HISTORIC
FRANKLIN
TENNESSEE

City of Franklin

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Meeting Minutes

Budget & Finance Committee

Thursday, February 9, 2023 | **3:00 PM** | **Board Room**

CALL TO ORDER

Chairman Clyde Barnhill called the meeting to order at 03:00 PM

Board Members Present: Clyde Barnhill, Jason Potts, Patrick Baggett, Ann Petersen

Board Members Absent:

APPROVAL OF MINUTES

1. **Consideration Of Approval Of Minutes**
   January 12, 2023 Budget & Finance Committee Meeting
   Sponsors:

   A motion was made by Alderman Petersen, seconded by Alderman Potts to Approve the Minutes. The motion Passed 3-0. Alderman Baggett abstained.

NEW BUSINESS

2. **Budget Presentation - Public Safety**
   Sponsors: Eric Stuckey, Deb Faulkner, Glenn Johnson, Michael Walters Young

Police Fund
The FY2024 Budget Summary for the Franklin Police Department is +5.5% from FY 2023.

Program Enhancement Requests:

1. Incident Command Vehicle - $500,000
2. Upgrade 3 Police Officer Positions to Master Patrol Officer (MPO) - needed because the number of MPOs has not increased since 2015 - $57,862
3. Rifle Plates and Carriers – needed for active shooter calls - $134,368
4. Increase Overtime Budget - needed to mostly support special events and City meetings - $218,392
5. Increase Dive Team Budget - needed for tanks and dry suits - $15,000

Drug Fund
The Drug Fund was set up by state law to fund drug-related investigations. This revenue comes from drug offense fines, cash forfeited through the court system, or the sale of forfeited property from illegal drug sales. The budget will remain status quo.

Alderman Potts asked how many rifle plates and carriers would be covered with the proposed $134,368?
Answer: Around 130 plates. Every uniform officer in the field that could be a first responder to an active shooter situation will need to be outfitted.

Alderman Baggett wants to personally thank the Police Department in the community. He wondered if sharing one incident command vehicle between both police and fire would be possible. Then, he inquires if the MPO positions will have salary

adjustments following the salary study in 2022?
Answer: This proposed enhancement mostly covers operational needs. The Franklin PD needs more training officers, so current ones don't get burnt out. Salary compression adjustments are already being implemented.

Alderman Baggett asks if there is anything that can be done to make sure big events are staffed appropriately? Maybe asking neighboring departments for help?
Answer: Mr. Stuckey reminds him that last year the Board increased special event rates. The new rate did not get implemented until July, and it is something that will continue to be monitored. For extremely large events, Franklin PD has worked with Williamson County deputies before.

Chairman Barnhill asks if the vehicles could be fulfilled by facilities tax?
Answer: That requirement has already been fulfilled.

Emergency Management Fund
The Emergency Management Division was created in 2022 to provide overall direction and support for the City's Emergency Management function, Special Events & Continuity of Operations Plan.

Major Accomplishments:

- Initiated and substantially completed the new Emergency Operations Plan (EOP).
- Initiated and guided all department's Continuity of Operations Plan (COOP) program.
- Built and coordinated the first City Debris Management Plan.

Base Budget: Nominal increases are proposed in both personnel and operations due to inflation and training needs. Given this budget is so new (October 2022), several years of refinement will be needed to establish a baseline level of funding.

Program Enhancement Requests:

1. Vehicle barrier system - $65,000
2. Weather data transmission network - $5,760

Alderman Baggett asks if the City uses a platform for weather already?
Answer: Yes, but Emergency Management Staff are using the Streets Department's login credentials, and they need their own access.

Alderman Potts is asking if this is Phase II of the vehicle barrier system?
Answer: Yes. The goal is to continue expansion of these barriers for special events and attractions.

Fire Fund
The Franklin Fire Department answered 10,820 calls for service in 2022, which is an increase of 6.9%.

Base Budget Request: Personnel

- FY 2023 – The base budget is $20,586,529 (includes all wages & benefits).
- FY 2024 – Base budget requests $21,365,436 for existing personnel and benefits.
- Personnel Budget is increasing by $778,907 or 3.8%.
- The Fire Department has 173 authorized positions.
- In 2022, the Fire Department lost 13 employees.

Chairman Barhill asks where the firefighters went after they left the City?
Answer: Private EMS groups or fire departments in cities closer to home for comparable pay.

Base Budget Request: Operations

- FY23 Operations Budget is $2,585,044.
- FY24 Operations Requests total $2,892,284.
- The operational budget is increasing 11.9% or $307,240 due to utility costs, diesel fuel, goods and services overall price increases.

Program Enhancement Requests:

- Personnel
  - Nine New Firefighters – provides adequate staffing of apparatus
  - Administrative Services Captain – provides better oversight of facilities, inventory and asset procurement
  - Training Instructor Coordinator – provides consistency of Fire/EMS training, allows for the continuation of in-house recruit academies
  - Three Fire Safety Officers – provides an investigator, safety officer and inspector 24/7
  - Reclassify three firefighters to shift lieutenants
  - Reclassify Administrative Asst. to Office Manager
  - Add Master Firefighter pay grade
  - Personnel costs and operating expenses total $259,022
- Vehicles
  - General Fund: Replacement Apparatus - Ladders 4, 5, and 8 totaling $3,800,000
  - Facilities Tax Fund: Air Light Response Vehicle, New Tower 7, Mobile Incident Command Vehicle - totaling $3,257,866
- Operations
  - General Fund: Air compressor, burn building repairs, emergency bailout system, lifepack 15 replacements - tolling $467,600
  - Behavioral Health & Wellness Program
  - Station 3 Architectural Services

Alderman Potts wants to thank all emergency personnel for their service. Then, he asks Staff to explain the need for Shift Lieutenants, especially on the Rescue II (R2), in more detail.
Answer: When this apparatus was first introduced, it was initially staffed with three firefighters, but Staff has noticed an increase in call volume. The specialized technical demands of this equipment would be best supported by a supervisor. This position would aid in critical decision-making during a call.

Alderman Potts follows-up by asking for clarification on the supervisor role. If there is not a supervisor now, how does that team of three make decisions?
Answer: They typically rely on the firefighter with the most training and tenure to make critical decisions, or the Battalion Chief when he is on the scene.

Alderman Baggett inquires if this was also a request last year?
Answer: Yes. It is an incremental cost to upgrade these positions. The goal is to upgrade three firefighter positions to reflect the lieutenant rank.

Then, Alderman Potts wonders why it is necessary to add a Master Firefighter pay grade?
Answer: It provides a career path for Franklin firefighters. This title is not given based on seniority. In order to become a Master Firefighter, one must be a driver, operator, and an officer for seven years and maintain good evaluations. There are currently 84 people in the same pay grade at the Franklin Fire Department, so this provides an upward trajectory for firefighters who do not want to be promoted to an engineer or officer position. To clarify, this decision was made ahead of the City-wide pay study.

Finally, Alderman Potts asked with the increase of multi-story buildings, particularly in Berry Farms, do we currently have the equipment to meet the potential demand if Ladders 4, 5, and 8 are not projected to arrive for 30-36 months?
Answer: Franklin Fire Department currently has Tower apparatuses that could meet that demand, so the additional apparatus requests would simply enhance the coverage of the City.

Alderman Baggett asks how many job vacancies the Fire Department has currently?
Answer: 6, but there are pending offers for all 6 positions.

Then, Alderman Baggett suggests that the whole City could benefit from the behavioral health program that is being offered at the Fire Department. He also believes that the Master Firefighter pay grade could be a good way to maintain our current firefighters, and also make us more competitive than surrounding cities.

Mr. Stuckey wants the Committee to know that Franklin wants to support Staff as human beings beyond the employee. To ramp up that initiative, Staff recently brought on a new Employee Assistance Program for all City Staff.

Ms. Brock added that the Facilities Team, led by Brad Wilson, plays a huge role in maintaining the Fire facilities. Therefore, his budget presentation next week will incorporate roof maintenance and mechanical system upgrades at Franklin Fire Halls and Stations.

3. Budget Presentation - Governance & Management

Sponsors: Eric Stuckey, Angie Johnson, Milissa Reierson, Shauna Billingsley, Michael Walters Young

Elected Officials Fund:
The City of Franklin is governed by its elected officials, the Board of Mayor and Aldermen. The Board is comprised of the Mayor and eight Aldermen. Four aldermen are elected from the four political divisions of the City called wards; four are elected at-large. This governing board is responsible for deciding on the city's policies and procedures by passing Resolutions, Ordinances and the Municipal Code.

Base Budget Request
This budget allows for continued work on plans for a new City Hall, an updated Capital Improvements Plan and other various projects will allow for the Board with its new members to cast their vision for the community while planning for the future. Please note there is an increase in the operational budget to support the Fall 2023 local election.

Administration Fund:
The Administration Department handles the general administration of the City and executes the policies and objectives of the Board of Mayor and Aldermen.

Base Budget Request
The budget remains fairly consistent year over year. Work continues on the planning of a new City Hall. Information will continue to be provided at Work Sessions of the Board of Mayor and Aldermen with continued opportunities for public input. Administration will continue to perform general housekeeping revisions and updates to the City's Record Retention program. The current retention process dates back to 2005 with minor revisions made through the years. Staff intends to conduct a thorough review and target missing policies for inclusion.

Program Enhancement Request
The Administration Department is requesting the following program enhancements:

- Customer Service Liaison - This role would serve as a dedicated service ambassador. The individual would sit in the lobby to best direct visitors and answer phone calls.

Alderman Baggett asks if this role would be supporting the City Recorder's Office to help field Citizen requests from the Alderman in a customer service capacity?
Answer: This role is focused more on direct interaction with the public. This will increase the bandwidth of other staff in the Recorder's Office. For example, it would allow them to work on centralizing the management of service requests and information requests on behalf of the Board.

Communications Fund:
The Communications Division was created in December 2008 to develop internal and external communications and citizen

participation initiatives. The Division also handles all media relations for the City and manages the City's Government Access Channel, Franklin TV and all social media.

Base Budget Request
Personnel costs are increasing slightly due to health care premium forecasts. Operations are increasing to account for inflation and higher production costs of Annual Tree Lighting and special events.

Program Enhancement Request
The Communications Division is requesting the following program enhancements:

- Personnel Re-Classification: Part-time Production Assistant to full-time Production Assistant/Public Outreach Coordinator - $50,010

Law Department Fund:
The Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other City officials.

Base Budget Request

- Personnel: There are no additional requests for personnel. Decreases are the result of benefit elections.
- Operations: Increases are primarily due to the need for training new personnel & the return of in-person conferences and inflationary increases. On-call legal services are provided for and used only if required.
- No program enhancement requests

4. Monthly Reports For February 2023

Sponsors: Mike Lowe, Margaret Wilson

- Sales tax continues to be strong. (+4.8% YOY)
- Hotel/motel tax is +16.8% YOY.
- The Conference Center has been profitable for 5 out of the 6 months of the fiscal year.

OTHER BUSINESS

ADJOURN

A motion was made by Alderman Potts, seconded by Alderman Baggett to Adjourn the Meeting. The motion Passed 4-0.

Meeting Adjourned @ 4:59 PM

Clyde Barnhill

Clyde Barnhill, Chair

Minutes Prepared by Sarah Schilling, Assistant Deputy City Recorder, City Administrator's Office - 2/20/2023, 3:33 PM