



Meeting Agenda

Budget & Finance Committee

Thursday, February 16, 2023

3:00 PM

Board Room

CALL TO ORDER

NEW BUSINESS

1. Budget Presentation - Finance & Administration

Sponsors:

Eric Stuckey, Kristine Brock, Mike Lowe, Brian Wilcox, Jessica Davey,
Jason Potts, Brad Wilson, Michael Walters Young

2. Budget Presentation - Governance & Management - Human Resources

Sponsors:

Eric Stuckey, Kevin Townsel, Michael Walters Young

OTHER BUSINESS

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



File #: 21-04234

DATE: February 1, 2023

TO: Budget & Finance Committee

FROM: Eric Stuckey, City Administrator
Kristine Brock, Asst. City Administrator/CFO
Mike Lowe, Comptroller
Brian Wilcox, Purchasing Manager
Jessica Davey, Revenue & Licensing Manager
Jason Potts, IT Director
Brad Wilson, Facilities Project Manager
Michael Walters Young, Budget and Analytics Manager

SUBJECT:

Budget Presentation - Finance & Administration

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the FY 2024 Budget Request for the Finance & Administration Program (including the departments of Finance, Purchasing, Municipal Court, Revenue Management, Information Technology and Project & Facilities Management).

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

This year each program area of the City's Operations - Governance & Management, Public Safety, Finance & Administration, Community & Economic Development and Public Works will present as a unit to the Budget & Finance Committee during meetings in February and March. This presentation will encompass the Finance & Administration program area.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2024 Operating Budget Request

Finance & Administration

Finance – Purchasing – City Court
Revenue Management – Information Technology
Project & Facilities Management



City of Franklin, Tennessee - FY 2024 Budget Request

Program: Finance & Administration

Slide 2

Outline

- Finance
- Purchasing
- Municipal Court
- Revenue Management
- Information Technology
- Project & Facilities Management



City of Franklin, Tennessee - FY 2024 Budget Request

Finance

Slide 3

Department Leadership

Kristine Brock, Assistant City Administrator/CFO

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager

Margaret Wilson, Financial Manager

Purpose of Department

The Finance department oversees the security and management of the City's financial interests. The department helps the City Administrator prepare, implement and monitor the City's annual operating and capital budgets. The department also plans and executes the issuance of short-term and long-term borrowing.



City of Franklin, Tennessee - FY 2024 Budget Request

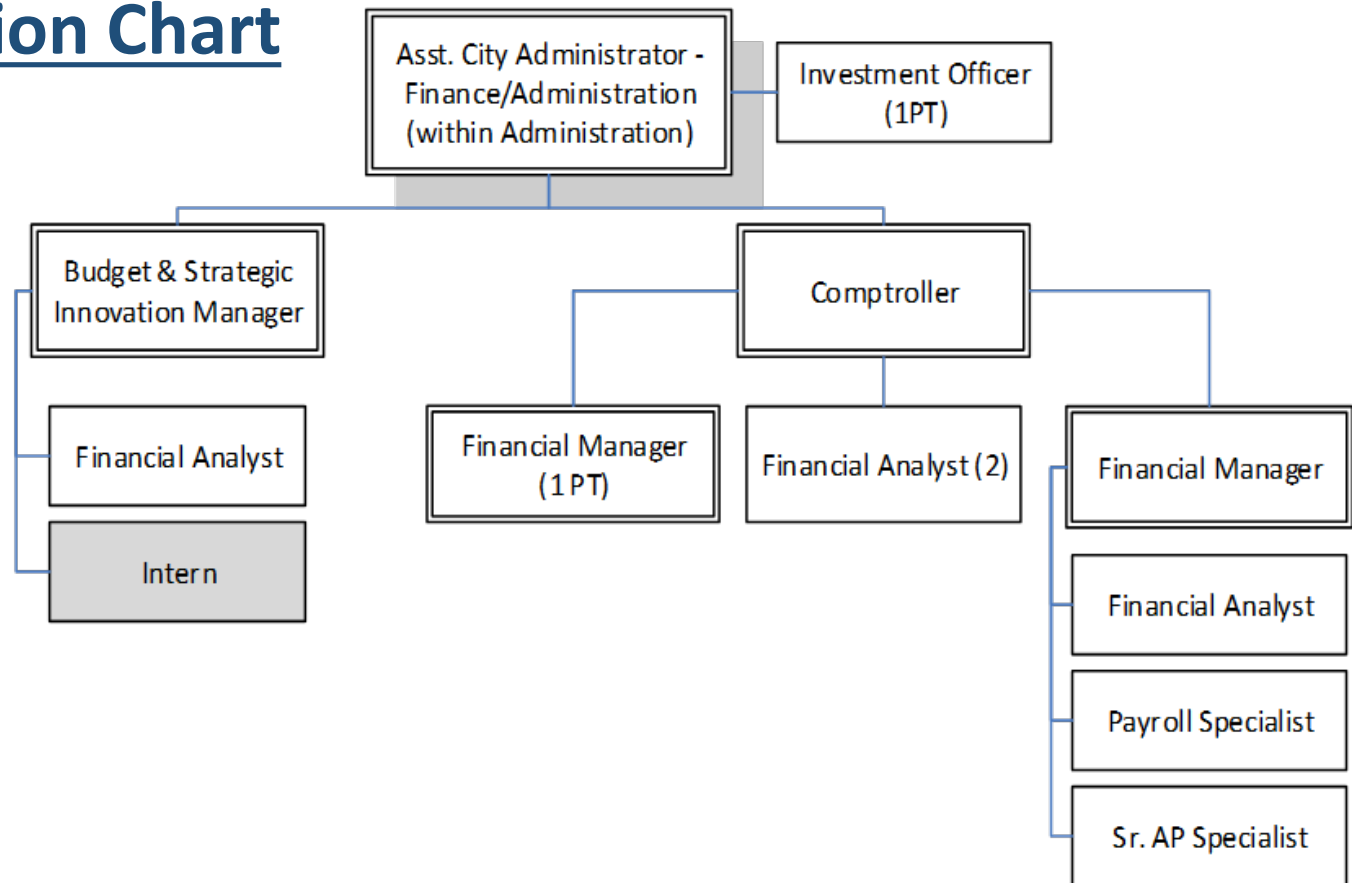
Finance

Slide 4

Purpose of Department (con't)

The Finance department provides a variety of financial services for the City of Franklin. These include: (1) financial accounting and reporting, (2) budgeting and analytics, (3) investment of temporarily idle funds, (4) maintaining and reconciling City bank accounts, (5) issuing employee payroll, (6) issuing vendor payments, (7) internal audits, and (8) ensuring that the annual external financial audit is conducted.

Organization Chart



City of Franklin, Tennessee - FY 2024 Budget Request

Finance

Base Budget:

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	984,314	1,095,518	1,229,274	1,160,721	1,259,012	29,738	2.4%
Operations	-67,367	35,507	18,889	-34,503	-58,354	-77,243	-408.9%
Capital	0	0	0	0	0	0	0.0%
Total	916,947	1,131,025	1,248,163	1,126,218	1,200,658	-47,505	-3.8%

Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for Finance employees.

Operations: Overall, the Operations budget will decrease due to no scheduled equipment replacements and UKG Payroll having been implemented and ongoing cost expensed in the IT budget. Significant increase planned in Financial Fees as contracts with investment and financial advisors will be re-bid.



City of Franklin, Tennessee - FY 2024 Budget Request

Finance

Slide 7

Program Enhancement Requests

The department is requesting 2 program enhancements.

- AP Automation	\$ 25,000
- Overfill of Comptroller position (Jan-Jun 2024)	\$ 94,661
Total	\$119,661

Summary

The Finance department is poised in FY 2024 to continue its role in supporting the various boards and departments of the City to deliver the high quality of services our citizens have come to expect. We are proud of our accomplishments and will look to build upon them in the upcoming year.

31st Consecutive Year



14 Years



FY 2022 Audit

0

**Audit
Findings**



City of Franklin, Tennessee - FY 2024 Budget Request

Purchasing

Slide 9

Department Leadership

Brian Wilcox, Purchasing Manager

Focus of Department

The City of Franklin divides the purchasing function into two broad categories:

- > that which pertains to the design and/or construction of new infrastructure and facilities; and**
- > that which does not.**

The Purchasing Office focuses its attention on the purchase of goods and services that do not pertain to new construction and leaves to the Engineering Department and the Facilities Office purchasing that does pertain to new construction.

Mission of Department

The mission of the City of Franklin Purchasing Office is:

- > to support the City's end-user departments in the policy-compliant procurement of non-construction-related products and services so that the City may fulfill its mission;**
- > to strive for the City to receive maximum value for every non-construction-related purchase of the City; and**
- > to strive to preserve and enhance the public trust in the manner in which the City conducts its non-construction-related purchasing.**

Values, Principles of Public Procurement

As part of its vision to help create a world in which public procurement practitioners are highly regarded members of a respected professional order, NIGP – The Institute for Public Procurement has embarked on the development of Public Procurement Principles and Practices (represented by the 4-P logo to the right).



NIGP has identified three pillars by which six values of public procurement should be directed: *public trust*; *public service*; and *justice*.

The values, listed in alphabetical order, are: accountability; ethics; impartiality; professionalism; service; and transparency.

On March 13, 2012, the City of Franklin Board of Mayor and Aldermen adopted (by Resolution No. 2012-15) the Values and Guiding Principles of the Public Procurement Profession.

Purchasing supports other departments by ...

> Helping the departments procure the products and services they need to achieve their mission and goals, including:

- Vehicles and off-road equipment

fire apparatus	police vehicles	dump trucks	refuse collection trucks
backhoes	front-end loaders	excavators	utility tractors
pick-up trucks	SUVs	sedans	grass mowers

- Technology

multifunction copiers	computer hardware
computer software	software support
user licenses	data storage

Purchasing supports other departments by ...

> Helping the departments procure the products and services they need to achieve their mission and goals, including:

- Professional, consulting and other services

banking and other financial services	insurance and other risk management products and services	employee benefits
physical medical exam services	police and fire promotional process assessment services	grass mowing services
tennis instructional and programming services	skilled facility trades	fleet and field equipment repair services
emergency debris clearing and removal services	monitoring of emergency debris clearing and removal services	spill remediation services
water and wastewater sampling, testing and identification lab services	sanitary landfill disposal of biosolid sludge	document shredding services

Purchasing supports other departments by ...

> Helping the departments procure the products and services they need to achieve their mission and goals, including:

- Facility and field equipment

vehicle exhaust extraction system	self-contained breathing apparatus
two-way radio hardware	traffic signal controllers and other hardware
wheeled roll-out containers for trash (black bins) and recycling (blue bins)	algae control equipment for the City's raw water reservoir
water meters and transceivers	cardiac monitors and defibrillators

- Supplies

road salt	pine straw mulch	office supplies
fleet parts and supplies	PVC pipe and ductile iron fittings	trees, vegetation and other landscaping supplies
water and wastewater treatment chemicals	UV lamps and accessories for effluent disinfection	thermoplastic for pavement marking



City of Franklin, Tennessee - FY 2024 Budget Request

Purchasing

Slide 15

Purchasing supports other departments by ...

- > Promoting and maintaining open lines of communication with designated representatives of each department**

- > Identifying, describing and promoting the use of best purchasing practices to be followed by City departments**

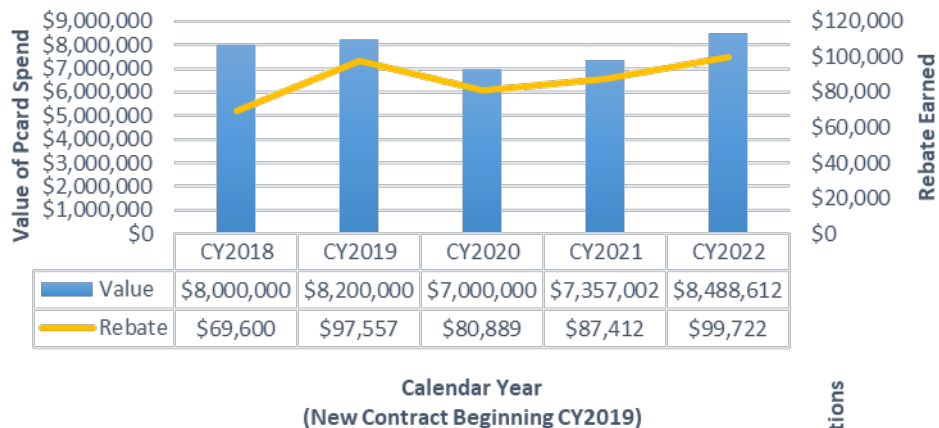
- > Representing the City at area vendor outreach events, and functioning as a centralized point of contact for suppliers, service providers and contractors that seek to do business with the City**

- > In the field of public procurement:**
 - Staying abreast of new laws and evolving best practices**
 - Pursuing professional development**
 - Promoting and supporting the profession**

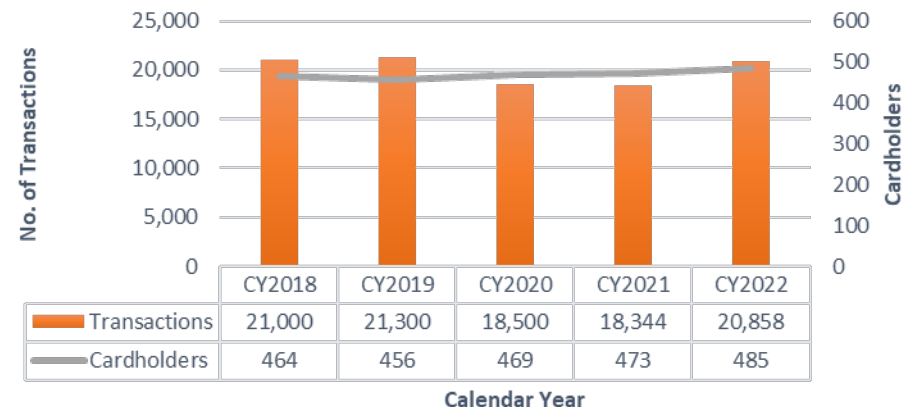
Purchasing supports other departments by ...

> Administering the City's purchasing card program

Purchasing Card Program



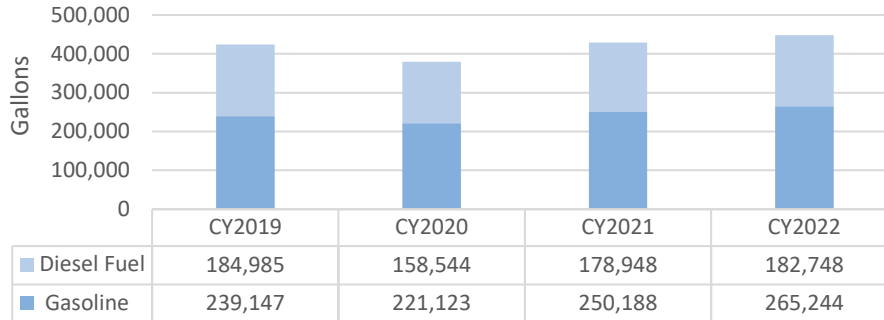
Purchasing Card Program



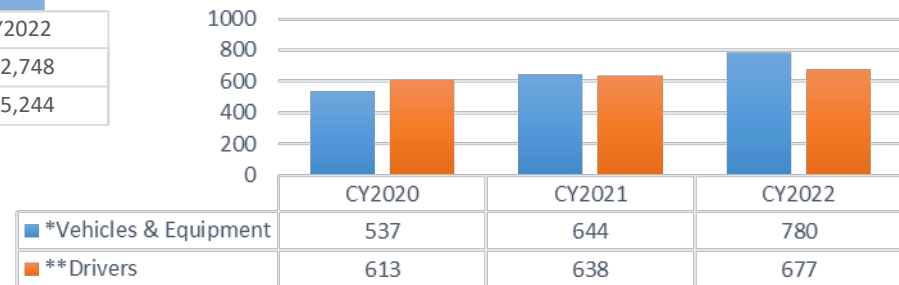
Purchasing supports other departments by ...

> Administering the acquisition of fuel for the City's fleet of vehicles and equipment

Fleet Fuel Purchasing
Gallons Purchased



Fleet Fuel Purchasing



Calendar Year

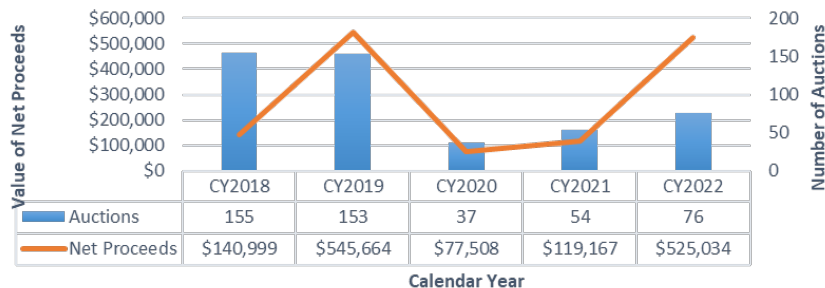
* active fuel cards for City vehicles and pieces of equipment

**driver IDs (a.k.a., PINs) for City employees

Purchasing supports other departments by ...

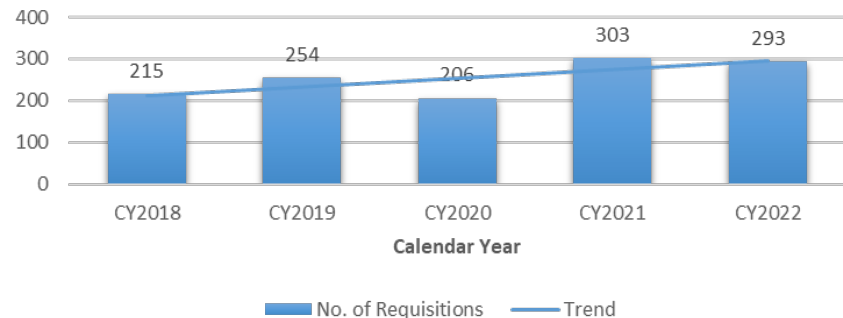
> Administering disposal of the City's surplus personal and seized property

Disposal of Surplus Personal and Seized Property

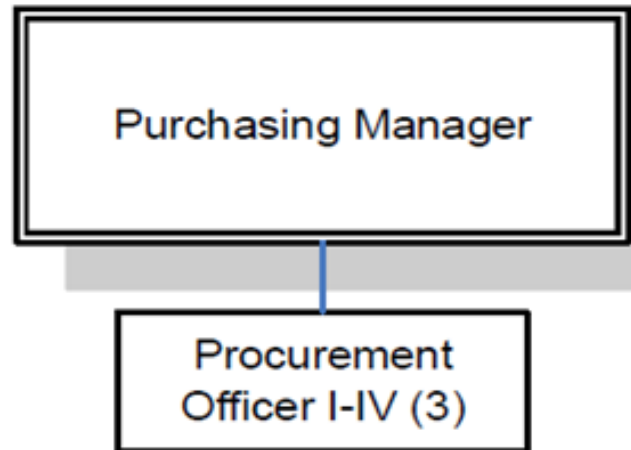


> Processing procurement requisitions

Number of Procurement Requisitions Processed



Organization Chart



City of Franklin, Tennessee - FY 2024 Budget Request

Purchasing

Slide 20

Base Budget:

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	293,250	349,960	416,814	429,067	427,667	10,853	2.6%
Operations	-60,908	-32,613	-13,463	-19,584	-33,247	-19,784	147.0%
Capital	0	0	0	0	0	0	0.0%
Total	232,342	317,348	403,350	409,483	394,419	-8,931	-2.2%

Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for Finance employees.

Operations: The operations budget will decrease due implementation of software budgeted in FY 2023 now maintained by Information Technology moving forward. Does include scheduled replacement of computers for personnel.



City of Franklin, Tennessee - FY 2024 Budget Request

Purchasing

Slide 21

Program Enhancement Requests:

Total Enhancement Requests: 3

1. Electronic (ID-read) Access-Control Locks for Purchasing Office	\$ 5,060
2. Electronic Access-Control Devices for Remote Diesel Sites	\$ 15,200
3. Procurement Training for City Staff Outside Purchasing	\$ 5,000
Total	\$ 25,260

Summary:

Public procurement is a team effort!

Each year, the Purchasing Office asks the City to observe the month of March as “Procurement Month” and Mayor Moore is kind enough to proclaim it so. Following is an excerpt from that proclamation:

WHEREAS, the procurement function for the City of Franklin is a team effort whereby its success depends upon the efforts, support and cooperation of the City’s elected and appointed officials, department heads, departmental purchasing agents, staff of the City’s Engineering, Facilities, Fleet, Law and Purchasing departments, the Tennessee Department of General Services Central Procurement Office, and the community of suppliers, service providers and contractors that seek to do business with the City.

On behalf of the Purchasing Office staff, thank you to each member of the team that strives to make public procurement successful for the City of Franklin!



City of Franklin, Tennessee - FY 2024 Budget Request

Revenue Management

Slide 23

Department Leadership

Jessica Davey, Revenue & Licensing Manager

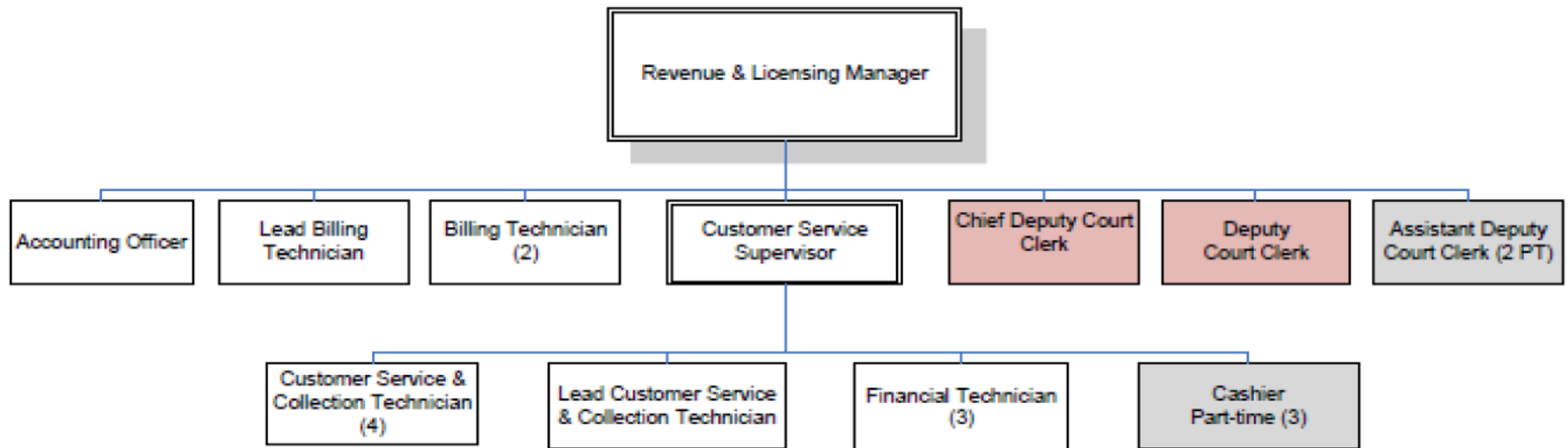
Purpose of Department

The Revenue Management department performs billing services, collection services, and provides customer service for the City of Franklin Utility Department (water and wastewater), Stormwater Division, and the Sanitation & Environmental Services Department. The department collects and processes business taxes, alcohol taxes, state shared taxes, and hotel/motel taxes. In addition, Revenue Management processes numerous permits for our citizens.

Revenue Management rolled out a new call center upgrade last year. The system provides increased efficiency and offers valuable insight into customer service through reporting. I am pleased to share that from February to December 2022 our team handled 33,528 calls, with an average call time of 2:14, and an average hold time of only 0:11!

Organization Chart

Revenue Management: Shaded in White



City of Franklin, Tennessee - FY 2024 Budget Request

Revenue Management

Slide 25

Base Budget Request

	2021 Actual	2022 Actual	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Personnel	1,068,002	1,117,778	1,303,423	1,120,003	1,305,691	2,268	0.2%
Operations	-861,694	-931,016	-911,546	-909,177	-929,132	-17,586	1.9%
Capital	0	0	0	0	0	0	0.0%
Total	206,308	186,763	391,877	210,826	376,559	-15,318	-3.9%

Personnel: We currently have budgeted 14 full-time and 2 part-time employees. We are not requesting any changes to personnel.

Operations: Operational costs are increasing Machinery & Equipment for needed computer and monitor replacements and Financial Fees as the cost of transactions have increased, while the Interfund Transfers set to offset those increases.

With Interfund Transfers	Without Interfund Transfers
FY 2023: (\$911,546)	FY 2023: \$513,109
FY 2024: (\$929,132)	FY 2024: \$537,425

Summary

Revenue Management anticipates implementing a new bill printing system, InfoSend. The team is excited about the new features that will allow us to better serve our customers. Not only is the new program more modern, but it will increase efficiency. Revenue Management looks forward to another year providing our customers with exceptional service and continuing to look for ways to be innovative.



City of Franklin, Tennessee - FY 2024 Budget Request

City Court

Slide 27

Department Leadership

Jessica Davey, City Court Clerk

Purpose of Department

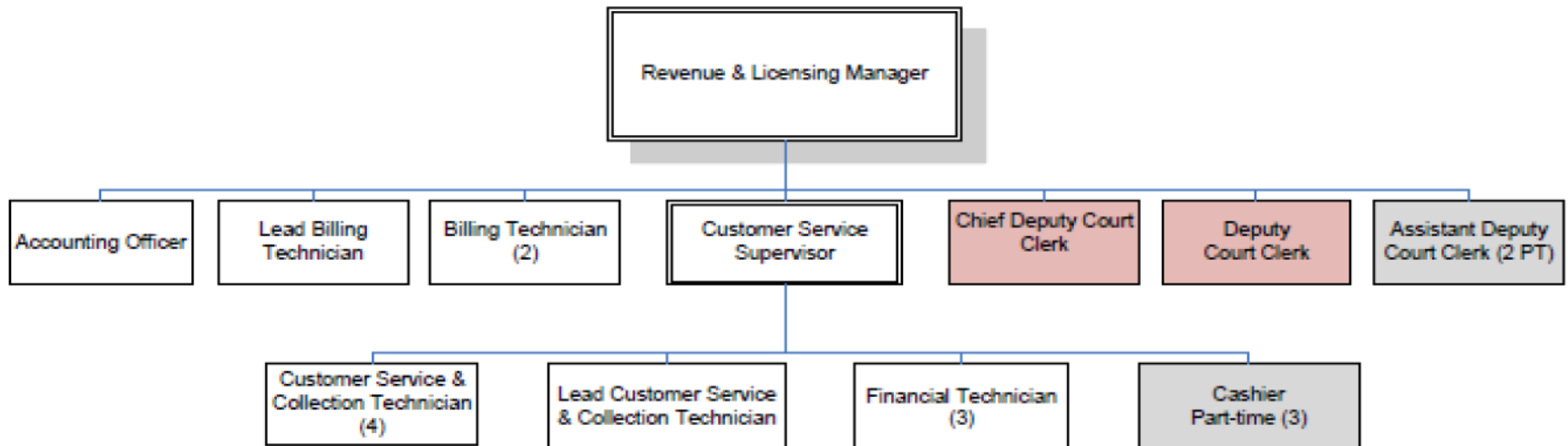
Our mission is to effectively, efficiently, and accurately process City ordinance violations, to create and sustain customer-oriented quality service that provides maximum access to the court, and to promote public confidence in the court system.

Our vision is to provide those appearing and practicing before the court with fair, efficient, and expeditious means of proceeding with their business. We achieve our vision with competent, professional employees, continuing advancements in technology, and process improvement measures.

The City Court team was excited to welcome new City Judge, Jessica Borne, this year!

Organization Chart

City Court in Red



City of Franklin, Tennessee - FY 2024 Budget Request

City Court

Base Budget

	2021	2022	2023		2024	2023 v. 2024	
	Actual	EOY	Budget	EOY	Budget	\$	%
Personnel	256,268	209,999	238,151	231,248	241,377	3,226	1.4%
Operations	58,262	39,765	338,006	32,228	334,212	-3,794	-1.1%
Capital	0	0	0	0	0	0	0.0%
Total	314,530	249,763	576,158	263,476	575,589	-568	-0.1%

Personnel: We currently have budgeted 2 full-time and 1 part-time employees. We are not requesting any changes to personnel.

Operations: Slight decrease as less computer replacements occurring in FY 2024. Large Program Enhancement (\$287,698) for purchase new Court reporting software carried over to FY 2024.

Summary

City Court plans to implement new technology upgrades this year. While these enhancements will improve efficiency and customer service in many ways, a primary goal is to offer online citation payment for our defendants. The team is excited to go into FY24 fully staffed and, along with our new City Judge, will continue to review processes and look for ways to streamline and improve productivity.



City of Franklin, Tennessee - FY 2024 Budget Request

Information Technology

Slide 31

Department Leadership

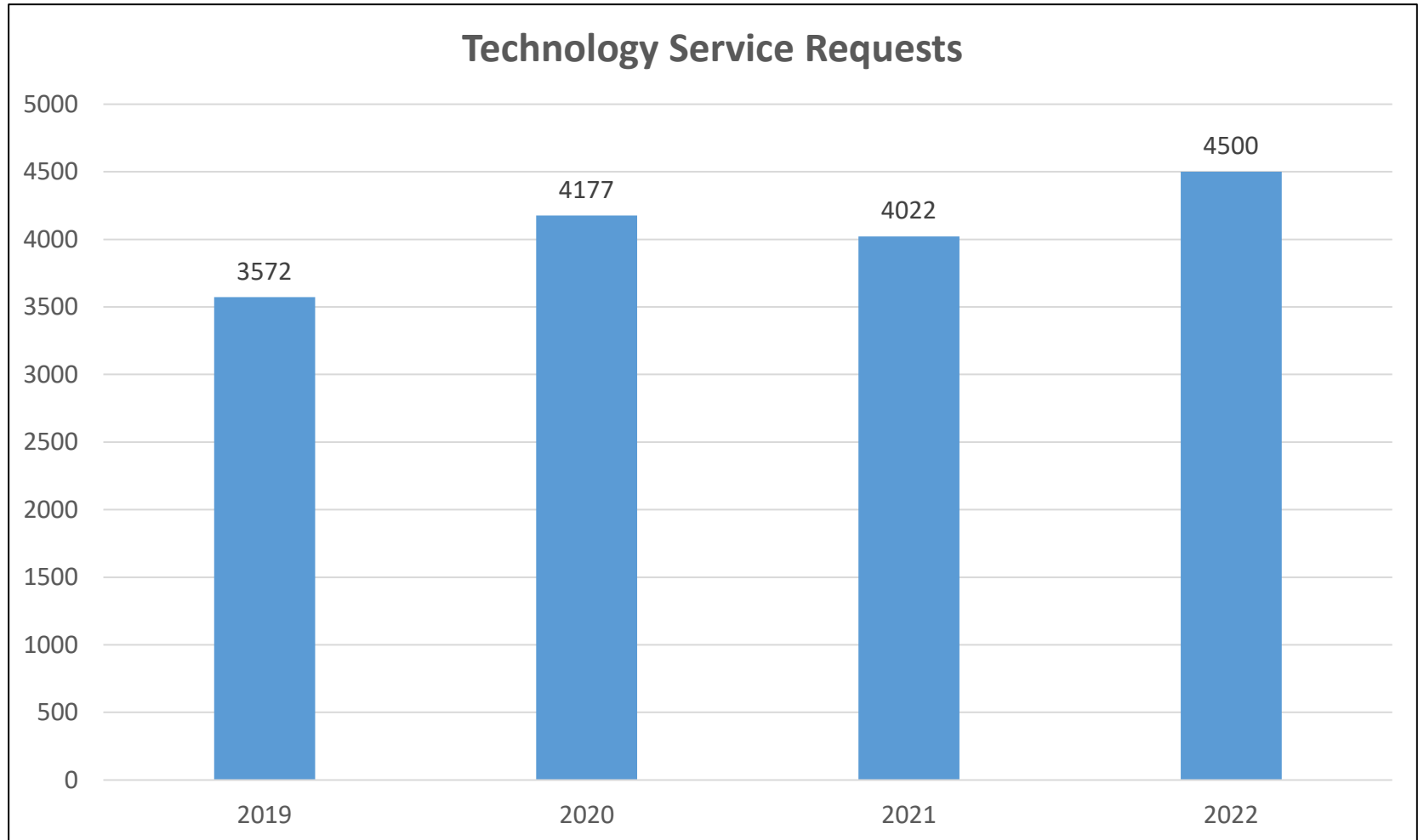
Jason Potts, Director

Purpose of Department

To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance city services. Information Technology (IT) is focused on providing professional and prompt service to our community by strengthening the City of Franklin's technology infrastructure and delivering innovative solutions that meet our city's needs and goals.

City of Franklin, Tennessee - FY 2024 Budget Request

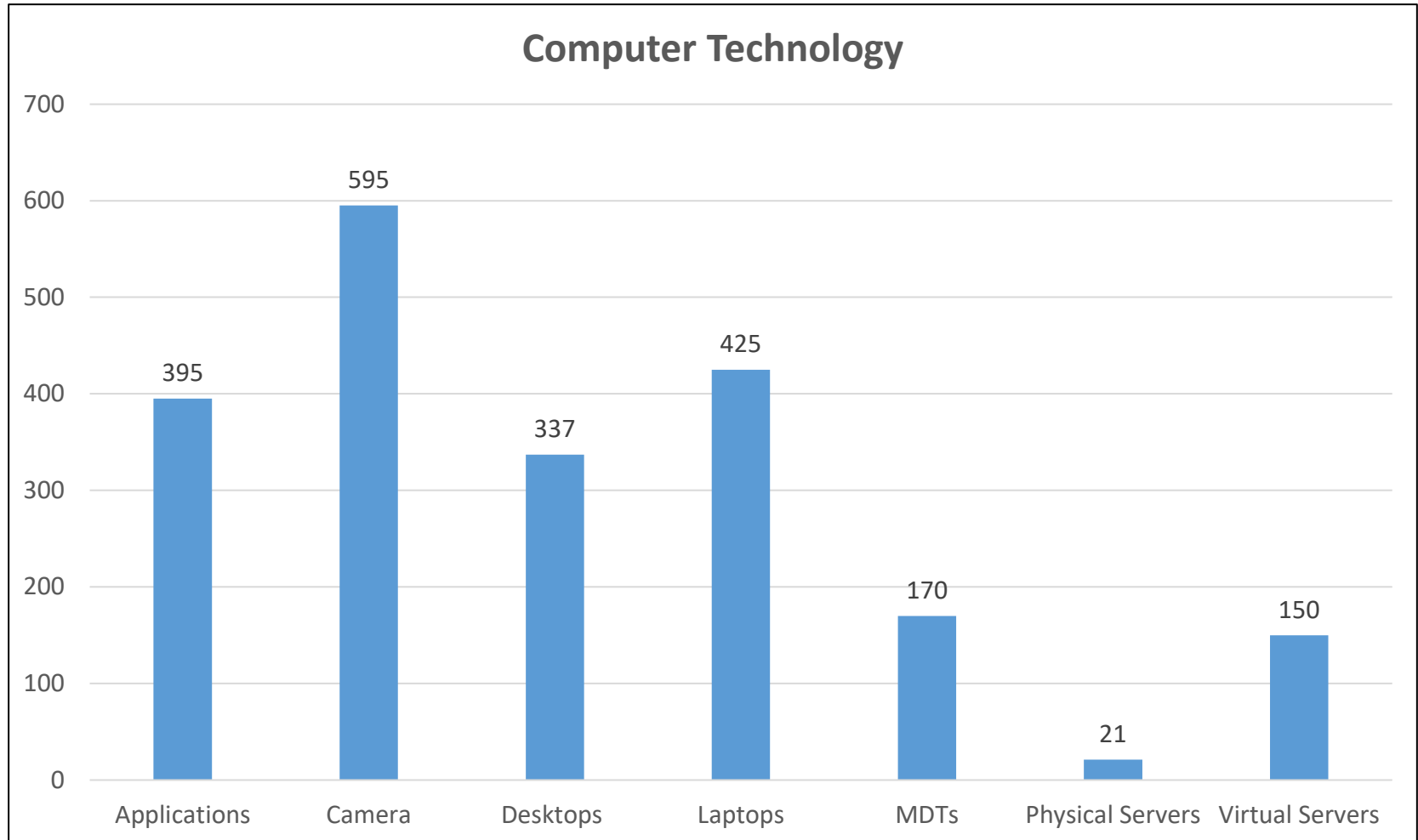
Information Technology



City of Franklin, Tennessee - FY 2024 Budget Request

Information Technology

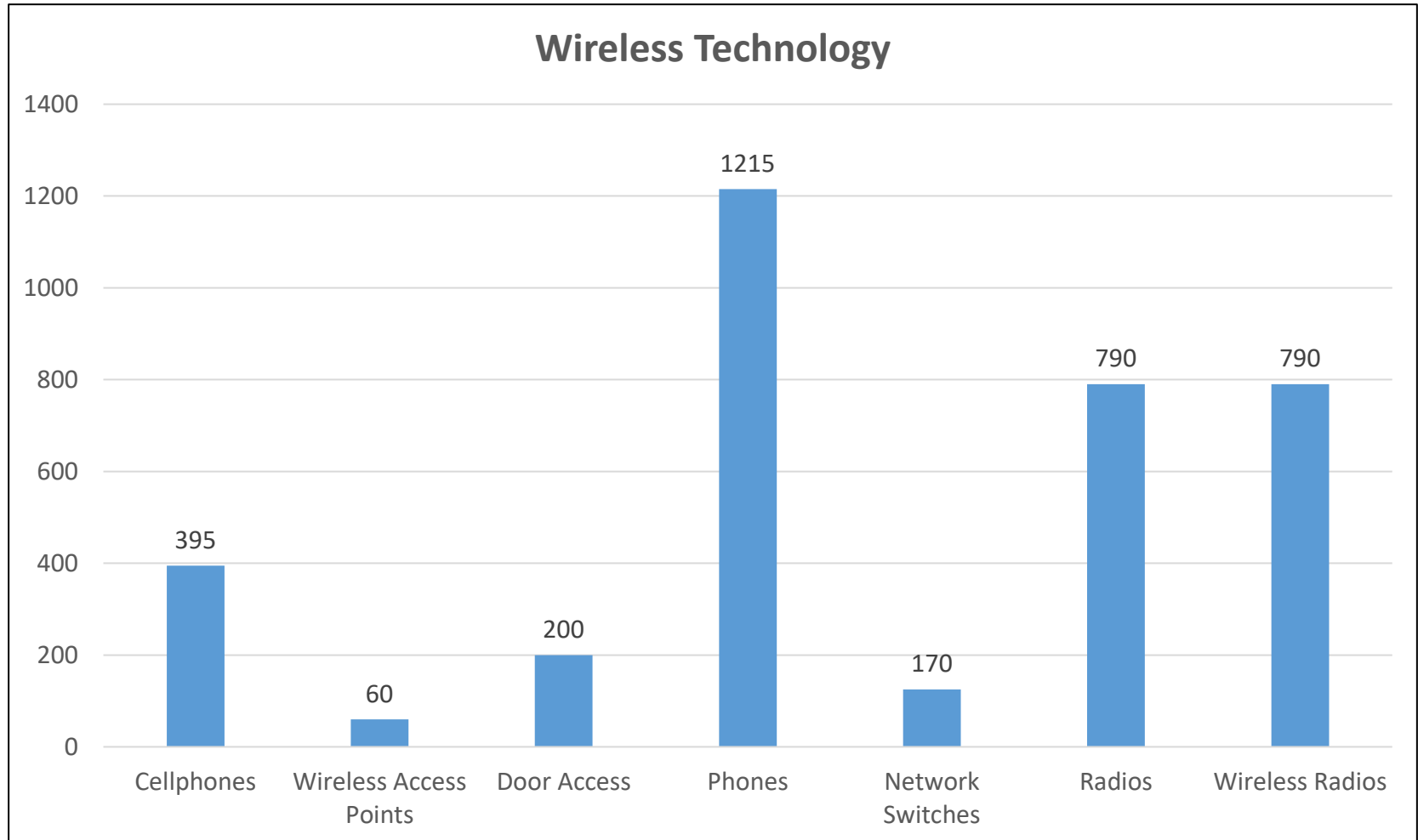
Slide 33



City of Franklin, Tennessee - FY 2024 Budget Request

Information Technology

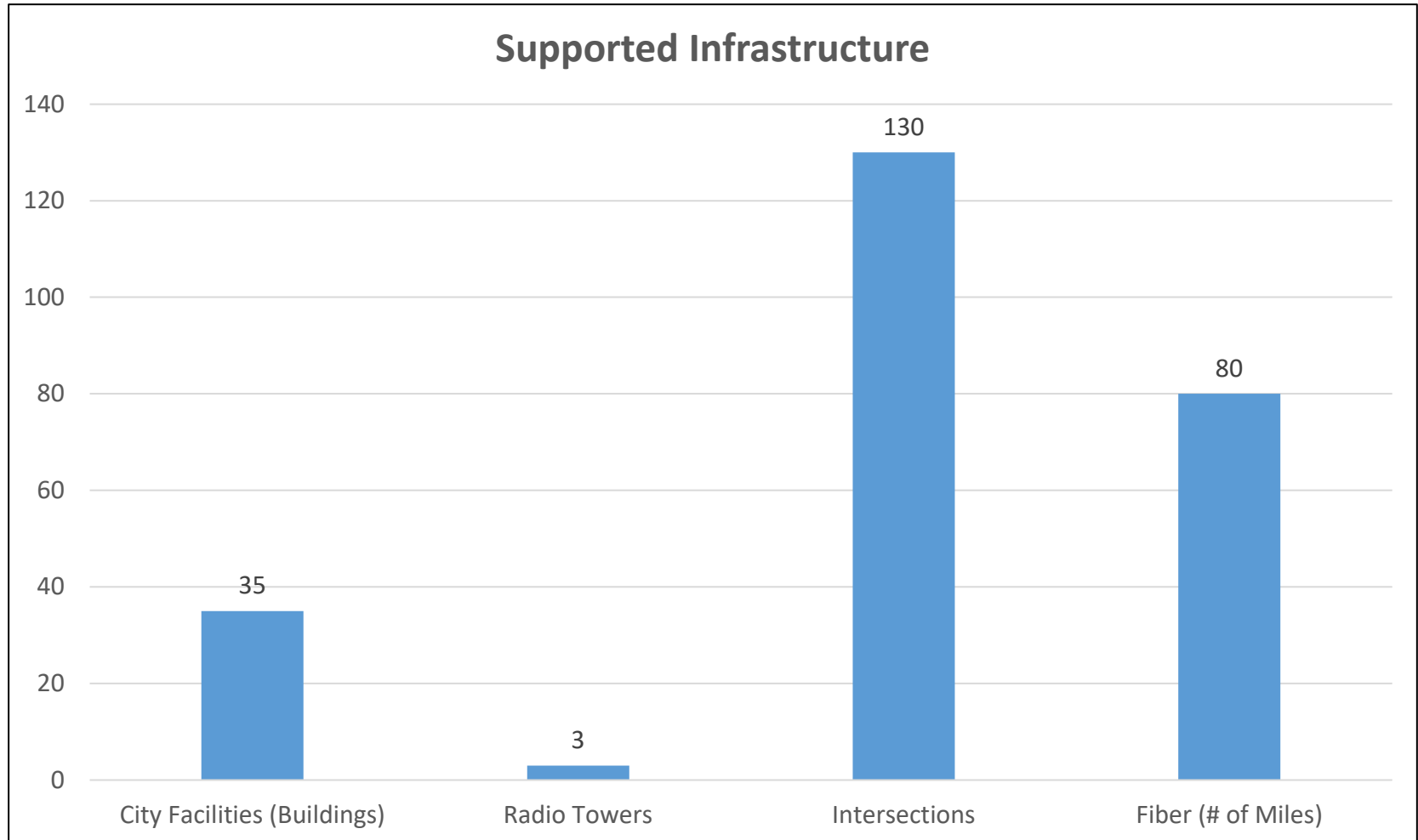
Slide 34



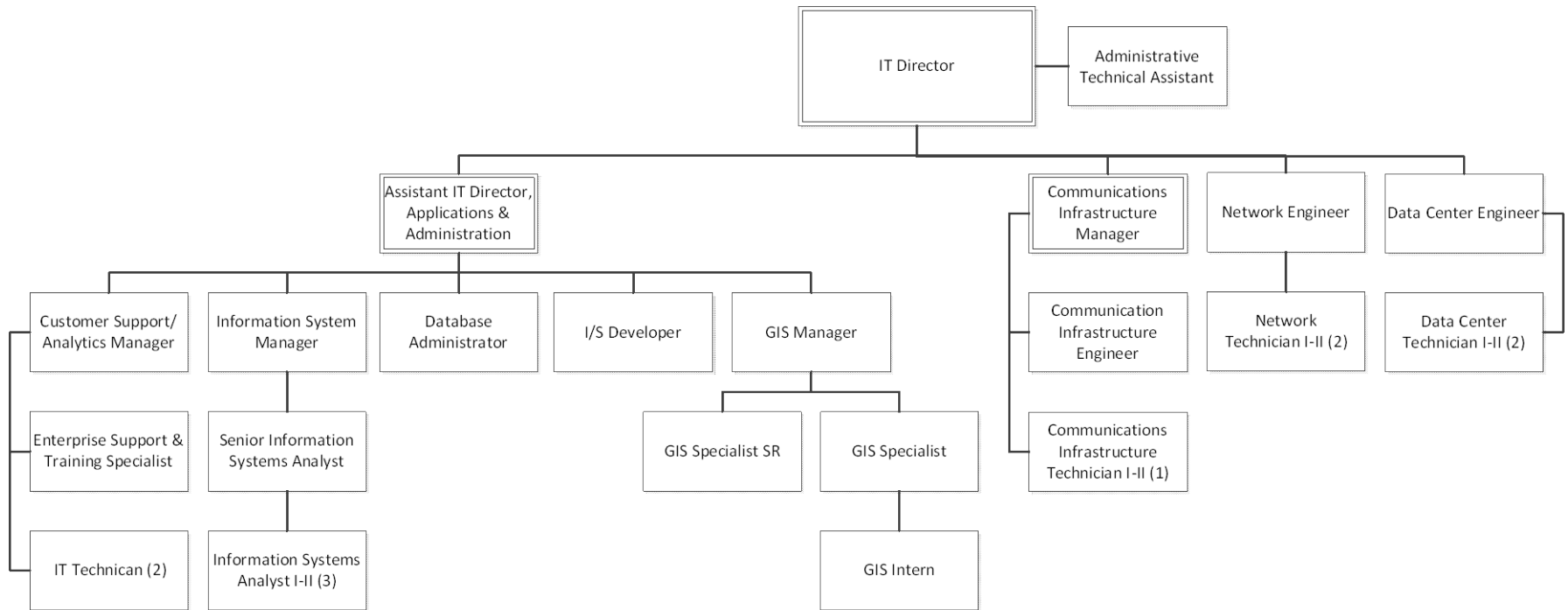
City of Franklin, Tennessee - FY 2024 Budget Request

Information Technology

Slide 35



Current Organization Chart



City of Franklin, Tennessee - FY 2024 Budget Request

Information Technology

Slide 37

Base Budget

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,291,028	2,448,545	3,042,163	2,993,092	3,111,241	69,078	2.3%
Operations	1,128,807	1,600,440	1,908,294	1,885,355	2,156,488	248,194	13.0%
Capital	181,070	458,943	210,000	210,000	405,000	195,000	92.9%
Total	3,600,905	4,507,928	5,160,457	5,088,447	5,672,728	512,271	9.9%

Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for Finance employees.

Operations: Increases due primarily to taking on additional software maintenance for department programs and inflationary adjustments of existing contracts.

Capital: Continued replacement of network hubs and cyber security.

Program Enhancement Requests

The department is requesting 3+ program enhancements.

- Infrastructure Division Reorganization	\$ 13,469
- Restoration of Assistant Director of IT for Infrastructure	\$164,111
- IS Developer I Position	\$ 86,342
- Camera Replacement	\$100,000
Total	\$363,922



City of Franklin, Tennessee - FY 2024 Budget Request

Projects and Facilities Management

Slide 39

Department Leadership

Brad Wilson

Purpose of Department

Facilities Management mission is to consistently deliver effective programs and efficient facility services based on sustainable and collaborative outcomes aligned with the City of Franklin's core mission. We maintain the safety and cohesiveness regarding infrastructure for both staff and guest regarding all City Facilities.

Some of the items that we completed this budget year are the following:

Completion of Fire Station Enhancements.

Completion of Fire Station 4 Locker Room Projects.

Reworking of Tipping Shed Slab and Drainage System.

Miscellaneous Roofing Projects Multiple Sites.

Adding Ventilation Systems at Public Works

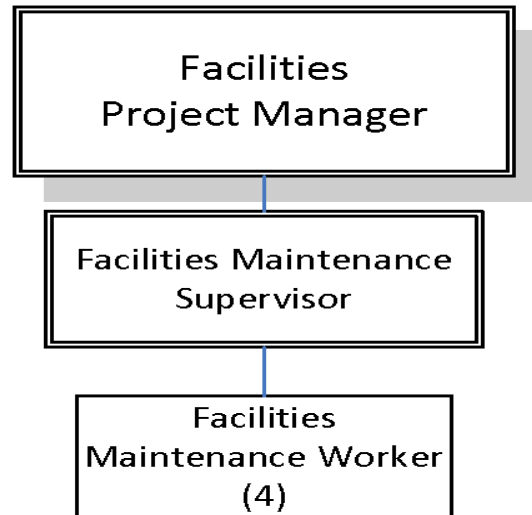
Preparing For New Gating Systems For The Parking Garage

City of Franklin, Tennessee - FY 2024 Budget Request

Projects and Facilities Management

Slide 40

Organization Chart



Position	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	J	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	G	1	0	1	0	1	0	1	0	1	0
Lead Facilities Maintenance Worker	E	0	0	0	0	0	0	1	0	0	0
Facilities Maintenance Worker	D	2	0	3	0	3	0	2	0	4	0
Custodian	D	2	0	2	0	1	0	1	0	0	0
Totals		6	0	7	0	6	0	6	0	6	0

City of Franklin, Tennessee - FY 2024 Budget Request

Project and Facilities Management

Slide 41

Base Budget

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	480,964	496,048	530,656	569,495	528,523	-2,133	-0.4%
Operations	800,495	1,110,686	1,069,996	1,135,874	956,349	-113,647	-10.6%
Capital	0	0	0	0	0	0	0.0%
Total	1,281,459	1,606,734	1,600,652	1,705,368	1,484,872	(115,781)	-7.2%

Operations: With rising cost over the last few years this year's budget will reflect changes we see due to utilities and items purchased. Challenges regarding about everything we purchase due to petroleum and labor cost have significantly continued to arise at our facilities regarding cost impacts that we cannot control based on updated contracts, materials and today's marketplace. We work with our supply chain regarding purchases that we make and look for other suppliers as we can. We purchase items for Fire Facilities, PD, Public Works, City Hall and misc. departments. This year's budget represents a 10% change in multiple areas from utilities to everyday items to some timing type repairs needed for certain facilities.

Program Enhancement Requests

The following are the Enhancement Requests for Facilities in order:

1) COF Second Ave Garage Waterproofing & Joint Sealing & Counting system enhancements	\$ 168,500
2) COF Fire Station 5 Men's and Women's locker rooms remodel	\$ 35,000
3) COF Fire Station 5 Kitchen Remodel	\$ 45,000
4) COF Fire Station 5 Roof Replacement	\$ 239,000
5) COF Fire Station 6 Roof Replacement	\$ 300,000
Total	\$ 768,500



City of Franklin, Tennessee - FY 2024 Budget Request

Projects and Facilities Management

Slide 43

Summary

In summary it is always our intention to keep our budget as close to the prior year as possible. With rising cost over the last few years this years budget definitely reflectes changes we see due to utilities and items purchased. Challenges will continue to arise at facilities regarding cost impacts that we cannot control based on updated contracts, materials and today's marketplace. Facilities continues to replace when needed older appliances regarding lighting etc. with energy saving devices. We have over the last few years in our older facilities made a significant amount of lighting changes throughout. Current COF building infrastructures such as PD, Fire Stations 6 and 8 are starting to require more work regarding protection from the elements of weather etc. As stated in the past we will continue to take the funds provided and use them in the very wisest way possible while working to save funds however and wherever possible.

My Thanks to the Board of Mayor and Aldermen along with City Administration.



City of Franklin, Tennessee

FY 2024 Operating Budget

Finance

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager

Budget Summary

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	984,314	1,095,518	1,229,274	1,160,721	1,259,012	29,738	2.4%
Operations	-67,367	35,507	18,889	-34,503	-58,354	-77,243	-408.9%
Capital	0	0	0	0	0	0	0.0%
Total	916,947	1,131,025	1,248,163	1,126,218	1,200,658	-47,505	-3.8%

Departmental Summary

The Finance Department oversees the security and management of the City's financial interests. The Department helps the City Administrator prepare, implement and monitor the City's annual operating and capital budgets. The Department also plans and executes the issuance of short-term and long-term borrowing.

The Finance Department provides a variety of financial services for the City of Franklin. These include: (1) financial accounting and reporting, (2) budgeting and analytics, (3) investment of temporarily idle funds, (4) maintaining and reconciling City bank accounts, (5) issuing employee payroll, (6) issuing vendor payments, (7) internal audits, and (8) ensuring that the annual external financial audit is conducted.

FY 2023 Accomplishments & 2024 Outlook

- Received no audit findings from the 2022 audit.
- With Administration, responded to federal transit review to clarify grant roles of City/Franklin Transit and transit services contractor, The TMA Group.
- Implemented required lease accounting and reporting for the 2022 annual report.
- With Police, updated billing and receipting process for extra duty pay.
- With HR, updating internal controls for reviewing insurance coverage and budgeting. Focused on documentation of financial processes to ensure in place and current.
- Received the Certificate for Achievement of Excellence in Financial Reporting for the 31st consecutive year Received the Distinguished Budget Presentation Award for the 13th year from the Government Finance Officers Association (GFOA).
- Continued to spearhead new Statewide performance measurement initiative – the Benchmarking Alliance of Tennessee.
- Along with City Administrator, hosted and mentored City's third Management Fellow.
- Spearheaded and successfully developed FY 2023 Annual Operating Budget.
- Implemented new budget software & performance measurement system and will fully deploy for the FY 2024 Annual Operating Budget process.
- Updated City's ten-year Capital Investment Program Financial Model and provided staff support for ongoing City Hall Project.



City of Franklin, Tennessee

FY 2024 Operating Budget

Finance

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager

- With Administration and Communications, provided staff support for the third Franklin Citizens Survey in late 2022. Results to be shared early in 2023.
- With Administration and HR, provided critical support for implementation of comprehensive increase in City's Compensation Plan in mid 2022.

For 2024, the department is focusing on the following financial best practices:

- The Budget and Analytics section is continuing work on refining the City's strategic planning and performance measurement systems, streamlining and organizing of the City's capital project accounting systems and making systemic improvements to the City's budget processes through implementation of new budget software,
- The Processing (including Payroll and AP) section is focusing on improving payment and scanning processes, and
- The Accounting and Reporting section will continue to work with departments on financial policies development and updates.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality

Franklin government will seek diversification and efficiencies of revenue sources to fund its aspirations.

Goal: Franklin will create a climate for necessary taxes and fees by assuring an equitable and balanced commercial, industrial, and residential tax base without an over-dependence on a single dominant revenue source.

Baseline: To determine the optimal proportion of revenue sources necessary to balance equitable payment for growth.

Goal: Franklin will achieve the lowest cost of debt financing possible by retaining bond ratings of AAA from 2 out of 3 services (Moody's, Fitch, and S&P).

Baseline: As of 2012, Moody's and Standard & Poor's have rated Franklin at AAA.

Key:

Strategic Plan: FranklinForward



Sustainable Franklin



Workload (Output) Measures

	2018	2019	2020	2021	2022
Have City's rating affirmed by multiple rating agencies (maximum = 3)	2	2	2	2	2
Increase use of electronic payments for payroll (percent paid by ACH)	100%	100%	100%	100%	100%
Increase use of electronic payments for AP (percent paid by ACH/EFT)	60%	55%	61%	64%	67%
Vendor payments issued	4,000	3,184	3,323	2,932	2,574
Accounts Payable Transactions processed	6,000	5,748	6,391	6,328	3,737
Checks issued (non-payroll)	1,700	1,429	1,283	1,051	836

Efficiency Measures

	2018	2019	2020	2021	2022
Number of days to close fiscal year does not exceed 60	60	60	60	60	60



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Outcome (Effectiveness) Measures

	2018	2019	2020	2021	2022
Exceed the return on investments compared to benchmark (BAML - Bank of America/Merrill Lynch)	1.30% estimated to BAML's .64%	3.44% estimated to BAML's 3.53%	3.43% estimated to BAML's 3.48%	0.14% goal to estimated BAML's 0.10%	1.2% estimated to BAML's 1.24%
 Achieve the GFOA Annual Report award for financial reporting annually	27th consecutive (for FY 2017)	28th consecutive (for FY 2018)	29th consecutive (for FY 2019)	30th consecutive (for FY 2020)	31st consecutive (for FY 2021)
 Achieve the GFOA Budget Report award annually	10th award (for FY 2017 budget)	11th award (for FY 2018 budget)	12th award (for FY 2019 budget)	Not Submitted	13th award (for FY 2021 budget)
 Goal: Franklin will achieve the lowest cost of debt financing possible by retaining bond ratings of AAA from 2 out of 3 services (Moody's, Fitch, and S&P).					
Target (# of rating agencies per FY)	2	2	2	2	2
Meets Target?	Yes	Yes	Yes	Yes	Yes
 # of months retaining the City's Triple AAA rating (earned December 1998)	234	246	258	270	282
Target (# of rating agencies per FY)	1	1	1	1	1
Meets Target?	Yes	Yes	Yes	Yes	Yes
# of months retaining the City's Revenue rating of Aa3 (at a minimum)	18	30	42	54	66
 Goal: Franklin will create a climate for necessary taxes and fees by assuring an equitable and balanced commercial, industrial, and residential tax base without an over-dependence on a single dominant revenue source.					
Residential & Farm Property (in millions)	\$ 1,686	\$ 2,307	\$ 2,384	\$ 2,458	\$ 3,268
Industrial & Commercial Property (in millions)	\$ 1,675	\$ 2,485	\$ 2,611	\$ 2,722	\$ 3,790
% Residential & Farm	50.2%	48.1%	47.7%	47.5%	46.3%
% Industrial & Commercial	49.8%	51.9%	52.3%	52.5%	53.7%
Meets Target?	Yes	Yes	Yes	Yes	Yes

* 2022 & 2023 estimated



```
graph TD; ACA[Asst. City Administrator - Finance/Administration (within Administration)] --- IO[Investment Officer (1PT)]; ACA --- BSI[Budget & Strategic Innovation Manager]; ACA --- C[Comptroller]; BSI --- FA1[Financial Analyst]; BSI --- I[Intern]; C --- FM1[Financial Manager (1 PT)]; C --- FA2[Financial Analyst (2)]; C --- FM2[Financial Manager]; C --- FA3[Financial Analyst]; C --- PS[Payroll Specialist]; C --- SAP[Sr. AP Specialist];
```

Gray: Positions Authorized and unbudgeted in FY 2024

Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Budgeted Positions	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Investment Officer	Grade M	0	1	0	1	0	1	0	1	0	1
Comptroller	Grade L	1	0	1	0	1	0	1	0	1	0
Budget & Strat. Inn. Mgr.	Grade L	1	0	1	0	1	0	1	0	1	0
Financial Manager	Grade J	1	1	1	1	1	1	1	1	1	1
Financial Analyst	Grade I	4	0	4	0	4	0	4	0	4	0
Payroll Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
Sr. AP Specialist	Grade F	1	0	1	0	1	0	1	0	1	0
Intern	Intern	0	1	0	0	0	0	0	0	0	0
Sub-total - Budgeted Positions		9	3	9	2	9	2	9	2	9	2
Authorized, Unbudgeted Positions											
Intern	Intern	0	0	0	1	0	1	0	1	0	1
Sub-total - Unbudgeted Positions		0	0	0	1	0	1	0	1	0	1
Total Authorized Positions		9	3	9	3	9	3	9	3	9	3



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference	
						\$	%
Personnel							
Salaries & Wages	730,425	816,751	921,940	877,585	917,301	(4,639)	-0.5%
Employee Benefits	253,889	278,767	307,334	283,136	341,711	34,377	11.2%
Total Personnel	984,314	1,095,518	1,229,274	1,160,721	1,259,012	29,738	2.4%
Operations							
Transportation Services	943	706	1,500	866	1,500	-	0.0%
Operating Services	3,298	3,713	1,750	1,425	1,750	-	0.0%
Notices, Subscriptions, etc.	3,635	4,477	6,645	2,459	7,100	455	6.8%
Utilities	6,805	7,167	7,785	7,370	7,785	-	0.0%
Contractual Services	12,227	108,527	108,467	109,877	15,100	(93,367)	-86.1%
Repair & Maintenance Services	214	-	3,000	-	3,000	-	0.0%
Employee programs	2,984	4,482	4,000	1,698	4,000	-	0.0%
Professional Development/Travel	4,818	12,361	23,050	13,894	29,150	6,100	26.5%
Office Supplies	3,379	6,513	6,300	6,293	7,300	1,000	15.9%
Operating Supplies	207	546	1,100	749	1,100	-	0.0%
Fuel & Mileage	66	17	50	50	50	-	0.0%
Machinery & Equipment (<\$25,000)	29,478	29,690	29,350	2,173	32,350	3,000	10.2%
Repair & Maintenance Supplies	381	135	700	-	700	-	0.0%
Property & Liability Costs	4,406	5,568	5,896	7,135	7,542	1,646	27.9%
Permits	-	-	800	800	800	-	0.0%
Financial Fees	92,223	91,292	100,021	92,243	118,021	18,000	18.0%
Miscellaneous	-	-	10	-	10	-	0.0%
Interfund Reimbursements	(232,431)	(239,685)	(281,535)	(281,535)	(295,612)	(14,077)	5.0%
Total Operations	(67,367)	35,507	18,889	(34,503)	(58,354)	(77,243)	-408.9%
Machinery & Equipment (>\$25,000)						-	0.0%
Computer Software (>\$25,000)						-	0.0%
Capital	-	-	-	-	-	-	0.0%
Total Finance Department	916,947	1,131,025	1,248,163	1,126,218	1,200,658	(47,505)	-3.8%

Finance Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
---------	-------------------	-------	-------	-------	-------	-------	--------------------	---------	-------	-------	-------

Personnel

81110 REGULAR PAY	703,472	733,793	728,440	814,101	947,074	510,904	875,835	947,074	994,428	1,044,149
81120 OVERTIME PAY	2,920	1,087	1,985	2,650	3,213	1,476	1,750	3,374	3,542	3,719
81150 TEMPORARY WORK BY NON-CITY EMPLOYEES		-						-	-	-
81199 VACANCY ADJUSTMENT		-		-	(28,347)		-	(33,148)	(34,805)	(36,545)
TOTAL WAGES	706,392	734,880	730,425	816,751	921,940	512,380	877,585	917,301	963,165	1,011,323
81410 FICA (EMPLOYER'S SHARE)	50,117	52,050	52,346	58,844	62,204	37,446	67,001	72,451	76,074	79,877
81420 MEDICAL PREMIUMS	175,064	160,710	153,173	164,386	190,245	77,090	164,670	209,270	230,196	253,216
81422 NEAR-SITE CLINIC			4,795	4,858	4,140	2,360	5,470	4,554	5,009	5,510
81425 VISION INSURANCE PREMIUMS	1,073	896	953	990	1,198	474	973	1,318	1,450	1,595
81430 DENTAL INSURANCE PREMIUMS	10,427	10,178	5,913	6,559	7,666	2,768	6,775	8,049	8,452	8,874
81431 FSA ADMINISTRATION		-	125	115	134	67	115	134	134	135
81433 GROUP INSURANCE PREMIUMS		-	3,762	3,867	3,936	2,349	3,865	4,133	4,339	4,556
81440 EE HEALTH INSURANCE CONTRIBUTIONS	(35,394)	(35,015)	(27,618)	(28,329)	(32,098)	(13,555)	(31,402)	(34,542)	(37,997)	(41,796)
81441 CONTRIBUTIONS TO HSA	2,400	2,000	-	3,200	2,000	1,200	2,000	2,000	2,000	2,000
81443 EE DENTAL INSURANCE CONTRIBUTIONS		-	(4,011)	(3,468)	(4,098)	(529)	(4,228)	(4,303)	(4,518)	(4,744)
81444 EE VISION INSURANCE CONTRIBUTIONS		-	(186)	(197)	(233)	(96)	(221)	(245)	(257)	(270)
81445 CONTRA-EMPLOYEE INS CONTRIBUTIONS		-				-		-	-	-
81450 RETIREMENT CONTRIBUTIONS	29,443	30,126	39,155	36,589	38,131	38,510	36,109	39,720	43,692	48,061
81455 DEFERRED COMP MATCH	19,049	10,584	12,464	12,670	5,472	3,468	15,073	5,746	6,033	6,335
81456 TCRS CONTRIBUTIONS (CITY)		9,690	11,112	16,472	28,237	19,545	14,682	31,061	34,167	37,583
81460 UNEMPLOYMENT CLAIMS		-		-	-	-		-	-	-
81470 WORKERS COMPENSATION PREMIUMS	227	207	1,425	2,211	401	2,253	2,253	2,366	2,484	2,608
81475 WORKERS COMPENSATION CLAIMS		-	481							
81482 CAR ALLOWANCE		-								
TOTAL BENEFITS	252,406	241,426	253,889	278,767	307,334	173,350	283,136	341,711	371,258	403,541

TOTAL PERSONNEL	958,798	976,306	984,314	1,095,518	1,229,274	685,730	1,160,721	1,259,012	1,334,423	1,414,864
------------------------	----------------	----------------	----------------	------------------	------------------	----------------	------------------	------------------	------------------	------------------

Operations

82110 MAILING & OUTBOUND SHIPPING SERVICES	812	1,013	943	706	1,500	506	866	1,500	1,500	1,500
82120 FREIGHT FOR INBOUND PURCHASED ITEMS		-								
TOTAL TRANSPORTATION CHARGES	812	1,013	943	706	1,500	506	866	1,500	1,500	1,500
82210 PRINTING & COPYING SERVICES, OUTSOURCED	106	62	1,871	3,313	1,000	1,742	1,000	1,000	1,000	1,000
82230 ARCHIVING/RECORDS MANAGEMENT SERVICES	1,597	-		-	-					
82250 TESTING & PHYSICALS	172	202	128	338	500	-	225	500	500	500
82299 OTHER OPERATING SERVICES	226	76	1,299	61	250	61	200	250	250	250
TOTAL OPERATING SERVICES	2,101	340	3,298	3,713	1,750	1,803	1,425	1,750	1,750	1,750

Finance Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
82310	LEGAL NOTICES	20	29	38	29	300	-	-	300	300	300
82350	DUES FOR MEMBERSHIPS	1,818	2,762	2,516	3,239	4,220	1,925	1,105	4,400	4,400	4,400
82355	PROFESSIONAL STANDARDS / ACCREDITATION	1,725	1,185	610	610	1,225	575	1,225	1,500	1,500	1,500
82371	EMERGENCY RELIEF		24,902		600	-	-	-	-	-	-
82390	PUBLICATIONS, NON-TRAINING	492	129	471	-	900	129	129	900	1,100	1,100
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	4,055	29,007	3,635	4,477	6,645	2,629	2,459	7,100	7,300	7,300
82450	TELEPHONE SERVICE	1,437	1,427	1,439	568	1,510	269	388	1,510	1,510	1,510
82455	CELLULAR TELEPHONE SERVICE	625	765	1,388	2,132	2,175	1,003	1,918	2,175	2,175	2,175
82470	INTERNET & RELATED SERVICES	2,460	3,353	3,978	4,467	4,100	1,991	5,064	4,100	4,100	4,100
82483	CONNECTION CHARGES		-								
	TOTAL UTILITIES	4,522	5,545	6,805	7,167	7,785	3,263	7,370	7,785	7,785	7,785
82510	COMPUTER SERVICES	4,407	9,331	12,227	108,527	108,412	71,827	108,412	15,000	15,000	15,000
82530	AUDIT SERVICES		-								
82560	CONSULTANT SERVICES		11,820								
82599	OTHER CONTRACTUAL SERVICES	54	-			55	1,465	1,465	100	100	100
	TOTAL CONTRACTUAL SERVICES	4,461	21,151	12,227	108,527	108,467	73,292	109,877	15,100	15,100	15,100
82610	VEHICLE REPAIR & MAINTENANCE SERVICES										
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,927	3,332	214	-	3,000	-	-	3,000	3,000	3,000
	TOTAL REPAIR & MAINTENANCE SERVICES	2,927	3,332	214	-	3,000	-	-	3,000	3,000	3,000
82750	EMPLOYEE RECOGNITIONS/RECEPTIONS										
82780	TRAINING, OUTSIDE	2,477	1,270	2,714	4,464	4,000	1,698	1,698	4,000	4,000	4,000
82790	TRAINING, IN-HOUSE		217	270	18		-				
	TOTAL EMPLOYEE PROGRAMS	2,477	1,487	2,984	4,482	4,000	1,698	1,698	4,000	4,000	4,000
82810	REGISTRATIONS	5,437	8,094	4,818	2,967	8,000	1,100	2,455	10,000	10,000	10,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COU	1,493	977	-	1,231	2,000	1,077	1,304	2,000	2,000	2,000
82830	AIR TRAVEL	2,202	1,044	-	1,624	3,500	781	2,881	6,000	6,000	6,000
82840	LODGING	4,685	3,736	-	5,672	7,000	2,855	5,854	8,000	8,000	8,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	473	585	-	866	2,500	400	1,400	3,000	3,000	3,000
82890	OTHER TRAVEL EXPENSES	30	90	-	-	50	-	-	150	150	150
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	14,320	14,526	4,818	12,361	23,050	6,213	13,894	29,150	29,150	29,150
83110	OFFICE SUPPLIES	4,207	3,553	2,668	4,316	5,200	1,292	3,682	5,200	5,200	5,200
83120	OFFICE DÉCOR OPTIONS	148	207	16	-	-		-	-	-	-
83130	EMPLOYEE BENEVOLENCE ITEMS	203	149	200	70	100		-	100	100	100
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	423	442	495	2,126	1,000	1,075	2,611	2,000	2,000	2,000
	TOTAL OFFICE SUPPLIES	4,981	4,351	3,379	6,513	6,300	2,367	6,293	7,300	7,300	7,300

Finance Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
83210	TRAINING SUPPLIES	252	-	85	-	100		-	100	100	100
83260	UNIFORMS PURCHASED	408	761		546	1,000	749	749	1,000	1,000	1,000
83299	OTHER OPERATING SUPPLIES		-	122							
	TOTAL OPERATING SUPPLIES	660	761	207	546	1,100	749	749	1,100	1,100	1,100
83310	GASOLINE & DIESEL FOR FLEET (NON-TRAVEL)										
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			66	17	50	-	50	50	50	50
	TOTAL FUEL & MILEAGE	-		66	17	50	-	50	50	50	50
83510	FURNITURE, FIXTURES (<\$25,000)	515	1,023	-	-	1,000	-	-	1,000	1,000	1,000
83530	MACHINERY & EQUIPMENT (<\$25,000)	3,180	-	14,512	11,836	13,350	-	-	13,350	13,000	13,000
83540	COMPUTER HARDWARE (<\$25,000)	6,351	2,403	14,794	17,854	10,000	1,483	1,483	10,000	16,000	16,000
83550	COMPUTER SOFTWARE (<\$25,000)	2,497	12,015	172	-	5,000	690	690	8,000	5,000	5,000
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	12,543	15,441	29,478	29,690	29,350	2,173	2,173	32,350	35,000	35,000
83620	EQUIPMENT PARTS & SUPPLIES	896	222	381	135	500	-	-	500	500	500
83660	BUILDING MAINTENANCE SUPPLIES	-	-			200	-	-	200	200	200
	TOTAL REPAIR & MAINTENANCE SUPPLIES	896	222	381	135	700	-	-	700	700	700
85110	PROPERTY INSURANCE	1,193	1,095	1,079	1,138	1,195	1,474	1,474	1,548	1,625	1,706
85111	FRAUD INSURANCE	669	643	876	1,682	1,766	2,412	2,412	2,533	2,659	2,792
85112	INLAND MARINE INSURANCE	62	62	63	66	69	72	72	76	79	83
85113	AUTO PHYSICAL DAMAGE	720	737	757	-	-	-	-	-	-	-
85115	LIABILITY INSURANCE	1,575	1,473	954	857	900	1,090	1,090	1,145	1,202	1,262
85116	E&O LIABILITY INSURANCE		-	-	1,103	1,158	1,345	1,345	1,412	1,483	1,557
85118	LAW ENFORCEMENT LIABILITY INSURANCE		-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	619	619	677	722	758	742	742	779	818	859
85120	PROPERTY DAMAGE COSTS		-		-	-	-	-	-	-	-
85140	SURETY/NOTARY BONDS		-			50			50	50	50
	TOTAL PROPERTY & LIABILITY COSTS	4,838	4,629	4,406	5,568	5,896	7,135	7,135	7,542	7,915	8,309
85320	STATE FEES	400	-		-	800		800	800	800	800
	TOTAL PERMITS	400	-	-	-	800	-	800	800	800	800
85510	BANKING FEES	23,353	20,290	19,273	18,448	24,000	7,856	18,804	24,000	24,000	24,000
85520	INVESTMENT FEES	60,646	48,000	56,950	58,844	60,000	30,717	61,439	70,000	70,000	70,000
85525	FINANCIAL ADVISOR FEES	16,000	20,000	16,000	14,000	16,000	6,000	12,000	24,000	24,000	24,000
85530	E-COMMERCE FEES	9	-			20			20	20	20
85550	CASH SHORT/OVER	1	-			1			1	1	1
85580	LATE FEES		-								
	TOTAL FINANCIAL FEES	100,009	88,290	92,223	91,292	100,021	44,573	92,243	118,021	118,021	118,021

Finance Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
85990	MISCELLANEOUS	-	-			10			10	10	10
	TOTAL OTHER BUSINESS EXPENSES	-	-		-	10	-	-	10	10	10
87510	REIMB OF INTERFUND SERVICES	(201,511)	(234,829)	(232,431)	(239,685)	(281,535)	(187,688)	(281,535)	(295,612)	(310,392)	(325,912)
	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(201,511)	(234,829)	(232,431)	(239,685)	(281,535)	(187,688)	(281,535)	(295,612)	(310,392)	(325,912)
	TOTAL OPERATIONS	(41,509)	(44,734)	(67,367)	35,509	18,889	(41,287)	(34,503)	(58,354)	(69,910)	(85,036)
Capital											
89550	COMPUTER SOFTWARE (>\$25,000)			-	-	-	-	-	-	-	-
	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	917,289	931,572	916,947	1,131,027	1,248,163	644,443	1,126,218	1,200,658	1,264,513	1,329,828



Program Enhancement Summary Form

Department/Division: 41500 FINANCE

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Capital	Total
110	FY2024	1	Overfill Comptroller Position (Jan-Jun 2024)		\$ 75,000	\$ 19,661	\$ -	\$ -	\$ 94,661
110	FY2024	1	AP Automation Program		\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Totals				0	\$ 75,000	\$ 19,661	\$ 25,000	\$ -	\$ 119,661

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	\$ -
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 119,661
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Total Franklin Forward Allocations		\$ 119,661

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ 94,661	
	Operations	\$ 25,000	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
Total		\$ 119,661	\$ -



Program Enhancement Request Form - Personnel (PER-P)

Use this form to spell out your request for additional personnel and associated costs.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Compensation				
81110 REGULAR PAY	\$ 75,000	\$ 75,000	\$ 75,000	\$ 150,000
			\$ -	\$ -
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 5,738	\$ 5,738	\$ 5,738	\$ 11,475
Pension (Current 7.22%)	\$ 5,415	\$ 5,415	\$ 5,415	\$ 10,830
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -	\$ -	\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)		\$ -	\$ -	\$ -
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 55	\$ 55	\$ 55	\$ 110
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681 , New Emp.6 Month \$8,454)	\$ 8,454	\$ 8,454	\$ 8,454	\$ 16,908
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 94,661	\$ 189,323

Purpose (Description) and Service Implication (if the request is not funded)

With the announcement of the retirement of the current Comptroller, it is being requested to overfill the position beginning January 2024, so that the new Comptroller will have an entire calendar year and 2 fiscal year ends with the current Comptroller. There are items that only occur once a year, that would allow time to learn and practice prior to retirement of the current Comptroller.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
83550 COMPUTER SOFTWARE (<\$25,000)	\$ -	\$ 25,000.00	\$ -	\$ 25,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ -	\$ 25,000

Purpose (Description) and Service Implication (if the request is not funded)

To aid in the process of streamlining the Approval process for invoices received by all departments. AP Automation software would allow for AP to collect and begin the process for invoice approval by pre coding invoices prior to approval. Once the invoice, which is to be paid, is imported into the system, it will be pre-pcoded prior to being sent to the approver for review. Once the approver reviews the invoice, they are able to make changes to the coding or amount to be paid, approve the invoice, or deny the invoice. After the invoice is approved, all approved invoices will be imported into Great Plains and processed for Payment. Accounts Payable would be able to process invoices in a more timely manner. AP would be able to keep track of which invoices have not been approved and need to be paid. This would also help streamline the process of AP receiving the invoices via interoffice mail. Most AP Automation companies offer the option for payments to be sent out via their company, rather than the City uploading a submitting the payments via the bank. One Advantage to this option, is that the City would no longer house the banking information for Vendors.



City of Franklin, Tennessee

FY 2024 Operating Budget

Purchasing

Brian Wilcox, Purchasing Manager

Budget Summary

	2021 Actual	2022 Actual	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Personnel	293,250	349,960	416,814	429,067	427,667	10,853	2.6%
Operations	-60,908	-32,613	-13,463	-19,584	-33,247	-19,784	147.0%
Capital	0	0	0	0	0	0	0.0%
Total	232,342	317,348	403,350	409,483	394,419	-8,931	-2.2%

Departmental Summary

Procurement of goods and services not pertaining to the design and/or construction of new infrastructure and facilities but that is valued at or above the public advertisement / sealed submittal threshold, currently \$50,000, is normally facilitated by the Purchasing Office, along with some procurements that are common to multiple departments. Since 2013, the Engineering Department and the Purchasing Office have consolidated to one web page named the “Business Opportunities” page, on the City’s public website where both construction-related and non-construction-related formal procurement solicitations, including invitations to bid, requests for proposals and requests for qualifications, are posted.

In addition, among other tasks, the Purchasing Office:

- administers the City’s purchasing card program, which allows, within card-specific spending limits, for authorized purchases to be made by departmental staff by means of City-issued credit cards;
- administers, with support from Fleet Maintenance, fuel purchasing for the City’s vehicle and equipment fleet; and
- facilitates, with support from Fleet Maintenance and Police, on an as-needed basis the lawful disposal of surplus personal property of the City, and, at the discretion of the department, any unclaimed lost, stolen or seized personal property of others recovered by or turned over to the City.

More information about the Purchasing Office may be found on the City’s website.

FY 2024 Outlook

The Purchasing Office anticipates continuing to focus on its mission:

- to support the City’s end-user departments in the policy-compliant procurement of non-construction-related products and services so that the City may fulfill its mission;
 - to strive for the City to receive maximum value for every non-construction-related purchase of the City;
- and
- to strive to preserve and enhance the public trust in the manner in which the City conducts its non-construction-related purchasing.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

Key:

Benchmarking Alliance of Tennessee



Workload (Output) Measures

	2018	2019	2020	2021	2022
Number of formal procurement solicitations processed by the Purchasing Office ^{1,2}	10	12	18	6	16
Number of City purchase orders prepared	76	88	81	93	110
Number of purchasing card transactions processed	21,363	20,385	20,363	17,526	20,232
Value of purchasing card transactions processed	\$ 8,313,466	\$ 7,718,273	\$ 7,747,624	\$ 6,739,793	\$ 7,969,331
Total organization purchasing dollar volume	\$ 82,160,081	\$ 74,131,240	\$ 118,607,334	\$ 126,049,000	\$ 105,544,142
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Value of City's rebate received for total spend, net of credits (by calendar year)	\$ 68,125	\$ 97,557	\$ 80,889	\$ 87,412	\$ 92,460
Number electronic auctions of surplus property	131	161	73	49	61
Value of proceeds from electronic auctions of surplus property (before fee paid by City for electronic auction services)	\$ 114,417	\$ 323,377	\$ 391,642	\$ 186,087	\$ 584,884
Fee paid by City for electronic auction services	\$ 8,611	\$ 24,281	\$ 29,300	\$ 13,962	\$ 43,872
Number of rolling stock ⁵ items ordered in fiscal year	NA	NA	36	3	25
Value of rolling stock ⁵ items ordered in fiscal year	NA	NA	\$ 4,160,075	\$ 752,093	\$ 25
Number of formal protests received	0	1	0	0	1
Number of vendor outreach events attended	1	1	0	0	0
# of emergency ³ purchases reported to BOMA	2	1	1	6	3
# of sole-source ⁴ purchases reported to BOMA	9	10	12	4	8



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures (con't)

Efficiency Measures

	2018	2019	2020	2021	2022
Average number of calendar days (from receipt of card request to receipt of delivered card) for...					
... purchasing card	7	7	7	7	7
... fleet fuel driver number	1	1	1	1	1
... fleet fuel vehicle card	8	8	8	8	8
P-Card Purchasing Dollar Volume as a % of Total Purchasing Dollar Volume	10.12%	10.41%	6.53%	5.35%	7.55%
 Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2018	2019	2020	2021	2022
Average number of calendar days from date of requisition to award of procurement for formal procurement solicitations ^{1,2} processed by the Purchasing Office	120	123	125	102	90
Target (90 Days)	90	90	90	90	90
Meets Target?	No	No	No	No	TBD
Average number of days from date of requisition approval to date of purchase order for rolling stock ⁶ items	NA	NA	8	3	3
Target (3 City Business Days)	3	3	3	3	3
Meets Target?	NA	NA	No	Yes	TBD

Notes

1 Involving sealed submittals (i.e., bids, proposals, and statements of qualifications) received pursuant to published legal notice.

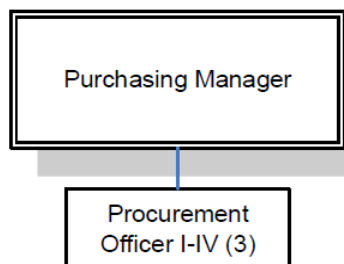
2 The City's public advertisement / sealed submittal threshold is currently \$50,000, pursuant to Ordinance No. 2022-30.

3 Defined as impinging on public health, safety or welfare and valued at or greater than \$25,000.

4 Defined as valued at or greater than \$50,000 (eff. 7/12/2022)

5 Rolling stock items defined as wheeled vehicles

Organizational Chart



Note: For detailed counts and authorized positions, please see table on next page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2024 Operating Budget

Staffing by Position

Budgeted Positions	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Purchasing Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Procurement Officer I-IV	Grade E-I	3	0	2	0	3	0	3	0	3	0
Sub-total - Budgeted Positions		4	0	3	0	4	0	4	0	4	0

Authorized, Unbudgeted Positions											
Procurement Officer I-IV	Grade E-I	0	0	1	0	0	0	0	0	0	0
Sub-Total - Unbudgeted Positions		0	0	1	0	0	0	0	0	0	0

Total Authorized Positions	4	0	4	0	4	0	4	0	4	0
-----------------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference	
						\$	%
Personnel							
Salaries & Wages	209,454	248,661	299,224	307,821	297,978	(1,246)	-0.4%
Employee Benefits	83,796	101,299	117,590	121,247	129,688	12,098	10.3%
Total Personnel	293,250	349,960	416,814	429,067	427,667	10,853	2.6%
Operations							
Transportation Services	-	1	50	-	50	-	0.0%
Operating Services	-	233	550	425	550	-	0.0%
Notices, Subscriptions, etc.	2,083	2,093	4,260	3,210	4,980	720	16.9%
Utilities	1,392	1,603	2,660	2,466	2,660	-	0.0%
Contractual Services	13,123	13,603	33,350	31,869	16,215	(17,135)	-51.4%
Repair & Maintenance Services	286	729	900	650	950	50	5.6%
Employee Programs	-	1,669	100	49	100	-	0.0%
Professional Development/Travel	798	2,800	22,345	18,600	23,895	1,550	6.9%
Office Supplies	311	1,365	1,825	1,825	1,925	100	5.5%
Operating Supplies	-	-	100	60	100	-	0.0%
Fuel & Mileage	-	-	150	128	150	-	0.0%
Machinery & Equipment (<\$25,000)	4,539	3,152	9,230	9,537	8,000	(1,230)	-13.3%
Property & Liability Costs	2,082	2,693	2,828	3,409	3,579	751	26.6%
Reimbursement of Interfund Trans.	(85,522)	(62,553)	(91,812)	(91,812)	(96,403)	(4,591)	5.0%
Total Operations	(60,908)	(32,613)	(13,463)	(19,584)	(33,247)	(19,784)	147.0%
Capital	-	-	-	-	-	-	0.0%
Total Purchasing Department	232,342	317,348	403,350	409,483	394,419	(8,931)	-2.2%

Purchasing Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	170,096	200,779	207,418	246,299	308,436	178,207	305,498	308,436	323,858	340,051
81120	OVERTIME PAY	64	573	2,036	2,362	321	1,355	2,323	337	354	372
81199	VACANCY ADJUSTMENT		-		-	(9,533)	-	-	(10,795)	(11,335)	(11,902)
	TOTAL WAGES	170,160	201,352	209,454	248,661	299,224	179,562	307,821	297,978	312,876	328,520
81410	FICA (EMPLOYER'S SHARE)	12,344	14,569	15,217	18,079	20,862	13,153	23,371	23,595	24,775	26,014
81420	MEDICAL PREMIUMS	57,661	51,277	54,099	66,186	78,498	36,979	73,958	86,348	94,983	104,481
81422	NEAR-SITE CLINIC		-	1,380	1,777	1,800	1,032	2,064	1,980	2,178	2,396
81425	VISION INSURANCE PREMIUMS	505	432	431	502	575	263	526	633	696	765
81430	DENTAL INSURANCE PREMIUMS	3,266	3,463	2,130	2,789	3,554	1,512	3,024	3,732	3,918	4,114
81431	FSA ADMINISTRATION		-	38	38	38	22	44	38	38	39
81433	GROUP INSURANCE PREMIUM		-	1,307	1,512	1,606	947	1,894	1,686	1,771	1,859
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(8,587)	(11,035)	(9,648)	(11,158)	(13,328)	(7,715)	(15,430)	(14,528)	(15,835)	(17,260)
81443	EE DENTAL INSURANCE CONTRIBUTIONS		-	(1,301)	(1,678)	(2,049)	(321)	(642)	(2,151)	(2,259)	(2,372)
81444	EE VISION INSURANCE CONTRIBUTIONS		-	(86)	(101)	(113)	(57)	(114)	(119)	(125)	(131)
81450	RETIREMENT CONTRIBUTIONS	14,721	22,594	11,230	12,196	12,710	9,628	12,837	13,981	15,379	16,917
81455	DEFERRED COMP MATCH	6,251	5,072	5,218	5,397	5,707	3,995	7,990	5,992	6,292	6,607
81456	TCRS CONTRIBUTIONS (CITY)		2,941	3,356	5,037	7,683	5,079	10,158	8,451	9,296	10,226
81460	UNEMPLOYMENT CLAIMS		-		-	-	-	-			
81470	WORKERS COMPENSATION PREMIUMS	40	41	425	723	47	784	1,568	49	52	54
81475	WORKERS COMPENSATION CLAIMS		-				-	-			
	TOTAL BENEFITS	86,201	89,354	83,796	101,299	117,590	65,301	121,247	129,688	141,159	153,709
	TOTAL PERSONNEL	256,361	290,706	293,250	349,960	416,814	244,863	429,067	427,665	454,036	482,230
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	2,314	(581)		1	50	-	-	50	50	50
	TOTAL TRANSPORTATION CHARGES	2,314	(581)	-	1	50	-	-	50	50	50
82210	PRINTING & COPYING SERVICES, OUTSOURCED	-	185		62	200	-	-	200	200	200
82299	OTHER OPERATING SERVICES				13		32	75			
82250	TESTING & PHYSICALS	327	240	-	158	350	-	350	350	350	350
	TOTAL OPERATING SERVICES	327	425	-	233	550	32	425	550	550	550
82310	LEGAL NOTICES	-	-	-	-	50	-	50	50	50	50
82350	DUES FOR MEMBERSHIPS	1,232	1,252	1,552	1,314	2,580	595	2,580	3,300	3,250	2,660
	<i>Amazon Prime</i>								40	40	40
	<i>Civic Organization</i>								-	-	-
	<i>NIGP</i>								600	610	620

Purchasing Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
	TAPP								100	100	100
	MTPPA								100	100	100
	ICMA								800	800	800
	Certification Fees (UPPCC, NIGP-CPP)								1,000	1,000	1,000
	Recertification Fees (UPPCC, NIGP-CPP)								-	600	-
	CMFO certification fee								660	-	-
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)		-		25		-				
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	-	-			1,000	-		1,000	1,000	1,000
82371	EMERGENCY RELIEF		254	-	200		-				
82373	RECRUITMENT	-	-	-		50	-		50	50	50
82390	PUBLICATIONS, NON-TRAINING	495	513	531	554	580	-	580	580	600	610
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,727	2,019	2,083	2,093	4,260	595	3,210	4,980	4,950	4,370
82450	TELEPHONE SERVICE	365	334	584	710	1,200	324	1,200	1,200	1,200	1,200
	desk phones								1,200	1,200	1,200
	cell phones								-	-	-
82455	CELLULAR TELEPHONE SERVICE			12	-	600	-	450	600	600	600
82470	INTERNET & RELATED SERVICES	492	671	796	893	860	398	816	860	880	900
	TOTAL UTILITIES	857	1,005	1,392	1,603	2,660	722	2,466	2,660	2,680	2,700
82510	COMPUTER SERVICES	14,298	13,274	13,123	13,603	33,350	31,159	31,869	16,215	16,650	17,085
	spend analysis								15,300	15,700	16,100
	Zoom								390	400	410
	Adobe renewals								525	550	575
82599	OTHER CONTRACTUAL SERVICES	-	-	-	-	-	-	-	-	-	-
	TOTAL CONTRACTUAL SERVICES	14,298	13,274	13,123	13,603	33,350	31,159	31,869	16,215	16,650	17,085
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	743	932	286	729	900	340	650	950	1,000	1,000
	TOTAL REPAIR & MAINTENANCE SERVICES	743	932	286	729	900	340	650	950	1,000	1,000
82790	TRAINING, IN-HOUSE	-	-		1,669	100	85	49	100	100	100
	TOTAL EMPLOYEE PROGRAMS	-	-	-	1,669	100	85	49	100	100	100
82810	REGISTRATIONS	1,025	2,777	798	2,346	8,675	799	4,930	8,725	9,775	9,825
	Annual NIGP Forum & Expo for 4 staff								3,250	3,300	3,350
	Various NIGP seminars								2,800	2,800	2,800
	Various NIGP webinars								1,600	1,600	1,600
	Fall conference of TAPP for 4 staff								250	250	250
	Spring conference of TAPP for 4 staff								300	300	300
	Summary of Public Acts presented by UT-MTAS								25	25	25
	Various SkillPath seminars, CEUs								500	1,500	1,500
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	248	396		-	2,550	43	2,550	2,700	2,700	2,700

Purchasing Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
	Annual NIGP Forum & Expo								500	500	500
	Various NIGP seminars								500	500	500
	Fall conference of TAPP								800	800	800
	Spring conference of TAPP								450	450	450
	Monthly MTPPA chapter meetings								100	100	100
	DBE Outreach Events								50	50	50
	Various SkillPath seminars, CEUs								300	300	300
82830	AIR TRAVEL	218	392		454	2,500	-	2,500	3,600	2,500	2,500
	Annual NIGP Forum & Expo for 3 staff								2,400	1,300	1,300
	NIGP Seminar								1,200	1,200	1,200
82840	LODGING	513	2,194		-	6,400	1,251	6,400	5,900	5,900	5,900
	Annual NIGP Forum & Expo for 3 staff								3,000	3,000	3,000
	Various NIGP seminars								700	700	700
	Fall conference of TAPP for 3 staff								1,400	1,400	1,400
	Spring conference of TAPP for 3 staff								800	800	800
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	28	346		-	2,100	-	2,100	2,850	2,150	2,150
	Annual NIGP Forum & Expo for 3 staff								800	600	600
	Various NIGP seminars								400	400	400
	Fall conference of TAPP for 3 staff								600	400	400
	Spring conference of TAPP for 3 staff								600	300	300
	MTPPA annual banquet for 3 staff								200	200	200
	Various SkillPath seminars, CEUs								100	100	100
	MTPPA meetings for 4 staff								150	150	150
82890	OTHER TRAVEL EXPENSES		-			120	-	120	120	120	120
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	2,032	6,105	798	2,800	22,345	2,093	18,600	23,895	23,145	23,195
83110	OFFICE SUPPLIES	471	392	288	1,040	1,000	493	1,000	1,000	1,000	1,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	-	-		130	250	109	250	250	250	250
83130	EMPLOYEE BENEVOLENCE ITEMS		15		165	100	-	100	100	100	100
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	88	155	23	30	475	83	475	575	575	575
	refreshments for quarterly meetings of Departmental Purchasing Agents								250	250	250
	Halloween Candy								25	25	25
	Spring TAPP								-	-	-
	DPA Appreciation for 12								300	300	300
	TOTAL OFFICE SUPPLIES	559	562	311	1,365	1,825	685	1,825	1,925	1,925	1,925
83299	OTHER OPERATING SUPPLIES	-	-	-	-	100	30	60	100	100	100
	TOTAL OPERATING SUPPLIES	-	-	-	-	100	30	60	100	100	100
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	-	-	-	-	100	26	78	100	100	100
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	-	-	-	-	50	-	50	50	50	50
	TOTAL FUEL & MILEAGE	-	-	-	-	150	26	128	150	150	150

Purchasing Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
83510	FURNITURE, FIXTURES (<\$25,000)	-	-	495	527	500	-	500	500	500	500
83530	MACHINERY & EQUIPMENT (<\$25,000)	119	-	-	-	6,030	-	6,030	1,000	1,050	1,000
83540	COMPUTER HARDWARE (<\$25,000)	22	2,488	3,955	2,625	2,700	1,264	2,700	6,500	2,500	500
83550	COMPUTER SOFTWARE (<\$25,000)	-	-	89	-	-	307	307	-	-	-
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		141	2,488	4,539	3,152	9,230	1,571	9,537	8,000	4,050	2,000
85110	PROPERTY INSURANCE	1,193	1,095	1,079	1,138	1,195	1,452	1,452	1,525	1,601	1,681
85111	FRAUD INSURANCE	170	-	261	587	616	829	829	870	914	960
85112	INLAND MARINE INSURANCE	29	29	30	32	34	36	36	38	40	42
85113	AUTO PHYSICAL DAMAGE	-	-	-	-	-	-	-	-	-	-
85115	LIABILITY INSURANCE	183	552	226	299	314	375	375	394	413	434
85116	E&O LIABILITY INSURANCE	401	589	284	385	404	462	462	485	509	535
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	248	202	252	265	255	255	268	281	295
85119	UMBRELLA LIABILITY	157	-	-	-	-	-	-	-	-	-
85120	PROPERTY DAMAGE COSTS	-	-	-	-	-	-	-	-	-	-
TOTAL PROPERTY & LIABILITY COSTS		2,133	2,513	2,082	2,693	2,828	3,409	3,409	3,579	3,759	3,947
85530	E-COMMERCE FEES										
TOTAL FINANCIAL FEES				-	-	-	-	-	-	-	-
87510	REIMB OF INTERFUND SERVICES	(56,720)	(58,962)	(85,522)	(62,553)	(91,812)	(61,200)	(91,812)	(96,403)	(101,223)	(106,284)
TOTAL INTERFUND SERVICES REIMBURSEMENTS		(56,720)	(58,962)	(85,522)	(62,553)	(91,812)	(61,200)	(91,812)	(96,403)	(101,223)	(106,284)
TOTAL OPERATIONS		(31,589)	(30,220)	(60,908)	(32,613)	(13,463)	(20,453)	(19,584)	(33,248)	(42,113)	(49,112)
Capital											
Total Expenditures		224,772	260,486	232,342	317,348	403,350	224,410	409,483	394,418	411,921	433,117



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINTENANCE	\$ 5,000.00		\$ 5,000	\$ 5,000
83550 COMPUTER SOFTWARE (<\$25,000)		\$ 60.00	\$ -	\$ 60
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 5,000	\$ 5,060

Purpose (Description) and Service Implication (if the request is not funded)

The purpose of this project would be: (1) to eliminate the need for keys to access the Purchasing suite; (2) to allow City employees other than Purchasing staffers, especially upper management, to be able to access the Purchasing suite as needed; (3) to limit access from the Purchasing suite to the HR suite*; and 4) to allow more convenient access directly from the 3rd Ave. lobby of City Hall to the Purchasing suite*.

Electronic (ID-read) locks for access control to Purchasing Office for up to three doors (2021 pricing):

(a) for door between City Hall corridor and Purchasing (\$3,052.06 (the aluminum/glass door requires more expensive hardware) plus controller and power supply),

(b) for door between City Hall lobby and Purchasing (\$1,843.95 plus controller and power supply)*,

(c) for door between Purchasing and HR interior hallway (\$1,843.92 plus controller and power supply) * and

(d) controller (\$1,252.74 if one or two doors; \$1,844.62 if three doors) and power supply (\$250).

Total for "a", "b", "c" and "d": \$8,834.55*

Total for "b", "c" and "d": \$5,190.61*

Total for "a" and "d": \$4,304.80

Reader licenses for 12 months: \$52.32

If this project is not approved: (1) the need for keys to access the Purchasing suite would persist; (2) City employees without a key to the Purchasing suite would remain unable to access the Purchasing suite as needed; (3) access from the Purchasing suite to the HR suite would remain difficult to control*; and (4) access directly from the 3rd Ave. lobby of City Hall to the Purchasing suite would remain inconvenient*.

* Not included in this PER's requested funding.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
83530 MACHINERY & EQUIPMENT (<\$2	\$ 15,200.00		\$ 15,200	\$ 15,200
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 15,200	\$ 15,200

Purpose (Description) and Service Implication (if the request is not funded)

Request to purchase Medeco programmable locks to secure access to 26 remote diesel sites. These locks are available through 360 Network Solutions, LLC

Programmable locks will provide security for the remote diesel sites while also allowing for convenient access for refueling by the contracted vendor.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82790 TRAINING, IN-HOUSE	\$5,000	\$ -	\$ 5,000	\$ 5,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 5,000	\$ 5,000

Purpose (Description) and Service Implication (if the request is not funded)

The purpose is to provide procurement training for City staff outside the Purchasing Office for professional development. An instructor possibly through NIGP: the Institute for Public Procurement or TAPP, Tennessee Association of Public Purchasing or UT - MTAS (Municipal Technical Advisory Service), would be brought to a City facility for group training pertaining to the purchasing function.

The service implication of not funding this request would not be significant; however, City staff would benefit from the excellent courses offered by NIGP for workforce development if funded.



City of Franklin, Tennessee

FY 2024 Operating Budget

Municipal Court

Jessica Davey, Revenue & Licensing Manager

Budget Summary

	2021 Actual	2022 EOY	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Personnel	256,268	209,999	238,151	231,248	241,377	3,226	1.4%
Operations	58,262	39,765	338,006	32,228	334,212	-3,794	-1.1%
Capital	0	0	0	0	0	0	0.0%
Total	314,530	249,763	576,158	263,476	575,589	-568	-0.1%

Department Mission

Our mission is to effectively, efficiently, and accurately process City ordinance violations, to create and sustain customer-oriented quality service that provides maximum access to the court, and to promote public confidence in the court system.

Department Vision

Our vision is to provide those appearing and practicing before the court with fair, efficient, and expeditious means of proceeding with their business. We achieve our vision with competent, professional employees, continuing advancements in technology, and process improvement measures.

FY 2024 Outlook

City Court plans to implement new technology upgrades this year. While these enhancements will improve efficiency and customer service in many ways, a primary goal is to offer online citation payment for our defendants. The team is excited to go into FY24 fully staffed and, along with our new City Judge, will continue to review processes and look for ways to streamline and improve productivity.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme:

Municipal Court provides general support of all four themes of FranklinForward.

Key:
Sustainable Franklin 

Workload (Output) Measures

	2018	2019	2020	2021	2022
Total Cases Filed	2,238	5,429	7,087	5,141	3,886
Types of Cases					
- Moving Violations	1,158	1,650	1,524	1,650	1,514
- Financial Responsibility	250	325	290	297	277
- License and Registration	571	600	511	570	578
- Codes Enforcement	47	120	57	86	41
- Failure to Appear	108	281	256	188	133
- Seat Belt	33	20	39	28	46
- Parking Violations - Cited	71	1,800	3,863	1,930	1,009
- Parking Violations - Warning	-	633	547	392	750

Efficiency Measures

	2018	2019	2020	2021	2022
Average # of days from issuance of Citation to Resolution (Non Traffic School)^	35.00	39.00	43.00	41.00	40.00

Outcome (Effectiveness) Measures

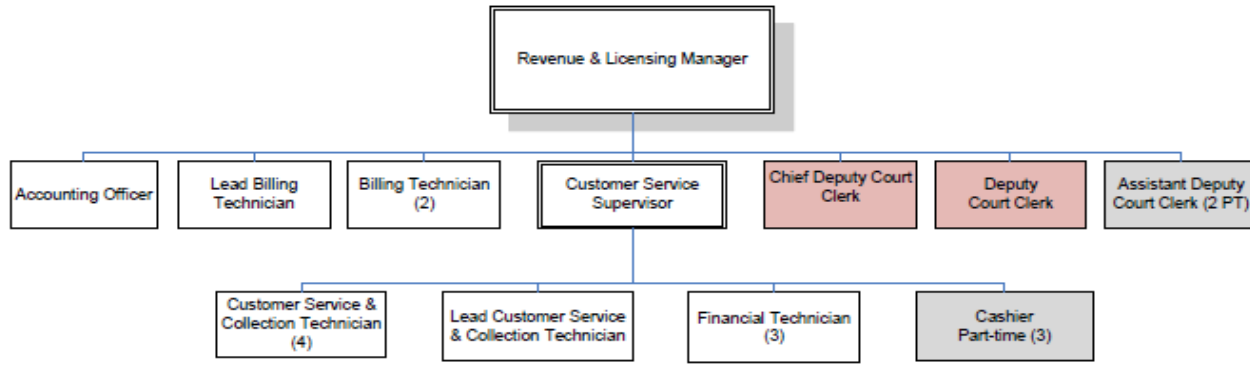
	2018	2019	2020	2021	2022
Municipal Court Collections as a percentage of Municipal Obligations Billed^	82.0%	90.0%	89.0%	88.0%	90.0%
 Goal: Deliver customer oriented quality service					
Deploy tool for online payments	YES	YES	YES	YES	YES
Percentage of customer inquiries responded to within 2 business days	100.0%	100.0%	100.0%	100.0%	100.0%



City of Franklin, Tennessee

FY 2024 Operating Budget

Organizational Chart



Revenue Management: Shaded in White

City Court: Shaded in Red

Gray: Positions Authorized and Unbudgeted in FY 2024

Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Budget Positions	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade G	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade F	1	1	1	0	1	0	1	0	1	0
Deputy Court Clerk/Cashier	---	0	1	0	1	0	0	0	0	0	0
Assistant Deputy Court Clerk	Grade D	0	0	0	0	0	1	0	1	0	1
Court Security and Parking Enforcement Officer	---	1	0	1	0	0	0	0	0	0	0
Sub-Total Budgeted Positions		3	2	3	1	2	1	2	1	2	1
Authorized, Unbudgeted Positions											
Deputy Court Clerk	Grade E	0	0	0	1	0	0	0	0	0	0
Assistant Deputy Court Clerk	Grade D	0	0	0	1	0	1	0	1	0	1
Sub-Total Unbudgeted Positions		0	0	0	1	0	1	0	1	0	1
Total Authorized Positions		3	2	3	2	2	2	2	2	2	2



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference	
						\$	%
Personnel							
Salaries & Wages	160,919	124,536	150,527	145,061	149,540	(987)	-0.7%
Officials Fees	25,000	25,000	25,000	25,000	25,000	-	0.0%
Employee Benefits	70,349	60,463	62,624	61,187	66,837	4,213	6.7%
Total Personnel	256,268	209,999	238,151	231,248	241,377	3,226	1.4%
Operations							
Transportation Services	3,134	2,827	4,650	4,400	4,650	-	0.0%
Operating Services	703	248	2,450	1,013	2,450	-	0.0%
Notices, Subscriptions, etc.	631	364	634	440	634	-	0.0%
Utilities	1,882	1,058	1,250	1,160	1,250	-	0.0%
Contractual Services	42,344	10,325	300,123	8,560	300,198	75	0.0%
Repair & Maintenance Services	140	149	550	250	550	-	0.0%
Employee Programs	108	-	500	-	500	-	0.0%
Professional Development/Travel	60	563	3,130	1,225	3,130	-	0.0%
Office Supplies	1,862	2,540	3,475	3,300	3,850	375	10.8%
Operating Supplies	273	201	300	480	300	-	0.0%
Fuel & Mileage	-	-	700	50	700	-	0.0%
Machinery & Equipment (<\$25,000)	1,571	13,266	11,100	5,800	9,500	(1,600)	-14.4%
Repair & Maintenance Supplies	87	-	500	50	500	-	0.0%
Property & Liability Costs	2,266	2,710	2,644	-	-	(2,644)	-100.0%
Financial Fees	3,201	5,514	6,000	5,500	6,000	-	0.0%
Total Operations	58,262	39,765	338,006	32,228	334,212	(3,794)	-1.1%
Capital	-	-	-	-	-	-	0.0%
Total Municipal Court	314,530	249,763	576,158	263,476	575,589	(568)	-0.1%

Municipal Court Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY 2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	99,586	130,363	158,721	123,075	154,498	83,099	142,455	154,498	162,223	170,334
81120	OVERTIME PAY	685	2,507	2,198	1,461	428	1,520	2,606	449	472	495
81199	VACANCY ADJUSTMENT		-		-	(4,399)			(5,407)	(5,678)	(5,962)
TOTAL WAGES		100,271	132,870	160,919	124,536	150,527	84,619	145,061	149,540	157,017	164,868
81220	CITY JUDGE	25,000	25,000	25,000	25,000	25,000	12,500	25,000	25,000	25,000	25,000
81250	JUDICIAL COMMISSION-WARRANTS										
TOTAL OFFICIALS FEES		25,000	25,000	25,000	25,000	25,000	12,500	25,000	25,000	25,000	25,000
81410	FICA (EMPLOYER'S SHARE)	8,798	11,396	13,519	10,903	11,558	7,056	10,898	11,819	12,410	13,031
81420	MEDICAL PREMIUMS	19,388	33,571	35,412	32,228	39,415	18,596	37,192	40,911	45,002	49,503
81422	NEAR-SITE CLINIC			910	790	840	350	700	924	1,016	1,118
81425	VISION INSURANCE PREMIUM	120	216	216	211	231	108	216	238	261	287
81430	DENTAL INSURANCE	1,660	2,323	1,821	1,406	1,371	687	1,374	1,443	1,515	1,591
81431	FSA ADMINISTRATION			38	38	38	22	44	38	38	39
81433	GROUP INSURANCE			919	607	653	391	782	686	720	756
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(8,320)	(7,055)	(6,533)	(4,842)	(6,484)	(3,428)	(6,856)	(7,542)	(8,296)	(9,125)
81443	EE DENTAL INSURANCE CONTRIBUTIONS			(1,057)	(483)	(683)	(142)	(284)	(298)	(313)	(329)
81444	EE VISION INSURANCE CONTRIBUTIONS			(43)	(32)	(43)	(22)	(44)	(48)	(53)	(59)
81450	RETIREMENT CONTRIBUTIONS	7,361	15,063	22,460	18,190	12,710	9,628	12,837	14,121	15,533	17,086
81455	DEFINED COMP MATCH	26	-	-	-	-	-	-	-	-	-
81456	TCRS		597	2,193	926	2,966	2,229	3,821	4,012	4,213	4,423
81470	WORKERS COMPENSATION PREMIUMS	43	44	494	520	51	528	506	532	558	586
81475	WORKERS COMPENSATION CLAIMS		-								
TOTAL BENEFITS		29,076	56,155	70,349	60,463	62,624	36,003	61,187	66,837	72,605	78,908
TOTAL PERSONNEL		154,347	214,025	256,268	209,999	238,150	133,122	231,248	241,378	254,622	268,776
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	3,525	5,503	3,134	2,827	4,650	-	4,400	4,650	4,800	4,800
TOTAL TRANSPORTATION CHARGES		3,525	5,503	3,134	2,827	4,650	-	4,400	4,650	4,800	4,800
82210	PRINTING & COPYING SERVICES, OUTSOURCED	739	643	703	235	2,200	-	800	2,200	2,200	2,200
82245	FINGERPRINTING FEES			-							
82250	TESTING & PHYSICALS	-	-	-	-	250		200	250	250	250
82299	OTHER OPERATING SERVICES	150	316	-	13		-	13			
TOTAL OPERATING SERVICES		889	959	703	248	2,450	-	1,013	2,450	2,450	2,450
82310	LEGAL NOTICES	-									
82371	EMERGENCY RELIEF			-	-		-	90			
82350	DUES FOR MEMBERSHIPS	-		200	-	234		-	234	234	234
<i>Various</i>						200			200	200	200

Municipal Court Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY 2023	F2024	F2025	F2026
	<i>Amazon Prime</i>					34			34	34	34
82390	PUBLICATIONS, NON-TRAINING	406	456	431	364	400	-	350	400	425	425
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	406	456	631	364	634	-	440	634	659	659
82450	TELEPHONE SERVICE	349	1,035	1,086	165	400	-	360	400	425	425
82470	INTERNET & RELATED SERVICES	492	671	796	893	850	-	800	850	875	875
	TOTAL UTILITIES	841	1,706	1,882	1,058	1,250	-	1,160	1,250	1,300	1,300
82510	COMPUTER SERVICES	31,301	32,236	33,204	435	287,698	-	360	287,698	525	526
82599	OTHER CONTRACTUAL SERVICES	11,240	9,090	9,140	9,890	12,425	-	8,200	12,500	12,500	12,501
	TOTAL CONTRACTUAL SERVICES	42,541	41,326	42,344	10,325	300,123	-	8,560	300,198	13,025	13,027
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	852	16	74	-	-	-	-	-	-	-
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	53	55	66	149	550	-	250	550	600	600
82699	OTHER REPAIR & MAINTENANCE SERVICES										
	TOTAL REPAIR & MAINTENANCE SERVICES	905	71	140	149	550	-	250	550	600	600
82780	TRAINING, OUTSIDE			108							
82790	TRAINING, IN-HOUSE	-	-			500			500	500	500
	TOTAL EMPLOYEE PROGRAMS	-	-	108	-	500	-	-	500	500	500
82810	REGISTRATIONS	227	-	60	40	450	-	225	450	450	450
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	262	-		242	900	-	300	900	900	900
82840	LODGING	304	-		213	1,330	-	500	1,330	1,340	1,340
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	58	-		68	450	-	200	450	475	500
82890	OTHER TRAVEL EXPENSES				-	-	-	-	-	-	-
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	851	-	60	563	3,130	-	1,225	3,130	3,165	3,190
83110	OFFICE SUPPLIES	1,384	2,322	1,828	2,087	2,625	-	2,550	3,000	3,200	3,500
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		58	-	453	150	-	150	150	175	175
83130	EMPLOYEE BENEVOLENCE ITEMS	43	87	34	-	200	-	100	200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	23	-	-	-	500	-	500	500	500	500
	TOTAL OFFICE SUPPLIES	1,450	2,467	1,862	2,540	3,475	-	3,300	3,850	4,075	4,375
83260	UNIFORMS PURCHASED	2,537	(9)	157	201	300	-	480	300	300	300
83265	UNIFORMS, SPECIALIZED		203	116							
83270	CONSUMABLE TOOLS										
83299	OTHER OPERATING SUPPLIES		110								
	TOTAL OPERATING SUPPLIES	2,537	304	273	201	300	-	480	300	300	300
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	28	-	-	-	600	-	-	600	600	600
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	-	-	-	-	100	-	50	100	100	100
	TOTAL FUEL & MILEAGE	28	-	-	-	700	-	50	700	700	700

Municipal Court Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY 2023	F2024	F2025	F2026
83510	FURNITURE, FIXTURES (<\$25,000)	-	-		563	3,000	-	-	3,000	3,000	3,000
83530	MACHINERY & EQUIPMENT (<\$25,000)				6,681	-	-	-	-	-	-
83540	COMPUTER HARDWARE (<\$25,000)	-	4,793	1,571	6,021	8,100	-	5,800	6,500	6,500	6,500
83550	COMPUTER SOFTWARE (<\$25,000)				-	-		-	-	-	-
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		-	4,793	1,571	13,266	11,100	-	5,800	9,500	9,500	9,500
83620	EQUIPMENT PARTS & SUPPLIES	46	-	87	-	500		50	500	500	500
TOTAL REPAIR & MAINTENANCE SUPPLIES		46	-	87	-	500	-	50	500	500	500
85110	PROPERTY INSURANCE	1,193	1,095	1,079	1,138	1,194	-	-	-	-	-
85111	FRAUD INSURANCE	221	253	304	444	467	-	-	-	-	-
85112	INLAND MARINE INSURANCE	210	207	56	228	239	-	-	-	-	-
85113	AUTO PHYSICAL DAMAGE		-	-	-	-	-	-	-	-	-
85115	LIABILITY INSURANCE	238	289	262	226	238	-	-	-	-	-
85116	E&O LIABILITY INSURANCE	521	579	331	291	306	-	-	-	-	-
85118	LAW ENFORCEMENT LIABILITY INSURANCE		-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	204	243	234	-	-	-	-	-	-	-
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES				191	200	-	-	-	-	-
85120	PROPERTY DAMAGE COSTS		-					-	-	-	-
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES				192	202		-	-	-	-
TOTAL PROPERTY & LIABILITY COSTS		2,587	2,666	2,266	2,710	2,644	-	-	-	-	-
85320	STATE FEES										
85340	RECORDING & FILING FEES										
TOTAL PERMITS		-	-	-	-	-	-	-	-	-	-
85530	E-COMMERCE FEES	2,034	2,604	3,201	5,514	6,000	-	5,500	6,000	6,000	6,000
85550	CASH SHORT/OVER										
85570	BAD DEBT EXPENSE (NET OF RECOVERIES)										
85990	MISCELLANEOUS		16								
TOTAL FINANCIAL FEES		2,034	2,620	3,201	5,514	6,000	-	5,500	6,000	6,000	6,000
86600	LEASE/LOAN PRINCIPAL										
86700	LEASE/LOAN INTEREST										
TOTAL DEBT SERVICE		-	-	-	-	-	-	-	-	-	-
TOTAL OPERATIONS		58,640	62,871	58,262	39,765	338,006	-	32,228	334,212	47,574	47,901
Capital											
TOTAL EXPENDITURES		212,987	276,896	314,530	249,763	576,157	133,122	263,476	575,591	302,196	316,677



City of Franklin, Tennessee

FY 2024 Operating Budget

Revenue Management

Jessica Davey, Revenue & Licensing Manager

Budget Summary

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	1,068,002	1,117,778	1,303,423	1,120,003	1,305,691	2,268	0.2%
Operations	-861,694	-931,016	-911,546	-909,177	-929,132	-17,586	1.9%
Capital	0	0	0	0	0	0	0.0%
Total	206,308	186,763	391,877	210,826	376,559	-15,318	-3.9%

Departmental Summary

The Revenue Management department performs billing services, collection services, and provides customer service for the City of Franklin Utility Department (water and wastewater), Stormwater Division, and the Sanitation & Environmental Services Department. The department collects and processes business taxes, alcohol taxes, state shared taxes, and hotel/motel taxes. In addition, Revenue Management processes numerous permits for our citizens.

FY 2024 Outlook

Revenue Management anticipates implementing a new bill printing system, InfoSend. The team is excited about the new features that will allow us to better serve our customers. Not only is the new program more modern, but it will increase efficiency. Revenue Management looks forward to another year providing our customers with exceptional service, and continuing to look for ways to be innovative.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

The City of Franklin has established FranklinForward: A Vision for 2033. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: None Specific

Revenue Management provides general support of all four themes of FranklinForward.

Key:

Sustainable Franklin



Franklin Citizens Survey



Workload (Output) Measures

	2018	2019	2020	2021	2022
Bills					
Number of property tax bills issued	31,930	33,000	33,458	33,857	35,020
Number of water & sewer bills issued	347,972	369,150	354,462	359,833	365,985
New requests for service (Total)	2,500	2,500	2,395	2,524	2,335
Water (Monthly Average)	\$ 48.18	\$ 50.75	\$ 49.97	\$ 52.48	\$ 54.51
Sewer (Monthly Average)	\$ 55.29	\$ 58.61	\$ 65.80	\$ 67.95	\$ 71.17
Irrigation (Monthly Average)	\$ 201.11	\$ 250.00	\$ 221.86	\$ 213.00	\$ 192.64
Delinquent Notices	-	-	2,575	2,906	6,231
Water Shutoffs	892	1,000	500	990	999
Electronic					
Web Pay	36,911	39,165	45,128	56,220	65,104
ACH/RPPS	82,885	82,595	80,973	78,558	70,663
Bank Draft	87,005	99,040	106,175	113,496	138,094
Lock Box	88,412	82,625	79,776	70,348	55,753
Paper					
Drop Box (2nd Avenue) / Mail	14,342	15,420	15,273	13,272	9,499
In-Person Transactions	16,067	16,725	10,692	7,708	7,639
Total Transactions	325,622	335,570	338,017	339,602	346,752
% of total transactions electronic	90.7%	90.4%	92.3%	93.8%	95.1%
% of total transactions paper	4.4%	4.6%	4.5%	3.9%	2.7%
% of total transactions in-person	4.9%	5.0%	3.2%	2.3%	2.2%

Efficiency Measures

	2018	2019	2020	2021	2022
Maintain utility billing error rate at or below 2%	N/A	0.10%	0.07%	0.06%	0.07%

Outcome (Effectiveness) Measures



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

	2018	2019	2020	2021	2022
Collection Rate(s)					
Total Percent of Property Tax Collected Within One Year of Levy	N/A	98.80%	98.80%	99.10%	99.10%
Total Percent of Property Tax Collected as a Percentage of Total Levy	N/A	99.90%	99.90%	99.10%	99.10%
Utility Collections as a Percentage of Utilities Billed^	96.0%	90.9%	95.4%	94.4%	94.7%
 Increase Electronic Versus Manual Payments by 1% by Fiscal Year Ending	89.60%	90.00%	92.00%	93.00%	95.10%

^Our data collection method changed as of 2022 and prior years have been updated to reflect this new measurement.

Franklin Citizens Survey

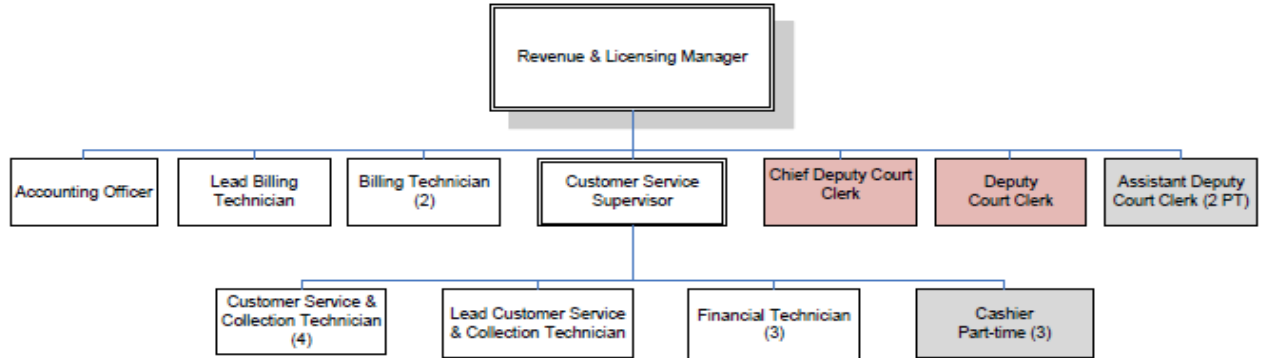
		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of Utility billing services	79%	21%	80%	20%



City of Franklin, Tennessee

FY 2024 Operating Budget

Organizational Chart



Revenue Management: Shaded in White

City Court: Shaded in Red

Gray: Positions Authorized and Unbudgeted in FY 2023

Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Budget Positions	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Revenue & Licensing Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Customer Service Supervisor	Grade H	1	0	1	0	1	0	1	0	1	0
Account Mgmt Supervisor	---	0	0	0	0	0	0	0	0	0	0
Accounting Officer	Grade G	1	0	1	0	1	0	1	0	1	0
Lead Billing/Collections Technician	---	1	0	1	0	1	0	0	0	0	0
Lead Cust. Serv. & Coll. Technician	Grade F	0	0	0	0	0	0	1	0	1	0
Lead Billing Technician	Grade F	0	0	0	0	0	0	1	0	1	0
Financial Technician I	Grade E	3	0	2	0	3	0	3	0	3	0
Billing Technician	Grade E	0	0	0	0	0	0	2	0	2	0
Cust. Service & Collection Technician	Grade E	0	0	0	0	0	0	4	0	4	0
Billing/Collections Technician	---	7	0	7	0	7	0	0	0	0	0
Cashier Part-Time	Grade D	0	3	0	2	0	2	0	2	0	2
Sub-Total Budgeted Positions		14	3	13	2	14	2	14	2	14	2
Authorized, Unbudgeted Positions											
Financial Technician	Grade E	0	0	1	0	0	0	0	0	0	0
Cashier Part-Time	Grade D	0	0	0	1	0	1	0	1	0	1
Sub-Total Unbudgeted Positions		0	0	1	1	0	1	0	1	0	1
Total Authorized Positions		14	3	14	3	14	3	14	3	14	3



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference \$	%
Personnel							
Salaries & Wages	751,725	786,331	921,289	902,313	917,044	(4,245)	-0.5%
Employee Benefits	316,277	331,447	382,133	217,690	388,646	6,513	1.7%
Total Personnel	1,068,002	1,117,778	1,303,423	1,120,003	1,305,691	2,268	0.2%
Operations							
Transportation Services	9,598	9,704	12,000	10,800	12,000	-	0.0%
Operating Services	1,510	1,736	2,450	2,236	2,700	250	10.2%
Notices, Subscriptions, etc.	665	961	2,218	718	2,250	32	1.4%
Utilities	4,410	4,795	6,325	5,157	6,850	525	8.3%
Contractual Services	-	33,510	2,200	500	2,250	50	2.3%
Repair & Maintenance Services	2,741	582	1,300	800	1,300	-	0.0%
Employee programs	793	660	2,700	1,320	2,450	(250)	-9.3%
Professional Development/Travel	1,936	2,807	6,015	604	6,250	235	3.9%
Office Supplies	12,339	16,001	18,700	16,610	19,425	725	3.9%
Operating Supplies	1,441	1,621	1,960	1,753	2,035	75	3.8%
Fuel & Mileage	110	-	200	-	200	-	0%
Machinery & Equipment (<\$25,000)	11,998	3,346	19,700	18,030	31,850	12,150	61.7%
Repair & Maintenance Supplies	162	324	165	315	165	-	0.0%
Property & Liability Costs	1,760	2,355	2,475	-	-	(2,475)	-100.0%
Permits	12,000	12,000	16,200	16,200	16,200	-	0.0%
Financial Fees	380,932	375,304	418,501	412,501	431,500	12,999	3.1%
Interfund Reimbursements	(1,304,089)	(1,396,721)	(1,424,655)	(1,396,721)	(1,466,557)	(41,902)	2.9%
Total Operations	(861,694)	(931,016)	(911,546)	(909,177)	(929,132)	(17,586)	1.9%
Capital						-	0.0%
Total Revenue Management	206,308	186,763	391,877	210,826	376,559	(15,318)	-3.9%

Revenue Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	752,780	724,457	746,342	763,361	945,123	523,446	897,336	945,123	992,379	1,041,998
81111	ARPA - PREMIUM PAY				17,058						
81112	ARPA - COVID-19 LEAVE/ISOLATION				1,420						
81120	OVERTIME PAY	7,197	6,243	5,383	4,492	4,820	2,903	4,977	5,000	5,250	5,513
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		-		-	-	-				
81199	VACANCY ADJUSTMENT		-		-	(28,654)	-		(33,079)	(34,733)	(36,470)
TOTAL WAGES		759,977	730,700	751,725	786,331	921,289	526,349	902,313	917,044	962,896	1,011,041
81410	FICA (EMPLOYER'S SHARE)	54,995	52,936	54,222	55,457	62,999	38,436	68,646	72,302	75,917	79,713
81411	ARPA - FICA PREMIUM PAY				1,305						
81420	MEDICAL PREMIUMS	188,589	169,532	190,330	199,006	230,382	108,035	216,070	237,677	261,445	287,589
81422	NEAR-SITE CLINIC		-	5,412	5,420	5,220	3,104	6,208	5,742	6,316	6,948
81425	VISION INSURANCE PREMIUMS	1,224	1,031	1,133	1,157	1,305	616	1,232	1,355	1,491	1,640
81430	DENTAL INSURANCE	13,764	13,491	8,032	8,647	10,128	4,617	9,234	9,696	10,180	10,690
81431	FSA ADMINISTRATION		-	115	134	115	90	180	115	115	116
81433	GROUP INSURANCE		-	4,174	4,726	4,858	2,615	5,230	5,101	5,356	5,624
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(39,862)	(35,737)	(34,772)	(35,541)	(37,918)	(21,032)	(42,064)	(46,270)	(50,897)	(55,987)
81441	CONTRIBUTIONS TO HSA	1,500	1,000	333	3,783	2,000	1,200	2,400	2,000	2,000	2,000
81443	EE DENTAL INSURANCE CONTRIBUTIONS		-	(5,068)	(4,886)	(5,462)	(998)	(1,996)	(2,096)	(2,201)	(2,311)
81444	EE VISION INSURANCE CONTRIBUTIONS		-	(223)	(232)	(243)	(134)	(268)	(295)	(324)	(357)
81450	RETIREMENT CONTRIBUTIONS	66,246	67,783	67,081	60,981	76,262	57,765	77,020	84,722	93,194	102,514
81455	DEFINED COMP MATCH	19,525	7,403	8,635	9,514	5,280	3,533	7,066	5,544	5,821	6,112
81456	TCRS CONTRIBUTIONS		11,324	12,959	18,730	26,774	17,705	35,410	37,181	39,040	40,992
81457	ARPA - TCRS CONTRIBUTIONS (CITY)				337						
81460	UNEMPLOYMENT CLAIMS		-	3,761	866	-	-	-	-	-	-
81470	WORKERS COMPENSATION PREMIUMS	379	374	153	2,043	433	2,138	4,276	4,490	4,714	4,950
81475	WORKERS COMPENSATION CLAIMS		821		-	-	-				
TOTAL BENEFITS		306,360	289,958	316,277	331,447	382,132	217,690	388,646	417,263	452,166	490,231
TOTAL PERSONNEL		1,066,337	1,020,658	1,068,002	1,117,778	1,303,420	744,039	1,290,959	1,334,307	1,415,062	1,501,272
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	5,846	11,674	9,598	9,704	12,000	-	10,800	12,000	12,000	12,000
82130	VEHICLE LICENSES & TITLES	9	9								
TOTAL TRANSPORTATION CHARGES		5,855	11,683	9,598	9,704	12,000	-	10,800	12,000	12,000	12,000
82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,391	1,224	-	-	1,200	-	600	1,200	1,200	1,200
82240	TRANSCRIPTION FEES	309	-								
82250	TESTING & PHYSICALS	915	238	407	736	250	-	536	500	500	500
82260	UNIFORM RENTAL & SERVICES		-	155							
82299	OTHER OPERATING SERVICES	785	971	948	1,000	1,000	-	1,100	1,000	-	-

Revenue Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
TOTAL OPERATING SERVICES		3,400	2,433	1,510	1,736	2,450	-	2,236	2,700	1,700	1,700
82310	LEGAL NOTICES	29	-	-	33	1,000	-	-	1,000	1,000	1,000
82350	DUES FOR MEMBERSHIPS	425	425	625	528	718	-	718	750	750	870
	TGFOA								90	90	120
	Bar Association								350	350	400
	Sam's Club								40	40	50
	Other								270	270	300
82371	EMERGENCY RELIEF			40	400		-				
82390	PUBLICATIONS, NON-TRAINING	269	-	-	-	500		-	500	500	500
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		723	425	665	961	2,218	-	718	2,250	2,250	2,370
82420	WATER & SEWER SERVICE				-	-	-	-	-	-	-
82450	TELEPHONE SERVICE	1,087	1,003	1,935	1,589	2,400	-	1,600	2,400	2,400	2,500
82455	CELLULAR TELEPHONE SERVICE		-	88	526	1,200	-	515	1,200	1,200	1,200
82470	INTERNET & RELATED SERVICES	1,476	2,012	2,387	2,680	2,725	-	3,042	3,250	3,250	3,500
TOTAL UTILITIES		2,563	3,015	4,410	4,795	6,325	-	5,157	6,850	6,850	7,200
82510	COMPUTER SERVICES	-	168	-	33,079	200	-	-	250	250	300
82520	LEGAL SERVICES	-	-		-	-	-	-	-	-	-
82530	AUDIT SERVICES				-	-	-	-	-	-	-
82599	OTHER CONTRACTUAL SERVICES	250	-		431	2,000	-	500	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES		250	168	-	33,510	2,200	-	500	2,250	2,250	2,300
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	467	216	1,745	-	-		-	-	-	-
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	1,194	-	996	582	1,300	-	800	1,300	1,300	1,350
82660	BUILDING REPAIR & MAINTENANCE SERVICES		-								
TOTAL REPAIR & MAINTENANCE SERVICES		1,661	216	2,741	582	1,300	-	800	1,300	1,300	1,350
82750	EMPLOYEE RECOGNITION/RECEPTIONS	-	-		-	1,000		-	1,000	1,000	1,000
82780	TRAINING, OUTSIDE	405	100	755	660	200	-	1,320	1,200	1,200	1,200
82790	TRAINING, IN-HOUSE	213	325	38	-	1,500		-	250	250	300
TOTAL EMPLOYEE PROGRAMS		618	425	793	660	2,700	-	1,320	2,450	2,450	2,500
82810	REGISTRATIONS	325	175	1,936	2,340	3,890	-	154	4,100	4,225	4,225
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	100	(132)		232	225	-	200	250	255	260
82830	AIR TRAVEL	374	-		-	750	-	-	750	775	800
82840	LODGING		662		215	750	-	200	750	775	800
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	-	36		21	200	-	50	200	225	225
82890	OTHER TRAVEL EXPENSES	-	-		-	200	-	-	200	225	225
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		799	741	1,936	2,807	6,015	-	604	6,250	6,480	6,535
83110	OFFICE SUPPLIES	12,738	14,392	11,572	13,765	16,000	-	15,010	16,675	17,175	17,700
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	-	-	-	214	1,000	-	250	1,050	1,100	1,125
83130	EMPLOYEE BENEVOLENCE ITEMS	549	249	463	387	600	-	450	600	600	600

Revenue Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
83140 MEALS & FOOD (INSIDE WILLIAMSON COUNTY)		520	325	304	1,634	1,100	-	900	1,100	1,150	1,200
TOTAL OFFICE SUPPLIES		13,807	14,966	12,339	16,001	18,700	-	16,610	19,425	20,025	20,625
83210 TRAINING SUPPLIES					-	-					
83250 SAFETY SUPPLIES		-	-		-	-	-	-	-	-	-
83260 UNIFORMS PURCHASED		2,036	-	1,288	1,493	1,800	-	1,600	1,875	1,900	2,000
83299 OTHER OPERATING SUPPLIES		85	89	153	127	160	-	153	160	160	175
TOTAL OPERATING SUPPLIES		2,121	89	1,441	1,621	1,960	-	1,753	2,035	2,060	2,175
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		195	117	110	-	200	-	-	200	200	200
TOTAL FUEL & MILEAGE		195	117	110	-	200	-	-	200	200	200
83510 FURNITURE, FIXTURES (<\$25,000)		3,296	1,857	200	-	5,000		1,000	5,200	5,400	5,600
Replacement chairs and/or desks									5,000	5,400	5,600
Miscellaneous									200	-	-
83530 MACHINERY & EQUIPMENT (<\$25,000)		8,168	37	201	518		-	1,000	2,000	2,000	2,000
83540 COMPUTER HARDWARE (<\$25,000)		4,764	4,650	11,506	2,527	14,700	-	15,800	24,350	21,650	22,300
New Monitors									7,000	21,650	22,300
Scheduled Computer Replacements									16,350	-	-
Miscellaneous									1,000	-	-
83550 COMPUTER SOFTWARE (<\$25,000)		74		91	300	-	-	230	300	325	350
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		16,302	6,544	11,998	3,346	19,700	-	18,030	31,850	29,375	30,250
83620 EQUIPMENT PARTS & SUPPLIES			207	162	324	165	-	315	165	175	175
TOTAL REPAIR & MAINTENANCE SUPPLIES		-	207	162	324	165	-	315	165	175	175
85110 PROPERTY INSURANCE		1,193	1,095	1,079	1,138	1,195	-	-	-	-	-
85111 FRAUD INSURANCE		261	150	94	343	360	-	-	-	-	-
85112 INLAND MARINE INSURANCE		29	29	30	32	34	-	-	-	-	-
85113 AUTO PHYSICAL DAMAGE			16	15	17	18	-	-	-	-	-
85115 LIABILITY INSURANCE		280	172	81	175	184	-	-	-	-	-
85116 E&O LIABILITY INSURANCE		614	344	102	225	236	-	-	-	-	-
85118 LAW ENFORCEMENT LIABILITY INSURANCE			267	287	280	294	-	-	-	-	-
85119 UMBRELLA LIABILITY		241	145	72	147	154	-	-	-	-	-
85120 PROPERTY DAMAGE COSTS			-		-	-			-	-	-
85140 SURETY/NOTARY BONDS					-						
TOTAL PROPERTY & LIABILITY COSTS		2,618	2,218	1,760	2,355	2,475	-	-	-	-	-
85330 UTILITY DISTRICT FEES		12,000	12,000	12,000	12,000	16,200	-	16,200	16,200	16,200	16,200
85340 RECORDING & FILING FEES			94								
TOTAL PERMITS		12,000	12,094	12,000	12,000	16,200	-	16,200	16,200	16,200	16,200
85510 BANKING FEES		23,353	20,290	19,273	18,367	23,500	-	23,500	24,000	24,000	24,000
85530 E-COMMERCE FEES							-				

Revenue Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
85540	BILLING SERVICES	216,718	250,666	231,484	221,531	252,000	-	252,000	260,500	260,500	260,500
85550	CASH SHORT/OVER	1		35	(22)		-				
85555	PROPERTY TAX BILLING SERVICES	127,720	130,832	130,140	135,428	143,000	-	137,000	147,000	147,000	147,000
85560	PRIOR YEAR TAX WRITE-OFFS										
85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	172	-			1		1	-	-	-
85580	LATE CHARGES										
TOTAL FINANCIAL FEES		367,964	401,788	380,932	375,304	418,501	-	412,501	431,500	431,500	431,500
85990	MISCELLANEOUS	38	170	-	-	-	-	-	-	-	-
87510	REIMB OF INTERFUND SERVICES	(1,256,117)	(1,342,485)	(1,304,089)	(1,396,721)	(1,424,655)	(1,396,721)	(1,396,721)	(1,466,557)	(1,539,885)	(1,616,879)
TOTAL INTERFUND SERVICES REIMBURSEMENTS		(1,256,117)	(1,342,485)	(1,304,089)	(1,396,721)	(1,424,655)	(1,396,721)	(1,396,721)	(1,466,557)	(1,539,885)	(1,616,879)
TOTAL OPERATIONS		(825,203)	(885,186)	(861,694)	(931,015)	(911,546)	(1,396,721)	(909,176)	(929,132)	(1,005,070)	(1,079,799)
Capital											
XTOT	TOTAL EXPENDITURES	241,134	135,472	206,308	186,764	391,874	(652,682)	381,783	405,175	409,993	421,473



City of Franklin, Tennessee

FY 2024 Operating Budget

Information Technology

Jason Potts, Director

Budget Summary

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,291,028	2,448,545	3,042,163	2,993,092	3,111,241	69,078	2.3%
Operations	1,128,807	1,600,440	1,908,294	1,885,355	2,156,488	248,194	13.0%
Capital	181,070	458,943	210,000	210,000	405,000	195,000	92.9%
Total	3,600,905	4,507,928	5,160,457	5,088,447	5,672,728	512,271	9.9%

Departmental Mission:

To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance City services.

Departmental Vision:

Information Technology (IT) is focused on providing professional and prompt service to our community by strengthening the City of Franklin's technology infrastructure, and delivering innovative solutions that meet our City's needs and goals.

Departmental Summary

The Information Technology (IT) Department's mission is to provide innovative, reliable and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance City services. Our vision requires IT to focus on providing professional and prompt service to our community by strengthening the City's technology infrastructure and delivering useful solutions that meet Franklin's needs and goals.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

The citizens of Franklin will be benefactors of City services that reflect efficiency while preserving the personal touch and engagement they have come to expect in our community.

Citizens will have online access to city services.

Goal: To enhance online services for citizens.

Baseline: Total Citizen interactions through online portal / fiscal year

Key:	
Strategic Plan: FranklinForward	
Sustainable Franklin	
Benchmarking Alliance of Tennessee	

Note: Measures shown herein are being revised. While the data is correct, new targets are being developed with the cooperation of Information Technology and the Finance Department to set more appropriate performance measures.

Workload (Output) Measures

	2018	2019	2020	2021	2022
Number of Budgeted Positions Full-Time	22	23	24	25	25
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Technology Service Requests		3572	4177	4022	4500
Supported Technology Devices & Applications					
Applications					395
Cameras					575
Desktops					337
Laptops					425
Mobile Data Terminals (MDT's)					170
Physical Servers					21
Virtual Servers					150



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Workload (Output) Measures (con't)

	2018	2019	2020	2021	2022
Supported Network Devices					
Cellphones					387
Wireless Access Points					60
Door Access					200
Phones					1215
Network Switches					125
Radios					790
Wireless Radios					790
Supported Infrastructure					
City Facilities (Buildings)					35
Radio Towers					3
Intersections					130
Fiber (# of miles)					80

Efficiency Measures

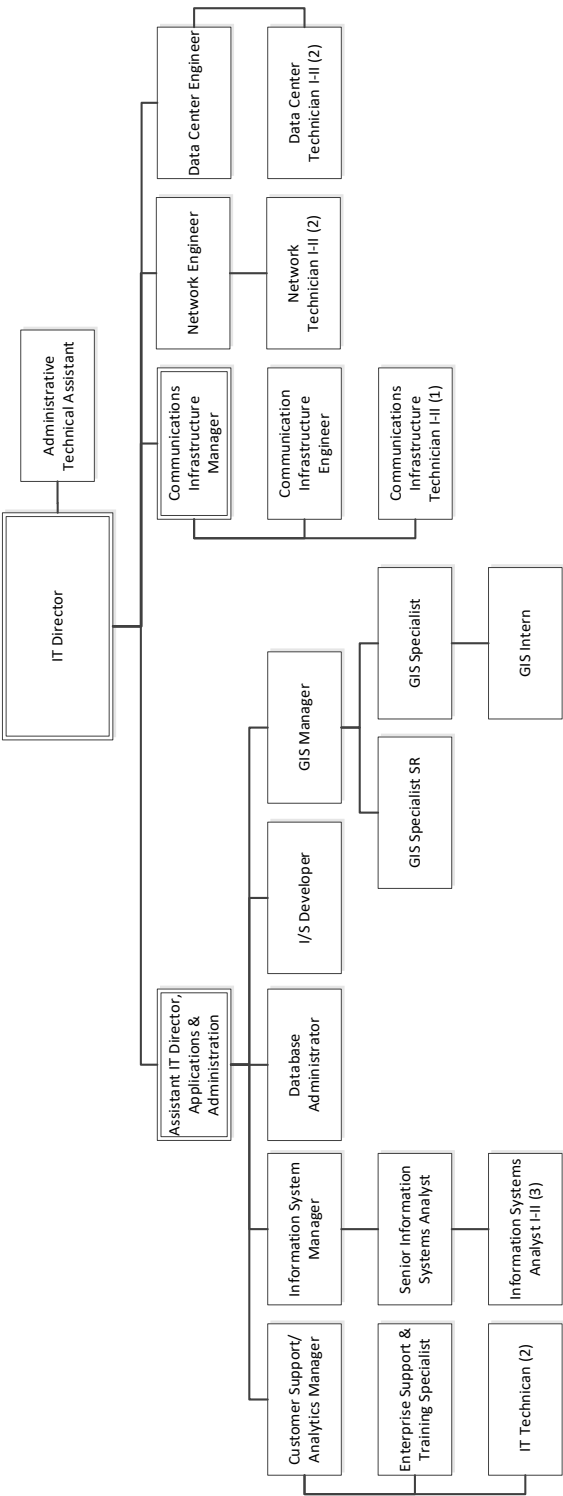
	2018	2019	2020	2021	2022
TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2018	2019	2020	2021	2022
 Total Citizen Interactions through Online Portal (per fiscal year)	TBD	TBD	TBD	TBD	TBD
Target	TBD	TBD	TBD	TBD	TBD
Meets Target?	TBD	TBD	TBD	TBD	TBD



Organizational Chart



Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"



City of Franklin, Tennessee
FY 2024 Operating Budget

Staffing by Position

Budgeted Positions	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade N	1	0	1	0	1	0	1	0	1	0
Asst. IT Director, Applications & Admin.	Grade L	0	0	1	0	1	0	1	0	1	0
Asst. IT Director, Infrastructure & Admin	---	1	0	0	0	0	0	0	0	0	0
Asst. IT Director, Applications	---	1	0	0	0	0	0	0	0	0	0
Database Administrator	Grade K	0	0	1	0	1	0	1	0	1	0
Information Systems Manager	Grade K	0	0	1	0	1	0	1	0	1	0
Information Systems Developer	Grade K	0	0	0	0	1	0	1	0	1	0
Communications Infrastructure Manager	Grade K	1	0	1	0	1	0	1	0	1	0
Network Engineer	Grade K	1	0	1	0	1	0	1	0	1	0
Data Center Engineer	Grade K	1	0	1	0	1	0	1	0	1	0
Customer Support/Analytics Manager	Grade J	1	0	1	0	1	0	1	0	1	0
GIS Manager	Grade J	1	0	1	0	1	0	1	0	1	0
System/Database Manager	---	1	0	0	0	0	0	0	0	0	0
Senior Information Systems Analyst	Grade I	1	0	1	0	1	0	1	0	1	0
Communication Infrastructure Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Enterprise Support & Training Specialist	Grade H	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst I-II	Grades G-H	3	0	3	0	3	0	3	0	3	0
Communications Infrastructure Tech I-II	Grades G-H	1	0	1	0	1	0	1	0	1	0
Data Center Technician I-II	Grades G-H	1	0	2	0	2	0	2	0	2	0
Network Technician I-II	Grades G-H	2	0	2	0	2	0	2	0	2	0
GIS Specialist Sr	Grade G	1	0	1	0	1	0	1	0	1	0
GIS Specialist	Grade F	2	0	2	0	1	0	1	0	1	0
Administrative Technical Assistant	Grade F	0	0	1	0	1	0	1	0	1	0
IT Technician	Grade E	1	0	1	0	1	0	2	0	2	0
IT Help Desk Administrator	---	1	0	0	0	0	0	0	0	0	0
GIS Intern	Intern	0	1	0	1	0	1	0	1	0	1
Sub-Total Budgeted Positions		24	1	25	1	25	1	26	1	26	1
Total Authorized Positions		24	1	25	1	25	1	26	1	26	1



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference	
						\$	%
Personnel							
Salaries & Wages	1,704,427	1,837,392	2,285,128	2,244,956	2,276,542	(8,586)	-0.4%
Employee Benefits	586,601	611,153	757,035	748,136	834,699	77,664	10.3%
Total Personnel	2,291,028	2,448,545	3,042,163	2,993,092	3,111,241	69,078	2.3%
Operations							
Transportation Services	136	230	822	814	825	3	0.4%
Operating Services	317	1,034	910	910	910	-	0.0%
Notices, Subscriptions, etc.	5,576	1,236	1,886	1,886	1,886	-	0.0%
Utilities	66,533	70,090	64,944	64,944	64,944	-	0.0%
Contractual Services	1,669,358	2,256,719	2,483,849	2,429,769	2,735,456	251,607	10.1%
Repair & Maintenance Services	33,250	8,415	6,500	6,500	6,500	-	0.0%
Employee Programs	9,296	15,196	20,200	20,200	40,200	20,000	99.0%
Professional Development/Travel	7,075	30,009	34,200	34,200	34,200	-	0.0%
Office Supplies	5,621	11,020	9,700	9,700	9,700	-	0.0%
Operating Supplies	838	755	3,700	3,700	3,700	-	0.0%
Fuel & Mileage	1,375	3,717	3,200	3,200	3,200	-	0.0%
Machinery & Equipment (<\$25,000)	213,723	119,755	190,000	203,625	215,000	25,000	13.2%
Repair & Maintenance Supplies	38,483	16,656	121,300	121,300	121,300	-	0.0%
Property & Liability Costs	34,110	41,631	43,134	64,659	48,720	5,586	13.0%
Rentals	-	-	1,000	-	1,000	-	0.0%
Other Business Expenses	-	-	3,000	-	3,000	-	0.0%
Interfund Reimbursements	(956,884)	(976,022)	(1,080,052)	(1,080,052)	(1,134,055)	(54,003)	5.0%
Total Operations	1,128,807	1,600,440	1,908,294	1,885,355	2,156,488	248,194	13.0%
Machinery & Equipment (>\$25,000)	181,070	458,943	210,000	210,000	405,000	195,000	92.9%
Capital	181,070	458,943	210,000	210,000	405,000	195,000	92.9%
Total Information Technology	3,600,905	4,507,928	5,160,457	5,088,447	5,672,728	512,271	9.9%

Information Technology Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	1,690,956	1,798,396	1,650,995	1,785,956	2,285,156	1,286,928	2,206,162	2,285,156	2,399,414	2,519,384
81112	ARPA - COVID-19 LEAVE/ISOLATION				7,048						
81120	OVERTIME PAY	40,447	50,891	53,432	44,387	20,349	22,629	38,793	21,366	22,435	23,557
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	18,869	6,953		-	50,000			50,000	50,000	50,000
81199	VACANCY ADJUSTMENT		-		-	(70,377)		-	(79,980)	(83,979)	(88,178)
TOTAL WAGES		1,750,272	1,856,240	1,704,427	1,837,392	2,285,128	1,309,557	2,244,956	2,276,542	2,387,870	2,504,764
81410	FICA (EMPLOYER'S SHARE)	127,384	136,225	125,715	135,826	155,381	97,259	168,771	174,814	183,555	192,733
81420	MEDICAL PREMIUMS	256,945	295,273	290,039	295,126	411,384	178,587	357,174	452,522	497,775	547,552
81422	NEAR-SITE CLINIC		-	8,128	8,536	9,180	4,124	8,248	10,098	11,108	12,219
81425	VISION INSURANCE PREMIUMS	1,684	1,805	1,678	1,706	2,348	1,001	2,002	2,583	2,841	3,125
81430	DENTAL INSURANCE PREMIUMS	22,116	22,969	11,694	13,795	19,164	7,224	14,448	20,122	21,128	22,185
81431	FSA ADMINISTRATION		-	218	202	192	131	262	192	192	193
81433	GROUP INSURANCE PREMIUMS		-	9,611	10,034	11,055	6,403	12,806	11,608	12,188	12,798
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(57,972)	(59,852)	(48,967)	(52,620)	(67,977)	(33,233)	(66,466)	(74,775)	(82,252)	(90,477)
81441	CONTRIBUTIONS TO HSA	1,200	4,400	-	2,000	2,000	-	-	2,000	2,000	2,000
81443	EE DENTAL INSURANCE CONTRIBUTIONS		-	(6,088)	(7,085)	(10,244)	(1,509)	(3,018)	(10,756)	(11,294)	(11,859)
81444	EE VISION INSURANCE CONTRIBUTIONS		-	(304)	(334)	(437)	(206)	(412)	(481)	(529)	(582)
81445	CONTRIBUTION TO RHS		-		-	-	-	-	-	-	-
81450	RETIREMENT CONTRIBUTIONS	110,410	128,034	156,920	158,551	165,233	125,158	166,877	181,756	199,932	219,925
81455	DEFERRED COMP MATCH	33,803	23,368	18,999	16,473	13,650	9,654	19,308	14,333	15,049	15,802
81456	TCRS CONTRIBUTIONS (CITY)		9,362	13,483	22,935	45,411	27,758	55,516	49,952	54,947	60,442
81470	WORKERS COMPENSATION PREMIUMS	500	453	5,475	6,009	695	6,309	12,618	730	766	805
81475	WORKERS COMPENSATION CLAIMS		-		-	-	-	-	-	-	-
81482	CAR ALLOWANCE		-	-	-	-	-	-	-	-	-
TOTAL BENEFITS		496,070	562,037	586,601	611,153	757,035	428,660	748,136	834,699	907,407	986,860
TOTAL PERSONNEL		2,246,342	2,418,277	2,291,028	2,448,544	3,042,163	1,738,217	2,993,091	3,111,241	3,295,277	3,491,623
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	559	628	91	230	772	212	772	775	810	850
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	-	25			50			50	50	50
82130	VEHICLE LICENSES & TITLES	45	45	45	-	-	42	42	-	-	-
TOTAL TRANSPORTATION CHARGES		604	698	136	230	822	254	814	825	860	900
82210	PRINTING & COPYING SERVICES, OUTSOURCED	36	106	106	56	130	274	130	130	130	130
82240	TRANSCRIPTION FEES		-		50		-				
82245	FINGERPRINTING FEES	35	70	120	-	116		116	116	124	134

Information Technology Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
82250	TESTING & PHYSICALS	358	726	15	863	589	-	589	589	618	649
82299	OTHER OPERATING SERVICES	87	76	76	66	76	161	76	76	76	76
	TOTAL OPERATING SERVICES	516	978	317	1,034	910	435	910	910	948	989
82310	LEGAL NOTICES		-		-	150	-	150	150	150	150
82350	DUES FOR MEMBERSHIPS	1,714	1,110	830	436	1,636	-	1,636	1,636	1,800	1,979
82371	EMERGENCY RELIEF	24	83,303	4,746	800	-	-	-	-	-	-
82390	PUBLICATIONS, NON-TRAINING	-	-		-	100		100	100	100	100
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,738	84,413	5,576	1,236	1,886	-	1,886	1,886	2,050	2,229
82410	ELECTRIC SERVICE	53,948	15,602	23,913	28,323	25,137	15,237	25,137	25,137	26,394	27,714
82435	SOLID WASTE SERVICE	-	-		-	-		-	-	-	-
82450	TELEPHONE SERVICE	2,688	2,765	2,759	1,160	3,165	(1,082)	3,165	3,165	3,323	3,489
82451	800 MHZ ACCESS LINE SERVICE	-	-	-	-	-	-	-	-	-	-
82455	CELLULAR TELEPHONE SERVICE	15,427	15,616	15,151	21,266	16,642	13,865	16,642	16,642	17,058	17,484
82470	INTERNET & RELATED SERVICES	7,147	14,502	24,710	19,341	20,000	10,782	20,000	20,000	20,000	20,000
82483	CONNECTION CHARGES	-	-		-	-	-	-	-	-	-
	TOTAL UTILITIES	79,210	48,485	66,533	70,090	64,944	38,802	64,944	64,944	66,775	68,687
82510	COMPUTER SERVICES	1,544,323	1,352,180	1,562,525	2,055,802	2,154,549	1,656,606	2,095,193	2,379,156	2,498,114	2,623,019
	<i>Infor Public Sector</i>					294,000		293,342	315,000	330,750	347,288
	<i>Motorola</i>					274,300		255,453	289,400	303,870	319,064
	<i>Microsoft Enterprise Application</i>					363,000		366,225	383,000	402,150	422,258
	<i>SmartNet / Cisco UCCX</i>					50,000		33,500	64,000	67,200	70,560
	<i>ESRI</i>					60,500		55,000	60,500	63,525	66,701
	<i>Operative IQ</i>					12,222		15,000	12,588	13,217	13,878
	<i>Brazos E-citation</i>					36,750		35,000	38,000	39,900	41,895
	<i>ESO-Medical</i>					13,258		13,500	13,656	14,339	15,056
	<i>Hiring Solution</i>					17,000		18,060	17,000	17,850	18,743
	<i>Vailmail</i>					10,000		10,000	20,769	21,807	22,898
	<i>DocuSign</i>					15,774		16,500	16,471	17,295	18,159
	<i>OnBase</i>					37,000		45,308	50,000	52,500	55,125
	<i>Informacast Fusion</i>					11,600		11,600	11,600	12,180	12,789
	<i>Locution - Fire Alert Software</i>					28,350		26,000	30,000	31,500	33,075
	<i>Emergent LLC - Adobe</i>					2,000		2,000	2,200	2,310	2,426
	<i>Crywolf</i>					9,811		10,195	10,350	10,868	11,411
	<i>Genetec Video & Physical Security</i>					14,100		13,094	14,980	15,729	16,515
	<i>LGA</i>					28,800		23,375	20,000	21,000	22,050
	<i>VMWare</i>					72,000		72,000	33,000	34,650	36,383
	<i>Trend Micro</i>					13,200		13,200	15,000	15,750	16,538
	<i>Helpdesk Solution</i>					12,000		12,000	12,000	12,600	13,230
	<i>Xmedius</i>					4,158		4,662	4,158	4,366	4,584

Information Technology Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
	Quest Active Administrator & Security Explorer					5,100		4,480	5,400	5,670	5,954
	APC Service Agreement (Mission Critical)					32,000		32,000	34,000	35,700	37,485
	Metro E Internet Service					65,000		65,000	65,000	68,250	71,663
	TriTech Software					85,598		85,368	85,598	89,878	94,372
	PD Diverse					4,450		4,450	4,450	4,673	4,906
	Crime Reports					3,588		3,588	3,588	3,767	3,956
	Microsoft Tru-up					5,300		5,300	5,600	5,880	6,174
	Solarwinds					23,700		12,366	23,700	24,885	26,129
	Backup Software					38,500		38,500	41,000	43,050	45,203
	FireEye					-		-	23,500	24,675	25,909
	Everbridge Notification System (reimburse Williamson CO)					16,247		15,400	16,547	17,374	18,243
	Kronos					132,000		132,000	135,000	141,750	148,838
	TrakStar					42,200		45,783	44,500	46,725	49,061
	SSL Security Certificates					3,100		3,100	3,300	3,465	3,638
	Syn-Apps					6,000		6,000	6,000	6,300	6,615
	Tree Size Pro					1,400		1,400	1,500	1,575	1,654
	Exagrid					13,715		11,164	14,500	15,225	15,986
	.GOV Renewal					800		800	800	840	882
	the reporting solution					3,000		3,000	3,000	3,150	3,308
	Plan Review Software Renewal (IDT)					33,075		33,075	31,500	33,075	34,729
	RouteSmart					33,500		33,500	33,500	35,175	36,934
	CAT Base License					540		540	540	567	595
	Identity Automation					20,100		15,750	20,200	21,210	22,271
	CRI					51,215		51,215	51,000	53,550	56,228
	GPSGate (MyCommerce Digital Rlver)					2,400		1,537	2,400	2,520	2,646
	Patch MyPC					2,130		2,548	2,130	2,237	2,348
	LOKI PPK DGPS Core & ASPsuite					1,500		1,500	1,500	1,575	1,654
	Target Solutions					15,549		15,549	15,938	16,735	17,572
	Actsoft					14,400		14,400	14,400	15,120	15,876
	ESO - Fire					12,294		28,888	12,663	13,296	13,961
	Cradlepoint - Mobile Connectivity					33,760		21,191	35,560	37,338	39,205
	OpenGov					42,500		42,500	42,500	44,625	46,856
	Palo Alto							6,000	6,000	6,300	6,615
	IP Cam Live (streaming service for TOC cameras)							8,000	8,000	8,400	8,820
	HighQ							4,286	55,000	57,750	60,638
	IONWave								17,470	18,344	19,261
	UKG Payroll								25,000	26,250	27,563
	Bentley Software								30,000	31,500	33,075
	Browserless								300	315	331
	LP360								1,400	1,470	1,544
	Twilio Sendgrid								1,500	1,575	1,654
	Blue Beam Subscription								20,000	21,000	22,050

Information Technology Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
	<i>various</i>					30,065					
82520	LEGAL SERVICES	-	-	-	-	-	-	-	-	-	-
82540	ENGINEERING SERVICES	-	646	-	-	-	-	-	-	-	-
82550	AERIAL PHOTOGRAPHY / MAPPING SERVICES	86,400	-	15,762	-	20,000	25,276	25,276	27,000	21,100	21,800
82560	CONSULTANT SERVICES	107,427	74,015	67,413	185,561	287,800	4,212	287,800	307,800	307,800	307,800
	<i>Enterprise Application</i>					75,000		75,000	75,000	75,000	75,000
	<i>Annual Technology Security Assessment</i>					30,000		30,000	30,000	30,000	30,000
	<i>Customer Support</i>					5,000		5,000	5,000	5,000	5,000
	<i>Application Development</i>					15,000		15,000	15,000	15,000	15,000
	<i>Infrastructure</i>					15,000		15,000	15,000	15,000	15,000
	<i>GIS</i>					5,000		5,000	5,000	5,000	5,000
	<i>IS</i>					20,000		20,000	20,000	20,000	20,000
	<i>Microsoft Technical Account Management</i>					72,800		72,800	72,800	72,800	72,800
	<i>City Wide Scanning Project</i>					50,000		50,000	70,000	70,000	70,000
82599	OTHER CONTRACTUAL SERVICES	12,047	12,171	23,658	15,356	21,500	2,695	21,500	21,500	21,500	21,501
	TOTAL CONTRACTUAL SERVICES	1,750,197	1,439,012	1,669,358	2,256,719	2,483,849	1,688,789	2,429,769	2,735,456	2,848,514	2,974,120
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	1,560	1,539	2,107	1,449	1,500	190	1,500	1,500	1,500	1,500
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	1,245	1,103	418	4,216	5,000	182	5,000	5,000	5,000	9,500
82649	FIBER OPTIC SERVICE		-	27,421	2,750	-	-	-	-	-	-
82654	GROUPS MAINTENANCE SERVICES		-		-	-	-	-	-	-	-
82660	BUILDING REPAIR & MAINTENANCE SERVICES	1,935	-		-	-	-	-	-	-	-
82699	OTHER REPAIR & MAINTENANCE SERVICES	-	-	3,304	-	-	-	-	-	-	-
	TOTAL REPAIR & MAINTENANCE SERVICES	4,740	2,642	33,250	8,415	6,500	372	6,500	6,500	6,500	11,000
82720	TUITION ASSISTANCE PROGRAM	-	-	-	-	-	-	-	-	-	-
82760	SAFETY PROGRAMS	-	-	-	-	-	-	-	-	-	-
82780	TRAINING, OUTSIDE	9,970	17,125	2,646	15,169	20,000	8,465	20,000	20,000	20,000	20,000
	<i>Application Training</i>							10,000	10,000	20,000	20,000
	<i>Network Training</i>							10,000	10,000		
82790	TRAINING, IN-HOUSE	60	250	6,650	27	200	-	200	200	200	200
	TOTAL EMPLOYEE PROGRAMS	10,030	17,375	9,296	15,196	20,200	8,465	20,200	40,200	40,200	40,200
82810	REGISTRATIONS	9,531	8,192	6,075	14,437	15,500	-	15,500	15,500	15,500	15,500
	<i>TN GIS User Group Conf - 3 GIS Employees</i>					1,500		1,500	1,500	1,500	1,500
	<i>APCO Conf</i>					500		500	500	500	500
	<i>ESO Conf - Fire</i>					2,000		2,000	2,000	2,000	2,000
	<i>Asset Management Conf</i>					2,000		2,000	2,000	2,000	2,000
	<i>OnBase Conf</i>					3,000		3,000	3,000	3,000	3,000
	<i>GP Conf</i>					2,500		2,500	2,500	2,500	2,500
	<i>Tritech Conf</i>					4,000		4,000	4,000	4,000	4,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	613	1,769	1,000	599	1,500	1,210	1,500	1,500	1,500	1,500

Information Technology Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
82830	AIR TRAVEL	4,752	2,126		5,021	6,000	1,206	6,000	6,000	6,000	6,000
82840	LODGING	8,859	8,537		9,155	9,000	5,854	9,000	9,000	9,000	9,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,244	2,226		790	2,000	952	2,000	2,000	2,000	2,000
82890	OTHER TRAVEL EXPENSES	33	-		6	200	883	200	200	200	200
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		25,032	22,850	7,075	30,009	34,200	10,105	34,200	34,200	34,200	34,200
83110	OFFICE SUPPLIES	6,011	6,025	5,597	7,553	7,000	2,922	7,000	7,000	7,000	7,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	-	-		1,254	1,000	387	1,000	1,000	1,000	1,000
83130	EMPLOYEE BENEVOLENCE ITEMS	150	-		-	200	-	200	200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	990	1,146	24	2,213	1,500	491	1,500	1,500	1,500	1,500
TOTAL OFFICE SUPPLIES		7,151	7,171	5,621	11,020	9,700	3,800	9,700	9,700	9,700	9,700
83210	TRAINING SUPPLIES	-	-		-	500		500	500	500	500
83250	SAFETY SUPPLIES		-		-	-		-	-	-	-
83260	UNIFORMS PURCHASED	3,377	2,173	838	114	3,000	2,119	3,000	3,000	3,000	3,000
83299	OTHER OPERATING SUPPLIES	15	-		641	200		200	200	200	200
TOTAL OPERATING SUPPLIES		3,392	2,173	838	755	3,700	2,119	3,700	3,700	3,700	3,700
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,715	1,465	1,375	3,717	3,000	1,473	3,000	3,000	3,000	3,000
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		-		-	200		200	200	200	200
TOTAL FUEL & MILEAGE		2,715	1,465	1,375	3,717	3,200	1,473	3,200	3,200	3,200	3,200
83510	FURNITURE, FIXTURES (<\$25,000)	11,160	6,430	508	5,587	5,000	1,784	3,500	5,000	5,000	5,000
83520	VEHICLES (<\$25,000)	-			-						
83530	MACHINERY & EQUIPMENT (<\$25,000)	5,773	675	10,531	12,967	-	947	13,625	-	-	-
83540	COMPUTER HARDWARE (<\$25,000)	137,220	337,127	171,441	94,173	185,000	98,628	185,000	210,000	210,000	210,000
	<i>Server Replacements</i>					15,000		15,000	25,000	25,000	25,000
	<i>Network Gear</i>					80,000		80,000	100,000	100,000	100,000
	<i>Computer Hardware Replacement</i>					35,000		35,000	75,000	75,000	75,000
	<i>FY23 Traffic Switch Replacements</i>					55,000		55,000	-	-	-
	<i>Trimble Field Collection Device</i>								10,000	10,000	10,000
83550	COMPUTER SOFTWARE (<\$25,000)	16,812	4,170	31,243	7,028		7,028	1,500			
TOTAL MACHINERY & EQUIPMENT (<\$25,000)		170,965	348,402	213,723	119,755	190,000	108,387	203,625	215,000	215,000	215,000
83610	VEHICLE PARTS & SUPPLIES				-	3,000		3,000	3,000	3,000	3,000
83620	EQUIPMENT PARTS & SUPPLIES	13,620	10,106	1,225	3,066	3,000	3,314	3,000	3,000	3,000	3,000
83649	FIBER OPTIC SUPPLIES	62,565	58,077	37,258	13,590	110,000	4,113	110,000	110,000	110,000	110,000
83660	BUILDING MAINTENANCE SUPPLIES		-		-	300		300	300	300	300
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES		-		-	5,000		5,000	5,000	5,000	5,000
TOTAL REPAIR & MAINTENANCE SUPPLIES		76,185	68,183	38,483	16,656	121,300	7,427	121,300	121,300	121,300	121,300
85110	PROPERTY INSURANCE	1,193	1,095	1,079	1,138	1,195	1,586	1,586	1,665	1,749	1,836

Information Technology Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
85111	FRAUD INSURANCE	3,136	2,926	3,364	7,121	7,477	10,352	10,352	10,870	11,413	11,984
85112	INLAND MARINE INSURANCE	18,160	18,382	18,621	19,521	20,497	20,830	20,830	21,522	22,598	23,728
85113	AUTO PHYSICAL DAMAGE	161	150	169	194	204	217	217	214	225	236
85115	LIABILITY INSURANCE	3,543	3,352	2,909	4,180	3,810	16,150	16,150	4,001	4,201	4,411
85116	E&O LIABILITY INSURANCE	7,383	6,701	3,665	4,670	4,904	5,775	5,775	5,149	5,407	5,677
85117	VEHICLE LIABILITY INSURANCE	1,322	1,335	1,705	1,751	1,839	1,965	1,965	1,931	2,027	2,129
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	2,900	2,818	2,598	3,055	3,208	3,187	3,187	3,368	3,537	3,714
85120	PROPERTY DAMAGE COSTS		-		-	-		-			
85125	LIABILITY CLAIMS/DEDUCTIBLES					-	4,597	4,597			
TOTAL PROPERTY & LIABILITY COSTS		37,798	36,759	34,110	41,631	43,134	64,659	64,659	48,720	51,156	53,714
85240	EQUIPMENT RENTAL & LEASES	715				1,000			1,000	1,000	1,000
85250	STORAGE RENTAL										
TOTAL RENTALS		715	-	-	-	1,000	-	-	1,000	1,000	1,000
85310	PERMITS	50									
85320	STATE FEES										
TOTAL PERMITS		50	-	-	-	-	-	-	-	-	-
85990	MISCELLANEOUS	419				3,000			3,000	3,000	3,000
TOTAL OTHER BUSINESS EXPENSES		419	-	-	-	3,000	-	-	3,000	3,000	3,000
86600	LEASE/LOAN PRINCIPAL	106,362									
86700	LEASE/LOAN INTEREST	813									
TOTAL DEBT SERVICE		107,175		-	-	-	-	-	-	-	-
87510	REIMB OF INTERFUND SERVICES	(310,167)	(663,287)	(956,884)	(976,022)	(1,080,052)	(569,345)	(1,080,052)	(1,134,055)	(1,190,757)	(1,250,295)
TOTAL OTHER BUSINESS EXPENSES		(310,167)	(663,287)	(956,884)	(976,022)	(1,080,052)	(569,345)	(1,080,052)	(1,134,055)	(1,190,757)	(1,250,295)
TOTAL OPERATIONS		1,968,465	1,417,319	1,128,807	1,600,440	1,908,294	1,365,742	1,885,355	2,156,487	2,217,346	2,292,644
Capital											
89540	COMPUTER HARDWARE (>\$25,000)	39,762	-	181,070	458,943	210,000	24,884	210,000	405,000	-	-
	Network Core Switches & Routers (replacement @ DataCenter)	-	-	-	-	135,000	-	135,000	250,000	-	-
	Cyber Security Tools	-	-	-	-	75,000	-	75,000	75,000	-	-
	Exagrid Backup Storage	-	-	-	-	-	-	-	80,000	-	-
89550	COMPUTER SOFTWARE (>\$25,000)	-	-	-	-	-	-	-	-	-	-
TOTAL MACHINERY & EQUIPMENT (>\$25,000)		39,762	-	181,070	458,943	210,000	24,884	210,000	405,000	-	-

Information Technology Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD2023 (7 mo.)	EOY2023	F2024	F2025	F2026
	TOTAL CAPITAL	39,762	-	181,070	458,943	210,000	24,884	210,000	405,000	-	-
	TOTAL EXPENDITURES	4,254,569	3,835,596	3,600,905	4,507,927	5,160,457	3,128,843	5,088,446	5,672,727	5,512,623	5,784,267



Program Enhancement Summary Form

Department/Division: 41350 INFORMATION TECHNOLOGY (IT)

Fund	Fiscal Year	Priority	Title	FTE	8	Benefits	Operating	Capital	Total
110	FY2024	1	Infrastructure Division Reorganization		\$ 11,718	\$ 1,751			\$ 13,469
110	FY2024	1	Restoration of Assistant Director of IT for Infrastructure	1	\$ 128,066	\$ 36,045	\$ -	\$ -	\$ 164,111
110	FY2024	2	IS Developer I Position	1	\$ 60,407	\$ 25,935	\$ -	\$ -	\$ 86,342
110	FY2024	3	Camera Replacement				\$ 100,000		\$ 100,000
Totals				2	\$ 200,191	\$ 63,731	\$ 100,000	\$ -	\$ 363,922

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	\$ -
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 363,922
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Total Franklin Forward Allocations		\$ 363,922

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ 263,922	
	Operations	\$ 100,000	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
	Total	\$ 363,922	\$ -



Program Enhancement Request Form - Personnel (PER-P)

Use this form to spell out your request for additional personnel and associated costs.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Compensation				
81110 REGULAR PAY	\$ 6,718.10		\$ 6,718	\$ 6,718
81100 REGULAR PAY	\$ 5,000.00		\$ 5,000	\$ 5,000
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 896.43		\$ 896	\$ 896
Pension (Current 7.22%)	\$ 846.05		\$ 846	\$ 846
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -		\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)			\$ -	\$ -
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 8.56		\$ 9	\$ 9
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681 , New Emp.6 Month \$8,454)			\$ -	\$ -
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 13,469	\$ 13,469

Purpose (Description) and Service Implication (if the request is not funded)

This would upgrade the existing Communications Infrastructure Manager to Assistant Director of Infrastructure and upgrade the Communications Information Engineer position.



Program Enhancement Request Form - Personnel (PER-P)

Use this form to spell out your request for additional personnel and associated costs.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Compensation				
81110 REGULAR PAY	\$ 128,066		\$ 128,066	\$ 128,066
			\$ -	\$ -
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 9,797.05		\$ 9,797	\$ 9,797
Pension (Current 7.22%)	\$ 9,246.37		\$ 9,246	\$ 9,246
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -		\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)			\$ -	\$ -
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 93.60		\$ 94	\$ 94
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681 , New Emp.6 Month \$8,454)	\$ 16,908		\$ 16,908	\$ 16,908
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 164,111	\$ 164,111

Purpose (Description) and Service Implication (if the request is not funded)

Restoration of the Assistant Director of Infrastructure. Would add an additional position.



Program Enhancement Request Form - Personnel (PER-P)

Use this form to spell out your request for additional personnel and associated costs.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Compensation				
81110 REGULAR PAY	\$ 60,407		\$ 60,407	\$ 60,407
			\$ -	\$ -
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 4,621		\$ 4,621	\$ 4,621
Pension (Current 7.22%)	\$ 4,361		\$ 4,361	\$ 4,361
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -		\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)			\$ -	\$ -
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 44		\$ 44	\$ 44
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681 , New Emp.6 Month \$8,454)	\$ 16,908		\$ 16,908	\$ 16,908
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 86,342	\$ 86,342

Purpose (Description) and Service Implication (if the request is not funded)

Addition of this role gives our IT group the ability to work on more customizations for software that will benefit all departments and staff. It also will help with the work load that is currently being carried by our IS Developer Role.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	2024 Costs	Future FY Costs	Total 2024	Total Impact
Operating Expenses				
83540 COMPUTER HARDWARE (<\$		\$ 100,000	\$ -	\$ 100,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ -	\$ 100,000

Purpose (Description) and Service Implication (if the request is not funded)

The City of Franklin has over 260 different cameras - traffic cameras, security cameras, etc. throughout the community. There is no established replacement budget for these cameras. Given that they have between a 3 -5 year lifecycle, establishing a replacement budget is important. It is estimated that roughly 1/4 to 1/3 of all cameras could be replaced annually for this amount of money.



City of Franklin, Tennessee

FY 2024 Operating Budget

Project & Facilities Management

Brad Wilson, Director

Budget Summary

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	480,964	496,048	530,656	569,495	528,523	-2,133	-0.4%
Operations	800,495	1,110,686	1,069,996	1,135,874	956,349	-113,647	-10.6%
Capital	0	0	0	0	0	0	0.0%
Total	1,281,459	1,606,734	1,600,652	1,705,368	1,484,872	(115,781)	-7.2%

Department Goals

The Facilities Department's mission is to manage all City facilities in a sustainable and economical environment where ever possible. The Department strives for a safe and healthy environment for all team and community members that use the facilities we manage. We continue to support other City departments such as Fire, Parks, Police, Public Works, Sanitation and Environmental Services, and Water Management when requested in keeping their facilities safe and functioning so that they can meet the needs of our citizens.

FY 2024 Outlook

Department Goals

In the coming fiscal year, our goal will remain to maintain a safe and healthy environment for City of Franklin staff and the community. Facility accessibility will continue to be a priority. Problems will continue to be a high priority to resolve and to get a department or area back up and running as quickly as possible.

Projects

Team meetings will continue on the development of a new City Hall located Downtown on the site of the current facility. The Facilities Department will continue to react daily to any and all assistance that is requested from outlying offices.

Facilities is working with Engineering and Parks for the new park to be located off Carothers in regards to pavilions and structures.



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measurement

The City of Franklin has established FranklinForward: A Vision for 2033. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: A Safe Clean and Livable City

Franklin will be a model for environmental quality and a sustainable city.

Goal: Franklin will reduce government agency use of electricity by 20% by 2020.

Baseline: Current annual kilowatt consumption by Franklin municipal facilities and operations for 2012 was 17.9 million kWh for cost of \$2.78 million (Finance Department).

Key:

Strategic Plan: FranklinForward



Sustainable Franklin



Note: Measures shown herein are being revised. While the data is correct, new targets are being developed with the cooperation of Projects & Facilities Management and the Finance Department to set more appropriate performance measures.

Workload (Output) Measures

	2018	2019	2020	2021	2022
Number of Buildings** Maintained	168	18	18	18	31
Gross Square Footage of Municipal Buildings (Gen. Fund)	575,366	720,077	720,077	720,077	744,466
Number of Hours Served					
- Employees			10,700		
- Contractors			24		
Number of Requests Taken			557		
Average Daytime Number of People in Buildings			350		
Utilities					
- Gas (terms)	98,177	94,819	95,958	98,421	99,253
- Electricity (kW)	23,861,360	25,041,728	24,705,955	24,307,916	24,537,753

Efficiency Measures

	2018	2019	2020	2021	2022
G.S.F./Average daily # of people			Data being collected		
People served/Custodian			Data being collected		
Average time to complete a routine request			4 to 8 hours based on HelpStar		



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measurement (con't)

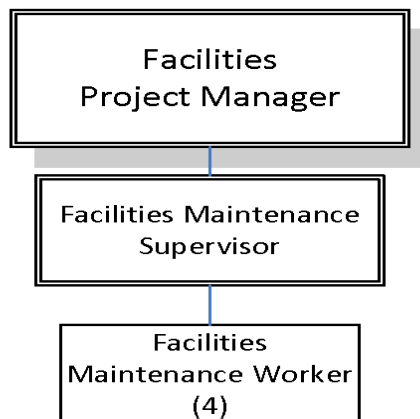
Outcome (Effectiveness) Measures

	2018	2019	2020	2021	2022
Percentage of routine requests completed in 2-3 days	Data being collected				
 Reduce government agency use of electricity by 20% by 2020.					
City of Franklin Electric Use (Annually)	23,861,360	25,041,728	24,705,955	24,307,916	24,537,753
Target (In Kilowatt hours - Source: Finance Department)	15,315,688	15,315,688	14,932,795	14,549,903	14,167,011
Meets Target?	No	No	No	No	No

* 2022 and 2023 data estimated.

**Buildings inclusive of all structures pertaining to general fund operations. Will be refined.

Organizational Chart



Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Position	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	J	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	G	1	0	1	0	1	0	1	0	1	0
Lead Facilities Maintenance Worker	E	0	0	0	0	0	0	1	0	0	0
Facilities Maintenance Worker	D	2	0	3	0	3	0	2	0	4	0
Custodian	D	2	0	2	0	1	0	1	0	0	0
Totals		6	0	7	0	6	0	6	0	6	0



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual 2021	Actual 2022	Budget 2023	EOY 2023	Budget 2024	Difference	
						\$	%
Personnel							
Salaries & Wages	326,241	360,526	388,407	413,051	359,018	(29,389)	-7.6%
Employee Benefits	154,723	135,522	142,249	156,444	169,505	27,256	19.2%
Total Personnel	480,964	496,048	530,656	569,495	528,523	(2,133)	-0.4%
Operations							
Transportation Services	76	228	120	120	120	-	0.0%
Operating Services	3,376	5,067	4,650	4,860	5,900	1,250	26.9%
Notices, Subscriptions, etc.	69,399	220	120	120	7,260	7,140	5950.0%
Utilities	193,600	194,817	206,410	197,060	248,470	42,060	20.4%
Contractual Services	184,825	233,375	283,740	313,734	300,250	16,510	5.8%
Repair & Maintenance Services	547,973	886,279	825,356	846,163	640,056	(185,300)	-22.5%
Employee programs	-	-	-	-	-	-	0.0%
Professional Development/Travel	-	-	-	-	-	-	0.0%
Office Supplies	8,211	1,787	1,000	2,178	1,000	-	0.0%
Operating Supplies	18,875	7,082	3,100	15,325	5,000	1,900	61.3%
Fuel & Mileage	2,197	2,220	5,800	1,806	5,800	-	0.0%
Machinery & Equipment (<\$25,000)	12,052	10,425	7,500	10,976	9,500	2,000	26.7%
Repair & Maintenance Supplies	55,385	83,318	50,900	57,629	62,700	11,800	23.2%
Property & Liability Costs	22,434	23,442	24,614	29,487	30,961	6,347	25.8%
Rentals	2,518	4,992	3,000	2,556	3,000	-	0.0%
Permits	635	1,411	1,200	1,200	1,220	20	1.7%
Financial Fees	121	396	-	173	-	-	0.0%
Other Business Expenses	10	-	-	-	-	-	0.0%
Interfund Reimbursements	(321,192)	(344,374)	(347,513)	(347,513)	(364,889)	(17,376)	5.0%
Total Operations	800,495	1,110,686	1,069,996	1,135,874	956,349	(113,647)	-10.6%
Improvements	-	-	-	-	-	-	0.0%
Capital	-	-	-	-	-	-	0.0%
Total Proj. & Fac. Management	1,281,459	1,606,734	1,600,652	1,705,368	1,484,872	(115,781)	-7.2%

Project & Facilities Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	301,962	321,844	319,464	348,658	389,217	247,384	397,384	360,024	378,025	396,926
81112	ARPA - COVID-19 LEAVE/ISOLATION				2,663						
81120	OVERTIME PAY	9,689	9,475	6,777	9,207	11,043	9,139	15,667	11,595	12,175	12,784
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		-								
81199	VACANCY ADJUSTMENT		-	-		(11,853)			(12,601)	(13,231)	(13,892)
TOTAL WAGES		311,651	331,319	326,241	360,526	388,407	256,523	413,051	359,018	376,969	395,818
81410	FICA (EMPLOYER'S SHARE)	22,840	24,337	23,523	26,748	26,753	19,190	30,400	27,542	28,919	30,365
81420	MEDICAL PREMIUMS	73,020	65,019	88,352	54,000	57,834	27,974	55,948	61,543	67,697	74,467
81422	NEAR-SITE CLINIC		-	2,150	660	1,320	545	1,090	1,452	1,597	1,757
81425	VISION INSURANCE PREMIUMS	468	468	596	512	553	250	500	550	605	666
81430	DENTAL INSURANCE PREMIUMS	5,072	5,522	4,336	4,598	4,925	2,003	4,006	5,171	5,430	5,701
81431	FSA ADMINISTRATION		-	77	38	77	-	-	77	77	78
81433	GROUP INSURANCE PREMIUMS		-	2,061	2,246	2,075	1,367	2,734	2,179	2,288	2,402
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(14,215)	(14,068)	(15,038)	(8,894)	(9,328)	(6,417)	(12,834)	(14,117)	(15,529)	(17,082)
81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT		2,200	-	1,600	1,000	600	1,200	1,000	1,000	1,001
81443	EE DENTAL INSURANCE CONTRIBUTIONS		-	(2,602)	(2,534)	(2,732)	(387)	(774)	(2,869)	(3,012)	(3,163)
81444	EE VISION INSURANCE CONTRIBUTIONS		-	(108)	(96)	(101)	(48)	(96)	(106)	(116)	(128)
81450	RETIREMENT CONTRIBUTIONS	29,443	30,126	44,920	48,785	50,841	38,510	51,347	56,481	62,129	68,342
81455	DEFINED CONTRIBUTION	2,125	-	-	-	-	-	-	-	-	-
81456	TCSRS CONTRIBUTIONS (CITY)		2,441	4,761	866	-	5,557	9,526	10,003	10,503	11,028
81470	WORKERS COMPENSATION PREMIUMS	482	1,598	1,695	5,513	7,180	1,299	1,402	7,539	7,916	8,312
81475	WORKERS COMPENSATION CLAIMS		-	-	1,478	1,851			-	-	-
81482	CAR ALLOWANCE		-	-	-	-	-	-	-	-	-
TOTAL BENEFITS		119,235	117,643	154,723	135,522	142,249	90,443	144,449	156,444	169,505	183,747
TOTAL PERSONNEL		430,886	448,962	480,964	496,048	530,656	346,966	557,500	515,462	546,474	579,565
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	134	178	49	228	20	7	20	20	20	40
82120	FREIGHT FOR INBOUND PURCHASED ITEMS		99								
82130	VEHICLE LICENSES & TITLES	27	27	27	-	100	-	100	100	100	200
TOTAL TRANSPORTATION CHARGES		161	304	76	228	120	7	120	120	120	240
82210	PRINTING & COPYING SERVICES, OUTSOURCED	4,558	-		-	500	-	500	250	250	250
	<i>Plan Copying and scanning for misc. projects</i>					500	-	500	250	250	250
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	1,745	3,250	1,742	5,041	2,500	4,198	4,198	4,000	4,000	4,000
	<i>Shredding Services</i>					2,500		4,198	4,000	4,000	4,000
82240	TRANSCRIPTION FEES						37	37			
82245	FINGERPRINTING FEES	33	35		-	-	-			-	-
82250	TESTING & PHYSICALS	45	239	-	-	150	-	75	150	150	300
82260	UNIFORM RENTAL & SERVICES		-	210	-	-			-	-	-

Project & Facilities Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY2023	F2024	F2025	F2026
82299	OTHER OPERATING SERVICES	3,402	946	1,424	26	1,500	64	50	1,500	1,500	1,650
	TOTAL OPERATING SERVICES	9,783	4,470	3,376	5,067	4,650	4,299	4,860	5,900	5,900	6,200
82310	LEGAL NOTICES		1,036								
82350	DUES FOR MEMBERSHIPS	60	120	120	120	120	60	120	120	120	120
82371	EMERGENCY RELIEF		23,232	69,279	100	-	-	-	7,140	7,140	7,140
82390	PUBLICATIONS, NON-TRAINING	143	-								
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	203	24,388	69,399	220	120	60	120	7,260	7,260	7,260
82410	ELECTRIC SERVICE	131,998	117,947	119,495	127,576	132,700	71,768	143,536	144,700	144,700	144,700
	Public Works Facility								54,000	54,000	54,000
	Streets Building								6,700	6,700	6,700
	City Hall								84,000	84,000	84,000
82420	WATER & SEWER SERVICE	19,215	13,211	14,392	10,755	13,600	5,605	11,210	17,000	17,000	17,000
	Public Works Facility								5,500	5,500	5,500
	Streets Building								10,000	10,000	10,000
	City Hall								1,500	1,500	1,500
82430	STORMWATER SERVICE	3,196	3,196	3,196	3,301	3,600	1,397	2,794	6,200	6,200	6,200
	Public Works Facility								1,500	1,500	1,500
	Streets Building								1,100	1,100	1,100
	City Hall								3,600	3,600	3,600
82435	SOLID WASTE SERVICE	13,057	13,842	13,873	14,369	19,300	5,842	11,684	33,500	33,500	33,500
	Public Works Facility								13,900	13,900	13,900
	City Hall								14,100	14,100	14,100
	City Hall Miscellaneous Hauls								1,500	1,500	1,500
	PD								4,000	4,000	4,000
82440	NATURAL GAS SERVICE	20,097	20,226	29,581	29,230	26,990	5,942	17,826	26,100	26,100	26,100
	Public Works								13,000	13,000	13,000
	Streets Old								6,500	6,500	6,500
	City Hall								6,100	6,100	6,100
	4th Ave Parking Garage								500	500	500
82450	TELEPHONE SERVICE	3,106	4,281	4,223	2,266	3,400	1,094	2,188	6,650	6,650	6,650
	City Hall								3,150	3,150	3,150
	Data Services								3,500	3,500	3,500
82455	CELLULAR TELEPHONE SERVICE	4,333	3,563	3,437	4,726	4,000	2,811	5,622	11,500	11,500	11,500
	Facilities Staff								4,000	4,000	4,000
	Fire Alarm								7,500	7,500	7,500
82470	INTERNET & RELATED SERVICES	2,138	3,419	5,403	2,594	2,820	1,100	2,200	2,820	2,820	2,820
	Comcast								2,820	2,820	2,820
	TOTAL UTILITIES	197,140	179,685	193,600	194,817	206,410	95,559	197,060	248,470	248,470	248,470
82510	COMPUTER SERVICES	155	16	92							
82540	ENGINEERING SERVICES	18,438	-		-	-	-	-	-	-	-
82560	CONSULTANT SERVICES		-	20,695							
82599	OTHER CONTRACTUAL SERVICES	206,335	193,948	164,038	233,375	283,740	156,867	313,734	300,250	300,250	300,250

Project & Facilities Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY2023	F2024	F2025	F2026
	Public Restroom Heavy Cleaning PD, City Hall, PW, SES, WWP, WW					21,000			21,000	21,000	21,000
	Cinas Knockdown Floor Mats City Hall, Public Works					9,000			11,250	11,250	11,250
	Fire Systems Testing City Hall, PD					10,200			12,250	12,250	12,250
	Air Filter Changes					-			8,500	8,500	8,500
	Testing of Fire Extinguishers					1,000			1,200	1,200	1,200
	Pest Control Services PD, PW, CH					22,000			21,250	21,250	21,250
	Station 8 Daikin Maintenance Agreement					6,000			8,000	8,000	8,000
	Alarm Monitoring					10,940			14,000	14,000	14,000
	Grease Drainage Treatment at Fire Halls					14,000			10,000	10,000	10,000
	REA Maintenance at PD Fresh Air Handlers					7,500			7,500	7,500	7,500
	Turf Management					52,000			79,500	79,500	79,500
	Generator Maintenance Agreement					80,000			65,500	65,500	65,500
	PD Geothermal Maintenance					3,200			4,800	4,800	4,800
	Elevator Maintenance					18,000			18,000	18,000	18,000
	PD Speed Gates Maintenance Agreement								9,000	9,000	9,000
	SES, PW Gate Repairs								8,500	8,500	8,500
	Various					28,900					
	TOTAL CONTRACTUAL SERVICES	224,928	193,964	184,825	233,375	283,740	156,867	313,734	300,250	300,250	300,250
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	835	381	1,691	4,016	250	581	1,162	250	250	250
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	217,717	117,663	203,085	181,465	287,300	134,622	269,244	138,000	138,000	138,000
	Unforeseen Mechanical Issues					45,000			45,000	45,000	45,000
	PD Green Roof Planting and Cleanup					16,000			8,000	8,000	8,000
	City Window Cleaning PD and Parking Garage					6,800			7,000	7,000	7,000
	Parking Garage Maintenance					-			6,000	6,000	6,000
	Updating Equipment City Hall regarding blower equipment and alarm systems.								4,500	4,500	4,500
	City Hall Roof Repairs (inclusive of equipment)								60,000	60,000	60,000
	General Parking Maintenance Parking Garages					7,500			7,500	7,500	7,500
	Speed Gates @ PD Maint. & Misc. Repairs					7,000					
	Police Gates					200,000					
	Buffing of Flooring					5,000					
82640	PAVING & REPAIR SERVICES		-			-			-	-	-
82650	PARK & FIELD MAINTENANCE SERVICES		-			-			-	-	-
82652	LANDSCAPING SERVICES	16,775	49,076	65,733	57,538	54,000	10,077	30,231	85,000	85,000	85,000
82653	IRRIGATION SERVICES	1,931	2,838	2,507	8,533	4,500	3,243	6,486	4,500	4,500	4,500
82660	BUILDING REPAIR & MAINTENANCE SERVICES	333,440	336,097	269,088	634,620	475,806	269,520	539,040	408,806	408,806	408,806
	Parking Garage Repairs					45,000			15,000	15,000	15,000
	Pressure Washing Parking Garage Stairwells					15,000			24,000	24,000	24,000
	Floor Scrubbing PD, PW					5,000			6,000	6,000	6,000
	Roof Repairs City Hall, PW, Fire.					100,000			100,000	100,000	100,000
	Public Works Cleaning Agreement					64,000			64,000	64,000	64,000
	City Hall Cleaning Agreement					63,500			63,000	63,000	63,000
	PD Cleaning Agreement					71,806			71,806	71,806	71,806
	Cleaning at WWTP and Water Plant								15,000	15,000	15,000
	City Hall Misc. Repairs					50,000			50,000	50,000	50,000

Project & Facilities Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY2023	F2024	F2025	F2026
	<i>Fire Station PER's - FY 2023</i>					61,500					
82683	WATER TANK MAINTENANCE SERVICES		-			-			-	-	-
82684	PUMP STATION REPAIR SERVICES		-			-			-	-	-
82699	OTHER REPAIR & MAINTENANCE SERVICES		9,924	5,869	108	3,500	-	-	3,500	3,500	3,500
	TOTAL REPAIR & MAINTENANCE SERVICES	570,698	515,979	547,973	886,279	825,356	418,043	846,163	640,056	640,056	640,056
82720	TUITION ASSISTANCE PROGRAM										
82740	EMPLOYEE WELLNESS PROGRAM										
82780	TRAINING, OUTSIDE										
82790	TRAINING, IN-HOUSE										
		-		-	-	-	-	-	-	-	-
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)										
82830	AIR TRAVEL										
82890	OTHER TRAVEL EXPENSES										
82899	TRAVEL OFFSET										
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL			-	-	-	-	-	-	-	-
83110	OFFICE SUPPLIES	1,349	2,011	1,783	420	500	22	44	500	500	500
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	260	1,370	5,485	713	-	600	1,200	-	-	-
83130	EMPLOYEE BENEVOLENCE ITEMS		-			-	33	66	-	-	-
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	587	1,355	943	654	500	434	868	500	500	500
	TOTAL OFFICE SUPPLIES	2,196	4,736	8,211	1,787	1,000	1,089	2,178	1,000	1,000	1,000
83240	MEDICAL SUPPLIES		-		220						
83250	SAFETY SUPPLIES	125	115	-	313	100	-	100	100	100	100
83260	UNIFORMS PURCHASED	1,218	2,075	838	1,264	1,200	1,325	1,988	2,000	2,000	2,000
83270	CONSUMABLE TOOLS	2,977	6,873	3,289	3,134	1,800	3,830	5,745	2,900	2,900	2,900
83281	AMMUNITION		-			-	-	-	-	-	-
83299	OTHER OPERATING SUPPLIES		3,631	14,748	2,151	-	7,492	7,492	-	-	-
	TOTAL OPERATING SUPPLIES	4,320	12,694	18,875	7,082	3,100	12,647	15,325	5,000	5,000	5,000
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON)	1,022	1,626	2,197	2,220	5,800	903	1,806	5,800	5,800	5,800
83315	FUEL HEDGING COSTS		-								
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		-								
	TOTAL FUEL & MILEAGE	1,022	1,626	2,197	2,220	5,800	903	1,806	5,800	5,800	5,800
83510	FURNITURE, FIXTURES (<\$25,000)	-	9,332	7,353	8,976	-	2,174	2,174	-	-	-
83530	MACHINERY & EQUIPMENT (<\$25,000)	-	-	-	400	2,500	2,226	4,452	2,500	2,500	2,500
83540	COMPUTER HARDWARE (<\$25,000)		5,115	4,699	1,049	5,000	2,098	4,196	7,000	7,000	7,000
83550	COMPUTER SOFTWARE (<\$25,000)		-				77	154			
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	-	14,447	12,052	10,425	7,500	6,575	10,976	9,500	9,500	9,500
83610	VEHICLE PARTS & SUPPLIES		10		-	-		-	-	-	-
83620	EQUIPMENT PARTS & SUPPLIES	2,497	351	113	416	500	724	500	500	500	500

Project & Facilities Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY2023	F2024	F2025	F2026
83652	LANDSCAPING SUPPLIES	140	170	85	-	-	-	-	-	-	-
83653	IRRIGATION SUPPLIES	205	-	113	-	400	-	400	400	400	400
83654	GROUPS MAINTENANCE SUPPLIES		-		10	200	-	200	200	200	200
83660	BUILDING MAINTENANCE SUPPLIES	55,639	49,712	54,152	82,322	49,800	28,160	56,320	61,600	61,600	61,600
	Air and Water Filters PD, PW, CH								11,200	11,200	11,200
	House Keeping Equipment								3,000	3,000	3,000
	Cleaning Products								38,000	38,000	38,000
	LED Lights and Supplies								4,000	4,000	4,000
	City Flags								3,500	3,500	3,500
	PD Cistern Filters and Repairs								1,900	1,900	1,900
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES		55	922	571		209	209			
	TOTAL REPAIR & MAINTENANCE SUPPLIES	58,481	50,298	55,385	83,318	50,900	29,093	57,629	62,700	62,700	62,700
84920	2ND AVE PARKING GARAGE OPERATIONS								5,000	5,000	5,000
84930	4TH AVE PARKING GARAGE OPERATIONS								5,000	5,000	5,000
	TOTAL OPERATIONAL UNITS	-	-	-	-	-	-	-	10,000	10,000	10,000
85110	PROPERTY INSURANCE	16,595	17,338	17,133	16,862	17,705	20,328	20,328	21,344	22,412	23,532
85111	FRAUD INSURANCE	937	906	1,041	1,968	2,066	3,248	3,248	3,410	3,581	3,760
85112	INLAND MARINE INSURANCE	164	167	169	177	186	188	188	197	207	218
85113	AUTO PHYSICAL DAMAGE	140	109	103	121	127	132	132	139	146	153
85115	LIABILITY INSURANCE	1,008	1,038	901	1,003	1,053	1,469	1,469	1,542	1,620	1,701
85116	E&O LIABILITY INSURANCE	2,205	2,075	1,135	1,291	1,356	1,812	1,812	1,903	1,998	2,098
85117	VEHICLE LIABILITY INSURANCE	1,628	1,068	1,148	1,176	1,235	1,310	1,310	1,376	1,444	1,516
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	866	873	804	844	886	1,000	1,000	1,050	1,103	1,158
85120	PROPERTY DAMAGE COSTS		-	-	-	-	-	-	-	-	-
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		937	-	-	-	-	-	-	-	-
85140	SURETY/NOTARY BONDS		-	-	-	-	-	-	-	-	-
85170	EASEMENTS ACQUIRED		-	-	-	-	-	-	-	-	-
	TOTAL PROPERTY & LIABILITY COSTS	23,543	24,511	22,434	23,442	24,614	29,487	29,487	30,961	32,509	34,135
85220	PROPERTY TAX-RENTAL PROPERTY		-		-	-	-	-	-	-	-
85240	EQUIPMENT RENTAL & LEASES	688	6,421	2,518	4,992	3,000	2,556	2,556	3,000	3,000	3,000
85250	STORAGE RENTAL		-								
85260	VEHICLE RENTAL (INSIDE WILLIAMSON COUNTY)		-								
	TOTAL RENTALS	688	6,421	2,518	4,992	3,000	2,556	2,556	3,000	3,000	3,000
85310	PERMITS	782	870	635	1,411	1,200	175	1,200	1,220	1,200	1,200
85320	STATE FEES		-								
85330	UTILITY DISTRICT FEES		-								
85340	RECORDING & FILING FEES		-								
	TOTAL PERMITS	782	870	635	1,411	1,200	175	1,200	1,220	1,200	1,200
85530	E-COMMERCE FEES	85	21	121	219		173	173			

Project & Facilities Management Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023 (7 mo.)	EOY2023	F2024	F2025	F2026
85580	LATE CHARGES		28		178		-	-			
	TOTAL FINANCIAL FEES	85	49	121	396	-	173	173	-	-	-
85990	MISCELLANEOUS		1,988	10							
85999	COST CONTAINMENT MEASURES		-								
	TOTAL OTHER BUSINESS EXPENSES		1,988	10	-	-	-	-	-	-	-
87510	REIMB OF INTERFUND SERVICES	(364,207)	(331,002)	(321,192)	(344,374)	(347,513)	(231,672)	(347,513)	(364,889)	(383,133)	(402,290)
	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(364,207)	(331,002)	(321,192)	(344,374)	(347,513)	(231,672)	(347,513)	(364,889)	(383,133)	(402,290)
	TOTAL OPERATIONS	729,823	705,428	800,495	1,110,686	1,069,997	525,861	1,135,874	966,349	949,632	932,521
Capital											
89220	BUILDING DESIGN & CONSTRUCTION	42,095	99,503	-	-	-	-	-	-	-	-
89230	BUILDING IMPROVEMENTS		-								
		42,095	99,503	-	-	-	-	-	-	-	-
89520	VEHICLES										
89530	MACHINERY & EQUIPMENT (>\$25,000)										
89532	MACHINERY & EQUIPMENT (>\$25,000) GRANT										
89540	COMPUTER HARDWARE (>\$25,000)										
89550	COMPUTER SOFTWARE (>\$25,000)										
	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	42,095	99,503	-	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	1,202,804	1,253,893	1,281,459	1,606,734	1,600,653	872,827	1,693,373	1,481,811	1,496,106	1,512,086



Program Enhancement Summary Form

Department/Division: 41320 PROJECT AND FACILITIES MANAGEMENT

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Capital	Total
110	FY2024	1	City of Franklin Garage Repairs		\$ -	\$ -	\$ 168,500	\$ -	\$ 168,500
110	FY2024	2	Station 5 Men's and Women's Locker Room Renovations		\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
110	FY2024	3	Station 5 Kitchen Remodel		\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
110	FY2024	4	New Roof Fire Station 5		\$ -	\$ -	\$ 239,000	\$ -	\$ 239,000
110	FY2024	5	Replacement of COF Fire Station 6 Roof		\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Totals					\$ -	\$ -	\$ 787,500	\$ -	\$ 787,500

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 787,500
	Quality Life Experiences	
	Sustainable Growth & Economic Prosperity	
Total Franklin Forward Allocations		\$ 787,500

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ -	
	Operations	\$ 787,500.00	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
Total		\$ 787,500.00	\$ -



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 70,000		\$ 70,000	\$ 70,000
83540 COMPUTER HARDWARE (<\$	\$ 98,500		\$ 98,500	\$ 98,500
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 168,500	\$ 168,500

Purpose (Description) and Service Implication (if the request is not funded)

The first \$70,000 is for repairs to 2nd Ave parking garage structure pertaining to the decking water proofing at the southern end of the building what we call the transition points. This is also replacing nearly 1300 lineal feet of backer rod, caulking and water proofing between the independent concrete slabs. The second \$98,500 is for work on enhancing the newly installed counting systems to ensure proper counting on all decks including the top levels.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding

Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 35,000		\$ 35,000	\$ 35,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 35,000	\$ 35,000

Purpose (Description) and Service Implication (if the request is not funded)

With the renovation of the men's and women's locker room renovations this would be the last of what I like to call the removal of the Camp Showers. The renovation would entail the demo of the shower units, walls, and flooring within the shower area. New valves would be installed replacing the very low pressure units now installed, new tile showers, coating of floors for a non slick surface and painting of the space. New vanity tops to replace the delaminating Formica units along with valves and water closet.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 45,000		\$ 45,000	\$ 45,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 45,000	\$ 45,000

Purpose (Description) and Service Implication (if the request is not funded)

Renovation of the Kitchen area with removal of existing residential type construction kitchen cabinets, tops and appliances all except range. Replace with casement type cabinets, stainless type tops along with a new dishwasher and kitchen faucets. The station opened in 2000 and has had the original kitchen ever sense. Door hardware has broken away from the cabinets, faces and Formica tops have delaminated and plumbing leaks have caused damage to cabinet boxes. Replacement materials would match cabinets at station 1, 3 and now 4 were in 1 and 3 have held up extremely well and are easy to clean.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 239,000		\$ 239,000	\$ 239,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 239,000	\$ 239,000

Purpose (Description) and Service Implication (if the request is not funded)

City of Franklin Fire Station 5 was opened in 2000 and is located at 215 Noah Drive. Station 5 is the only station we have that has a flat roof so non shingled. The station has what is called a EPDM Rubber Roofing that does have a long life expectancy in non harsh conditions. In the last few years in our region we have had damaging rain, winds and foreign matter to hit the roof and has caused multiple cuts and holes on the roof. Multiple holes are also opening due to UV damaged to the roof causing. With the opening being 23 to 24 years ago the roof is starting to deteriorate faster. With deterioration not only are you loosing the membrane of the roof but with water penetration insulation as well. If caught sooner than later a savings can be had with not having to replace much of the structural roofing items. Now or within the next 2 to 4 years the roof needs to be considered for replacement.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 300,000		\$ 300,000	\$ 300,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 300,000	\$ 300,000

Purpose (Description) and Service Implication (if the request is not funded)

Station 6 opened in 2008. Station 6 as I understand it had requests made during construction per the developer that has over time affected the integrity I feel of the station. A very heavy roofing material that gives a dimensional look to the building was installed. This is a different system compared to other roofing materials available. They might be bigger and nicer but they seem to be leaking more. Station 6 has as many leaks then any other station we have. The problem is not just the roofing material but flashing around walls and penetrations. The request is to replace the roof with an architectural shingle less in weight for the structure and to allow for reworking around penetrations and stone walls that were added regarding water proofing.



File #: 21-04285

DATE: February 9, 2023
TO: Budget & Finance Committee
FROM: Eric Stuckey, City Administrator
Kevin Townsel, Director of Human Resources
Michael Walters Young, Budget and Analytics Manager

SUBJECT:

Budget Presentation - Governance & Management - Human Resources

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the FY 2024 Budget Request for the Human Resources Department (part of the Government & Management Program)

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

This year each program area of the City's Operations - Governance & Management, Public Safety, Finance & Administration, Community & Economic Development and Public Works will present as a unit to the Budget & Finance Committee during meetings in February and March. This presentation will encompass the Human Resources Department (while all other departments in the Governance & Management program presented on February 9th to the Budget & Finance Committee.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2024 Operating Budget Request

Government & Management

Elected Officials – Administration - Human Resources
Communications - Law

City of Franklin, Tennessee - FY 2024 Budget Request

Program: Governance & Management

Slide 2

Outline

- Elected Officials
- Administration
- Human Resources*
- Communications
- Law

**To be presented February 16th*





City of Franklin, Tennessee - FY 2024 Budget Request

Human Resources

Slide 3

Department Leadership

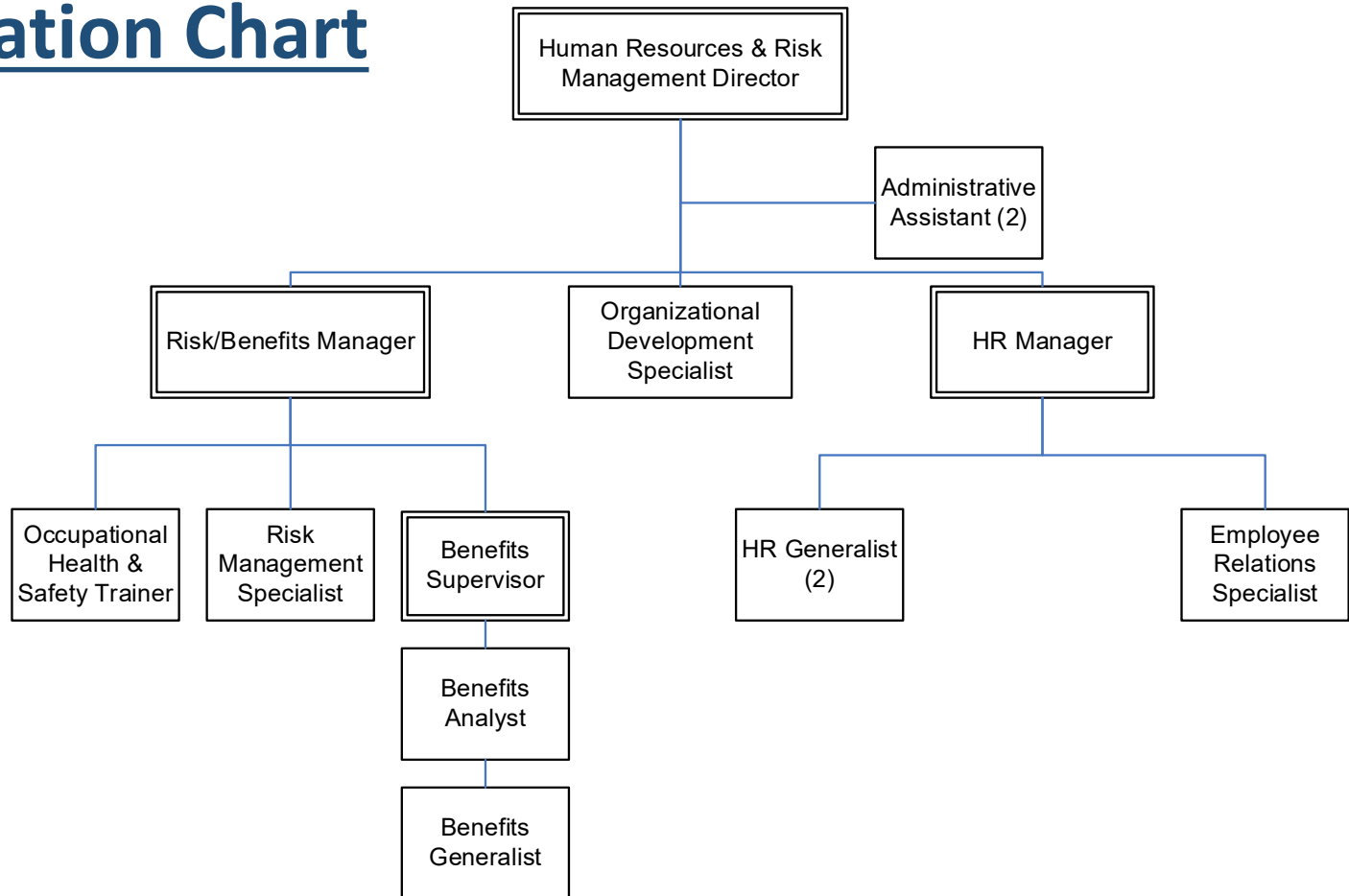
Kevin G. Townsel, J.D., Director

Purpose of Department

The Human Resources Department provides services to other City departments and the citizens of the City of Franklin. Those responsibilities include:

- City's recruitment, hiring and onboarding processes
- Administering the City's Pension, Defined Benefit, Defined Contribution Plan and TCRS plans
- Creating and implementing the HR Manual rules and regulations
- Managing the training of all City employees in OSHA regulations, Civil Treatment and other topics as required/needed
- Procuring and administering all Property and Casualty insurance, including the City's self-insured WC program
- Managing Safety Program for all City employees
- Managing employee benefits
- Conducting workplace investigations

Organization Chart



City of Franklin, Tennessee - FY 2024 Budget Request

Human Resources

Base Budget

	2021	2022	2023		2024	2023 v. 2024	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	1,081,775	1,284,332	1,512,979	1,414,176	1,489,679	-23,300	-1.5%
Operations	66,505	149,150	270,758	172,135	316,691	45,933	17.0%
Capital	0	0	0	0	0	0	0.0%
Total	1,148,280	1,433,482	1,783,737	1,586,310	1,806,370	22,633	1.3%

Operations: Increases attributable to increased costs of services due to inflation, higher use of tuition reimbursement programs and additional training programs.



City of Franklin, Tennessee - FY 2024 Budget Request

Human Resources

Slide 6

Program Enhancement Requests

The Human Resources Department has 2 program enhancement requests:

Certificate of Insurance Tracking System	\$ 15,000
Increase of Recruitment Budget	\$ 4,000
Total	\$ 19,000



City of Franklin, Tennessee - FY 2024 Budget Request

Human Resources

Slide 7

Summary

The Human Resources Department will continue the good work in FY 2023 serving our most important resource – our employees! Highlights of the last year included:

- Recruited top talent for City-wide positions – increased hiring by 75%
- Upgraded Kronos to new platform with UKG Dimensions for timekeeping and HRIS needs
- Completed City-wide job description review, upgraded Compensation & Classification Plan, and administered multiple City-wide salary increases.
- Continued to offer flu shots, the annual health and wellness fair, lunch and learns, and Hold It For The Holidays
- Third full year with near site clinic services for employees and their dependents that reduced our employees' out of pocket doctor's visits to \$20 per visit
- We continued to Management Fellow program and hired a graduate student for the position
- Continued the Employee of the Quarter program to recognize high performing employees
- Recognized the hard work of employees during Public Service Recognition Week, Benefits Day, Food Truck Events, Employee Halloween Party, and Employee Holiday Breakfast
- Certified training staff conducted in-person Civil Treatment classes for supervisors and employees



City of Franklin, Tennessee

FY 2024 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

Budget Summary

	2021 Actual	2022 Actual	2023		2024 Budget	2023 v. 2024	
			Budget	EOY		\$	%
Personnel	1,081,775	1,284,332	1,512,979	1,414,176	1,489,679	-23,300	-1.5%
Operations	66,505	149,150	270,758	172,135	316,691	45,933	17.0%
Capital	0	0	0	0	0	0	0.0%
Total	1,148,280	1,433,482	1,783,737	1,586,310	1,806,370	22,633	1.3%

Departmental Summary

The goal of the Human Resources Department is to administer a comprehensive human resources program for all City of Franklin employees.

Functions include

- (1) recruitment, testing, selection and orientation of new employees,
- (2) procurement and administration of the comprehensive fringe benefit package,
- (3) review, update and implementation of the Human Resources Policies and Procedures,
- (4) classification and compensation administration,
- (5) employee and supervisory training, and
- (6) procurement and administration of all lines of risk insurance.

Assistance is provided to department heads and supervisors to assure fairness and consistency among hiring and promotional practices, disciplinary and termination practices and for day-to-day policy interpretation.

FY 2022-2023 Accomplishments

- Recruited top talent for City-wide positions – increased hiring by 75%
- Upgraded Kronos to new platform with UKG Dimensions for timekeeping and HRIS needs
- Completed City-wide job description review, upgraded Compensation & Classification Plan, and administered multiple City-wide salary increases.
- Continued to offer flu shots, the annual health and wellness fair, lunch and learns, and Hold It For The Holidays
- Third full year with near site clinic services for employees and their dependents that reduced our employees' out of pocket doctor's visits to \$20 per visit
- We continued to Management Fellow program and hired a graduate student for the position
- Continued the Employee of the Quarter program to recognize high performing employees
- Recognized the hard work of employees during Public Service Recognition Week, Benefits Day, Food Truck Events, Employee Halloween Party, and Employee Holiday Breakfast
- Certified training staff conducted in-person Civil Treatment classes for supervisors and employees



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

The City of Franklin will have a talented, diverse, and engaged workforce.

Goal: To attract talented workers, the City of Franklin's salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace.

Baseline: 2012 average salary is 92.1% of target market index.

Goal: To actively recruit and retain a workforce representative of the community.

Baseline: 2012 demographic employment profile for City of Franklin: 21% female (City population average is 52%); 6.6% minority (15.6% for city population). City data based on 2010 U.S. Census data. Minority includes all census group classifications which was 9,774 of 62,487 population.

Franklin will develop a Continuous Improvement Program using quantitative and qualitative methods to improve the effectiveness, efficiency and safety of service delivery processes and systems.

Goal: To have a safe and healthy workplace.

Baseline: 69 Franklin employees had accidents in FY2013.

Number of lost work days by employees in FY2013 was 158.

Goal: To have effective training and development objectives within every employee's work plan.

Baseline: Number of credit hours reimbursed for employees in FY 2013 was 345.

Key:	
Strategic Plan: FranklinForward	
Benchmarking Alliance of Tennessee	

Workload (Output) Measures

	2018	2019	2020	2021	2022*
Organization-Wide					
Number of Budgeted Positions Full-Time	736	738	749	733	778
 Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Number of Budgeted Positions Part-Time	31	31	31	23	16
Employee Turnover for Full-Time Positions (Not Including Retirees)	9.1%	7.0%	6.5%	7.0%	10.6%
Number of Vacancies Advertised Externally **	108	108	44	75	82
Number of External Applications Processed	4,200	4,200	2,524	4,000	3,495
Average Number of Applications per Advertised External	80	80	57.36	53.33	44.03
Average Number of Days to Fill a Position Advertised	45	40	68	60	75
Number of new employees hired	93	93	40	70	122
Number of new hires that were from within ranks (promoted)	49	55	23	50	68
OSHA 300 log recordable injuries or illnesses	20	25	19	20	23



City of Franklin, Tennessee

FY 2024 Operating Budget

Performance Measures

Workers' compensation claims	50	54	53	53	50
Human Resources Department Statistics					
Total number of FTEs	12	12	12	12	11
Human Resources Staff per 100 Employees	1.64	1.56	1.54	1.59	1.39
Applications processed Internal & External	4,500	4,500	2,692	4200	3611
Requisitions approved Internal & External	132	128	54	68	141
Total HR Department Expenditures	\$ 987,380	\$ 1,151,251	\$ 1,270,498	\$ 1,148,280	\$ 1,433,482
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD

***includes postings with multiple vacancies*

Efficiency Measures

	2018	2019	2020	2021	2022
Human Resources Cost per Total FTE (City -Wide)	\$ 2,003	\$ 1,497.08	\$ 1,628.84	\$ 1,518.89	\$ 1,842.52
Workers Compensation Paid per Policy Year	\$ 9,592	NA	NA	\$ 23,762.65	\$ 301,917.00

Outcome (Effectiveness) Measures

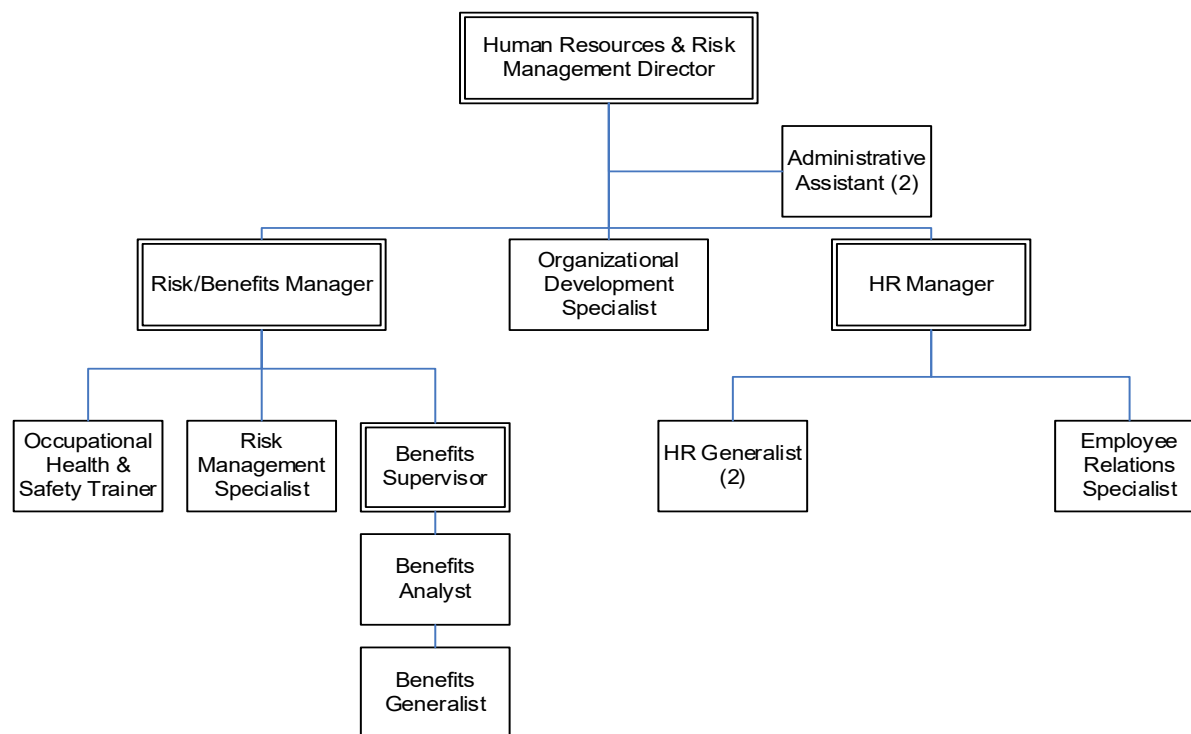
	2018	2019	2020	2021	2022
City of Franklin's salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace.					
Current Franklin	TBD	TBD	TBD	TBD	TBD
Target	70.0%	70.0%	70.0%	70.0%	75.0%
Meets Target?	TBD	TBD	TBD	TBD	TBD
Actively recruit and retain a workforce representative of the community.					
% of Employees Female	19.0%	22.0%	20.7%	21.5%	21.6%
% of Franklin Female	52.2%	52.2%	52.6%	52.6%	52.6%
Meets Target?	No	No	No	No	No
% of Employees Minority	7.0%	8.0%	7.9%	8.5%	7.8%
% of Franklin Minority	15.7%	15.7%	22.7%	22.7%	22.7%
Meets Target?	No	No	No	No	No
Franklin will develop a Continuous Improvement Program using quantitative and qualitative methods to improve the effectiveness, efficiency and safety of service delivery processes and systems.					
# of employees who had accidents	58	128	74	70	89
# Number of lost work days by employees	130	40	283	150	70
Meets Target?	TBD	TBD	TBD	TBD	TBD
# of credit hours reimbursed for employees	206	214	185	230	127



City of Franklin, Tennessee

FY 2024 Operating Budget

Organizational Chart



Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Position	Pay Grade	FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
HR & Risk Management Director	N	1	0	1	0	1	0	1	0	1	0
Risk/Benefits Manager	K	1	0	1	0	1	0	1	0	1	0
HR Manager	J	1	0	1	0	1	0	1	0	1	0
Benefits Supervisor	I	0	0	0	0	0	0	1	0	1	0
Benefits Specialist	---	1	0	1	0	1	0	0	0	0	0
Risk Management Specialist	I	1	0	1	0	1	0	1	0	1	0
Occupational Health & Safety Trainer	H	1	0	1	0	1	0	1	0	1	0
Safety Coordinator	---	0	0	0	0	0	0	0	0	0	0
Employee Relations Specialist	G	1	0	1	0	1	0	1	0	1	0
Benefits Generalist	G	0	0	0	0	0	0	1	0	1	0
Organizational Development Specialist	H	0	0	0	0	0	0	1	0	1	0
HR Generalist	G	3	0	3	0	3	0	2	0	2	0
Risk/Benefits Analyst	G	0	0	0	0	0	0	1	0	1	0
Administrative Assistant	E	2	0	2	0	2	0	2	0	2	0
TOTALS		12	0	12	0	12	0	14	0	14	0



City of Franklin, Tennessee

FY 2024 Operating Budget

Budget

	Actual	Actual	Budget	EOY	Budget	Difference	
	2021	2022	2023	2023	2024	\$	%
Personnel							
Salaries & Wages	803,861	957,663	1,104,081	1,056,646	1,103,800	(281)	0.0%
Employee Benefits	277,914	326,668	408,897	357,529	385,878	(23,019)	-5.6%
Total Personnel	1,081,775	1,284,332	1,512,979	1,414,176	1,489,679	(23,300)	-1.5%
Operations							
Transportation Services	1,523	1,837	4,100	1,954	4,600	500	12.2%
Operating Services	10,809	27,354	3,600	3,038	4,900	1,300	36.1%
Notices, Subscriptions, etc.	14,001	15,757	27,050	20,460	39,250	12,200	45.1%
Utilities	7,832	8,751	8,750	9,276	10,800	2,050	23.4%
Contractual Services	75,503	93,058	170,500	157,666	176,000	5,500	3.2%
Repair & Maintenance Services	2,980	5,665	6,250	3,418	6,250	-	0.0%
Employee Programs	197,379	246,666	287,250	241,965	322,250	35,000	12.2%
Professional Development/Travel	5,309	10,434	44,975	26,866	44,575	(400)	-0.9%
Office Supplies	8,477	20,200	28,000	20,196	30,000	2,000	7.1%
Operating Supplies	2,753	1,813	5,250	5,230	5,500	250	4.8%
Fuel & Mileage	2,089	4,150	3,500	3,630	4,200	700	20.0%
Machinery & Equipment (<\$25,000)	10,173	6,892	42,750	37,483	46,000	3,250	7.6%
Repair & Maintenance Supplies	-	141	570	500	500	(70)	-12.3%
Property & Liability Costs	18,216	19,923	20,351	22,591	23,221	2,870	14.1%
Other Business Expenses	-	196	581	581	500	(81)	-13.9%
Interfund Reimbursements	(290,539)	(313,690)	(382,719)	(382,719)	(401,855)	(19,136)	5.0%
Total Operations	66,505	149,150	270,758	172,135	316,691	45,933	17.0%
Total Human Resources	1,148,280	1,433,482	1,783,737	1,586,310	1,806,370	22,633	1.3%

Human Resources Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
Personnel											
81110	REGULAR PAY	803,911	836,466	801,560	949,768	1,138,654	612,816	1,050,542	1,138,654	1,195,587	1,255,366
81112	ARPA-COVID-19 LEAVE/ISOLATION				1,811						
81120	OVERTIME PAY	1,796	1,704	2,301	6,085	1,607	4,070	6,105	5,000	5,250	5,513
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		-		-	-		-	-	-	-
81199	VACANCY ADJUSTMENT		-		-	(36,180)			(39,853)	(41,846)	(43,938)
	TOTAL WAGES	805,707	838,170	803,861	957,663	1,104,081	616,886	1,056,646	1,103,800	1,158,991	1,216,941
81410	FICA (EMPLOYER'S SHARE)	58,850	61,037	58,595	70,079	79,201	45,285	80,366	87,107	91,462	96,036
81420	MEDICAL PREMIUMS	134,642	151,570	146,978	169,722	236,482	125,238	180,483	198,532	218,385	240,223
81422	NEAR-SITE CLINIC		-	4,825	6,520	5,715	3,331	6,662	5,715	5,715	5,715
81425	VISION INSURANCE PREMIUMS	941	1,117	1,036	1,164	1,558	825	1,400	1,540	1,694	1,863
81430	DENTAL INSURANCE PREMIUMS	11,051	12,954	7,250	8,307	11,760	5,379	9,064	9,517	9,993	10,493
81431	FSA ADMINISTRATION		-	115	109	115	51	102	115	115	115
81433	GROUP INSURANCE PREMIUMS		-	4,888	5,090	5,786	2,971	5,942	5,942	6,239	6,551
81440	EE HEALTH INSURANCE CONTRIBUTIONS	(32,030)	(31,552)	(24,864)	(27,807)	(38,618)	(20,586)	(40,538)	(44,592)	(49,051)	(53,956)
81441	CONTRIBUTIONS TO HSA	6,000	8,200	-	11,000	6,000	6,000	6,000	6,000	6,000	6,000
81443	EE DENTAL INSURANCE CONTRIBUTIONS		-	(3,943)	(4,371)	(6,658)	(1,021)	(2,014)	(2,115)	(2,220)	(2,331)
81444	EE VISION INSURANCE CONTRIBUTIONS		-	(193)	(217)	(298)	(150)	(296)	(326)	(358)	(394)
81450	RETIREMENT CONTRIBUTIONS	36,803	37,657	44,920	42,582	50,841	38,510	51,347	56,481	62,129	68,342
81455	DEFINED COMP MATCH	35,750	21,705	15,235	15,684	4,007	2,737	4,692	4,927	5,173	5,432
81456	TCRS		16,690	20,938	25,886	49,967	29,976	51,382	53,951	56,649	59,481
81460	UNEMPLOYMENT CLAIMS		-		-	-	-	-	-	-	-
81470	WORKERS COMPENSATION PREMIUMS	2,495	2,352	2,134	2,920	3,039	2,983	2,936	3,083	3,237	3,399
81475	WORKERS COMPENSATION CLAIMS		-		-	-		-	-	-	-
81482	AUTOMOBILE ALLOWANCE	92	92	-	-	-		-	-	-	-
	TOTAL BENEFITS	254,594	281,822	277,914	326,668	408,897	241,529	357,529	385,878	415,162	446,969
	TOTAL PERSONNEL	1,060,301	1,119,992	1,081,775	1,284,332	1,512,977	858,414	1,414,176	1,489,678	1,574,153	1,663,910
Operations											
82110	MAILING & OUTBOUND SHIPPING SERVICES	2,114	2,484	1,469	1,837	3,000	956	1,912	3,500	3,500	3,500
82120	FREIGHT FOR INBOUND PURCHASED ITEMS		-		-	1,000	-	-	1,000	1,000	1,000
82130	VEHICLE LICENSES & TITLES	45	54	54	-	100	21	42	100	100	100
	TOTAL TRANSPORTATION CHARGES	2,159	2,538	1,523	1,837	4,100	977	1,954	4,600	4,600	4,600
82210	PRINTING & COPYING SERVICES, OUTSOURCED	509	1,582	737	629	1,000	890	1,780	1,000	1,000	1,000
82240	TRANSCRIPTION FEES		-		-	100		100	100	100	100
82250	TESTING & PHYSICALS	2,298	1,027	9,715	25,010	2,000	329	658	2,000	2,000	2,000
82260	UNIFORM RENTAL & SERVICES		-		-	-		-	-	-	-
82299	OTHER OPERATING SERVICES	87	585	357	1,715	500	64	500	1,800	1,800	1,800
	TOTAL OPERATING SERVICES	2,894	3,194	10,809	27,354	3,600	1,283	3,038	4,900	4,900	4,900
82310	LEGAL NOTICES	543	57		147	800		200	-	-	-

Human Resources Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
82340	LEADERSHIP RETREATS		-						7,500	7,500	7,500
82350	DUES FOR MEMBERSHIPS	7,482	8,667	9,187	3,065	7,500	4,339	8,678	10,000	10,000	10,000
82355	PROFESSIONAL STANDARDS / ACCREDITATION	4,013	300	84	-	4,000		4,000	5,000	5,000	5,000
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	270	50		-	-		-	-	-	-
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		-	395	2,719	3,500		3,500	3,500	4,000	4,500
82371	EMERGENCY RELIEF			1,955	900	-		-	2,000	2,000	2,000
82373	RECRUITMENT	8,504	2,627	2,380	8,865	11,000	1,871	3,742	11,000	12,000	12,000
82390	PUBLICATIONS, NON-TRAINING	36	-	-	61	250	170	340	250	250	250
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		20,848	11,701	14,001	15,757	27,050	6,380	20,460	39,250	40,750	41,250
82450	TELEPHONE SERVICE	1,040	1,003	1,003	496	1,400	269	538	1,400	1,400	1,400
82451	800 MHZ ACCESS LINE SERVICE	95	1		-	100	-	100	100	100	100
82455	CELLULAR TELEPHONE SERVICE	3,872	4,489	4,406	5,426	6,000	3,234	6,250	6,500	6,500	6,500
82470	INTERNET & RELATED SERVICES	1,476	2,012	2,387	2,680	1,250	1,194	2,388	2,800	2,800	2,800
82483	CONNECTION CHARGES			36	149		-	-			
TOTAL UTILITIES		6,483	7,505	7,832	8,751	8,750	4,697	9,276	10,800	10,800	10,800
82510	COMPUTER SERVICES	4,101	13,584	14,056	2,096	12,000	496	12,000	12,000	12,000	12,000
82520	LEGAL SERVICES	4,800	10,010	1,200	-	12,000	-	-	12,000	12,000	12,000
82560	CONSULTANT SERVICES	55,722	85,292	51,333	82,150	143,000	56,833	145,666	143,000	143,000	143,000
82599	OTHER CONTRACTUAL SERVICES	1,951	328	8,914	8,812	3,500	-	-	9,000	9,000	9,000
TOTAL CONTRACTUAL SERVICES		66,574	109,214	75,503	93,058	170,500	57,329	157,666	176,000	176,000	176,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	2,905	3,581	1,668	2,845	2,750	756	1,512	2,750	2,750	2,750
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,597	2,184	1,159	2,820	3,500	953	1,906	3,500	3,500	3,500
82660	BUILDING REPAIR & MAINTENANCE SERVICES	105	517		-	-		-	-	-	-
82699	OTHER REPAIR & MAINTENANCE SERVICES		-	153	-	-		-	-	-	-
TOTAL REPAIR & MAINTENANCE SERVICES		5,607	6,282	2,980	5,665	6,250	1,709	3,418	6,250	6,250	6,250
82710	RETIREMENT SERVICES				-	-		-	-	-	-
82720	TUITION ASSISTANCE PROGRAM	101,702	97,086	74,342	109,275	100,000	74,238	100,000	125,000	125,000	125,000
82730	EMPLOYEE ASSISTANCE PROGRAM	12,978	18,006	17,316	17,064	25,000	9,145	25,000	25,000	25,000	25,000
82740	EMPLOYEE WELLNESS PROGRAM	21,104	15,167	22,261	35,561	38,250	3,127	12,508	38,250	38,250	38,250
82750	EMPLOYEE RECOGNITION/RECEPTIONS	17,239	25,338	40,970	23,118	40,000	14,066	23,770	50,000	50,000	50,000
82760	SAFETY PROGRAMS	29,743	45,149	42,065	34,800	39,000	33,791	50,687	39,000	39,000	39,000
82780	TRAINING, OUTSIDE	2,098	1,818	425	9,908	30,000	549	20,000	30,000	30,000	30,000
82790	TRAINING, IN-HOUSE	12,162	26,889		16,941	15,000	719	10,000	15,000	25,000	25,000
TOTAL EMPLOYEE PROGRAMS		197,026	229,453	197,379	246,666	287,250	135,635	241,965	322,250	332,250	332,250
82810	REGISTRATIONS	12,091	11,661	2,583	2,773	20,500	10,773	21,546	20,500	20,500	20,500
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	655	563		357	1,400	134	268	1,000	1,000	1,000
82830	AIR TRAVEL	898	2,990	1,014	1,844	7,000	757	1,514	7,000	7,000	7,000
82840	LODGING	9,121	3,368	1,712	4,413	14,000	1,431	2,862	14,000	14,000	14,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,682	609		1,021	2,000	169	676	2,000	2,000	2,000
82890	OTHER TRAVEL EXPENSES	60	183		27	75	-	-	75	75	75

Human Resources Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	24,507	19,374	5,309	10,434	44,975	13,264	26,866	44,575	44,575	44,575
83110	OFFICE SUPPLIES	9,216	7,272	4,102	5,416	9,500	4,923	9,846	9,500	9,500	9,500
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	258	351	416	451	1,000	80	160	1,000	1,000	1,000
83130	EMPLOYEE BENEVOLENCE ITEMS	391	1,220	270	-	2,500	-	-	2,500	2,500	2,500
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	9,135	9,496	3,689	14,333	15,000	5,095	10,190	17,000	17,000	17,000
	TOTAL OFFICE SUPPLIES	19,000	18,339	8,477	20,200	28,000	10,098	20,196	30,000	30,000	30,000
83210	TRAINING SUPPLIES	138	658		449	2,000		2,000	2,000	2,000	2,000
83240	MEDICAL SUPPLIES		-	-	-	-		-	-	-	-
83250	SAFETY SUPPLIES		1,408	1,517	-	-	242	242	-	-	-
83260	UNIFORMS PURCHASED		561	187	728	750	244	488	1,500	1,500	1,500
83299	OTHER OPERATING SUPPLIES	22	-	1,049	636	2,500		2,500	2,000	2,000	2,000
	TOTAL OPERATING SUPPLIES	160	2,627	2,753	1,813	5,250	486	5,230	5,500	5,500	5,500
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,830	2,466	2,089	4,150	3,500	1,815	3,630	4,200	4,410	4,631
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		-								
	TOTAL FUEL & MILEAGE	2,830	2,466	2,089	4,150	3,500	1,815	3,630	4,200	4,410	4,631
83510	FURNITURE, FIXTURES (<\$25,000)	6,688	8,807		-	4,000	488	976	4,000	4,000	4,000
83530	MACHINERY & EQUIPMENT (<\$25,000)	89	11,421		-	-	1,329	1,329	-	-	-
83540	COMPUTER HARDWARE (<\$25,000)	6,644	9,974	10,048	6,792	6,750	16,609	33,218	10,000	10,000	10,000
83550	COMPUTER SOFTWARE (<\$25,000)	12,572	203	125	100	32,000	980	1,960	32,000	32,000	32,000
	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	25,993	30,405	10,173	6,892	42,750	19,406	37,483	46,000	46,000	46,000
83620	EQUIPMENT PARTS & SUPPLIES	110	230	-	141	570	389	500	500	500	500
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES		-								
	TOTAL REPAIR & MAINTENANCE SUPPLIES	110	230	-	141	570	389	500	500	500	500
84610	CITY SPONSORED TRAINING PROGRAM	62	-	-	-	-	-	-	8,000	8,000	8,000
	TOTAL OPERATIONAL UNITS	62	-	-	-	-	-	-	8,000	8,000	8,000
85110	PROPERTY INSURANCE	1,193	1,095	1,079	1,118	1,174	1,492	1,492	1,567	1,645	1,727
85111	FRAUD INSURANCE	869	985	1,311	2,395	2,515	3,658	3,658	3,841	4,033	4,235
85112	INLAND MARINE INSURANCE	660	661	682	717	753	812	812	853	895	940
85113	AUTO PHYSICAL DAMAGE	142	132	133	154	162	171	171	180	189	198
85115	LIABILITY INSURANCE	6,700	1,128	1,134	1,220	1,281	1,654	1,654	1,737	1,824	1,915
85116	E&O LIABILITY INSURANCE	2,045	2,255	1,429	1,571	1,650	2,041	2,041	2,143	2,250	2,363
85117	VEHICLE LIABILITY INSURANCE	6,035	1,335	1,435	1,654	1,737	1,637	1,637	1,719	1,805	1,895
85118	LAW ENFORCEMENT LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-
85119	UMBRELLA LIABILITY	803	948	1,013	1,027	1,078	1,126	1,126	1,182	1,241	1,303
85120	PROPERTY DAMAGE COSTS	-	-	-	-	-	-	-	-	-	-
85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	(241)	-	-					-	-	-
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		-	-					-	-	-
85140	SURETY/NOTARY BONDS		50	10,000	10,068	10,000	10,000	10,000	10,000	10,000	10,000

Human Resources Detail

Acct. #	Acct. Description	A2019	A2020	A2021	A2022	B2023	YTD 2023	EOY2023	F2024	F2025	F2026
	TOTAL PROPERTY & LIABILITY COSTS	18,206	8,589	18,216	19,923	20,351	22,592	22,591	23,221	23,882	24,576
85260	VEHICLE RENTAL (INSIDE WILLIAMSON COUNTY)		98								
XRENT	TOTAL RENTALS		98	-	-	-	-	-	-	-	-
85320	STATE FEES										
	TOTAL PERMITS	-	-	-	-	-	-	-	-	-	-
85580	LATE CHARGES										
	TOTAL FINANCIAL FEES	-	-	-	-	-	-	-	-	-	-
85990	MISCELLANEOUS	-			196	581	-	581	500	500	500
85999	COST CONTAINMENT MEASURES										
	TOTAL OTHER BUSINESS EXPENSES	-	-	-	196	581	-	581	500	500	500
86600	LEASE/LOAN PRINCIPAL										
86700	LEASE/LOAN INTEREST										
	TOTAL DEBT SERVICE	-		-	-	-	-	-	-	-	-
87510	REIMB OF INTERFUND SERVICES	(301,509)	(301,509)	(290,539)	(313,690)	(382,719)	(255,160)	(382,719)	(401,855)	(421,948)	(443,045)
	TOTAL INTERFUND SERVICES REIMBURSEMENT	(301,509)	(301,509)	(290,539)	(313,690)	(382,719)	(255,160)	(382,719)	(401,855)	(421,948)	(443,045)
TOTAL OPERATIONS		90,950	150,506	66,505	149,147	270,758	20,900	172,135	324,691	316,970	297,287
Capital											
89520	VEHICLES (>\$25,000)										
89550	COMPUTER SOFTWARE (>\$25,000)										
	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	-		-	-	-	-
TOTAL CAPITAL		-	-	-	-	-		-	-	-	-
TOTAL EXPENDITURES		1,151,251	1,270,498	1,148,280	1,433,479	1,783,735	879,314	1,586,310	1,814,369	1,891,122	1,961,196



Program Enhancement Summary Form

Department/Division: 41650 HUMAN RESOURCES

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Capital	Total
\$ 110	FY2024	1	Certificate of Insurance Tracking System				\$ 15,000		\$ 15,000
\$ 110	FY2024	2	Increase to Recruitment budget line of 36%				\$ 4,000		\$ 4,000
Totals				##	\$	-	\$	-	\$ 19,000

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 19,000
	Quality Life Experiences	
	Sustainable Growth & Economic Prosperity	
Total Franklin Forward Allocations		\$ 19,000

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ -	
	Operations	\$ 19,000	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
	Total	\$ 19,000	\$ -



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82299 OTHER OPERATING SERVICES	\$ 15,000		\$ 15,000	\$ 15,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 15,000	\$ 15,000

Purpose (Description) and Service Implication (if the request is not funded)

Risk staff would like to upgrade our COI (certificate of insurance) tracking system. Our current vendor, Ctrax, isn't quite robust enough to operate the way we need it to. We've had it for several years and tried to make it work. With the number of projects we have, contracts in effect, and special events we need a more detailed, user-friendly system. The amount above is an estimate, as we would pay a small fee for each COI reviewed and stored in the system.



Program Enhancement Request Form - Operating and Capital (PER-OC)

Use this form to spell out your request for operating and capital purchases.

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding

Account Description	FY2024 Costs	Future FY Costs	Total FY2024	Total Impact
Operating Expenses				
82373 RECRUITMENT	\$ 4,000		\$ 4,000	\$ 4,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 4,000	\$ 4,000

Purpose (Description) and Service Implication (if the request is not funded)

The current labor market as of February 8, 2023, across the country, and locally, is very tight with unprecedentedly low unemployment at 3.4% nationwide. Williamson County's unemployment rate is 2.1%. Prior to the pandemic, unemployment was 3.9% nationwide and 2.5% in Williamson County. In order to continue to find the most qualified candidates to fill our vacancies and support all departments in their unique recruiting needs, the Human Resources Department is requesting an additional \$4,000 in FY24 for recruiting costs. These costs will cover new programs and initiatives as well as continue to fund current programs and initiatives. Our current recruiting methods only reach active job seekers and we will work to reach more passive job seekers with these funds. We hope to post to more professional sites specific to the industry/job we are filling, more sites specific to local government/municipal jobs, and sponsor jobs on sites like LinkedIn, Indeed, ZipRecruiter, etc. We hope to participate in more job fairs and community events and we hope to dedicate more time and funds to creating and maintaining COF promotional materials, swag items, and informational resources to share with job seekers. There are currently 41 vacant positions at the City across most departments resulting in higher overtime costs, lower work/life balance for staff which leads to lower productivity and lower morale from staff. Increasing the recruitment budget and finding more, and more qualified candidates, will help to fill those vacancies, lower overtime, increase morale and productivity, and ultimately better serve the community and our citizens.