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TENNESSEE

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City of Franklin

Meeting Minutes

Budget & Finance Committee

Thursday, March 2, 2023 | **3:00 PM** | **Board Room**

CALL TO ORDER
Chairman Barnhill called the meeting to order at 03:00 PM

Board Members Present: Clyde Barnhill, Ann Petersen

Board Members Absent: Patrick Baggett, Jason Potts

Staff Present: Eric Stuckey, Kristine Brock, Vernon Gerth, Angie Johnson

APPROVAL OF MINUTES

1. **Consideration Of Approval Of Minutes**
   February 9, 2023 Budget & Finance Committee Meeting
   February 16, 2023 Budget & Finance Committee Meeting
   Sponsors:

   Due to lack of quorum, this item will be on the March 30, 2023 Budget & Finance Committee Meeting for consideration.

NEW BUSINESS

2. **Budget Presentation - Community & Economic Development**
   Sponsors: Eric Stuckey, Michael Walters Young, Vernon Gerth, Tom Marsh, Emily Wright, Paul Holzen

   Building & Neighborhood Services Fund
   The Building & Neighborhood Services department supports the safety, health, and quality of life for the residents, businesses, and visitors of the City of Franklin through administration and enforcement of adopted building and property maintenance codes, the Municipal Code and Zoning Ordinance. The Department is organized into two broad clusters; Development Services and Building Services.

   Base Budget

   - Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for Finance employees. The BNS department consists of 37 funded positions and requests a base budget of $3,748,972 for Personnel. No new positions are proposed to be created in FY2024. The BNS department currently has 3 vacant positions which are planned to be filled during FY2024. These 3 vacancies are comprised of 2 Plans Examiners and 1 Building Inspector.
   - Operations: Increases in Operations are focused on three primary areas: Training – Internal & External (to attain and maintain certifications and to stay up to date on industry standards and Code updates), Property & Liability Insurance and Financial Fees (E-commerce fee costs have increased. Offset by the use of Technology Fee collections.)

   Program Enhancement Requests:

- Consultant Services for survey and evaluation of the processes and service delivery of the City's Development Services - $50,000

Chairman Barnhill asks if the survey will be anonymous?
Answer: That is the goal. The City wants its customers to feel comfortable sharing their honest feedback.

Summary
The workload generated by construction activity in the City generally remains strong. Multiple large scale developments and literally thousands of small scale projects will keep the workload of the Department at a high level for plan review, permitting, and inspections. BNS will continue to focus on technological improvements in service delivery to improve staff efficiency and applicant experience.

Community Development Block Grant (CDBG) Fund
The Community Development Block Grant is funded annually by the Department of Housing and Urban Development. The City has been an entitlement city since 2007 and has received approximately $2,600,000. The funds have been used to support various programs throughout the City, but especially in underserved communities. Support includes emergency repair of homes of low to moderate income residents, fair housing outreach and education and the construction of new, deedrestricted, single family homes and rental units. For FY 2024, the City anticipates being allocated approximately $375,000 in CDBG funds. The City will continue to identify the needs of our community and determine the best way to leverage the funds to bolster our partners and local non-profits.

Community Development Block Grant - Coronavirus (CDBG-CV) Fund
In addition to the usual CDBG funds, the City received a special allocation of funds specifically relating to the Coronavirus pandemic. These funds are to be used to prevent, prepare for, respond to and recover from COVID-19. In FY 2023, a portion of this award was used to assist with new job training programs in areas affected by the pandemic to revitalize the affected labor force and business sectors or to help workers re-train for expanding sectors.

Planning and Sustainability Fund
The Planning and Sustainability Department strives to protect and enhance the built and natural environment by providing a comprehensive vision for future growth, protection of historic and natural resources, and excellent planning services for businesses and residents of Franklin.

Base Budget

- Personnel: Slight decrease due to benefit elections.
- Operations: Decrease result of completing Goose Creek Land Use, Street Network & Watershed Study. It does include rollover of $95,000 for the completion of the Envision Franklin Comprehensive Update, standard equipment replacement for employees and committee members, transcription services for minutes from various boards and commissions and a continued emphasis on professional education.

Program Enhancement Requests:

- Departmental Review Team Peer City Continuing Education Travel (Originally Proposed for FY20) - $35,000
- US Army Line Markers
  - 2024 Request: $103,250
  - 2025 Request : $92,500
  - Total: $195,750

Chairman Barnhill asks if every marker is intended to be visible from the roadways?

Answer: Yes. The goal is to show the breadth of the Battle of Franklin.

Mayor Moore asks if there were any Envision Franklin Amendment Requests in 2022?
Answer: No.

Summary
Top priorities for FY24 include the finalization of the Williamson County Growth Plan Update and the Comprehensive Envision Franklin Update and providing high quality training and continuing education for the Departmental Review Team.

Mayor Moore asks if the design for the battle-line monuments has been approved by the Board yet?
Answer: No. The monument designs had been shared but a formal monetary request had not been made yet.

Engineering, Traffic Operations Center (TOC) & Stormwater Fund
The Engineering Department plans for the future infrastructure needs of the City of Franklin and consists of four (4) divisions. The divisions include Development Services, Capital Projects, Traffic Operations and Stormwater.

Base Budget - Engineering

- Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for employees.
- Operations: Overall, the Operations budget will decrease due to fewer equipment replacements forecast in FY 2024.

Base Budget - TOC

- Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for employees.
- Operations: Overall, the Operations budget will increase due to more equipment replacements (computers, traffic controllers) forecast in FY 2024.
- Capital: Decreasing due to scheduled completion of Murfreesboro Road (SR 96) Signal Improvements and Advanced Transportation Controller projects.

Base Budget - Stormwater

- Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for employees.
- Operations: Overall, the Operations budget will decrease due to fewer equipment replacements forecast in FY 2024.
- Capital: As of the last Capital Investment Program (CIP) Prioritization, which was completed in 2019 for the FYs 2019 – 2028, stormwater capital projects are no longer funded directly through the Stormwater-Engineering annual operating budget

Program Enhancement Requests: TOC Only

- Signalization Improvements for South Margin/Lewisburg/5th Ave - $150,000 for FY2024; note that *$250,000 total is the City's match amount for a grant with TDOT. Total project cost is $1,300,000.
- Signalization Improvements - Donnelson Creek at Lewisburg - $100,000 for FY2024

OTHER BUSINESS

ADJOURN

Meeting Adjourned @ 3:41 PM

Clyde Barnhill

Clyde Barnhill, Chair

Minute prepared by Sarah Schilling, Assistant Deputy City Recorder, City Administrator's Office - 3/14/2023, 10:21 AM