\$ 159,851
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 159,851

Note: Chancery Court Clerk has plans to absorb the new request within its current budget.

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request	
GENERAL FUND									
032	7011	Chancery Court	22.0	22.0	22.0	22.0	22.0	2.0	159,851
FTE Changes								+2.0	\$159,851

FY21 Request from Chancery Court Clerk with plans to absorb the new request within its current budget.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	22	1.1	\$ 67,703	\$ 123,304	\$ 55,601	8.5%
2018	22	0.4	\$ 26,428	\$ 155,018	\$ 128,590	10.0%
2019	22	0.9	\$ 60,600	\$ 79,198	\$ 18,598	4.9%
2020	22	0.5	\$ 35,236 <i>8mo alloc.</i>	\$ 97,633	\$ 62,397	6.0%
			\$ 52,853 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	1.0	2.0	3.0	3.0	1.0	1.0	2.0	3.0	1.0	1.7
2018	1.0	2.0	2.0	1.0	0.0	0.0	1.0	1.0	1.0	2.0	1.0	1.0	1.1
2019	1.0	1.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	1.0	0.5
2020	2.0	2.0	2.0	0.0	1.0	1.0	1.0	0.0					1.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
032	7011	Chancery Court	169,803	169,803	169,803	162,943	162,943	162,943
Operating & Maintenance Changes			-	-	-	(6,860)	-	-

FY19 (6,860) Reduction of software licensing fees.

Judicial - 70
Chancery Court - 7011

Budget Overview

As of 2/29/2020
General Fund
Fund 032 - Chancery Court

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	2,770,000	3,108,274	338,274	112%	3,350,000	3,434,590	84,590	103%	4,390,000	4,045,222	(344,778)	92%	4,680,000	4,290,000	(390,000)
48 - Investment Income	25,000	67,647	42,647	271%	45,000	165,922	120,922	369%	75,000	250,105	175,105	333%	200,000	200,000	-
TOTAL REVENUE SOURCES	2,795,000	3,175,921	380,921	114%	3,395,000	3,600,512	205,512	106%	4,465,000	4,295,326	(169,674)	96%	4,880,000	4,490,000	(390,000)
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	2,795,000	3,175,921	380,921	114%	3,395,000	3,600,512	205,512	106%	4,465,000	4,295,326	(169,674)	96%	4,880,000	4,490,000	(390,000)
51 - Salaries-Regular Pay	1,055,196	946,895	(108,301)	90%	1,085,453	980,577	(104,876)	90%	1,160,603	1,107,137	(53,466)	95%	1,185,389	1,190,060	4,671
52 - Salaries-Other Compensation	13,528	13,512	(16)	100%	8,928	7,030	(1,898)	79%	12,528	12,443	(86)	99%	8,928	8,928	-
55 - Fringe Benefits	389,294	374,307	(14,987)	96%	448,813	400,569	(48,244)	89%	458,449	432,803	(25,646)	94%	441,341	440,052	(1,289)
56 - Restricted Salaries	(67,703)	-	67,703	0%	(26,428)	-	26,428	0%	(60,600)	-	60,600	0%	(67,190)	(52,530)	14,660
TOTAL SALARIES	1,390,315	1,334,713	(55,601)	96%	1,516,766	1,388,176	(128,590)	92%	1,570,980	1,552,382	(18,598)	99%	1,568,468	1,586,510	18,042
60 - Supplies & Materials	17,310	15,593	(1,717)	90%	23,527	20,128	(3,400)	86%	26,760	21,872	(4,888)	82%	15,376	25,580	10,204
64 - Services & Other Expenses	105,330	104,189	(1,141)	99%	83,138	70,608	(12,530)	85%	87,651	84,611	(3,040)	97%	104,556	91,400	(13,156)
66 - Professional & Contracted Services	-	-	-	100%	1,466	1,413	(53)	96%	1,466	1,427	(39)	97%	104	1,700	1,596
67 - Rent, Utilities & Maintenance	1,680	1,680	-	100%	2,129	630	(1,499)	30%	2,803	2,354	(449)	84%	3,129	3,950	821
68 - Interfund Services	45,483	44,072	(1,411)	97%	41,103	38,014	(3,089)	92%	42,663	39,542	(3,121)	93%	41,103	40,313	(790)
TOTAL OPERATING & MAINTENANCE	169,803	165,535	(4,268)	97%	151,363	130,793	(20,570)	86%	161,343	149,808	(11,535)	93%	164,268	162,943	(1,325)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	1,560,118	1,500,248	(59,870)	96%	1,668,129	1,518,968	(149,161)	91%	1,732,323	1,702,190	(30,133)	98%	1,732,736	1,749,453	16,717
BALANCE	1,234,882	1,675,673			1,726,871	2,081,543			2,732,677	2,593,137			3,147,264	2,740,547	

CHANCERY COURT



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 032-701101
Department Name: Chancery Court Clerk
Section Name: Chancery Court Clerk
Submitted By: W. Aaron Hall

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Principal Court Clerk

Currently, the supervisor of the courtroom clerks, acting as a courtroom clerk, is expected to prepare the docket or calendar of cases to be called, enter decisions and continuances into the case management system, schedule, analyze, process, maintain and record case dispositions. This new principal court clerk position would permit the supervisor to perform management duties rather than these day to day operations in the Courtroom.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	32,903	8,996	\$ 41,899
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	32,903	8,996	\$ 41,899
OTHER COMPENSATION:			+8,040 for Health (VSJW)	\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:			Total s/b \$49,939	\$ 41,899

APPROVAL:

Division Director:

W. G. Hall

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 032-701101
 SECTION NAME: Chancery Court Clerk

COST CENTER # J1001
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1) **POSITION INFORMATION**

Position #		Position Title:	<i>Principal Court Clk</i>
Employee#	<i>TBD</i>	Employee Name:	<i>TBD</i>
New Position?	Yes	Reason for Increase:	
New position			

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:	-	32,903
Change:	N/A	32,903
Effective:	N/A	7/1/20

2) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Yes	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	
Effective:	N/A	

3) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	32,903
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 032-701101

Cost Center # J1001

Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	TBD	Principal Court Clk	1	32,903	7,183	770	N/A	477	276	125	132	33	8,996	41,899	
2)					0	0	N/A	0	0	0	0	0	0	-	
3)					0	0	N/A	0	0	0	0	0	0	-	
4)					0	0	N/A	0	0	0	0	0	0	-	
5)					0	0	N/A	0	0	0	0	0	0	-	
6)					0	0	N/A	0	0	0	0	0	0	-	
7)					0	0	N/A	0	0	0	0	0	0	-	
8)					0	0	N/A	0	0	0	0	0	0	-	
9)					0	0	N/A	0	0	0	0	0	0	-	
10)					0	0	N/A	0	0	0	0	0	0	-	
11)					0	0	N/A	0	0	0	0	0	0	-	
12)					0	0	N/A	0	0	0	0	0	0	-	
TOTAL PERMANENT:			1	32,903	N/A	7,183	770	N/A	477	276	125	132	33	8,996	41,899

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	-

GRAND TOTAL:	1	32,903	N/A	7,183	770	0	477	276	125	132	33	8,996	41,899
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 032-701101
Department Name: Chancery Court Clerk
Section Name: Chancery Court Clerk
Submitted By: W. Aaron Hall

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Special Assistant – Chancery Court

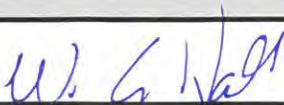
Pursuant to Human Resources recommendations, it is necessary for the Judicial Clerks in Chancery Court to be supervised by a licensed attorney as the Judicial Clerks are required to be attorneys. Due to the extensive legal knowledge required for the Judicial Clerk positions, the person supervising those positions require, at a minimum, the same skills, experience, education, and license. This position is specifically being requested by the three Chancellors of Chancery Court to promote judicial economy by enhancing court administration and efficiency. Also, this position would strengthen the court operation of Chancery Court by having someone who could perform the responsibilities of a Judicial Clerk in the absence of the Judicial Clerk.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	80,000	21,872	\$ 101,872
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	80,000	21,872	\$ 101,872
OTHER COMPENSATION:			+8,040	
			for Health	\$ -
			(VSJW)	
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:		Total s/b \$109,912		\$ 101,872

APPROVAL:

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 032-701101
 SECTION NAME: Chancery Court Clerk

COST CENTER # J1001
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1) **POSITION INFORMATION**

Position #	TBD	Position Title:	Special Assistant
Employee#	TBD	Employee Name:	TBD
New Position?	Yes	Reason for Increase:	
New position			

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:	-	80,000
Change:	N/A	80,000
Effective:	N/A	7/1/20

2) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Yes	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	
Effective:	N/A	

3) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	80,000
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 032-701101 Cost Center # J1001 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	TBD	Special Assisstant	1	80,000	17,464	1,872	N/A	1,160	672	304	320	80	21,872	101,872	
2)					0	0	N/A	0	0	0	0	0	0	-	
3)					0	0	N/A	0	0	0	0	0	0	-	
4)					0	0	N/A	0	0	0	0	0	0	-	
5)					0	0	N/A	0	0	0	0	0	0	-	
6)					0	0	N/A	0	0	0	0	0	0	-	
7)					0	0	N/A	0	0	0	0	0	0	-	
8)					0	0	N/A	0	0	0	0	0	0	-	
9)					0	0	N/A	0	0	0	0	0	0	-	
10)					0	0	N/A	0	0	0	0	0	0	-	
11)					0	0	N/A	0	0	0	0	0	0	-	
12)					0	0	N/A	0	0	0	0	0	0	-	
TOTAL PERMANENT:			1	80,000	N/A	17,464	1,872	N/A	1,160	672	304	320	80	21,872	101,872

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	-

GRAND TOTAL:			1	80,000	N/A	17,464	1,872	0	1,160	672	304	320	80	21,872	101,872
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CIRCUIT COURT



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	42.0	5.0	11.9%		
Base Salary	2,153,981	220,579	10.2%		
Fringe	770,477	100,506 ⁽¹⁾			
	2,924,458	321,085	11.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽³⁾
Total Budgeted Personnel ⁽²⁾		2,482,838	2,643,549	2,745,169	2,814,566
Actual Under-spending		141,458	242,653	143,195	99,124
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		40	40	40	42
Monthly Average Vacancies		4.3	5.5	2.3	2.9
Actual Unspent as a % of Total Personnel		5.7%	9.2%	5.2%	3.5%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽³⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	287,574	287,574	259,154	259,154	259,153	(1)	0.0%
Amended Budget	287,574	274,134	276,154	259,154			
Actual	226,470	198,233	255,161	157,522			
Variance	61,104	75,901	20,993	101,632			
% Unspent O&M	21.2%	27.7%	7.6%				
	% of O&M Budget Expended as of 2/29/20 ⁽⁴⁾			60.8%			

(1) Adjusted to include \$8,040 per FTE for required Health Benefits omitted from request (\$40,200)

(2) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(3) As of 2/29/2020 Month-end close

(4) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	5	220,579	100,506	\$ 321,085
	<i>Temporary</i>	0	-	-	\$ -
	TOTAL SALARIES	5	220,579	100,506	\$ 321,085
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 321,085

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request	
GENERAL FUND									
033	7021	Circuit Court	40.0	40.0	40.0	40.0	42.0	5.0	321,085
FTE Changes							+2.0	+5.0	\$321,085

FY20 - Added 2.0 FTEs: (2) Principal Court Clerks.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	40	1.9	\$ 123,131	\$ 141,458	\$ 18,327	5.4%
2018	40	1.9	\$ 123,131	\$ 242,653	\$ 119,522	8.8%
2019	40	1.8	\$ 123,131	\$ 143,195	\$ 20,064	5.0%
2020	42	1.2	\$ 82,087 <i>8mo alloc.</i>	\$ 99,124	\$ 17,037	3.3%
			\$ 123,131 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	4.0	4.0	4.0	4.0	5.0	5.0	5.0	4.0	3.0	3.0	5.0	6.0	4.3
2018	7.0	5.0	5.0	7.0	8.0	7.0	6.0	5.0	5.0	5.0	3.0	3.0	5.5
2019	3.0	4.0	3.0	3.0	1.0	1.0	1.0	3.0	2.0	4.0	2.0	1.0	2.3
2020	3.0	5.0	4.0	2.0	2.0	3.0	2.0	2.0					2.9

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
033	7021	Circuit Court	287,574	287,574	287,574	259,154	259,154	259,154
Operating & Maintenance Changes			-	-	-	(28,420)	-	-
FY19	(18,440) Transfer cost of database administration contract to IT Services (9,980) Transfer cost of Tybera software to Chancery Court (28,420)							

Judicial - 70
Circuit Court - 7021

Budget Overview

As of 2/29/2020
General Fund
Fund 033 - Circuit Court

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	-	825	825	100%	-	275	275	100%	-	825	825	100%	500	500	-
46 - Fines, Fees & Permits	2,738,000	2,790,989	52,989	102%	3,040,000	2,343,346	(696,654)	77%	2,040,000	1,558,930	(481,070)	76%	2,044,000	1,520,000	(524,000)
47 - Other Revenue	-	-	-	100%	-	-	-	100%	-	3,777	3,777	100%	-	-	-
48 - Investment Income	10,000	37,428	27,428	374%	40,000	48,629	8,629	122%	40,000	86,442	46,442	216%	80,000	40,000	(40,000)
TOTAL REVENUE SOURCES	2,748,000	2,829,242	81,242	103%	3,080,000	2,392,250	(687,750)	78%	2,080,000	1,649,975	(430,025)	79%	2,124,500	1,560,500	(564,000)
99 - Planned Use of Fund Balance	-	-	-	100%	5,000	-	(5,000)	0%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	5,000	-	(5,000)	0%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	2,748,000	2,829,242	81,242	103%	3,085,000	2,392,250	(692,750)	78%	2,080,000	1,649,975	(430,025)	79%	2,124,500	1,560,500	(564,000)
51 - Salaries-Regular Pay	1,881,770	1,777,235	(104,535)	94%	1,944,525	1,794,012	(150,513)	92%	2,020,664	1,950,172	(70,492)	97%	2,149,310	2,153,981	4,671
52 - Salaries-Other Compensation	25,583	22,203	(3,380)	87%	25,583	21,539	(4,044)	84%	37,783	37,659	(124)	100%	25,583	25,583	-
55 - Fringe Benefits	698,616	665,073	(33,543)	95%	796,572	708,477	(88,096)	89%	809,853	737,274	(72,579)	91%	791,577	770,477	(21,100)
56 - Restricted Salaries	(123,131)	-	123,131	0%	(123,131)	-	123,131	0%	(123,131)	-	123,131	0%	(151,904)	(90,990)	60,914
TOTAL SALARIES	2,482,838	2,464,511	(18,327)	99%	2,643,549	2,524,027	(119,522)	95%	2,745,169	2,725,105	(20,064)	99%	2,814,566	2,859,051	44,485
60 - Supplies & Materials	47,175	32,965	(14,210)	70%	54,542	26,253	(28,289)	48%	69,983	65,764	(4,219)	94%	44,425	44,425	-
64 - Services & Other Expenses	129,600	114,815	(14,785)	89%	123,860	97,143	(26,717)	78%	104,989	89,450	(15,539)	85%	109,580	109,580	-
66 - Professional & Contracted Services	2,600	1,778	(822)	68%	1,950	1,632	(318)	84%	2,250	1,551	(699)	69%	3,450	3,450	-
67 - Rent, Utilities & Maintenance	1,000	-	(1,000)	0%	2,000	-	(2,000)	0%	5,850	5,328	(522)	91%	6,000	6,000	-
68 - Interfund Services	107,199	76,911	(30,288)	72%	91,782	73,204	(18,578)	80%	93,082	93,068	(14)	100%	95,699	95,698	(1)
TOTAL OPERATING & MAINTENANCE	287,574	226,470	(61,104)	79%	274,134	198,233	(75,901)	72%	276,154	255,161	(20,993)	92%	259,154	259,153	(1)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	2,770,412	2,690,980	(79,432)	97%	2,917,683	2,722,260	(195,423)	93%	3,021,323	2,980,267	(41,057)	99%	3,073,720	3,118,204	44,485
BALANCE	(22,412)	138,261			167,317	(330,010)			(941,323)	(1,330,292)			(949,220)	(1,557,704)	

CIRCUIT COURT CLERK



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 033-702101
 Department Name: Circuit Court
 Section Name: Circuit Court Clerk
 Submitted By: Malikah Crawley, CAO

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The following is given in support of the elected Circuit Court Clerk's vision of the Shelby County Circuit Court Clerk's Office to continue to be a leader and example of excellence in the State of Tennessee and Shelby County. The Circuit Court Clerk's office is severely understaffed in the Courtroom department as it causing disaccord with the judges and causing a hardship on the courts. Over the past year and half we have had to crosstrain employees in other departments to fill in when courtroom staff call in which causes the other departments to be short staffed. On occasion we have had staff to go out on FMLA which also causes a problem because now the crosstrained employees could be potentially deemed as working out of class. The need for two additional Principal Court Clerk is a necessity to assure the courtrooms are properly staffed. The Circuit Court Clerk's office is in a severe need of a new Court Management System as the current system is over 20 years old with no more available updates. To provide a smooth transition to the selected system, business processes are needed as senior employees have retired and did not have these SOP's in a written format and would not create before their departure. These business processes will need to be implemented and overseen in each department before, during, and after the new system is selected. The immediate need for a Manager A will help facilitate this process. Our current IT will need additional employee to assist with the setup of the new system. Along with the additional staff in the other departments the accounting department is needing an additional accounting clerk to assure their is separation of duties.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	5	220,579	60,306	\$ 280,885
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	5	220,579	60,306	\$ 280,885
OTHER COMPENSATION:			+40,200 for health (VSJW)	\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:			Total = \$321,085	\$ 280,885

APPROVAL: _____

Division Director:

Malikah Crawley 2-10-2020

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 033-702101
 SECTION NAME: Circuit Court Clerk

COST CENTER # J2001
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1) POSITION INFORMATION				SALARY INFORMATION		
Position #	N/A	Position Title:	Principal Court Clerk	FY20 Budget	FY21 Proposed	
Employee#	N/A	Employee Name:	N/A	Salary:		34,311
New Position?	Y	Reason for Increase:		Change:	N/A	34,311
Will support the 9 divisions of court as backup when employees become ill or				Effective:	N/A	7/1/20

2) POSITION INFORMATION				SALARY INFORMATION		
Position #	N/A	Position Title:	Principal Court Clerk	FY20 Budget	FY21 Proposed	
Employee#	N/A	Employee Name:	N/A	Salary:		34,311
New Position?	Y	Reason for Increase:		Change:	N/A	34,311
Will support the 9 divisions of court as backup when employees become ill or				Effective:	N/A	7/1/20

3) POSITION INFORMATION				SALARY INFORMATION		
Position #	N/A	Position Title:	Manager A	FY20 Budget	FY21 Proposed	
Employee#	N/A	Employee Name:	N/A	Salary:		65,000
New Position?	Y	Reason for Increase:		Change:	N/A	65,000
To assist with creating and implementing business processes for the office				Effective:	N/A	7/1/20

4) POSITION INFORMATION				SALARY INFORMATION		
Position #	N/A	Position Title:	Technical Specialist	FY20 Budget	FY21 Proposed	
Employee#	N/A	Employee Name:	N/A	Salary:		39,448
New Position?	Y	Reason for Increase:		Change:	N/A	39,448
To assist the IT Coordinator with the new implementation of the Courtroom M				Effective:	N/A	7/1/20

5) POSITION INFORMATION				SALARY INFORMATION		
Position #	N/A	Position Title:	Accounting Clerk	FY20 Budget	FY21 Proposed	
Employee#	N/A	Employee Name:	N/A	Salary:		30,420
New Position?	Y	Reason for Increase:		Change:	N/A	30,420
To create the separation of duties needed in the accounting department				Effective:	N/A	7/1/20

TOTAL INCREASE REQUEST THIS PAGE	203,490
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SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 033-702101
SECTION NAME: Circuit Court Clerk

COST CENTER # J2001
DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
864402		Chief Administrator		120,000	127,000	
Employee#	22611	Employee Name:	Malikah Crawley	Salary:		
New Position?	N	Reason for Increase:		Change:	7,000	
				Effective:	7/1/20	

2) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
860681		Administrator		86,500	91,000	
Employee#	11349	Employee Name:	Carolyn Leaks	Salary:		
New Position?	N	Reason for Increase:		Change:	4,500	
				Effective:	7/1/20	

3) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
960113		Special Projects Coord		39,411	45,000	
Employee#	22837	Employee Name:	Vincent Tharpe	Salary:		
New Position?	N	Reason for Increase:		Change:	5,589	
				Effective:	7/1/20	

4) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
Employee#		Employee Name:		Salary:		
New Position?		Reason for Increase:		Change:	-	
				Effective:	N/A	

5) POSITION INFORMATION				SALARY INFORMATION		
Position #		Position Title:		FY20 Budget	FY21 Proposed	
Employee#		Employee Name:		Salary:		
New Position?		Reason for Increase:		Change:	N/A	
				Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	17,089
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 033-702101 Cost Center # J2001 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	N/A	Principal Court Clerk	1	34,311	7,490	803	N/A	498	288	130	137	34	9,381	43,692	
2)	N/A	Principal Court Clerk	1	34,311	7,490	803	N/A	498	288	130	137	34	9,381	43,692	
3)	N/A	Manager A	1	65,000	14,190	1,521	N/A	943	546	247	260	65	17,771	82,771	
4)	N/A	Technical Specialist	1	39,448	8,611	923	N/A	572	331	150	158	39	10,785	50,233	
5)	N/A	Accounting Clerk	1	30,420	6,641	712	N/A	441	256	116	122	30	8,317	38,737	
6)	864402	Chief Administrator	1	7,000	1,528	164	N/A	102	59	27	28	7	1,914	8,914	
7)	860681	Administrator	1	4,500	982	105	N/A	65	38	17	18	5	1,230	5,730	
8)	960113	Special Projects Coordinator	1	5,589	1,220	131	N/A	81	47	21	22	6	1,528	7,117	
9)					0	0	N/A	0	0	0	0	0	0	-	
10)					0	0	N/A	0	0	0	0	0	0	-	
11)					0	0	N/A	0	0	0	0	0	0	-	
12)					0	0	N/A	0	0	0	0	0	0	-	
TOTAL PERMANENT:			8	220,579	N/A	48,152	5,162	N/A	3,198	1,853	838	882	221	60,306	280,885

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	-

GRAND TOTAL:			8	220,579	N/A	48,152	5,162	0	3,198	1,853	838	882	221	60,306	280,885
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CRIMINAL COURT



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	88.0	0.0	0.0%		
Base Salary	3,919,056	-	0.0%		
Fringe	1,597,126	-			
	5,516,182	-	0.0%		
		FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		4,703,737	5,029,639	5,144,737	5,394,396
Actual Under-spending		140,176	303,947	344,743	403,260
<u>Vacancy Overview</u>					
		FY 2017	FY 2018	FY 2019	FY 2020
Budgeted FTEs		83	83	83	88
Monthly Average Vacancies		3.0	4.9	5.9	6.0
Actual Unspent as a % of Total Personnel		3.0%	6.0%	6.7%	7.5%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	330,924	330,924	330,924	343,510	362,567	19,057	5.5%
Amended Budget	330,924	330,924	332,424	617,078			
Actual	289,615	290,882	331,037	295,902			
Variance	41,309	40,042	1,387	321,175			
% Unspent O&M	12.5%	12.1%	0.4%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			48.0%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

CRIMINAL COURT CLERK

Heidi Kuhn, Criminal Court Clerk

FY 2021 Budgetary Considerations

New Budget Request Summary

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES: <i>Permanent</i>				
<i>Criminal Court Clerk</i>				\$ -
<i>Criminal Court Judges</i>				\$ -
<i>Temporary</i>				\$ -
TOTAL SALARIES	-	-	-	\$ -
OTHER COMPENSATION:				\$ -

O&M:	
<i>Criminal Court Clerk</i>	19,057
<i>Criminal Court Judges</i>	-
TOTAL O&M	\$ 19,057

REVENUE: (subtract from cost)	\$ -
TOTAL FY21 NEW REQUEST:	\$ 19,057

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
034	7031	Criminal Court	83.0	83.0	83.0	83.0	88.0	0.0 -
FTE Changes							+5.0	0.0 \$0

FY20 - Added 5.0 FTE; 2 Deputy Court Clerks and 3 Principal Court Clerks.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	83	2.1	\$ 121,097	\$ 140,176	\$ 19,079	2.8%
2018	83	2.0	\$ 121,097	\$ 303,947	\$ 182,850	5.8%
2019	83	2.1	\$ 128,768	\$ 344,743	\$ 215,975	6.4%
2020	88	1.4	\$ 85,845 <i>8mo alloc.</i>	\$ 403,260	\$ 317,415	7.2%
			\$ 128,768 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	2.0	4.0	5.0	5.0	5.0	6.0	1.0	1.0	2.0	3.0	3.0
2018	5.0	6.0	7.0	8.0	4.0	6.0	6.0	0.0	4.0	6.0	3.0	4.0	4.9
2019	5.0	8.0	8.0	8.0	8.0	7.0	3.0	4.0	4.0	6.0	5.0	5.0	5.9
2020	11.0	11.0	7.0	8.0	2.0	2.0	3.0	4.0					6.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
034	7031	Criminal Court	330,924	330,924	330,924	330,924	343,510	362,567
Operating & Maintenance Changes			-	-	-	-	12,586	19,057

FY20 12,586 Increased to accommodate anticipated needs in FY20

Judicial - 70
Criminal Court - 7031

Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
44 - Intergov Revenues-Federal & Local	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	4,162,500	3,169,065	(993,435)	76%	4,505,400	1,039,701	(3,465,699)	23%	4,515,000	4,353,394	(161,606)	96%	4,425,000	3,639,000	(786,000)
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	273,568	-	(273,568)
TOTAL APPROPRIATION SOURCES	4,162,500	3,169,065	(993,435)	76%	4,505,400	1,039,701	(3,465,699)	23%	4,515,000	4,353,394	(161,606)	96%	4,698,568	3,639,000	(1,059,568)
51 - Salaries-Regular Pay	3,438,701	3,322,015	(116,686)	97%	3,570,667	3,352,660	(218,007)	94%	3,676,326	3,454,091	(222,235)	94%	3,919,056	3,923,727	4,671
52 - Salaries-Other Compensation	52,298	49,981	(2,317)	96%	73,298	73,204	(94)	100%	52,298	51,898	(400)	99%	52,298	52,298	-
55 - Fringe Benefits	1,352,914	1,331,741	(21,173)	98%	1,506,771	1,420,925	(85,845)	94%	1,544,881	1,422,773	(122,108)	92%	1,597,126	1,512,423	(84,703)
56 - Restricted Salaries	(121,097)	-	121,097	0%	(121,097)	-	121,097	0%	(128,768)	-	128,768	0%	(174,084)	(128,768)	45,316
TOTAL SALARIES	4,722,816	4,703,737	(19,079)	100%	5,029,639	4,846,789	(182,850)	96%	5,144,737	4,928,762	(215,975)	96%	5,394,396	5,359,680	(34,717)
60 - Supplies & Materials	72,143	56,228	(15,915)	78%	72,143	50,482	(21,661)	70%	76,997	76,905	(92)	100%	74,849	74,849	-
64 - Services & Other Expenses	92,585	88,493	(4,092)	96%	92,485	88,583	(3,902)	96%	105,144	105,113	(31)	100%	102,465	102,465	-
66 - Professional & Contracted Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
67 - Rent, Utilities & Maintenance	7,170	2,782	(4,388)	39%	7,270	7,229	(41)	99%	5,120	4,873	(247)	95%	7,170	7,170	-
68 - Interfund Services	159,026	142,111	(16,915)	89%	159,026	144,587	(14,438)	91%	145,163	144,145	(1,017)	99%	159,026	159,026	-
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	-	-	-	100%	273,568	-	(273,568)
TOTAL OPERATING & MAINTENANCE	330,924	289,615	(41,309)	88%	330,924	290,882	(40,042)	88%	332,424	331,037	(1,387)	100%	617,078	343,510	(273,568)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	5,053,740	4,993,352	(60,388)	99%	5,360,563	5,137,670	(222,893)	96%	5,477,161	5,259,799	(217,362)	96%	6,011,474	5,703,190	(308,285)
BALANCE	(891,240)	(1,824,287)			(855,163)	(4,097,969)			(962,161)	(906,404)			(1,312,906)	(2,064,190)	

SPECIAL REVENUE FUND

Judicial - 70
Criminal Court - 7031

Budget Overview

As of 2/29/2020
Special Revenue Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
44 - Intergov Revenues-Federal & Local	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	22,100	20,646	(1,454)	93%	22,100	2,170	(19,930)	10%	20,800	19,811	(989)	95%	20,800	21,800	1,000
TOTAL OTHER SOURCES	93,700	-	(93,700)	0%	93,700	-	(93,700)	0%	95,000	-	(95,000)	0%	95,000	94,000	(1,000)
TOTAL APPROPRIATION SOURCES	115,800	20,646	(95,154)	18%	115,800	2,170	(113,630)	2%	115,800	19,811	(95,989)	17%	115,800	115,800	-
51 - Salaries-Regular Pay	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
52 - Salaries-Other Compensation	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
55 - Fringe Benefits	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL SALARIES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
60 - Supplies & Materials	40,000	-	(40,000)	0%	40,000	-	(40,000)	0%	40,000	3,906	(36,094)	10%	40,000	40,000	-
64 - Services & Other Expenses	55,800	-	(55,800)	0%	55,800	-	(55,800)	0%	55,800	20,775	(35,025)	37%	55,800	55,800	-
66 - Professional & Contracted Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
67 - Rent, Utilities & Maintenance	5,000	-	(5,000)	0%	5,000	-	(5,000)	0%	5,000	-	(5,000)	0%	5,000	5,000	-
68 - Interfund Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
70 - Capital Asset Acquisitions	15,000	-	(15,000)	0%	15,000	-	(15,000)	0%	15,000	-	(15,000)	0%	15,000	15,000	-
TOTAL OPERATING & MAINTENANCE	115,800	-	(115,800)	0%	115,800	-	(115,800)	0%	115,800	24,681	(91,119)	21%	115,800	115,800	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	115,800	-	(115,800)	0%	115,800	-	(115,800)	0%	115,800	24,681	(91,119)	21%	115,800	115,800	-
BALANCE	-	20,646			-	2,170			-	(4,870)			-	-	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	2	0.0	\$ -	\$ 113,220	\$ 113,220	2.3%
2018	2	0.1	\$ 7,014	\$ 120,234	\$ 113,220	2.3%
2019	2	0.2	\$ 10,554	\$ 123,774	\$ 113,220	2.3%
2020		#DIV/0!	\$ - <i>8mo alloc.</i>	\$ -	\$ -	0.0%
			\$ - <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
2018	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
2019	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0		2.0
2020													

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Judicial - 70
Criminal Court - 7031

Budget Overview

As of 2/29/2020
Grant Funds

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	-	-	-
44 - Intergov Revenues-Federal & Local	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	-	-	-
51 - Salaries-Regular Pay	74,846	-	(74,846)	0%	77,469	-	(77,469)	0%	80,171	-	(80,171)	0%	-	-	-
52 - Salaries-Other Compensation	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
55 - Fringe Benefits	38,375	-	(38,375)	0%	42,765	-	(42,765)	0%	43,603	-	(43,603)	0%	-	-	-
56 - Restricted Salaries	-	-	-	100%	(7,014)	-	7,014	0%	(10,554)	-	10,554	0%	-	-	-
TOTAL SALARIES	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	-	-	-
60 - Supplies & Materials	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
64 - Services & Other Expenses	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
66 - Professional & Contracted Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
67 - Rent, Utilities & Maintenance	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
68 - Interfund Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	113,220	-	(113,220)	0%	-	-	-
BALANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

CRIMINAL COURT



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 034-703101
 Department Name: CRIMINAL COURT CLERK
 Section Name: CRIMINAL COURT CLERK
 Submitted By: BRIAN HARDER

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

To cover increase in PC Replacement program to provide workstations needed for new positions added in FY2020.
 Provide funding for replacing and supplementing file cabinets, tables, shelves etc. necessary for the move and provide furniture and fixtures for additional break rooms and new space on the 3rd floor.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES: <i>Permanent</i>	0	-	-	\$ -
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
 OTHER COMPENSATION:				\$ -
 O&M:				\$ 19,057
 REVENUE: <i>(subtract from cost)</i>				\$ -
 TOTAL FY21 INCREASE REQUEST:				\$ 19,057

APPROVAL: _____

Division Director:



GENERAL SESSIONS COURT



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	198.0	4.0	2.0%		
Base Salary	11,528,661	192,513	1.7%		
Fringe	4,295,379	84,707			
	15,824,040	277,220	1.8%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		14,084,354	15,175,678	15,456,598	15,512,420
Actual Under-spending		1,024,938	1,224,502	1,239,149	883,998
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		194	196	195	198
Monthly Average Vacancies		16.3	13.2	17.4	14.0
Actual Unspent as a % of Total Personnel		7.3%	8.1%	8.0%	5.7%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	1,210,597	1,135,093	1,490,093	1,437,392	1,504,585	67,193	4.7%
Amended Budget	1,185,093	1,135,093	1,490,093	1,176,642			
Actual	955,475	974,261	1,035,602	785,163			
Variance	229,618	160,832	454,491	391,479			
% Unspent O&M	19.4%	14.2%	30.5%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			66.7%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

GENERAL SESSIONS COURT CLERK

Edward L. Stanton, Jr., Clerk

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 TOTAL
SALARIES:	<i>Permanent</i>				
	<i>GS Court Clerk</i>		-	-	\$ -
	<i>Civil Court Judges</i>		2,500	661	\$ 3,161
	<i>Criminal Court Judges</i>	1	70,113	27,209	\$ 97,322
	<i>Environmental Court</i>		-	-	\$ -
	<i>Veterans Court</i>	1	36,900	18,065	\$ 54,965
	<i>Drug Court</i>	2	83,000	38,772	\$ 121,772
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	4	192,513	84,707	\$ 277,220

OTHER COMPENSATION: \$ -

O&M:		
	<i>GS Court Clerk</i>	-
	<i>Civil Court Judges</i>	36,193
	<i>Criminal Court Judges</i>	-
	<i>Environmental Court</i>	31,000
	<i>Veterans Court</i>	-
	<i>Drug Court</i>	-
	TOTAL O&M	\$ 67,193

REVENUE: (subtract from cost) \$ -

TOTAL FY21 NEW REQUEST: \$ 344,413

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request
GENERAL FUND								
035	7041	General Sessions Court	186.0	194.5	195.5	195.5	198.0	4.0 277,220
FTE Changes				+8.5	+1.0		+2.5	+4.0 \$ 277,220

FY17 - Added 2.0 FTEs-Environmental Court, 3.0 FTEs-Veterans Court, 2.0 FTEs-Criminal Court Clerk, & 1.5 FTE Judicial Commissioners

FY18 - Added 1.0 FTE from Drug Court (Special Revenue Fund) to General Sessions General Fund

FY19 - Added 1.0 FTE to Drug Court; moved 1.0 FTE (Computer Systems Tech) from Civil Court Clerk to IT Administration

FY20 - Added 1 FTE-Environmental Court, 1.5 FTEs-Veterans Court

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Addt'l Unspent)	Underspent as % of Total Personnel
2017	194	4.2	\$ 314,325	\$ 1,024,938	\$ 710,613	7.1%
2018	196	4.1	\$ 314,325	\$ 1,224,502	\$ 910,177	7.9%
2019	195	5.0	\$ 400,055	\$ 1,239,149	\$ 839,094	7.8%
2020	198	3.3	\$ 266,703	\$ 883,998	\$ 617,294	5.5%
			\$ 400,055			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	19.5	25.5	19.5	16.0	17.0	19.0	10.0	13.0	11.0	13.0	14.0	18.5	16.3
2018	20.5	13.5	15.5	16.5	16.5	7.5	9.5	11.5	14.5	11.5	12.5	8.5	13.2
2019	13.5	15.5	19.5	17.5	18.5	15.5	16.5	18.5	21.5	16.5	17.5	18.5	17.4
2020	20.0	15.5	21.5	24.5	12.5	6.0	6.0	6.0					14.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
035	7041	General Sessions Court Clerk	1,141,664	1,210,597	1,135,093	1,490,093	1,437,392	1,504,585
Operating & Maintenance Changes			<u>-</u>	<u>68,933</u>	<u>(75,504)</u>	<u>355,000</u>	<u>(52,701)</u>	<u>67,193</u>
FY17	68,933	Increase to supplies and materials						
FY18	(50,000)	Reduction for non-recurring expenditure for furniture purchase						
	(25,504)	Reduction of professional services and interfund transfers						
	(75,504)							
FY19	263,000	Digital Court Recorder (non-recurring)						
	4,000	Software costs for Digital Court Recorder						
	52,500	Mail costs for expungement notifications						
	35,500	Printing costs for collection letters						
	355,000							
FY20	(52,701)	Reduction of supplies, materials, and other expenses						

Judicial - 70
General Sessions Court - 7041

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
41 - Other Local Taxes	410,000	401,046	(8,954)	98%	410,000	399,704	(10,296)	97%	435,000	400,536	(34,464)	92%	405,000	405,000	-
46 - Fines, Fees & Permits	9,725,031	7,549,065	(2,175,967)	78%	9,200,000	7,101,168	(2,098,832)	77%	9,050,000	8,161,109	(888,891)	90%	8,300,000	8,300,000	-
47 - Other Revenue	-	675	675	100%	-	-	-	100%	-	32	32	100%	-	-	-
48 - Investment Income	22,000	88,787	66,787	404%	53,000	187,753	134,753	354%	90,000	334,397	244,397	372%	135,000	160,000	25,000
TOTAL REVENUE SOURCES	10,157,031	8,039,572	(2,117,459)	79%	9,663,000	7,688,625	(1,974,375)	80%	9,575,000	8,896,074	(678,926)	93%	8,840,000	8,865,000	25,000
99 - Planned Use of Fund Balance	-	-	-	100%	-	-	-	100%	-	-	-	100%	2,250	-	(2,250)
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	2,250	-	(2,250)
TOTAL APPROPRIATION SOURCES	10,157,031	8,039,572	(2,117,459)	79%	9,663,000	7,688,625	(1,974,375)	80%	9,575,000	8,896,074	(678,926)	93%	8,842,250	8,865,000	22,750
51 - Salaries-Regular Pay	10,289,914	9,626,990	(662,924)	94%	10,835,567	10,129,710	(705,857)	93%	11,192,983	10,418,931	(774,052)	93%	11,528,661	11,592,685	64,024
52 - Salaries-Other Compensation	267,580	189,592	(77,989)	71%	207,506	114,449	(93,057)	55%	207,506	124,409	(83,097)	60%	207,506	207,506	-
55 - Fringe Benefits	3,841,184	3,557,160	(284,025)	93%	4,446,930	4,021,342	(425,588)	90%	4,456,165	4,074,164	(382,000)	91%	4,295,379	4,194,139	(101,240)
56 - Restricted Salaries	(314,325)	-	314,325	0%	(314,325)	-	314,325	0%	(400,055)	-	400,055	0%	(519,126)	(400,055)	119,071
TOTAL SALARIES	14,084,354	13,373,741	(710,613)	95%	15,175,678	14,265,501	(910,177)	94%	15,456,598	14,617,504	(839,094)	95%	15,512,420	15,594,275	81,855
60 - Supplies & Materials	214,699	172,580	(42,119)	80%	137,486	95,648	(41,838)	70%	129,655	103,614	(26,041)	80%	121,916	131,215	9,299
64 - Services & Other Expenses	185,354	122,606	(62,748)	66%	247,771	200,885	(46,886)	81%	231,524	181,061	(50,464)	78%	252,044	244,544	(7,500)
66 - Professional & Contracted Services	355,973	296,737	(59,237)	83%	379,973	368,414	(11,559)	97%	373,973	360,495	(13,478)	96%	381,947	360,337	(21,611)
67 - Rent, Utilities & Maintenance	46,464	43,457	(3,007)	94%	43,324	35,740	(7,584)	82%	333,324	65,725	(267,599)	20%	39,454	42,954	3,500
68 - Interfund Services	371,296	314,822	(56,474)	85%	325,083	272,118	(52,965)	84%	421,617	324,707	(96,909)	77%	381,281	380,621	(660)
70 - Capital Asset Acquisitions	11,307	5,273	(6,034)	47%	1,456	1,456	(0)	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	1,185,093	955,475	(229,618)	81%	1,135,093	974,261	(160,832)	86%	1,490,093	1,035,602	(454,491)	69%	1,176,642	1,159,671	(16,971)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	15,269,447	14,329,216	(940,231)	94%	16,310,771	15,239,762	(1,071,009)	93%	16,946,691	15,653,106	(1,293,585)	92%	16,689,062	16,753,946	64,883
BALANCE	(5,112,415)	(6,289,644)			(6,647,771)	(7,551,136)			(7,371,691)	(6,757,032)			(7,846,812)	(7,888,946)	

SPECIAL REVENUE FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	5	0.0	\$ -	\$ 23,426	\$ 23,426	0.2%
2018	4	0.0	\$ -	\$ 5,274	\$ 5,274	0.0%
2019	5	0.0	\$ -	\$ 53,357	\$ 53,357	0.3%
2020	5	0.0	\$ -	\$ 15,623	\$ 15,623	0.1%
			\$ -			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.0	0.3
2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2019	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.8
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Judicial - 70
General Sessions Court - 7041

Budget Overview

As of 2/29/2020
Special Revenue Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	774,800	611,372	(163,428)	79%	774,800	655,875	(118,925)	85%	770,000	758,782	(11,218)	99%	709,167	723,667	14,500
48 - Investment Income	5,550	13,121	7,571	236%	5,050	20,401	15,351	404%	11,300	50,115	38,815	443%	46,950	39,250	(7,700)
TOTAL REVENUE SOURCES	780,350	624,493	(155,857)	80%	779,850	676,276	(103,574)	87%	781,300	808,897	27,597	104%	756,117	762,917	6,800
99 - Planned Use of Fund Balance	540,342	-	(540,342)	0%	615,332	-	(615,332)	0%	657,978	-	(657,978)	0%	728,279	677,678	(50,601)
TOTAL OTHER SOURCES	540,342	-	(540,342)	0%	615,332	-	(615,332)	0%	657,978	-	(657,978)	0%	728,279	677,678	(50,601)
TOTAL APPROPRIATION SOURCES	1,320,692	624,493	(696,199)	47%	1,395,182	676,276	(718,907)	48%	1,439,278	808,897	(630,381)	56%	1,484,396	1,440,595	(43,801)
51 - Salaries-Regular Pay	224,192	204,604	(19,588)	91%	194,059	197,728	3,669	102%	239,881	204,852	(35,029)	85%	253,151	264,167	11,016
52 - Salaries-Other Compensation	3,409	1,842	(1,567)	54%	3,409	2,685	(724)	79%	3,409	2,608	(801)	77%	7,394	7,394	-
55 - Fringe Benefits	78,586	76,315	(2,271)	97%	79,133	70,914	(8,219)	90%	84,300	66,774	(17,526)	79%	82,330	74,897	(7,432)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(2,382)	-	2,382
TOTAL SALARIES	306,187	282,761	(23,426)	92%	276,601	271,327	(5,274)	98%	327,590	274,233	(53,357)	84%	340,493	346,459	5,966
60 - Supplies & Materials	61,025	34,376	(26,649)	56%	13,225	5,864	(7,361)	44%	13,225	7,168	(6,057)	54%	14,275	23,375	9,100
64 - Services & Other Expenses	442,105	242,886	(199,219)	55%	477,956	246,624	(231,332)	52%	526,456	288,807	(237,649)	55%	508,329	512,156	3,827
66 - Professional & Contracted Services	405,100	73,618	(331,482)	18%	510,671	158,641	(352,030)	31%	542,494	157,088	(385,406)	29%	587,850	530,283	(57,568)
67 - Rent, Utilities & Maintenance	29,137	3,328	(25,809)	11%	38,391	6,086	(32,305)	16%	20,677	6,390	(14,287)	31%	24,613	21,687	(2,926)
68 - Interfund Services	65,800	59,999	(5,801)	91%	60,600	59,321	(1,279)	98%	3,498	651	(2,847)	19%	3,498	3,498	0
70 - Capital Asset Acquisitions	11,338	-	(11,338)	0%	17,738	17,714	(24)	100%	5,338	-	(5,338)	0%	5,338	5,338	-
TOTAL OPERATING & MAINTENANCE	1,014,505	414,207	(600,298)	41%	1,118,581	494,250	(624,331)	44%	1,111,688	460,104	(651,584)	41%	1,143,904	1,096,337	(47,567)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	1,320,692	696,968	(623,724)	53%	1,395,182	765,577	(629,605)	55%	1,439,278	734,337	(704,941)	51%	1,484,396	1,442,795	(41,601)
BALANCE	-	(72,475)			-	(89,301)			-	74,560			-	(2,200)	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	2	0.0	\$ -	\$ 4,726	\$ 4,726	0.0%
2018	2	0.0	\$ -	\$ 10,662	\$ 10,662	0.1%
2019	2	0.0	\$ -	\$ 27,181	\$ 27,181	0.2%
2020	2	0.0	\$ 1,174 <i>8mo alloc.</i>	\$ 16,113	\$ 14,939	0.1%
			\$ 1,761 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

<u>Vacant FTEs</u>													
FISCAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Monthly Avg
	1	2	3	4	5	6	7	8	9	10	11	12	
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.1
2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.2
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Judicial - 70
General Sessions Court - 7041

Budget Overview

As of 2/29/2020
Grant Funds

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	550,000	547,127	(2,873)	99%	550,000	550,001	1	100%	557,520	540,106	(17,414)	97%	550,000	550,000	-
44 - Intergov Revenues-Federal & Local	576,366	254,360	(322,006)	44%	547,747	354,870	(192,877)	65%	865,381	398,873	(466,508)	46%	925,260	695,712	(229,548)
TOTAL REVENUE SOURCES	1,126,366	801,487	(324,879)	71%	1,097,747	904,870	(192,877)	82%	1,422,901	938,979	(483,922)	66%	1,475,260	1,245,712	(229,548)
99 - Planned Use of Fund Balance	7,521	-	(7,521)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	7,521	-	(7,521)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	1,133,887	801,487	(332,400)	71%	1,097,747	904,870	(192,877)	82%	1,422,901	938,979	(483,922)	66%	1,475,260	1,245,712	(229,548)
51 - Salaries-Regular Pay	109,545	104,855	(4,690)	96%	112,832	102,271	(10,561)	91%	127,717	104,893	(22,824)	82%	135,380	126,137	(9,243)
52 - Salaries-Other Compensation	741	728	(13)	98%	866	861	(5)	99%	1,066	981	(85)	92%	666	666	-
55 - Fringe Benefits	36,433	36,410	(23)	100%	43,687	43,591	(96)	100%	47,269	42,997	(4,272)	91%	47,514	45,891	(1,623)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(2,706)	-	2,706
TOTAL SALARIES	146,719	141,993	(4,726)	97%	157,385	146,723	(10,662)	93%	176,052	148,872	(27,181)	85%	180,854	172,694	(8,160)
60 - Supplies & Materials	13,721	1,391	(12,329)	10%	1,900	997	(903)	52%	2,926	1,565	(1,361)	53%	2,900	2,300	(600)
64 - Services & Other Expenses	7,778	6,924	(854)	89%	11,000	7,662	(3,338)	70%	275,569	70,310	(205,260)	26%	330,829	259,775	(71,054)
66 - Professional & Contracted Services	963,969	649,654	(314,315)	67%	925,662	747,949	(177,713)	81%	966,154	716,287	(249,867)	74%	958,477	808,743	(149,735)
68 - Interfund Services	1,700	1,525	(175)	90%	1,800	1,540	(261)	86%	2,200	1,945	(255)	88%	2,200	2,200	-
TOTAL OPERATING & MAINTENANCE	987,168	659,494	(327,674)	67%	940,362	758,147	(182,215)	81%	1,246,849	790,107	(456,742)	63%	1,294,406	1,073,018	(221,388)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	1,133,887	801,487	(332,400)	71%	1,097,747	904,870	(192,877)	82%	1,422,901	938,979	(483,922)	66%	1,475,260	1,245,712	(229,548)
BALANCE	-	-	-		-	-	-		-	-	-		-	-	

GENERAL SESSIONS CIVIL COURT JUDGES



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 035-704102
Department Name: General Sessions Civil Court Judges
Section Name: Judicial
Submitted By: Judge Lonnie B. Thompson, Administrative Judge

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

A review of budget requests from FY14 forward indicate that our total annual O&M budget has been approximately \$50,000.00. Additionally, we contracted with Information Technology Services to set aside a portion of our current and past available budget requests to participate in the computer refresh program, thereby reducing our available funds in our other O&M accounts. While we have made a collective effort to keep costs low, an increase at this time is dictated by the operational needs of this office of six elected officials and two office staff. As an example, our previous annual budget request for six Judges for inside printing needs is \$1,000.00, while one box of letterhead/envelopes and business cards for one Judge is approximately \$500.00. In our office furnishings/equipment account, our previous request was \$650.00, barely enough to cover the replacement of a chair. In our apparel account we have an annual budget of \$600.00 in comparison to the cost of nearly \$500.00 for one robe (some of our Judges have not had a new robe in many years.) Finally, we are requesting a modest increase to the salary of our Secretary. She has been with us for over two years and has not received any increase other than the general increase to her starting salary with us.

<i>Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.</i>	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
<i>Permanent</i>	1	2,500	684	\$ 3,184
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	2,500	684	\$ 3,184
OTHER COMPENSATION:				\$ -
O&M:				\$ 36,193
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:			Fringe = \$661	\$ 39,377
			VSJW 02-17-20	

APPROVAL:

Division Director: _____

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 035-704102
 Department Name: General Sessions Civil Court Judges
 Section Name: Judicial
 Submitted By: Judge Lonnie B. Thompson, Administrative Judge

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

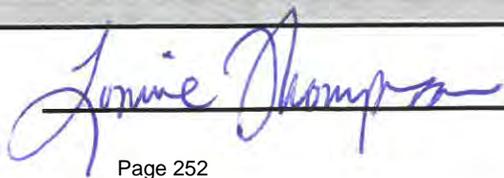
A review of budget requests from FY14 forward indicate that our total annual O&M budget has been approximately \$50,000.00. Additionally, we contracted with Information Technology Services to set aside a portion of our current and past available budget requests to participate in the computer refresh program, thereby reducing our available funds in our other O&M accounts. While we have made a collective effort to keep costs low, an increase at this time is dictated by the operational needs of this office of six elected officials and two office staff. As an example, our previous annual budget request for six Judges for inside printing needs is \$1,000.00, while one box of letterhead/envelopes and business cards for one Judge is approximately \$500.00. In our office furnishings/equipment account, our previous request was \$650.00, barely enough to cover the replacement of a chair. In our apparel account we have an annual budget of \$600.00 in comparison to the cost of nearly \$500.00 for one robe (some of our Judges have not had a new robe in many years.) Finally, we are requesting a modest increase to the salary of our Secretary. She has been with us for over two years and has not received any increase other than the general increase to her starting salary with us.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	2,500	684	\$ 3,184
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	2,500	684	\$ 3,184
OTHER COMPENSATION:				\$ -
O&M:				\$ 36,193
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 39,377

APPROVAL: _____

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 035-704102
SECTION NAME: Judicial/GS Civil Ct. Judges

COST CENTER # J0401
DATE SUBMITTED: 0/15/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	940049	Position Title:	Secretary
Employee#	12528	Employee Name:	Beverly Morris
New Position?	Y/N	Reason for Increase:	
Appointed/No probationary increase given after yr. 1/2.5 yrs here			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	36,897	39,397
Change:	N/A	2,500
Effective:	N/A	7/1/20

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	2,500
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GENERAL SESSIONS CRIMINAL COURT JUDGES



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 035-704112
Department Name: General Sessions Criminal Court Judges
Section Name: General Sessions Criminal Court Judges
Submitted By: Judge William C. Turner, Administrative Judge

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

General Sessions Judges Criminal Division is requesting an additional part-time position to be is created and funded. Each County Commissioner has previously received a detailed explanation from the supervising Judge of the Judicial Commissioners-Judge Loyce Lambert Ryan justifying this request. The statistics presented in the March 2020 Annual Report of the Judicial Commissioner indicated enhanced numbers in most of all duties performed. A new bond setting process is being implemented based on recommendation obtained from the Justice Management Institute in conjunction with the Safety and Justice Challenge Grant funded through the McArthur Foundation. The Judicial Commissioners will be reviewing every misdemeanors and felony arrest for the purpose of setting bonds. There were over 35,000 arrest in calendar year December 2018-2019. These task were previously done by the General Sessions Clerk's Office and Shelby County Pretrial Services. The new part-time Judicial Commissioner will serve to facilitate the specialty courts and assist with the newly implementation bond setting processes. This part-time Judicial Commissioner is needed to meet the required duties, responsibilities and the workload of the courts. This position is needed as the Judicial Commissioners serve as special judge for an elected Judge when they are not available. This assures the public that a judicial officer will hear their matters. Additionally, the part-time position is necessary to fill in for other Judicial Commissioners taking annual leave, attendance at continuing education seminars or that are ill. This position is necessary to continue to streamline and improve the administration of justice in Shelby County. We are also asking for funds to create a head/lead Judicial Commissioner. This position will only require an additional supplement increase annually of \$10,000 to be added to the salary of one of the existing Judicial Commissioner's. The head/lead Commissioner will be responsible for direct supervision of all the Judicial Commissioners and coordination of work assignments. This work is currently being done by an assigned judge on a yearly rotating basis. By having a permanent head/lead Judicial Commissioner, continuity of policy and procedures will be assured.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	60,113	16,435	\$ 76,548
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	60,113	16,435	\$ 76,548
OTHER COMPENSATION:		+10,000 for Jud Comm		\$ -
		+ 8,040 health		\$ -
O&M:		+ 2,733 add'l fringe (VSJW)		\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 76,548

APPROVAL:

Division Director:

William C. Turner 2-7-2020

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 035-704112
 SECTION NAME: General Sessions Criminal Court Judges

COST CENTER # J0501
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #		Position Title:	Judicial Com
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	
Please See Increase Summary Sheet.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	10,000	
Change:	N/A	(10,000)
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	(10,000)
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INCREASE REQUEST FOR TEMPORARY SALARIES
FY21 Proposed Budget
Temporary Employees - Account 5109

FUND-SECTION # _____

COST CENTER # _____

SECTION NAME: _____

DATE SUBMITTED: _____

Instructions: Use this form to request salary increases for Temporary Employees only (Account 5109).

1) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:	-	-
Change:	N/A	-
Effective:	N/A	

2) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	-
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 035-704112

Cost Center # _____

Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	Jud. Com	1	60,113		13,123	1,407	N/A	872	505	228	240	60	16,435	76,548
2)					0	0	N/A	0	0	0	0	0	0	-
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	60,113	N/A	13,123	1,407	N/A	872	505	228	240	60	16,435	76,548

PCB-1

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:

1	60,113	N/A	13,123	1,407	0	872	505	228	240	60	16,435	76,548
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GENERAL SESSIONS ENVIRONMENTAL COURT



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 035-704132
Department Name: Environmental Court
Section Name: Judicial
Submitted By: Steve Hirsh

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Shelby County Environmental Court aspires to continue to be a national model for Courts throughout the country whose mission is to create healthy and safe municipalities. The Court's vision statement is to provide an exemplary courtroom experience, a professional and collaborative work environment, self-sustaining outreach programs, and excellent educational opportunities for the people we serve. In line with our mission statement, the Court seeks to establish the Environmental Court Partnership Program (ECPP). This new and innovative initiative is an avenue that the Court will use to meet several needs of the community at large. The ECPP is a collaborative effort between the Environmental Court, interested non-profit and for-profit businesses, community groups, contractors, neighbors, and local stakeholders to fight blight in Shelby County. The ECPP will serve as a hub of information for citizens that are seeking resources on how to better serve their community's needs. The ECPP will also serve as an instructional guide for potential Receivers and Qualified Buyers pursuant to Tenn. Code Ann. § 13-6-106 and § 13-6-108. The immediate needs of this program include a comprehensive multi-media strategy to inform and educate all interested parties of the new program.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
Permanent	0	-	-	\$ -
Temporary	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				\$ 31,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 31,000

APPROVAL:

Division Director:



GENERAL SESSIONS VETERANS COURT



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 035-704112
Department Name: General Sessions Criminal Court Judges
Section Name: Veterans Court
Submitted By: Sarah Klibert

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

This request is a proposal for a new full-time secretary position for the Shelby County Veterans Treatment Court. An employee whose main objectives are organization, record-keeping, scheduling, and inventory would improve the longevity and efficacy of this multi-grant funded treatment program. Currently, clerical duties are delegated to staff to be completed during spare time or as-needed, which creates lapses and inconsistencies. Accuracy is particularly important to the longevity of Veterans Court in regard to grant auditing and sensitive information. Staff spends a large amount of time performing these clerical duties that would be better used for things like treatment, case management, supervision, and outreach. When getting treatment plans in place for veterans involved in the criminal justice system, timeliness is the key to lowering recidivism. A secretary would create an atmosphere that allowed for more efficient scheduling of assessments, return phone calls, and dissemination of urgent material. This position would also have the ability to send out bulletins and update the latest news on the county website, a task which has previously been a low priority but one that is necessary to keep the public informed and involved.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	29,900	8,175	\$ 38,075
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	29,900	8,175	\$ 38,075
OTHER COMPENSATION:			+8,040 health	\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 38,075

APPROVAL:

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
 Permanent/Durational Employees - Account 5102

FUND-SECTION # 035-704112
 SECTION NAME: Veterans Court

COST CENTER # J0501
 DATE SUBMITTED: 2/19/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #		Position Title:	Secretary
Employee#	TBD	Employee Name:	TBD
New Position?	Y	Reason for Increase:	
New position request			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		29,900
Change:	N/A	29,900
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	29,900
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 035-704112

Cost Center # J0501

Date: 02/19/20

*Health rate variable depending on employee election. Use \$8,040 for vacant position.

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	Secretary	1	29,900		6,527	700	N/A	434	251	114	120	30	8,175	38,075
2)					0	0	N/A	0	0	0	0	0	0	-
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	29,900	N/A	6,527	700	N/A	434	251	114	120	30	8,175	38,075

PCB-1

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		1	29,900	N/A	6,527	700	0	434	251	114	120	30	8,175	38,075
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 035-704112
Department Name: General Sessions Criminal Court Judges
Section Name: Veterans Court
Submitted By: Sarah Klibert

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

This request is for a reclassification of the Shelby County Veterans Court Social Worker B position. The employee currently filling this role is performing all of the duties of and has the knowledge and abilities of the Social Worker A position in our office. Both positions of Social Worker A and Social Worker B have the same job duties, demands, and case load. The current employee in the Social Worker B position has twenty-four years of experience that is relevant to what is required and is versed in veteran culture, which we find to be a significant asset. As a social worker or case manager for Veterans Court, it is very important that trust is gained with clients and continuity is preserved when working with this population. We believe that this increase would enhance the probability of retaining this valued employee and, given the indistinguishable demands of the job, rectify the disparity in salaries of equally essential staff.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	1	7,000	1,914	\$ 8,914
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	1	7,000	1,914	\$ 8,914
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 8,914

APPROVAL:

Division Director:



SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
 Permanent/Durational Employees - Account 5102

FUND-SECTION # 035-704112
 SECTION NAME: Veterans Court

COST CENTER # _____
 DATE SUBMITTED: 2/7/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	170003	Position Title:	Social Worker B
Employee#	24019	Employee Name:	Helen King
New Position?	N	Reason for Increase:	
Commensuration			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	35,000	42,000
Change:	N/A	7,000
Effective:	N/A	

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	7,000
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: **035-704112**

Cost Center # **J0501**

Date: **02/07/20**

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Entry Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	170003	Social Worker B	1	7,000	1,528	164	N/A	102	59	27	28	7	1,914	8,914
2)					0	0	N/A	0	0	0	0	0	0	-
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		1	7,000	N/A	1,528	164	N/A	102	59	27	28	7	1,914	8,914

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		1	7,000	N/A	1,528	164	0	102	59	27	28	7	1,914	8,914
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GENERAL SESSIONS DRUG COURT



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY
FY21 Proposed Budget

Fund-Section # 035-704112
 Department Name: General Sessions Criminal Court Judges
 Section Name: Drug Court
 Submitted By: Angela Parkerson

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Shelby County Drug Court (SCDC) is requesting increased funding from the general fund to provide for salaries of a Social Worker A and a Peer Recovery Specialist. SCDC is the largest treatment court in Tennessee. Over 40% of SCDC clients are heroin or opioid addicted and 62% of SCDC participants are considered high risk/high needs participants. This group is at a greater risk for overdose deaths. Best practices for Drug Courts recommend a caseload of 35 clients when serving high risk/high needs populations. The average caseload for Social Worker A's at SCDC is 45. SCDC needs an additional Social Worker A to meet the needs of our participants. Female participants comprise 35% of the SCDC admissions. SCDC is in need of a Peer Recovery Specialist to work with this population to provide mentoring, education, and addictions disorder peer recovery support services, which may include peer counseling, transportation, and employment skills. Studies have shown that those in treatment that work with a Peer Recovery Specialist are 55% more likely to successfully complete the program. This request is critical to maintain operations, capacity, and success of SCDC.

<i>Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.</i>		# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:	<i>Permanent</i>	2	83,000	38,772	\$ 121,772
	<i>Temporary</i>	0	-	-	\$ -
	TOTAL SALARIES	2	83,000	38,772	\$ 121,772
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 INCREASE REQUEST:					\$ 121,772

APPROVAL:

Division Director: 

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 035-704112
 SECTION NAME: Drug Court

COST CENTER # J0501
 DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1) **POSITION INFORMATION**

Position #	TBD	Position Title:	Social Worker A
Employee#	TBD	Employee Name:	TBD
New Position?	Y	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:	-	43,000
Change:	N/A	43,000
Effective:	N/A	

2) **POSITION INFORMATION**

Position #	TBD	Position Title:	Peer Recovery Spec
Employee#	TBD	Employee Name:	TBD
New Position?	Y	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:	-	40,000
Change:	N/A	40,000
Effective:	N/A	

3) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5) **POSITION INFORMATION**

Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION

	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	83,000
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 035-704112

Cost Center # J0501

Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	TBD	Social Worker A	1	43,000	8,040	9,387	1,006	N/A	624	361	163	172	43	19,796	62,796
2)	TBD	Peer Recovery Spe	1	40,000	8,040	8,732	936	N/A	580	336	152	160	40	18,976	58,976
3)					0	0	N/A	0	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	0	-
TOTAL PERMANENT:		2	83,000	N/A	18,119	1,942	N/A	1,204	697	315	332	83	38,772	121,772	

PCB-1

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:	2	83,000	N/A	18,119	1,942	0	1,204	697	315	332	83	38,772	121,772
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PROBATE COURT



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	15.0	0.0	0.0%		
Base Salary	1,055,937	41,068	3.9%		
Fringe	373,658	11,228			
	1,429,595	52,296	3.7%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		1,223,719	1,289,572	1,355,630	1,428,070
Actual Under-spending		17,327	28,922	37,570	48,610
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		0	0	0	0
Monthly Average Vacancies		0.3	0.3	0.3	0.8
Actual Unspent as a % of Total Personnel		1.4%	2.2%	2.8%	3.4%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	69,686	74,243	68,403	95,303	90,303	(5,000)	-5.2%
Amended Budget	60,632	74,243	68,403	130,303			
Actual	51,457	54,765	63,560	80,133			
Variance	9,175	19,479	4,843	50,170			
% Unspent O&M	15.1%	26.2%	7.1%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			61.5%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	0	41,068	11,228	\$ 52,296
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	41,068	11,228	\$ 52,296
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 52,296

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request	
GENERAL FUND									
036	7051	Probate Court	14.0	14.0	14.0	14.0	15.0	0.0	52,296
FTE Changes							+1.0	\$52,296	

FY20 - Probate Court added 1.0 FTE to add passport services to the citizens.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	14	0.0	\$ -	\$ 17,327	\$ 17,327	1.4%
2018	14	0.0	\$ -	\$ 28,922	\$ 28,922	2.2%
2019	14	0.0	\$ -	\$ 37,570	\$ 37,570	2.8%
2020	15	0.0	\$ -	\$ 48,610	\$ 48,610	3.4%
			\$ -			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	0.3
2018	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.3
2019	1.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.3
2020	1.0	1.0	1.0	0.0	1.0	1.0	1.0	0.0					0.8

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
036	7051	Probate Clerk	69,686	69,686	74,243	68,403	95,303	147,599
Operating & Maintenance Changes			-	-	4,557	(5,840)	26,900	52,296

FY18 4,557 Increase due to participation in PC Refresh program.

FY19 (5,840) Removal of 1-Time purchase of furniture purchase.

FY20 26,900 Furniture, materials, and supplies for new position dedicated to passport services.

Judicial - 70
 Probate Court - 7051

Budget Overview

As of 2/29/2020
 General Fund
 Fund 036 - Probate Court

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	584,000	636,289	52,289	109%	609,000	654,801	45,801	108%	660,000	769,371	109,371	117%	737,500	785,551	48,051
TOTAL REVENUE SOURCES	584,000	636,289	52,289	109%	609,000	654,801	45,801	108%	660,000	769,371	109,371	117%	737,500	785,551	48,051
99 - Planned Use of Fund Balance	-	-	-	100%	-	-	-	100%	-	-	-	100%	17,500	-	(17,500)
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	17,500	-	(17,500)
TOTAL APPROPRIATION SOURCES	584,000	636,289	52,289	109%	609,000	654,801	45,801	108%	660,000	769,371	109,371	117%	755,000	785,551	30,551
51 - Salaries-Regular Pay	902,110	887,383	(14,727)	98%	925,774	906,578	(19,196)	98%	979,684	959,466	(20,218)	98%	1,055,937	1,067,118	11,181
52 - Salaries-Other Compensation	3,562	3,492	(70)	98%	4,062	4,037	(25)	99%	4,262	4,248	(14)	100%	3,462	3,462	-
55 - Fringe Benefits	318,047	315,518	(2,530)	99%	359,736	350,035	(9,701)	97%	371,684	354,346	(17,338)	95%	373,658	367,275	(6,383)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(4,987)	-	4,987
TOTAL SALARIES	1,223,719	1,206,393	(17,327)	99%	1,289,572	1,260,650	(28,922)	98%	1,355,630	1,318,060	(37,570)	97%	1,428,070	1,437,855	9,785
60 - Supplies & Materials	9,645	8,050	(1,595)	83%	13,090	8,788	(4,302)	67%	9,670	7,520	(2,150)	78%	10,750	12,950	2,200
64 - Services & Other Expenses	16,100	14,633	(1,467)	91%	20,700	13,457	(7,243)	65%	15,080	12,974	(2,106)	86%	27,100	30,200	3,100
66 - Professional & Contracted Services	-	-	-	100%	1,264	1,264	-	100%	1,265	1,264	(1)	100%	1,265	1,265	-
67 - Rent, Utilities & Maintenance	1,124	-	(1,124)	0%	-	-	-	100%	-	-	-	100%	300	768	468
68 - Interfund Services	33,763	28,774	(4,989)	85%	39,189	31,256	(7,933)	80%	42,388	41,803	(585)	99%	55,888	45,120	(10,768)
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	-	-	-	100%	35,000	-	(35,000)
TOTAL OPERATING & MAINTENANCE	60,632	51,457	(9,175)	85%	74,243	54,765	(19,479)	74%	68,403	63,560	(4,843)	93%	130,303	90,303	(40,000)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	1,284,351	1,257,850	(26,502)	98%	1,363,815	1,315,415	(48,400)	96%	1,424,033	1,381,620	(42,413)	97%	1,558,373	1,528,158	(30,215)
BALANCE	(700,351)	(621,560)			(754,815)	(660,614)			(764,033)	(612,249)			(803,373)	(742,607)	

PROBATE COURT



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 036-705101 & 036-705102
Department Name: Probate Court
Section Name: Probate Court Clerk and Judges
Submitted By: Sam Powers

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Probate Court is asking to increase expenditures for FY21 by \$52,296. A \$5000 reduction in O&M budget is also being budgeted as experience in Passport mail expenses has proven to be less than budgeted in FY20. The net expenditure increase request is offset by an increase Probate Court maintenance revenue budget in FY21. Revenue is budgeted to increase by \$48,051 in FY21. FY21 revenue increases can be attributed to an increase in collections activity, fee adjustments that were made in 2019 to be on the same level as other courts, and the addition of the acceptance of passport applications as a service. We expect long term revenues to continue to increase because of demographic trends and we need to maintain an organization that can handle the long term increasing demand for services.

This expenditure increase supports the development of Probate Court's revenue stream by increasing job duties to further support collections and passport services and compensates employees for those increased duties. The expenditure increase will be used to adjust compensation levels to be more appropriate for the duties performed and be more competitive with the marketplace for the skills needed to perform those duties. This increase will support succession planning for probate court. This increase will also correct deficiencies in our job classification structure.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
Permanent	0	41,068	11,228	\$ 52,296
Temporary	0	-	-	\$ -
TOTAL SALARIES	0	41,068	11,228	\$ 52,296
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 52,296

APPROVAL:

Division Director: _____

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 036-705101
SECTION NAME: Probate Court Clerk

COST CENTER # J5001
DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	864431	Position Title:	Chief Administrator
Employee#	22614	Employee Name:	Sam Powers
New Position?	N	Reason for Increase:	
This position has been working out of class and this adjustment compensates			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	85,980	97,927
Change:	N/A	11,947
Effective:	N/A	

2)

POSITION INFORMATION			
Position #	862225	Position Title:	Supervisor A
Employee#	5681	Employee Name:	Donna Jones
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, to improve probate's c			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	49,138	51,373
Change:	N/A	2,235
Effective:	N/A	

3)

POSITION INFORMATION			
Position #	160013	Position Title:	Accountant A
Employee#	17660	Employee Name:	Richard Morton
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, and compression.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	53,936	57,451
Change:	N/A	3,515
Effective:	N/A	

4)

POSITION INFORMATION			
Position #	863054	Position Title:	Accountant B
Employee#	19047	Employee Name:	Valencia Sims-Hunt
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, and compression.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	48,894	53,470
Change:	N/A	4,576
Effective:	N/A	

5)

POSITION INFORMATION			
Position #	860866	Position Title:	Deputy Court Clerk
Employee#	23051	Employee Name:	Jennifer Hawkins
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, to improve probate's c			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	29,689	31,298
Change:	N/A	1,609
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	23,882
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SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 036-705101
SECTION NAME: Probate Court Clerk

COST CENTER # J5001
DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

6)

POSITION INFORMATION			
Position #	960016	Position Title:	Deputy Court Clerk
Employee#	21264	Employee Name:	Carlos Drake
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, and also to improve pro			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	29,689	32,906
Change:	N/A	3,217
Effective:	N/A	

7)

POSITION INFORMATION			
Position #	860638	Position Title:	Deputy Court Clerk
Employee#	23880	Employee Name:	Diane Helm
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, and also to improve pro			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	29,689	31,298
Change:	N/A	1,609
Effective:	N/A	

8)

POSITION INFORMATION			
Position #	861581	Position Title:	Principal Court Clerk
Employee#	20176	Employee Name:	Deena Weathers
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, to improve probate's or			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	34,089	37,015
Change:	N/A	2,926
Effective:	N/A	

9)

POSITION INFORMATION			
Position #	200005	Position Title:	Principal Court Clerk
Employee#	21693	Employee Name:	Patricia Kyles
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, to improve probate's or			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	33,396	37,015
Change:	N/A	3,619
Effective:	N/A	

10)

POSITION INFORMATION			
Position #	863546	Position Title:	Executive Secretary
Employee#	5643	Employee Name:	Suzy Culp
New Position?	N	Reason for Increase:	
Increased duties related to development of revenue, to improve probate's or			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	47,995	49,435
Change:	N/A	1,440
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	12,811
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SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 036-705102
SECTION NAME: Probate Court Judges

COST CENTER # J0601
DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

11)

POSITION INFORMATION			
Position #	862780	Position Title:	Executive Secretary
Employee#	5416	Employee Name:	Carol Childress
New Position?	N	Reason for Increase:	
Correct deficiencies in Probate Court's job classification structure			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	49,816	52,307
Change:	N/A	2,491
Effective:	N/A	

12)

POSITION INFORMATION			
Position #	864288	Position Title:	Executive Secretary
Employee#	24025	Employee Name:	Robbie Peterson
New Position?	N	Reason for Increase:	
Correct deficiencies in Probate Court's job classification structure			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	37,694	39,579
Change:	N/A	1,885
Effective:	N/A	

13)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

14)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

15)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	4,376
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: _____ Cost Center # _____ Date: _____

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	864431	Chief Administrator	0	11,947	2,608	280	N/A	173	100	45	48	12	3,266	15,213	
2)	862225	Supervisor A	0	2,235	488	52	N/A	32	19	8	9	2	611	2,846	
3)	160013	Accountant A	0	3,515	767	82	N/A	51	30	13	14	4	961	4,476	
4)	863054	Accountant B	0	4,576	999	107	N/A	66	38	17	18	5	1,251	5,827	
5)	860866	Deputy Court Clerk	0	1,609	351	38	N/A	23	14	6	6	2	440	2,048	
6)	960016	Deputy Court Clerk	0	3,217	702	75	N/A	47	27	12	13	3	880	4,097	
7)	860638	Deputy Court Clerk	0	1,609	351	38	N/A	23	14	6	6	2	440	2,048	
8)	861581	Principal Court Clerk	0	2,926	639	68	N/A	42	25	11	12	3	800	3,726	
9)	200005	Principal Court Clerk	0	3,619	790	85	N/A	52	30	14	14	4	989	4,608	
10)	863546	Executive Secretary -	0	1,440	314	34	N/A	21	12	5	6	1	394	1,834	
11)	862780	Executive Secretary -	0	2,491	544	58	N/A	36	21	9	10	2	681	3,172	
12)	864288	Executive Secretary -	0	1,885	411	44	N/A	27	16	7	8	2	515	2,400	
TOTAL PERMANENT:			0	41,068	N/A	8,965	961	N/A	595	345	156	164	41	11,228	52,296

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			0	-	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:			0	41,068	N/A	8,965	961	0	595	345	156	164	41	11,228	52,296
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JUVENILE COURT JUDGE



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	134.0	0.0	0.0%		
Base Salary	7,656,382		0.0%		
Fringe	2,835,652		0.0%		
	10,492,034	-	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		9,418,610	9,923,651	10,152,497	10,316,759
Actual Under-spending		371,093	577,637	521,135	528,363
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		131	131	130	134
Monthly Average Vacancies		6.5	8.0	7.2	9.0
Actual Unspent as a % of Total Personnel		3.9%	5.8%	5.1%	5.1%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	1,443,578	1,212,878	1,212,878	1,241,128	1,241,128	-	0.0%
Amended Budget	1,508,378	1,257,878	1,212,878	1,241,128			
Actual	1,371,173	1,127,101	1,137,740	573,891			
Variance	137,205	130,777	75,138	667,237			
% Unspent O&M	9.1%	10.4%	6.2%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			46.2%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

JUVENILE COURT JUDGES

Judge Dan Michael

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>			-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request
GENERAL FUND								
037	7061	Juvenile Court Judge	136.7	130.7	130.7	129.7	134.5	
FTE Changes				-6.0		-1.0	+4.8	\$0

FY17 - 5.0 FTE transferred to Support Services for building maintenance.
1.0 FTE transferred back to CAO as it was on loan for 2016 only

FY19 - 1.0 FTE transferred to CAO office

FY20 - 4.8 FTE added: (2) Juvenile Services Counselors, (1) Clerical Specialist, (1) Custodial Worker, and (0.5) Executive Director- Part-time. Also transferred 0.3 FTE from Grant 550.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	131	3.5	\$ 264,490	\$ 371,093	\$ 106,603	3.2%
2018	131	3.4	\$ 264,490	\$ 577,637	\$ 313,147	4.7%
2019	130	3.5	\$ 275,081	\$ 521,135	\$ 246,054	4.2%
2020	134	2.3	\$ 183,387 <i>8mo alloc.</i>	\$ 528,363	\$ 344,976	4.2%
			\$ 275,081 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	6.0	6.7	4.0	5.0	6.0	7.7	7.0	9.0	7.7	7.7	5.7	5.7	6.5
2018	5.7	9.7	9.7	7.7	6.7	9.7	8.7	6.7	7.7	7.7	9.7	6.7	8.0
2019	6.7	7.7	7.4	8.7	9.7	7.7	10.7	7.7	5.7	4.7	4.7	4.7	7.2
2020	9.2	8.7	10.7	9.0	8.0	9.0	9.0	8.0					9.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
037	7061	Juvenile Court Judge	1,761,619	1,443,578	1,212,878	1,212,878	1,241,128	1,241,128
Operating & Maintenance Changes			-	(318,041)	(230,700)	-	28,250	-
FY17	(176,441)	Reduction in Contracted Building & Ground Maintenance						
	(141,600)	Reduction in Professional Contracted Services						
	(318,041)							
FY18	(227,500)	Reduction in building and grounds maintenance expenses						
	(1,500)	Reduction in Laundry & Dry Cleaning Services						
	(500)	Reduction in Postage & Mail Services						
	(1,000)	Reduction in Fleet Services						
	(1,200)	Reduction in Operational Services and various miscellaneous expenses						
	(230,700)							
FY19	3,250	Increase in Computer Supplies						
	25,000	Increase in Contracted Building & Ground Maintenance						
	28,250							

Judicial - 70
Juvenile Court Judge - 7061

Budget Overview

As of 2/29/2020
General Fund
Fund 037 - Juvenile Court

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	-	20	20	100%	-	-	-	100%	-	-	-	100%	-	-	-
44 - Intergov Revenues-Federal & Local	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
45 - Charges for Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
46 - Fines, Fees & Permits	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
47 - Other Revenue	4,000	4,646	646	116%	4,000	4,864	864	122%	4,000	3,601	(399)	90%	4,000	4,000	-
TOTAL REVENUE SOURCES	4,000	4,666	666	117%	4,000	4,864	864	122%	4,000	3,601	(399)	90%	4,000	4,000	-
96 - Operating Transfers In	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
99 - Planned Use of Fund Balance	227,500	-	(227,500)	0%	45,000	-	(45,000)	0%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	227,500	-	(227,500)	0%	45,000	-	(45,000)	0%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	231,500	4,666	(226,835)	2%	49,000	4,864	(44,137)	10%	4,000	3,601	(399)	90%	4,000	4,000	-
51 - Salaries-Regular Pay	6,960,282	6,701,245	(259,037)	96%	7,166,197	6,769,281	(396,917)	94%	7,338,542	6,984,993	(353,549)	95%	7,653,127	7,656,382	3,255
52 - Salaries-Other Compensation	96,740	93,673	(3,067)	97%	96,740	89,700	(7,040)	93%	111,740	111,363	(377)	100%	96,740	96,740	0
55 - Fringe Benefits	2,626,077	2,517,089	(108,988)	96%	2,925,204	2,751,523	(173,680)	94%	2,977,296	2,810,086	(167,210)	94%	2,937,299	2,835,652	(101,647)
56 - Restricted Salaries	(264,490)	-	264,490	0%	(264,490)	-	264,490	0%	(275,081)	-	275,081	0%	(370,407)	(275,081)	95,326
TOTAL SALARIES	9,418,610	9,312,006	(106,603)	99%	9,923,651	9,610,504	(313,147)	97%	10,152,497	9,906,442	(246,054)	98%	10,316,759	10,313,693	(3,066)
60 - Supplies & Materials	119,417	113,491	(5,926)	95%	108,423	102,682	(5,741)	95%	127,973	121,648	(6,325)	95%	131,123	128,123	(3,000)
64 - Services & Other Expenses	131,780	119,984	(11,796)	91%	134,920	120,010	(14,911)	89%	125,110	124,275	(835)	99%	130,220	136,220	6,000
66 - Professional & Contracted Services	869,921	785,234	(84,687)	90%	871,921	797,263	(74,658)	91%	808,026	769,714	(38,312)	95%	842,643	841,672	(971)
67 - Rent, Utilities & Maintenance	284,800	277,583	(7,217)	97%	48,000	43,555	(4,445)	91%	52,014	49,929	(2,085)	96%	41,300	41,300	-
68 - Interfund Services	102,460	74,881	(27,579)	73%	94,614	63,591	(31,023)	67%	99,755	72,174	(27,581)	72%	95,842	93,813	(2,029)
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	1,508,378	1,371,173	(137,205)	91%	1,257,878	1,127,101	(130,777)	90%	1,212,878	1,137,740	(75,138)	94%	1,241,128	1,241,128	-
98 - Operating Transfers Out	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	10,926,988	10,683,179	(243,808)	98%	11,181,529	10,737,605	(443,924)	96%	11,365,375	11,044,182	(321,192)	97%	11,557,887	11,554,821	(3,066)
BALANCE	(10,695,488)	(10,678,514)			(11,132,529)	(10,732,742)			(11,361,375)	(11,040,581)			(11,553,887)	(11,550,821)	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	19	0.2	\$ 15,611	\$ 72,191	\$ 56,581	0.6%
2018	19	0.2	\$ 24,712	\$ 126,524	\$ 101,812	1.0%
2019	18	0.1	\$ 14,694	\$ 54,567	\$ 39,872	0.4%
2020	18	0.0	\$ - <i>8mo alloc.</i>	\$ 75,069	\$ 75,069	0.6%
			\$ - <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.3	0.0	0.0	0.0	1.3	0.0	0.0	0.3	1.3	1.3	1.3	0.5
2018	1.3	1.3	1.3	2.3	2.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.5
2019	0.3	0.3	0.6	0.3	0.3	0.3	0.3	1.3	1.3	1.3	1.3	0.3	0.7
2020	0.3	0.3	0.3	0.0	1.0	1.0	1.0	1.0					0.6

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Judicial - 70
 Juvenile Court Judge - 7061

Budget Overview

As of 2/29/2020
 Grant Funds

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	2,055,189	2,035,872	(19,318)	99%	2,145,238	2,085,261	(59,977)	97%	2,193,811	2,125,733	(68,078)	97%	2,222,201	2,249,502	27,301
44 - Intergov Revenues-Federal & Local	179,000	85,013	(93,987)	47%	127,299	50,776	(76,523)	40%	-	-	-	100%	-	-	-
45 - Charges for Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
46 - Fines, Fees & Permits	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
47 - Other Revenue	25,000	15,000	(10,000)	60%	15,000	-	(15,000)	0%	15,000	15,000	-	100%	17,000	54,193	37,193
TOTAL REVENUE SOURCES	2,259,189	2,135,885	(123,304)	95%	2,287,537	2,136,038	(151,499)	93%	2,208,811	2,140,733	(68,078)	97%	2,239,201	2,303,695	64,494
96 - Operating Transfers In	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
99 - Planned Use of Fund Balance	-	-	-	100%	695	-	(695)	0%	695	-	(695)	0%	695	-	(695)
TOTAL OTHER SOURCES	-	-	-	100%	695	-	(695)	0%	695	-	(695)	0%	695	-	(695)
TOTAL APPROPRIATION SOURCES	2,259,189	2,135,885	(123,304)	95%	2,288,232	2,136,038	(152,194)	93%	2,209,506	2,140,733	(68,773)	97%	2,239,896	2,303,695	63,799
51 - Salaries-Regular Pay	1,375,119	1,327,699	(47,420)	97%	1,416,374	1,329,738	(86,636)	94%	1,395,626	1,359,097	(36,529)	97%	1,396,670	1,425,212	28,541
52 - Salaries-Other Compensation	12,483	12,461	(22)	100%	11,334	11,329	(5)	100%	11,334	10,895	(439)	96%	60,587	60,711	124
55 - Fringe Benefits	499,398	474,649	(24,749)	95%	555,774	515,890	(39,883)	93%	539,039	521,440	(17,599)	97%	504,368	503,107	(1,261)
56 - Restricted Salaries	(15,611)	-	15,611	0%	(24,712)	-	24,712	0%	(14,694)	-	14,694	0%	(13,142)	23,407	36,549
TOTAL SALARIES	1,871,390	1,814,809	(56,581)	97%	1,958,769	1,856,957	(101,812)	95%	1,931,306	1,891,433	(39,872)	98%	1,948,483	2,012,436	63,953
60 - Supplies & Materials	14,500	10,289	(4,211)	71%	17,000	7,571	(9,429)	45%	16,244	9,533	(6,711)	59%	15,000	15,800	800
64 - Services & Other Expenses	88,000	76,982	(11,018)	87%	71,695	60,033	(11,662)	84%	72,451	71,326	(1,125)	98%	79,695	77,712	(1,983)
66 - Professional & Contracted Services	118,359	68,180	(50,179)	58%	81,821	53,533	(28,288)	65%	27,000	6,930	(20,070)	26%	32,000	26,600	(5,400)
67 - Rent, Utilities & Maintenance	15,000	14,960	(40)	100%	-	-	-	100%	-	-	-	100%	-	-	-
68 - Interfund Services	151,940	150,940	(1,000)	99%	158,946	157,943	(1,003)	99%	162,505	161,505	(1,000)	99%	164,718	171,147	6,429
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	387,799	321,352	(66,447)	83%	329,463	279,081	(50,382)	85%	278,200	249,294	(28,906)	90%	291,413	291,259	(154)
98 - Operating Transfers Out	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	2,259,189	2,136,161	(123,028)	95%	2,288,231	2,136,038	(152,194)	93%	2,209,506	2,140,727	(68,779)	97%	2,239,896	2,303,695	63,799
BALANCE	-	(276)			-	-			-	6			-	-	

JUVENILE COURT CLERK



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	59.0	0.0	0.0%		
Base Salary	2,789,372	-	0.0%		
Fringe	1,077,696	-	0.0%		
	3,867,068	-	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		3,373,663	3,580,795	3,661,406	3,775,720
Actual Under-spending		273,394	230,839	289,522	248,168
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		58	58	58	59
Monthly Average Vacancies		4.0	2.2	6.0	4.8
Actual Unspent as a % of Total Personnel		8.1%	6.4%	7.9%	6.6%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	386,895	360,571	360,137	176,918	176,918	-	0.0%
Amended Budget	360,571	360,571	360,137	176,918			
Actual	272,410	255,815	334,372	106,093			
Variance	88,161	104,756	25,765	70,825			
% Unspent O&M	24.5%	29.1%	7.2%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			60.0%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

JUVENILE COURT CLERK

Janis Fullilove, Clerk

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 TOTAL
SALARIES:	<i>Permanent</i>	0	-	-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request
GENERAL FUND								
037	7071	Juvenile Court Clerk	58.0	57.5	57.5	58.0	59.0	
FTE Changes				-0.5		+0.5	+1.0	\$0

FY17 - Converted 1.0 FTE from full time to part time (0.5 FTE reduction)

FY19 - Converted 1.0 FTE from part time to full time (0.5 FTE increase)

FY20 - 1.0 FTE Added: (1) Technology Coordinator

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	58	2.2	\$ 138,012	\$ 273,394	\$ 135,382	7.8%
2018	58	2.2	\$ 138,012	\$ 230,839	\$ 92,827	6.2%
2019	58	2.3	\$ 148,752	\$ 289,522	\$ 140,770	7.6%
2020	59	1.5	\$ 99,168 <i>8mo alloc.</i>	\$ 248,168	\$ 149,000	6.3%
			\$ 148,752 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	4.0	3.0	4.0	3.0	2.0	2.0	2.0	4.0	6.0	6.0	6.0	6.0	4.0
2018	4.0	4.0	4.0	1.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	2.0	2.2
2019	3.0	6.0	5.0	7.0	8.0	6.0	8.0	8.0	7.0	4.0	5.0	5.0	6.0
2020	7.0	6.0	5.0	3.0	3.0	4.0	5.0	5.0					4.8

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
037	7071	Juvenile Court Clerk	431,182	386,895	360,571	360,137	176,918	176,918
Operating & Maintenance Changes			-	(44,287)	(26,324)	(434)	(183,219)	-
FY17	(44,287) Reduction due to utilities budget being transferred to Support Services							
FY18	(12,324) Reduction in Interfund Services other miscellaneous costs							
	(9,000) Reduction in Supplies & Materials							
	<u>(5,000)</u> Reduction in Contracted Equipment & Maintenance							
	(26,324)							
FY19	(434) Change in Indirect Cost Charges/Allocations							
FY20	(163,940) Reduction in Consulting Services as a result of hiring a Technology Coordinator							
	(6,800) Reduction in Rent Utilities & Maintenance							
	(6,300) Reduction in Expendable Furnishings							
	<u>(6,179)</u> Reduction in Interfund Services and other miscellaneous costs							
	(183,219)							

Judicial - 70
 Juvenile Court Clerk - 7071

Budget Overview

As of 2/29/2020
 General Fund
 Fund 037 - Juvenile Court

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	700,000	1,086,813	386,813	155%	950,000	940,518	(9,482)	99%	1,050,000	925,024	(124,976)	88%	1,050,000	1,000,000	(50,000)
46 - Fines, Fees & Permits	500,000	513,044	13,044	103%	525,000	457,782	(67,218)	87%	525,000	390,997	(134,003)	74%	450,000	335,000	(115,000)
TOTAL REVENUE SOURCES	1,200,000	1,599,858	399,858	133%	1,475,000	1,398,300	(76,700)	95%	1,575,000	1,316,021	(258,979)	84%	1,500,000	1,335,000	(165,000)
96 - Operating Transfers In	34,323	16,687	(17,636)	49%	35,321	15,130	(20,191)	43%	36,108	16,964	(19,144)	47%	30,993	30,993	-
TOTAL OTHER SOURCES	34,323	16,687	(17,636)	49%	35,321	15,130	(20,191)	43%	36,108	16,964	(19,144)	47%	30,993	30,993	-
TOTAL APPROPRIATION SOURCES	1,234,323	1,616,545	382,222	131%	1,510,321	1,413,430	(96,891)	94%	1,611,108	1,332,986	(278,122)	83%	1,530,993	1,365,993	(165,000)
51 - Salaries-Regular Pay	2,459,928	2,304,951	(154,977)	94%	2,536,125	2,433,860	(102,265)	96%	2,614,306	2,488,326	(125,980)	95%	2,789,372	2,794,043	4,671
52 - Salaries-Other Compensation	97,016	34,144	(62,873)	35%	97,016	30,693	(66,324)	32%	97,016	66,247	(30,769)	68%	97,016	97,016	-
55 - Fringe Benefits	954,731	899,187	(55,544)	94%	1,085,665	1,023,415	(62,251)	94%	1,098,836	966,063	(132,773)	88%	1,077,696	1,024,527	(53,169)
56 - Restricted Salaries	(138,012)	-	138,012	0%	(138,012)	-	138,012	0%	(148,752)	-	148,752	0%	(188,364)	(148,752)	39,612
TOTAL SALARIES	3,373,663	3,238,282	(135,382)	96%	3,580,795	3,487,967	(92,827)	97%	3,661,406	3,520,636	(140,771)	96%	3,775,720	3,766,834	(8,886)
60 - Supplies & Materials	79,950	31,938	(48,012)	40%	81,952	29,288	(52,664)	36%	74,225	69,496	(4,729)	94%	77,125	77,125	-
64 - Services & Other Expenses	43,717	37,032	(6,685)	85%	48,717	29,372	(19,345)	60%	57,917	48,763	(9,154)	84%	66,117	66,117	-
66 - Professional & Contracted Services	155,853	155,000	(853)	99%	160,513	160,005	(508)	100%	168,440	165,875	(2,565)	98%	4,500	4,500	-
67 - Rent, Utilities & Maintenance	24,219	7,083	(17,136)	29%	24,219	1,562	(22,657)	6%	12,519	10,946	(1,573)	87%	10,219	10,219	-
68 - Interfund Services	56,832	41,356	(15,476)	73%	45,170	35,588	(9,582)	79%	47,036	39,292	(7,744)	84%	18,957	49,402	30,445
TOTAL OPERATING & MAINTENANCE	360,571	272,410	(88,161)	76%	360,571	255,815	(104,756)	71%	360,137	334,372	(25,765)	93%	176,918	207,363	30,445
98 - Operating Transfers Out	334,816	264,929	(69,887)	79%	350,090	394,502	44,412	113%	357,801	317,732	(40,069)	89%	504,829	504,829	-
TOTAL OTHER USES	334,816	264,929	(69,887)	79%	350,090	394,502	44,412	113%	357,801	317,732	(40,069)	89%	504,829	504,829	-
TOTAL APPROPRIATED USES	4,069,050	3,775,620	(293,430)	93%	4,291,456	4,138,285	(153,171)	96%	4,379,344	4,172,740	(206,604)	95%	4,457,467	4,479,026	21,559
BALANCE	(2,834,727)	(2,159,076)			(2,781,135)	(2,724,854)			(2,768,236)	(2,839,754)			(2,926,474)	(3,113,033)	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	15	0.0	\$ -	\$ 131,378	\$ 131,378	3.1%
2018	15	0.0	\$ -	\$ 92,560	\$ 92,560	2.0%
2019	15	0.0	\$ -	\$ 71,325	\$ 71,325	1.5%
2020	22	0.0	\$ -	\$ 240,451	\$ 240,451	4.6%
			\$ -			

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	2.0	2.0	2.0	2.0	3.0	3.0	1.0	2.0	2.0	2.0	2.0	2.0	2.1
2018	3.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.3
2019	1.0	1.0	1.0	1.0	1.0	2.0	2.0	1.0	1.0	1.0	1.0	0.0	1.1
2020	5.0	4.0	3.0	5.0	5.0	5.0	5.0	4.0					4.5

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	649,937	523,389	(126,548)	81%	679,586	476,819	(202,767)	70%	699,581	616,775	(82,806)	88%	975,351	975,351	-
TOTAL REVENUE SOURCES	649,937	523,389	(126,548)	81%	679,586	476,819	(202,767)	70%	699,581	616,775	(82,806)	88%	975,351	975,351	-
96 - Operating Transfers In	334,816	264,929	(69,887)	79%	350,090	394,502	44,412	113%	357,801	317,732	(40,069)	89%	504,829	504,829	-
TOTAL OTHER SOURCES	334,816	264,929	(69,887)	79%	350,090	394,502	44,412	113%	357,801	317,732	(40,069)	89%	504,829	504,829	-
TOTAL APPROPRIATION SOURCES	984,753	788,318	(196,435)	80%	1,029,676	871,321	(158,355)	85%	1,057,382	934,507	(122,875)	88%	1,480,180	1,480,180	-
51 - Salaries-Regular Pay	547,234	455,440	(91,794)	83%	563,654	497,004	(66,650)	88%	580,569	520,860	(59,709)	90%	855,423	855,423	-
52 - Salaries-Other Compensation	10,034	6,475	(3,559)	65%	6,465	6,364	(101)	98%	16,165	16,069	(96)	99%	(1,477)	28,523	30,000
55 - Fringe Benefits	232,670	196,645	(36,024)	85%	260,081	234,272	(25,809)	90%	259,951	248,430	(11,521)	96%	403,029	365,378	(37,650)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(8,047)	-	8,047
TOTAL SALARIES	789,938	658,559	(131,378)	83%	830,200	737,640	(92,560)	89%	856,685	785,359	(71,325)	92%	1,248,928	1,249,325	397
60 - Supplies & Materials	11,750	3,705	(8,045)	32%	11,750	5,526	(6,224)	47%	9,050	4,591	(4,459)	51%	11,750	4,750	(7,000)
64 - Services & Other Expenses	55,075	47,097	(7,977)	86%	55,075	52,299	(2,776)	95%	57,775	57,741	(34)	100%	64,966	102,014	37,048
67 - Rent, Utilities & Maintenance	1,834	-	(1,834)	0%	1,834	-	(1,834)	0%	1,834	-	(1,834)	0%	1,834	1,834	-
68 - Interfund Services	91,834	62,269	(29,565)	68%	95,496	60,726	(34,770)	64%	95,930	74,772	(21,158)	78%	121,709	91,264	(30,445)
TOTAL OPERATING & MAINTENANCE	160,493	113,072	(47,421)	70%	164,155	118,551	(45,604)	72%	164,589	137,105	(27,484)	83%	200,259	199,862	(397)
98 - Operating Transfers Out	34,323	16,687	(17,636)	49%	35,321	15,130	(20,191)	43%	36,108	16,964	(19,144)	47%	30,993	30,993	-
TOTAL OTHER USES	34,323	16,687	(17,636)	49%	35,321	15,130	(20,191)	43%	36,108	16,964	(19,144)	47%	30,993	30,993	-
TOTAL APPROPRIATED USES	984,753	788,318	(196,435)	80%	1,029,676	871,321	(158,355)	85%	1,057,382	939,428	(117,954)	89%	1,480,180	1,480,180	0
BALANCE	-	-	-		-	-	-		-	(4,921)	-		-	-	

PUBLIC DEFENDER



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	138.0	3.0	2.2%		
Base Salary	10,945,755	235,128	2.1%		
Fringe	3,801,033	120,564			
	<u>14,746,788</u>	<u>355,692</u>	2.4%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		12,290,052	13,457,302	14,047,354	13,858,278
Actual Under-spending		1,256,663	1,613,088	1,109,808	1,138,975
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		135	137	137	138
Monthly Average Vacancies		11.5	14.3	7.0	9.3
Actual Unspent as a % of Total Personnel		10.2%	12.0%	7.9%	8.2%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	730,006	675,698	675,698	756,698	756,698	-	0.0%
Amended Budget	675,698	675,698	675,698	756,698			
Actual	576,065	527,146	551,529	286,388			
Variance	99,633	148,552	124,169	470,310			
% Unspent O&M	14.7%	22.0%	18.4%				
% of O&M Budget Expended as of 2/29/20⁽³⁾				37.8%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	3	235,128	120,564	\$ 355,692
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	3	235,128	120,564	\$ 355,692
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 355,692

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
010	7080	Public Defender	130.0	135.0	136.5	136.5	138.0	3.0 355,692
FTE Changes					+5.0	+1.5	+1.5	3.0 \$355,692

FY17 - Added 5 positions as 75% match to Attorney General

FY18 - Added 2 positions per 75% AG match; 2 positions added from additional State funding and deleted 2.5 positions to fund equity adjustments (Business Analyst, P/T Assistant PD, Mitigation Specialist)

FY20 - Added 1 Executive Secretary position and add 0.5 FTE for part-time Assistant Public Defender

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	135	9.4	\$ 885,903	\$ 1,256,663	\$ 370,760	9.5%
2018	138	9.2	\$ 908,050	\$ 1,613,088	\$ 705,038	11.2%
2019	137	7.5	\$ 769,686	\$ 1,109,808	\$ 340,122	7.5%
2020	138	5.0	\$ 513,124 <i>8mo alloc.</i>	\$ 1,138,975	\$ 625,851	7.7%
			\$ 769,686 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	12.5	16.0	16.0	14.0	11.0	11.0	10.5	9.5	8.5	8.5	8.5	11.5	11.5
2018	17.5	19.5	18.0	15.0	15.0	14.0	13.0	15.0	13.0	12.0	11.0	8.0	14.3
2019	8.0	8.5	6.5	5.5	7.5	7.5	7.5	6.5	6.5	8.0	7.0	5.0	7.0
2020	6.0	6.0	8.0	11.0	12.0	10.0	10.0	11.0					9.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	7080	Public Defender	684,871	730,006	675,698	675,698	756,698	756,698
Operating & Maintenance Changes			-	45,135	(54,308)	-	81,000	-

FY17 45,135 Reflects 75% match to District Attorney General

FY18 (54,308) Reflects 0.7% reduction to support OPEB expenditure

FY20 81,000 Increase due to joining the PC Refresh program

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	5,086,700	5,086,800	100	100%	5,331,400	4,040,634	(1,290,766)	76%	5,332,900	6,739,400	1,406,500	126%	5,403,100	5,575,600	172,500
46 - Fines, Fees & Permits	175,000	122,032	(52,968)	70%	160,000	101,462	(58,538)	63%	125,000	130,161	5,161	104%	125,000	125,000	-
TOTAL REVENUE SOURCES	5,261,700	5,208,832	(52,868)	99%	5,491,400	4,142,096	(1,349,304)	75%	5,457,900	6,869,561	1,411,661	126%	5,528,100	5,700,600	172,500
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	5,261,700	5,208,832	(52,868)	99%	5,491,400	4,142,096	(1,349,304)	75%	5,457,900	6,869,561	1,411,661	126%	5,528,100	5,700,600	172,500
51 - Salaries-Regular Pay	9,777,580	8,823,788	(953,791)	90%	10,440,148	9,220,075	(1,220,074)	88%	10,759,781	9,929,329	(830,452)	92%	10,945,755	10,945,755	-
52 - Salaries-Other Compensation	56,664	54,082	(2,582)	95%	70,264	70,104	(160)	100%	60,364	60,285	(79)	100%	56,664	56,664	-
55 - Fringe Benefits	3,341,712	3,041,422	(300,290)	91%	3,854,940	3,462,085	(392,854)	90%	3,996,895	3,717,619	(279,276)	93%	3,801,033	3,729,492	(71,541)
56 - Restricted Salaries	(885,903)	-	885,903	0%	(908,050)	-	908,050	0%	(769,686)	-	769,686	0%	(945,174)	(769,686)	175,488
TOTAL SALARIES	12,290,052	11,919,293	(370,760)	97%	13,457,302	12,752,264	(705,038)	95%	14,047,354	13,707,233	(340,122)	98%	13,858,278	13,962,225	103,947
60 - Supplies & Materials	91,405	61,410	(29,995)	67%	100,405	32,786	(67,619)	33%	127,405	91,344	(36,061)	72%	182,405	182,405	-
64 - Services & Other Expenses	239,646	221,599	(18,047)	92%	273,301	248,116	(25,185)	91%	273,620	236,878	(36,742)	87%	282,243	282,243	-
66 - Professional & Contracted Services	128,542	101,112	(27,430)	79%	85,372	68,684	(16,688)	80%	43,542	26,320	(17,222)	60%	71,445	71,445	-
67 - Rent, Utilities & Maintenance	18,445	11,767	(6,678)	64%	18,445	787	(17,658)	4%	18,445	1,830	(16,615)	10%	22,100	22,100	-
68 - Interfund Services	190,505	173,022	(17,483)	91%	193,005	176,774	(16,231)	92%	205,461	188,906	(16,555)	92%	198,505	198,505	-
70 - Capital Asset Acquisitions	7,155	7,155	-	100%	5,170	-	(5,170)	0%	7,225	6,250	(975)	87%	-	-	-
TOTAL OPERATING & MAINTENANCE	675,698	576,065	(99,633)	85%	675,698	527,146	(148,552)	78%	675,698	551,529	(124,169)	82%	756,698	756,698	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	12,965,750	12,495,358	(470,392)	96%	14,133,000	13,279,410	(853,590)	94%	14,723,052	14,258,761	(464,291)	97%	14,614,976	14,718,923	103,947
BALANCE	(7,704,050)	(7,286,526)			(8,641,600)	(9,137,314)			(9,265,152)	(7,389,200)			(9,086,876)	(9,018,323)	

PUBLIC DEFENDER



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-708001
Department Name: Shelby County Public Defender's Office
Section Name: Adult Services
Submitted By: Rick Rough

1 of 2 Submissions

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Law Office of the Shelby County Public Defender plans to expand our vertical representation model in order to better serve our clients. Although we have handled a significant portion of our felony caseload vertically for years, recent changes in how the Shelby County District Attorney's Office chooses to handle the prosecution of cases; changes in how preliminary hearings are assigned in general sessions court; and changes in how indicted cases are assigned in criminal court make the realignment and expansion of our vertical representation unit necessary. Typically, it takes more attorneys to handle caseloads vertically. However, we are attempting to expand our vertical representation by maximizing the efficient use of our current attorneys' time. Our office has been understaffed in the support personnel department for many years. We hope that becoming fully staffed in that area will allow our attorneys to stop having to focus on doing much of the administrative work that is typically delegated to trained support personnel in other law offices. This will allow our attorneys to focus their full attention on the work that only they can do. In order to fully staff our Adult Trial Division with support personnel, we need three additional full-time legal secretaries, two additional full-time litigation assistants and two additional full-time social workers. These personnel would provide essential support to help our attorneys in our efforts to provide zealous, client-centered representation that protects the

The Public

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
Permanent	5	156,232	82,914	\$ 239,146
Temporary	0	-	-	\$ -
TOTAL SALARIES	5	156,232	82,914	\$ 239,146
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 239,146

APPROVAL:

Division Director: _____

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-708001
 SECTION NAME: Adult Services

COST CENTER # A0701
 DATE SUBMITTED: 1/23/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #		Position Title:	<i>Legal Secretary</i>
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		29,250
Change:	N/A	29,250
Effective:	N/A	7/1/20

2)

POSITION INFORMATION			
Position #		Position Title:	<i>Legal Secretary</i>
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		29,250
Change:	N/A	29,250
Effective:	N/A	7/1/20

3)

POSITION INFORMATION			
Position #		Position Title:	<i>Legal Secretary</i>
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		29,250
Change:	N/A	29,250
Effective:	N/A	7/1/20

4)

POSITION INFORMATION			
Position #		Position Title:	<i>Litigation Assistant</i>
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		34,241
Change:	N/A	34,241
Effective:	N/A	7/1/20

5)

POSITION INFORMATION			
Position #		Position Title:	<i>Litigation Assistant</i>
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		34,241
Change:	N/A	34,241
Effective:	N/A	7/1/20

TOTAL INCREASE REQUEST THIS PAGE	156,232
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-708001

Cost Center # A0701

Date: 01/23/20

**Health rate variable depending on employee election. Use \$8,040 for vacant positon.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)		1	29,250	8,040	6,385	684	N/A	424	246	111	117	29	16,037	45,287
2)		1	29,250	8,040	6,385	684	N/A	424	246	111	117	29	16,037	45,287
3)		1	29,250	8,040	6,385	684	N/A	424	246	111	117	29	16,037	45,287
4)		1	34,241	8,040	7,475	801	N/A	496	288	130	137	34	17,401	51,642
5)		1	34,241	8,040	7,475	801	N/A	496	288	130	137	34	17,401	51,642
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		5	156,232	N/A	34,105	3,656	N/A	2,265	1,312	594	625	156	82,914	239,146

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		5	156,232	N/A	34,105	3,656	0	2,265	1,312	594	625	156	82,914	239,146
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INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-708001
Department Name: Shelby County Public Defender's Office
Section Name: Adult Services
Submitted By: Rick Rough

2 of 2 Submissions

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

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Typically, it takes more attorneys to handle caseloads vertically. However, we are attempting to expand our vertical representation by maximizing the efficient use of our current attorneys' time. Our office has been understaffed in the support personnel department for many years. We hope that becoming fully staffed in that area will allow our attorneys to stop having to focus on doing much of the administrative work that is typically delegated to trained support personnel in other law offices. This will allow our attorneys to focus their full attention on the work that only they can do. In order to fully staff our Adult Trial Division with support personnel, we need three additional full-time legal secretaries, two additional full-time litigation assistants and two additional full-time social workers. These personnel would provide essential support to help our attorneys in our efforts to provide zealous, client-centered representation that protects the

The Public

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	2	78,896	37,650	\$ 116,546
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	2	78,896	37,650	\$ 116,546
OTHER COMPENSATION:				\$ -
O&M:				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 116,546

APPROVAL:

Division Director: _____

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-708001
 SECTION NAME: Adult Services

COST CENTER # A0701
 DATE SUBMITTED: 1/23/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #		Position Title:	Social Worker
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		39,448
Change:	N/A	39,448
Effective:	N/A	7/1/20

2)

POSITION INFORMATION			
Position #		Position Title:	Social Worker
Employee#		Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		39,448
Change:	N/A	39,448
Effective:	N/A	7/1/20

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?		Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?		Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?		Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	78,896
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-708001

Cost Center # A0701

Date: 01/23/20

**Health rate variable depending on employee election. Use \$8,040 for vacant positon.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)		1	39,448	8,040	8,611	923	N/A	572	331	150	158	39	18,825	58,273
2)		1	39,448	8,040	8,611	923	N/A	572	331	150	158	39	18,825	58,273
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		2	78,896	N/A	17,223	1,846	N/A	1,144	663	300	316	79	37,650	116,546

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		2	78,896	N/A	17,223	1,846	0	1,144	663	300	316	79	37,650	116,546
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DIVORCE REFEREE



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	6.5	1.0	15.4%		
Base Salary	513,588	32,000	6.2%		
Fringe	205,962	2,608			
	719,550	34,608	4.8%		
		FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		674,126	715,217	733,256	721,822
Actual Under-spending		1,598	22,103	26,719	6,736
<u>Vacancy Overview</u>					
		FY 2017	FY 2018	FY 2019	FY 2020
Budgeted FTEs		7	7	7	7
Monthly Average Vacancies		0.1	0.3	0.3	0.0
Actual Unspent as a % of Total Personnel		0.2%	3.1%	3.6%	0.9%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	5,579	4,074	4,074	6,074	9,974	3,900	64.2%
Amended Budget	4,074	4,074	4,674	7,587			
Actual	3,196	4,090	4,601	4,600			
Variance	878	(16)	73	2,987			
% Unspent O&M	21.6%	-0.4%	1.6%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			60.6%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>			-	\$ -
	<i>Temporary</i>	1	32,000	2,608	\$ 34,608
	TOTAL SALARIES	1	32,000	2,608	\$ 34,608
OTHER COMPENSATION:					\$ -
O&M:					\$ 3,900
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 38,508

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request	
GENERAL FUND									
010	7085	Divorce Referee	5.5	6.5	6.5	6.5	6.5	1.0	34,608
FTE Changes				+1.0				+1.0	\$34,608

FY17 - 1.0 FTE transferred in from County Attorney.

Judicial - 70

Divorce Referee - 7085

Divorce Referee - 708501

FTE Vacancy Overview

Fund 010 - General Fund

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	7	0.0	\$ -	\$ 1,598	\$ 1,598	0.2%
2018	7	0.0	\$ -	\$ 22,103	\$ 22,103	3.1%
2019	7	0.0	\$ -	\$ 26,719	\$ 26,719	3.6%
2020	7	0.0	\$ - <i>8mo alloc.</i>	\$ 6,736	\$ 6,736	0.9%
			\$ - <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.1
2018	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
2019	0.0	0.5	1.0	1.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
10	7085	Divorce Referee	5,579	5,579	4,074	4,074	6,074	9,974
Operating & Maintenance Changes			-	-	(1,505)	-	2,000	3,900
FY18	(1,505)	General Fund budget cut, OPEB offset						
FY20	2,000	Increase to cover costs related to supplies, training, and travel						

Judicial - 70
 Divorce Referee - 7085
 Divorce Referee - 708501

Budget Overview

As of 2/29/2020
 General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	275,000	268,113	(6,887)	97%	280,000	251,356	(28,644)	90%	280,000	267,412	(12,588)	96%	280,000	280,000	-
TOTAL REVENUE SOURCES	275,000	268,113	(6,887)	97%	280,000	251,356	(28,644)	90%	280,000	267,412	(12,588)	96%	280,000	280,000	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	275,000	268,113	(6,887)	97%	280,000	251,356	(28,644)	90%	280,000	267,412	(12,588)	96%	280,000	280,000	-
51 - Salaries-Regular Pay	469,407	467,864	(1,543)	100%	491,262	474,708	(16,554)	97%	505,999	488,576	(17,422)	97%	513,588	513,588	-
52 - Salaries-Other Compensation	2,124	2,096	(28)	99%	2,124	1,458	(666)	69%	2,124	1,458	(666)	69%	2,124	2,124	-
55 - Fringe Benefits	202,595	202,568	(27)	100%	221,832	216,948	(4,884)	98%	225,133	216,503	(8,630)	96%	210,943	205,962	(4,981)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(4,833)	-	4,833
TOTAL SALARIES	674,126	672,528	(1,598)	100%	715,217	693,114	(22,103)	97%	733,256	706,537	(26,719)	96%	721,822	721,674	(148)
60 - Supplies & Materials	700	516	(184)	74%	1,222	1,270	48	104%	672	658	(14)	98%	1,872	1,872	-
64 - Services & Other Expenses	622	-	(622)	0%	340	340	-	100%	900	877	(23)	97%	1,500	1,500	-
68 - Interfund Services	2,752	2,680	(72)	97%	2,512	2,480	(32)	99%	3,102	3,066	(36)	99%	4,215	4,215	-
TOTAL OPERATING & MAINTENANCE	4,074	3,196	(878)	78%	4,074	4,090	16	100%	4,674	4,601	(73)	98%	7,587	7,587	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	678,200	675,723	(2,476)	100%	719,291	697,204	(22,087)	97%	737,930	711,138	(26,792)	96%	729,409	729,261	(148)
BALANCE	(403,200)	(407,610)			(439,291)	(445,848)			(457,930)	(443,726)			(449,409)	(449,261)	

DIVORCE REFEREE



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-708501
Department Name: Divorce Referee
Section Name: Divorce Referee
Submitted By: Judge Cary Woods; Jarvious Cotton

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

We are a department of one (1) judge, two (2) fulltime employees, and seven (7) part time employees, who are attorneys. Our department often ends up buying our own items or covering a portion of travel costs in order to keep expenses at a minimum. Our budget is never enough to cover the basic supplies and materials. We, the two fulltime administrative staff provide any/all needed items for our Judge, the three (3) hearing officers who conduct their cases in our court, the surrounding two (2) courts, and our remainder four (4) part time attorneys. We assist Pro Se litigants who bring in divorces to be proctored and the general public seeking advice about the divorce procedure. Instructional paperwork is kept and distributed for all involved in the divorce process.

It is not professional to run out of computer supplies, office supplies, and paper products before, during, and after a hearing. We are asking for an increase to fund supplies, copy machine costs, and to cover professional training and professional development for the judge. In order for an attorney to retain a law license, they must attend CLE's (continued legal education). This constitutes 15 CLE hours in which 3 hours that must be on a topic related to Ethics. The Divorce Referee/Judge currently pays all cost for his CLE classes which are generally paid by Shelby County. We are also requesting to add one Temp Attorney position to our staff in order to assist with various administrative tasks related to our department's overall operational needs.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0	-	-	\$ -
<i>Temporary</i>	1	32,000	2,608	\$ 34,608
TOTAL SALARIES	1	32,000	2,608	\$ 34,608
OTHER COMPENSATION:				\$ -
O&M:				\$ 3,900
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 38,508

APPROVAL:

Division Director:


2/10/2020

INCREASE REQUEST FOR TEMPORARY SALARIES

FY21 Proposed Budget

Temporary Employees - Account 5109

FUND-SECTION # 010-7080501

COST CENTER # A0801

SECTION NAME: Divorce Referee

DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases for Temporary Employees only (Account 5109).

1)

POSITION INFORMATION			
Position #		Position Title:	Miscellaneous Temp
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	-	32,000
Change:	N/A	32,000
Effective:	N/A	FY21 Proposed

2)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	32,000
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: _____ Cost Center # _____ Date: _____

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

PCB-1	ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
	Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)						0	0	N/A	0	0	0	0	0	0	-
2)						0	0	N/A	0	0	0	0	0	0	-
3)						0	0	N/A	0	0	0	0	0	0	-
4)						0	0	N/A	0	0	0	0	0	0	-
5)						0	0	N/A	0	0	0	0	0	0	-
6)						0	0	N/A	0	0	0	0	0	0	-
7)						0	0	N/A	0	0	0	0	0	0	-
8)						0	0	N/A	0	0	0	0	0	0	-
9)						0	0	N/A	0	0	0	0	0	0	-
10)						0	0	N/A	0	0	0	0	0	0	-
11)						0	0	N/A	0	0	0	0	0	0	-
12)						0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:			0	-	N/A	0	0	N/A	0	0	0	0	0	0	-

PCB-1	ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
TEMP															
1)			1	32,000	N/A	N/A	N/A	1,984	464	N/A	N/A	128	32	2,608	34,608
2)					N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)					N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)					N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)					N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			1	32,000	N/A	N/A	N/A	1,984	464	N/A	N/A	128	32	2,608	34,608

GRAND TOTAL:	1	32,000	N/A	0	0	1,984	464	0	0	128	32	2,608	34,608
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JURY COMMISSION



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	5.0	0.0	0.0%		
Base Salary	243,248	-	0.0%		
Fringe	86,191	-			
	<u>329,439</u>	<u>-</u>	0.0%		
		FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		318,146	346,418	352,947	332,766
Actual Under-spending		48,774	60,666	35,325	12,751
<u>Vacancy Overview</u>					
		FY 2017	FY 2018	FY 2019	FY 2020
Budgeted FTEs		5	5	5	5
Monthly Average Vacancies		1.1	0.8	0.0	0.0
Actual Unspent as a % of Total Personnel		15.3%	17.5%	10.0%	3.8%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	555,566	549,450	534,450	534,450	534,450	-	0.0%
Amended Budget	549,450	549,450	534,450	534,450			
Actual	415,830	406,435	376,802	260,519			
Variance	<u>133,620</u>	<u>143,015</u>	<u>157,648</u>	<u>273,931</u>			
% Unspent O&M	24.3%	26.0%	29.5%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			48.7%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

JURY COMMISSION

Tiffany Kimmons, Jury Coordinator

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>			-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request
GENERAL FUND								
010	7087	Jury Commission	5.0	5.0	5.0	5.0	5.0	
FTE Changes								\$0

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	5	0.0	\$ -	\$ 48,774	\$ 48,774	15.3%
2018	5	0.0	\$ -	\$ 60,666	\$ 60,666	17.5%
2019	5	0.0	\$ -	\$ 35,325	\$ 35,325	10.0%
2020	5	0.0	\$ - <i>8mo alloc.</i>	\$ 12,751	\$ 12,751	3.8%
			\$ - <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	2.0	2.0	2.0	2.0	2.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	1.1
2018	0.0	0.0	0.0	0.0	0.0	0.0	1.0	2.0	2.0	2.0	2.0	1.0	0.8
2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	7087	Jury Commission	555,566	555,566	549,450	534,450	534,450	534,450
Operating & Maintenance Changes			-	-	(6,116)	(15,000)	-	-

FY18 (6,116) Reduction in Services & Other Expenses

FY19 (15,000) Reduction in Mail Services

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	219,845	184,638	(35,207)	84%	226,440	199,076	(27,364)	88%	239,653	227,463	(12,190)	95%	243,248	243,248	-
52 - Salaries-Other Compensation	3,402	2,604	(798)	77%	3,402	2,462	(940)	72%	3,402	1,740	(1,662)	51%	3,402	3,402	-
55 - Fringe Benefits	94,899	82,129	(12,770)	87%	116,576	84,214	(32,362)	72%	109,892	88,419	(21,473)	80%	88,405	86,191	(2,214)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(2,289)	-	2,289
TOTAL SALARIES	318,146	269,372	(48,774)	85%	346,418	285,752	(60,666)	82%	352,947	317,622	(35,325)	90%	332,766	332,841	75
60 - Supplies & Materials	3,091	1,758	(1,333)	57%	2,824	2,464	(360)	87%	4,024	956	(3,068)	24%	4,024	4,024	-
64 - Services & Other Expenses	454,417	354,721	(99,696)	78%	452,783	339,709	(113,074)	75%	448,783	324,562	(124,221)	72%	446,706	446,706	-
66 - Professional & Contracted Services	37,450	29,554	(7,896)	79%	37,450	29,990	(7,460)	80%	37,450	23,780	(13,670)	63%	37,450	37,450	-
67 - Rent, Utilities & Maintenance	950	950	-	100%	1,050	998	(53)	95%	1,050	1,047	(3)	100%	2,000	2,000	-
68 - Interfund Services	53,542	28,847	(24,695)	54%	55,343	33,275	(22,069)	60%	43,143	26,457	(16,686)	61%	44,270	44,270	-
TOTAL OPERATING & MAINTENANCE	549,450	415,830	(133,620)	76%	549,450	406,435	(143,015)	74%	534,450	376,802	(157,648)	71%	534,450	534,450	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	867,596	685,202	(182,393)	79%	895,868	692,187	(203,681)	77%	887,397	694,425	(192,973)	78%	867,216	867,291	75
BALANCE	(867,596)	(685,202)			(895,868)	(692,187)			(887,397)	(694,425)			(867,216)	(867,291)	

DISTRICT ATTORNEY



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	131.2	7.0	5.3%		
Base Salary	8,658,351	500,000	5.8%		
Fringe	3,106,004	192,980			
	11,764,355	692,980	5.9%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		10,251,906	11,089,627	11,468,075	11,307,788
Actual Under-spending		694,692	702,634	521,914	492,573
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		118	124	129	131
Monthly Average Vacancies		4.5	5.0	4.3	3.6
Actual Unspent as a % of Total Personnel		6.8%	6.3%	4.6%	4.4%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	491,424	416,221	416,221	416,221	416,221	-	0.0%
Amended Budget	416,221	416,221	416,221	416,221			
Actual	369,921	385,821	395,542	302,121			
Variance	46,300	30,400	20,679	114,100			
% Unspent O&M	11.1%	7.3%	5.0%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			72.6%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	7	500,000	192,980	\$ 692,980
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	7	500,000	192,980	\$ 692,980
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 692,980

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
010	7090	District Attorney General	111.0	118.2	124.2	129.2	131.2	7.0 692,980
FTE Changes				+7.2	+6.0	+5.0	+2.0	7.0 \$692,980

FY17 - Moved 1.8 FTE to Grant Fund; added 9 new positions for caseload issues

FY18 - Added 3 Attorneys, 2 Counselor B's and 1 Paralegal

FY19 - Added 5 positions; 3 Criminal Investigators and 2 Digital Evidence Analysts

FY20 - Added 2.0 FTE; 1 Criminal Investigator and 1 Administrative Services Specialist

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	118	3.5	\$ 303,526	\$ 694,692	\$ 391,166	6.1%
2018	124	3.4	\$ 303,526	\$ 702,634	\$ 399,108	5.7%
2019	130	4.5	\$ 406,243	\$ 521,914	\$ 115,671	4.0%
2020	131	3.0	\$ 270,829 <i>8mo alloc.</i>	\$ 492,573	\$ 221,744	3.8%
			\$ 406,243 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	10.0	7.0	7.0	6.0	5.0	5.0	3.0	3.0	2.0	2.0	2.0	2.0	4.5
2018	8.0	7.0	7.0	14.0	7.0	5.0	6.0	2.0	1.0	1.0	1.0	1.0	5.0
2019	5.0	7.0	7.0	5.0	3.0	3.0	2.0	3.0	4.0	4.0	4.0	4.0	4.3
2020	6.0	6.0	4.0	3.0	2.0	2.0	2.0	4.0					3.6

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	7090	District Attorney General	300,498	491,424	416,221	416,221	416,221	416,221
Operating & Maintenance Changes			-	190,926	(75,203)	-	-	-

FY17 190,926 Reflects 75% match to District Attorney General

FY18 (75,203) Reflects 0.7% reduction to support OPEB expenditure

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	-	0	0	100%	-	14,537	14,537	100%	-	-	-	100%	-	-	-
44 - Intergov Revenues-Federal & Local	-	6,222	6,222	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	-	6,222	6,222	100%	-	14,537	14,537	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	6,222	6,222	100%	-	14,537	14,537	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	7,787,320	7,232,807	(554,513)	93%	8,133,652	7,682,649	(451,003)	94%	8,533,403	8,166,823	(366,580)	96%	8,658,351	8,658,351	-
52 - Salaries-Other Compensation	69,856	50,888	(18,968)	73%	69,856	51,432	(18,424)	74%	69,856	63,040	(6,816)	90%	69,856	69,856	-
55 - Fringe Benefits	2,698,256	2,577,046	(121,210)	96%	3,189,645	2,956,438	(233,207)	93%	3,271,059	3,122,541	(148,518)	95%	3,106,004	3,036,260	(69,743)
56 - Restricted Salaries	(303,526)	-	303,526	0%	(303,526)	-	303,526	0%	(406,243)	-	406,243	0%	(526,422)	(406,243)	120,179
TOTAL SALARIES	10,251,906	9,860,740	(391,166)	96%	11,089,627	10,690,519	(399,108)	96%	11,468,075	11,352,404	(115,671)	99%	11,307,788	11,358,224	50,436
60 - Supplies & Materials	26,959	24,867	(2,092)	92%	42,950	38,850	(4,100)	90%	22,789	22,702	(87)	100%	35,579	1,200	(34,379)
64 - Services & Other Expenses	95,777	94,137	(1,640)	98%	49,873	47,861	(2,012)	96%	53,975	51,634	(2,341)	96%	53,768	49,233	(4,535)
66 - Professional & Contracted Services	5,400	5,369	(31)	99%	-	-	-	100%	-	-	-	100%	-	-	-
67 - Rent, Utilities & Maintenance	90,622	67,392	(23,230)	74%	111,035	110,932	(103)	100%	108,583	105,704	(2,879)	97%	101,000	135,000	34,000
68 - Interfund Services	165,263	145,956	(19,307)	88%	212,363	188,178	(24,185)	89%	230,874	215,501	(15,373)	93%	225,874	230,788	4,914
70 - Capital Asset Acquisitions	32,200	32,200	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	416,221	369,921	(46,300)	89%	416,221	385,821	(30,400)	93%	416,221	395,542	(20,679)	95%	416,221	416,221	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	10,668,127	10,230,661	(437,466)	96%	11,505,848	11,076,340	(429,508)	96%	11,884,296	11,747,946	(136,351)	99%	11,724,009	11,774,445	50,436
BALANCE	(10,668,127)	(10,224,439)			(11,505,848)	(11,061,803)			(11,884,296)	(11,747,946)			(11,724,009)	(11,774,445)	

GRANTS FUND

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	10	0.0	\$ -	\$ 243,066	\$ 243,066	2.1%
2018	11	0.3	\$ 20,867	\$ 198,179	\$ 177,311	1.6%
2019	12	0.6	\$ 42,364	\$ 306,545	\$ 264,181	2.4%
2020	13	0.0	\$ 497 <i>8mo alloc.</i>	\$ 109,762	\$ 109,266	0.9%
			\$ 745 <i>full year</i>			

FY2020 YTD as of 2/29/2020
Positive = Underspending was more than budgeted.

<u>Vacant FTEs</u>													
FISCAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Monthly Avg
	1	2	3	4	5	6	7	8	9	10	11	12	
2017	1.0	1.0	3.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	2.0	1.0	2.0
2018	1.0	1.0	1.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.1
2019	1.0	1.0	1.0	2.0	2.0	3.0	3.0	3.0	5.0	5.0	4.0	1.0	2.6
2020	1.0	1.0	3.0	2.0	2.0	1.0	1.0	1.0					1.5

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Budget Overview

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	104,777	222,862	118,085	213%	305,881	272,962	(32,919)	89%	420,115	289,071	(131,044)	69%	580,079	587,866	7,787
44 - Intergov Revenues-Federal & Local	678,386	179,300	(499,087)	26%	650,155	251,973	(398,182)	39%	640,286	237,048	(403,238)	37%	338,262	290,245	(48,017)
TOTAL REVENUE SOURCES	1,167,060	679,670	(487,390)	58%	1,316,717	828,182	(488,535)	63%	1,441,689	844,647	(597,042)	59%	1,306,295	1,224,510	(81,785)
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	1,167,060	679,670	(487,390)	58%	1,316,717	828,182	(488,535)	63%	1,441,689	844,647	(597,042)	59%	1,306,295	1,224,510	(81,785)
51 - Salaries-Regular Pay	624,499	415,565	(208,934)	67%	695,565	526,157	(169,408)	76%	730,068	514,038	(216,030)	70%	787,266	787,266	-
52 - Salaries-Other Compensation	28,175	28,066	(109)	100%	36,175	35,362	(813)	98%	41,288	35,874	(5,414)	87%	6,867	6,867	-
55 - Fringe Benefits	181,596	147,572	(34,024)	81%	225,263	197,306	(27,958)	88%	269,947	184,846	(85,101)	68%	268,651	247,752	(20,899)
56 - Restricted Salaries	-	-	-	100%	(20,867)	-	20,867	0%	(42,364)	-	42,364	0%	(7,290)	-	7,290
TOTAL SALARIES	834,270	591,203	(243,066)	71%	936,136	758,825	(177,311)	81%	998,939	734,758	(264,181)	74%	1,055,493	1,041,884	(13,609)
60 - Supplies & Materials	42,683	36,663	(6,020)	86%	6,300	6,250	(50)	99%	47,735	37,471	(10,264)	78%	39,023	38,750	(273)
64 - Services & Other Expenses	1,808	553	(1,255)	31%	7,450	964	(6,487)	13%	7,450	-	(7,450)	0%	7,450	67,500	60,050
66 - Professional & Contracted Services	280,350	51,250	(229,100)	18%	338,006	62,143	(275,863)	18%	355,941	69,536	(286,405)	20%	135,204	76,388	(58,816)
67 - Rent, Utilities & Maintenance	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
68 - Interfund Services	1,450	-	(1,450)	0%	924	-	(924)	0%	924	-	(924)	0%	68,424	-	(68,424)
70 - Capital Asset Acquisitions	6,500	-	(6,500)	0%	27,900	-	(27,900)	0%	30,700	-	(30,700)	0%	700	-	(700)
TOTAL OPERATING & MAINTENANCE	332,791	88,467	(244,324)	27%	380,580	69,357	(311,223)	18%	442,750	107,006	(335,744)	24%	250,802	182,638	(68,164)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	1,167,061	679,670	(487,391)	58%	1,316,716	828,182	(488,535)	63%	1,441,689	841,764	(599,925)	58%	1,306,295	1,224,522	(81,773)
BALANCE	-	-	-	-	-	-	-	-	-	2,883	-	-	(12)	-	-

DISTRICT ATTORNEY GENERAL



FY 2021 BUDGET REQUESTS

SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # _____
 SECTION NAME: _____

COST CENTER # _____
 DATE SUBMITTED: _____

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	4	Position Title:	Assistant District Attor
Employee#	New	Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		320,000
Change:	N/A	320,000
Effective:	N/A	

2)

POSITION INFORMATION			
Position #	2	Position Title:	Crime Analyst
Employee#	New	Employee Name:	
New Position?	Y	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		130,000
Change:	N/A	130,000
Effective:	N/A	

3)

POSITION INFORMATION			
Position #	1	Position Title:	Legal Assistant Para
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		50,000
Change:	N/A	50,000
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	500,000
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 038-709001 Cost Center # E0501 2/7/2020 Date: _____

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)	Assistant District Attor	1	80,000	8,040	17,464	1,872	N/A	1,160	672	304	320	80	29,912	109,912
2)	Assistant District At	1	80,000	8,040	17,464	1,872	N/A	1,160	672	304	320	80	29,912	109,912
3)	Assistant District At	1	80,000	8,040	17,464	1,872	N/A	1,160	672	304	320	80	29,912	109,912
4)	Assistant District At	1	80,000	8,040	17,464	1,872	N/A	1,160	672	304	320	80	29,912	109,912
5)	Crime Analyst	1	65,000	8,040	14,190	1,521	N/A	943	546	247	260	65	25,811	90,811
6)	Crime Analyst	1	65,000	8,040	14,190	1,521	N/A	943	546	247	260	65	25,811	90,811
7)	Legal Assistant Parale	1	50,000	8,040	10,915	1,170	N/A	725	420	190	200	50	21,710	71,710
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		7	500,000	N/A	109,150	11,700	N/A	7,250	4,200	1,900	2,000	500	192,980	692,980

PCB-1

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-

GRAND TOTAL:		7	500,000	N/A	109,150	11,700	0	7,250	4,200	1,900	2,000	500	192,980	692,980
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COUNTY COMMISSION



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	23.0	6.0	26.1%		
Base Salary	2,989,128	302,500	10.1%		
Fringe	889,019	124,707			
	3,878,147	427,207	11.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		2,854,521	1,855,217	3,360,439	4,110,035
Actual Under-spending		169,376	304,844	580,262	354,599
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		35	39	39	42
Monthly Average Vacancies		2.3	2.8	3.4	2.6
Actual Unspent as a % of Total Personnel		5.9%	16.4%	17.3%	8.6%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	1,089,458	1,080,598	1,580,093	2,473,246	2,473,246	-	0.0%
Amended Budget	1,022,041	987,950	2,045,558	2,593,373			
Actual	757,212	710,376	1,133,102	686,423			
Variance	264,829	277,574	912,456	1,906,950			
% Unspent O&M	24.3%	25.7%	57.7%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			27.8%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:				
<i>Permanent</i>				
<i>Legislative Operations</i>	0	-	-	\$ -
<i>Equal Opportunity Compliance</i>	0	-	-	\$ -
<i>Temporary</i>		-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				
<i>Legislative Operations</i>				-
<i>Equal Opportunity Compliance</i>				-
TOTAL O&M				\$ -
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 NEW REQUEST:				\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
044	8002	Legislative Operations	25.0	26.0 ^a	26.0	29.0 ^c	29.0	0.0 -
044	8003	Equal Opportunity Compliance	10.0	13.0 ^b	13.0	13.0	14.0 ^d	
FTE Changes				+4.0		+3.0	+1.0	0.0 \$0

FY17 - (a) Added one (1) Clerical Specialist
 (b) Deleted (1) position - Deputy Administrator; added 4.0 FTEs (Chief Diversity Officer, Senior LOSB/MWBE Advisor, LOSB Contract Compliance Specialist, Data Analyst) to implement Minority/Women Business and Entrepreneurs ordinance

FY19 - (c) Added two (2) Research Analyst and one (1) Legislative Research Analyst

FY20 - (d) Added one (1) Contract Compliance Officer to support the Equal Opportunity Compliance Office's Minority and Women Business Enterprise Program and Locally Owned Small Business Program

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	36	0.0	\$ -	\$ 169,376	\$ 169,376	6.6%
2018	39	0.0	\$ -	\$ 304,844	\$ 304,844	10.0%
2019	41	0.0	\$ -	\$ 580,262	\$ 580,262	15.1%
2020	42	0.1	\$ 6,378 <i>8mo alloc.</i>	\$ 354,599	\$ 348,221	9.1%
			\$ 9,567 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	1.0	1.0	1.0	1.0	3.0	3.0	4.0	4.0	7.0	2.3
2018	7.0	6.0	4.0	4.0	4.0	4.0	4.0	1.0	0.0	0.0	0.0	0.0	2.8
2019	3.0	11.0	3.0	3.0	4.0	2.0	2.0	3.0	3.0	2.0	2.0	3.0	3.4
2020	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0					2.6

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	26	0.0	\$ -	\$ 98,721	\$ 98,721	6.3%
2018	26	0.0	\$ -	\$ 62,525	\$ 62,525	3.8%
2019	28	0.0	\$ -	\$ 521,639	\$ 521,639	19.9%
2020	29	0.0	\$ 1,019 <i>8mo alloc.</i>	\$ 265,790	\$ 264,771	9.7%
			\$ 1,528 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	1.0	1.0	1.0	1.0	3.0	3.0	3.0	3.0	3.0	1.8
2018	3.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
2019	3.0	11.0	3.0	3.0	3.0	2.0	2.0	2.0	2.0	1.0	1.0	2.0	2.9
2020	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0					1.8

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	10	0.0	\$ -	\$ 54,305	\$ 54,305	7.6%
2018	13	0.0	\$ -	\$ 210,498	\$ 210,498	19.8%
2019	13	0.0	\$ -	\$ 58,624	\$ 58,624	5.4%
2020	14	0.1	\$ 5,359 <i>8mo alloc.</i>	\$ 88,810	\$ 83,451	7.6%
			\$ 8,039 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	4.0	0.5
2018	4.0	5.0	4.0	4.0	4.0	4.0	4.0	1.0	0.0	0.0	0.0	0.0	2.5
2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	0.4
2020	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0					0.9

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
044	8001	Commissioner's Contingency	200,000	200,000	200,000	200,000	633,153	633,153
044	8002	Legislative Operations	799,943	799,943	766,583	1,266,578	1,426,578	1,426,578.0
044	8003	Equal Opportunity Compliance	89,515	89,515	114,015	113,515	613,515	613,515.0
Operating & Maintenance Changes			-	-	(8,860)	499,495	1,093,153	-
FY18		(33,360) Legislative Operations O&M reduction due to prior-year county-wide 0.7% cut to support OPEB expenditures						
		24,500 Increase request approved for Minority and Women Business and Entrepreneurs						
		(8,860)						
FY19		500,000 Equal Opportunity Compliance consultant to conduct a study to improve training for businesses						
FY20		433,153 Contingency increased, per Commissioners						
		160,000 Commissioners strategic planning consultant						
		500,000 Equal Opportunity Compliance consultant to conduct a study to improve training for businesses						
		1,093,153						

Other Elected Officials - 80
 Commissioner's Contingency - 8001

Budget Overview

As of 2/29/2020
 General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	248,140	234,454	(13,686)	94%	324,188	301,212	(22,976)	93%	136,240	136,240	-	100%	-	-	-
55 - Fringe Benefits	22,417	19,752	(2,664)	88%	32,382	23,538	(8,845)	73%	5,076	5,076	(0)	100%	-	-	-
TOTAL SALARIES	270,557	254,207	(16,350)	94%	356,570	324,750	(31,821)	91%	141,316	141,316	(0)	100%	-	-	-
64 - Services & Other Expenses	-	0	0	100%	-	-	-	100%	-	0	0	100%	-	-	-
95 - Contingencies & Restrictions	79,443	-	(79,443)	0%	49,352	-	(49,352)	0%	5,465	-	(5,465)	0%	395,381	670,381	275,000
TOTAL OPERATING & MAINTENANCE	79,443	0	(79,443)	0%	49,352	-	(49,352)	0%	5,465	0	(5,465)	0%	395,381	670,381	275,000
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	350,000	254,207	(95,793)	73%	405,922	324,750	(81,173)	80%	146,781	141,316	(5,465)	96%	395,381	670,381	275,000
BALANCE	(350,000)	(254,207)			(405,922)	(324,750)			(146,781)	(141,316)			(395,381)	(670,381)	

Other Elected Officials - 80
Legislative Operations - 8002

Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
47 - Other Revenue	-	-	-	100%	-	252	252	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	-	-	-	100%	-	252	252	100%	-	-	-	100%	-	-	-
99 - Planned Use of Fund Balance	62,000	-	(62,000)	0%	8,000	-	(8,000)	0%	-	-	-	100%	157,899	-	(157,899)
TOTAL OTHER SOURCES	62,000	-	(62,000)	0%	8,000	-	(8,000)	0%	-	-	-	100%	157,899	-	(157,899)
TOTAL APPROPRIATION SOURCES	62,000	-	(62,000)	0%	8,000	252	(7,748)	3%	-	-	-	100%	157,899	-	(157,899)
51 - Salaries-Regular Pay	1,136,397	1,071,691	(64,706)	94%	1,159,082	1,114,257	(44,825)	96%	1,987,511	1,572,876	(414,635)	79%	2,136,051	2,136,051	-
52 - Salaries-Other Compensation	10,793	10,592	(201)	98%	12,793	12,604	(189)	99%	20,393	20,366	(27)	100%	11,557	10,793	(764)
55 - Fringe Benefits	419,322	385,509	(33,813)	92%	464,755	447,244	(17,511)	96%	614,844	507,868	(106,976)	83%	585,515	572,649	(12,866)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(10,781)	-	10,781
TOTAL SALARIES	1,566,513	1,467,792	(98,721)	94%	1,636,630	1,574,105	(62,525)	96%	2,622,749	2,101,110	(521,639)	80%	2,722,342	2,719,493	(2,849)
60 - Supplies & Materials	47,140	32,123	(15,017)	68%	30,640	25,387	(5,253)	83%	34,140	29,386	(4,754)	86%	43,464	43,464	-
64 - Services & Other Expenses	252,249	240,266	(11,983)	95%	245,873	239,591	(6,282)	97%	490,264	363,235	(127,029)	74%	377,462	250,439	(127,024)
66 - Professional & Contracted Services	388,000	357,592	(30,408)	92%	352,000	274,418	(77,582)	78%	732,305	441,935	(290,370)	60%	997,875	307,000	(690,875)
67 - Rent, Utilities & Maintenance	29,300	22,512	(6,788)	77%	22,700	-	(22,700)	0%	46,500	46,467	(33)	100%	51,000	51,000	-
68 - Interfund Services	99,394	50,169	(49,225)	50%	123,370	78,260	(45,110)	63%	123,370	112,909	(10,461)	92%	114,676	114,676	0
70 - Capital Asset Acquisitions	12,500	12,500	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	828,583	715,161	(113,422)	86%	774,583	617,656	(156,926)	80%	1,426,578	993,931	(432,647)	70%	1,584,477	766,578	(817,899)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	2,395,096	2,182,953	(212,142)	91%	2,411,213	2,191,761	(219,451)	91%	4,049,327	3,095,041	(954,286)	76%	4,306,819	3,486,072	(820,747)
BALANCE	(2,333,096)	(2,182,953)			(2,403,213)	(2,191,509)			(4,049,327)	(3,095,041)			(4,148,921)	(3,486,072)	

Other Elected Officials - 80
Equal Opportunity Compliance - 8003

Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
51 - Salaries-Regular Pay	528,002	487,229	(40,772)	92%	753,815	609,567	(144,248)	81%	776,430	737,414	(39,016)	95%	853,077	853,077	-
52 - Salaries-Other Compensation	13,290	7,651	(5,639)	58%	14,849	14,363	(486)	97%	11,349	9,954	(1,395)	88%	11,349	11,349	-
55 - Fringe Benefits	177,638	169,744	(7,894)	96%	292,069	226,305	(65,764)	77%	298,417	280,204	(18,213)	94%	303,504	300,266	(3,238)
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	(15,454)	-	15,454
TOTAL SALARIES	718,930	664,625	(54,305)	92%	1,060,733	850,235	(210,498)	80%	1,086,196	1,027,573	(58,624)	95%	1,152,476	1,164,692	12,216
60 - Supplies & Materials	32,900	7,628	(25,272)	23%	32,900	26,941	(5,959)	82%	26,900	15,739	(11,161)	59%	22,300	21,764	(536)
64 - Services & Other Expenses	27,725	24,916	(2,809)	90%	33,525	33,174	(351)	99%	32,325	31,894	(431)	99%	38,425	38,425	-
66 - Professional & Contracted Services	19,823	-	(19,823)	0%	64,023	20,500	(43,523)	32%	515,723	70,125	(445,598)	14%	516,723	16,723	(500,000)
67 - Rent, Utilities & Maintenance	1,500	-	(1,500)	0%	1,500	-	(1,500)	0%	1,500	-	(1,500)	0%	-	-	-
68 - Interfund Services	27,067	9,506	(17,561)	35%	27,067	12,104	(14,963)	45%	31,684	21,413	(10,271)	68%	31,684	32,220	536
70 - Capital Asset Acquisitions	5,000	-	(5,000)	0%	5,000	-	(5,000)	0%	5,383	-	(5,383)	0%	4,383	4,383	-
TOTAL OPERATING & MAINTENANCE	114,015	42,050	(71,965)	37%	164,015	92,720	(71,295)	57%	613,515	139,171	(474,344)	23%	613,515	113,515	(500,000)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	832,945	706,675	(126,270)	85%	1,224,748	942,955	(281,794)	77%	1,699,711	1,166,744	(532,968)	69%	1,765,991	1,278,207	(487,784)
BALANCE	(832,945)	(706,675)			(1,224,748)	(942,955)			(1,699,711)	(1,166,744)			(1,765,991)	(1,278,207)	

COUNTY ASSESSOR



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	135.0	0.0	0.0%		
Base Salary	7,275,244	56,024	0.8%		
Fringe	2,789,689	3,513			
	10,064,933	59,537	0.6%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		9,090,781	9,609,559	9,867,939	9,618,613
Actual Under-spending		845,756	1,383,535	1,179,293	615,316
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		143	143	141	135
Monthly Average Vacancies		14.3	21.3	17.4	12.3
Actual Unspent as a % of Total Personnel		9.3%	14.4%	12.0%	6.4%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	1,545,662	1,339,002	1,339,002	1,576,508	1,994,001	417,493	26.5%
Amended Budget	1,561,858	1,339,002	1,339,002	1,576,508			
Actual	1,327,401	1,173,736	1,169,660	913,675			
Variance	234,457	165,266	169,342	662,833			
% Unspent O&M	15.2%	12.3%	12.6%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			58.0%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	0	-	-	\$ -
	<i>Temporary</i>	2	43,105	3,513	\$ 46,618
	TOTAL SALARIES	2	43,105	3,513	\$ 46,618
OTHER COMPENSATION:					\$ 12,919
O&M:					\$ 417,493
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 477,030

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
043	8004	Assessor	143.0	143.0	143.0	141.0	135.0	0.0 -
FTE Changes						-2.0	-6.0	0.0 \$0

FY19 - Deleted two (2) Clerical Specialist positions (863384 and 001625).

FY20 - Transferred six (6) positions to the Information Technology Division

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	143	9.5	\$ 649,799	\$ 845,756	\$ 195,957	8.7%
2018	143	9.2	\$ 649,799	\$ 1,383,535	\$ 733,736	13.5%
2019	142	9.2	\$ 666,858	\$ 1,179,293	\$ 512,435	11.2%
2020	135	4.0	\$ 300,000 <i>8mo alloc.</i>	\$ 615,316	\$ 315,316	6.0%
			\$ 450,000 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	12.0	11.0	11.0	12.0	12.0	12.0	14.0	18.0	18.0	19.0	16.0	16.0	14.3
2018	19.0	20.0	21.0	20.0	21.0	20.0	20.0	23.0	23.0	23.0	22.0	23.0	21.3
2019	23.0	25.0	22.0	20.0	20.0	17.0	13.0	13.0	14.0	14.0	15.0	13.0	17.4
2020	13.0	13.0	14.0	14.0	14.0	11.0	11.0	8.0					12.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
043	8004	Assessor	1,280,003	1,545,662	1,339,002	1,339,002	1,576,508	1,994,001
Operating & Maintenance Changes			-	265,659	(206,660)	-	237,506	417,493
FY17	265,659	Increase primarily due to cost of postage and printing associated with reappraisal (\$206,00) and contractual increase for personal property audit (\$59,000)						
FY18	(206,660)	Reduction due to removal of one-time postage and printing and person property audit contract with reappraisal						
FY20	157,315	Primarily travel related to training and education (\$127,908) and software acquisition (\$54,009) offset by other services						
	69,311	Primarily outside professional services to assist with appeals in court						
	67,585	Expandable computer equipment and maintenance contracted						
	30,000	Office furniture						
	(86,705)	Transferred operating expenses to Information Technology division aligning with Assessor's office restructure						
	237,506							

Other Elected Officials - 80
Assessor - 8004

Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	15,500	27,918	12,418	180%	12,420	13,712	1,292	110%	14,750	-	(14,750)	0%	17,000	17,500	500
44 - Intergov Revenues-Federal & Local	-	-	-	100%	2,862,266	2,887,389	25,123	101%	-	-	-	100%	-	-	-
45 - Charges for Services	6,000	5,145	(855)	86%	7,000	7,059	59	101%	7,000	4,438	(2,562)	63%	5,000	5,000	-
47 - Other Revenue	-	-	-	100%	-	0	0	100%	-	-	-	100%	-	-	-
TOTAL REVENUE SOURCES	21,500	33,063	11,563	154%	2,881,686	2,908,160	26,474	101%	21,750	4,438	(17,312)	20%	22,000	22,500	500
99 - Planned Use of Fund Balance	16,196	-	(16,196)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OTHER SOURCES	16,196	-	(16,196)	0%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	37,696	33,063	(4,633)	88%	2,881,686	2,908,160	26,474	101%	21,750	4,438	(17,312)	20%	22,000	22,500	500
51 - Salaries-Regular Pay	6,906,943	6,276,551	(630,392)	91%	7,110,836	6,164,805	(946,031)	87%	7,333,541	6,574,959	(758,582)	90%	7,275,244	7,279,915	4,671
52 - Salaries-Other Compensation	163,909	161,822	(2,087)	99%	122,829	119,752	(3,077)	97%	125,159	105,959	(19,200)	85%	125,159	125,159	-
55 - Fringe Benefits	2,669,728	2,456,451	(213,278)	92%	3,025,693	2,591,266	(434,427)	86%	3,076,097	2,674,586	(401,511)	87%	2,789,689	2,748,482	(41,207)
56 - Restricted Salaries	(649,799)	-	649,799	0%	(649,799)	-	649,799	0%	(666,858)	-	666,858	0%	(571,479)	(450,000)	121,479
TOTAL SALARIES	9,090,781	8,894,824	(195,957)	98%	9,609,559	8,875,824	(733,736)	92%	9,867,939	9,355,504	(512,435)	95%	9,618,613	9,703,556	84,943
60 - Supplies & Materials	69,000	63,690	(5,310)	92%	77,455	66,634	(10,821)	86%	92,384	39,486	(52,898)	43%	157,969	137,969	(20,000)
64 - Services & Other Expenses	482,718	446,941	(35,777)	93%	318,354	307,289	(11,065)	97%	290,306	269,085	(21,221)	93%	437,621	459,613	21,992
66 - Professional & Contracted Services	481,422	331,346	(150,076)	69%	443,627	335,598	(108,029)	76%	452,235	389,957	(62,278)	86%	476,546	480,246	3,700
67 - Rent, Utilities & Maintenance	338,472	308,114	(30,358)	91%	335,468	304,078	(31,390)	91%	326,358	298,126	(28,232)	91%	272,590	274,590	2,000
68 - Interfund Services	156,050	149,603	(6,447)	96%	153,598	150,637	(2,961)	98%	177,019	173,007	(4,012)	98%	226,082	224,090	(1,992)
70 - Capital Asset Acquisitions	34,196	27,708	(6,488)	81%	10,500	9,500	(1,000)	90%	700	-	(700)	0%	5,700	-	(5,700)
TOTAL OPERATING & MAINTENANCE	1,561,858	1,327,401	(234,457)	85%	1,339,002	1,173,736	(165,266)	88%	1,339,002	1,169,660	(169,342)	87%	1,576,508	1,576,508	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	10,652,639	10,222,225	(430,414)	96%	10,948,561	10,049,560	(899,002)	92%	11,206,941	10,525,164	(681,777)	94%	11,195,121	11,280,064	84,943
BALANCE	(10,614,943)	(10,189,162)			(8,066,875)	(7,141,400)			(11,185,191)	(10,520,726)			(11,173,121)	(11,257,564)	

ASSESSOR



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 043-800401
Department Name: Assessor of Property - Other Elected Officials
Section Name: Assessor Operations
Submitted By: Mildred Davis

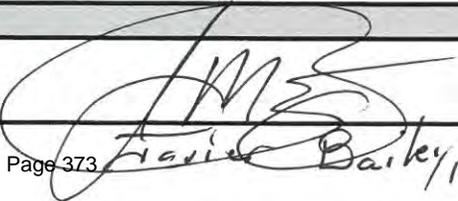
Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0	-	-	\$ -
<i>Temporary</i>	2	43,105	3,513	\$ 46,618
TOTAL SALARIES	<u>2</u>	<u>43,105</u>	<u>3,513</u>	<u>\$ 46,618</u>
OTHER COMPENSATION:				\$ 5,000
O&M:				\$ 3,751
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				<u>\$ 55,369</u>

APPROVAL:

Division Director:


 Travis Bailey, CAO

INCREASE REQUEST FOR TEMPORARY SALARIES

FY21 Proposed Budget

Temporary Employees - Account 5109

FUND-SECTION # 043-800401

COST CENTER # E0401

SECTION NAME: Assessor Operations

DATE SUBMITTED: _____

Instructions: Use this form to request salary increases for Temporary Employees only (Account 5109).

1)

POSITION INFORMATION			
Position #	080792	Position Title:	Misc. Temp
Employee#	vacant	Employee Name:	Vacant
New Position?	Y/N	Reason for Increase:	Reappraisal
Partner with U of M Graduate Students to assist with reappraisal			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	20,726	41,500
Change:	N/A	20,774
Effective:	N/A	7/1/20

2)

POSITION INFORMATION			
Position #	080796	Position Title:	Misc. Temp
Employee#	vacant	Employee Name:	Vacant
New Position?	Y/N	Reason for Increase:	
Partner with U of M Graduate Students to assist with reappraisal			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	19,169	41,500
Change:	N/A	22,331
Effective:	N/A	7/1/20

3)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

4)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

5)

POSITION INFORMATION			
Position #		Position Title:	
Employee#		Employee Name:	
New Position?	Y/N	Reason for Increase:	

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:		
Change:	N/A	-
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	43,105
---	---------------

FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 043-800401 Cost Center # E0401 Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant positon.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost
1)					0	0	N/A	0	0	0	0	0	0	-
2)					0	0	N/A	0	0	0	0	0	0	-
3)					0	0	N/A	0	0	0	0	0	0	-
4)					0	0	N/A	0	0	0	0	0	0	-
5)					0	0	N/A	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	-
TOTAL PERMANENT:		0	-	N/A	0	0	N/A	0	0	0	0	0	0	-

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)	80792	Misc. Temp	1	20,774	N/A	N/A	1,288	301	N/A	N/A	83	21	1,693	22,467
2)	80796	Misc. Temp	1	22,331	N/A	N/A	1,385	324	N/A	N/A	89	22	1,820	24,151
3)					N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)					N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)					N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:		2	43,105	N/A	N/A	N/A	2,673	625	N/A	N/A	172	43	3,513	46,618
GRAND TOTAL:		2	43,105	N/A	0	0	2,673	625	0	0	172	43	3,513	46,618

OTHER COMPENSATION ACCOUNTS

FY21 Increase Level Budget

Section Name: _____ Assessor Operations Fund-Section: _____ 043-800401

Instructions: Use this form to justify increases to Overtime or Other Compensation Salary accounts. Please explain any significant variances.

OTHER COMPENSATION ACCOUNTS						
<i>Explain any significant variances in Other Salary accounts in your budget request.</i>						
Account Description	Account #	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Proposed	FY21 Increase
Overtime	5254	13,919	19,581	19,500	24,500	5,000
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
TOTAL OTHER COMPENSATION:		13,919	19,581	19,500	24,500	5,000
REASON FOR USE OF OVERTIME/ EXPLANATION OF OTHER VARIANCES:						
<p><i>FY21 Reappraisal- 26 new appraiser type positions either from promotion or reclassifications are now eligible to locate, classify, and appraise all taxable property according to the laws of the State of Tennessee. Overtime will be needed to meet commitments of reappraisal process.</i></p>						

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 043-800410
 Department Name: Assessor of Property - Other Elected Officials
 Section Name: Continuous Cycle
 Submitted By: Mildred Davis

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The Office of Assessor of Property added 26 appraiser type positions of Field Appraiser, Associate Appraiser, and Appraiser over the past year. These employees are now able to locate, classify and appraise taxable properties according to the laws of the State of TN. Increases totaling \$477,030 represent a one-time request to assist with the reappraisal process. Increased expenditures are shared costs paid by municipalities. Shared costs are projected to yield \$2.9m in revenue in 1st quarter FY22. Increased expenditures represent:
 \$46,618 – Temporary Staff- Assessor Office will partner with University of Memphis Graduate students having appraiser designation to assist current staff during reappraisal process.
 \$14,919 – Overtime – Funds will accommodate 26 additional appraiser positions assisting with the reappraisal process.
 Operating and Maintenance \$415,493 represent:
 \$202,932- Printing, Postage, Local transportation (mileage), computer equipment, and phone services are needed to assist with reappraisal.
 \$112,561 – Software upgrade needed to combat an aging (25 year old) Computer Assisted Mass Appraisal (CAMA) system to provide property details and quicker responses.
 \$100,000 – Professional Services and Attorneys needed to combat rising appeals that may affect incoming County revenue.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
Permanent	0	-	-	\$ -
Temporary	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
 OTHER COMPENSATION:				 \$ 7,919
 O&M:				 \$ 413,742
 REVENUE: (subtract from cost)				 \$ -
 TOTAL FY21 INCREASE REQUEST:				 \$ 421,661

APPROVAL: _____

Division Director:



 James Bailey, CAO

FY21 Increase Summary Justification

The Office of Assessor of Property added 26 appraiser type positions of Field Appraiser, Associate Appraiser, and Appraiser over the past year. These employees are now able to locate, classify and appraise taxable properties according to the laws of the State of TN. Increases totaling \$477,030 represent a one-time request to assist with the reappraisal process. Increased expenditures are shared costs paid by municipalities. Shared costs are projected to yield \$2.9m in revenue in 1st quarter FY22.

The Assessor of Property has projected assessments to remain virtually flat during this budget season. However, in light of the rulings from State Board of Equalization and the Tennessee Secretary of State, our office will be expediting close to 1000 pending appeals. In order to adequately defend the County's tax base from certified assessments, the Assessor will employ expert witnesses and outside legal counsel. This additional expense is essential to holding the line on revenue derived from property tax assessments. In addition, we will be going through the quadrennial reappraisal. The Assessor anticipates a 20% increase in assessments during 2021 Reappraisal. Consequently, appeals will catapult during this season.

Increased expenditures represent:

\$46,618 – Temporary Staff- Assessor Office will partner with University of Memphis Graduate students having appraiser designation to assist current staff during reappraisal process.

\$14,919 – Overtime – Funds will accommodate 26 additional appraiser positions assisting with the reappraisal process.

Operating and Maintenance \$415,493 represent:

\$202,932- Printing, Postage, Local transportation (mileage), computer equipment, and phone services are needed to assist with reappraisal.

\$112,561 – Software upgrade is needed to combat an aging (25 year old) Computer Assisted Mass Appraisal (CAMA) system to provide additional details and quicker responses to tax payers researching property appraisers.

\$100,000 – Professional Services and Attorneys will be utilized to combat rising appeals that may affect incoming County revenue.

OTHER COMPENSATION ACCOUNTS

FY21 Increase Level Budget

Section Name: _____ Continuous Cycle Fund-Section: _____ 043-800410

Instructions: Use this form to justify increases to Overtime or Other Compensation Salary accounts. Please explain any significant variances.

OTHER COMPENSATION ACCOUNTS						
<i>Explain any significant variances in Other Salary accounts in your budget request.</i>						
Account Description	Account #	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Proposed	FY21 Increase
Overtime	5254	3,009	3,000	19,581	27,500	7,919
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
TOTAL OTHER COMPENSATION:		3,009	3,000	19,581	27,500	7,919
REASON FOR USE OF OVERTIME/ EXPLANATION OF OTHER VARIANCES:						
<p><i>FY21 Reappraisal- 26 new appraiser type positions either from promotion or reclassifications are now eligible to locate, classify, and appraise all taxable property according to the laws of the State of Tennessee. Overtime will be needed to meet commitments of reappraisal process.</i></p>						

COUNTY CLERK



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	98.0	18.0	18.4%		
Base Salary	4,162,605	620,202			
Fringe	1,673,510	314,283			
	5,836,115	934,485			
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽¹⁾</u>
Total Budgeted Personnel ⁽¹⁾		4,730,183	5,172,804	5,402,208	5,723,835
Actual Under-spending		195,849	343,406	358,336	497,159
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		91	95	95	98
Monthly Average Vacancies		4	5	6	8
Actual Unspent as a % of Total Personnel		4.1%	6.6%	6.6%	8.7%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽¹⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	542,157	542,157	542,157	819,069	857,729	38,660	4.7%
Amended Budget	542,157	542,157	542,157	819,069			
Actual	521,904	489,086	526,720	340,360			
Variance	20,253	53,071	15,437	478,709			
% Unspent O&M	3.7%	9.8%	2.8%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			41.6%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	18	620,202	314,283	\$ 934,485
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	18	620,202	314,283	\$ 934,485
OTHER COMPENSATION:					\$ -
O&M:					\$ 38,660
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 973,145

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request	
GENERAL FUND									
40	8006	County Clerk	91.0	91.0	95.0	95.0	98.0	18.0	934,485
FTE Changes					+4.0		+3.0	+18.0	\$934,485

FY18 - Added 4.0 FTEs: Examining Clerk, Admin Tech, (2) Cust Rep II for increased volume of transactions

FY20 - Added 3.0 FTEs (Business Analyst, Executive Assistant, Policy Advisor).

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	91	3.0	\$ 161,267	\$ 195,849	\$ 34,582	4.0%
2018	95	2.6	\$ 146,743	\$ 343,406	\$ 196,663	6.5%
2019	95	2.5	\$ 148,947	\$ 358,336	\$ 209,389	6.5%
2020	98	1.7	\$ 99,883 <i>8mo alloc.</i>	\$ 497,159	\$ 397,276	8.4%
			\$ 149,824 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	3.0	4.0	5.0	4.0	5.0	4.0	5.0	7.0	4.0	4.0	2.0	2.0	4.1
2018	8.0	9.0	10.0	4.0	3.0	2.0	3.0	2.0	3.0	3.0	5.0	4.0	4.7
2019	5.0	5.0	4.0	5.0	3.0	3.0	3.0	6.0	7.0	10.0	14.0	8.0	6.1
2020	8.0	12.0	10.0	7.0	10.0	7.0	6.0	6.0					8.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
40	8006	County Clerk	579,782	542,157	542,157	542,157	819,069	857,729
Operating & Maintenance Changes			-	(37,625)	-	-	276,912	38,660

FY17 (37,625) Commission mandated cut to reduce General Fund expenditures by \$2 million county-wide

FY20

- 114,000 Security services for non-governmental owned County Clerk office locations
- 62,000 Mail services for issuing new vehicle metal plates, per State of Tennessee Department of Motor Vehicles
- 39,000 Janitorial services for non-governmental owned County Clerk office locations
- 35,250 Mail insertion machine and proxy card identification badges accessing secured areas
- 15,000 Travel and training
- 1,662 Copy machine upgrades
- 1,000 Office reconfiguration

267,912

Other Elected Officials - 80
County Clerk - 8006

Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	10,865,000	11,677,017	812,017	107%	11,865,000	11,811,769	(53,231)	100%	12,173,000	12,197,873	24,873	100%	12,676,000	12,700,000	24,000
48 - Investment Income	20,000	56,747	36,747	284%	40,000	121,129	81,129	303%	102,000	247,005	145,005	242%	200,000	220,000	20,000
TOTAL REVENUE SOURCES	10,885,000	11,733,764	848,764	108%	11,905,000	11,932,899	27,899	100%	12,275,000	12,444,879	169,879	101%	12,876,000	12,920,000	44,000
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	10,885,000	11,733,764	848,764	108%	11,905,000	11,932,899	27,899	100%	12,275,000	12,444,879	169,879	101%	12,876,000	12,920,000	44,000
51 - Salaries-Regular Pay	3,381,442	3,247,059	(134,383)	96%	3,596,274	3,372,923	(223,351)	94%	3,815,535	3,593,952	(221,583)	94%	4,162,605	4,167,276	4,671
52 - Salaries-Other Compensation	92,074	89,384	(2,690)	97%	98,574	98,236	(338)	100%	87,074	68,056	(19,018)	78%	87,074	87,074	-
55 - Fringe Benefits	1,417,934	1,359,158	(58,776)	96%	1,624,699	1,504,982	(119,717)	93%	1,648,546	1,530,811	(117,735)	93%	1,673,510	1,630,553	(42,958)
56 - Restricted Salaries	(161,267)	-	161,267	0%	(146,743)	-	146,743	0%	(148,947)	-	148,947	0%	(199,354)	(148,947)	50,407
TOTAL SALARIES	4,730,183	4,695,601	(34,582)	99%	5,172,804	4,976,141	(196,663)	96%	5,402,208	5,192,819	(209,389)	96%	5,723,835	5,735,956	12,120
60 - Supplies & Materials	116,980	115,819	(1,161)	99%	118,168	113,685	(4,483)	96%	101,618	98,247	(3,371)	97%	143,303	79,303	(64,000)
64 - Services & Other Expenses	17,950	11,573	(6,377)	64%	17,450	9,024	(8,426)	52%	17,450	16,783	(667)	96%	35,915	35,915	-
66 - Professional & Contracted Services	2,000	891	(1,109)	45%	700	152	(548)	22%	700	241	(459)	34%	114,700	114,700	-
67 - Rent, Utilities & Maintenance	121,850	118,419	(3,431)	97%	127,150	119,586	(7,564)	94%	127,150	112,964	(14,186)	89%	173,000	173,000	-
68 - Interfund Services	335,877	327,009	(8,868)	97%	343,689	309,846	(33,843)	90%	368,239	358,479	(9,760)	97%	431,151	416,151	(15,000)
70 - Capital Asset Acquisitions	12,500	12,249	(251)	98%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	607,157	585,961	(21,196)	97%	607,157	552,293	(54,864)	91%	615,157	586,713	(28,444)	95%	898,069	819,069	(79,000)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	5,337,340	5,281,562	(55,778)	99%	5,779,961	5,528,434	(251,527)	96%	6,017,365	5,779,532	(237,833)	96%	6,621,904	6,555,025	(66,880)
BALANCE	5,547,660	6,452,201			6,125,039	6,404,464			6,257,635	6,665,346			6,254,096	6,364,975	

SPECIAL REVENUE FUND

FTE Vacancy Overview

<u>Total FTEs:</u>			Budgeted		Variance	Actual
FISCAL	Monthly Avg	Budgeted Vacancies ⁽¹⁾	Vacancy Savings	Actual Under-spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017		#DIV/0!	\$ -	\$ -	\$ -	0.0%
2018		#DIV/0!	\$ -	\$ -	\$ -	0.0%
2019		#DIV/0!	\$ -	\$ -	\$ -	0.0%
2020		#DIV/0!	\$ -	\$ -	\$ -	0.0%
			\$ -	\$ -	\$ -	0.0%

8mo alloc.

full year

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017													
2018													
2019													
2020													

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Other Elected Officials - 80
County Clerk - 8006

Budget Overview

As of 2/29/2020
Special Revenue Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
TOTAL REVENUE SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	139,000	139,000
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	139,000	139,000
51 - Salaries-Regular Pay	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
52 - Salaries-Other Compensation	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
55 - Fringe Benefits	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
56 - Restricted Salaries	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL SALARIES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
60 - Supplies & Materials	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	124,000	124,000
64 - Services & Other Expenses	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
66 - Professional & Contracted Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
67 - Rent, Utilities & Maintenance	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
68 - Interfund Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	15,000	15,000
70 - Capital Asset Acquisitions	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	139,000	139,000
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	139,000	139,000
BALANCE	-	-	-		-	-	-		-	-	-		-	-	

COUNTY CLERK



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY
FY21 Proposed Budget

Fund-Section # 040-800601
 Department Name: County Clerk
 Section Name: Other Elected Officials
 Submitted By: Walbert Halbert

Due to our increase in services, we require additional staff to perform these tasks. Additional State of TN services deem it necessary to add more resources and personnel. We will also provide additional services at the new Winchester and Hacks Cross location not currently being provided.

PLEASE SEE ATTACHED EXPLANATION.

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	18	620,202	314,283	\$ 934,485
	<i>Temporary</i>	0	-	-	\$ -
	TOTAL SALARIES	<u>18</u>	<u>620,202</u>	<u>314,283</u>	<u>\$ 934,485</u>
OTHER COMPENSATION:					\$ -
O&M:					\$ 38,660
REVENUE: <i>(subtract from cost)</i>			<i>Adjusted by Budget to add healthcare expense at \$144,720. VSJW</i>		\$ -
TOTAL FY21 INCREASE REQUEST:					<u>\$ 973,145</u>

APPROVAL:

Division Director: _____

COUNTY CLERK FY21 INCREASE REQUEST EXPLANATION

Due to the demand for increase in County Clerk services, our office requires additional staffing to accommodate the needs. Our office is currently understaffed by thirty (30) employees in comparison to other Tennessee peer cities. Due to the influx of citizens requiring the new Tennessee's Real Id and increase in auto dealerships opening in Shelby County, our office must expand its operation to meet such demands. Therefore, in order to service our customers more efficiently, we respectfully request the following:

Business Department

(2) **Tax Collectors** - these positions are needed to increase the collection of fees and taxes from various County businesses.

(2) **Customer Service Specialists** - these positions are needed to issue business taxes, marriage licenses, beer board permits, private process servers' certifications, notaries, adult entertainment permits and hotel/motel collections.

Motor Vehicle Registration

(2) **Customer Service Specialists** - these new positions will be added to our current compliment of four (4) employees in the Germantown location. These positions will all transfer to the new Hacks Cross and Winchester location. These positions will service customers transferring title, plate renewals, handicap renewals, and general vehicle registration.

(4) **Customer Service Specialists** - these new positions will create the new dealer's department at Hacks Cross and Winchester. The creation of this department will service the (41) major dealerships in southeast Shelby County. This new service center will also include dealerships in Collierville, Memphis and Germantown and vehicles purchased in Mississippi. The creation of this new service center will expedite the processing of new vehicle purchases.

Driver's License Department

(6) **Customer Service Specialists** - these new positions are needed to accommodate the high demand for Tennessee's new Real Id, driver's license renewal, handgun permit renewals, state identifications and name changes. These positions will also help alleviate the high demand for driver's licenses in the downtown office area. The creation of this department will avoid long lines, lack of customer seating and lack of downtown parking.

(2) **Branch Coordinators** - these positions are needed to supervise the new personnel in the various branches. With the increase in personnel, the office will need roving supervisors to manage the employees.

Total Increase: Eighteen (18) New Employees

FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 040-800601

Cost Center # E0601

Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant positon.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	20023	Tax Collector	1	31,750	8,040	6,931	743	N/A	460	267	121	127	32	16,720	48,470
2)	910164	CSS	15	500,940	120,600	109,355	11,722	N/A	7,264	4,208	1,904	2,004	501	257,557	758,497
3)	863592	Service Coord	1	42,900	8,040	9,365	1,004	N/A	622	360	163	172	43	19,769	62,669
4)	940072	Branch Coord	1	44,612	8,040	9,739	1,044	N/A	647	375	170	178	45	20,237	64,849
5)					0	0	N/A	0	0	0	0	0	0	0	-
6)					0	0	N/A	0	0	0	0	0	0	0	-
7)					0	0	N/A	0	0	0	0	0	0	0	-
8)					0	0	N/A	0	0	0	0	0	0	0	-
9)					0	0	N/A	0	0	0	0	0	0	0	-
10)					0	0	N/A	0	0	0	0	0	0	0	-
11)					0	0	N/A	0	0	0	0	0	0	0	-
12)					0	0	N/A	0	0	0	0	0	0	0	-
TOTAL PERMANENT:			18	620,202	N/A	135,390	14,513	N/A	8,993	5,210	2,357	2,481	620	314,283	934,485

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
2)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)				N/A	N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			0	-	N/A	N/A	N/A	0	0	N/A	N/A	0	0	-

GRAND TOTAL:			18	620,202	N/A	135,390	14,513	0	8,993	5,210	2,357	2,481	620	314,283	934,485
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COUNTY REGISTER



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	27.0	0.0	0.0%		
Base Salary	1,609,458	-	0.0%		
Fringe	607,838	-	0.0%		
	2,217,296	-	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		1,695,845	1,680,986	1,783,088	2,097,621
Actual Under-spending		74,305	55,952	62,540	256,463
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		24	22	23	27
Monthly Average Vacancies		1.2	2.3	1.4	1.3
Actual Unspent as a % of Total Personnel		4.4%	3.3%	3.5%	12.2%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	124,891	112,255	112,255	80,419	80,419	-	0.0%
Amended Budget	112,255	112,255	97,361	80,419			
Actual	98,143	101,188	88,703	39,619			
Variance	14,112	11,067	8,658	40,800			
% Unspent O&M	11.3%	9.9%	7.7%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			49.3%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	0	-	-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
041	8007	Register	24.0	24.0	22.0	22.5	27.0	0.0 -
FTE Changes					-2.0	+0.5	+4.5	0.0 \$0

FY18 - Deleted (1) Admin Assistant and (1) Deeds Processor

FY19 - 0.5 FTE change represents two months of FTE for 3 new positions (Deeds Community Spec, Archives Deeds Tech, Deeds Processing Clerk) added during last two months of fiscal year

FY20 - 4.5 FTE change due to a complete full year of FTE for 3 positions (Deeds Community Spec, Archives Deeds Tech, Deeds Processing Clerk) added at end of prior year and 2 new positions (Administrator-Archives and Manager B) added during the year

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	24	0.4	\$ 25,825	\$ 74,305	\$ 48,480	4.3%
2018	24	0.0	\$ -	\$ 55,952	\$ 55,952	3.3%
2019	23	0.0	\$ -	\$ 62,540	\$ 62,540	3.5%
2020	26	1.0	\$ 80,196 <i>8mo alloc.</i>	\$ 256,463	\$ 176,267	11.5%
			\$ 120,294 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	1.0	1.0	2.0	1.0	1.0	2.0	3.0	3.0	1.2
2018	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	2.0	2.3
2019	1.0	1.0	0.0	0.0	0.0	0.0	0.0	3.0	3.0	3.0	3.0	3.0	1.4
2020	2.0	1.0	2.0	1.0	0.0	0.0	2.0	2.0					1.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
041	8007	Register	124,891	124,891	112,255	112,255	80,419	80,419
Operating & Maintenance Changes			-	-	(12,636)	-	(31,836)	-

FY18 (12,636) Due to 0.7% reduction to O&M to offset OPEB expenditures

FY20 (31,836) Transfer \$12,600 to Register DP Fund; \$19,236 of O&M transferred to personnel budget to fund new positions

Other Elected Officials - 80
Register - 8007

Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	3,600,000	3,944,640	344,640	110%	4,000,000	3,675,937	(324,063)	92%	4,118,333	3,439,223	(679,110)	84%	4,110,000	4,000,000	(110,000)
48 - Investment Income	4,000	14,409	10,409	360%	10,000	24,634	14,634	246%	20,000	50,521	30,521	253%	25,000	50,000	25,000
TOTAL REVENUE SOURCES	3,604,000	3,959,049	355,049	110%	4,010,000	3,700,570	(309,430)	92%	4,138,333	3,489,744	(648,589)	84%	4,135,000	4,050,000	(85,000)
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	3,604,000	3,959,049	355,049	110%	4,010,000	3,700,570	(309,430)	92%	4,138,333	3,489,744	(648,589)	84%	4,135,000	4,050,000	(85,000)
51 - Salaries-Regular Pay	1,222,747	1,168,159	(54,588)	96%	1,160,172	1,131,153	(29,019)	97%	1,235,575	1,205,139	(30,436)	98%	1,609,458	1,614,129	4,671
52 - Salaries-Other Compensation	12,343	12,282	(61)	100%	12,343	10,486	(1,857)	85%	14,343	14,291	(52)	100%	12,343	12,343	-
55 - Fringe Benefits	486,580	466,925	(19,655)	96%	508,471	483,395	(25,076)	95%	533,170	501,118	(32,052)	94%	607,838	587,033	(20,805)
56 - Restricted Salaries	(25,825)	-	25,825	0%	-	-	-	100%	-	-	-	100%	(132,018)	-	132,018
TOTAL SALARIES	1,695,845	1,647,365	(48,480)	97%	1,680,986	1,625,034	(55,952)	97%	1,783,088	1,720,548	(62,540)	96%	2,097,621	2,213,505	115,884
60 - Supplies & Materials	34,545	33,080	(1,465)	96%	32,545	32,438	(107)	100%	18,651	18,025	(626)	97%	18,109	20,109	2,000
64 - Services & Other Expenses	14,355	11,343	(3,012)	79%	16,355	12,401	(3,954)	76%	12,855	11,721	(1,134)	91%	12,505	10,505	(2,000)
66 - Professional & Contracted Services	-	-	-	100%	-	-	-	100%	-	-	-	100%	350	350	-
67 - Rent, Utilities & Maintenance	19,775	15,961	(3,814)	81%	17,575	16,340	(1,235)	93%	17,275	13,478	(3,797)	78%	875	875	-
68 - Interfund Services	43,580	37,759	(5,821)	87%	45,780	40,009	(5,771)	87%	48,580	45,478	(3,102)	94%	48,580	48,580	-
TOTAL OPERATING & MAINTENANCE	112,255	98,143	(14,112)	87%	112,255	101,188	(11,067)	90%	97,361	88,703	(8,658)	91%	80,419	80,419	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	1,808,100	1,745,508	(62,592)	97%	1,793,241	1,726,222	(67,019)	96%	1,880,449	1,809,251	(71,198)	96%	2,178,040	2,293,924	115,884
BALANCE	1,795,900	2,213,541			2,216,759	1,974,348			2,257,884	1,680,493			1,956,960	1,756,076	

SPECIAL REVENUE FUND

Other Elected Officials - 80
Register - 8007

Budget Overview

As of 2/29/2020
Special Revenue Fund
Fund 076 - Register DP Fees

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
46 - Fines, Fees & Permits	276,655	263,902	(12,753)	95%	276,655	257,808	(18,847)	93%	267,023	258,325	(8,698)	97%	260,000	260,000	-
TOTAL REVENUE SOURCES	288,400	272,448	(15,952)	94%	286,400	268,076	(18,324)	94%	278,868	274,138	(4,730)	98%	348,845	281,345	(67,500)
TOTAL OTHER SOURCES	-	-	-	100%	500,000	-	(500,000)	0%	390,000	-	(390,000)	0%	-	-	-
TOTAL APPROPRIATION SOURCES	288,400	272,448	(15,952)	94%	786,400	268,076	(518,324)	34%	668,868	274,138	(394,730)	41%	348,845	281,345	(67,500)
TOTAL SALARIES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
60 - Supplies & Materials	6,785	-	(6,785)	0%	6,785	-	(6,785)	0%	51,785	39,265	(12,520)	76%	34,262	34,262	-
68 - Interfund Services	-	-	-	100%	10,438	10,438	-	100%	46,912	31,912	(15,000)	68%	31,912	31,912	-
TOTAL OPERATING & MAINTENANCE	276,430	175,945	(100,485)	64%	786,400	232,586	(553,814)	30%	668,868	429,702	(239,166)	64%	348,845	281,345	(67,500)
TOTAL OTHER USES	11,970	10,438	(1,532)	87%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	288,400	186,383	(102,017)	65%	786,400	232,586	(553,814)	30%	668,868	429,702	(239,166)	64%	348,845	281,345	(67,500)
BALANCE	-	86,065			-	35,490			-	(155,563)			-	-	

COUNTY TRUSTEE



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	65.5	0.0	0.0%		
Base Salary	3,995,682	-	0.0%		
Fringe	1,472,317	-	0.0%		
	5,467,999	-	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		4,959,193	5,235,733	5,206,461	5,140,529
Actual Under-spending		540,599	718,714	558,411	245,042
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		68	67	65	66
Monthly Average Vacancies		6.2	7.1	4.8	4.1
Actual Unspent as a % of Total Personnel		10.9%	13.7%	10.7%	4.8%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	2,153,399	2,153,399	2,054,280	2,054,280	2,228,753	174,473	8.5%
Amended Budget	2,153,399	2,153,399	2,054,280	2,054,280			
Actual	1,676,068	1,585,568	1,701,094	1,694,261			
Variance	477,331	567,831	353,186	360,019			
% Unspent O&M	22.2%	26.4%	17.2%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			82.5%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	0	-	-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					\$ 174,473
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 174,473

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
042	8008	Trustee	68.5	68.0	67.0	65.5	65.5	0.0
FTE Changes				-0.5	-1.0	-1.5		\$0

FY17 - Converted 1.0 FTE into part-time status (0.5 FTE) (position 870094).

FY18 - Deleted one (1) position - Accountant A.

FY19 - Transfer position 860871 from Health Division to Trustee Office; deleted two positions (Supervisor B and Accountant A) and reclassified position 870079 from Full-Time (1.0 FTE) to Part-Time (0.5 FTE).

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	68	4.8	\$ 361,671	\$ 540,599	\$ 178,928	10.2%
2018	67	3.7	\$ 287,278	\$ 718,714	\$ 431,436	13.0%
2019	65	4.2	\$ 331,381	\$ 558,411	\$ 227,030	10.1%
2020	66	2.7	\$ 220,921 <i>8mo alloc.</i>	\$ 245,042	\$ 24,121	4.4%
			\$ 331,381 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	5.0	5.0	4.0	6.0	6.0	7.0	6.0	7.0	7.0	7.0	7.0	7.0	6.2
2018	8.0	8.0	9.0	8.0	9.0	10.0	9.0	6.0	6.0	5.0	4.0	3.0	7.1
2019	2.0	6.5	6.0	5.0	5.0	7.0	7.0	5.0	2.0	3.0	4.5	4.5	4.8
2020	4.0	4.0	6.0	4.0	4.0	3.0	3.0	5.0					4.1

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
042	8008	Trustee	2,385,819	2,153,399	2,153,399	2,054,280	2,054,280	2,228,753
Operating & Maintenance Changes			-	(232,420)	-	(99,119)	-	174,473
FY17	(232,000) Changes to advertising, software, contracted services and movement to county telephone and copier services							
FY19	(100,736) Supplies and materials reductions, primarily in expandable computer/telecom furnishings and equipment							
	(19,300) Professional & contracted services							
	(7,778) Rent, utilities & maintenance							
	20,600 Increase in internal print and telecommunication services							
	8,095 Primarily postage & mail services, court costs and related expenses, and advertising/legal notices offset primarily by software acquisitions & licenses							
	<u>(99,119)</u>							

Other Elected Officials - 80
Trustee - 8008

Budget Overview

As of 2/29/2020
General Fund
Fund 042 - Gen Fund Trustee

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
44 - Intergov Revenues-Federal & Local	1,637,890	1,543,521	(94,369)	94%	1,390,000	1,416,075	26,075	102%	1,590,000	1,533,581	(56,419)	96%	1,590,000	1,590,000	-
46 - Fines, Fees & Permits	22,200,000	22,105,998	(94,002)	100%	22,600,000	22,635,042	35,042	100%	22,400,000	22,970,768	570,768	103%	22,400,000	22,400,000	-
47 - Other Revenue	-	29,443	29,443	100%	-	87	87	100%	-	-	-	100%	-	-	-
48 - Investment Income	15,000	43,295	28,295	289%	25,000	87,068	62,068	348%	65,000	125,147	60,147	193%	65,000	65,000	-
TOTAL REVENUE SOURCES	23,852,890	23,722,257	(130,633)	99%	24,015,000	24,138,271	123,271	101%	24,055,000	24,629,496	574,496	102%	24,055,000	24,055,000	-
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	23,852,890	23,722,257	(130,633)	99%	24,015,000	24,138,271	123,271	101%	24,055,000	24,629,496	574,496	102%	24,055,000	24,055,000	-
51 - Salaries-Regular Pay	3,818,202	3,433,094	(385,108)	90%	3,878,383	3,382,112	(496,271)	87%	3,902,249	3,528,640	(373,609)	90%	3,995,682	4,000,353	4,671
52 - Salaries-Other Compensation	71,879	56,143	(15,736)	78%	71,879	69,827	(2,052)	97%	71,879	63,876	(8,003)	89%	71,879	71,879	-
55 - Fringe Benefits	1,430,783	1,291,029	(139,755)	90%	1,572,749	1,352,358	(220,391)	86%	1,563,714	1,386,914	(176,800)	89%	1,472,317	1,448,093	(24,224)
56 - Restricted Salaries	(361,671)	-	361,671	0%	(287,278)	-	287,278	0%	(331,381)	-	331,381	0%	(399,349)	(331,381)	67,968
TOTAL SALARIES	4,959,193	4,780,266	(178,928)	96%	5,235,733	4,804,297	(431,436)	92%	5,206,461	4,979,431	(227,030)	96%	5,140,529	5,188,944	48,415
60 - Supplies & Materials	73,196	51,076	(22,121)	70%	163,337	143,541	(19,796)	88%	62,601	58,523	(4,078)	93%	46,100	48,230	2,130
64 - Services & Other Expenses	1,151,913	1,034,572	(117,341)	90%	1,143,791	939,467	(204,324)	82%	1,151,886	1,068,596	(83,290)	93%	1,063,184	1,172,098	108,914
66 - Professional & Contracted Services	643,940	354,918	(289,022)	55%	640,527	345,149	(295,378)	54%	621,227	368,663	(252,564)	59%	743,990	649,400	(94,590)
67 - Rent, Utilities & Maintenance	127,700	115,278	(12,422)	90%	124,294	81,712	(42,582)	66%	116,516	103,522	(12,994)	89%	69,112	91,852	22,740
68 - Interfund Services	108,950	73,001	(35,949)	67%	81,450	75,700	(5,750)	93%	102,050	101,790	(260)	100%	131,894	92,700	(39,194)
70 - Capital Asset Acquisitions	47,700	47,223	(477)	99%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL OPERATING & MAINTENANCE	2,153,399	1,676,068	(477,331)	78%	2,153,399	1,585,568	(567,831)	74%	2,054,280	1,701,094	(353,186)	83%	2,054,280	2,054,280	-
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	7,112,592	6,456,334	(656,259)	91%	7,389,132	6,389,864	(999,267)	86%	7,260,741	6,680,525	(580,216)	92%	7,194,809	7,243,224	48,415
BALANCE	16,740,298	17,265,923			16,625,868	17,748,407			16,794,259	17,948,971			16,860,191	16,811,776	

TRUSTEE



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 042-800801
Department Name: Trustee
Section Name: Trustee
Submitted By: _____

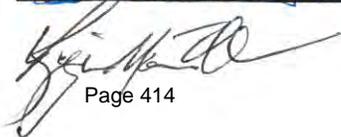
Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.

	<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	<u>FY21 TOTAL</u>
SALARIES:				
<i>Permanent</i>	0	-	-	\$ -
<i>Temporary</i>	0	-	-	\$ -
TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:				\$ -
O&M:				\$ 174,473
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 174,473

APPROVAL: _____

Division Director:

 2/10/2020
 2/10/2020

ELECTION COMMISSION



GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	23.0	6.0	26.1%		
Base Salary	3,388,268	302,500	8.9%		
Fringe	484,513	124,707			
	3,872,781	427,207	11.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		2,854,521	1,855,217	3,360,439	4,110,035
Actual Under-spending		125,637	50,909	37,953	719,580
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		22	23	23	23
Monthly Average Vacancies		1.7	0.6	2.0	0.0
Actual Unspent as a % of Total Personnel		4.4%	2.7%	1.1%	17.5%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	1,424,900	1,357,800	1,525,469	2,187,588	2,272,588	85,000	3.9%
Amended Budget	1,757,357	1,327,800	1,559,473	2,187,586			
Actual	1,340,238	981,367	1,389,456	741,270			
Variance	417,119	346,433	170,017	1,446,316			
% Unspent O&M	29.3%	25.5%	11.1%				
	% of O&M Budget Expended as of 2/29/20 ⁽³⁾			33.9%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 2/29/2020 Month-end close

(3) Normalized spend rate for 8 months = 66%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	6	270,000	122,058	\$ 392,058
	<i>Temporary</i>		32,500	2,649	\$ 35,149
	TOTAL SALARIES	6	302,500	124,707	\$ 427,207
OTHER COMPENSATION:					\$ -
O&M:					\$ 85,000
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 512,207

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
010	8009	Election Commission	20.5	22.0	23.0	23.0	23.0	6.0 392,058
FTE Changes				+1.5	+1.0			0.0 \$392,058

FY17 - Added one (1) Tech Specialist; converted Clerical Specialist from part-time to full-time.

FY18 - Added one (1) Admin. Tech to provide bi-partisan assistance within Absentee ballot section.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	22	0.2	\$ 11,732	\$ 125,637	\$ 113,905	4.4%
2018	23	0.7	\$ 40,000	\$ 50,909	\$ 10,909	2.7%
2019	23	0.3	\$ 20,000	\$ 37,953	\$ 17,953	1.1%
2020	23	0.2	\$ 14,596 <i>8mo alloc.</i>	\$ 719,580	\$ 704,984	17.4%
			\$ 21,894 <i>full year</i>			

FY2020 YTD as of 2/29/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	3.0	3.0	1.0	1.0	1.0	2.0	2.0	2.0	1.0	1.0	1.0	2.0	1.7
2018	3.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.6
2019	2.0	4.0	4.0	4.0	4.0	4.0	1.0	1.0	0.0	0.0	0.0	0.0	2.0
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	8009	Election Commission	1,550,200	1,424,900	1,357,800	1,525,469	2,187,588	2,272,588
Operating & Maintenance Changes			-	(125,300)	(67,100)	167,669	662,119	85,000
FY17	(86,800)	Reduction in services, primarily postage and mail services and court costs and related service due to run-off special electi						
	(12,000)	Reduction in professional contracted services						
	(54,400)	Reduction in interfund services, primarily telecommunications						
	29,000	Increase in supplies and materials						
	(124,200)							
FY18	(67,100)	Due to reduction of accounting and audit services for prior-year elections and reductions in contracted computer/telecom services						
FY19	114,629	Rent, utilities and maintenance primarily due to increased voting location to accommodate higher voter turnout						
	100,000	Maintenance for new voter registration machines						
	75,000	Software and licensing for new voter machines						
	41,500	Freight and shipping cost to transport voting machines to precincts						
	13,000	Increase in contracted professional services						
	10,780	Increase in interfund servicers						
	(188,940)	Removal of one-time poll pad and voter machine battery purchases						
	165,969							
FY20	662,119	Increase relates to the FY20 the City of Memphis, Arlington, and Presidential Preference Primary elections. Expenditures include such items as increased rent for additional voting locations (\$230,000), required legal notices related to candidate fillings (\$188,000), addition, computing/telecommunications (\$139,000), legal and attorney fees (\$72,000), and software a licensing (\$84,000)						

Other Elected Officials - 80
Election Commission - 8009

Budget Overview

As of 2/29/2020
General Fund

Account	2017				2018				2019				2020	2021	2020-2021
	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Actual	Variance	%	Amended	Preliminary	Variance
43 - Intergov Revenues-State of Tennessee	378,000	11,373	(366,627)	3%	18,000	136,368	118,368	758%	478,310	420,779	(57,531)	88%	1,824,835	16,000	(1,808,835)
44 - Intergov Revenues-Federal & Local	-	24,713	24,713	100%	39,328	19,604	(19,724)	50%	5,000	-	(5,000)	0%	2,423,091	5,000	(2,418,091)
45 - Charges for Services	4,500	2,118	(2,382)	47%	2,500	7,679	5,179	307%	2,000	3,257	1,257	163%	2,000	2,000	-
TOTAL REVENUE SOURCES	382,500	38,204	(344,297)	10%	59,828	163,651	103,823	274%	485,310	424,037	(61,273)	87%	4,249,927	23,000	(4,226,927)
TOTAL OTHER SOURCES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATION SOURCES	382,500	38,204	(344,297)	10%	59,828	163,651	103,823	274%	485,310	424,037	(61,273)	87%	4,249,927	23,000	(4,226,927)
51 - Salaries-Regular Pay	2,261,590	2,149,713	(111,877)	95%	1,442,047	1,433,360	(8,687)	99%	2,645,963	2,645,584	(379)	100%	3,388,268	2,599,915	(788,353)
52 - Salaries-Other Compensation	217,881	215,279	(2,602)	99%	60,000	46,885	(13,115)	78%	274,454	254,993	(19,461)	93%	268,025	312,000	43,975
55 - Fringe Benefits	386,782	375,624	(11,158)	97%	393,170	364,063	(29,108)	93%	460,022	441,909	(18,113)	96%	484,513	429,802	(54,711)
56 - Restricted Salaries	(11,732)	-	11,732	0%	(40,000)	-	40,000	0%	(20,000)	-	20,000	0%	(30,772)	(21,894)	8,878
TOTAL SALARIES	2,854,521	2,740,616	(113,905)	96%	1,855,217	1,844,308	(10,909)	99%	3,360,439	3,342,486	(17,953)	99%	4,110,035	3,319,824	(790,211)
60 - Supplies & Materials	299,190	188,754	(110,436)	63%	275,040	227,053	(47,987)	83%	110,265	92,597	(17,668)	84%	163,600	117,600	(46,000)
64 - Services & Other Expenses	402,437	310,503	(91,934)	77%	271,789	182,981	(88,808)	67%	389,498	351,389	(38,109)	90%	641,638	635,139	(6,499)
66 - Professional & Contracted Services	433,900	295,341	(138,559)	68%	276,500	217,599	(58,901)	79%	362,681	339,118	(23,563)	94%	473,550	134,076	(339,474)
67 - Rent, Utilities & Maintenance	335,230	324,652	(10,578)	97%	216,771	188,257	(28,514)	87%	339,856	334,851	(5,005)	99%	586,900	332,100	(254,800)
68 - Interfund Services	286,600	220,989	(65,611)	77%	287,700	165,478	(122,222)	58%	357,173	271,502	(85,671)	76%	321,900	272,774	(49,126)
TOTAL OPERATING & MAINTENANCE	1,757,357	1,340,238	(417,119)	76%	1,327,800	981,367	(346,433)	74%	1,559,473	1,389,456	(170,017)	89%	2,187,588	1,491,689	(695,899)
TOTAL OTHER USES	-	-	-	100%	-	-	-	100%	-	-	-	100%	-	-	-
TOTAL APPROPRIATED USES	4,611,878	4,080,854	(531,024)	88%	3,183,017	2,825,675	(357,342)	89%	4,919,912	4,731,942	(187,970)	96%	6,297,623	4,811,513	(1,486,110)
BALANCE	(4,229,378)	(4,042,650)			(3,123,189)	(2,662,024)			(4,434,602)	(4,307,905)			(2,047,696)	(4,788,513)	

ELECTION COMMISSION



FY 2021 BUDGET REQUESTS

INCREASE REQUEST SUMMARY

FY21 Proposed Budget

Fund-Section # 010-800901
Department Name: Election Commission
Section Name: EC-Administration
Submitted By: Linda Phillips

Provide a complete description of the increased or new services to be provided or other justification for additional expenditures over the current budget level. Include number of additional customers served, enhanced services/benefits to customers, or the effect of not receiving increased funding. Present only one section increase request per summary. Although space is provided on supporting detail pages for notes and additional comments, only the narrative provided below will be presented in the Proposed Budget document. There is a minimum of 500 characters for this field.

The 2018 election placed unprecedented demands on the administrative section of the Election Commission. Our office was flooded with a record number of voter registration forms – nearly double the number received before the 2016 Presidential Election; this is 140% more than we would typically expect in a mid-term election.

We already have evidence that this trend is going to continue as we approach the 2020 Presidential Elections and we have to be ready. Our biggest problem is that we simply don't have enough full time employees to adequately do our jobs. While the Commission has funded a large number of temporary employees, temporary employees simply do not know as much as full time employees.

The lack of depth in full time employees costs Shelby County a considerable amount in wasted time and work that has to be repeated since it wasn't done correctly the first time. Most of the Elections Departments of counties of similar size have 25 -26 full time employees, so we are woefully understaffed. A comprehensive plan has been developed that will allow us to increase revenue for reimbursed elections and reduce the expense of temporary labor in the specific elections. Although the savings vary from year to year depending upon the number and types of elections, over time this plan is largely revenue neutral.

We need to increase our salaries for certain employees. We are paying considerably below market for the kinds of skills our employees are required to have. If any of our manager or technical employees leave for greener pastures, we will be unable to replace them at the salaries we are currently paying. A glaring inequity is the salary paid to the Chief Deputy. Comparing seven similar sized counties and the smaller Davidson County, TN, the Deputy falls dead last in salary. We have a similar issue with the salaries paid to our managers and machine techs. We would like to adjust the salaries of the managers to a level that is more realistic for their specialized knowledge.

We are also asking for an increase in temporary employee salaries and mail services for this fiscal year. TCA §2-2-106 requires that the Election Commission perform list maintenance activities in the spring of odd numbered years. While our new VR system is considerably more efficient, there will be an increase required in temporary labor. There will also be the preparation and mailing of perhaps as many as 70,000 notices; this will be outsourced to a local mailing house.

We are also asking for an increase in temporary labor for the expected onslaught of voter registrations in the period leading up to the November, 2020 presidential election. While we are much better prepared for 2020, there will still be an increase required. Since the TCA requires the County to cover our expenses, we think it is better to be able to plan for this upfront.

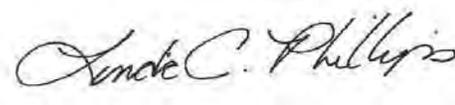
With more full time employees, we can slightly reduce reliance on overtime; full time employees can take comp time; temporary employees cannot.

Finally, we are asking for an increase in Legal/Attorney fees. Looking at our expenditures over the last few years, the \$60,000 budgeted is completely inadequate. We have been able to cover the additional costs largely because the new VR system has been delayed in final implementation, so we have not been required to pay the annual license fee. However, that is coming to an end and those monies will have to be spent for their intended purpose.

While the increases we are requesting may seem high, we think that Shelby County is better served by a realistic assessment of need. Examining our expenditures in FY19, you will find that we have already overspent temporary and overtime line items and we have not yet even started the list maintenance project required under TCA §2-2-106 and 129. TCA § 2-12-109 requires funding of our operation and while we try to keep costs under control, the seasonal nature of our workflow and the deadlines established by law means that we really don't have any tasks that are non-essential or that can be postponed.

<i>Note: DO NOT enter amounts on this page. Summary amounts are generated from supporting documents.</i>	# of New Positions	Base Salaries	Fringe Benefits	FY21 TOTAL
SALARIES:				
<i>Permanent</i>	11	270,000	122,058	\$ 392,058
<i>Temporary</i>	0	32,500	2,649	\$ 35,149
TOTAL SALARIES	11	302,500	124,707	\$ 427,207
OTHER COMPENSATION:				\$ -
O&M:				\$ 85,000
REVENUE: (subtract from cost)				\$ -
TOTAL FY21 INCREASE REQUEST:				\$ 512,207

APPROVAL:

Division Director:


SALARY INCREASE REQUEST DETAIL
FY21 Proposed Budget
Permanent/Durational Employees - Account 5102

FUND-SECTION # 010-800901
SECTION NAME: Election Commission

COST CENTER # A2901
DATE SUBMITTED: 2/10/2020

Instructions: Use this form to request salary increases that exceed the general raise amount. This form should also be used to request positions related to new programs or expanded current programs. Justifications must also be included in the narrative section of the Summary.

1)

POSITION INFORMATION			
Position #	863957	Position Title:	Deputy Administrator
Employee#	15455	Employee Name:	Joe Young
New Position?	N	Reason for Increase:	
Position is dramatically underpaid for market & responsibility.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	86,884	91,000
Change:	N/A	4,116
Effective:	N/A	7/1/20

2)

POSITION INFORMATION			
Position #	860434	Position Title:	Manager - B VCS
Employee#	20469	Employee Name:	Genine Taylor
New Position?	N	Reason for Increase:	
Position is dramatically underpaid for market & responsibility.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	57,348	61,000
Change:	N/A	3,652
Effective:	N/A	7/1/20

3)

POSITION INFORMATION			
Position #	864576	Position Title:	Manager B -
Employee#	14194	Employee Name:	Carla Lytle
New Position?	N	Reason for Increase:	
Position is dramatically underpaid for market & responsibility.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	57,348	61,000
Change:	N/A	3,652
Effective:	N/A	7/1/20

4)

POSITION INFORMATION			
Position #	863167	Position Title:	VoteMach Tech A
Employee#	20571	Employee Name:	Henry Boozer Jr
New Position?	Y	Reason for Increase:	
Position is dramatically underpaid for market & responsibility.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	50,683	52,500
Change:	N/A	1,817
Effective:	N/A	

5)

POSITION INFORMATION			
Position #	860962	Position Title:	VoteMach Tech A
Employee#	1995	Employee Name:	Barbara Ellison
New Position?	Y/N	Reason for Increase:	
Position is dramatically underpaid for market & responsibility.			

SALARY INFORMATION		
	FY20 Budget	FY21 Proposed
Salary:	50,683	52,500
Change:	N/A	1,817
Effective:	N/A	

TOTAL INCREASE REQUEST THIS PAGE	15,054
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FY20 FRINGE BENEFIT CALCULATION WORKSHEET

Fund-Section: 010-800901

Cost Center # A2901

Date: 02/10/20

**Health rate variable depending on employee election. Use \$8,040 for vacant position.*

ACCOUNT 5102 - PERMANENT OR DURATIONAL EMPLOYEES					Pension	OPEB	FICA	MQFE	Group Life	LTD	OJI	Unemploy	Total	Total	
Position Number	Position Title	# of Positions	Enter Salary	Health Insurance	21.83% 5510	2.34% 5511	6.200% 5515	1.450% 5516	0.840% 5520	0.380% 5560	0.400% 5591	0.100% 5592	Fringe Cost	Position Cost	
1)	863957	Deputy AOE	1	4,116	899	96	N/A	60	35	16	16	4	1,125	5,241	
2)	860434	Manager VCS	1	3,652	797	85	N/A	53	31	14	15	4	998	4,650	
3)	864576	Manager Ops	1	3,652	797	85	N/A	53	31	14	15	4	998	4,650	
4)	863167	Vote Mach Tec	2	3,634	793	85	N/A	53	31	14	15	4	994	4,628	
5)	New	Training Manager	1	54,000	8,040	11,788	1,264	N/A	783	454	205	216	54	22,804	76,804
6)	New	Asst VCS Mgr	1	49,000	8,040	10,697	1,147	N/A	711	412	186	196	49	21,437	70,437
7)	New	Warehouse Spec	1	40,000	8,040	8,732	936	N/A	580	336	152	160	40	18,976	58,976
8)	New	Election Spec	2	80,000	16,080	17,464	1,872	N/A	1,160	672	304	320	80	37,952	117,952
9)	New	Clerical Support	1	31,946	8,040	6,974	748	N/A	463	268	121	128	32	16,774	48,720
10)					0	0	N/A	0	0	0	0	0	0	-	
11)					0	0	N/A	0	0	0	0	0	0	-	
12)					0	0	N/A	0	0	0	0	0	0	-	
TOTAL PERMANENT:			11	270,000	N/A	58,941	6,318	N/A	3,915	2,268	1,026	1,080	270	122,058	392,058

ACCOUNT 5109 - TEMPORARY EMPLOYEES					5510	5511	5515	5516	5520	5560	5591	5592	FRINGE	TOTAL
1)		Temps		32,500	N/A	N/A	2,015	471	N/A	N/A	130	33	2,649	35,149
2)					N/A	N/A	0	0	N/A	N/A	0	0	0	-
3)					N/A	N/A	0	0	N/A	N/A	0	0	0	-
4)					N/A	N/A	0	0	N/A	N/A	0	0	0	-
5)					N/A	N/A	0	0	N/A	N/A	0	0	0	-
TOTAL TEMPORARY:			0	32,500	N/A	N/A	2,015	471	N/A	N/A	130	33	2,649	35,149

GRAND TOTAL:			11	302,500	N/A	58,941	6,318	2,015	4,386	2,268	1,026	1,210	303	124,707	427,207
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