City of Franklin

109 3rd Ave S
Franklin, TN 37064
(615)791-3217

Meeting Agenda

Budget & Finance Committee

Thursday, April 14, 2016 | **3:00 PM** | **Board Room**

Approval of Minutes

1. 16-0347 Approval of Committee Minutes from March 10, 2016.

2. 16-0311 Acknowledge Receipt of Government Finance Officers Association (GFOA) Award for 25 Consecutive Years

Sponsors: Eric Stuckey and Mike Lowe

Attachments: GFOA Certificate of Achievement
GFOA Award press release

3. 16-0310 Budget Presentation - Conference Center Budget

Sponsors: Eric Stuckey and Russ Truell

Attachments: Conference Center operating budget for FY17
Conference Center renovation budget for FY17

4. 16-0349 Budget Presentation - Transit

Attachments: FY 2017 Budget - Transit - B&F - 04142016
FY2017 Budget - 160 - Transit System

5. 16-0270 Budget Presentation - Human Resources

Sponsors: Eric Stuckey and Shirley Harmon

Attachments: FY 2017 Budget - Human Resources - B&F - 04142016
FY2017 Budget - 41650 - Human Resources

6. 16-0193 Budget Presentation - Planning & Sustainability Department

Sponsors: Eric Stuckey

Attachments: FY 2017 Budget - Planning & Sustainability - B&F - 04142016
FY2017 Budget - 41700 - Planning Sustainability
FY 2017 - Planning - PER Summary

7. 16-0302 Budget Presentation - Project & Facilities Management

Sponsors: Eric Stuckey and Brad Wilson

Attachments: FY 2017 Budget - Project & Facilities - B&F - 04142016
FY2017 Budget - 41320 - Project & Facilities Management
FY 2017 - PFM - PER Summary

8. 16-0269 Budget Presentation - Information Technology Department

Sponsors: Eric Stuckey and Fred Banner

Attachments: FY 2017 - Information Technology - B&F - 04142016
FY2017 Budget - 41350 - Information Technology
FY 2017 - IT - PER Summary

9. 16-0268

Sponsors: Eric Stuckey and Lawrence Sullivan

Attachments: FY 2017 Budget - Revenue Management - B&F - 04142016
FY2017 Budget - 41310 - Revenue Management
FY 2017 Budget - City Court - B&F - 04142016
FY2017 Budget - 41200 - City Court

10. 16-0272 Budget Presentation - Elected Officials

Sponsors: Eric Stuckey

Attachments: FY 2017 - Elected Officials - B&F - 04142016
FY2017 Budget - 41110 - Elected Officials

11. 16-0267 Budget Presentation - Administration

Sponsors: Eric Stuckey

Attachments: FY 2017 Budget - Administration - B&F - 04142016
FY2017 Budget - 41300 - Administration
FY 2017 - Administration - PER Summary

12. 16-0301 Budget Presentation - Communications

Sponsors: Eric Stuckey and Milissa Reierson

Attachments: FY 2017 Budget - Communications - B&F - 04142016
FY2017 Budget - 41330 - Communications
FY 2017 - Communications - PER Summary

13. 16-0271 Budget Presentation - Law Department

Sponsors: Eric Stuckey and Shauna Billingsley

Attachments: FY 2017 - Law - B&F - 04142016
FY2017 Budget - 41400 - Law

14. 16-0303 Budget Presentation - Appropriations to Non-Profit Organizations & Government Agencies

Sponsors: Eric Stuckey, Russ Truell and Vernon Gerth

Attachments: FY 2017 Budget - Appropriations - B&F - 04142016
FY2017 Budget - 45920 - Appropriations - Final
P91X Additional Request & Options - FY 2017

15. 16-0305 Budget Presentation - Water Management

Sponsors: Eric Stuckey and Mark Hilty

Attachments: FY 2017 Budget - Water&Sewer - B&F - 04142016
FY2017 Budget - Fund 400 - WaterSewer
FY 2017 - PER Summary - Water & Sewer

16. 16-0304 Budget Presentation - General Expense

Sponsors: Eric Stuckey, Russ Truell and Michael Walters Young

Attachments: FY 2017 - General Expenses - B&F - 04142016
FY2017 Budget - 45900 - General Expenses

17. 16-0307 Budget Presentation - Interfund Transfers

Sponsors: Eric Stuckey and Mike Lowe

Attachments: FY 2017 - Transfers - B&F - 04142016

18. 16-0339 Budget Presentation - Facilities Tax Fund

Sponsors: Eric Stuckey and Michael Walters Young

Attachments: FY 2017 - Facilities Tax - B&F - 04142016
FY2017 Budget - Facilities Tax

19. 16-0338 Budget Presentation - Parkland Dedication Fund

Sponsors: Eric Stuckey and Michael Walters Young

Attachments: FY 2017 - In Lieu of Parkland Fund - B&F - 04142016
FY2017 Budget - 155 - In Lieu of Parkland Fund - Final

20. 16-0306 Budget Presentation - Debt Service

Sponsors: Eric Stuckey and Mike Lowe

Attachments: FY 2017 - Debt Service Fund - B&F - 04142016
FY2017 Budget - 210 - Debt Service Fund

21. 16-0171 Consideration of Resolution 2016-18, a Resolution adopting the City's Internal Controls Documentation as Required by State (04/14/16 Finance 3-0)

Sponsors: Eric Stuckey and Mike Lowe

Attachments: DRAFTResolution 2016-18 - Adoption of Internal Controls
DRAFTCity of Franklin Internal Control Documentation

22. 16-0335 Consideration of Contract 2016-0092, an Agreement with Acuff and Associates for Retirement Plan Administration (04/14/16 Finance 3-0)

Sponsors: Eric Stuckey and Russ Truell

Attachments: Retirement Plan Administration Agreement 2016_0092

23. 16-0337 Consideration of Contract 2016-0093, an Agreement with Acuff & Associates for Actuarial Services related to the City of Franklin Employees Pension Plan (04/14/16 Finance 3-0)

Sponsors: Eric Stuckey and Mike Lowe

Attachments: Retirement Plan Actuarial Services Agreement 2016_0093

24. 16-0177 Monthly Reports for April

Sponsors: Russ Truell and Eric Stuckey

Attachments: Local sales tax chart - January 2016 sales
Local sales tax report - January 2016 sales
Construction Activities Report - Feb 2016
Fuel Hedging Report - February 2016
Conference Center Report - February 2016
Investment Report _February 2016
Property Tax Monthly AR Report 2015 Master - Feb 2016
Transit Report - February 2016

Other Business

Adjournment

ANYONE REQUESTING ACCOMMODATIONS DUE TO DISABILITIES SHOULD CONTACT A.D.A. COORDINATOR, AT 791-3277 AT LEAST 10 DAYS PRIOR TO THE MEETING, IF POSSIBLE.

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Franklin

Tennessee

For its Comprehensive Annual Financial Report for the Fiscal Year Ended

June 30, 2015

Jeffrey R. Emer

Executive Director/CEO

MEDIA RELEASE

HISTORIC
FRANKLIN
TENNESSEE

FOR IMMEDIATE RELEASE

Milissa Reierson
Communications Manager
615.550.6629
milissa.reierson@franklintn.gov

March 29, 2016

Franklin Receives Financial Reporting Award

Finance Department gets Highest Form of Recognition

Franklin—The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Franklin by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the City's Finance Department, which is primarily responsible for preparing the award-winning CAFR. The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

"I am extremely proud of our staff in the Finance Department as well as all departments who handle our taxpayer dollars responsibly," said City Administrator Eric Stuckey. "This award truly is remarkable as this is the 25th consecutive year we have achieved this award."

The GFOA is a nonprofit association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

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Cool Springs Conference Center – Summary Financial 2016/2017

Description	2015/2016	2016/2017	Variance
REVENUE BY DEPARTMENT			
TOTAL FOOD REVENUE	6,508,040	6,988,199	480,159
TOTAL BEVERAGE REVENUE	147,026	154,083	7,057
TOTAL F&B REVENUE	**6,655,067**	**7,142,282**	**487,215**
TOTAL OTHER INCOME	9920	0	-9920
TOTAL OPERATIONS REVENUE	**6,664,987**	**7,142,282**	**477,295**
EXPENSES BY DEPARTMENT			
TOTAL FOOD EXPENSES	3,513,502	3,738,835	225,333
TOTAL BEVERAGE EXPENSES	33,450	38,747	5,297
TOTAL F&B EXPENSES	**3,546,948**	**3,777,581**	**230,633**
TOTAL OPERATIONS EXPENSES	**3,546,948**	**3,777,581**	**230,633**
TOTAL GROSS OPERATING PROFIT	**3,118,037**	**3,364,698**	**246,661**
DEDUCTIONS FROM INCOME			
TOTAL ADMIN & GENERAL EXPENSES	434,861	444,235	9,374
TOTAL INFORMATION & TELECOM EXPENSES	140,575	154,154	13,579
TOTAL SALES & MARKETING EXPENSES	1,120,956	1,213,392	92,436
TOTAL UTILITIES EXPENSES	321,700	340,106	18,406
TOTAL MAINTENANCE & REPAIR EXPENSES	268,735	269,303	568
TOTAL MANAGEMENT FEES	192,736	198,360	5,624
TOTAL DEDUCTIONS FROM INCOME	**2,479,567**	**2,619,550**	**139,983**
TOTAL HOUSE PROFIT	**638,471**	**745,151**	**106,680**
HOUSE PROFIT %	**9.58%**	**10.43%**	
FIXED CHARGES			
Other Taxes and Assessments	1976	3660	1684
TOTAL INSURANCE EXPENSE	15,055	23,816	8,761
TOTAL INTEREST EXPENSE	0	0	0
TOTAL OTHER FIXED CHARGES	195,372	201,234	5,862
TOTAL FIXED CHARGES	**216,363**	**228,710**	**12,347**
NET OPERATING PROFIT BEFORE DEPRECIATION	**422,109**	**516,435**	**94,326**
NET PROFIT OR LOSS	**422,109**	**516,435**	**94,326**
Reserve (5%)	332,963	357,114	24,151
Net Income Less FF&E Reserve	**89,146**	**159,321**	**70,175**

Cool Springs Conference Center 2016/2017 Budget Notes

Financial Overview:

1. Current budgeted revenue for 2016/2017 is up $477K over 2015/2016. Deducting $290K, that represents displaced revenue from the renovation in August 2015, year-over-year growth would be $187K, or 2.7% (in line with current booking pace)
2. Current booking pace for 2016/2017 vs. 2015/2016 is up $380K. $191K of this is in August 2016 due to the renovation that closed the conference center for three weeks in August 2015.
3. Net Income, before FF&E Reserve, has steadily increased and is projected to exceed 2013/2014.
4. Expenses Notes: Increase in Sales and Market is attributed to open positions in 2015/2016 and additional spend in marketing tools (increase web presence following renovation). Contract labor continues to impact Banquets, Housekeeping and Kitchen labor with overtime resulting from labor companies also being short-staffed. Information and Telecom growth is resulting from the increased need to manage systems security and guest protection.
5. Overall, the profit margin is improving year-over-year with increases in cover counts and average checks.

Action Items leading to revenue growth:

Efforts outlined in last year's budget presentation resulted in 2015/2016 revenue growth of 3.8% despite displacing approximately $290K due to the renovation. Some of the efforts included:

1. Shifted an Event Manager to Director of Catering to increase selling efforts in the local catering market
2. Restructured Sales managers to focus on markets segments that book meetings with food and beverage contribution
3. Target business with needs over shoulder days and weekends
4. Increasing spend in E-Commerce and Social Media to increase on-line presence. Enhance marketing of social functions/weddings.
5. Updated menu items and pricing
6. Enhancing Conference Center Food & Beverage design.
7. Enhancing the Conference Center Beverage program.
8. Creating new Wedding menus.

In addition to continuing these efforts:

1. Mid-week continues to peak out with high demand from Corporate and Association Segments. Potential business will be evaluated to ensure the food and beverage spend per square foot is maximized
2. Low demand periods will remain a focus with creative incentives. Challenges faced include airport market (limited transportation cost for attendees), lower occupancy markets with competitive pricing, freestanding venues
3. The Conference Center has obtained the service of the most popular wedding planning website, Wedding Wire, to increase leads for rehearsal dinners, bridal showers and weddings.
4. Implement an upsell incentive for the Banquet team to increase day-of-revenue with add-ons
5. Establish discount pricing with vendors that provide goods and service such as linen rentals, ice carvings, decorations and entertainment. The Conference Center team would sell these goods and services to group clients at marked-up prices.
6. Add technology components to the Point of Sales System that will give the ability to accept credit cards at "cash" bars and increase capture.
7. Create short video clips and photo presentations that display room sets and audio visual, to improve closure rate in the site visit stage.

Cool Springs Conference Center
Cash Flow
Updated thorugh February, 29, 2016

Task	Original Budget	EFC Amount	Spent To Date	Balance to Spend
CONFERENCE CENTER RENOVATION BUDGET				
From 2014 Budget				
Meeting Space	$858,789.00	901,560.46	897,724.52	3,835.94
Digital Signage	$7,500.00	7,500.00	7,499.00	1.00
Public Restrooms	$30,000.00	42,842.69	42,842.69	-
Employee Cafeteria	$7,500.00	7,500.00	-	7,500.00
Employee Restrooms	$7,500.00	7,500.00	-	7,500.00
Meeting ADA Upgrades	$25,960.00	14,500.01	-	14,500.01
Hardware Software Upgrades	$7,500.00	1,401.50	-	1,401.50
Front End Panel	$20,000.00	20,000.00	-	20,000.00
Contingency	$48,237.00	55,113.50	20,322.50	34,791.00
Permit Fees	$10,130.00	546.33	546.33	-
Professional Fee's	$30,390.00	36,080.10	29,531.90	6,548.20
Project Management Fee	$50,649.00	50,649.00	47,738.30	2,910.70
Project Management Reimb	$15,000.00	15,000.00	7,514.19	7,485.81
Tax and Freight	$80,061.00	65,986.36	47,684.10	18,302.26
Warehousing	25,000.00	12,260.05	7,857.69	4,402.36
Sub Total	**$1,224,216.00**	**1,238,440.00**	**1,109,261.22**	**129,178.78**
2016-2017 Capex				
Repair Ballroom Airwalls	$28,561.00	28,561.00	-	28,561.00
Parking Lot Seal and Stripe		20,322.50	20,322.50	-
Upgrade Digital Readerboard	15,000.00	15,000.00		15,000.00
Banquet OS&E - 2016	50,000.00	50,000.00		50,000.00
Banquet Chairs - 2016	147,000.00	147,000.00		147,000.00
Kitchen Equipment - 2017	25,000.00	25,000.00		25,000.00
Low Roof - 2017	236,441.00	236,441.00		236,441.00
High Roof - 2017 (Over Balroom)	77,324.00	77,324.00		77,324.00
Building Seal - 2018	71,863.00	71,863.00		71,863.00
TOTAL	**$1,875,405.00**	**$1,909,951.50**	**$1,129,583.72**	**$780,367.78**

Forecast/Budget Revenue

Reserve Contribution	
Reserve Balance - As of 2/29/16	$244,370

17 99
HISTORIC
FRANKLIN
TENNESSEE

City of Franklin, Tennessee

FY 2017 Operating Budget Request

Franklin Transit Authority

Debbie Henry – Executive Director, TMA

Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
- Program Enhancements
- Summary

Purpose of Department

Mission: The Franklin Transit Authority connects people and places by providing efficient, effective and affordable transportation services.

Responsibilities:

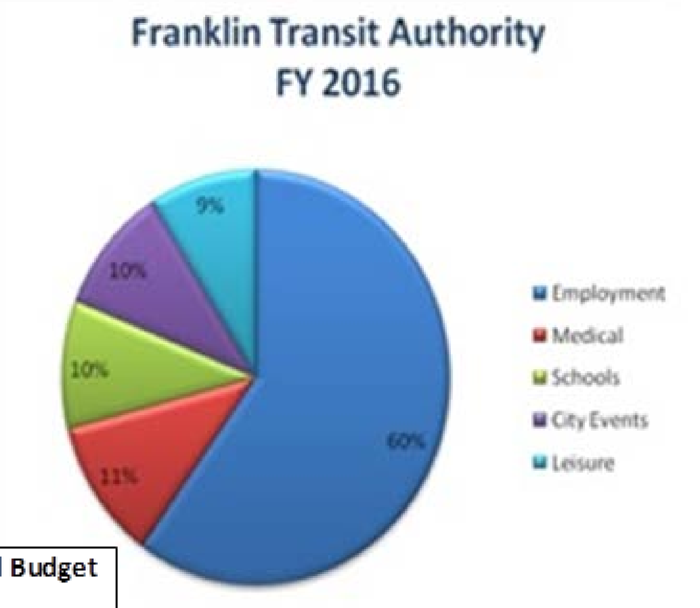
- **The planning, operations, and management of the small urban public transit system**
- **Operating six days a week, featuring fixed route service as well as Transit On Demand (TODD), a pre-arranged curb-to-curb service, within the City of Franklin.**

- **The TMA Group is the contractor of record for the operations and management of the Franklin Transit Authority. The TMA Group is a regional leader in customizing innovative, environmentally friendly, multimodal transportation solutions for employers and communities.**

City of Franklin, Tennessee - FY 2017 Budget Request
Franklin Transit Authority

84,000 passenger trips
60% of trips are for employment
11% of trips are for Medical appointments
10% of trips are for city events, Main Street Festival, Dickens of a Christmas, Pumpkinfest
10% of trips are with local high schools students

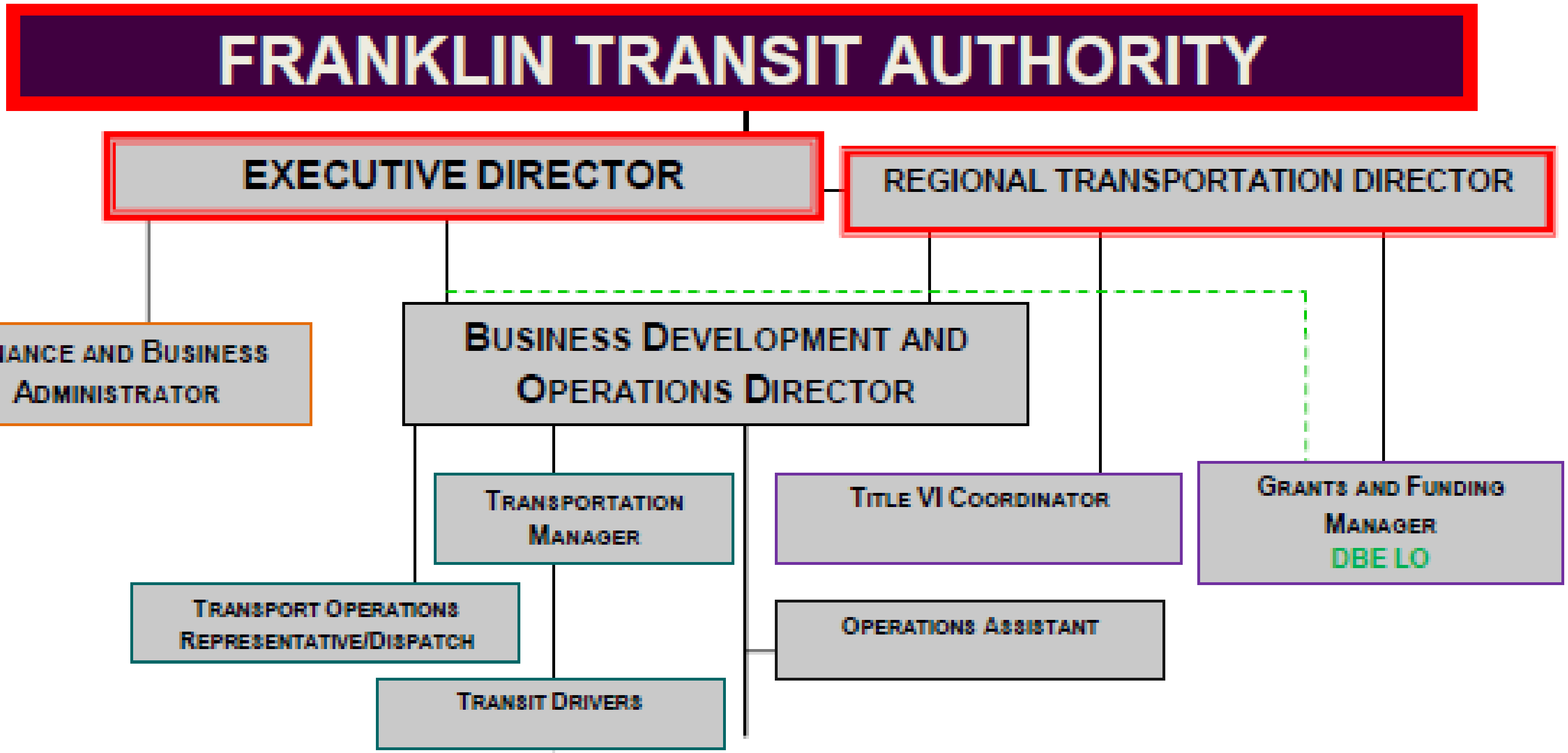
What the FTA is used for:



Historic Percentage Distribution – City vs. Total

	Total FTA Budget	City of Franklin Contribution	% of Total Budget
FY 2017	$1,923,860	$ 641,061	33%
FY 2016	$1,808,310	$534,569	30%
FY2015	$1,631,110	$499,400	31%
FY2014	$1,543,550	$499,400	32%
FY2013	$1,210,015	$515,000	43%
FY2012	$1,465,000	$531,000	45%

Organization Chart



Franklin Transit Authority is operated and managed under contract by The TMA Group. All personnel are employees of TMA.

City of Franklin, Tennessee - FY 2016 Budget Request

Franklin Transit Authority

Budget Request:

- Maintains service levels
- Increases City Subsidy by $97,492

	Actual 2014	Actual 2015	Budget 2016	Est 2016	Budget 2017	Difference $	%
Opening Balance		**400,695**	**189,608**	**189,608**	**146,073**		
Revenues							
TRANSIT OPERATIONS GRANT (FEDEI	998,059	1,175,609	898,966	904,380	959,899	60,933	6.8%
TRANSIT PLANNING GRANT	-	61,008	39,375	39,375	67,500	28,125	71.4%
TRANSIT CAPITAL GRANT (FED/STATE	44,333	50,554	202,500	202,500	135,000	(67,500)	-33.3%
TRANSIT FARES	94,314	94,072	101,000	90,189	97,500	(3,500)	-3.5%
CHARTERS	7,939	9,782	10,000	11,335	10,000	-	0.0%
INTEREST INCOME	11,820	3,573	3,200	3,868	3,200	-	0.0%
RENTAL INCOME	9,700	9,700	9,700	9,700	9,700	-	0.0%
SALE OF SURPLUS ASSETS	-	-	-	20,151	-	-	0.0%
TRANSFER FROM GENERAL FUND	843,182	683,110	543,569	543,569	641,061	97,492	17.9%
Total Available Funds	**2,009,347**	**2,087,408**	**1,808,310**	**1,825,067**	**1,923,860**	**115,550**	**6.4%**
Expenses (Operations)							
VEHICLE LICENSES & TITLES	30	54	-	23	100	100	0.0%
VEHICLES (<$25,000)	-	173	-	-	-	-	0.0%
COMPUTER HARDWARE (<$25,000)	-	-	-	-	500	500	0.0%
TRANSIT OPERATIONS	1,414,308	1,674,156	1,539,560	1,599,829	1,698,260	158,700	10.3%
TRANSIT PLANNING		67,787	43,750	43,750	75,000	75,000	
GRANT PROGRAMS	138,899	500,910	-	-	-	-	0.0%
MACHINERY & EQUIPMENT (>$25,00(	55,415	55,415	225,000	225,000	150,000	(75,000)	-33.3%
Total Expenditures	**1,608,652**	**2,298,495**	**1,808,310**	**1,868,602**	**1,923,860**	**115,550**	**6.4%**
Ending Balance	**400,695**	**189,608**	**189,608**	**146,073**	**146,073**		

Base Budget Notes:

An anticipated 65% of the Transit budget is covered by Federal and State grants. Percentages vary based upon the type of expenses and expenditure:

Capital Expenditures: 80% federal, 10% state, 10% local;
Preventive Maintenance Expenses: 80% federal and 20% local;
Planning Expenses: 80% federal, 10% state, and 10% local.

The 2017 budget includes purchasing two replacement 12-passenger ADA-compliant vehicles; in addition to real-time arrival/departure notifications and fare collection smart phone applications. Capital Grant Funding is available (Federal & State); the capital match portion needed from the City General Fund is $15,000.

Program Enhancement Request

Enhanced Service

The proposed enhancement of the Franklin Transit Authority expands Fixed and ADA routes into the Cool Springs area serving Carothers Parkway and Mallory Lane from Highway 96 to Bakers Bridge Avenue.

In addition, a goal is to reduce service frequency for the entire fixed route system from sixty (60) minutes to thirty (30) minutes.

This enhancement request will require the purchase of two (2) additional expansion transit vehicles and the full-time employment of three (3) additional drivers. Direct administrative and management expenses will not increase, but operational expenses related to the planning and delivery of additional fixed routes are included in this enhancement budget. These increases are seen in line items such as vehicle maintenance, insurance, fuel, uniforms, planning and other items directly related to the operation of a route.

City of Franklin, Tennessee - FY 2017 Budget Request
Franklin Transit Authority

* 84,000 trips connecting Franklin residents to jobs, medical, education & leisure activities.

* Primary growth of ridership is reflected in customers using transit for work and city events.

City of Franklin, Tennessee
FY 2017 Operating Budget

Transit

Debbie Henry, Executive Director

Budget Summary

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	2016 v. 2017 %
Beginning Balance	$ -	$ 400,695	$ 189,608	$ 189,608	$ 146,073		
Revenues	$ 2,009,347	$ 2,087,408	$ 1,808,310	$ 1,825,067	$ 1,923,860	$ 115,550	6.39%
Expenditures	$ 1,608,652	$ 2,298,495	$ 1,808,310	$ 1,868,602	$ 1,923,860	$ 115,550	6.39%
Ending Balance	$ 400,695	$ 189,608	$ 189,608	$ 146,073	$ 146,073		

Department Mission:

The Franklin Transit Authority connects people and places by providing efficient, effective and affordable transportation services.

Department Objectives:

To improve connectivity and provide safe and reliable transit service for the city of Franklin.

* Increase ridership
* Increase fixed route frequency
* Improve cost per passenger trip

The TMA Group is the contractor of record for the operations and management of the Franklin Transit Authority. The TMA Group is a regional leader in customizing innovative, environmentally friendly, multimodal transportation solutions for employers and communities.

Department Accomplishments:

* 84,000 trips connecting Franklin residents to jobs, medical, education & leisure activities.
* Primary trips for ridership are reflected in customers using transit for work and city events.
* Franklin Transit Authority celebrated a second vehicle accident free service.
* 7 years plus tenured drivers.
* Franklin Transit Authority has a robust TODD system for a small urban transit.
* Cool Springs Multimodal Transportation Transit Network study was finalized and the Cool Springs Task Force was organized.
* Increased presence with city events with the inclusion of transit in A Dickens of Christmas.

Transit

Debbie Henry, Executive Director

Fixed Route:

The current fixed route system includes three routes covering a large area of the City of Franklin. The current headway for each route is 60 minutes. Customers can transfer from one route to another.

Three vehicles cover a large area. This results in a lack of frequency (one hour) and the time duration it takes to get from one location to another.

Fare:	$1 Adult ($.50 Senior, ADA, Children under age 5)
ADA:	Required ADA service within ¾ mile of the fixed route in all directions.
Vehicles:	3 vehicles Monday through Friday, 2 vehicles on Saturday
Hours:	Monday through Saturday 6:00 am to 6:00 pm
Trips (passenger):	53,000 (estimate for 2017 budget)
City cost per passenger trip:	$5.00 based on 2017 budget.
City cost per revenue hour:	$25.00 (9,400 hours,) based on 2017 budget
City cost per revenue mile:	$1.82 (145,089 miles) based on 2017 budget

TODD Service:

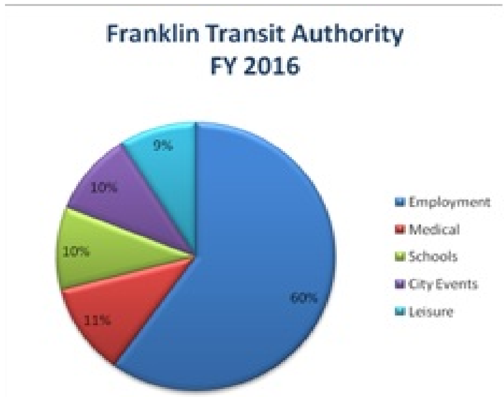
TODD service is available by reservation only on a first-come first-serve basis. It provides curb-to-curb pickup and delivery for customers within the city limits of Franklin.

The advantage of the current TODD service is the convenience of the pickup and delivery location. The average on-board vehicle time for the customer is less than 30 minutes. The disadvantage of the current TODD system is the cost per trip and the maximum capacity of passenger trips per hour.

Fare:	$3 Adult - $5 roundtrip ($2.00 Senior, ADA, Children under age 5)
ADA:	All vehicles are ADA-compliant
Vehicles:	4 vehicles Monday through Friday, 2 vehicles on Saturday
Hours:	Monday through Saturday 6:00 am to 6:00 pm
Trips (passenger):	31,000 (estimate for 2017 budget)
City cost per passenger trip:	$11.40 based on 2017 budget
City cost per revenue hour:	$29.00 (12,480 hours) based on 2017 budget
City cost per revenue mile:	$2.27 (155,505 miles) based on 2017 budget.

Performance Measures

84,000 passenger trips
60% of trips are for employment
11% of trips are for Medical appointments
10% of trips are for city events, Main Street Festival, Dickens of a Christmas, Pumpkinfest
10% of trips are with local high schools students



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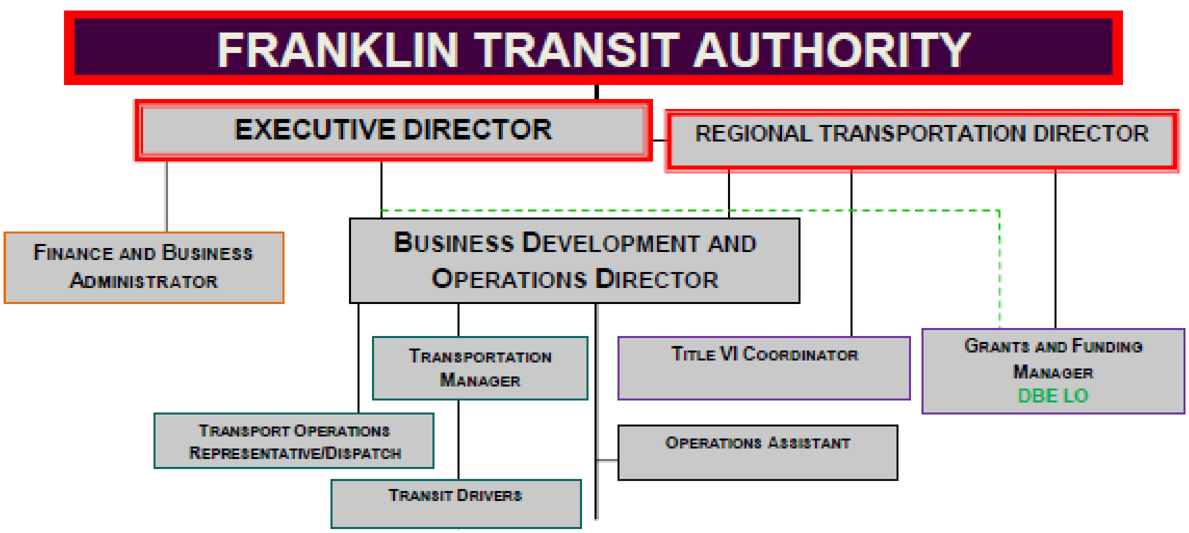
Organizational Chart



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Budget

	Actual 2014	Actual 2015	Budget 2016	Est 2016	Budget 2017	Difference $	%
Opening Balance		**400,695**	**189,608**	**189,608**	**146,073**		
Revenues							
TRANSIT OPERATIONS GRANT (FEDERAL)	998,059	1,175,609	898,966	904,380	959,899	60,933	6.8%
TRANSIT PLANNING GRANT	-	61,008	39,375	39,375	67,500	28,125	71.4%
TRANSIT CAPITAL GRANT (FED/STATE)	44,333	50,554	202,500	202,500	135,000	(67,500)	-33.3%
TRANSIT FARES	94,314	94,072	101,000	90,189	97,500	(3,500)	-3.5%
CHARTERS	7,939	9,782	10,000	11,335	10,000	-	0.0%
INTEREST INCOME	11,820	3,573	3,200	3,868	3,200	-	0.0%
RENTAL INCOME	9,700	9,700	9,700	9,700	9,700	-	0.0%
SALE OF SURPLUS ASSETS	-	-	-	20,151	-	-	0.0%
TRANSFER FROM GENERAL FUND	843,182	683,110	543,569	543,569	641,061	97,492	17.9%
Total Available Funds	**2,009,347**	**2,087,408**	**1,808,310**	**1,825,067**	**1,923,860**	**115,550**	**6.4%**
Expenses (Operations)							
VEHICLE LICENSES & TITLES	30	54	-	23	100	100	0.0%
VEHICLES (<$25,000)	-	173	-	-	-	-	0.0%
MACHINERY & EQUIPMENT (<$25,000)	-	-	-	-	-	-	0.0%
COMPUTER HARDWARE (<$25,000)	-	-	-	-	500	500	0.0%
COMPUTER SOFTWARE (<$25,000)	-	-	-	-	-	-	0.0%
TRANSIT OPERATIONS	1,414,308	1,674,156	1,539,560	1,599,829	1,698,260	158,700	10.3%
TRANSIT PLANNING		67,787	43,750	43,750	75,000	75,000	
GRANT PROGRAMS	138,899	500,910	-	-	-	-	0.0%
MACHINERY & EQUIPMENT (>$25,000)	55,415	55,415	225,000	225,000	150,000	(75,000)	-33.3%
COMPUTER SOFTWARE (>$25,000)	-	-	-			-	0.0%
Total Expenditures	**1,608,652**	**2,298,495**	**1,808,310**	**1,868,602**	**1,923,860**	**115,550**	**6.4%**
Ending Balance	**400,695**	**189,608**	**189,608**	**146,073**	**146,073**		

Notes & Objectives

An anticipated 65% of the Transit budget is covered by Federal and State grants. Percentages vary based upon the type of expenses and expenditure:

Capital Expenditures: 80% federal, 10% state, 10% local;
Preventive Maintenance Expenses: 80% federal and 20% local;
Planning Expenses: 80% federal, 10% state, and 10% local.

The 2017 budget includes purchasing two replacement 12-passenger ADA-compliant vehicles; in addition to realtime arrival/departure notifications and fare collection smart phone applications. Capital Grant Funding is available (Federal & State); the capital match portion needed from the City General Fund is $15,000.

Transit Revenues (COF) - FY 2009-Present

Acct. #	Acct. Description	A2009	A2010	B2011	A 2011	B2012	A 2012	B2013	A2013	B2014	A2014	B2015	A2015	B2016	EST2016	E2017	E2018	E2019
25100	BEGINNING FUND BALANCE	(440,843)	(60,643)									400,695	400,695	541,191	541,191			
	TOTAL CAPITAL CONTRIBUTIONS	**(440,843)**	**(60,643)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**400,695**	**400,695**	**541,191**	**541,191**	**-**	**-**	**-**
33520	TRANSIT OPERATIONS GRANT (FEDERAL)		406,138	468,900	684,109	539,820	788,896	652,723	719,368	960,001	998,059	955,840	1,175,609	898,966	924,531	959,899	1,000,000	1,000,000
	Planning Grant												61,008	39,375	39,375	67,500		
33530	TRANSIT CAPITAL GRANT (FED/STATE)		-	225,000	-	198,000	-	-	-	106,600	44,333	112,500	50,554	202,500	202,500	135,000	100,000	100,000
	TOTAL INTERGOVERNMENTAL	**-**	**406,138**	**693,900**	**684,109**	**737,820**	**788,896**	**652,723**	**719,368**	**1,066,601**	**1,042,392**	**1,068,340**	**1,287,171**	**1,140,841**	**1,166,406**	**1,162,399**	**1,100,000**	**1,100,000**
34500	TRANSIT FARES		61,799	63,657	63,394	64,000	78,861	67,000	86,093	78,000	94,314	100,600	94,072	101,000	90,189	97,500	100,000	100,000
1	July		3,858		3,784				4,115		5,771	6,597	5,876	6,328				
2	August		3,933		4,078				5,371		6,629	7,578	6,048	6,493				
3	September		3,451		4,423				5,410		7,969	9,110	6,284	6,740				
4	October		5,228		6,834				7,986		6,531	7,466	9,479	10,187				
5	November		18,273		10,638				17,384		19,364	22,137	18,738	20,442				
6	December		6,100		12,833				6,697		6,822	7,799	6,730	7,240				
7	January		2,983		3,556				6,825		6,419	7,338	5,426	5,825				
8	February		3,084		3,542				5,362		8,106	9,267	10,077	10,794				
9	March		4,434		4,589				6,476		5,168	4,573	6,077	6,520				
10	April		3,255		3,900				7,396		9,463	9,145	8,377	8,977				
11	May		2,850		2,965				6,256		4,636	3,430	5,163	5,230				
12	June		4,339		3,453				6,815		7,436	6,160	5,797	6,224				
*	Amount missing from detail				(1,200)													
	TOTAL CHARGES FOR SERVICES	**-**	**61,799**	**63,657**	**63,394**	**64,000**	**78,861**	**67,000**	**86,093**	**78,000**	**94,314**	**100,600**	**94,072**	**101,000**	**90,189**	**97,500**	**100,000**	**100,000**
	Charter		8,800		8,365	1,000		7,500	11,360	10,000	7,939	13,000	9,782	10,000	11,335	10,000		
36100	INTEREST INCOME	3,971	2,053		11,089	13,400	17,742	8,100	12,844	8,400	11,820	10,000	3,573	3,200	3,868	3,200	3,200	3,200
36500	RENTAL INCOME	9,800	9,667		9,733	9,600	9,800	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700	9,700
36800	SALE OF SURPLUS ASSETS	49,498	-	34,497	1,717			-		7,500		7,500						
	TOTAL USE OF MONEY & PROPERTY	**63,269**	**20,520**	**34,497**	**30,904**	**24,000**	**27,542**	**25,300**	**33,904**	**35,600**	**29,459**	**40,200**	**23,055**	**22,900**	**24,903**	**22,900**	**12,900**	**12,900**
37100	TRANSFER FROM GENERAL FUND	221,802	457,842	533,458	292,414	517,100	301,688	463,092	843,182	899,400	843,182	669,208	683,110	543,569	543,569	641,061	500,000	500,000
	TOTAL OTHER REVENUE				**292,414**		**301,688**	**463,092**	**843,182**	**899,400**	**843,182**	**669,208**	**683,110**	**543,569**	**543,569**	**641,061**	**500,000**	**500,000**
	Total Available Revenues	**63,269**	**488,457**	**792,054**	**1,070,821**	**825,820**	**1,196,987**	**1,208,115**	**1,682,547**	**2,079,601**	**2,009,347**	**1,878,348**	**2,087,408**	**1,808,310**	**1,825,067**	**1,923,860**	**1,712,900**	**1,712,900**

Transit Expenditures (COF) - FY 2009-Present

Acct. #	Acct. Description	A2009	A2010	B2011	A 2011	B2012	A 2012	B2013	A2013	B2014	A2014	B2015	A2015	B2016		EST2016	E2017	E2018	E2019
82130	VEHICLE LICENSES & TITLES	60			50				30		30		54		18	23	100		
	TOTAL TRANSPORTATION CHARGES	**60**	**-**	**-**	**50**	**-**	**-**	**-**	**30**	**-**	**30**	**-**	**54**	**-**	**18**	**23**	**100**	**-**	**-**
83520	VEHICLES (<$25,000)												173						
83530	MACHINERY & EQUIPMENT (<$25,000)						2,700												
83540	COMPUTER HARDWARE (<$25,000)						33,728		665								500		
83550	COMPUTER SOFTWARE (<$25,000)						15,443		8,857										
	TOTAL MACHINERY & EQUIPMENT (<$25,000)	**-**	**-**	**-**	**-**	**-**	**51,871**	**-**	**9,522**	**-**	**-**	**-**	**173**	**-**		**-**	**500**	**-**	**-**
84940	TRANSIT OPERATIONS	1,026,144	794,123	953,104	1,023,652	1,122,920	979,498	1,154,015	1,098,627	1,287,499	1,414,308	1,592,610	1,674,156	1,539,560	1,103,367	1,599,829	1,698,260	1,783,803	1,872,993
	Transit Planning											86,500	67,788	43,750	6,923	43,750	75,000		
84950	GRANT PROGRAMS								109,836	136,051	138,899		500,910		-	-			
	TOTAL OPERATIONAL UNITS	**1,026,144**	**794,123**	**953,104**	**1,023,652**	**1,122,920**	**979,498**	**1,154,015**	**1,208,463**	**1,423,550**	**1,553,207**	**1,679,110**	**2,242,854**	**1,583,310**	**1,110,290**	**1,643,579**	**1,773,260**	**1,783,803**	**1,872,993**
	TOTAL OPERATIONS	**1,026,204**	**794,123**	**953,104**	**1,023,702**	**1,122,920**	**1,031,369**	**1,154,015**	**1,218,015**	**1,423,550**	**1,553,237**	**1,679,110**	**2,243,081**	**1,583,310**	**1,110,308**	**1,643,602**	**1,773,860**	**1,783,803**	**1,872,993**
	Capital																		
89530	MACHINERY & EQUIPMENT (>$25,000)		152,185	370,050	55,489	220,000	108,373	56,000	55,414	120,000	55,415	125,000	55,415	225,000	58,725	225,000	150,000	225,000	225,001
89550	COMPUTER SOFTWARE (>$25,000)																		
	TOTAL CAPITAL	**-**	**152,185**	**370,050**	**55,489**	**220,000**	**108,373**	**56,000**	**55,414**	**120,000**	**55,415**	**125,000**	**55,415**	**225,000**	**58,725**	**225,000**	**150,000**	**225,000**	**225,001**
	TOTAL EXPENDITURES	**1,026,204**	**946,308**	**1,323,154**	**1,079,191**	**1,342,920**	**1,139,742**	**1,210,015**	**1,273,429**	**1,543,550**	**1,608,652**	**1,804,110**	**2,298,496**	**1,808,310**	**1,169,033**	**1,868,602**	**1,923,860**	**2,008,803**	**2,097,994**

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **1** of **1**

Department: **47200 TRANSIT**

Division:

Title: **Expanded Service**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
81000 PERSONNEL		$83,350	$83,350
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$39,700	$39,700
Expenses			
83000 SUPPLIES		$119,845	$119,845
89520 VEHICLES (>$25,000)	$80,000		$80,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$80,000	$242,895	$322,895

PURPOSE / DESCRIPTION OF REQUEST

Program Enhancement

The proposed enhancement of the Franklin Transit Authority expands Fixed and ADA routes into the Cool Springs area serving Carothers Parkway and Mallory Lane from Highway 96 to Bakers Bridge Avenue.

In addition, a goal is to reduce service frequency for the entire fixed route system from sixty (60) minutes to thirty (30) minutes.

This enhancement request will require the purchase of two (2) additional expansion transit vehicles and the full-time employment of three (3) additional drivers. Direct administrative and management expenses will not increase, but operational expenses related to the planning and delivery of additional fixed routes are included in this enhancement budget. These increases are seen in line items such as vehicle maintenance, insurance, fuel, uniforms, planning and other items directly related to the operation of a route.

$229,095 City of Frankin

SERVICE IMPLICATION

City of Franklin, Tennessee

FY 2017 Operating Budget Request

Human Resources

Shirley Harmon

Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
    - Personnel
    - Operations
    - Capital
- Summary

Purpose of Department

The goal of this 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.

Risk Management

For FY 2015, the City of Franklin has received an experience modification rate of .69. For each 10 percent below 1.00, the City receives a 10 percent credit on our Workers' Compensation premium.

The Workers' Compensation audit for FY 2015 revealed the City of Franklin will receive $86,120 refunded from Travelers to the City which is a 22.8% savings of the actuary's recommended funding.

As a result of subrogation by the Risk staff, the City has recovered $272,627 in damages done to City of Franklin property. The Risk staff has processed a total of 73 claims., which averages to approximately $3,735 per claim. Currently, there are three (5) additional open claims, pending reimbursement.

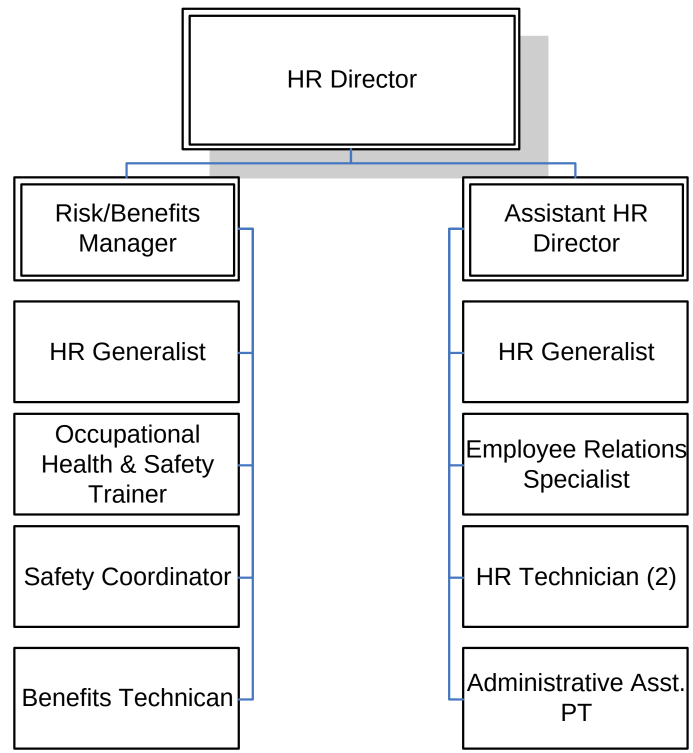
Insurance/Benefits

The City of Franklin's Blue Cross/Blue Shield funding is increasing by approximately 9% for FY 2017 and the administrative fees remain the same.

Our Delta Dental rates will not change for FY 2017. This means the increase is 0%.

Prescription rebates for the past four quarters show a savings of $152,464

Organization Chart



Base Budget Request: Personnel

Human Resources will maintain the current number of employees. Overall personnel expenses are essentially level funded.

Base Budget Request: Operations

The Operations Base Budget Request is for the Human Resources Department is $453,344. This amount includes $208,176 for Lease/Loan principal and interest.

Base Budget Request: Capital

The Human Resources Department is not requesting any funding for Capital expenditures.

Summary

The base Human Resources Budget increased $20,000; this is largely due to additional anticipated costs in maintaining our new software systems.

Human Resources

Shirley Harmon, Director

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	805,919	848,282	890,637	871,318	890,573	-64	0.0%
Operations	92,029	245,081	434,116	396,230	453,344	19,228	4.4%
Capital	19,408	38,928	0	0	0	-	0.0%
Total	**917,356**	**1,132,290**	**1,324,754**	**1,267,549**	**1,343,917**	**19,163**	**1.4%**

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

We are proud to list below the goals that substantially contribute to the economic sustainability of the City of Franklin:

- Taleo Applicant Tracking System continues to be utilized to aid in reducing the number of days required in the recruitment process and dramatically reduces the amount of paper previously used. The HR Staff primarily focuses on job advertisements in electronic format and less on paper based methods.
- The City has received $152,464 in pharmacy rebates in the past 12 months which will directly reduce the total medical plan expenditures.
- As a result of subrogation by the Risk staff, the City has recovered $272,627 in damages done to City of Franklin property. The Risk staff has processed a total of 73 claims., which averages to approximately $3,735 per claim. Currently, there are three (5) additional open claims, pending reimbursement.
- We have received our experience modification rate from NCCI for the last fiscal year insurance period and it is 0.69. The “mod” rate is a factor that is developed between the insured’s actual past experience and the expected or actual experience of the WC class code. When it is applied to our manual premium, it produces a premium that is more representative of our actual loss experience. Since we are below 1.0 (which is average) we will pay less premium for FY 2017.

Human Resources

Shirley Harmon, Director

Department Summary (Continued)

- The Workers' Compensation audit for FY 2015 revealed the City of Franklin will receive $86,120 refunded from Travelers to the City which is a 22.8% savings of the actuary's recommended funding. This is due to better management of our Workers Compensation claims by the City's Risk Management team.
- The Human Resources Department believes that health and wellness is an important component of maintaining sustainable communities. This year, we offered flu shots, held the annual health and wellness fair, offered Boot Camp and Yoga classes, and offered physicals.
- We are in the process of implementing Kronos, a Human Resources Information System. This software will eliminate entering data into numerous spreadsheets increasing efficiency and improving accuracy.
- During the 2015/2016 budget year, human resources staff worked to identify and purchase a computer software system that would replace the current evaluation system. Trakstar has been purchased and all employees will begin tracking performance in this new software begining in 2016. all employee evaluations will be completed in Trakstar which is a totally paperless system. Trakstar will also enable supervisors and employees to record performance issues in real time allowing

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

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

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

Franklin will seek to attract and retain high quality employees whose diversity fully reflects the community.

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.

Performance Measures

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 FY 2013.

Baseline: 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: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
Organization-Wide						
	Number of Budgeted Positions Full-Time	699	700	705	717	711
	Number of Budgeted Positions Part-Time	69	67	66	61	61
	Total FTEs (entire organization)	674.93	635	675	664	636
	Number of exempt FTEs	80.74	100	110	112	112
	Number of non-exempt FTEs	594.19	535	564	552	532
	Employee Turnover for Full-Time Positions (Not Including Retirees)	7.50%	4.60%	6.75%	4%	5%
	Tennessee Statewide Benchmarking Average	***8.4%***	***7.2%***	***7.08***	***TBD***	***TBD***
	Number of Vacancies Advertised Externally **	57	75	80	43	86
	Number of External Applications Processed	5,159	5,411	5,835	2,037	6,201
	Average Number of Applications per Advertised External Vacancy	91	72	60	32	70
	Average Number of Days to Fill a Position Advertised Externally	69	85	83	79	60
	Tennessee Statewide Benchmarking Average	***33.68***	***26.24***	***TBD***	***TBD***	***TBD***
	Number of new employees hired	46	112	138	53	131
	Number of new hires that were from within ranks (promoted)	6	9	13	0	12
	OSHA 300 log recordable injuries or illnesses	20	38	53	10	0
	Workers' compensation claims	69	92	65	27	0
Human Resources Department Statistics						
	Total number of FTEs	10.82	10.00	10.00	11.00	11.00
	Human Resources Staff per 100 Employees	0.82	0.89	0.68	0.64	0.64
	Applications processed Internal & External	5228	5671	6200	2037	6401
	Requisitions approved Internal & External	79	80	97	52	116

***includes postings with multiple vacancies*

Performance Measures

Efficiency Measures

		2013	2014	2015	2016*	2017*
	Benefits to Salary Ratio (All Funds)	47.49%	69.96%	33.21%	TBD	TBD
	Tennessee Statewide Benchmarking Average	*38.58%*	*44.76%*	*46.02%*	*TBD*	*TBD*
	Benefits to Salary Ratio (General Fund)	46.52%	TBD	TBD	TBD	TBD
	Tennessee Statewide Benchmarking Average	*46.02%*	*TBD*	*TBD*	*TBD*	*TBD*
	Personnel Costs (All Funds) per FTE	$ 61,650	$ 88,766	$ 68,796	TBD	TBD
	Tennessee Statewide Benchmarking Average	*$ 64,433*	*$ 66,252*	*$ 64,784*	*TBD*	*TBD*
	Human Resources Cost per Human Resources FTE	$ 106,067	$ 112,857	$ 102,936	$ 118,776	TBD
	Tennessee Statewide Benchmarking Average	*$ 100,640*	*$ 120,601*	*TBD*	*TBD*	*TBD*
	Human Resources Cost per Total FTE (City -Wide)	$ 1,540	$ 1,955	TBD	TBD	TBD
	Tennessee Statewide Benchmarking Average	*$ 857*	*$ 886*	*TBD*	*TBD*	*TBD*
	Workers Compensation Cost per Claim	$ 3,303	$ 4,615	$ 4,659	$ 1,704	TBD
	Tennessee Statewide Benchmarking Average	*$ 10,455*	*$ 5,642*	*$ 5,346*	*TBD*	*TBD*
	Annual Wellness Cost per FTE	$ 28.71	$ 35.00	$ 35.00	TBD	TBD
	Total benefits as a percent of total wages	44.2%	43.1%	44.0%	TBD	TBD
	Retirement Contributions as a percent of total payroll	14.2%	TBD	10.0%	10.0%	10.0%
	Benefits as a percentage of All Funds personnel costs	24.93%	41.16%	32.20%	TBD	TBD

Outcome (Effectiveness) Measures

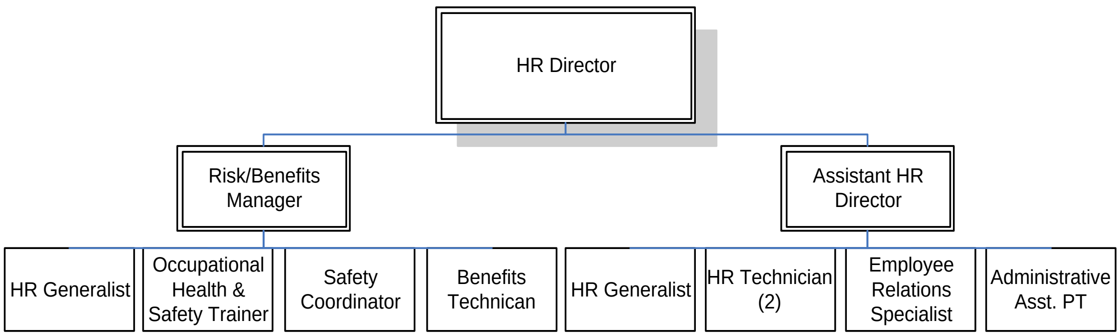
	2013	2014	2015	2016*	2017*
The City of Franklin will have a talented, diverse, and engaged workforce.					
Franklin will seek to attract and retain high quality employees whose diversity fully reflects the community.					
City of Franklin's salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace.					
Current Franklin	TBD	TBD	TBD	TBD	TBD
Target	**70.0%**	**70.0%**	**70.0%**	**70.0%**	**70.0%**
Meets Target?	TBD	TBD	TBD	TBD	TBD
Actively recruit and retain a workforce representative of the community.					
% of Employees Female	21%	23%	22%	20%	23.0%
% of Franklin Female	52.2%	52.2%	52.2%	52.2%	52.2%
Meets Target?	No	No	No	No	No
% of Employees Minority	7.1%	7.3%	7.5%	6.0%	8.0%
% of Franklin Minority	15.6%	15.6%	15.6%	15.6%	15.6%
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.					
A safe and healthy workplace.					
# of employees who had accidents	69	92	46	TBD	TBD

Performance Measures

# Number of lost work days by employees	158	81	95	TBD	TBD
Meets Target?	TBD	TBD	TBD	TBD	TBD
# of credit hours reimbursed for employees	345	239	192	200	201

**2016 and 2017 estimated.*

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Human Resources Director	Grade L	1	0	1	0	1	0	1	0	1	0
Assistant HR Director/Benefits	Grade K	1	0	1	0	1	0	0	0	0	0
Assistant HR Director	Grade K	0	0	0	0	0	0	1	0	1	0
Risk Manager	Grade J	1	0	1	0	1	0	0	0	0	0
Risk/Benefits Manager	TBD	0	0	0	0	0	0	1	0	1	0
Employee Relations Mgr II	Grade J	0	0	1	0	1	0	0	0	0	0
Employee Relations Specialist	Grade G	0	0	0	0	0	0	1	0	1	0
Benefits Manager	---	1	0	0	0	0	0	0	0	0	0
Occupational Health & Safety Trai	Grade G	1	0	1	0	1	0	1	0	1	0
Safety Coordinator	Grade G	0	0	1	0	1	0	1	0	1	0
Human Resources Generalist	Grade G	0	0	2	0	2	0	2	0	2	0
Benefits Technician	Grade D	0	0	1	0	1	0	1	0	1	0
Human Resources Technician	Grade D	2	0	2	0	2	0	2	0	2	0
Administrative Assistant	Grade D	0	1	0	1	0	1	0	1	0	1
TOTALS		**7**	**1**	**11**	**1**	**11**	**1**	**11**	**1**	**11**	**1**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	626,334	668,147	703,465	684,853	694,614	(8,851)	-1.3%
Employee Benefits	179,585	180,135	187,172	186,465	195,959	8,787	4.7%
Total Personnel	**805,919**	**848,282**	**890,637**	**871,318**	**890,573**	**(64)**	**0.0%**
Operations							
Transportation Services	8,258	7,255	8,100	3,600	8,100	-	0.0%
Operating Services	1,989	4,855	4,000	2,259	4,185	185	4.6%
Notices, Subscriptions, etc.	6,465	5,764	10,100	14,750	11,400	1,300	12.9%
Utilities	6,221	5,263	6,705	7,205	7,021	316	4.7%
Contractual Services	81,283	116,721	166,500	180,460	181,500	15,000	9.0%
Repair & Maintenance Services	5,565	3,610	7,750	2,250	7,975	225	2.9%
Employee programs	216,499	208,539	283,000	245,500	293,130	10,130	3.6%
Professional Development/Travel	4,685	13,350	28,200	17,677	29,400	1,200	4.3%
Office Supplies	7,775	5,842	9,470	5,950	9,630	160	1.7%
Operating Supplies	2,187	1,490	4,875	4,000	5,165	290	5.9%
Fuel & Mileage	1,545	1,180	2,700	1,000	1,890	(810)	-30.0%
Machinery & Equipment (<$25,000)	26,337	6,664	8,000	16,478	8,250	250	3.1%
Repair & Maintenance Supplies	80	121	-	500	530	530	100.0%
Property & Liability Costs	4,254	6,896	6,558	6,953	7,301	743	11.3%
Other Business Expenses	4	-	510	-	530	20	3.9%
Debt Service and Lease Payments	193	175,486	212,000	212,000	208,176	(3,824)	-1.8%
Interfund Reimbursements	(281,311)	(317,955)	(324,351)	(324,351)	(330,838)	(6,487)	2.0%
Total Operations	**92,029**	**245,081**	**434,116**	**396,230**	**453,344**	**19,228**	**4.4%**
Machinery & Equipment (>$25,000)	19,408	38,928	-	-	-	-	0.0%
Capital	19,408	38,928	-	-	-	**-**	**0.0%**
Total Human Resources	**917,356**	**1,132,290**	**1,324,754**	**1,267,549**	**1,343,917**	**19,163**	**1.4%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	614,451	665,012	705,675	501,220	684,103	698,767	712,742	726,997
	81120	OVERTIME PAY	587	1,549	2,000	423	750	2,000	2,000	2,000
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	11,296	1,586	20,000			20,000	20,000	20,000
	81199	VACANCY ADJUSTMENT			(24,210)			(26,153)	(24,946)	(25,445)
=	XWAGE	TOTAL WAGES	626,334	668,147	703,465	501,643	684,853	694,614	709,796	723,552
=	81410	FICA (EMPLOYER'S SHARE)	45,681	49,257	52,916	37,149	52,334	53,439	54,525	55,594
=	81420	MEDICAL PREMIUMS	76,829	105,018	99,255	49,153	98,306	99,100	109,010	119,911
=	81430	GROUP INSURANCE PREMIUMS	7,961	9,732	9,996	5,494	7,936	9,525	10,478	11,002
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(16,356)	(21,354)	(20,147)	(14,068)	(19,146)	(19,416)	(21,358)	(23,692)
	81450	RETIREMENT CONTRIBUTIONS	54,515	24,672	32,630	35,584	35,584	40,922	45,014	49,515
	81455	DEFERRED COMP MATCH	10,828	10,359	12,113	7,444	9,933	11,423	11,994	13,193
	81470	WORKERS COMPENSATION PREMIUMS	127	380	408	920	920	966	1,014	1,065
	81475	WORKERS COMPENSATION CLAIMS		2,071		598	598			
=	XBEN	TOTAL BENEFITS	179,585	180,135	187,171	122,274	186,465	195,959	210,677	226,588
=	XPER	TOTAL PERSONNEL	805,919	848,282	890,636	623,917	871,318	890,573	920,473	950,140
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	8,210	7,189	5,000	1,162	1,500	5,000	5,000	5,000
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS			3,000	10	2,000	3,000	3,000	3,000
	82130	VEHICLE LICENSES & TITLES	48	66	100		100	100	100	100
=	XTRC	TOTAL TRANSPORTATION CHARGES	8,258	7,255	8,100	1,172	3,600	8,100	8,100	8,100
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	958	3,006	3,000	835	1,500	3,125	3,215	3,215
	82240	TRANSCRIPTION FEES					9			
	82250	TESTING & PHYSICALS	1,021	432	500	345	500	530	530	530
	82299	OTHER OPERATING SERVICES	10	1,417	500	127	250	530	530	530
=	XOPSV	TOTAL OPERATING SERVICES	1,989	4,855	4,000	1,307	2,259	4,185	4,275	4,275
	82310	LEGAL NOTICES	2,394	1,574	2,500	522	1,000	2,750	2,750	2,750
	82350	DUES FOR MEMBERSHIPS	2,461	2,493	3,100	2,533	3,500	3,200	3,200	3,200
!	82360	PROFESSIONAL STANDARDS / ACCREDITATION			500			700	700	700
!	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		735	2,000			2,500	2,500	2,500
	82378	RECRUITMENT				7,468	10,000			
	82390	PUBLICATIONS, NON-TRAINING	1,610	962	2,000	138	250	2,250	2,250	2,250
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	6,465	5,764	10,100	10,661	14,750	11,400	11,400	11,400
!	82450	TELEPHONE SERVICE	1,118	1,021	1,100	559	1,100	1,124	1,180	1,239
	82451	800 MHZ ACCESS LINE SERVICE	82	83	105	61	105	112	118	125
	82455	CELLULAR TELEPHONE SERVICE	4,043	3,231	4,500	2,778	5,000	4,775	5,014	5,264
	82470	INTERNET & RELATED SERVICES	978	928	1,000	671	1,000	1,010	1,061	1,114
=	XUTIL	TOTAL UTILITIES	6,221	5,263	6,705	4,069	7,205	7,021	7,373	7,742
!+	82510	COMPUTER SERVICES	47,610		75,000	89,960	89,960	90,000	90,000	90,000
	1	HRIS - Kronos Software Maintenance	41,610							
	2	HRIS - Kronos Cloud Hosting	6,000							
	3	Various			75,000	89,960	89,960	90,000	90,000	90,000
	4	Tenzinga - Cloud Hosting								
	*	Amount missing from detail								

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
+	82560	CONSULTANT SERVICES	33,415	54,530	90,000	33,833	90,000	90,000	90,000	90,000
	1	Property Appraisals: Municipal Buildings			10,000		10,000	10,000	10,000	10,000
	2	Benefits Consultant		34,043	50,000		50,000	50,000	50,000	50,000
	3	Burris Thompson			20,000		20,000	20,000	20,000	20,000
	4	Acuff			10,000		10,000	10,000	10,000	10,000
	5	Various	33,415			33,833				
	*	Amount missing from detail		20,487						
	82599	OTHER CONTRACTUAL SERVICES	258	913	1,500	332	500	1,500	1,500	1,500
=	XCTS	TOTAL CONTRACTUAL SERVICES	81,283	55,443	166,500	124,125	180,460	181,500	181,500	181,500
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	2,022	1,205	3,100	274	750	3,200	3,300	3,400
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	3,543	2,405	4,650	942	1,500	4,775	4,920	5,100
!	82660	BUILDING REPAIR & MAINTENANCE SERVICES								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	5,565	3,610	7,750	1,216	2,250	7,975	8,220	8,500
	82710	RETIREMENT SERVICES	7,650			5,500	5,500			
	82720	TUITION ASSISTANCE PROGRAM	102,877	81,724	110,000	66,102	110,000	115,000	115,000	115,000
	82730	EMPLOYEE ASSISTANCE PROGRAM	14,638	15,092	20,000	11,882	20,000	21,000	22,000	23,000
+	82740	EMPLOYEE WELLNESS PROGRAM	14,414	12,146	24,000	2,568	22,000	26,000	29,500	32,500
	1	Flu Shots			7,000			7,000	7,500	8,000
	10	Other Wellness programs/events			5,000			5,000	5,000	5,000
	2	Health Screenings			1,500			1,500	1,500	1,500
	4	Health Fair			5,000			5,000	5,500	6,000
!	5	Various	14,414		1,000		22,000	3,000	5,500	7,500
	6	Fitness Center - Comcast			500			500	500	500
	7	Fitness Center - Fitness Direct Contract			1,000			1,000	1,000	1,000
	8	Fitness Center - repairs			1,500			1,500	1,500	1,500
	9	Fitness Center - Equipment			1,500			1,500	1,500	1,500
	*	Amount missing from detail		12,146		2,568				
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	6,436	7,470	17,500	8,822	13,000	18,000	18,575	19,250
+	82760	SAFETY PROGRAMS	48,236	31,443	50,000	22,794	40,000	50,000	50,000	50,000
	1	Health and Safety Fair			10,000					
	2	Safety Incentive Program			10,000					
	3	Technical Training: Confined Space			9,000					
	4	Samba Drivers License Monitoring			9,672					
	5	TN Workers Comp Law Change Posting Updates			1,428					
	6	IA Pro/Blueteam (internal risk reporting)			9,900					
	7	Various	48,236				40,000	50,000	50,000	50,000
	*	Amount missing from detail		31,443		22,794				
	82780	TRAINING, OUTSIDE	20,771	57,444	49,000	2,963	25,000	50,400	52,000	53,500
!	82790	TRAINING, IN-HOUSE	1,477	3,220	12,500	591	10,000	12,730	13,115	13,750
=	XEPG	TOTAL EMPLOYEE PROGRAMS	216,499	208,539	283,000	121,222	245,500	293,130	300,190	307,000
	82810	REGISTRATIONS	1,343	7,533	15,500	2,534	10,000	16,000	16,400	16,800
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	446	371	1,000	364	750	1,200	1,300	1,400
	82830	AIR TRAVEL	1,269	1,257	3,200	1,872	1,500	3,200	3,200	3,200
	82840	LODGING	1,434	3,546	6,700	3,458	4,100	7,000	7,000	7,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	193	643	1,800	482	850	2,000	2,100	2,200
	82890	OTHER TRAVEL EXPENSES					477			
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	4,685	13,350	28,200	8,710	17,677	29,400	30,000	30,600
	83110	OFFICE SUPPLIES	6,168	4,164	6,700	2,884	4,500	6,700	7,100	7,500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			450		800	500	550	600
	83130	EMPLOYEE BENEVOLENCE ITEMS	65	77	220			230	240	250
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,542	1,601	2,100	648	650	2,200	2,300	2,400

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
=	XOFS	TOTAL OFFICE SUPPLIES	7,775	5,842	9,470	3,532	5,950	9,630	10,190	10,750
!	83210	TRAINING SUPPLIES	438	833	2,100		1,500	2,120	2,185	2,250
	83250	SAFETY SUPPLIES	81	470						
	83260	UNIFORMS PURCHASED	140		525		500	545	560	580
!	83299	OTHER OPERATING SUPPLIES	1,528	187	2,250	1,168	2,000	2,500	2,750	3,000
=	XOPS	TOTAL OPERATING SUPPLIES	2,187	1,490	4,875	1,168	4,000	5,165	5,495	5,830
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,545	1,180	2,700	508	1,000	1,890	2,977	3,126
=	XFUEL	TOTAL FUEL & MILEAGE	1,545	1,180	2,700	508	1,000	1,890	2,977	3,126
!	83510	FURNITURE, FIXTURES (<$25,000)	504		2,000			2,000	2,000	2,000
+	83530	MACHINERY & EQUIPMENT (<$25,000)	3,362							
	1	2014 - Copier ($16,000 to lease)								
	2	Line Item 2	3,362							
	*	Amount missing from detail								
	83540	COMPUTER HARDWARE (<$25,000)	4,924	6,664	6,000	1,285	2,000	6,250	6,500	6,750
	83550	COMPUTER SOFTWARE (<$25,000)	17,547			14,478	14,478			
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	26,337	6,664	8,000	15,763	16,478	8,250	8,500	8,750
	83620	EQUIPMENT PARTS & SUPPLIES	80	121			500	530	545	560
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	80	121			500	530	545	560
_										
	85110	PROPERTY INSURANCE	746	1,095	927	1,621	1,621	1,702	1,787	1,876
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	47	655	732					
	85113	AUTO PHYSICAL DAMAGE	37	92	79	52	52	55	57	58
!	85115	LIABILITY INSURANCE	1,667	2,667	2,749	3,318	3,318	3,484	3,658	3,841
	85116	E&O LIABILITY INSURANCE	985	1,151						
	85117	VEHICLE LIABILITY INSURANCE	722	1,236	1,076	1,026	1,026	1,077	1,131	1,188
	85118	LAW ENFORCEMENT LIABILITY INSURANCE			895					
	85119	UMBRELLA LIABILITY				801	801	841	883	901
	85120	PROPERTY DAMAGE COSTS								
	85140	SURETY/NOTARY BONDS	50		100	135	135	142	149	157
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	4,254	6,896	6,558	6,953	6,953	7,301	7,665	8,021
_										
_										
	85580	LATE CHARGES								
=	XFL	TOTAL FINANCIAL FEES								
	85990	MISCELLANEOUS	4		510			530	550	570
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	4		510			530	550	570
!+	86600	LEASE/LOAN PRINCIPAL		170,685	208,206	176,164	208,206	206,582	37,868	5,076
	1	2014 - Vehicle ($27,000)		8,950	9,046	176,164	9,046	6,608		
	2	2014 - Copier ($16,000)		3,769	3,809		3,809	5,384		
	3	2014- Kronos ($392,000)		131,000	131,000		131,000	130,000		
	4	2015 - Chase - Kronos Software		26,966	54,351		54,351	55,191	27,807	
	5	2016 - Performance Management Software			10,000		10,000	9,399	10,061	5,076
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST	193	4,801	3,794	2,938	3,794	1,594	225	15
	1	2014 - Vehicle ($27,000)		245	148	2,938	148	36		
	2	2014 - Copier ($16,000)	193	103	62		62	29		

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	3	2014-Kronos ($392,000)		3,562	1,963		1,963	653		
	4	2015 - Chase - Kronos Software		891	1,319		1,319	738	148	
	5	2016 - Performance Management Software			302		302	138	77	15
	*	Amount missing from detail								
=	XDSV	TOTAL DEBT SERVICE	193	175,486	212,000	179,102	212,000	208,176	38,093	5,091
	87510	REIMB OF INTERFUND SERVICES	(281,311)	(317,955)	(324,351)	(324,351)	(324,351)	(330,838)	(337,455)	(344,204)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(281,311)	(317,955)	(324,351)	(324,351)	(324,351)	(330,838)	(337,455)	(344,204)
=	XOP	TOTAL OPERATIONS	92,029	183,803	434,117	155,157	396,231	453,345	287,618	257,611
		Capital								
=	89520	VEHICLES (>$25,000)		31,290						
+	89550	COMPUTER SOFTWARE (>$25,000)	19,408	7,638						
	1	2012 - HRIS	19,408							
	*	Amount missing from detail		7,638						
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>$25,000)	19,408	38,928						
=	XCAP	TOTAL CAPITAL	19,408	38,928						
=	XTOT	TOTAL EXPENDITURES	917,356	1,071,013	1,324,753	779,074	1,267,549	1,343,918	1,208,091	1,207,751

Planning and Sustainability Department

Bob Martin, Interim Director

Outline

- Purpose of Department
- FY 2016 Accomplishments
- FY 2017 Goals
- Organization Chart
- Base Budget Request
- Program Enhancements
- Summary

Purpose of Department

The Planning and Sustainability Department will strive 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.

- to work with the Planning Commission to identify and complete long range planning initiatives

- to process current development applications in order to continue quality growth

- to provide assistance to Historic Zoning, the Franklin Battlefield Commission, the Board of Zoning Appeals, the Sustainability Commission, and several other entities

FY 2016 ACCOMPLISHMENTS

- **Delineated tasks between the Long Range Planning and Current Planning Supervisory positions.**
- **Defined the specifics of the tasks for each division**
- **Held a series of workshops for members of the Board of Mayor and Aldermen, Planning Commissioners, and City staff**
- **Began holding regular meetings with the entire Department staff**
- **Began holding as-needed meetings with the two Department Division Directors**
- **Placed the Department staff in their proper positions so as to maximize their professional potential and to save the City time, effort, and money**
- **Stabilized the Department concerning staffing, work tasks, and attendance**
- **Established rapport with the development community and various citizens and professional entities**
- **Began the process of revising the Zoning Ordinance so as to make it a more efficient implementation tool for the current and draft Land Use Plans**

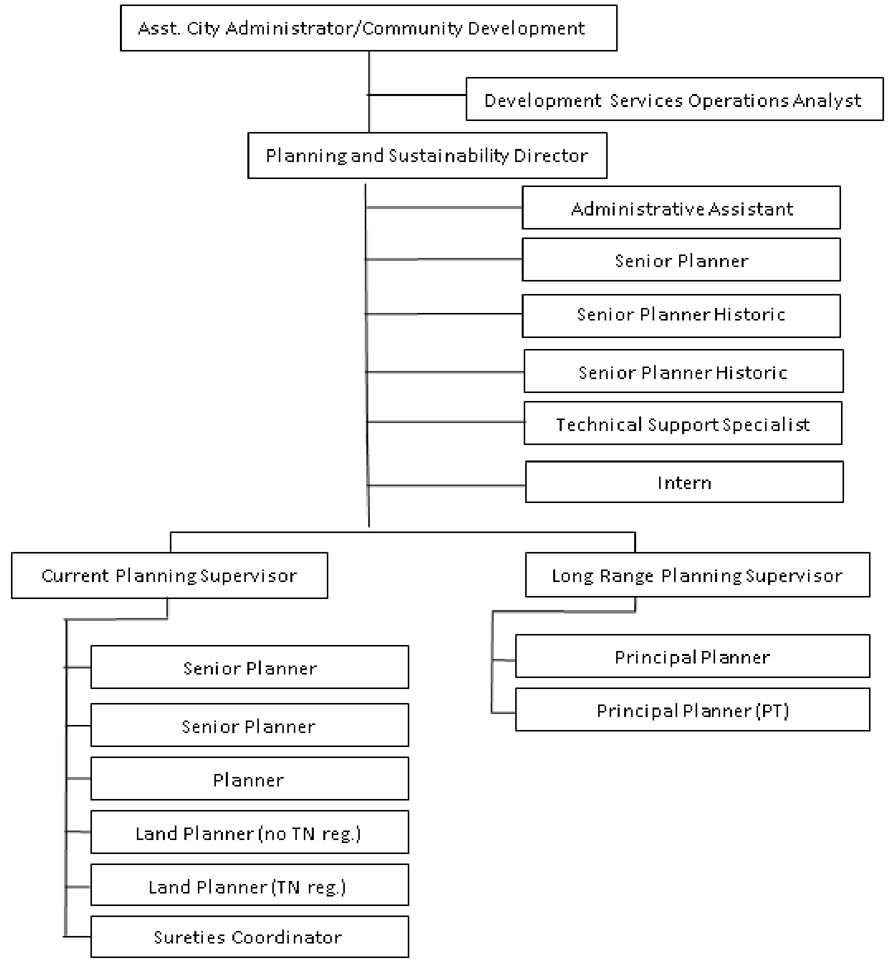
FY 2016-17 GOALS

- **Present a draft of the Land Use Plan to the Planning Commission**
- **Begin preparing revisions to the Zoning Ordinance as an implementation tool for the Land Use Plan**
- **Concentrate on continuing education for City officials and City staff regarding urban design**

Planning and Sustainability Department

Organization Chart*

***in development**



Base Budget Request

Budget Summary

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	2016 v. 2017 %
Personnel	1,273,278	1,265,081	1,351,736	1,298,149	1,406,128	54,392	4.0%
Operations	146,172	117,894	305,527	233,287	177,648	-127,879	-41.9%
Capital	0	0	0	0	0	0	0.0%
Total	**1,419,450**	**1,382,975**	**1,657,263**	**1,531,436**	**1,583,776**	**-73,487**	**-4.4%**

Base Budget Request: Personnel

Maintains current staff, though through program enhancements proposes reorganization of personnel.

Base Budget Request: Operations

Carryover of $21,200 in Consultant Services in FY 2017

Program Enhancement Requests

There are six (6) Program Enhancements proposed.

Preservation Planner*	**$ 72,847**
Reclassification: Principal Planner	**$ 4,159**
Continuing Education	**$ 22,306**
Mobile Workshop	**$ 15,750**
3D Modeling	**$ 50,000**
Adobe InDesign Licenses	**$ 1,080**
Total	**$166,142**

Total cost can be partially offset by elimination of vacant positions.

Summary

The Planning and Sustainability Department is embarking on some busy and exciting times. Morale is good, work is proceeding on both the new Land Use Plan and the major overhaul of the Zoning Ordinance, and we are learning of the tremendous benefits of continuing education regarding urban design that will enhance the lives of both new and existing Franklin citizens.

We have a department of talented and dedicated employees, and we expect to have an exciting, productive, and fun year.

Planning & Sustainability

Vernon Gerth, Assistant City Administrator
Bob Martin, Interim Planning & Sustainability Director

Budget Summary

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	%
Personnel	1,273,278	1,265,081	1,351,736	1,298,149	1,406,128	54,392	4.0%
Operations	146,172	117,894	305,527	233,287	177,648	-127,879	-41.9%
Capital	0	0	0	0	0	0	0.0%
Total	**1,419,450**	**1,382,975**	**1,657,263**	**1,531,436**	**1,583,776**	**-73,487**	**-4.4%**

Departmental Summary

The Franklin Planning and Sustainability Department (P&SD) works with the Franklin Municipal Planning Commission in providing information and advice to the Board of Mayor and Aldermen and other City departments in order to assist them in making decisions concerning the growth and development of the City.

The P&SD also provides the following:

●Expertise and technical assistance to the Planning Commission, the Board of Zoning Appeals, the Franklin Tree Commission, and various ad-hoc committees.
●Assumes a leadership role in sustainability efforts for the City and the region and provides the staff for the Sustainability Commission.
● Staff support for the Historic Zoning Commission and its Design Review Committee and the Franklin Battlefield Commission.
● Administers and updates the Land Use Plan and the Zoning Ordinance in order to provide greater clarification and a more efficient process.
●Implements processes in order to streamline development review.
●Oversees performance agreements and sureties and coordinates inspections associated with improvements to new developments, including, but not limited to, drainage, landscaping, sidewalks, streets, and water/wastewater.
● Performs landscaping inspections and reviews.
● Seeks Federal and State funding opportunities in order to assist with activities and projects.
● Coordinates with other City Departments to process development applications in an efficient and timely manner.
●Assists the Franklin Special School District, the Williamson County School System, and other cities within Williamson County in analyzing growth patterns.
●Assists the school system in introducing concepts of urban planning, historic preservation, and energy efficiency to students.

Planning & Sustainability

Vernon Gerth, Assistant City Administrator
Bob Martin, Interim Planning & Sustainability Director

Fiscal Year 2017 Outlook

The P&SD has been reorganized by creating two divisions: Long Range Planning and Current Planning.

The Planning Commission will get the draft of the revised Land Use Plan recommended by the P&SD.

The Planning Commission will get a draft of the revised Zoning Ordinance that will serve as an adequate and accurate implementation tool for the Land Use Plan.

Reviewing and recommending plans and rezoning requests is an ongoing responsibility of the P&SD, based on the Land Use Plan and the Zoning Ordinance, to the Planning Commission and the Board of Mayor and Aldermen.

Infill development is an increasing land-use issue that needs to be addressed. The work began in Fiscal Year 2016 and will continue into Fiscal Year 2017.

Funds have been requested for a consultant to update the properties in Historic Preservation Overlay Districts. This study would identify properties, their structures, and conformance with historic preservation standards. The study would also research the feasibility of expanding the Historic District Overlay on Columbia Avenue.

Vesting legislation became effective in January 2015. It requires different documentation for those applications approved after that date. The staff will research methods of tracking those applications and the matching Zoning Ordinance, as well as ascertaining changes to the process.

Increasing emphasis will be placed on continuing professional education in order to develop urban design skills for the City staff, Planning Commissioners, Board members, and design professionals.

A major tool for assisting in urban design will be developing a 3D Modeling program as a tool for assessing the viability of new developments from a design perspective.

The Planning and Sustainability Department anticipates another year of increasing development demand and annexation requests.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme: A Safe and Livable City

Franklin will enhance the value and character of our community through progressive and responsive development and neighborhood services.

Goal: Franklin will increase the percentage of residents who rate their neighborhoods as either good or excellent in an annual, biannual, or other specified periodic citizen survey

Baseline: Establish a baseline for measuring citizen satisfaction via Citizen, HOA, or social media surveys.

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

Goal: Franklin will be named as a "Smarter City" by the Natural Resources Defense Council for sustainability (the first in Tennessee).

Baseline: To review the criteria for becoming a "Smarter City" and apply for recognition. See: http://smartercities.nrdc.org/rankings/scoring-criteria

Goal: Increase the number of LEED certified buildings to attract energy friendly businesses and increase tax revenues.

Baseline: Franklin has nine (9) LEED certified buildings currently as of 2013 (www.usgbc.org/LEED).

Theme: Quality Life Experiences

Meeting transportation needs: Franklin will have a diverse transportation network that promotes, provides, and supports safe and efficient mobility choices for all, including driving, public transit, walking, and biking.

To be a community that promotes walking, jogging, and cycling.

Goal: To increase the Walkability Index Score for Franklin.

Baseline: Current walkability Index Score is 32. Achieved an Honorable Mention in walkfriendly.org.

Goal: To become a more bicycle friendly community.

Baseline: To become a bicycle-friendly designated community through assessment by the League of American Bicyclists.

To reduce energy costs, road congestion and improve air quality by better use of alternative transportation services

Goal: To reduce the number of days of air quality nonattainment in the City of Franklin.

Baseline: [none: need data point related to air quality].

Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.

Performance Measures

Goal: To improve ranking as one of the top 10 communities providing for historic preservation in the U.S.

Baseline: Rank as 4th in nation for historic preservation (Preservation Network, 2012)

Baseline: Citizen Perception reported through community survey.

Theme: Sustainable Growth & Economic Prosperity

Franklin will strategically manage its growth and the value of its assets.

Goal: Update the Land Use Plan tied to transportation and infrastructure availability.

Baseline: The current Land Use Plan needs to include infrastructure planning and costs as components of Land Use updates. (Planning and Sustainability)

Goal: To increase the assessed valuation per square mile for land in City of Franklin

Baseline: Current assessed valuation per square mile is $77,787,427 (Based on 41.28 sq. miles and property assessed value of 2012 of $3,211,064,976. Finance Department)

Franklin will pursue growth and development that embraces its historic context and encourages revenue generation.

Goal: To increase private investment in Franklin's Historic Area.

Baseline: Franklin issued 94 Certificates of Appropriateness for construction in 2014 (Planning and Sustainability).

Baseline: The value of investment dollars from COA's for 2014. (This number only reflects the valuations associated with the permits that been pulled as of this date and not projects without application for building permits. Planning and Sustainability)

Key:		
	Strategic Plan: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016	2017
	Net Acreage Changes	5.28 (ROW)	179.59	TBD	88	TBD
	Base Zoning Changes					
	Acreage Zoned Due to Annexation	0	61	TBD	88	TBD
	Acreage Rezoned	306	118.59	TBD	296	TBD
	Development Process Approval Measures					
	Concept Plans	0	0	TBD	0	TBD
	Regulating Plans	0	0	TBD	0	TBD
	Development Plans	27	26	TBD	13	TBD
	Site Plans	95	70	TBD	142	TBD
	Plats	87	65	TBD	75	TBD
	Residential Approvals					
	Total Units	1041	1424	TBD	865	TBD
	Cases heard by BOZA	11	20	22	21	20
	Residential site plans reviewed	81	87	110	115	120
	Preliminary plats reviewed	3	4	3	6	5
	Final plats reviewed	66	61	70	57	60

Performance Measures

	Municipal planner FTEs	9	9	8	8	8
	Planning and zoning administrative and support FTEs	4	4	5	5	5
	Engineering FTEs	2**	2	3	3	3
	Total planning and zoning revenues	$ 161,355	$182,046	$177,932	$150,000	$150,000

Efficiency Measures

		2013	2014	2015	2016	2017
	Average number of days for preliminary plat review	38	47	55	55	55

Outcome (Effectiveness) Measures

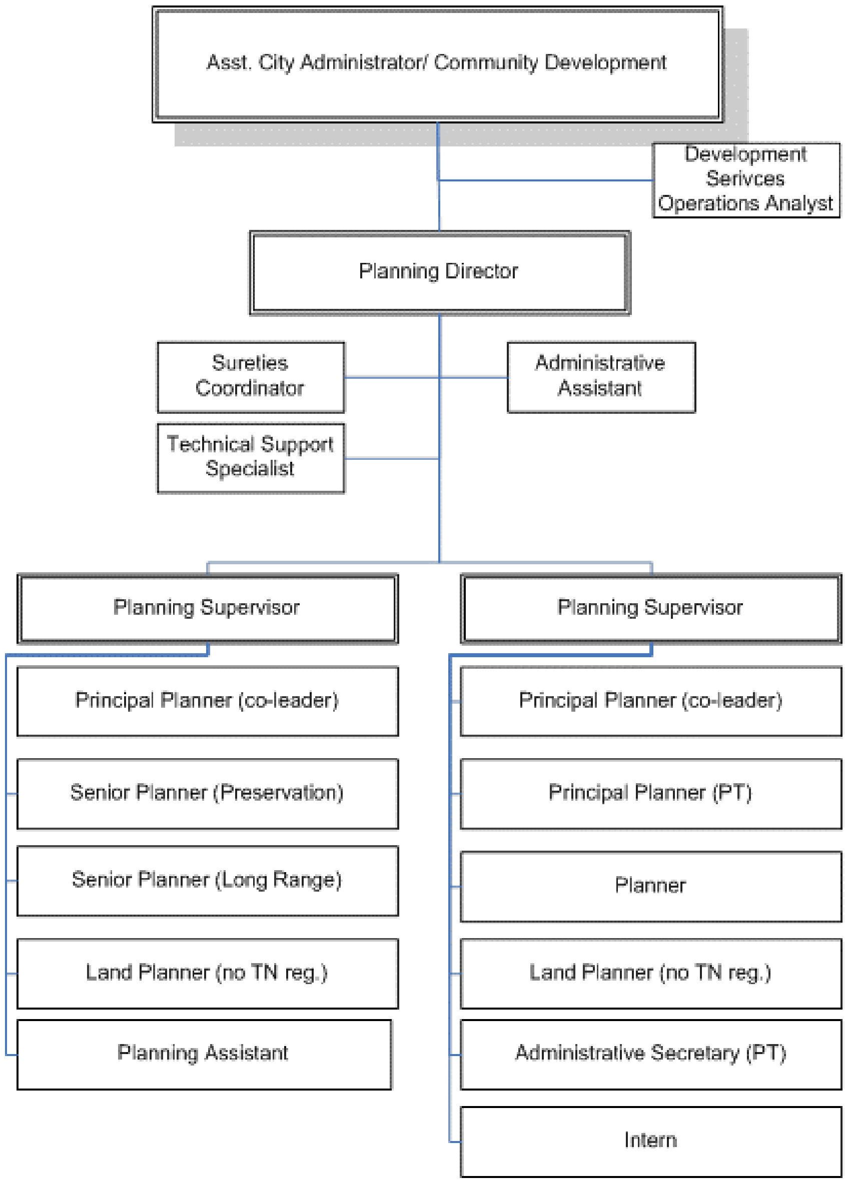
		2013	2014	2015	2016*	2017*
	Franklin will be a model for environmental quality and a sustainable city.					
	Increase the percentage of residents who rate their neighborhoods as either good or excellent in an annual, biannual, or other specified periodic citizen survey					
	Establish a baseline for measuring citizen satisfaction via Citizen, HOA, or social media surveys.					
	Baseline established?	No	No	No	Yes	Yes
	Survey Conducted?	No	No	No	TBD	TBD
	Target: TBD	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Meets Target?	**TBD**	**TBD**	**TBD**	**TBD**	**TBD**
	Franklin will be named as a "Smarter City" by the Natural Resources Defense Council for sustainability (the first in Tennessee).					
	Baseline: To review the criteria for becoming a "Smarter City" and apply for recognition. See: http://smartercities.nrdc.org/rankings/scoring-criteria					
	Target: Named "Smarter City"	**No**	**No**	**No**	**TBD**	**TBD**
	Meets Target?	**No**	**No**	**No**	**TBD**	**TBD**
	Increase the number of LEED certified buildings to attract energy friendly businesses and increase tax revenues.					
	# of LEED Certified buildings in Franklin	9	11	12	12	13
	Target ***(Source: www.usgbc.org)***	**9**	**10**	**11**	**11**	**12**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Franklin will enhance the value and character of our community through progressive and responsive development and neighborhood services.					
	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.					
	Franklin will develop a quality level of service expectation for its citizens.					
	90% citizen satisfaction rated excellent/good for services as reported by com					
	Baseline: Data to be collected in next community survey.	N/A	N/A	N/A	TBD	TBD
	Meets Target?	**N/A**	**N/A**	**N/A**	**TBD**	**TBD**
	Meeting transportation needs: Franklin will have a diverse transportation network that promotes, provides, and supports safe and efficient mobility choices for all, including driving, public transit, walking, and biking.					
	To be a community that promotes walking,					

Performance Measures

Increase the Walkability Index Score for Franklin.	32	TBD	TBD	TBD	TBD
Meets Target?	**N/A**	**TBD**	**TBD**	**TBD**	**TBD**
Become a more bicycle friendly community.					
Baseline: To become a bicycle-friendly designated community through assessment by the League of American Bicyclists.					
Meets Target?	N/A	N/A	N/A	**TBD**	**TBD**
Reduce the number of days of air quality nonattainment in the City of Franklin.					
Baseline: 0 days of non-attainment	0	0	0	0	0
Actual Days of non-attainment	0	0	0	0	0
Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.					
Improve ranking as one of the top 10 communities providing for historic preservation in the U.S.					
Current Ranking	4	4	4	4	TBD
Target	**4**	**4**	**4**	**4**	**TBD**
Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**TBD**
Franklin will strategically manage its growth and the value of its assets.					
Update a minimum of one Land Use Plan character area with infrastructure capabilities every year.					
Baseline: The current Land Use Plan needs to include infrastructure planning and costs as components of Land Use updates. (Planning and Sustainability)					
Target: At least 1 updated	0	1	All Areas Updating		**TBD**
Meets Target?	**No**	**Yes**	**Yes**	**Yes**	**TBD**
Reduce the poverty for citizens of Franklin to a rate at least 50% below the state average (State average is 16.9%) (2010 Census).					
Franklin Poverty Rate	6.2%	6.7%	TBD	TBD	TBD
State Poverty Rate	13.0%	13.3%	TBD	TBD	TBD
Target	**6.5%**	**6.7%**	TBD	TBD	TBD
Meets Target?	**Yes**	**Yes**	**TBD**	**TBD**	**TBD**
Increase the assessed valuation per square mile					
Current Assessed Value (in $000s)	$ 3,333,559,875	$ 3,440,062,708	TBD	TBD	TBD
Square Miles	41.53	41.53	41.53	TBD	TBD
Target (in $000s)	$ 78,000,000	$ 80,000,000	TBD	TBD	TBD
Meets Target?	**Yes**	**Yes**	**TBD**	**TBD**	**TBD**
Franklin will pursue growth and development that embraces its historic context and encourages revenue generation.					
Increase private investment in Franklin's Historic Area.					
# of Certificates of Appropriateness issued for construction	78	68	47	50	50
Value of investment dollars from COA's	$ 6,397,899	$ 11,751,522	$ 6,425,809	$ 7,000,000	$ 7,000,000
Meets Target?	No	Yes	No	**TBD**	**TBD**

**Includes Residential and Commercial site plans.*

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
ACA Community Development	Grade N	1	0	1	0	1	0	1	0	1	0
Planning Director	Grade L	1	0	1	0	1	0	1	0	1	0
Long Range Planning Supervisor	---	1	0	0	0	0	0	0	0	0	0
Current Planning Supervisor	---	1	0	0	0	0	0	0	0	0	0
Planning Supervisor	Grade I	0	0	2	0	2	0	2	0	2	0
Principal Planner/ Co-Leader	Grade H	2	0	2	1	2	1	2	1	2	1
Preservation Planner	---	1	0	0	0	0	0	0	0	0	0
Land Planner (TN Reg)	Grade G	0	0	0	0	1	0	0	0	0	0
Planning Senior	Grade G	0	0	2	0	2	0	2	0	2	0
Dev. Serv. Oper. Analyst	Grade G	0	0	1	0	0	0	1	0	1	0
Planner	Grade F	0	1	1	0	1	0	1	0	1	0
Land Planner (No Tn. Reg.)	Grade F	1	0	0	0	0	0	2	0	2	0
Sureties Coordinator	Grade F	1	0	1	0	1	0	1	0	1	0
Sustainability & Grants Coor.	---	1	0	0	0	0	0	0	0	0	0
Technical Support Specialist	Grade E	0	0	1	0	1	0	1	0	1	0
Planning Assistant	Grade E	1	0	1	0	1	0	1	0	1	0
Planning Associate	Grade D	1	1	2	0	2	0	0	0	0	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Permit Technician	---	1	0	0	0	0	0	0	0	0	0
Administrative Secretary	Grade B	0	0	0	0	0	1	0	1	0	1
Intern	---	0	1	0	1	0	1	0	1	0	1
Total Authorized Staffing		**14**	**3**	**16**	**2**	**16**	**3**	**16**	**3**	**16**	**3**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	964,184	987,807	1,040,109	1,014,722	1,061,984	21,875	2.1%
Officials Fees	10,676	9,650	14,708	14,708	14,708	-	0.0%
Employee Benefits	298,418	267,624	296,919	268,719	329,437	32,518	11.0%
Total Personnel	**1,273,278**	**1,265,081**	**1,351,736**	**1,298,149**	**1,406,128**	**54,392**	**4.0%**
Operations							
Transportation Services	2,525	1,572	4,300	1,500	3,100	(1,200)	-27.9%
Operating Services	5,276	4,211	9,500	5,232	9,500	-	0.0%
Notices, Subscriptions, etc.	58,807	21,668	31,750	39,538	34,050	2,300	7.2%
Utilities	6,694	5,402	10,000	7,580	7,000	(3,000)	-30.0%
Contractual Services	-	9,110	162,720	101,296	23,800	(138,920)	-85.4%
Repair & Maintenance Services	5,024	5,353	10,800	4,104	6,500	(4,300)	-39.8%
Employee programs	774	1,859	3,500	3,444	3,500	-	0.0%
Professional Development/Travel	25,521	27,955	38,000	34,426	41,275	3,275	8.6%
Office Supplies	8,230	11,394	14,300	13,849	14,300	-	0.0%
Fuel & Mileage	10,321	412	2,180	679	2,200	20	0.9%
Machinery & Equipment (<$25,000)	19,158	23,403	12,400	6,456	6,800	(5,600)	-45.2%
Repair & Maintenance Supplies	46	6	200	566	-	(200)	-100.0%
Property & Liability Costs	3,500	5,485	5,377	13,212	13,873	8,496	158.0%
Permits	296	64	400	400	400	-	0.0%
Other Business Expenses	-	-	100	100	100	-	0.0%
Total Operations	**146,172**	**117,894**	**305,527**	**233,287**	**177,648**	**(127,879)**	**-41.9%**
Capital	-	-	-	-	-	-	**0.0%**
Total Planning & Sustain.	**1,419,450**	**1,382,975**	**1,657,263**	**1,531,436**	**1,583,776**	**(73,487)**	**-4.4%**

Notes & Objectives

- Present a draft of the Land Use Plan to the Planning Commission.
- Determine the format of the new Zoning Ordinance, and potentially present a draft of the entire revised ordinance.
- Continue interaction with property owners along Fifth Avenue North regarding redevelopment.
- Recommend revised Street Standards in cooperation with the Street Department.

2017 Budget - 11041700 PLANNING & SUSTAINABILITY
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	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	877,158	984,498	1,072,097	758,763	1,013,157	1,095,527	1,133,671	1,156,344
	81120	OVERTIME PAY	5,122	3,309	4,800	1,176	1,565	4,800	5,245	5,350
	81160	CENSUS WORKERS	81,904							
	81199	VACANCY ADJUSTMENT			(36,788)			(38,343)	(39,678)	(40,472)
=	XWAGE	TOTAL WAGES	964,184	987,807	1,040,109	759,939	1,014,722	1,061,984	1,099,238	1,121,222
	81230	PLANNING COMMISSION & BOZA	10,676	9,650	14,708	7,150	14,708	14,708	14,708	14,708
=	XOFF	TOTAL OFFICIALS FEES	10,676	9,650	14,708	7,150	14,708	14,708	14,708	14,708
=	81410	FICA (EMPLOYER'S SHARE)	70,904	73,246	79,244	56,073	74,621	84,200	86,726	88,460
=	81420	MEDICAL PREMIUMS	146,456	145,592	165,573	69,022	138,044	181,082	199,190	219,109
=	81430	GROUP INSURANCE PREMIUMS	12,130	12,559	13,326	7,566	11,331	15,962	17,558	19,314
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(29,642)	(29,653)	(33,402)	(21,694)	(28,745)	(36,982)	(40,680)	(44,748)
	81450	RETIREMENT CONTRIBUTIONS	88,711	42,295	52,586	53,376	53,376	61,382	67,521	74,273
	81455	DEFERRED COMP MATCH	9,420	16,541	14,500	12,747	16,987	18,686	20,554	22,610
	81460	UNEMPLOYMENT CLAIMS	62	2,230						
	81470	WORKERS COMPENSATION PREMIUMS	320	291	292	334	573	307	334	351
	81475	WORKERS COMPENSATION CLAIMS	(4,743)							
	81482	CAR ALLOWANCE	4,800	4,523	4,800	2,031	2,532	4,800	4,800	4,800
=	XBEN	TOTAL BENEFITS	298,418	267,624	296,918	179,455	268,719	329,437	356,003	384,169
=	XPER	TOTAL PERSONNEL	1,273,278	1,265,081	1,351,735	946,544	1,298,149	1,406,129	1,469,949	1,520,099
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	2,515	1,560	4,200	926	1,500	3,000	3,045	3,091
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS		3	100			100	102	103
	82130	VEHICLE LICENSES & TITLES	10	9						
=	XTRC	TOTAL TRANSPORTATION CHARGES	2,525	1,572	4,300	926	1,500	3,100	3,147	3,194
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,994	3,033	8,500	165	355	8,500	8,628	8,757
	82250	TESTING & PHYSICALS	3,282	1,178	1,000	2,032	4,877	1,000	1,015	1,030
=	XOPSV	TOTAL OPERATING SERVICES	5,276	4,211	9,500	2,197	5,232	9,500	9,643	9,787
	8231[illegible]	LEGAL NOTICES	9,677	8,125	13,000	4,548	8,863	10,000	10,150	10,302
	8235[illegible]	DUES FOR MEMBERSHIPS	5,508	7,494	8,000	4,558	10,819	10,000	10,150	10,302
	8236[illegible]	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	8,776	5,896	10,000	1,857	4,457	10,000	10,150	10,302
	8237[illegible]	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)				8				
	8237[illegible]	RECRUITMENT				6,284	15,082	3,300	3,350	3,400
	8238[illegible]	SPECIAL CENSUS	34,662			(55)				
	8239[illegible]	PUBLICATIONS, NON-TRAINING	184	153	750	169	317	750	761	773
=	XNS[illegible]	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	58,807	21,668	31,750	17,369	39,538	34,050	34,561	35,079
	8245[illegible]	TELEPHONE SERVICE	1,694	1,548	2,000	1,009	2,136	2,000	2,030	2,060
	8245[illegible]	CELLULAR TELEPHONE SERVICE	3,043	1,998	5,000	1,276	2,626	3,000	3,045	3,091
	8247[illegible]	INTERNET & RELATED SERVICES	1,957	1,856	3,000	1,342	2,818	2,000	2,030	2,060
=	XUT[illegible]L	TOTAL UTILITIES	6,694	5,402	10,000	3,627	7,580	7,000	7,105	7,211
!	8251[illegible]	COMPUTER SERVICES			4,720	540	1,296	2,600	2,639	2,679
!	82560	CONSULTANT SERVICES		9,110	158,000	74,366	100,000	21,200	21,518	21,841
	82599	OTHER CONTRACTUAL SERVICES								
=	XCTS	TOTAL CONTRACTUAL SERVICES		9,110	162,720	74,906	101,296	23,800	24,157	24,520
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	22	1,318	2,200	272	653	1,500	1,523	1,545

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	5,002	4,035	8,600	1,652	3,451	5,000	2,075	5,151
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	5,024	5,353	10,800	1,924	4,104	6,500	3,598	6,696
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	774	62	500	257	444	500	508	515
	82780	TRAINING, OUTSIDE		13						
	82790	TRAINING, IN-HOUSE		1,784	3,000		3,000	3,000	3,045	3,091
=	XEPG	TOTAL EMPLOYEE PROGRAMS	774	1,859	3,500	257	3,444	3,500	3,553	3,606
+	82810	REGISTRATIONS	10,153	12,898	10,825	10,894	11,500	12,000	12,500	13,000
	1	various	10,153		10,825	10,894	11,500	12,000	12,500	13,000
	*	Amount missing from detail		12,898						
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	3,436	1,610	2,850	1,460	3,206	3,250	3,500	3,750
	82830	AIR TRAVEL	1,793	3,780	8,825	2,067	1,658	8,825	8,825	8,825
	82840	LODGING	8,974	7,749	8,550	7,472	15,362	10,000	10,000	10,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,153	1,894	6,750	1,102	2,645	7,000	7,500	8,000
	82890	OTHER TRAVEL EXPENSES	12	24	200	33	55	200	200	200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	25,521	27,955	38,000	23,028	34,426	41,275	42,525	43,775
	83110	OFFICE SUPPLIES	3,059	4,112	7,000	2,558	5,417	5,000	5,075	5,151
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			100			100	102	103
	83130	EMPLOYEE BENEVOLENCE ITEMS	60	62	200	159	202	200	203	206
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	5,111	7,220	7,000	3,881	8,230	9,000	9,135	9,272
=	XOFS	TOTAL OFFICE SUPPLIES	8,230	11,394	14,300	6,598	13,849	14,300	14,515	14,732
	83260	UNIFORMS PURCHASED				377	905	400	406	412
=	XOPS	TOTAL OPERATING SUPPLIES				377	905	400	406	412
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,071	364	1,980	353	602	2,000	2,030	2,060
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	9,250	48	200	41	77	200	203	206
=	XFUEL	TOTAL FUEL & MILEAGE	10,321	412	2,180	394	679	2,200	2,233	2,266
	83510	FURNITURE, FIXTURES (<$25,000)	1,255	1,503	1,000	590	1,416	1,000	1,015	1,030
+	83530	MACHINERY & EQUIPMENT (<$25,000)	1,784	101		337				
	1	Various	1,784							
!	2	Smartboard - CDCR								
!	3	Smartboard - PCR								
	*	Amount missing from detail		101		337				
+	83540	COMPUTER HARDWARE (<$25,000)	14,217	15,992	5,000	4,815		4,700	4,770	4,842
	1	Various	14,217							
	2	Desktop			5,000			826	838	851
	3	3 Laptops with Docking Stations						3,874	3,932	3,991
	4									
	*	Amount missing from detail		15,992		4,815				
	83550	COMPUTER SOFTWARE (<$25,000)	1,902	5,807	6,400	2,100	5,040	1,100	1,117	1,133
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	19,158	23,403	12,400	7,842	6,456	6,800	6,902	7,005
	83620	EQUIPMENT PARTS & SUPPLIES	46	6	200	236	566			
	83660	BUILDING MAINTENANCE SUPPLIES								
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	46	6	200	236	566			
	84950	GRANT PROGRAMS						10,850	11,013	11,178
=	XOPU	TOTAL OPERATIONAL UNITS						10,850	11,013	11,178
	85110	PROPERTY INSURANCE	746	923	927	1,033	2,479	2,603	2,733	2,870
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	51	85	95					
	85113	AUTO PHYSICAL DAMAGE	2	10	10	5	12	13	13	14

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
!	85115	LIABILITY INSURANCE	1,680	2,911	3,000	4,143	9,943	10,440	10,962	11,510
	85116	E&O LIABILITY INSURANCE	992	1,257						
	85117	VEHICLE LIABILITY INSURANCE	17	249	269	257	617	648	680	714
	85119	UMBRELLA LIABILITY				983				
	85120	PROPERTY DAMAGE COSTS			976					
	85140	SURETY/NOTARY BONDS	12	50	100	67	161	169	100	101
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	3,500	5,485	5,377	6,488	13,212	13,873	14,488	15,209
_										
_										
	85340	RECORDING & FILING FEES	296	64	400		400	400	406	412
=	XPERM	TOTAL PERMITS	296	64	400		400	400	406	412
_										
_										
	85990	MISCELLANEOUS			100		100	100	102	103
=	XOBE	TOTAL OTHER BUSINESS EXPENSES			100		100	100	102	103
_										
_										
_										
_										
_										
=	XOP	TOTAL OPERATIONS	146,172	117,894	305,527	146,169	233,287	177,648	178,354	185,185
_		Capital								
_										
_										
_										
_										
_										
_										
=	XTOT	TOTAL EXPENDITURES	1,419,450	1,382,975	1,657,262	1,092,713	1,531,436	1,583,777	1,648,303	1,705,284

City of Franklin, Tennessee

FY 2017 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Planning & Sustainability						
1	Preservation Planner	$ 56,036	$ 16,811	$ -	**$ 72,847**	$ -
2	Reclassification: Principal Planner	$ 4,159	$ -	$ -	**$ 4,159**	$ -
3	Continuing Education	$ -	$ -	$ 22,306	**$ 22,306**	$ -
4	Mobile Workshop	$ -	$ -	$ 15,750	**$ 15,750**	
5	3D Modeling	$ -	$ -	$ 50,000	**$ 50,000**	$ -
6	Adobe InDesign Licenses	$ -	$ -	$ 1,080	**$ 1,080**	$ -
Total		**$ 60,195**	**$ 16,811**	**$ 89,136**	**$ 166,142**	**$ -**

	Compensation	Benefits	Expenses	Total	
Total G/F Requests	$ 60,195	$ 16,811	$ 89,136	**$ 166,142**	**$ -**

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **1** of **1**

Department: **41700 PLANNING & SUSTAINABILITY**
Division:
Title: **NEW POSITION: PRESERVATION PLANNER**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
81110 REGULAR PAY		$56,036	$56,036
81110 REGULAR PAY			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$16,811	$16,811
Expenses			
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$0	$72,847	$72,847

PURPOSE / DESCRIPTION OF REQUEST

The request is to create the position of Preservation Planner.
The title is, in itself, descriptive of the position.

The duties of the Preservation Planner are to liaise with the Franklin Historic Zoning Commission, the Franklin Design Review Committee, and the Franklin Battlefield Preservation Commission. The position also involves interacting with some eighteen preservation and heritage organizations. Technically, the Preservation Planner is responsible for ensuring that development in historic overlay districts conforms to the Historic District Design Guidelines.

SERVICE IMPLICATION

The service implication is that this is a specialized segment of urban planning that requires skills in both historic preservation and urban planning.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **1** of **1**

Department: **41700 PLANNING & SUSTAINABILITY**
Division:
Title: **RECLASSIFICATION: PRINCIPAL PLANNER**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY		$4,159	**$4,159**
81110 REGULAR PAY			**$0**
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0		**$0**
Expenses			
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$0**	**$4,159**	**$4,159**

PURPOSE / DESCRIPTION OF REQUEST

This request will be reclassifying a Senior Planner to a Principal Planner. The purpose of the position of Principal Planner is for them to perform the duties of an urban planner, which involves, among other duties, making recommendations on the various phases of development, from annexation to the last final plat or site plan. The position requires serving as the staff planner for the Franklin Municipal Planning Commission and taking its recommendations to the Franklin Board of Mayor and Aldermen.

The position requires accruing experience and expertise needed to navigate through the adopted documents and policies of the various enacting bodies, such as the Franklin Land Use Plan, the Franklin Zoning Ordinance, and the Franklin Subdivision Regulations.

Certification as a member of the American Institute of Certified Planners (AICP) is required.

SERVICE IMPLICATION

The service implication is that this position requires more experience than that for the position of Senior Planner. The Planning and Sustainability Department needs to take advantage of the years of experience and expertise that the position of Principal Planner requires.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **1** of **1**

Department: **41700 PLANNING & SUSTAINABILITY**
Division:
Title: **CONTINUING EDUCATION**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>		$0	$0
Expenses			
82800 PROFESSIONAL DEVELOPMENT/TRAVEL	$22,306		$22,306
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$22,306	$0	$22,306

PURPOSE / DESCRIPTION OF REQUEST

The purpose of this request is to add attendance to several service organizations, such as the Congress for the New Urbanism and the Urban Land Institute, that are above and beyond usual conference participation, that the Planning and Sustainability Department has not taken advantage of. The former concentrates on urban design techniques—some new and some old—that can enhance the quality of life of future residents and businesses. The latter keeps participants up to date on real estate trends, which translates into the types of land uses that can be expected to be requested, in general.

SERVICE IMPLICATION

The service implication is that those in attendance from the Planning and Sustainability Department will gain knowledge on the latest design and real estate activities that influence the urban planning process.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **1** of **1**

Department: **41700 PLANNING & SUSTAINABILITY**

Division:

Title: **MOBILE WORKSHOP—DESTINATION TBD**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
	$15,750		**$15,750**
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>		$0	**$0**
Expenses			
82800 PROFESSIONAL DEVELOPMENT/TRAVEL			**$0**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$15,750**	**$0**	**$15,750**

PURPOSE / DESCRIPTION OF REQUEST

Mobile Workshops are an integral part of the urban planning process. They offer the three-dimensional look to a city that only traveling to those entities can provide. It is one thing to view the various aspects of the built environment through pictures; it is quite something else to get the eyes-on experience by actually being immersed in that environment.

The draft Franklin Land Use Plan, which is the policy document that will recommend where the future built environment should be, and what it should look like, will concentrate heavily on design concepts that should carry over to the Franklin Zoning Ordinance, which is one of the implementation documents for Franklin.

The final budgeted amount will depend on the following: cost per day, location, mode of travel, length of stay, accommodations, and number of participants.

SERVICE IMPLICATION

The service implication for a Mobile Workshop is that the elected and appointed officials, as well as the City staff, can gain knowledge of the built environment in other cities and the implications for their elements, if applied to the City of Franklin.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **1** of **1**

Department: **41700 PLANNING & SUSTAINABILITY**

Division:

Title: **3D MODELING: PLW MODELWORKS**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89540 COMPUTER HARDWARE (>$25,000)	$50,000		$50,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$50,000	$0	$50,000

PURPOSE / DESCRIPTION OF REQUEST

The purpose of the 3D Modeling program is to accurately depict images in three dimensions and in relation to the placement of the images around them.

The clarity and complexity of the images depends on the extent of the cost committed to the program. The models are geolocated and photo-accurate. The extent of the fidelity of the images depends on whether the structures are presented with blank elevations or are finished as building-texture maps.

SERVICE IMPLICATION

The 3D Modeling program can become an invaluable tool in determining the relationship of proposed structures and developments in relation to the surrounding built environment. It will aid viewers in visualizing what structures will actually appear to be like once they become a part of that built environment.

The 3D Modeling program can become a major tool for assisting in urban design in that it will help in assessing the viability of new developments—especially infill developments—from the perspective of design and spatial allocation.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **1** of **1**

Department: **41700 PLANNING & SUSTAINABILITY**

Division:

Title: **ADOBE IN DESIGN CC, 3 LICENSES**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
83550 COMPUTER SOFTWARE (<$25,000)	$1,080		$1,080
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$1,080	$0	$1,080

PURPOSE / DESCRIPTION OF REQUEST

InDesign is a professional page layout software for print and digital publishing. The software is standard for professional document production .

SERVICE IMPLICATION

InDesign is needed for staff working on the creation of planning documents.

Project & Facilities

Brad Wilson

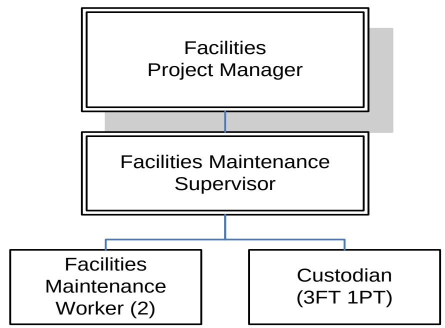
Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
    - Personnel
    - Operations
- Program Enhancements
- Summary

Purpose of Department

This department is responsible of the development , facilitation, design, planning, scheduling, implementation and management of city facilities and projects. Our mission is to manage our city facilities in a sustainable and economical environment where ever possible. The department strives for a safe and healthy environment for all staff and the community within the facilities we manage and the new structures built within the community. Our goal is to use a LEED format wherever possible in the construction and or remodeling of any city facility.

Organization Chart



Staffing by Position											
Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	Grade F	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Worker	Grade C	1	0	2	0	2	0	2	0	2	0
Custodian	Grade B	3	1	3	1	3	1	3	1	2	0
Totals		6	1	7	1	7	1	7	1	6	0

Base Budget Request: Personnel

Currently there are no additional staffing needs required for the 2017 Facilities budget. In fact, we are recommending the reduction of 1.5 authorized positions (currently vacant). With the growth of the departments and staff, it does at times put a strain on this department, but we feel the need can be managed within.

The hiring of an outside source that now cleans City Hall three times per week this allows are staff the ability to do extra or help out in other areas with current team members.

The 2017 budget is forecast to be 11.4% less than 2016.

Base Budget Request: Operations

Facilities continues its obligation with working with the number of departments both within City Hall and the surrounding area. There is not a day that something does not break down, is torn up or just basically quits. This budget represents the cost of maintaining the current infrastructure in regards to cost related to the operations of specific facilities but, looks to the upcoming year where items need to be replaced based on use and age. The budget presented also incorporates higher utility cost to some of the current facilities we operate full time and others that have not been deemed surplus as of this presentation. With all facilities comes the required testing requirements, revision of existing maintenance contracts, updated IT infrastructure cost along with cleaning cost and any unsuspected cost relating to the updating and maintenance of current facilities. The 2017 budget for operations is proposed to be 29% lower than 2016 budget, though this decrease would be reduced if Program Enhancements are funded.

Program Enhancement Requests

Currently there are a total of 13 program enhancements that are needed within departments. Space enhancements such as Finance and HR along with Planning need to have updating to the spaces for a cleaner working environment along with additional space as they look to add additional staff. Other areas such as the Police Community room that is used greatly not only by staff but other organizations is in need of seating and tables to be updated. Esthetic issues within the same space need to be worked on as well but can possibly go another year. The COF Board Room will look to be painted this year as well as the possibly of new carpet. And then there is always the painting of offices and common spaces within existing spaces throughout the facility. Some of the larger maintenance items we see that are not really enhancements will be to City Hall. The HVAC units are becoming more difficult each day to keep up and running along with the roofing that is now out of warranty and showing signs of age along with what Mother Nature throws at it.

Summary

There is always a lot going on with the Facilities department regarding future enhancements and keeping the facilities up to current codes and guidelines not to mention repairs that need to be made. I feel we are in better shape than we were five years ago with our facilities and we look to what the future will bring in regards to projects. Through our budget we have been able to update older facilities to be both cleaner and brighter for the staff that works here and the citizens that visit everyday. We will continue to take the funds provided and use them in the very wisest way possible.

Project & Facilities Management

Brad Wilson, Director

Budget Summary

	2014	2015	2016		2107	2016 v. 2017	
	Actual	Estimated	Budget	Estimated	Budget	$	%
Personnel	376,397	387,123	431,916	414,687	382,692	-49,224	-11.4%
Operations	353,573	574,406	664,037	431,836	468,516	-195,521	-29.4%
Capital	0	36,743	46,350	36,559	0	(46,350)	-100.0%
Total	**729,970**	**998,272**	**1,142,303**	**883,082**	**851,208**	**-291,095**	**-25.5%**

Department Goals

Project and Facilities Management is responsible for the development, facilitation, design, planning, scheduling, and management of city facilities and projects. These projects cover a wide spectrum ranging from major new construction and large remodels to small projects designed to improve, repair, or enhance existing city facilities or systems. The group is also responsible for the maintenance of City Hall, Parking Garages, Police Headquarters and the new Public Works Facility and also assists other outlying groups such as Fire, Parks and Sanitation & Environmental Services.

FY 2017 Outlook

Department Goals

In the coming fiscal year, our goal remains to maintain a safe and healthy environment for City of Franklin staff and community. We also strive to share project information with contractors, consultants, and citizens. Security accessibility will be a priority in new construction and remodel projects of municipal buildings.

Projects

Continuing projects in fiscal year 2015-16 include the construction of fire halls, access control systems at city facilities, and miscellaneous maintenance and build outs at existing facilities. There is also continued of the possible development of the Household Hazardous Waste Facility at the Sanitation and Environmental Services Complex and design of a new City Hall.

Proposed projects within City Hall include the reconfiguration of areas within the departments of Finance, Planning and Sustainability and Human Resources departments, and miscellaneous minor remodels to accommodate intra-department functions.

Performance Measurement

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Performance Measurement

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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme: A Safe Clean and Livable City

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: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	Number of Buildings Maintained			Data being collected		
	Gross Square Footage of Municipal Buildings (Gen. Fund)			Data being collected		
	Number of Hours Served					
	- Employees			Data being collected		
	- Contractors			Data being collected		
	Number of Requests taken			Data being collected		
	Average Daytime Number of People in Buildings			Data being collected		
	Utilities					
	- Gas (therms)			Data being collected		
	- Electricity (kW)			Data being collected		

Efficiency Measures

		2013	2014	2015	2016*	2017*
	G.S.F./Average daily # of people			Data being collected		
	People served/Custodian			Data being collected		
	Average time to complete a routine request			Data being collected		

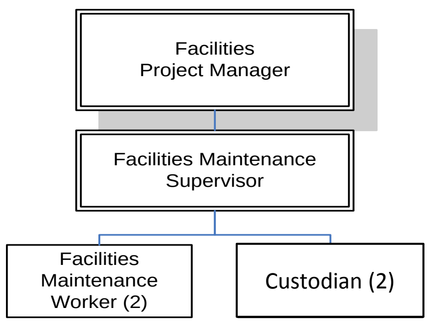
Performance Measurement

Outcome (Effectiveness) Measures

		2013	2014	2015	2016*	2017*
	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)	TBD	TBD	TBD	TBD	TBD
	Target ***(In Kilowatt hours - Source: Finance Department)***	**17,452,500**	**17,005,000**	**16,557,500**	**16,143,563**	**15,729,625**
	Meets Target?	**TBD**	**TBD**	**TBD**	**TBD**	**TBD**

** 2016 and 2017 data estimated.*

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	Grade F	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Worke	Grade C	1	0	2	0	2	0	2	0	2	0
Custodian	Grade B	3	1	3	1	3	1	3	1	2	0
Totals		**6**	**1**	**7**	**1**	**7**	**1**	**7**	**1**	**6**	**0**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	%
Personnel							
Salaries & Wages	255,281	278,967	307,490	290,647	265,032	(42,458)	-13.8%
Employee Benefits	121,116	108,156	124,426	124,040	117,660	(6,766)	-5.4%
Total Personnel	**376,397**	**387,123**	**431,916**	**414,687**	**382,692**	**(49,224)**	**-11.4%**
Operations							
Transportation Services	155	50	250	200	252	2	0.8%
Operating Services	4,364	5,767	3,610	3,790	4,290	680	18.8%
Notices, Subscriptions, etc.	220	124	45	45	45	-	0.0%
Utilities	142,292	172,523	235,810	186,253	190,840	(44,970)	-19.1%
Contractual Services	24,250	35,034	74,653	72,385	79,843	5,190	7.0%
Repair & Maintenance Services	271,331	522,705	454,125	303,132	337,766	(116,359)	-25.6%
Office Supplies	2,027	2,023	1,750	525	1,000	(750)	-42.9%
Operating Supplies	2,067	3,465	2,400	1,950	2,600	200	8.3%
Fuel & Mileage	4,163	1,855	4,650	3,530	5,200	550	11.8%
Machinery & Equipment (<$25,000)	9,418	8,783	11,600	750	6,100	(5,500)	-47.4%
Repair & Maintenance Supplies	58,273	59,179	95,200	98,925	83,320	(11,880)	-12.5%
Operational Units	-	17,425	17,850	-	-	(17,850)	-100.0%
Property & Liability Costs	13,730	18,381	17,949	17,106	17,961	12	0.1%
Rentals	1,338	330	1,000	-	1,000	-	0.0%
Permits	693	580	450	550	750	300	66.7%
Financial Fees	109	-	-	-	-	-	0.0%
Other Business Expenses	202	-	-	-	-	-	0.0%
Interfund Reimbursements	(181,059)	(273,818)	(257,305)	(257,305)	(262,451)	(5,146)	2.0%
Total Operations	**353,573**	**574,406**	**664,037**	**431,836**	**468,516**	**(195,521)**	**-29.4%**
Machinery & Equipment (>$25,000)	-	36,743	46,350	36,559	-	(46,350)	0.0%
Capital	-	36,743	46,350	36,559	-	**(46,350)**	**-100.0%**
Total Proj. & Fac. Management	**729,970**	**998,272**	**1,142,303**	**883,082**	**851,208**	**(291,095)**	**-25.5%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	248,491	270,943	312,240	204,517	280,647	268,427	273,796	279,271
	81120	OVERTIME PAY	6,790	8,024	6,000	6,894	10,000	6,000	6,000	6,000
	81199	VACANCY ADJUSTMENT			(10,750)			(9,395)	(9,583)	(9,775)
=	XWAGE	TOTAL WAGES	255,281	278,967	307,490	211,411	290,647	265,032	270,213	275,496
=	81410	FICA (EMPLOYER'S SHARE)	18,343	20,140	23,497	15,428	21,469	20,535	20,945	21,364
=	81420	MEDICAL PREMIUMS	70,043	72,182	79,493	39,747	79,493	69,470	76,417	84,059
=	81430	GROUP INSURANCE PREMIUMS	5,507	5,613	5,876	3,463	5,937	4,887	5,376	5,913
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(14,913)	(15,377)	(16,532)	(10,339)	(14,953)	(14,044)	(15,448)	(16,993)
	81450	RETIREMENT CONTRIBUTIONS	41,398	24,672	31,136	31,136	31,136	35,806	39,387	43,326
	81470	WORKERS COMPENSATION PREMIUMS	738	926	956	958	958	1,006	1,056	1,109
	81475	WORKERS COMPENSATION CLAIMS								
=	XBEN	TOTAL BENEFITS	121,116	108,156	124,426	80,393	124,040	117,660	127,733	138,778
=	XPER	TOTAL PERSONNEL	376,397	387,123	431,916	291,804	414,687	382,692	397,946	414,274
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	7	21	50			52		
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	128	11		23				
	82130	VEHICLE LICENSES & TITLES	20	18	200		200	200	200	200
=	XTRC	TOTAL TRANSPORTATION CHARGES	155	50	250	23	200	252	200	200
+	82210	PRINTING & COPYING SERVICES, OUTSOURCED	392		750		300	500	500	500
	1	Plan coping and scanning for misc. projects			750		300	500	500	500
	2	Various	392							
	*	Amount missing from detail								
+	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	3,627		2,860		3,300	3,500	3,500	3,500
	1	Shredding Services			2,860		3,300	3,500	3,500	3,500
	2	Various	3,627							
	*	Amount missing from detail								
	82245	FINGERPRINTING FEES						100		
	82250	TESTING & PHYSICALS	245	202		66	190	190	190	190
	82260	UNIFORM RENTAL & SERVICES	100	2,186						
	82290	OTHER OPERATING SERVICES								
=	XOPSV	TOTAL OPERATING SERVICES	4,364	2,388	3,610	66	3,790	4,290	4,190	4,190
	82310	LEGAL NOTICES	141	79						
+	82350	DUES FOR MEMBERSHIPS	45		45		45	45	45	45
	1	Sams Club			45		45	45	45	45
	2	Various	45							
	*	Amount missing from detail								
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	34							
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	220	79	45		45	45	45	45
+	82410	ELECTRIC SERVICE	115,339	132,000	179,622	69,920	141,140	143,700	143,700	144,000
	1	Various	115,339	132,000						
	2	Public Works Electric			36,720	15,794	33,000	35,000	35,000	35,000
	3	Streets Building			8,874	2,350	4,600	4,700	4,700	4,800
	4	Water Dept. (Hill Property)			11,628					
	5	City Hall			122,400	50,111	100,200	100,500	100,500	100,500

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	6	Theatre								
	7	Street & Traffic Signals				1,665	3,340	3,500	3,500	3,700
	*	Amount missing from detail								
+	82420	WATER & SEWER SERVICE	4,798		10,204	9,455	9,750	10,000	10,000	10,000
	1	Various	4,798							
	2	Public Works Facility			1,198	1,709	1,750	1,800	1,800	1,800
	3	Streets Building			1,738					
	4	Water Dept. (Hill Property)			536					
	5	City Hall			6,732	7,746	8,000	8,200	8,200	8,200
	6	Theatre								
	*	Amount missing from detail								
+	82430	STORMWATER SERVICE	2,193		7,101	3,196	3,410	3,500	3,550	3,575
	1	Various	2,193							
	2	Public Works Facility			3,408	1,002	1,110	1,200	1,200	1,200
	3	Streets Building			1,022					
	4	Water Dept. (Hill Property)			436					
	5	City Hall			2,235	2,194	2,300	2,300	2,350	2,375
	6	Theatre								
	*	Amount missing from detail								
+	82435	SOLID WASTE SERVICE	5,322		15,173	12,908	13,325	13,700	13,975	14,250
	1	Various	5,322							
	2	Public Works Facility			9,241	7,400	7,500	7,750	8,000	8,250
	3	City Hall Miscellanous Dumpster fees for projects			500		225	300	325	350
	4	Streets Building			100					
	5	Water Dept. (Hill Property)			50					
	6	City Hall			5,282	5,508	5,600	5,650	5,650	5,650
	7	Theatre								
	*	Amount missing from detail								
+	82440	NATURAL GAS SERVICE	8,699		17,255	5,007	10,275	10,690	10,740	10,765
	1	Various	8,699							
	2	Public Works			6,012	1,872	3,900	4,100	4,150	4,175
	3	Streets Building			1,379	1,251	2,600	2,700	2,700	2,700
	4	Water Dept. (The Hill)			746	185	375	390	390	390
	5	City Hall			9,118	1,699	3,400	3,500	3,500	3,500
	6	Theatre								
	*	Amount missing from detail								
+	8245[illegible]	TELEPHONE SERVICE	1,769		1,958		2,459	3,300	3,300	2,500
	1	Various	1,769							
	2	Public Works						800	800	
	3	Streets Building								
	4	Water Dept. (The Hill)								
	5	City Hall			1,958		2,459	2,500	2,500	2,500
	*	Amount missing from detail								
+	8245[illegible]	CELLULAR TELEPHONE SERVICE	3,707		3,549		4,849	4,850	4,850	4,850
	1	Staff Phones			3,549		4,849	4,850	4,850	4,850
	2	Various	3,707							
	*	Amount missing from detail								
+	82470	INTERNET & RELATED SERVICES	465		948		1,045	1,100	1,100	1,100
	1	Comcast			600		1,045	1,100	1,100	1,100
	2	Internet			348					
	3	Various	465							
	*	Amount missing from detail								
=	XUTIL	TOTAL UTILITIES	142,292	132,000	235,810	100,486	186,253	190,840	191,215	191,040
	82510	COMPUTER SERVICES				158				

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	82540	ENGINEERING SERVICES	1,100							
+	82560	CONSULTANT SERVICES			500			500	500	500
	1	Various								
	2	Misc. Engineering Consultants			500			500	500	500
	*	Amount missing from detail								
+	82599	OTHER CONTRACTUAL SERVICES	23,150	8,179	74,153	69,685	72,385	79,343	78,875	76,975
	1	Some sub contract labor misc. outsourse labor			2,000			4,500	4,000	2,000
	10	CISCO ultra clean			4,651	4,500	4,650	4,800	4,800	4,800
	11	Cisco Smartnet License Requirements			3,500	3,310	3,310	3,500	3,500	3,500
	12	Electric Charger Contracts			500	500	1,000	1,000	1,000	1,000
	13	Tyco City Hall Fire Systems Testing		2,645	2,700	2,700	2,800	2,900	2,900	2,900
	14	Police Dept. Firy Systems Testing		3,334	3,400	3,400	3,400	3,468	3,500	3,500
	15	PD Clean Agent Testing		2,200	2,400	2,400	2,400	2,400	2,400	2,500
	16	PW Fire Monitoring					600	675	675	675
	17	PD Fire Monitoring								
	2	Pest Control PW & PD			4,896	3,400	3,500	3,500	3,500	3,500
	3	Pest Control CH			1,224	4,200	4,800	4,800	4,800	4,800
	3247	Public Works Pest Control			2,275					
	34	Police Headquarters/Southeast Pky/Hill Property Turf Management			34,680	33,475	33,475	35,000	35,000	35,000
	5	Geo Thermal Maintenance			3,121	1,800	1,754	1,800	1,800	1,800
	7	various	23,150							
	8	CISCO restroom cleaning and misc.			3,072	4,800	5,218	5,500	5,500	5,500
	9	CISCO floor matts			5,734	5,200	5,478	5,500	5,500	5,500
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	24,250	8,179	74,653	69,843	72,385	79,843	79,375	77,475
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	604	3,590	1,000	1,099	1,000	1,000	230	230
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	56,708	1,580	78,195		67,841	109,100	109,100	109,100
	1	Maintenance Contract for GEN PACKS, CH, PD, IT, PW, SW Fire all units $9050			25,966		24,865	25,000	25,000	25,000
	12	Police Dept Clean Agent Testing								
	13	Police Dept AAON Maintenance Contract			4,015		4,676	4,800	4,800	4,800
	14	Installation Camera System both garages 2 per level fixed units.								
	15	For replacement of Air Handlers or Heater Coils or Compressors.						40,000	40,000	40,000
	16	ADT at City Hall			9,300		4,800	5,000	5,000	5,000
	17	Police Dept LU (Speed Gates) Maintenance Contract			4,500		2,200	2,500	2,500	2,500
	18	Ground repair at PD Cistern Water Replacement								
	19	Garage Sweeper Maintenance Agreement		1,580	2,000		500	500	500	500
	2	Maintenance Contract for Water Quality unit PD			2,600		1,200	1,200	1,200	1,200
	20	AED Maintenance Units			1,734		1,100	1,100	1,100	1,100
	3	Green Roof PD Contract 2 years plus additional plantings			13,580		14,000	14,500	14,500	14,500
	4									
	6	Window Cleaning PD $ 3500 Parking Garages $ 2400			6,000		6,000	6,000	6,000	6,000
	7	Kone Elevator Maintenance PD, 2nd & 4th PG Maint/Permits			8,500		8,500	8,500	8,500	8,500
	8	Various	56,708							
	*	Amount missing from detail								
	82640	PAVING & REPAIR SERVICES	1,500							
	82650	PARK & FIELD MAINTENANCE SERVICES		4,076						
	82657	LANDSCAPING SERVICES	7,708	7,998	5,900	3,205	6,750	8,800	8,800	8,800
	82658	IRRIGATION SERVICES	240	3,068	750		285	750	750	750
+	82660	BUILDING REPAIR & MAINTENANCE SERVICES	203,120		368,280		227,256	218,116	198,936	198,936
	12	Public Works Facility Cleaning Contract			34,000		33,900	34,680	35,000	35,000
	13	PD Swale Repair, Rear Drainage Ditch Repair, Dead Shrub Replace			21,500					
	14	City Hall Miscellaneous Projects			40,000		30,000	40,000	40,000	40,000
	15	Water Line at Thru The Green and S/E Services			110,000					

2017 Budget - 11041320 PROJECT AND FACILITIES MANAGEMENT
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	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	16	City Hall Cleaning Contract			38,000		39,936	39,936	39,936	39,936
	17	Repairs to 2nd Ave Garage to replace jointing materials (partial)					4,800	15,000	15,000	15,000
	18	Repairs of 4th Ave Garage to replace jointing materials (partial)					4,800	15,000	15,000	15,000
	19	New PD tree lights that are currently LED and would replace with LED						3,500		
	2	Refurbish 2nd and 4th Ave parkign garage elevator units interiors						15,000		
	20	Police Dept. Cleaning Contact			39,780		38,820	39,000	39,000	39,000
	21	Replace Storefront doors at City Hall Sq side and PW parking side						8,000		
	22				10,000					
	3	City Hall Roof Repairs						8,000	15,000	15,000
	4	Various	203,120		75,000		75,000			
	5									
	6									
	7									
	8									
	9									
	*	Amount missing from detail								
	82699	OTHER REPAIR & MAINTENANCE SERVICES	1,451	5,772						
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	271,331	26,084	454,125	4,304	303,132	337,766	317,816	317,816
	83110	OFFICE SUPPLIES	954	1,095	1,000	189	125	500	500	500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		193		2,071				
	83130	EMPLOYEE BENEVOLENCE ITEMS		54						
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,073	681	750	401	400	500	500	500
=	XOFS	TOTAL OFFICE SUPPLIES	2,027	2,023	1,750	2,661	525	1,000	1,000	1,000
	83240	MEDICAL SUPPLIES			100			100		
	83250	SAFETY SUPPLIES	179	170	250	254	300	300	300	
+	83260	UNIFORMS PURCHASED	703		1,250		750	1,400	1,400	1,400
	1	Needed staff uniforms for facilities	703		1,250		750	1,400	1,400	1,400
	*	Amount missing from detail								
	83270	CONSUMABLE TOOLS	1,185	1,713	800	836	900	800	445	500
	83299	OTHER OPERATING SUPPLIES				171				
=	XOPS	TOTAL OPERATING SUPPLIES	2,067	1,883	2,400	1,261	1,950	2,600	2,145	1,900
+	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	4,163		4,650	589	3,530	5,200	5,200	5,800
	1	Diesel fuel for PD, PW, Fire Stations, Radio Towers, Water/Sewer, San.			1,800		3,530	4,000	4,000	4,000
	2	Diesel fuel for City Hall, MIT and Fire Generators			1,750					
	3	Fuel for Maintenance Vehicles			1,100			1,200	1,200	1,800
	4	Various	4,163			589				
	*	Amount missing from detail								
=	XFUEL	TOTAL FUEL & MILEAGE	4,163		4,650	589	3,530	5,200	5,200	5,800
+	83510	FURNITURE, FIXTURES (<$25,000)	2,663		9,000			10,000		
	1	Administration office furniture			9,000			10,000		
	3	Various	2,663							
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<$25,000)	5,436		500		750	1,000	1,000	1,000
	1									
	2									
	3	Vacuums / Blower Vac / Misc.			500		750	1,000	1,000	1,000
	4	Various	5,436							
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<$25,000)	1,319		2,100			2,100	2,100	2,100

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	1	Computers scheduled to be replaced this year			2,100			2,100	2,100	2,100
	2	Various	1,319							
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	9,418		11,600		750	13,100	3,100	3,100
+	83620	EQUIPMENT PARTS & SUPPLIES	6,875		25,000		12,000			
	1	Possible replacement of HVAC condensors and heat unit at CH			25,000		12,000			
	2	Various	6,875							
	3	Line Item 3								
	*	Amount missing from detail								
+	83654	GROUNDS MAINTENANCE SUPPLIES			200		125	220	240	200
	1	Gly 4 Chemical			200		125	220	240	200
	*	Amount missing from detail								
+	83660	BUILDING MAINTENANCE SUPPLIES	51,398		70,000		86,800	83,100	83,300	83,000
	1	PD, PW, CH Air Filters			4,000			5,800	6,000	6,200
	10	PD, PW, CH Occupancy sensors and switches			500			1,000	1,000	1,000
	11	Housekeeping equipment			500			300	300	300
	12	City Hall Household Items.			31,800			35,000	35,000	35,000
	13	Public Works Household Items			25,000			30,000	30,000	30,000
	14	Flags for City			1,000		1,500	1,800	1,800	1,800
	15	Public Works Light Bulbs			300		300	500	500	500
	16				500					
	17	PW, CH, FIREHALLS VCT Waxing Materials			2,000			2,000	2,000	2,000
	2	PD Urinal Filters			1,400			2,000	2,000	2,000
	3	PD T-5 light bulbs budgeting approx. 60			1,000			2,500	2,500	2,500
	4	PD Can Light Bulbs 40			500			500	500	500
	500	PD Ultraviolet Bulbs			500			500	500	
	6	PDCistern Filters			1,000			1,200	1,200	1,200
	8	Various	51,398				85,000			
	*	Amount missing from detail								
+	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES								
	1	Misc. Maintenance and HVAC recovery equipment								
	*	Amount missing from detail								
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	58,273		95,200		98,925	83,320	83,540	83,200
	84920	2ND AVE PARKING GARAGE OPERATIONS		17,425	17,850					
=	XOPU	TOTAL OPERATIONAL UNITS		17,425	17,850					
	85110	PROPERTY INSURANCE	11,424	14,057	14,123	12,156	12,156	12,764	13,402	14,072
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	66	161	182					
	85113	AUTO PHYSICAL DAMAGE	24	40	43	67	67	70	74	78
	85115	LIABILITY INSURANCE	1,090	1,848	1,905	2,910	2,910	3,056	3,208	3,369
	85116	E&O LIABILITY INSURANCE	644	798						
	85117	VEHICLE LIABILITY INSURANCE	482	1,477	1,076	1,283	1,283	1,347	1,415	1,485
	85118	LAW ENFORCEMENT LIABILITY INSURANCE								
	85119	UMBRELLA LIABILITY			620	690	690	725	761	799
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	13,730	18,381	17,949	17,106	17,106	17,962	18,860	19,803
	85240	EQUIPMENT RENTAL & LEASES	1,338	330	1,000			1,000	1,000	1,000
=	XRENT	TOTAL RENTALS	1,338	330	1,000			1,000	1,000	1,000
+	85310	PERMITS	573	300	300		550	600	600	600
	1	Elevator Permits City Parking Garages, PD, Public Works	573	300	300		550	600	600	600

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	*	Amount missing from detail								
	85320	STATE FEES	120	60	150	60		150	60	
=	XPERM	TOTAL PERMITS	693	360	450	60	550	750	660	600
	85580	LATE CHARGES	109							
=	XFLF	TOTAL FINANCIAL FEES	109							
	85990	MISCELLANEOUS	202							
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	202							
	87510	REIMB OF INTERFUND SERVICES	(181,059)	(273,818)	(257,305)	(257,305)	(257,305)	(262,451)	(267,700)	(273,054)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(181,059)	(273,818)	(257,305)	(257,305)	(257,305)	(262,451)	(267,700)	(273,054)
=	XOP	TOTAL OPERATIONS	353,573	(64,636)	664,037	(60,906)	431,836	475,517	440,646	434,115
		Capital								
+	89230	BUILDING IMPROVEMENTS			46,350					
	1	City Hall & Parking Garage Improvements								
	3	Various								
	4	City Hall Architectural Services			46,350					
	5	Five Points Exterior Painting (to Water)								
	*	Amount missing from detail								
=	XBLDG	TOTAL BUILDINGS			46,350					
=	89520	VEHICLES (>$25,000)		36,559		36,559	36,559			
+	89530	MACHINERY & EQUIPMENT (>$25,000)								
	2	3/4 Ton Truck								
	3									
	4									
	*	Amount missing from detail								
=	XMEQ	TOTAL MACHINERY & EQUIPMENT (>$25,000)		36,559		36,559	36,559			
=	XCAP	TOTAL CAPITAL		36,559	46,350	36,559	36,559			
=	XTOT	TOTAL EXPENDITURES	729,970	359,046	1,142,303	267,457	883,082	858,209	838,592	848,389

City of Franklin, Tennessee
FY 2017 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Project & Facilities Management						
1	4th Ave Garage Vehicle Counting Control System	$ -	$ -	$ 70,000	**$ 70,000**	$ -
2	City Hall Architectural Services	$ -	$ -	$ 250,000	**$ 250,000**	$ -
3	PD Community Room Tables and Chairs	$ -	$ -	$ 30,000	**$ 30,000**	$ -
4	PD Signage	$ -	$ -	$ 20,000	**$ 20,000**	$ -
5	PD Parking Deck	$ -	$ -	$ 90,000	**$ 90,000**	$ -
6	Planning Department Remodel & Upgrades	$ -	$ -	$ 48,000	**$ 48,000**	$ -
7	Finance Department Remodel & Upgrades	$ -	$ -	$ 39,000	**$ 39,000**	$ -
8	Human Resources Remodel & Upgrades	$ -	$ -	$ 25,000	**$ 25,000**	$ -
9	Parking Garage Cameras 2nd and 4th avenues	$ -	$ -	$ 35,000	**$ 35,000**	$ -
10	405 Hillsboro Building Removal	$ -	$ -	$ 50,000	**$ 50,000**	$ -
11	Public Works Facility FRP Board (First Floor)	$ -	$ -	$ 9,500	**$ 9,500**	$ -
12	4th Avenue Garage Propane Generator	$ -	$ -	$ 8,000	**$ 8,000**	$ -
13	Public Works Sound Panels and A/V	$ -	$ -	$ 10,000	**$ 10,000**	$ -
Total		$ -	$ -	$ 684,500	$ 684,500	$ -

	Compensation	Benefits	Expenses	Total	Funded
Total G/F Requests	$ -	$ -	$ 684,500	**$ 684,500**	**$ -**

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **1** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **4th Ave Garage Vehicle Counting Control System**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$70,000		$70,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$70,000	$0	$70,000

PURPOSE / DESCRIPTION OF REQUEST

There is a need to install a vehicle counting/control system that will let anyone parking in the faciltiy that a floor is full or spots available. Units are mounted on the ceilings as you enter those levels that can count the vehicle and when the vehicle does not continue to the next level the system knows the vehicle has parked in a spot on that level. A sign can be placed prior to entry that will state the condition of the facility if it is full or not.

SERVICE IMPLICATION

There are at large event times or just busy days that the garage easily fills and no one is aware until they reach the very top causing a problem with vehicles needing to turn around to come back down.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **2** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **City Hall Architectural Services**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89220 BUILDING DESIGN & CONSTRUCTION	$250,000		$250,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$250,000	$0	$250,000

PURPOSE / DESCRIPTION OF REQUEST

Continued work on facilitation, design, costing and look at benefits to self develop remaining existing property or to sell.

SERVICE IMPLICATION

City Hall continues to age and deteriorate with existing HVAC units failing, drainage lines that are requiring more and more rooting due to debris in lines and some root problems, roof is now out of warranty is starting to have repair issues causing leaks throughout.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **3** of **13**

Department:	**41320 PROJECT AND FACILITIES MANAGEMENT**
Division:	
Title:	**PD Community Room Tables and Chairs**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89510 FURNITURE, FIXTURE (>$25,000)	$30,000		$30,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$30,000	$0	$30,000

PURPOSE / DESCRIPTION OF REQUEST

The COF PD Community Room continues to be one of the most sought after locations for meetings from other safety administrations and or districts for meetings and events along with weekly city staff meetings. The chairs and tables have and are becoming very worn from the use. The request is to look at replacing the current tables to the same type of possibly a better breaking down unit for storage. Chairs are a good framed chair and it is my opinion that we may look to see if we can get recovered first with a heavier more durable fabric.

SERVICE IMPLICATION

Chairs and Tables are having to be taken out of service.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **4** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**
Division:
Title: **PD Signage**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$20,000		$20,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$20,000	$0	$20,000

PURPOSE / DESCRIPTION OF REQUEST

A request is being made again this year to look to have placed on the front of the building at the top limestone area for

COF POLICE HEADQUARTERS

or

CITY OF FRANKLIN POLICE HEADQUARTERS

SERVICE IMPLICATION

It is felt it will give the facility a better presence within the community.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **5** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **PD Parking Deck**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
82600 REPAIR & MAINTENANCE SERVICES	$90,000		$90,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$90,000	$0	$90,000

PURPOSE / DESCRIPTION OF REQUEST

Looking for approval to clean, coat, stripe and install new parking stops on second level of parking deck at PD.

SERVICE IMPLICATION

Parking deck is starting to show wear due to vehicle traffic and treatment during ice periods with salt type products. The original coating has completly worn throught in some areas and is getting worse in others. The deck is approximatley 7 years old and like any other drive surface or parking area it needs to be cleaned an sealed. The surface material here has to be of a heavy bonding type material that is slip resistant.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **6** of **13**

Department:	**41320 PROJECT AND FACILITIES MANAGEMENT**
Division:	
Title:	**Planning Dept. Upgrades**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$48,000		$48,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$48,000	$0	$48,000

PURPOSE / DESCRIPTION OF REQUEST

Discussions last year indicated a need to create a new welcome area that staff could meet with developers as they delivered materials for submittal. Staff could meet in and open area in the front and if needed step into a smaller breakout conference room. Also the need exists to hire new staff and currently there is no other place in the area to set up a desk or cubicle. The thought would be to open up a very large area and install cubicle type areas for general staff and offices for administrative to be determined by the planning director. There is also included within this request new technology in regards to a new monitor system and computer for presentation purpose for the planning conference room.

SERVICE IMPLICATION

Will work to complete pending approval from Administration or Board.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **7** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **Finance Department Remodel and Upgrades**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$39,000		$39,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$39,000	$0	$39,000

PURPOSE / DESCRIPTION OF REQUEST

Discussions last year described the need for revamping of the department for current staff and needed expansion for additional needed staff. This is one of the last areas within City Hall to be reworked. The thought is to open some walls to allow for cubicle type offices if possible or smaller personnel offices that staff can use. Number is budgeting for demo, new ceiling systems, electrical, paint, carpet and office units.

SERVICE IMPLICATION

Will work to complete pending approval from Administration or Board.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **8** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**
Division:
Title: **Human Resources Remodel**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89300 IMPROVEMENTS	$25,000		$25,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$25,000	$0	$25,000

PURPOSE / DESCRIPTION OF REQUEST

Improvements would include ceiling systems to be cleaned up, painting and carpet along with some new cubicle spaces at a minimal. There has been discussions regarding the remodel and or expansion of work areas. Many of the offices within the space are larger and could be cut down somewhat to allow for expansion for needed staff. We would work with the director to come up with a plan.

SERVICE IMPLICATION

This space sees as many if not more folks then some of the offices within City Hall. Its reception area and meeting room is needing upgrading esthetically and in some areas size. Will work though to complete pending approval from Administration or Board.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **9** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **Parking Garage Cameras 2nd and 4th avenues**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$35,000		$35,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$35,000	$0	$35,000

PURPOSE / DESCRIPTION OF REQUEST

There needs to be discussion of the installation of cameras at the current parking garage facilities. Now that the lighting aspect has been resolved this would help any new cameras that are installed for clarity. We need cameras on the top deck and mainly stair well and elevator locations and at entrys leading in and out of the garages to enable police to record events in case of an incodent.

SERVICE IMPLICATION

Will work to complete pending approval from Administration or Board.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **10** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **405 Hillsboro Building Removal**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->	$0	$0	**$0**
Expenses			
89200 BUILDINGS	$50,000		**$50,000**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$50,000**	**$0**	**$50,000**

PURPOSE / DESCRIPTION OF REQUEST

To cover possible cost associated for the removal of structures located at 405 Hillsboro Road. This does not include any concrete removal but does including fencing at area where transfer station tipping shed would be removed.

SERVICE IMPLICATION

Will work to complete pending approval from Administration or Board.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **11** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **PW FRP BOARD AT FIRST FLOOR**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$9,500		$9,500
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$9,500	$0	$9,500

PURPOSE / DESCRIPTION OF REQUEST

iNSTALLATION OF FRP (FIBER REINFORCED PANELS) ON THE WALLS AT THE FIRST FLOOR COMMON HALLWAY AT A HEIGHT OF FORTY EIGHT (48) INCHES. THIS WILL PROTECT THE WALLS FROM SHOES AND OTHER DAMAGES CURRENTLY OCCURING IN A BUILDING THAT IS LESS THAN TWO (2) YEARS OLD.

SERVICE IMPLICATION

Will work to complete pending approval from Administration or Board.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **12** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**
Division:
Title: **4th Avenue Garage Propane Generator**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$8,000		$8,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$8,000	$0	$8,000

PURPOSE / DESCRIPTION OF REQUEST

PURPOSE IS TO PLACE SOME FUNDS IN ENHANCEMENTS FOR THE INSTALLATION OF A PROPANE GENERATOR UNIT TO REPLACE THE BATTERY BACKUP SYSTEM FOR LIGHTING AT THE 4TH AVENUE PARKING GARAGE.

SERVICE IMPLICATION

Will work to complete pending approval from Administration or Board.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **13** of **13**

Department: **41320 PROJECT AND FACILITIES MANAGEMENT**

Division:

Title: **Public Works Sound Panels and A/V**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$10,000		$10,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$10,000	$0	$10,000

PURPOSE / DESCRIPTION OF REQUEST

A NEED HAS COME ABOUT IN A LARGE SCALE DUE TO THE TRAINING OF MASS EMPLOYEES AT DIFFERENT TIMES IN THE BREAK ROOM IN BUILDING 1 AT PUBLIC WORKS. VENDORS, CITY STAFF FROM DIFFERENT DEPARTMENTS HAVE MEETINGS ON SITE TO DISCUSS SAFTEY, EMPLOYEE TRAINING, VENDORS SHOWING PRODUCTS ETC. THE SPACE HAS A BAD ECHO PROBLEM WHAT IT MAKE IT DIFFICULT TO HEAR. THE THOUGHT IS TO INSTALL SOUND PANELS ON THE CEILING TO HELP WITH REVERBERATION OF SOUND IN THE SPACE. THE AV PART OF THE SCENARIO COMES IN REGARDS TO HOW PRESENTATIONS ARE PRESENTED. THE THOUGHT IS TO PLACE A FEW SPEAKERS IN THE CEILING AREA AND A CONTROL BOX AS WE INSTALLED AT THE CITY HALL TRAINING ROOM BUT NOT TO THAT LARGE OF A SCALE.

SERVICE IMPLICATION

Will work to complete pending approval from Administration or Board.

Information Technology

Director: Fred Banner

Outline

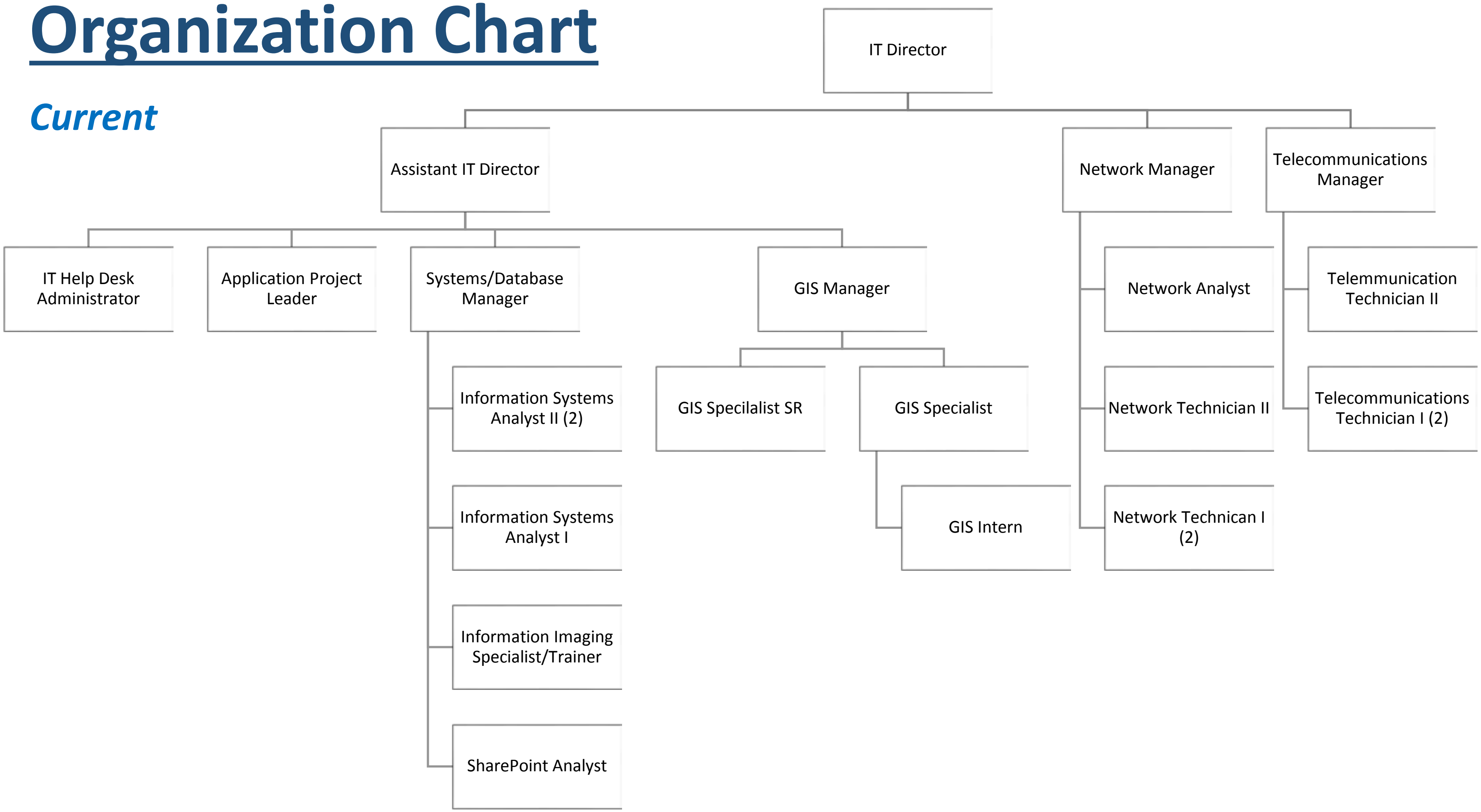
- Purpose of Department
- Organization Chart
- Base Budget
- Program Enhancements
- Summary

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.

Organization Chart

Current



Budget Request:

Budget Summary

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	2016 v. 2017 %
Personnel	1,314,453	1,519,414	1,627,413	1,685,595	1,696,245	68,832	4.2%
Operations	2,196,749	2,341,755	2,321,196	2,299,790	2,385,853	64,657	2.8%
Capital	959,444	28,057	34,500	34,500	0	(34,500)	-100.0%
Total	**4,470,646**	**3,889,226**	**3,983,109**	**4,019,885**	**4,082,097**	**98,988**	**2.5%**

- Increase of 2.5%

- Personnel: Same Staffing as current year; increases attributable to higher benefit and pension costs.

- Operations: Level-service budget; provides for maintaining information technology infrastructure and daily operations city-wide.

Program Enhancement Requests

Personnel

1) GPS/GIS Technician	$ 52,000
2) Reorganization	$ 15,000

Operations

3) DR Hardware	$ 75,000
4) Data Domain	$ 65,000
5) Vehicles (x2)	$ 64,000
6) Kuhl Cisco License	$ 50,000
7) FireEye Email Security	$ 35,000
8) FireEye End Point Protection	$ 85,000
9) FireEye Central Management	$ 16,000
10) ISP Internet Circuit	$ 16,595
11) Video Security	$ 90,600
Total	**$ 564,195**

Information Technology

Fred Banner, Director

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	1,314,453	1,519,414	1,627,413	1,685,595	1,696,245	68,832	4.2%
Operations	2,196,749	2,341,755	2,321,196	2,299,790	2,385,853	64,657	2.8%
Capital	959,444	28,057	34,500	34,500	0	(34,500)	-100.0%
Total	**4,470,646**	**3,889,226**	**3,983,109**	**4,019,885**	**4,082,097**	**98,988**	**2.5%**

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

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

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: The City of Franklin currently has 100 services available for citizens to complete online in 2013.

Key:		
	Strategic Plan: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	Number of ArcMap Licenses -GIS	80	90	75	TBD	TBD
	Number of 800 MHz Radios (Motorola)	725	725	725	TBD	TBD
	Number of Cell Phones (Verizon Wireless)	260	260	264	TBD	TBD
	Number of Cell Phones Recycled	TBD	124	130	TBD	TBD
	Number of Wireless Lines (Verizon Wireless)	435	480	510	TBD	TBD
	Number of Active User Extensions -Phone System (Cisco Systems)	510	667	723	TBD	TBD
	Number of Desktop Computers	500	525	500	TBD	TBD
	Number of Laptops	300	315	350	TBD	TBD
	Number of Servers	53(50)*	30(65)*	20(90)	TBD	TBD
	Number of Servers Virtualized	15	TBD	90	TBD	TBD
	Help Desk / HelpStar Requests by Category:					
	800 MHz Radios	120	140	72	TBD	TBD
	Financial Applications	90	90	189	TBD	TBD
	FIRE -Computer Technology	200	200	132	TBD	TBD
	GIS	230	240	167	TBD	TBD
	Hardware	350	450	321	TBD	TBD

Performance Measures

	Phones	350	400	311	TBD	TBD
	Police - Computer Technology	700	650	366	TBD	TBD
	Printers	161	200	132	TBD	TBD
	Software	1350	1400	1314	TBD	TBD
	TriTech	10	10	1	TBD	TBD
	Web Related	235	350	159	TBD	TBD
	Total Active Calls:	1,296,156	1,296,156	1,296,156	TBD	TBD
	Duration:	4,887:37:25 (hours/minutes /seconds)	4,887:37:25 (hours/minutes /seconds)	4,887:37:25 (hours/minutes /seconds)	TBD	TBD
	Total Push to Talks:	2,868,220	2,868,220	2,868,220	TBD	TBD
	Average Voice Call Duration:	0:00:14 (seconds)	0:00:14 (seconds)	0:00:14 (seconds)	TBD	TBD

Efficiency Measures

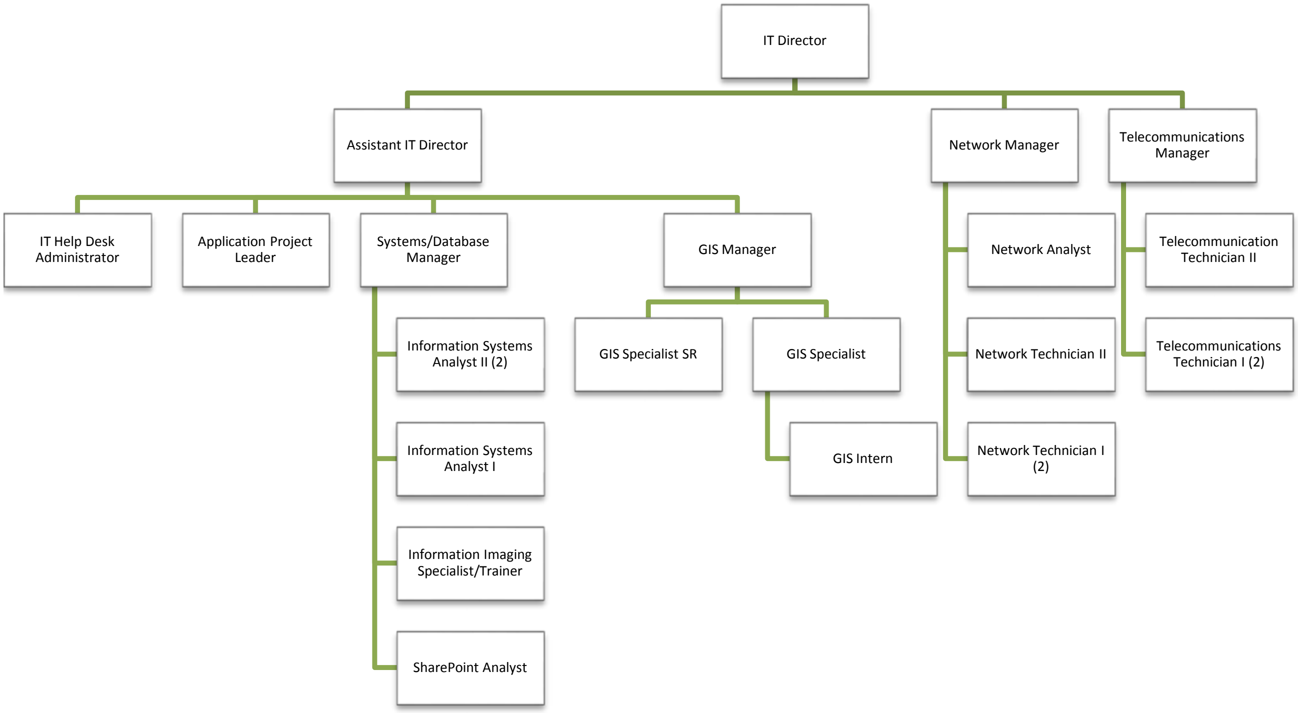
		2013	2014	2015	2016*	2017*
	TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

		2013	2014	2015	2016*	2017*
	Enhance online services for citizens (Baseline 100 in 2013)	100	TBD	TBD	TBD	TBD
	Target	100	>100	>101	>102	>103
	Meets Target?	**Yes**	**TBD**	**TBD**	**TBD**	**TBD**

** 2016 & 2017 data estimated*

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade L	1	0	1	0	1	0	1	0	1	0
Assistant IT Director	Grade K	0	0	0	0	1	0	1	0	1	0
Systems/Database Manager	Grade J	0	0	1	0	1	0	1	0	1	0
Telecommunications Manager	Grade J	0	0	1	0	0	0	1	0	1	0
Applications Project Leader	Grade J	0	0	1	0	1	0	1	0	1	0
Network Manager	Grade J	0	0	1	0	1	0	1	0	1	0
GIS Manager	Grade I	0	0	1	0	1	0	1	0	1	0
Sharepoint Analyst	Grade H	0	0	1	0	1	0	1	0	1	0
Information Systems Analyst II	Grade H	0	0	1	0	1	0	2	0	2	0
Network Analyst	Grade H	0	0	0	0	1	0	1	0	1	0
Information Imaging Specialist /Trainer	Grade G	0	0	1	0	1	0	1	0	1	0
GIS Specialist Sr	Grade G	2	0	1	0	1	0	1	0	1	0
Network Technician II	Grade G	0	0	1	0	1	0	1	0	1	0
Telecommunications Tech II	Grade G	0	0	0	0	1	0	1	0	1	0
Telecommunications Tech I	Grade F	2	0	2	0	2	0	2	0	2	0
Network Technician I	Grade F	2	0	1	0	1	1	1	1	1	1
Information Systems Analyst I	Grade F	0	0	1	0	1	0	0	0	0	0
ITS Specialist	Grade E	0	0	1	0	1	0	0	0	0	0
GIS Specialist	Grade E	0	0	1	0	1	0	1	0	1	0
IT Help Desk Administrator	Grade E	0	0	1	0	1	0	1	0	1	0
Intern	Intern	0	2	0	2	0	1	0	1	0	1
Applications Development Manager	---	0	0	0	0	0	0	0	0	0	0
Communications Services Manager	---	1	0	0	0	0	0	0	0	0	0
Database Admin./Webmaster	---	1	0	0	0	0	0	0	0	0	0
Database Manager	---	1	0	0	0	0	0	0	0	0	0
GIS Applications Manager	---	1	0	0	0	0	0	0	0	0	0
Financial Applications Manager	---	1	0	0	0	0	0	0	0	0	0
Business Services Applications Man.	---	1	0	0	0	0	0	0	0	0	0
Network Manager	---	1	0	0	0	0	0	0	0	0	0
Public Safety Applications Manager	---	1	0	0	0	0	0	0	0	0	0
Administrative Assistant	---	1	0	0	0	0	0	0	0	0	0
Asset Analyst I	---	1	0	0	0	0	0	0	0	0	0
Totals		**17**	**2**	**18**	**2**	**20**	**2**	**20**	**2**	**20**	**2**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	1,008,006	1,206,260	1,326,559	1,307,293	1,330,948	4,389	0.3%
Employee Benefits	306,447	313,154	300,854	378,302	365,297	64,443	21.4%
Total Personnel	**1,314,453**	**1,519,414**	**1,627,413**	**1,685,595**	**1,696,245**	**68,832**	**4.2%**
Operations							
Transportation Services	1,846	1,388	1,100	1,000	850	(250)	-22.7%
Operating Services	545	2,113	560	460	400	(160)	-28.6%
Notices, Subscriptions, etc.	3,841	1,062	3,500	1,550	3,350	(150)	-4.3%
Utilities	59,698	51,117	74,300	60,883	59,700	(14,600)	-19.7%
Contractual Services	1,118,236	1,415,340	1,377,149	1,437,914	1,447,900	70,751	5.1%
Repair & Maintenance Services	46,284	39,682	28,500	1,400	8,400	(20,100)	-70.5%
Employee programs	1,290	10,806	40,560	40,560	44,775	4,215	10.4%
Professional Development/Travel	38,440	18,846	46,495	28,644	41,000	(5,495)	-11.8%
Office Supplies	4,079	5,706	8,500	5,350	8,600	100	1.2%
Operating Supplies	428	-	700	700	700	-	0.0%
Fuel & Mileage	2,617	3,618	3,350	2,000	2,405	(945)	-28.2%
Machinery & Equipment (<$25,000)	520,377	157,030	177,100	164,325	119,250	(57,850)	-32.7%
Repair & Maintenance Supplies	32,802	131,825	144,300	139,043	411,300	267,000	185.0%
Property & Liability Costs	22,863	31,649	32,616	32,450	34,073	1,457	4.5%
Rentals	1,382	1,497	-	1,036	-	-	0.0%
Other Business Expenses	904	480	1,000	1,000	3,000	2,000	200.0%
Debt Service and Lease Payments	341,117	469,596	381,466	381,475	200,150	(181,316)	-47.5%
Total Operations	**2,196,749**	**2,341,755**	**2,321,196**	**2,299,790**	**2,385,853**	**64,657**	**2.8%**
Machinery & Equipment (>$25,000)	959,444	28,057	34,500	34,500	-	(34,500)	-100.0%
Capital	959,444	28,057	34,500	34,500	-	**(34,500)**	**-100.0%**
Total Information Technology	**4,470,646**	**3,889,226**	**3,983,109**	**4,019,885**	**4,082,097**	**98,988**	**2.5%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	860,026	1,128,507	1,299,568	927,776	1,271,293	1,307,718	1,333,872	1,360,550
	81120	OVERTIME PAY	39,325	42,153	19,000	26,223	36,000	19,000	19,000	19,000
+	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	108,655		50,000			50,000	50,000	50,000
	1	various	108,655		50,000			50,000	50,000	50,000
	2	DBA								
	3	Tech Writer								
	4	Line Item 4								
	5	Line Item 5								
	*	Amount missing from detail								
	81199	VACANCY ADJUSTMENT			(42,009)			(45,770)	(46,686)	(47,619)
=	XWAGE	TOTAL WAGES	1,008,006	1,170,660	1,326,559	953,999	1,307,293	1,330,948	1,356,186	1,381,931
=	81410	FICA (EMPLOYER'S SHARE)	65,887	86,505	91,819	70,338	97,254	100,040	106,009	108,129
=	81420	MEDICAL PREMIUMS	149,365	169,802	139,224	99,915	199,830	183,886	202,275	222,502
=	81430	GROUP INSURANCE PREMIUMS	13,462	15,451	14,712	11,403	16,471	16,858	18,544	20,398
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(31,881)	(34,717)	(30,100)	(31,576)	(26,018)	(39,821)	(43,803)	(48,183)
	81450	RETIREMENT CONTRIBUTIONS	104,711	59,918	71,139	68,392	68,392	78,651	86,516	95,167
	81455	DEFERRED COMP MATCH	4,673	15,779	13,621	16,041	21,911	25,197	27,717	30,489
	81470	WORKERS COMPENSATION PREMIUMS	230	416	439	462	462	485	509	535
	81475	WORKERS COMPENSATION CLAIMS								
=	XBEN	TOTAL BENEFITS	306,447	313,154	300,854	234,975	378,302	365,296	397,767	429,037
=	XPER	TOTAL PERSONNEL	1,314,453	1,483,814	1,627,413	1,188,974	1,685,595	1,696,244	1,753,953	1,810,968
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	346	258	100	435	700	750	750	750
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	1,452	1,076	1,000	189	300	100	100	100
	82130	VEHICLE LICENSES & TITLES	48	54						
=	XTRC	TOTAL TRANSPORTATION CHARGES	1,846	1,388	1,100	624	1,000	850	850	850
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	153	255	200					
	82245	FINGERPRINTING FEES		60	60		60	60	60	60
	82250	TESTING & PHYSICALS	392	1,738	300	340	400	340	340	340
	82299	OTHER OPERATING SERVICES		60						
=	XOPSV	TOTAL OPERATING SERVICES	545	2,113	560	340	460	400	400	400
	82310	LEGAL NOTICES	1,410	305	300	107	200	150	150	150
	82350	DUES FOR MEMBERSHIPS	2,264	667	3,000	381	1,250	3,000	3,000	3,000
	82390	PUBLICATIONS, NON-TRAINING	167	90	200	50	100	200	200	200
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	3,841	1,062	3,500	538	1,550	3,350	3,350	3,350
	82410	ELECTRIC SERVICE	38,452	31,734	45,000	21,955	37,637	40,000	42,500	45,000
	82450	TELEPHONE SERVICE	2,290	1,930	1,800	1,335	2,289	2,200	2,200	2,200
	82455	CELLULAR TELEPHONE SERVICE	11,593	11,052	20,000	7,405	12,694	15,000	15,000	15,000
	82470	INTERNET & RELATED SERVICES	7,363	6,401	7,500	4,645	7,963	500	500	500
	82480	CONNECTION CHARGES				194	300	2,000	2,000	2,000
=	XUTIL	TOTAL UTILITIES	59,698	51,117	74,300	35,534	60,883	59,700	62,200	64,700
+	82510	COMPUTER SERVICES	1,107,222	1,415,340	1,243,537	1,206,906	1,304,302	1,307,400	1,275,600	1,357,800
	01	various	1,107,222	1,020,091		654,678				
	02	Police & Fire (operating system software {several modules})						25,000	25,000	25,000
	03	Motorola (800 MHz radio software)		114,758	170,000	117,113	156,150	115,000	100,000	85,000
	04	Infor Public Sector (asset management system)		176,134	180,000	179,192	179,192	225,000	250,000	275,000
	05	Microsoft Enterprise Application (operating system software {Dell})		104,357	229,537		229,537	235,000	235,000	235,000

2017 Budget - 11041350 INFORMATION TECHNOLOGY
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	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	06	HP Tropos (Wi-Fi software support)			80,000		80,000			
	07	Smartnet			75,000		75,000	80,000	85,000	90,000
	08	ESRI (GIS software system)			55,000	55,550	55,550	60,000	65,000	70,000
	09	Great Plains (Financial software)			48,000		48,000	48,000	48,000	48,000
	10	Commvault (data backup software)								
	11	OnBase (document imaging software)			25,000		25,000	30,000	35,000	40,000
	12	Nearpoint (e.discovery software)								
	13	LGA (Local Government current revenue management software)			25,000	25,840	25,840	25,000	5,000	5,000
	14	VmWare (virtual disk operating system)			26,000		26,000	27,000	27,000	27,000
	15	Ironport (firewall software)			20,000		20,000	21,000	21,000	21,000
	16	Cisco (computer switches and disk system)			25,000		25,000			
	17	Trend Micro (desktop and laptop anti-virus software)			12,000		12,000	7,300	7,500	7,700
	18	Empower (time entry system)						14,000		
	19	Infor True-up						80,000	50,000	100,000
	20	HelpStar (help desk software)			5,000		5,000	7,000	7,000	7,000
	21	Xmedius (faxing software)			4,000		4,000	4,000	4,000	4,000
	22	Neustar (domain network software {how we are found on the Internet})			5,000		5,000	7,000	8,000	9,000
	23	Solar Winds (network management softwarel)			2,100		2,100	3,000	3,000	3,000
	24	Net Motion			15,000		1,500	15,000	20,000	25,000
	25	EMC Maintenance VNX5300			21,000		21,000	23,000	23,000	23,000
	26	KACE (PC software maintenance tools)			9,000		9,000	9,000	9,000	9,000
	27	Quest Active Administrator & Security Explorer			4,000		4,000	4,000	4,000	4,000
	28	SOTI						3,000	3,000	3,000
	29	APC Service Agreement			36,000		36,000	36,000	36,000	36,000
	30	Fluke (Magnet)			7,500		7,500	15,000	15,000	15,000
	31	Trimble			1,000		1,000	2,000	2,000	2,000
	32	LP360			1,400		1,400	1,400	1,400	1,400
	33	ArcPad			1,000		1,000	1,000	1,000	1,000
	34	Metro E Internet Service			36,000		36,000	36,000	36,000	36,000
	36	PD TriTech Software			87,000	174,533	174,533	57,000	57,000	57,000
	37	PD Flat Earth			8,000		8,000	2,500	2,500	2,500
	38	PD Diverse			1,400		1,400	1,400	1,400	1,400
	39	PD Teklinks			1,000		1,000			
	40	PD AOT Public			6,000		6,000	6,200	6,200	6,200
	41	PD Criti-Call			1,000		1,000	1,100	1,100	1,100
	42	PD Informer			4,500		4,500			
	43	PD MCCAT			500		500			
	44	PD Arbritrator			13,000		13,000	17,000	17,000	17,000
	45	PD Analyst Notebook			2,600		2,600			
	46	Trimble Warranty						4,500	4,500	4,500
	47	Microsoft Tru-up						3,000	4,000	5,000
	48	Solar Winds						9,000	9,000	9,000
	49	Veem						3,000	3,000	3,000
	50	FireEye						30,000	30,000	30,000
	51	Active Admin Software								
	52	EMC Maintenance VNX5400						14,000	14,000	14,000
	*	Amount missing from detail								
+	82550	AERIAL PHOTOGRAPHY / MAPPING SERVICES							125,000	
	1	Pictometry							75,000	
	2	Lidar							50,000	
	*	Amount missing from detail								
+	82560	CONSULTANT SERVICES	11,014		119,112		119,112	120,000	220,000	220,000
	1	Info-Tech			15,000		15,000	15,000	15,000	15,000
	2	Network			15,000		15,000	15,000	15,000	15,000
	3	GIS			5,000		5,000	5,000	5,000	5,000
	4	Great Plains	11,014		20,000		20,000	20,000	20,000	20,000
	5	Microsoft Technical Account Management			64,112		64,112	65,000	65,000	65,000
	6	ERP							100,000	100,000

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	7	Various								
	*	Amount missing from detail								
+	82599	OTHER CONTRACTUAL SERVICES			14,500	700	14,500	20,500	20,500	20,500
	1	Middle Tennessee Electric Wi-Fi pole rental			13,000		13,000	13,000	13,000	13,000
	2	Tower Maintenance			1,500		1,500	7,500	7,500	7,500
	3	Various				700				
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	1,118,236	1,415,340	1,377,149	1,207,606	1,437,914	1,447,900	1,641,100	1,598,300
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	3,230	328	4,000	33	100	1,000	1,000	1,000
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	6,844	3,111	9,500			6,700	7,000	7,500
	1	Plotter Maintenance	6,844	3,111	4,500			1,700	2,000	2,500
	2	Konica Monthly Use			5,000			5,000	5,000	5,000
	*	Amount missing from detail								
	82649	FIBER OPTIC SERVICE	4,964							
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	17,472	36,243	10,000	189	300	200	200	200
	82699	OTHER REPAIR & MAINTENANCE SERVICES	13,774		5,000	600	1,000	500	500	500
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	46,284	39,682	28,500	822	1,400	8,400	8,700	9,200
+	82780	TRAINING, OUTSIDE	1,290	10,806	40,560		40,560	44,775	43,075	85,075
	1	ESRI Classroom Training (ELA Renewal) - GIS	1,290	10,806	4,500		4,500	9,000	9,000	9,000
	10	SANS			4,000		4,000	10,000	10,000	10,000
	11	Urisa Leadership Academy - GIS Manager						3,200		
	2	Lynda.com Training Site - All IT			375		375	375	375	375
	3	VB.Net Training - System Analyst			1,500		1,500	1,500	3,000	45,000
	4	Software Testing Training and Certification - App Project Leader			1,590		1,590			
	5	Agile Testing Training - App Project Leader			1,395		1,395			
	6	Government Chief Information Officer Certification Training - Asst IT Director			2,500		2,500			
	7	Fiber Certification Training - 3 Telecom Techs			1,700		1,700	700	700	700
	8	SANS - 2 Network Techs			8,000		8,000			
	9	Network Training - Infrastructure			15,000		15,000	20,000	20,000	20,000
	*	Amount missing from detail								
	82790	TRAINING, IN-HOUSE								
=	XEPG	TOTAL EMPLOYEE PROGRAMS	1,290	10,806	40,560		40,560	44,775	43,075	85,075
+	82810	REGISTRATIONS	22,864	10,603	20,295	5,708	20,295	15,800	13,500	15,500
	1	TN GIS User Group Conference - 3 GIS Employees	22,864		1,500		1,500	1,500	1,500	1,500
	10	APCO Conference			500		500	500	500	500
	11	Various		10,603		5,708				
	2	ESRI Technical Certification training - GIS Spec I			300		300	300		
	3	Regional GIS Conference - Sr GIS Spec			2,000		2,000			
	4	ESRI Annual Conference - GIS Manager/GIS Spec I			4,500		4,500			
	5	FireHouse Conference - Software Analyst II			1,995		1,995	2,000	2,000	2,000
	6	Inforum Conference - Systems/DBA Manager			2,000		2,000	2,000		2,000
	7	OnBase Annual Conference			4,000		4,000	3,000	3,000	3,000
	8	SharePoint Conference			2,500		2,500	2,500	2,500	2,500
	9	Tritech Conference			1,000		1,000	4,000	4,000	4,000
	*	Amount missing from detail								
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,396	534	2,000	412	800	1,000	1,000	1,000
	82830	AIR TRAVEL	4,419	1,471	9,000	3,549	3,549	9,000	9,000	9,000
	82840	LODGING	8,499	5,659	12,000	1,628	3,000	12,000	12,000	12,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,258	383	3,000	429	800	3,000	3,000	3,000
	82890	OTHER TRAVEL EXPENSES	4	196	200	106	200	200	200	200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	38,440	18,846	46,495	11,832	28,644	41,000	38,700	40,700
	83110	OFFICE SUPPLIES	3,972	5,297	7,000	2,205	4,200	7,000	7,000	7,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	47		1,000	68	150	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS		45	200			200	200	200

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	60	364	300	506	1,000	400	400	400
=	XOFS	TOTAL OFFICE SUPPLIES	4,079	5,706	8,500	2,779	5,350	8,600	8,600	8,600
	83210	TRAINING SUPPLIES	428		500		500	500	500	500
	83299	OTHER OPERATING SUPPLIES			200		200	200	200	200
=	XOPS	TOTAL OPERATING SUPPLIES	428		700		700	700	700	700
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,617	3,618	3,150	1,150	2,000	2,205	4,000	4,000
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			200			200	200	200
=	XFUEL	TOTAL FUEL & MILEAGE	2,617	3,618	3,350	1,150	2,000	2,405	4,200	4,200
	83510	FURNITURE, FIXTURES (<$25,000)	6,114	3,136	30,000	9,187	15,000	2,000	2,000	2,000
+	83520	VEHICLES (<$25,000)		24,388						
	1	Network SUV								
	2	GIS SUV								
	3	Line Item 3		24,388						
	4	Line Item 4								
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<$25,000)	30,837	62,992	9,200	8,536	8,536	7,000	7,000	7,000
	01	Fiber Trailer								
	02	Fiber Supplies (tools, etc,)						7,000	7,000	7,000
	03	Work Bench Equipment								
	04	Network cable supplies								
!	05	Konica MFD	30,837	62,992	9,200	8,536	8,536			
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<$25,000)	296,279	64,617	135,000	41,491	135,000	89,000	80,000	90,000
	01	EMC Additional Storage (PD SAN Wareable Storage)								
	02	Server Replacments			10,000		10,000	15,000	25,000	30,000
	03	Desktops & Laptops			20,000		20,000	15,000	20,000	25,000
	04	KACE (PC maintenance appliance)								
	05	Radios and Radio Equipment			70,000		70,000			
	06	Cisco Switches (City Hall core replacements for 4500s)						25,000	25,000	25,000
	07	CallManager VOIP upgrade materials								
	08	Base Station Upgrade	296,279		17,000		17,000			
	09	GPS Unit			8,000		8,000	10,000	10,000	10,000
	10	Telephoney DR			10,000		10,000			
	11	Fluke Network Tester						24,000		
	12	Various		64,617		41,491				
	*	Amount missing from detail								
+	83550	COMPUTER SOFTWARE (<$25,000)	187,147	1,897	2,900	5,789	5,789	21,250	500	500
	01	Mashal Sync Tool - GIS				5,789	5,789	7,500		
	02	Xtools Extension for ArcGIS						250		
	04	OnBase License						7,000		
	05	Rockton - GP Extension						6,000		
	06	Trend (laptop thumb drive encription)								
	07	TreeSize Pro (disk space manaement software)			1,400					
	08	Visual Studio			1,500			500	500	500
	09	OnBase Unity Platform	187,147							
	10	CallManager Voice CUWL Licensing								
	11	Various		1,897						
	*	Amount missing from detail								
=	XME	TOTAL MACHINERY & EQUIPMENT (<$25,000)	520,377	157,030	177,100	65,003	164,325	119,250	89,500	99,500
	83610	VEHICLE PARTS & SUPPLIES			2,000	2,043	2,043	3,000	3,000	3,000
	83620	EQUIPMENT PARTS & SUPPLIES	30,699	8,177	7,000	2,260	7,000	3,000	3,000	3,000
+	83649	FIBER OPTIC SUPPLIES	343		130,000		130,000	400,000		
	1	Long Lane/Lula Lighting	343		50,000		50,000	200,000		
	2	WWTP to Mack Hatcher/Harpeth River			15,000		15,000	100,000		
	3	Hillsboro/Mack Hatcher to Mack Hatcher/Franklin Road			35,000		35,000			

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	4	Hillsboro Road/Mack Hatcher to FS4			30,000		30,000	100,000		
	*	Amount missing from detail								
	83660	BUILDING MAINTENANCE SUPPLIES		300	300	175		300	300	300
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	1,760	123,348	5,000			5,000	5,000	5,000
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	32,802	131,825	144,300	4,478	139,043	411,300	11,300	11,300
	85110	PROPERTY INSURANCE	746	923	927	18,797	18,797	19,737	20,724	21,760
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	15,142	17,624	19,692					
	85113	AUTO PHYSICAL DAMAGE	36	122	110	68	68	71	75	79
!	85115	LIABILITY INSURANCE	3,909	7,519	7,750	9,737	9,737	10,224	10,735	11,272
	85116	E&O LIABILITY INSURANCE	2,308	3,246						
	85117	VEHICLE LIABILITY INSURANCE	722	2,215	1,614	1,539	1,539	1,616	1,697	1,782
	85119	UMBRELLA LIABILITY			2,523	2,309	2,309	2,424	2,546	2,673
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	22,863	31,649	32,616	32,450	32,450	34,072	35,777	37,566
	85250	STORAGE RENTAL	1,382	1,497		1,036	1,036			
=	XRENT	TOTAL RENTALS	1,382	1,497		1,036	1,036			
	85320	STATE FEES		480						
=	XPERM	TOTAL PERMITS		480						
	85990	MISCELLANEOUS	904		1,000		1,000	3,000	3,000	3,000
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	904		1,000		1,000	3,000	3,000	3,000
+	86600	LEASE/LOAN PRINCIPAL	331,349	461,572	375,957	376,023	376,023	197,465	81,128	26,904
	01	Delage - Disaster Recovery Equipment								
	02	US Bank Sch 1 - $1.0 Technology Equipment								
	03	US Bank Sch 1 - $1.0 Technology Equipment			174,000	376,023	376,023			
	04	US Bank Sch 2 - Technology Equipment			5,464					
	05	BOA-Hardware	331,349	461,572	89,142			89,601		
	06	2015 Chase - Infor UB Software			54,351			55,191	27,807	
	07	2016 - IT Hardware (IPS/IDS Network Security Appliance & AeroFlex 3920)			38,000			37,765	38,230	19,290
	08	2016 - IT Software			15,000			14,908	15,091	7,614
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST	9,768	8,024	5,509	5,452	5,452	2,685	965	164
	01	Delage - Disaster Recovery Equipment								
	02	US Bank Sch 1 - $1.0 Technology Equipment								
	03	US Bank Sch 1 - $1.0 Technology Equipment			933	5,452	5,452			
	04	US Bank Sch 2 - Technology Equipment			44					
	05	BOA-Hardware	9,768	8,024	1,457			485		
	06	2015 Chase - Infor UB Software			1,319			738	148	
	07	2016 - IT Hardware (IPS/IDS Network Security Appliance & AeroFlex 3920)			1,303			1,048	586	118
	08	2016 - IT Software			453			414	231	46
	*	Amount missing from detail								
=	XDSV	TOTAL DEBT SERVICE	341,117	469,596	381,466	381,475	381,475	200,150	82,093	27,068
=	XOP	TOTAL OPERATIONS	2,196,749	2,341,755	2,321,196	1,745,667	2,299,790	2,385,852	2,033,545	1,994,509
		Capital								

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
+	89540	COMPUTER HARDWARE (>$25,000)	41,675							
	1	Fiber Equipment (truck, trailer & tools)								
	2	Fiber and fiber supplies	41,675							
	3	EMC VNX Platform (replace SAN @ PD & DR)								
	4	IPS/IDS Security Appliance								
	*	Amount missing from detail								
+	89550	COMPUTER SOFTWARE (>$25,000)	917,769	28,057	34,500	27,835	34,500			
	1	Call Manager Update (City phone system)								
	2	Infor Modules	917,769	28,057						
	3	Veeam Suite (backup software)			34,500	27,835	34,500			
	4	Mobile Data Management Software (AirWatch)								
	*	Amount missing from detail								
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>$25,000)	959,444	28,057	34,500	27,835	34,500			
=	XCAP	TOTAL CAPITAL	959,444	28,057	34,500	27,835	34,500			
=	XTOT	TOTAL EXPENDITURES	4,470,646	3,853,626	3,983,109	2,962,476	4,019,885	4,082,096	3,787,498	3,805,477

City of Franklin, Tennessee
FY 2017 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Information Technology						
1	GPS/GIS Technician	$ 40,000	$ 12,000	$ -	**$ 52,000**	$ -
2	Reorganization	$ 15,000	$ -	$ -	**$ 15,000**	
3	DR Hardware	$ -	$ -	$ 75,000	**$ 75,000**	$ -
4	Data Domain	$ -	$ -	$ 65,000	**$ 65,000**	$ -
5	Vehicles (x2)	$ -	$ -	$ 64,000	**$ 64,000**	$ -
6	Kuhl Cisco License	$ -	$ -	$ 50,000	**$ 50,000**	$ -
7	FireEye Email Security	$ -	$ -	$ 35,000	**$ 35,000**	$ -
8	FireEye End Point Protection	$ -	$ -	$ 85,000	**$ 85,000**	
9	FireEye Central Management	$ -	$ -	$ 16,000	**$ 16,000**	
10	ISP Internet Circuit	$ -	$ -	$ 16,595	**$ 16,595**	$ -
11	Video Security	$ -	$ -	$ 90,600	**$ 90,600**	$ -
Total		**$ 55,000**	**$ 12,000**	**$ 497,195**	**$ 564,195**	**$ -**
		(+1 FTE)				

	Compensation	Benefits	Expenses	Total	Funded
Total G/F Requests	$ 55,000	$ 12,000	$ 497,195	**$ 564,195**	$ -
	(+1 FTE)				

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **1** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **GPS/GIS Tech**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81000 PERSONNEL	$40,000		$40,000
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$12,000	$0	$12,000
Expenses			
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$52,000	$0	$52,000

GPS/GIS Tech - Estimated Pay Grade E

With the City joining in the Tennessee OnCall system, it's more important now than ever to make sure all city assets are properly GPS'ed. Adding a position in the GIS division would give IT the ability to GPS city assets and properly get them into the GIS system and into our asset management system. In addition, this position would be used to confirm as-builts received from developers on new subdivisions.

FY2016 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **2** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **Reorganization**

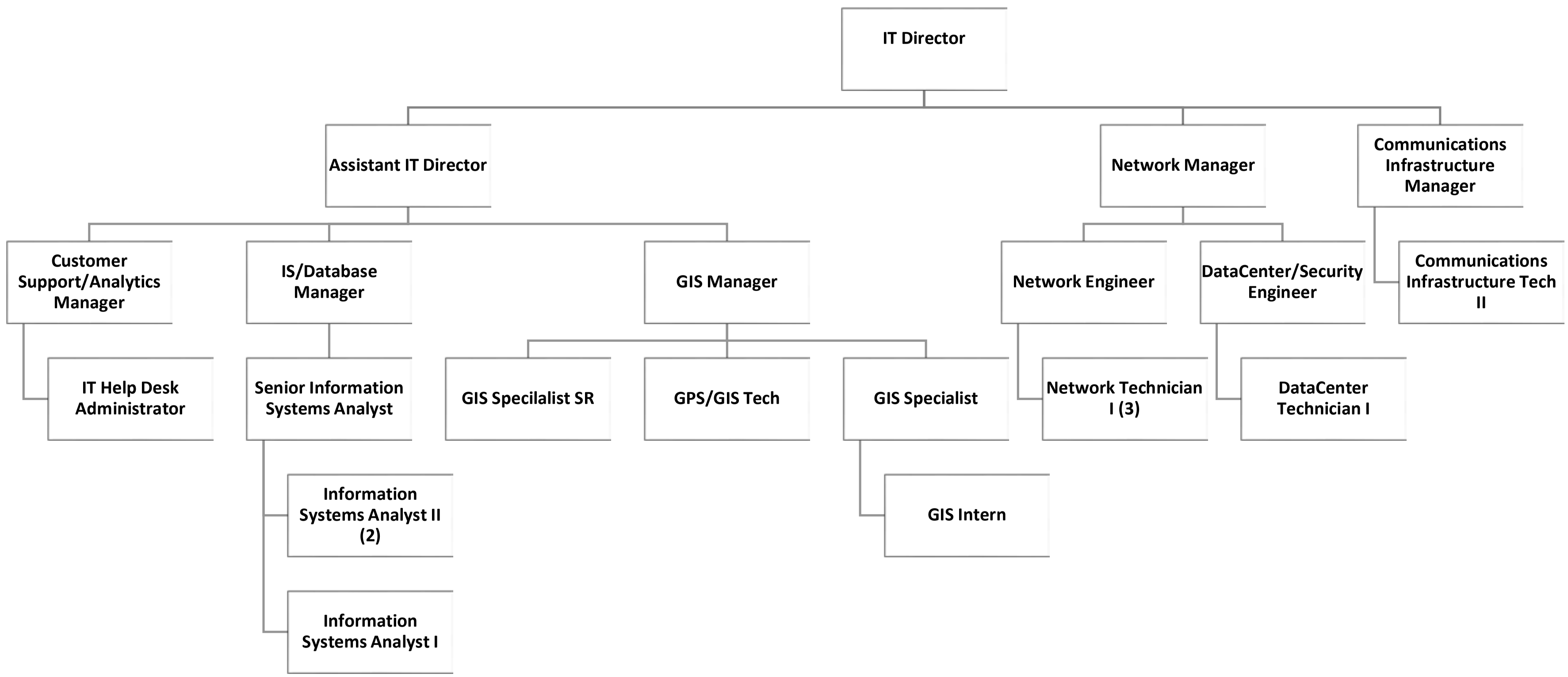
Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY16 Only)	Ongoing Annual Cost (FY16 & Future)	TOTAL FY16 Request
Compensation			
81000 PERSONNEL	$15,000		$15,000
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$15,000	$0	$15,000

To create a department better structured for customer service, the IT Department is proposing a reorganization in the FY 2017 budget. In the reorg, there will be 3 positions converted to team lead positions. Due to the extra leadership task related to these positions, we estimate that they will be upgraded to a pay grade I. This PE is to cover that upgrade.

Proposed Organizational Chart



Summary of Reorganization of the IT Department

- Reclassify Application Project Leader position to Customer Support/Analytics Manager.
- Move IT Help Desk Administrator as a direct report to Customer Support/Analytics Manager.
- Reclassify SharePoint Analyst position to Senior Information Systems Analyst (Team Leader)
- Reclassify Information Imaging Specialist/Trainer position to Information Systems Analyst I
- Add new GPS/GIS Tech position in the GIS Division.
- Reclassify Network Analyst position to DataCenter/Security Engineer (Team Leader)
- Reclassify Network Technician II position to Network Engineer (Team Leader)
- Reclassify Telecommunications Manager position to Communications Infrastructure Manager
- Reclassify Telecommunications Technician II position to Communications Infrastructure Tech II
- Reclassify Telecommunications Technician I position to Network Technician I.
- Reclassify Telecommunications Technician I position to DataCenter Technician I

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **3** of **11**

Department:	**41350 INFORMATION TECHNOLOGY (IT)**
Division:	
Title:	**Disaster Recovery Hardware**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	**$0**
Expenses			
89540 COMPUTER HARDWARE (>$25,000)	$75,000		**$75,000**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$75,000**	**$0**	**$75,000**

DR Hardware ($75,000)

Our current hardward for disaster recovery is 9 years old. Typical lifecycle replacement is 5 years on server equirement. This equipment is what we depend on if we had a failure at our primary data center.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **4** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **Data Domain Hardware**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	**$0**
Expenses			
89540 COMPUTER HARDWARE (>$25,000)	$65,000		**$65,000**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$65,000**	**$0**	**$65,000**

Data Domain ($65,000)

This hardware is used for replication of backups to our DR site. This is very important if we had a failure at our primary data center.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **5** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **Vehicles**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89520 VEHICLES (>$25,000)	$60,000	$4,000	$64,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$60,000	$4,000	$64,000

SUV for Networking Services ($30,000) - Priority 4
SUV for GIS ($30,000) - Priority 4

This program enhancement is to purchase an SUV for the Network Services division and the GIS division. Both divisions has an excessive amounts of field work, requiring the use of a city vehicles.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **6** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **Cisco Kuhl Licensing**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89550 COMPUTER SOFTWARE (>$25,000)	$50,000		$50,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$50,000	$0	$50,000

Kuhl Cisco License ($50,000) - Priority 5

Cisco Kuhl license is an enterprise license agreement with Cisco. With the increase of Cisco hardware and software, it makes sense for us to move from our current per device license structure to the enterprise license structure. This will give us a better pricing structure with Cisco, also gives us access to all of cisco's software to expand what we're currently using, such as Instant Messaging. In addition, it will allow us to add new products without having to request a license for every device and we will tru-up at the end of each year, saving time and money.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **7** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **FireEye Email Security**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89550 COMPUTER SOFTWARE (>$25,000)	$35,000		$35,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$35,000	$0	$35,000

FireEye Email Security ($35,000) - Priority 6

Cyber criminals often use spear phishing attacks, as well as malicious file attachments and URLs in emails, to launch an advanced cyber attack. These email attacks routinely bypass email security that uses conventional signature-based defenses such as antivirus (AV) and spam filters.

FireEye Email Security products (EX and ETP) protect against such cyber attacks. These products detonate and analyze suspicious email attachments and embedded URLs and block malicious activity to enhance email security. With these capabilities, organizations can prevent, detect, and respond to email-based cyber attacks. Customers can select Email Threat Prevention Cloud (ETP) for a complete, off-premise email security solution with no hardware or software to install. ETP includes AV and anti-spam protection to handle attacks hidden in bulk email and manage nuisance traffic.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **8** of **11**

Department:	**41350 INFORMATION TECHNOLOGY (IT)**
Division:	
Title:	**FireEye End Point Protection**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89550 COMPUTER SOFTWARE (>$25,000)	$85,000		$85,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$85,000	$0	$85,000

FireEye End Point Protection ($85,000)

This allows for an extra layer of security on all endpoint devices. The software does the following:
Scan for indicators of compromise (IOCs) on conventional endpoints
Detect and prevent attacks on organization- or user-owned Android and iOS devices
Apply advanced forensics to deal with threats whether your endpoints are on- or off-premises
Close the security gap by detecting signature-less attacks that antivirus solutions miss
Integrate with third-party mobile device management products to set and enforce security policies
Automate data collection to better assess the true scope of an attack
Detect whether attacks are correlated across multiple channels and applications
Validate, interrupt or contain attacks without exposing the rest of your network

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **9** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **FireEye Central Management**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89550 COMPUTER SOFTWARE (>$25,000)	$16,000		$16,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$16,000	$0	$16,000

FireEye Central Management ($16,000)

Today's cyber attacks happen in stages and cross multiple vectors (such as email and web). Efforts to centralize management of multiple products helps share threat intelligence, correlate data across security systems and pursue a robust, adaptive defense strategy.

The Central Management (CM) Series is the FireEye threat intelligence hub. It services the FireEye ecosystem, ensuring that FireEye products share the latest intelligence and correlate across attack vectors to detect and prevent cyber attacks. CM improves operational efficiency for multiple FireEye devices.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **10** of **11**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

Title: **ISP Internet Circuit**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
82510 COMPUTER SERVICES	$0	$15,600	$15,600
82510 COMPUTER SERVICES	$995		$995
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$995	$15,600	$16,595

PURPOSE / DESCRIPTION OF REQUEST

This program enchancement would upgrade our current internet circuit for all COF internet traffic to accomadate HD video streaming from our network so existing services would not be affected. The $4,891.00 cost is a monthly re-occuring cost. Current charge is around $3,600/monthly. The requested figure is the net amount.

SERVICE IMPLICATION

This enhancement would enable HD streaming to be utilized from our network to the public.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **11** of **11**

Department:	**41350 INFORMATION TECHNOLOGY (IT)**
Division:	
Title:	**Video Security**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89540 COMPUTER HARDWARE (>$25,000)	$6,600		$6,600
	$27,000		$27,000
	$57,000		$57,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$90,600	$0	$90,600

PURPOSE / DESCRIPTION OF REQUEST

This program enhancement would provide video security to be functional with department needs across COF network. This upgrades our software, servers, and storage to accomodate department requests for video security.

Software - $6511.78
Servers - $26,567.10
Storage - $57,000.00

SERVICE IMPLICATION

This enhancement would provide the upgrades to the existing video security infrastructure to accomodate additional requests and needs of video security to all COF departments that have security cameras in place.

Revenue Management

Lawrence Sullivan

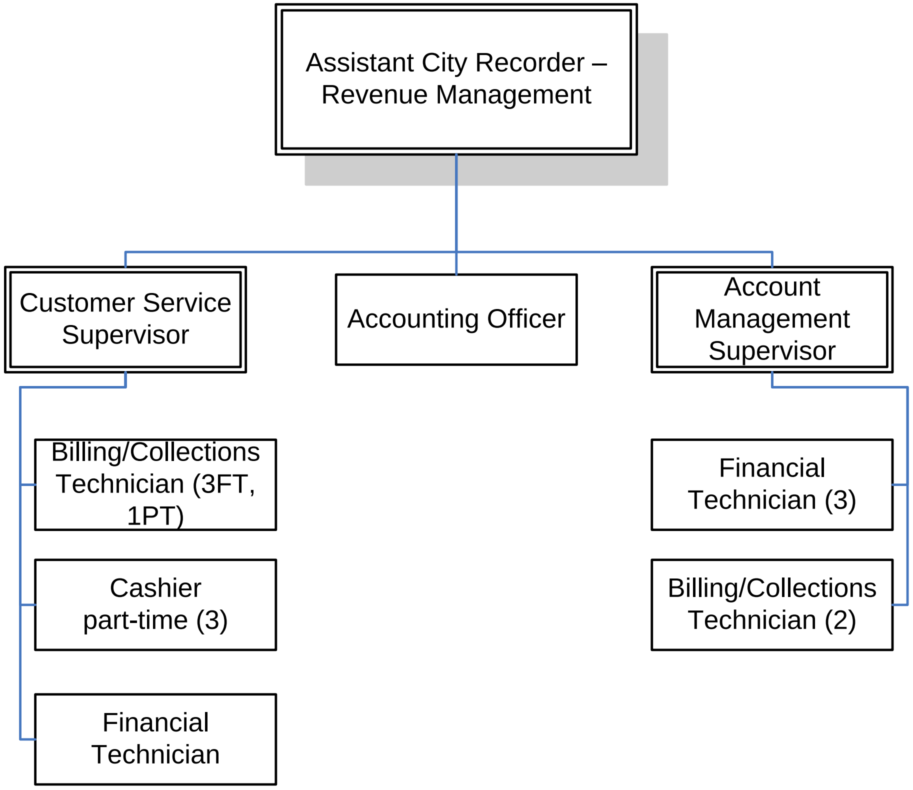
Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
    - Personnel
    - Operations
- Program Enhancement
- Summary

Purpose of Department

The Revenue Management Team performs the billing, collections and customer service for the City of Franklin water/wastewater/stormwater & sanitation services, business tax, alcohol taxes, state shared taxes, hotel/motel taxes, and numerous permits.

Organization Chart



Base Budget Request: Personnel

We will maintain the current staffing level of 13 full time positions, plus 3 full time equivalent positions staffed by part time employees (currently 6 people in a rotation).

Our team of part time staff allows us to expand and contract staffing levels as needed as well as provides a pool of candidates for future job openings. During 2015 & 2016 we cross trained a part time staff member to support our twice weekly Court sessions, a very productive and cost effective use of existing personnel. We will seek additional opportunities in FY 2017 to increase our productivity and contribution without increased staffing expense.

Base Budget Request: Operations

Operational costs are decreasing as a result of modifying our billing arrangements with outside customers. All told, operations will decrease $26,460 in FY 2017, or 4.3%.

Program Enhancement Requests

We are requesting the reclassification of one position for the total cost not to exceed $2800.

Summary

Through the continued work of absorbing billing services in house without an increase in personnel, we have again ben able to reduce our 2017 operations budget request by 4 percent from our 2016 budget, resulting in an overall decrease of 4%.

Revenue Management

Lawrence Sullivan, Assistant City Recorder

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	991,072	860,219	858,137	914,159	875,010	16,873	2.0%
Operations	-631,783	-684,264	-620,382	-635,294	-646,872	-26,490	4.3%
Capital	0	0	0	0	0	-	0.0%
Total	**359,289**	**175,955**	**237,755**	**278,865**	**228,138**	**-9,617**	**-4.0%**

Departmental Summary

The Revenue Management group performs the billing, collections and customer service for City of Franklin water/wastewater/storm water/sanitation & environmental services bills; business tax; alcohol taxes; state shared taxes; hotel/motel taxes; and, numerous permits.

FY 2017 Outlook

For 2017, we have the expectation to improve our customer billing and payment options by implementing an Electronic Billing, Payment and Presentment (EBPP) platform. We expect this to be revenue neutral where the costs of service are offset by savings in the reduction of mailing and fulfillment costs.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore the City of Franklin has established **Franklin*Forward* : 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.

Performance Measures

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme: None Specific

Revenue Management provides general support of all four themes of Franklin*Forward*.

Key:	
Strategic Plan: Franklin*Forward*	
Sustainable Franklin	
Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	Bills					
	Number of property tax bills issued	28,308	28,904	29,371	29,800	29,800
	Number of water & sewer bills issued	278,299	282,617	290,684	327,318	330,000
	New requests for Service (Total)	2,550	2,463	2,599	2,500	2,500
	Water (Monthly Average)	42.06	41.03	43.59	43.59	43.59
	Sewer (Monthly Average)	43.94	44.63	47.32	47.32	47.32
	Irrigation (Monthly Average)	202.96	156.61	189.76	189.76	189.76
	Delinquent Notices	36,764	38,138	37,964	38,000	38,000
	Water Shutoffs	1,598	1,432	812	900	900
	Electronic					
	Web Pay	16,379	18,594	21,434	20,536	20,536
	ACH/RPPS	66,550	68,575	69,650	69,000	69,000
	Bank Draft	61,130	63,739	65,846	64,500	64,500
	Lock Box	89,628	86,516	86,819	89,434	89,434
	Paper					
	Drop Box (2nd Avenue) / Mail	20,949	22,399	16,686	16,686	16,686
	In-Person Transactions	15,357	14,779	17,974	17,974	17,974
	Total Transactions	269,993	274,602	278,409	278,130	278,130
	% of total transactions electronic	86.6%	86.5%	87.6%	87.5%	87.5%
	% of total transactions paper	7.8%	8.2%	6.0%	6.0%	6.0%
	% of total transactions in-person	5.7%	5.4%	6.5%	6.5%	6.5%

Efficiency Measures

		2013	2014	2015	2016*	2017*
	Cost of processing bills (mailing and printing)					
	Maintain utility billing error rate at or below 5.3 errors per 10,000 billed items.	5.00	4.90	4.50	4.50	4.50

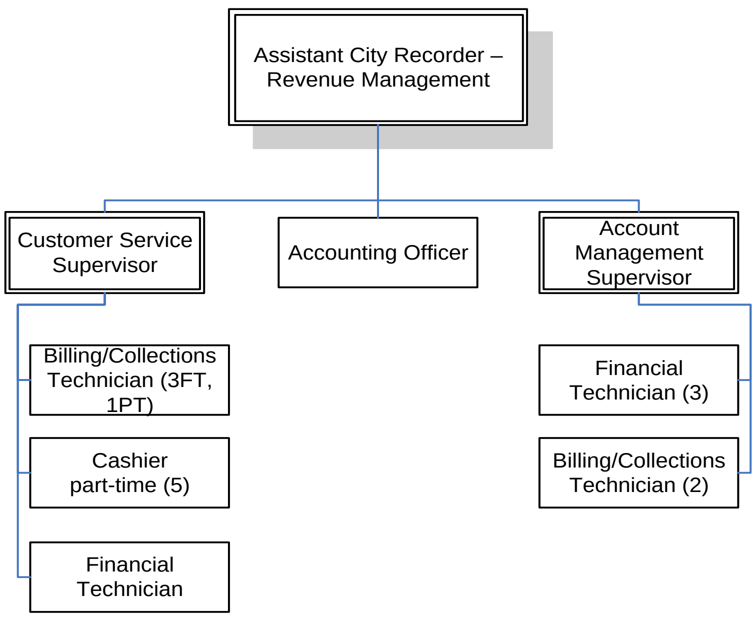
Performance Measures

Outcome (Effectiveness) Measures

	2013	2014	2015	2016*	2017*
Collection Rate(s)					
Property Tax Collections as a Percentage of Property Taxes Billed (first year)	98.5%	98.4%	98.6%	98.0%	98.0%
Tennessee Statewide Benchmarking Average	***95.3%***	***95.9%***	***96.0%***	***TBD***	***TBD***
Utility Collections as a Percentage of Utilities Billed (first year)	99.5%	94.3%	94.5%	97.0%	97.0%
Tennessee Statewide Benchmarking Average	***98.5%***	***87.3%***	***95.6%***	***TBD***	***TBD***
Increase Electronic Versus Manual Payments by 1% by Fiscal Year Ending	86.60%	86.50%	87.60%	88.60%	89.60%

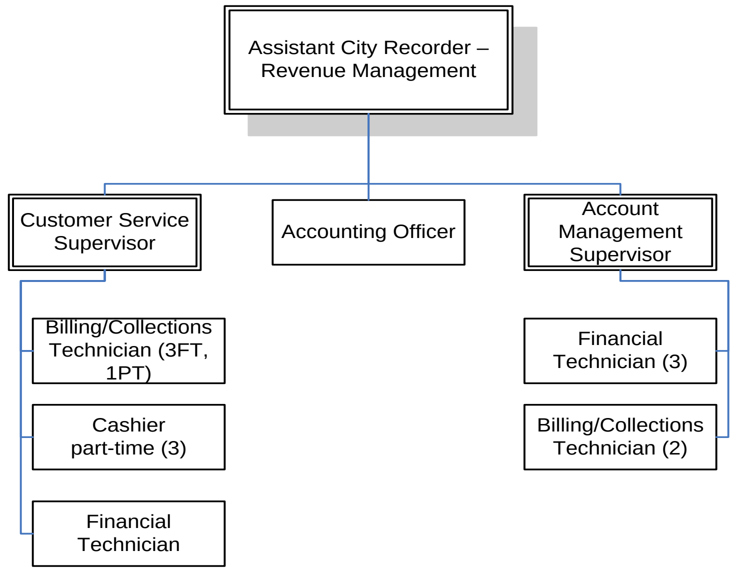
** 2016 and 2017 data estimated.*

Organizational Chart



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

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Asst City Recorder - Rev. Mgmt	Grade G	1	0	1	0	1	0	1	0	1	0
Asst City Recorder - Billing / Collection	---	1	0	0	0	0	0	0	0	0	0
Account Mgmt Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Customer Service Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Accounting Officer	Grade E	1	0	1	0	1	0	1	0	1	0
Billing / Collection Supervisor	---	1	0	0	0	0	0	0	0	0	0
Financial Technician I	Grade D	3	0	4	0	4	0	4	0	4	0
Billing/Collections Technician	Grade C	6	0	6	1	5	1	5	1	5	1
Cashier Part-Time	Grade B	0	4	0	3	0	5	0	5	0	5
TOTALS		**15**	**4**	**14**	**4**	**13**	**6**	**13**	**6**	**13**	**6**

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Asst City Recorder - Rev. Mgmt	Grade G	1	0	1	0	1	0	1	0	1	0
Asst City Recorder - Billing / Collection	---	1	0	0	0	0	0	0	0	0	0
Account Mgmt Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Customer Service Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Accounting Officer	Grade E	1	0	1	0	1	0	1	0	1	0
Billing / Collection Supervisor	---	1	0	0	0	0	0	0	0	0	0
Financial Technician I	Grade D	3	0	4	0	4	0	4	0	4	0
Billing/Collections Technician	Grade C	6	0	6	1	5	1	5	1	5	1
Cashier Part-Time	Grade B	0	4	0	3	0	5	0	5	0	5
TOTALS		**15**	**4**	**14**	**4**	**13**	**6**	**13**	**6**	**13**	**6**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	754,020	662,034	646,546	697,112	641,417	(5,129)	-0.8%
Employee Benefits	237,052	198,185	211,591	217,047	233,593	22,002	10.4%
Total Personnel	**991,072**	**860,219**	**858,137**	**914,159**	**875,010**	**16,873**	**2.0%**
Operations							
Transportation Services	8,557	6,480	11,150	11,173	11,750	600	5.4%
Operating Services	1,167	2,095	2,050	1,550	2,100	50	2.4%
Notices, Subscriptions, etc.	350	961	5,600	3,664	4,050	(1,550)	-27.7%
Utilities	2,631	2,015	2,750	2,750	2,880	130	4.7%
Contractual Services	2,446	2,449	5,700	5,700	5,900	200	3.5%
Repair & Maintenance Services	381	1,013	600	726	600	-	0.0%
Employee programs	-	-	2,050	2,050	2,150	100	4.9%
Professional Development/Travel	1,115	350	2,600	2,600	2,700	100	3.8%
Office Supplies	14,281	14,006	25,425	25,425	23,475	(1,950)	-7.7%
Operating Supplies	1,097	1,180	4,080	2,580	3,260	(820)	-20.1%
Machinery & Equipment (<$25,000)	9,369	8,817	16,000	11,811	16,100	100	0.6%
Repair & Maintenance Supplies	339	55	-	255	-	-	0.0%
Property & Liability Costs	3,665	4,720	4,555	1,682	1,766	(2,789)	.
Permits	125,570	142,778	54,300	54,300	36,000	(18,300)	-33.7%
Financial Fees	325,990	304,973	393,200	388,884	413,850	20,650	5.3%
Interfund Reimbursements	(1,128,741)	(1,176,156)	(1,150,442)	(1,150,444)	(1,173,453)	(23,011)	2.0%
Total Operations	**(631,783)**	**(684,264)**	**(620,382)**	**(635,294)**	**(646,872)**	**(26,490)**	**4.3%**
Capital	-	-	-			-	**0.0%**
Total Revenue Management	**359,289**	**175,955**	**237,755**	**278,865**	**228,138**	**(9,617)**	**-4.0%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	752,414	659,687	666,364	501,728	687,112	661,572	674,803	688,300
	81120	OVERTIME PAY	1,606	2,347	3,000	7,611	10,000	3,000	3,000	3,000
	81199	VACANCY ADJUSTMENT			(22,818)			(23,155)	(23,618)	(24,090)
=	XWAGE	TOTAL WAGES	754,020	662,034	646,546	509,339	697,112	641,417	654,185	667,210
=	81410	FICA (EMPLOYER'S SHARE)	56,226	49,024	49,819	37,681	52,564	50,610	51,622	52,655
=	81420	MEDICAL PREMIUMS	110,999	117,992	123,557	61,778	123,557	138,940	152,834	168,117
=	81430	GROUP INSURANCE PREMIUMS	9,940	9,978	9,820	6,076	8,500	10,102	11,112	12,223
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(21,263)	(23,717)	(24,678)	(18,508)	(22,000)	(28,089)	(30,898)	(33,988)
	81450	RETIREMENT CONTRIBUTIONS	70,968	31,721	39,514	40,032	40,032	46,037	50,640	55,705
	81455	DEFERRED COMP MATCH	9,979	12,874	13,232	9,933	13,608	15,649	16,432	17,253
	81470	WORKERS COMPENSATION PREMIUMS	203	313	327	357	357	343	361	379
	81475	WORKERS COMPENSATION CLAIMS				429	429			
=	XBEN	TOTAL BENEFITS	237,052	198,185	211,591	137,778	217,047	233,593	252,103	272,344
=	XPER	TOTAL PERSONNEL	991,072	860,219	858,137	647,117	914,159	875,010	906,288	939,554
		Operations								
+	82110	MAILING & OUTBOUND SHIPPING SERVICES	8,557	6,480	11,150		11,150	11,750	11,750	11,750
	1	Mailing (followup and notices)			11,150		11,150	11,750	11,750	11,750
	2	Utility Billing Notices (changes coming)								
	3	Various	8,557	6,480						
	*	Amount missing from detail								
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS				23	23			
=	XTRC	TOTAL TRANSPORTATION CHARGES	8,557	6,480	11,150	23	11,173	11,750	11,750	11,750
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	240		1,050		1,050	1,100	1,100	1,100
	82240	TRANSCRIPTION FEES		2,020						
	82250	TESTING & PHYSICALS	927	75	1,000	197	500	1,000	500	500
=	XOPSV	TOTAL OPERATING SERVICES	1,167	2,095	2,050	197	1,550	2,100	1,600	1,600
	82310	LEGAL NOTICES	115		2,400		2,400	2,525	2,525	2,525
+	82330	DUES FOR MEMBERSHIPS		680	2,700		1,000	1,000	1,000	1,000
	1	Tn Assoc of Municipal Clerks (TAMCAR)					500			
	2	CMFO		680	2,700					
	3	Int Assoc of Municipal Clerks (IIMC)								
	4	Govt Finance Officers Assoc (GFOA)								
	5	Various					500	1,000	1,000	1,000
	*	Amount missing from detail								
	82390	PUBLICATIONS, NON-TRAINING	235	281	500	264	264	525	525	525
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	350	961	5,600	264	3,664	4,050	4,050	4,050
	82420	WATER & SEWER SERVICE		65						
	82450	TELEPHONE SERVICE	1,413	1,022	1,250	703	1,250	1,300	1,300	1,300
	82455	CELLULAR TELEPHONE SERVICE	240							
	82470	INTERNET & RELATED SERVICES	978	928	1,500	671	1,500	1,580	1,580	1,580

2017 Budget - 11041310 REVENUE MANAGEMENT
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	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
=	XUTIL	TOTAL UTILITIES	2,631	2,015	2,750	1,374	2,750	2,880	2,880	2,880
+	82510	COMPUTER SERVICES	2,407	2,249	2,500		2,500	2,650	2,650	2,650
	1	Impact Printer PM - Infoprint (IBM)								
	2	Various	2,407	2,249	2,500		2,500	2,650	2,650	2,650
	5	Programming Support for Credit Cards								
	6	Programming Support for PT import to Hansen								
	7	Programming Support for BL interface								
	*	Amount missing from detail								
	82520	LEGAL SERVICES	39	200	1,200		1,200	1,250	1,250	1,250
+	82599	OTHER CONTRACTUAL SERVICES			2,000		2,000	2,000	2,000	2,000
	1	Bad Debt Collections - Transworld								
	2	Bad Debt Collections - To be Determined			2,000		2,000	2,000	2,000	2,000
	4	Various								
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	2,446	2,449	5,700		5,700	5,900	5,900	5,900
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES				126	126			
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	381	1,013	600		600	600	600	600
	1	Copy Maintenance	381	1,013	600		600	600	600	600
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	381	1,013	600	126	726	600	600	600
	82750	EMPLOYEE RECOGNITION/RECEPTIONS			850		850	900	1,000	1,000
+	82780	TRAINING, OUTSIDE			1,200		1,200	1,250	1,250	1,250
	1	MTAS fees (16 at $50)			1,200		1,200	1,250	1,250	1,250
	*	Amount missing from detail								
=	XEPG	TOTAL EMPLOYEE PROGRAMS			2,050		2,050	2,150	2,250	2,250
+	82810	REGISTRATIONS	1,115	350	2,000		2,000	2,100	2,100	2,100
	1	MTAS fees			920		920	1,020	1,020	1,020
	2	Rotary			680		680	680	680	680
	3	TGFOA Fall Conference			400		400	400	400	400
	4	Various	1,115	350						
	*	Amount missing from detail								
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)			200		200	200	200	200
	1	MTAS seminars/conferences								
	3	Various			200		200	200	200	200
	*	Amount missing from detail								
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)			200		200	200	200	200
	82890	OTHER TRAVEL EXPENSES			200		200	200	200	200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,115	350	2,600		2,600	2,700	2,700	2,700
	83110	OFFICE SUPPLIES	13,737	13,686	20,500	7,087	20,500	21,600	21,600	21,600
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	67	21	3,150		3,150			
	83130	EMPLOYEE BENEVOLENCE ITEMS	378	266	525	394	525	550	550	550
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	99	33	1,250	60	1,250	1,325	1,325	1,325
=	XOFS	TOTAL OFFICE SUPPLIES	14,281	14,006	25,425	7,541	25,425	23,475	23,475	23,475
	83250	SAFETY SUPPLIES			2,500		1,000	1,600	1,600	1,600
	83260	UNIFORMS PURCHASED	1,097	1,180	1,580		1,580	1,660	1,660	1,660
=	XOPS	TOTAL OPERATING SUPPLIES	1,097	1,180	4,080		2,580	3,260	3,260	3,260

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
_										
+	83510	FURNITURE, FIXTURES (<$25,000)			5,000	300	300	5,000		
	1	Chairs			5,000	300	300	5,000		
	2	Lighting								
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<$25,000)					1,011			
	1	Cash Drawers					1,011			
	2	Copy Machine								
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<$25,000)	9,369	8,564	11,000		10,500	11,100	11,100	11,100
	1	Computers, monitors, keyboards			500					
	2	Printers								
	3	Scanners								
	4	Various	9,369	8,564	10,500		10,500	11,100	11,100	11,100
	*	Amount missing from detail								
	83550	COMPUTER SOFTWARE (<$25,000)		253						
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	9,369	8,817	16,000	300	11,811	16,100	11,100	11,100
	83620	EQUIPMENT PARTS & SUPPLIES	339	55		255	255			
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	339	55		255	255			
_										
	85110	PROPERTY INSURANCE	746	923	927	1,107	1,107	1,162	1,220	1,281
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	23	30	34					
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	1,821	2,631	2,712	465	465	488	513	538
	85116	E&O LIABILITY INSURANCE	1,075	1,136						
	85119	UMBRELLA LIABILITY			882	110	110	116	121	127
	85120	PROPERTY DAMAGE COSTS								
	85140	SURETY/NOTARY BONDS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	3,665	4,720	4,555	1,682	1,682	1,766	1,854	1,946
_										
+	85310	UTILITY DISTRICT FEES	125,570	142,778	54,300	22,833	54,300	36,000	36,000	36,000
	1	Milcrofton - Sewer			18,000	22,833	54,300			
	2	MVUD Data Fee			30,000			36,000	36,000	36,000
	3	Milcrofton - Solid Waste			5,000					
	4	Milcrofton - Stormwater	125,570	142,778	1,300					
	*	Amount missing from detail								
=	XPERM	TOTAL PERMITS	125,570	142,778	54,300	22,833	54,300	36,000	36,000	36,000
	85520	BANKING FEES	16,598	16,329	19,000	11,899	19,000	20,000	20,000	20,000
	85530	E-COMMERCE FEES		1						
+	85540	BILLING SERVICES	188,128	167,207	245,000	81,784	245,000	258,000	258,000	258,000
	1	Bill Presentment				81,784	245,000			
	3	EBill								
	5	Bill Presentment - Utility bills (310,000 @ $0.62/unit)		167,207	245,000			258,000	258,000	258,000
	6	Bill Presentment - Property Tax Notices (25,000 @ $0.60/unit)	188,128							
	*	Amount missing from detail								
	85550	CASH SHORT/OVER	95		100					

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	85555	PROPERTY TAX BILLING SERVICES	113,232	115,616	121,700	117,484	117,484	128,100	132,000	137,000
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	7,937	5,820	7,400	2,524	7,400	7,750	7,750	7,750
	85580	LATE CHARGES								
=	XFLF	TOTAL FINANCIAL FEES	325,990	304,973	393,200	213,691	388,884	413,850	417,750	422,750
	85990	MISCELLANEOUS								
=	XOBE	TOTAL OTHER BUSINESS EXPENSES								
	87510	REIMB OF INTERFUND SERVICES	(1,128,741)	(1,176,156)	(1,150,442)	(1,150,444)	(1,150,444)	(1,173,453)	(1,196,922)	(1,220,860)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(1,128,741)	(1,176,156)	(1,150,442)	(1,150,444)	(1,150,444)	(1,173,453)	(1,196,922)	(1,220,860)
=	XOP	TOTAL OPERATIONS	(631,783)	(684,264)	(620,382)	(902,158)	(635,294)	(646,872)	(671,753)	(690,599)
		Capital								
=	XTOT	TOTAL EXPENDITURES	359,289	175,955	237,755	(255,041)	278,865	228,138	234,535	248,955

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **1** of **1**

Department:	**41310 REVENUE MANAGEMENT**
Division:	
Title:	**Reclassification of Technician**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY		$2,800	**$2,800**
		$0	**$0**
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	**$0**
Expenses			
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$0**	**$2,800**	**$2,800**

PURPOSE / DESCRIPTION OF REQUEST

This program enhancement would reclassify and existsting Billing Collection Techncian from a Grade C to a Grade D. As a result of the recent software conversion, this position filled gaps in job activities that have been tradiditonally filled by positions of a higher pay grade. This has brought versatility and better utilization of staff which the department is now dependent upon.

SERVICE IMPLICATION

Court

Deana Hood

Lawrence Sullivan

Ruth Watkins

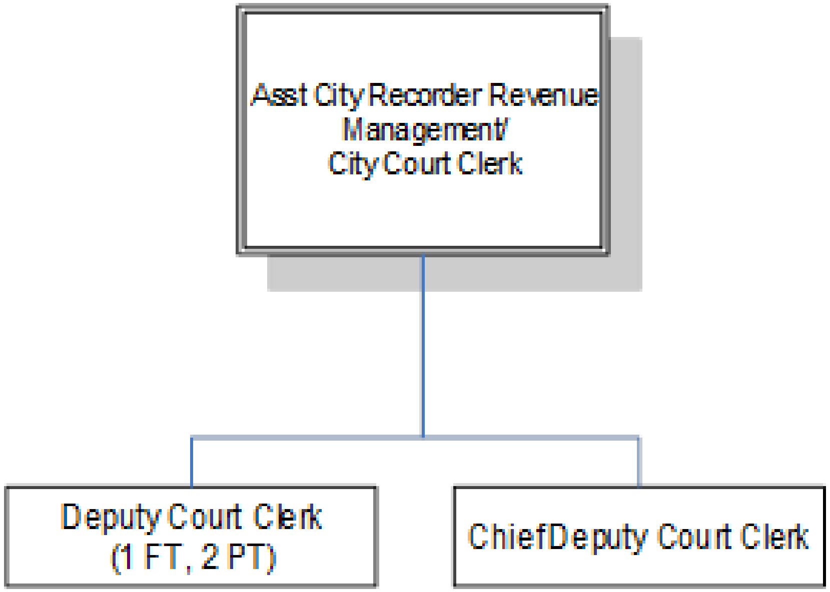
Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
    - Personnel
    - Operations
    - Capital
- Program Enhancements
- Summary

Purpose of Department

Our mission is to effectively and accurately process city ordinance violations allowing the Court to handle cases in the most efficient manner possible; to create and sustain customer oriented quality service; and, promote public confidence in our Court system.

Organization Chart



Base Budget Request: Personnel

In recent years, the Court has been staffed by a mix of full and part time employees providing the full time effect of 3 clerks for the 5 day Court week. During 2015, with the reduction of hours by one of our part timers, we were able to cross train a member of the Revenue Management team to utilize as "on call" support for the Court. This gave us the flexibility to bring our staffing level up to 4 Court clerks on an as needed, "hour by hour" basis. We have found this flexibility to vastly improve our service level options during the Tuesday and Thursday Court sessions. For 2017, we will continue this effective mix of full time, part time and on call staffing with no aggregate increase in hours.

Base Budget Request: Operations

There are no significant changes projected for Court operations allowing a modest $3,580 increase in operating expenditures for the FY 2017 Budget Year.

Court

Summary

2016 was a year of settling in to new surroundings and offices after the relocation of the court offices, the courtroom venue and, for the first time in 27 years, a new City Court Judge in 2015. Judge Deana Hood continue to serve the City as she is in her second year as Franklin City Court Judge.

We look forward to further opportunities to serve the City in 2017.

Municipal Court

Lawrence Sullivan, Assistant City Recorder

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	213,454	176,751	194,861	186,800	195,154	293	0.2%
Operations	22,663	24,042	120,633	80,522	124,213	3,580	3.0%
Capital	0	0	0	0	0	-	0.0%
Total	**236,117**	**200,793**	**315,494**	**267,322**	**319,367**	**3,873**	**1.2%**

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 promotes 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. This is done by competent, professional employees, technology and process improvement measures.

FY 2017 Outlook

In 2016, we will begin the implementation of the new electronic ticketing initiative between Municipal Court and the Police Department. We believe this will greatly improve our efficiency and reduce unnecessary duplication of data entry in the ticketing and adjudication process. We are positioned to continue to cross utilize support staff from the office of Revenue Management which will maintain our service level gains during Court sessions.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme: None Specific

Municipal Court provides general support of all four themes of Franklin*Forward*.

Key:	
Strategic Plan: Franklin*Forward*	
Sustainable Franklin	
Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	Citations Processed per Employee (per month)	400	375	370	370	370
	Total Cases Filed	15,456	12,945	11,547	10,550	10,550
	Types of Cases					
	- Moving Violations	4,448	3,872	2,467	2,000	2,000
	- Financial Responsibility	1,980	1,618	1,123	1,100	1,100
	- License and Registration	1,148	1,076	948	900	900
	- Codes Enforcement	417	377	327	300	300
	- Failure to Appear	697	695	497	500	500
	- Seat Belt	528	402	256	250	250
	- Parking Violations - Cited	945	1,438	442	500	500
	- Parking Violations - Warning	5,293	3,467	5,487	5,000	5,000

Efficiency Measures

		2013	2014	2015	2016*	2017*
	Average # of days from issuance of Citation to Court Hearing	45.5	44.6	44.4	44.4	44.4

Outcome (Effectiveness) Measures

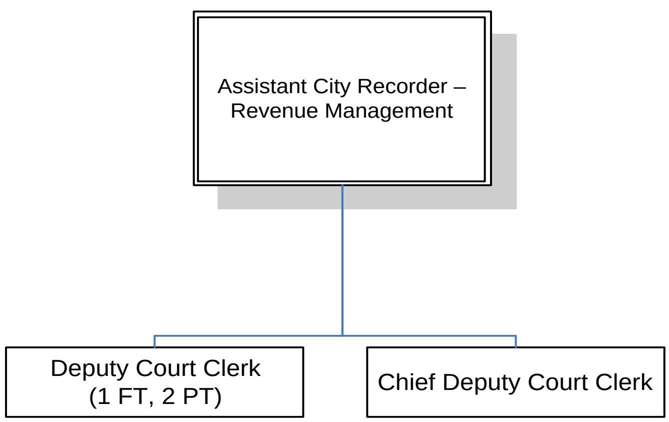
		2013	2014	2015	2016*	2017*
	Municipal Court Collections as a percentage of Municipal Obligations Billed	*91.0%*	*87.1%*	*91.7%*	*90.0%*	*90.0%*
	Tennessee Statewide Benchmarking Average	***86.0%***	***79.1%***	***85.8%***	***TBD***	***TBD***

Performance Measures

	Goal: Deliver customer oriented quality service					
	Deploy tool for online payments	NA	NA	YES	YES	YES
	Customer feedback tool deployed and responding within 2 business days 100% of the time to those needing responses	NA	NA	100.0%	100.0%	100.0%
	Goal: Collect the monies owed the City of Franklin by taking actions to pursue obligations in accordance with State and City requirements.					
	Actions taken due to citations not satisfied (% that Meet Follow Up Criteria)	Data Not Available (DNA)	95.0%	95.0%	95.0%	95.0%

** 2016 and 2017 Data Estimated*

Organizational Chart

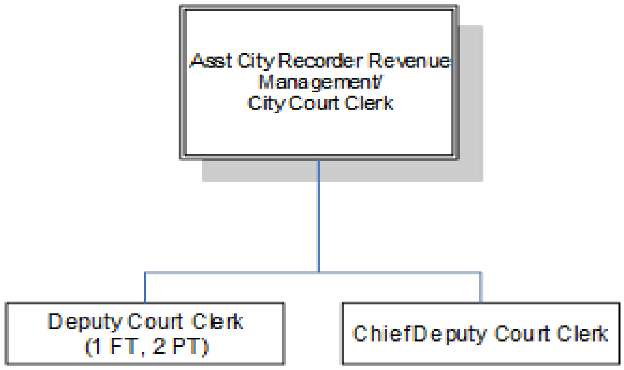


Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		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 E	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade C	1	2	1	2	1	2	2	0	2	0
Totals		**2**	**2**	**2**	**2**	**2**	**2**	**3**	**0**	**3**	**0**

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade E	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade C	1	2	1	2	1	2	2	0
Totals		**2**	**2**	**2**	**2**	**2**	**2**	**3**	**0**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	133,570	108,448	106,597	112,759	108,806	2,209	2.1%
Officials Fees	26,160	23,277	25,054	25,054	25,054	-	0.0%
Employee Benefits	53,724	45,026	63,210	48,987	61,294	(1,917)	-3.0%
Total Personnel	**213,454**	**176,751**	**194,861**	**186,800**	**195,154**	**293**	**0.2%**
Operations							
Transportation Services	8,916	6,935	9,350	9,350	9,862	512	5.5%
Operating Services	1,217	1,744	2,200	2,253	2,400	200	9.1%
Notices, Subscriptions, etc.	498	351	775	775	815	40	5.2%
Utilities	677	627	825	825	875	50	6.1%
Contractual Services	2,240	2,240	2,500	2,500	2,740	240	9.6%
Repair & Maintenance Services	2,922	169	2,500	2,500	2,750	250	10.0%
Professional Development/Travel	914	379	2,500	2,500	2,740	240	9.6%
Office Supplies	1,616	1,833	2,950	5,950	5,950	3,000	101.7%
Operating Supplies	211	240	180	300	300	120	66.7%
Fuel & Mileage	-	338	100	100	100	-	0.0%
Machinery & Equipment (<$25,000)	171	3,213	2,500	-	-	(2,500)	-100.0%
Repair & Maintenance Supplies	840	173	525	525	550	25	4.8%
Property & Liability Costs	1,391	1,709	1,687	1,763	1,851	164	9.7%
Financial Fees	1,001	2,852	3,790	3,790	3,990	200	5.3%
Debt Service and Lease Payments	49	1,239	88,250	47,390	89,289	1,039	1.2%
Total Operations	**22,663**	**24,042**	**120,633**	**80,522**	**124,213**	**3,580**	**3.0%**
Capital	-	-	-			**-**	**0.0%**
Total Municipal Court	**236,117**	**200,793**	**315,494**	**267,322**	**319,367**	**3,873**	**1.2%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	133,421	108,329	110,049	82,274	112,659	112,338	114,585	116,876
	81120	OVERTIME PAY	149	119	400	55	100	400	400	400
	81199	VACANCY ADJUSTMENT			(3,852)			(3,932)	(4,010)	(4,091)
=	XWAGE	TOTAL WAGES	133,570	108,448	106,597	82,329	112,759	108,806	110,975	113,185
=	81220	CITY JUDGE	26,160	23,277	25,054	19,500	25,054	25,054	25,054	25,054
=	XOFF	TOTAL OFFICIALS FEES	26,160	23,277	25,054	19,500	25,054	25,054	25,054	25,054
=	81410	FICA (EMPLOYER'S SHARE)	11,757	9,539	10,335	7,322	10,500	10,510	10,720	10,935
=	81420	MEDICAL PREMIUMS	33,372	34,791	53,144	17,715	35,530	47,248	51,973	57,170
=	81430	GROUP INSURANCE PREMIUMS	2,004	1,830	2,926	1,166	2,000	2,345	2,580	2,837
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(6,697)	(7,531)	(11,930)	(6,502)	(8,870)	(9,839)	(10,823)	(11,905)
	81450	RETIREMENT CONTRIBUTIONS	11,828	3,525	5,712	4,448	4,448	5,115	5,627	6,189
	81455	DEFERRED COMP MATCH	1,394	2,800	2,949	3,909	5,343	5,877	6,171	6,480
	81470	WORKERS COMPENSATION PREMIUMS	66	72	74	36	36	37	38	39
	81475	WORKERS COMPENSATION CLAIMS								
=	XBEN	TOTAL BENEFITS	53,724	45,026	63,211	28,094	48,987	61,293	66,286	71,745
=	XPER	TOTAL PERSONNEL	213,454	176,751	194,862	129,923	186,800	195,153	202,315	209,984
		Operations								
+	82110	MAILING & OUTBOUND SHIPPING SERVICES	8,916	6,935	9,350	3,062	9,350	9,862	9,862	9,862
	1	Mail (followup)			9,350			9,862		
	3	Various	8,916			1,521	9,350		9,862	9,862
	*	Amount missing from detail		6,935		1,541				
=	XTRC	TOTAL TRANSPORTATION CHARGES	8,916	6,935	9,350	3,062	9,350	9,862	9,862	9,862
+	82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,217	1,744	2,100	737	2,100	2,200	2,200	2,200
	1	Print Information Sheets for PD								
	2	Print forms for court	1,217		2,100	354	2,100	2,200	2,200	2,200
	*	Amount missing from detail		1,744		383				
	82245	FINGERPRINTING FEES								
	82250	TESTING & PHYSICALS			100	153	153	200	250	250
=	XOPSV	TOTAL OPERATING SERVICES	1,217	1,744	2,200	890	2,253	2,400	2,450	2,450
	82310	LEGAL NOTICES	115		120		120	125	125	125
+	82340	DUES FOR MEMBERSHIPS			130		130	140	150	160
	1	Natl Assoc of Court Managers (NACM)			130		130	140	150	160
	*	Amount missing from detail								
	82350	PUBLICATIONS, NON-TRAINING	383	351	525	322	525	550	575	600
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	498	351	775	322	775	815	850	885
	82450	TELEPHONE SERVICE	351	318	300	191	300	325	350	375
	82470	INTERNET & RELATED SERVICES	326	309	525	224	525	550	575	600
=	XUTIL	TOTAL UTILITIES	677	627	825	415	825	875	925	975
	82510	COMPUTER SERVICES			260		260	500	600	700
+	82599	OTHER CONTRACTUAL SERVICES	2,240	2,240	2,240	1,120	2,240	2,240	2,400	2,500

2017 Budget - 11041200 COURT
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	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	2	Support for Court Softwaere conversion (SQL)								
	3	Collections Contract Agent								
	4	SQL programming for onliine payments								
	5	SQL programming for PD interface								
	6	SQL programming for citation scanning interface								
	7	TBI - access to TJIS			2,240	560	2,240	2,240	2,400	2,500
	8	File Maintenance - General Sessions Records	2,240							
	*	Amount missing from detail		2,240		560				
=	XCTS	TOTAL CONTRACTUAL SERVICES	2,240	2,240	2,500	1,120	2,500	2,740	3,000	3,200
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,922	169	2,500	33	2,500	2,750	3,000	3,250
	1	Copier maintenance/repair			2,500			2,750	3,000	3,250
	2	Line Item 2	2,922			16	2,500			
	*	Amount missing from detail		169		17				
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	2,922	169	2,500	33	2,500	2,750	3,000	3,250
+	82810	REGISTRATIONS	40	20	600	40	600	650	900	900
	1	TIES (TAC Conference - 2/year - REQUIRED)								
	2	MTAS - continuing education			100		100	150	300	300
	3	Various			500		500	500	600	600
	4	NACM Conference	40							
	*	Amount missing from detail		20		40				
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	636		800	87	800	875	700	700
	1	TIES (instate travel)				87	87			
	2	MTAS (mostly in Middle Tn)	636		800		713	875	700	700
	*	Amount missing from detail								
+	82840	LODGING	172	314	600		600	665	700	750
	1	TIES								
	2	Various			600		600	665	700	750
	3	NACM Conference	172							
	*	Amount missing from detail		314						
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	66	45	500		500	550	575	600
	1	TIES								
	2	Various			500		500	550	575	600
	3	NACM Conference	66							
	*	Amount missing from detail		45						
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	914	379	2,500	127	2,500	2,740	2,875	2,950
+	83110	OFFICE SUPPLIES	1,616		2,950	209	5,950	5,950	3,000	3,000
	1	Recurring office supplies	1,616		2,950	209	5,950	5,950	3,000	3,000
	*	Amount missing from detail								
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)		54						
=	XOFS	TOTAL OFFICE SUPPLIES	1,616	54	2,950	209	5,950	5,950	3,000	3,000
+	83260	UNIFORMS PURCHASED	211	240	180		300	300	300	300
	1	COF attire for staff (6 @ $30 each)			180		300	300	300	300
	2	Various	211							
	*	Amount missing from detail		240						
=	XOPS	TOTAL OPERATING SUPPLIES	211	240	180		300	300	300	300
+	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		338	100	317	100	100	100	100

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	1	Mileage reimbursement for MTAS in 82820 above			100		100	100	100	100
	2	Line Item 2								
	*	Amount missing from detail		338		317				
=	XFUEL	TOTAL FUEL & MILEAGE		338	100	317	100	100	100	100
+	83510	FURNITURE, FIXTURES (<$25,000)								
	1	Chairs								
	2	Line Item 2								
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<$25,000)	171	3,213	2,500					
	1	Desktop (computer, monitor, keyboard)			2,500					
	2	Printers								
	3	Court Software Server								
	4	Cashiering Equipment								
	5	Scanner								
	6	Copier Replacement ($9,000 moved to lease)								
	7	Line Item 7	171							
	*	Amount missing from detail		3,213						
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	171	3,213	2,500					
	83620	EQUIPMENT PARTS & SUPPLIES	840	173	525		525	550	575	600
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	840	173	525		525	550	575	600
	85110	PROPERTY INSURANCE	746	923	927	1,002	1,002	1,052	1,105	1,160
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	6	53	60					
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	402	512	528	614	615	646	678	712
	85116	E&O LIABILITY INSURANCE	237	221	172					
	85119	UMBRELLA LIABILITY				146	146	153	161	169
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	1,391	1,709	1,687	1,762	1,763	1,851	1,944	2,041
	85530	E-COMMERCE FEES	1,001	2,852	3,790	1,327	3,790	3,990	4,200	4,500
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)								
=	XF[illegible]F	TOTAL FINANCIAL FEES	1,001	2,852	3,790	1,327	3,790	3,990	4,200	4,500
+	86600	LEASE/LOAN PRINCIPAL			85,680	42,825	42,825	86,945	84,944	42,861
	1	2014 - Copier Replacement			1,247	1,247	1,247	3,028		
	2	2016 - E-Ticketing			84,433	41,578	41,578	83,917	84,944	42,861
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST	49		2,570	1,575	1,565	2,344	1,301	261
	1	2014 - Copier Replacement	49		20	14	20	16		
	2	2016 - E-Ticketing			2,550	1,561	1,545	2,328	1,301	261
	*	Amount missing from detail								
=	XDSV	TOTAL DEBT SERVICE	49		88,250	44,400	44,390	89,289	86,245	43,122

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
=	XOP	TOTAL OPERATIONS	22,663	21,024	120,632	53,984	77,521	124,212	119,326	77,235
		Capital								
=	XTOT	TOTAL EXPENDITURES	236,117	197,775	315,494	183,907	264,321	319,365	321,641	287,219

Elected Officials

Dr. Ken Moore, Mayor

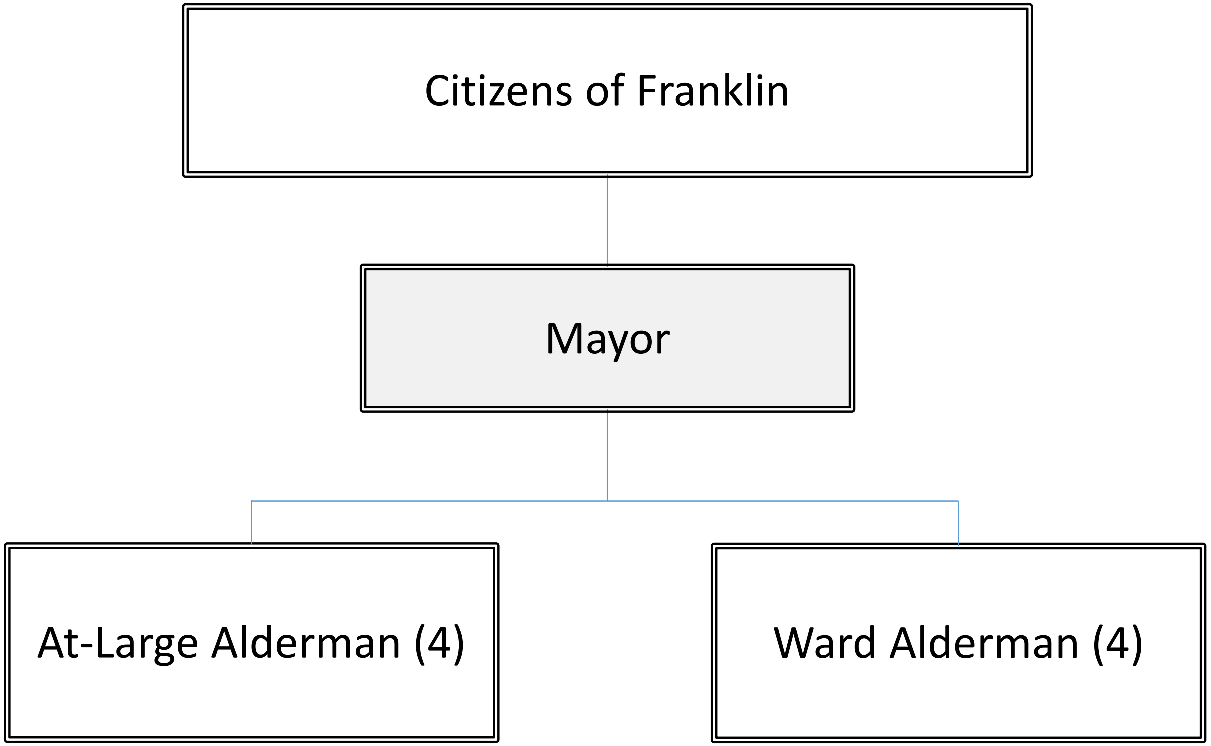
Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
- Summary

Purpose of Department

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.

Organization Chart



Elected Officials

Base Budget Request:

The Board of Mayor and Aldermen includes the Mayor and eight aldermen: four serving at-large, and four serving as ward aldermen.

The budget is essentially level funded; though a large decrease is occurring in expenses as there is no election scheduled in FY 2017.

Elected Officials

Summary

As elected community leaders, the Franklin Board of Mayor and Aldermen continues to strive to lead the community toward a vision based on four key themes:

- **A Safe, Clean, and Livable City**
- **Effective and Fiscally Sound City Government providing high-quality services**
- **Quality Life Experiences**
- **Sustainable Growth and Economic Prosperity**

Elected Officials

Dr. Ken Moore, Mayor

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	196,878	231,345	232,906	250,622	259,925	27,019	11.60%
Operations	100,618	40,643	105,586	117,010	68,436	-37,151	-35.19%
Capital	0	0	0	0	0	-	0.00%
Total	**297,496**	**271,988**	**338,492**	**367,632**	**328,360**	**-10,132**	**-2.99%**

Departmental Summary

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, all of which are implemented by the various City Departments.

FY 2017 Outlook

The City held a municipal election on October 27, 2015 for the offices of Mayor and Aldermen at Large. The next municipal election will be in October of 2017, for offices of Ward Aldermen.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme:

Elected Officials support all four themes of the Strategic Plan.

Key:		
	Strategic Plan: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	Number of Resolutions Passed	53	30	111	100	100
	Number of Ordinances Passed	36	55	36	30	30
	Meetings Held					
	- Work Sessions			22	21	20
	- Regular Meetings			12	12	12
	- Special Meetings			10	10	10

Efficiency Measures

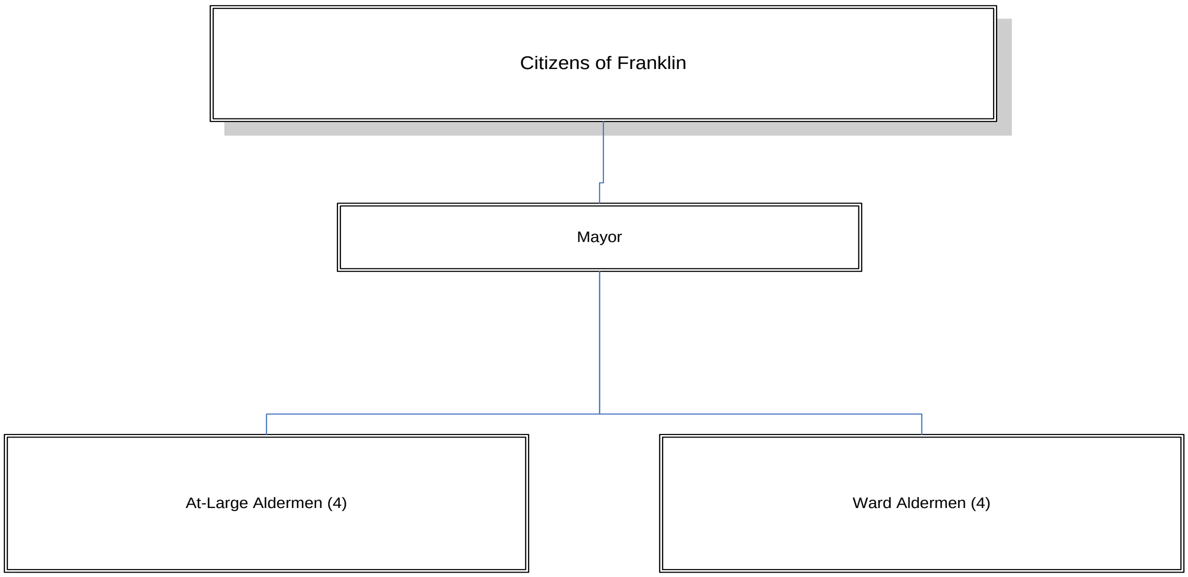
		2013	2014	2015	2016*	2017*
	TBD					

Outcome (Effectiveness) Measures

		2013	2014	2015	2016*	2017*
	Percent of BOMA Meetings with Perfect attendance (9 of 9)	54%	71%	75%	80%	80%
	Percent of BOMA Meetings with eight of nine members in attendance (8 of 9)	N/A	N/A	N/A	81%	85%

***2016 and 2017 data estimated.**

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Mayor		1	0	1	0	1	0	1	0	1	0
Aldermen		8	0	8	0	8	0	8	0	8	0
Totals		**9**	**0**	**9**	**0**	**9**	**0**	**9**	**0**	**9**	**0**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Officials Fees	104,087	129,160	129,267	129,267	129,267	-	0.0%
Employee Benefits	92,791	102,185	103,639	121,355	130,658	27,019	26.1%
Total Personnel	**196,878**	**231,345**	**232,906**	**250,622**	**259,925**	**27,019**	**11.6%**
Operations							
Transportation Services	-	18	200	200	200	-	0.0%
Operating Services	-	-	600	600	620	20	3.3%
Notices, Subscriptions, etc.	61,870	20,068	69,800	78,142	28,257	(41,543)	-59.5%
Utilities	1,503	1,354	1,628	1,628	1,709	81	5.0%
Contractual Services	6,019	-	5,000	5,000	5,000	-	0.0%
Professional Development/Travel	5,821	9,259	18,010	19,910	20,320	2,310	12.8%
Office Supplies	8,654	8,868	7,320	7,320	8,000	680	9.3%
Operating Supplies	-	-	500	500	550	50	10.0%
Fuel & Mileage	-	287	250	1,200	1,200	950	380.0%
Machinery & Equipment (<$25,000)	16,349	-	1,520	1,520	1,540	20	1.3%
Property & Liability Costs	402	789	758	990	1,040	282	37.1%
Total Operations	**100,618**	**40,643**	**105,586**	**117,010**	**68,436**	**(37,151)**	**-35.2%**
Capital	-	-	-	-	-	-	**0.0%**
Total Elected Officials	**297,496**	**271,988**	**338,492**	**367,632**	**328,360**	**(10,132)**	**0.0%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81210	MAYOR & ALDERMEN	104,087	129,160	129,267	96,847	129,267	129,267	129,267	129,267
=	XOFF	TOTAL OFFICIALS FEES	104,087	129,160	129,267	96,847	129,267	129,267	129,267	129,267
=	81410	FICA (EMPLOYER'S SHARE)	6,513	8,038	9,889	5,946	9,889	9,889	9,889	9,889
=	81420	MEDICAL PREMIUMS	102,617	115,964	112,875	65,295	130,590	146,849	161,534	177,687
=	81430	GROUP INSURANCE PREMIUMS	5,696	5,793	6,359	2,967	6,359	6,483	6,807	7,147
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(22,035)	(27,623)	(25,498)	(21,780)	(25,498)	(32,578)	(35,836)	(37,628)
	81470	WORKERS COMPENSATION PREMIUMS		13	14	15	15	15	15	15
=	XBEN	TOTAL BENEFITS	92,791	102,185	103,640	52,443	121,355	130,658	142,409	157,110
=	XPER	TOTAL PERSONNEL	196,878	231,345	232,907	149,290	250,622	259,925	271,676	286,377
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES		18	200	18	200	200	200	200
=	XTRC	TOTAL TRANSPORTATION CHARGES		18	200	18	200	200	200	200
	82210	PRINTING & COPYING SERVICES, OUTSOURCED			600		600	620	630	640
=	XOPSV	TOTAL OPERATING SERVICES			600		600	620	630	640
	82310	LEGAL NOTICES	17,247	17,120	17,850	21,895	24,850	18,207	25,000	25,000
	82320	CITY ELECTIONS	39,173		42,000	43,342	43,342		46,000	
	82340	LEADERSHIP RETREATS			8,000		8,000	8,000	8,200	8,400
	82350	DUES FOR MEMBERSHIPS	700	2,275	1,000	350	1,000	1,000	1,000	1,000
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	4,605	673	700	663	700	800	900	1,000
	82390	PUBLICATIONS, NON-TRAINING	145		250		250	250	275	300
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	61,870	20,068	69,800	66,250	78,142	28,257	81,375	35,700
	82455	CELLULAR TELEPHONE SERVICE	1,503	1,354	1,628	1,016	1,628	1,709	1,750	1,775
=	XUTIL	TOTAL UTILITIES	1,503	1,354	1,628	1,016	1,628	1,709	1,750	1,775
+	825[illegible]0	CONSULTANT SERVICES	2,925		5,000		5,000	5,000	5,000	5,000
	825[illegible]9	OTHER CONTRACTUAL SERVICES	3,094							
=	XC[illegible]S	TOTAL CONTRACTUAL SERVICES	6,019		5,000		5,000	5,000	5,000	5,000
+	828[illegible]0	REGISTRATIONS	1,325	7,817	11,600	300	13,500	13,600	14,100	14,100
+	828[illegible]0	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,252	672	1,310	74	1,310	1,320	1,340	1,350
	828[illegible]0	AIR TRAVEL	679	379	1,800		1,800	1,850	1,900	1,950
+	828[illegible]0	LODGING	2,565	380	2,200		2,200	2,250	2,300	2,400
	828[illegible]0	MEALS (OUTSIDE WILLIAMSON COUNTY)		11	1,000	30	1,000	1,100	1,000	1,000
	828[illegible]0	OTHER TRAVEL EXPENSES			100		100	200	225	250
=	XP[illegible]T	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	5,821	9,259	18,010	404	19,910	20,320	20,865	21,050
	83110	OFFICE SUPPLIES	516	1,088	520	579	520	550	575	600
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		157	600		600	650	675	700

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	83130	EMPLOYEE BENEVOLENCE ITEMS			200		200	300	300	300
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	8,138	7,623	6,000	4,218	6,000	6,500	6,700	6,900
=	XOFS	TOTAL OFFICE SUPPLIES	8,654	8,868	7,320	4,797	7,320	8,000	8,250	8,500
+	83260	UNIFORMS PURCHASED			500		500	550	600	650
=	XOPS	TOTAL OPERATING SUPPLIES			500		500	550	600	650
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		287	250	1,039	1,200	1,200	1,200	1,200
=	XFUEL	TOTAL FUEL & MILEAGE		287	250	1,039	1,200	1,200	1,200	1,200
	83510	FURNITURE, FIXTURES (<$25,000)			520		520	540	560	580
+	83540	COMPUTER HARDWARE (<$25,000)	16,349		1,000		1,000	1,000	19,000	1,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	16,349		1,520		1,520	1,540	19,560	1,580
	85110	PROPERTY INSURANCE				37	37	39	41	43
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	14	30	34					
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	244	530	546	770	770	809	849	891
	85116	E&O LIABILITY INSURANCE	144	229						
	85119	UMBRELLA LIABILITY			178	183	183	192	202	212
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	402	789	758	990	990	1,040	1,092	1,146
=	XOP	TOTAL OPERATIONS	100,618	40,643	105,586	74,514	117,010	68,436	140,522	77,441
		Capital								
=	XTOT	TOTAL EXPENDITURES	297,496	271,988	338,493	223,804	367,632	328,361	412,198	363,818

City of Franklin, Tennessee

FY 2017 Operating Budget Request

Administration

Eric Stuckey, City Administrator

Lanaii Benne, City Recorder

Outline

- **Administration Division**
- **Program Enhancement Requests**
- **Summary**

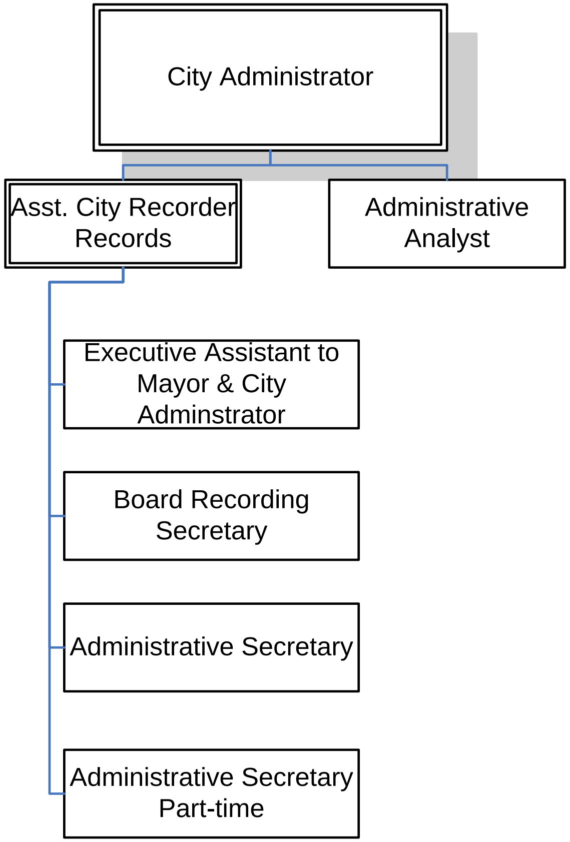
Purpose of Department

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

In addition to overseeing the day-to-day operations of the City, the City Administrator works closely with the Board and professional staff to chart the strategic direction of the City.

Administration

Organization Chart



Base Budget Request: Administration

The Administration department currently employs 6 full time employees and 1 part time employee. A full time Administrative Analyst (Intern) position remains vacant.

Program Enhancement Requests

Administration is requesting two program enhancements:

- Kitchen Remodel	$ 8,000
- Administrative Furniture	$ 15,000
Total	$ 23,000

Summary

The Administration team will continue to support the City organization in daily operations, strategic management & leadership.

Our City team will continue to operate focused on our five key principles:

Excellence - Innovation - Teamwork

Integrity - Action-oriented

Administration

Eric S. Stuckey, City Administrator

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	477,805	483,568	509,226	516,322	522,062	12,836	2.5%
Operations	-31,823	-9,767	31,953	36,213	41,166	9,213	28.8%
Capital	0	0	0	0	0	-	0.0%
Total	**445,982**	**473,801**	**541,179**	**552,535**	**563,228**	**22,049**	**4.1%**

Departmental Summary

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

The Board of Mayor and Aldermen's meeting agendas are currently available on the City's website. Recently, the Board implemented the agenda software management program, Granicus. This web based program replaced the paper agenda packets and provides for a centralized electronic creation approach to compiling the agenda. Board members, staff, and citizens are now able to access agendas and supporting documents through the software's online interaction application. Agendas remain on the City's website after the meeting, and the video clip is linked to the respective item on the agenda. This continues us to meet our goal to eliminate paper agenda packets. This year again, we will produce only approximately 15 printed copies of the budget book and will also have it available for viewing on the City's website.

The offices of the Mayor and Administration (along with Communications and Law) will be renovated in FY 2016 and begin to be utilized in FY 2017. We believe this will be an improvement for citizens and staff alike.

The Administration Department continues to codify the Municipal Code on the City's website. It is updated on a constant basis thru MuniCode, our contracted codifier of the code. Besides the value of making this information available to citizens 24/7, it is current and also minimizes the use and cost of paper products.

In accordance with the City's Records Retention Policy, the Administration Department continues to purge and destroy those files, records, and documents exceeding the recommended retention period. In the spring of each year the Administration Department hosts a "shred day" for all departments. We have now expanded the program to the fall of each year as well. In the fall of 2015, 225 boxes of expired records were destroyed. This continuing practice has eliminated a number of file cabinets, thereby saving the department valuable storage area space.

The Administration Department is in the process of moving historical records books (Board and Committee minutes, Ordinances and Resolutions) to fireproof cabinets at the Five Points building storage area. This will bring us into compliance with records storage practices as well as free up valuable office space in the Administration Department.

Administration

Eric S. Stuckey, City Administrator

FY 2017 Outlook

The Administration Department will continue to process the Board's agendas using the Granicus software system, monitoring for efficiency and supporting users of the system.

The preservation of historical records will also continue. The City maintains historical record books dating back to the mid 1800's. Staff is researching a more secure, safekeeping retention method such as professional scanning and storage of these records.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

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.

Franklin will develop a quality level of service expectation for its citizens.

Goal: To have 90% citizen satisfaction rated excellent/good for services as reported by community survey.

Baseline: Data to be collected in next community survey.

Theme: Quality Life Experiences

Preserving dynamic, diverse, engaged neighborhoods: Franklin will be a place that offers a high quality of life for all citizens who choose to live and work here.

Citizens will recognize and celebrate the unique sense of community and cultural diversity that is Franklin.

Goal: To have 90% or better of citizens who consider Franklin's quality of life to be excellent/good.

Baseline: 94% of citizens responding to community survey considered the overall quality of life to be excellent/good. (Source: 2012 Community Survey by ASI for Franklin Tomorrow)

Performance Measures

Theme: Quality Life Experiences

Franklin will facilitate the development and maintenance of housing options that meet the needs of people desiring to live and work in our community.

Franklin will decrease the percentage of households who are cost burdened by their housing costs in Franklin

Goal: Franklin will seek to improve housing diversity as identified through the 2013 Housing Analysis.

Baseline: Complete Housing Analysis and establish goals based on data from the analysis.

Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.

Goal: To improve ranking as one of the 100 Best Places to live in the United States.

Baseline: Ranked of 52 (CNN Money Magazine, 2012).

Goal: To increase inventory of transit hubs, park-and-ride sites, and alternative services in Franklin.

Baseline: Inventory of current transit hubs, number of park-and-ride parking slots, and description of alternative transportation services available in Franklin. (TMA)

Goal: To achieve the American Association of Retirement Communities Seal of approval as one of the top places for retirees in the United States.

Baseline: City of Franklin has not yet received this recognition. (American Association of Retirement Communities)

Theme: Sustainable Grown & Economic Prosperity

Franklin will strategically manage its growth and the value of its assets.

Goal: To have 80% or better of citizens reporting satisfaction with the managed growth of the community.

Baseline: Citizen Perception reported through community survey.

Key:	**Strategic Plan: Franklin*Forward***	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	Number of Agenda Packets reviewed	33	30	44	40	40
	Number of Sets of Minutes Produced	66	61	88	80	80
	Number of documents scanned into OnBase:					
	Resolutions					
	Current	46	58	111	100	100
	Proofing Prior Year Scans	1	0	0	0	0
	Ordinances					
	Current	37	31	36	30	30
	Proofing Prior Year Scans	1	0	0	0	0

Performance Measures

	Sets of Minutes					
	Current	65	58	55	60	60
	Proofing Prior Year Scans	1	0	0	0	0

Efficiency Measures

		2013	2014	2015	2016*	2017*
	Distribute Agenda Packets to Board of Mayor and Aldermen on Thursday prior to the meeting date.					
	Percentage of time target met	85%	85%	90%	90%	90%

Outcome (Effectiveness) Measures

Preserving dynamic, diverse, engaged neighborhoods: Franklin will be a place that offers a high quality of life for all citizens who choose to live and work here.

		2013	2014	2015	2016*	2017*
	Citizens will recognize and celebrate the unique sense of community and cultural diversity that is Franklin.					
	Franklin Baseline: 90% or better of citizens who consider Franklin's quality of life to be excellent/good.					
	Overall quality of life to be excellent/good^	94%	94%	94%	TBD	TBD
	Target	**90%**	**90%**	**90%**	**90%**	**90%**
	Meets Target?	Yes	Yes	Yes	TBD	TBD

^Survey dated & needs to be updated

Franklin will facilitate the development and maintenance of housing options that meet the needs of people desiring to live and work in our community.

	Franklin will decrease the percentage of households who are cost burdened by their housing costs in Franklin					
	Franklin will seek to improve housing diversity as identified through the 2013 Housing Analysis.					
	Baseline: Complete Housing Analysis and establish goals based on data from the analysis.					
	Target	**TBD**	**TBD**	**TBD**	**TBD**	**TBD**
	Meets Target?	TBD	TBD	TBD	TBD	TBD

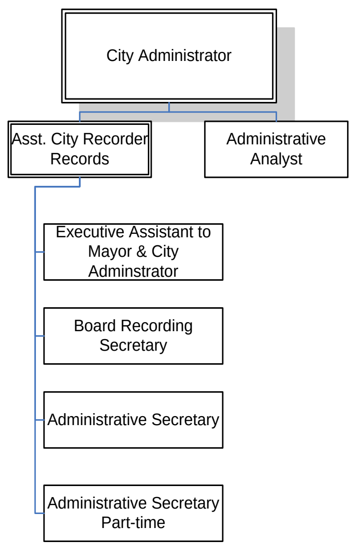
Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.

	Improve ranking as one of the 100 Best Places to live in the United States.					
	Franklin Ranking	52	42	42	TBD	TBD
	Target *(Baseline 60 in 2010, Money Magazine)*	52	52	42	42	43
	Meets Target?	Yes	Yes	Yes	TBD	TBD
	Improve ranking as one of the top business-friendly cities in Tennessee.					
	Franklin Ranking	2	3	2	TBD	TBD
	Target *(Baseline from Beacon Center of Tennessee)*	**2**	**1**	**2**	**2**	**3**
	Meets Target?	Yes	No	Yes	TBD	TBD

Performance Measures

Achieve the American Association of Retirement Communities Seal of approval as one of the top places for retirees in the United States.					
Franklin Designation	No	No	No	TBD	TBD
Target *(Baseline from: http://the-aarc.org)*	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Meets Target?	**No**	**No**	**No**	**TBD**	**TBD**
Franklin will strategically manage its growth and the value of its assets.					
80% or better of citizens reporting satisfaction with the managed growth of the					
Franklin Baseline: Citizen Perception reported through community survey; survey to be developed.					
Target	**80%**	**80%**	**80%**	**TBD**	**TBD**
Meets Target?	**TBD**	**TBD**	**TBD**	**TBD**	**TBD**

Organizational Chart



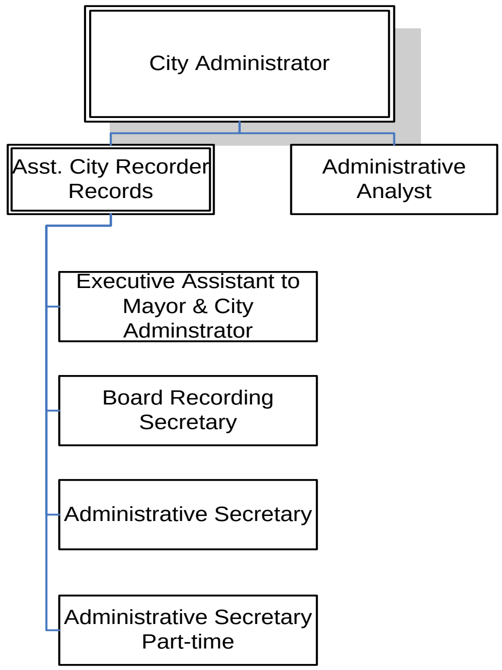
Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
City Administrator	Grade P	1	0	1	0	1	0	1	0	1	0
Asst City Recorder - Admin	Grade G	1	0	1	0	1	0	1	0	1	0
Executive Assistant	Grade E	1	0	1	0	1	0	1	0	1	0
Recording Secretary to BOMA	Grade C	1	0	1	0	1	0	1	0	1	0
Administrative Secretary	Grade B	1	1	1	1	1	1	1	1	1	1
Administrative Analyst(Intern)*	---	0	0	1	0	1	0	1	0	1	0
TOTALS		**5**	**1**	**6**	**1**	**6**	**1**	**6**	**1**	**6**	**1**

**Note: Administrative Analyst (Intern) funded only for six months.*

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
City Administrator	Grade P	1	0	1	0	1	0	1	0
Asst City Recorder - Admin	Grade G	1	0	1	0	1	0	1	0
Executive Assistant	Grade E	1	0	1	0	1	0	1	0
Recording Secretary to BOMA	Grade C	1	0	1	0	1	0	1	0
Administrative Secretary	Grade B	1	1	1	1	1	1	1	1
Administrative Analyst(Intern)*	---	0	0	1	0	1	0	1	0
TOTALS		**5**	**1**	**6**	**1**	**6**	**1**	**6**	**1**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	358,549	371,478	380,876	386,047	375,875	(5,001)	-1.3%
Employee Benefits	119,256	112,090	128,350	130,275	146,188	17,838	13.9%
Total Personnel	**477,805**	**483,568**	**509,226**	**516,322**	**522,062**	**12,836**	**2.5%**
Operations							
Transportation Services	1,008	536	887	887	940	53	6.0%
Operating Services	8,644	5,975	20,900	20,900	21,000	100	0.5%
Notices, Subscriptions, etc.	10,841	12,025	7,190	6,610	7,270	80	1.1%
Utilities	11,112	10,840	11,032	11,507	11,985	953	8.6%
Contractual Services	18,380	-	11,275	11,275	11,410	135	1.2%
Repair & Maintenance Services	6,133	5,285	4,560	4,560	5,680	1,120	24.6%
Employee programs	16,201	9,190	32,000	32,000	32,800	800	2.5%
Professional Development/Travel	6,054	9,158	18,720	18,745	17,940	(780)	-4.2%
Office Supplies	13,473	13,618	15,160	15,160	15,360	200	1.3%
Operating Supplies	940	675	2,725	2,725	2,770	45	1.7%
Fuel & Mileage	77	59	225	4,100	4,200	3,975	1766.7%
Machinery & Equipment (<$25,000)	2,480	44,105	26,800	26,800	31,300	4,500	16.8%
Repair & Maintenance Supplies	110	1,949	1,175	1,175	1,200	25	2.1%
Property & Liability Costs	6,275	6,709	6,735	7,200	7,558	823	12.2%
Permits	-	-	4,850	4,850	4,900	50	1.0%
Other Business Expenses	-	45	-	-	-	-	0.0%
Debt Service	-	-	7,706	7,706	7,640	(66)	-0.9%
Interfund Reimbursements	(133,551)	(129,936)	(139,987)	(139,987)	(142,787)	(2,800)	2.0%
Total Operations	**(31,823)**	**(9,767)**	**31,953**	**36,213**	**41,166**	**9,213**	**28.8%**
Capital	-	-	-	-	-	**-**	**0.0%**
Total Administration	**445,982**	**473,801**	**541,179**	**552,535**	**563,228**	**22,049**	**4.1%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81210	MAYOR & ALDERMEN	104,087	129,160	129,267	96,847	129,267	129,267	129,267	129,267
=	XOFF	TOTAL OFFICIALS FEES	104,087	129,160	129,267	96,847	129,267	129,267	129,267	129,267
=	81410	FICA (EMPLOYER'S SHARE)	6,513	8,038	9,889	5,946	9,889	9,889	9,889	9,889
=	81420	MEDICAL PREMIUMS	102,617	115,964	112,875	65,295	130,590	146,849	161,534	177,687
=	81430	GROUP INSURANCE PREMIUMS	5,696	5,793	6,359	2,967	6,359	6,483	6,807	7,147
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(22,035)	(27,623)	(25,498)	(21,780)	(25,498)	(32,578)	(35,836)	(37,628)
	81470	WORKERS COMPENSATION PREMIUMS		13	14	15	15	15	15	15
=	XBEN	TOTAL BENEFITS	92,791	102,185	103,640	52,443	121,355	130,658	142,409	157,110
=	XPER	TOTAL PERSONNEL	196,878	231,345	232,907	149,290	250,622	259,925	271,676	286,377
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES		18	200	18	200	200	200	200
=	XTRC	TOTAL TRANSPORTATION CHARGES		18	200	18	200	200	200	200
	82210	PRINTING & COPYING SERVICES, OUTSOURCED			600		600	620	630	640
=	XOPSV	TOTAL OPERATING SERVICES			600		600	620	630	640
	82310	LEGAL NOTICES	17,247	17,120	17,850	21,895	24,850	18,207	25,000	25,000
	82320	CITY ELECTIONS	39,173		42,000	43,342	43,342		46,000	
	82340	LEADERSHIP RETREATS			8,000		8,000	8,000	8,200	8,400
	82350	DUES FOR MEMBERSHIPS	700	2,275	1,000	350	1,000	1,000	1,000	1,000
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	4,605	673	700	663	700	800	900	1,000
	82390	PUBLICATIONS, NON-TRAINING	145		250		250	250	275	300
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	61,870	20,068	69,800	66,250	78,142	28,257	81,375	35,700
	82455	CELLULAR TELEPHONE SERVICE	1,503	1,354	1,628	1,016	1,628	1,709	1,750	1,775
=	XUTIL	TOTAL UTILITIES	1,503	1,354	1,628	1,016	1,628	1,709	1,750	1,775
+	82530	CONSULTANT SERVICES	2,925		5,000		5,000	5,000	5,000	5,000
	82599	OTHER CONTRACTUAL SERVICES	3,094							
=	XCTS	TOTAL CONTRACTUAL SERVICES	6,019		5,000		5,000	5,000	5,000	5,000
+	82810	REGISTRATIONS	1,325	7,817	11,600	300	13,500	13,600	14,100	14,100
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,252	672	1,310	74	1,310	1,320	1,340	1,350
	82830	AIR TRAVEL	679	379	1,800		1,800	1,850	1,900	1,950
+	82840	LODGING	2,565	380	2,200		2,200	2,250	2,300	2,400
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)		11	1,000	30	1,000	1,100	1,000	1,000
	82890	OTHER TRAVEL EXPENSES			100		100	200	225	250
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	5,821	9,259	18,010	404	19,910	20,320	20,865	21,050
	83110	OFFICE SUPPLIES	516	1,088	520	579	520	550	575	600
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		157	600		600	650	675	700

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	83130	EMPLOYEE BENEVOLENCE ITEMS			200		200	300	300	300
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	8,138	7,623	6,000	4,218	6,000	6,500	6,700	6,900
=	XOFS	TOTAL OFFICE SUPPLIES	8,654	8,868	7,320	4,797	7,320	8,000	8,250	8,500
+	83260	UNIFORMS PURCHASED			500		500	550	600	650
=	XOPS	TOTAL OPERATING SUPPLIES			500		500	550	600	650
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		287	250	1,039	1,200	1,200	1,200	1,200
=	XFUEL	TOTAL FUEL & MILEAGE		287	250	1,039	1,200	1,200	1,200	1,200
	83510	FURNITURE, FIXTURES (<$25,000)			520		520	540	560	580
+	83540	COMPUTER HARDWARE (<$25,000)	16,349		1,000		1,000	1,000	19,000	1,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	16,349		1,520		1,520	1,540	19,560	1,580
	85110	PROPERTY INSURANCE				37	37	39	41	43
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	14	30	34					
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	244	530	546	770	770	809	849	891
	85116	E&O LIABILITY INSURANCE	144	229						
	85119	UMBRELLA LIABILITY			178	183	183	192	202	212
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	402	789	758	990	990	1,040	1,092	1,146
=	XOP	TOTAL OPERATIONS	100,618	40,643	105,586	74,514	117,010	68,436	140,522	77,441
		Capital								
=	XTOT	TOTAL EXPENDITURES	297,496	271,988	338,493	223,804	367,632	328,361	412,198	363,818

City of Franklin, Tennessee

FY 2017 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Project & Facilities Management						
1	Kitchen Remodel	$ -	$ -	$ 8,000	**$ 8,000**	$ -
2	Administration Furniture	$ -	$ -	$ 15,000	**$ 15,000**	$ -
Total		**$ -**	**$ -**	**$ 23,000**	**$ 23,000**	**$ -**

	Compensation	Benefits	Expenses	Total	Funded
Total G/F Requests	$ -	$ -	$ 23,000	**$ 23,000**	**$ -**

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **1** of **2**

Department: **41300 ADMINISTRATION**
Division:
Title: **KITCHEN REMODEL**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89230 BUILDING IMPROVEMENTS	$8,000		$8,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$8,000	$0	$8,000

PURPOSE / DESCRIPTION OF REQUEST

Need to replace current 15 year old appliances; refrigerator is not cooling and leaking, stove is burning out. Would like to replace countertop to clean up area, paint cabinets and space.

SERVICE IMPLICATION

Work will be completed upon approval of budget

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **2** of **2**

Department: **41300 ADMINISTRATION**

Division:

Title: **Administrative Furniture**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89300 IMPROVEMENTS	$15,000		$15,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$15,000	$0	$15,000

PURPOSE / DESCRIPTION OF REQUEST

For new reception desk at lobby with administration remodel, cubicle space for support staff in new buildout, conference tables and chairs for office.

SERVICE IMPLICATION

Work will be completed upon approval of budget.

Communications Division

Milissa Reierson

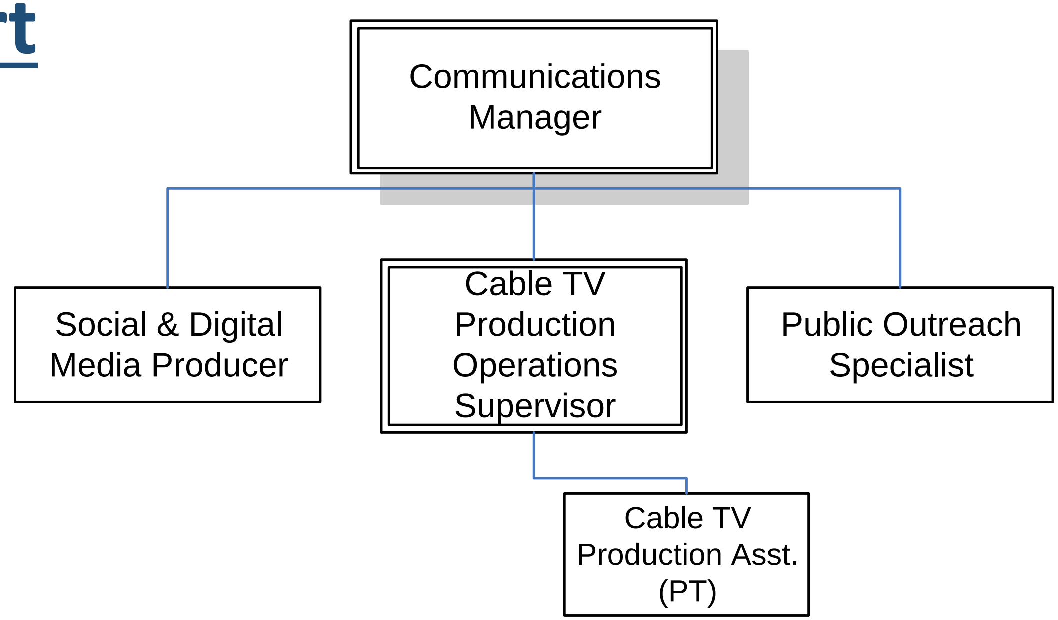
Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
    - Personnel
    - Operations
- Program Enhancements

Purpose of Department

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.

Organization Chart



Base Budget Request: Personnel

Communication Division $357,692

This funds (1) Communications Manager, (1) Cable TV Production Operations Supervisor, (1) Social & Digital Media Producer, (1) Public Outreach Specialist and (1) part-time Video/Production Assistant

Base Budget Request: Operations

Communication Division $16,553

Our division has a way of doing more with less. We've been able to keep equipment costs down while providing more programming, and communications services.

Program Enhancement Requests

1. Public Relations & Education ($6,200)-This request would add additional dollars for public education and public relations
2. **Professional Development ($2,100)-**This request would add additional dollars for professional development for third full time staff person.
3. **HD Enhancements for Franklin TV ($125,672)-**Would provide better quality video services and compatible equipment. Many updates have not been done for decades, would also provide LIVE streaming capabilities for PEG channel.

Total budget enhancement would be $118,484 one time cost and $15,488 annually.

Communications

Milissa Reierson, Communications Manager

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	314,354	301,492	343,886	347,776	363,889	20,003	5.8%
Operations	2,879	204	16,144	21,241	16,554	410	2.5%
Capital	0	0	0	0	0	0	0.0%
Total	**317,233**	**301,696**	**360,030**	**369,017**	**380,443**	**20,413**	**5.7%**

Departmental Summary

The Communications Division was created within the City Administrator's Office 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.

We have worked continuously to promote the City, disseminate information to citizens and maintain standards for professional excellence.

Follow the City of Franklin on

FY 2017 Outlook

The Communications division is working on transforming Franklin TV to a High Definition station to provide better quality video services with compaitble equipment. Many of the equipment has not been updated in decades and is not compatible with some equipment that has been updated. This would also allow the city to stream in HD on YouTube and Roku and provide a higher quality signal to our current providers ATT and Comcast/Xfinity.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

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

Franklin will have a dynamic social media presence to increase effective communication with the public.

Goal: To continue to increase the public's use of social media forms of communication with the City of Franklin.

Baseline: Current communication contacts with citizens through website hits-32,662; social media: Facebook followers- 7,462, Twitter followers - 4350, YouTube views - 38,664.

Theme: Quality Life Experiences

Franklin will promote a strong arts, cultural, and historical community to serve the citizens of Franklin as well as visitors to our community.

Goal: To increase participation by 10% annually at permitted arts and cultural events in Franklin.

Baseline: The total estimated attendance at City of Franklin events. Track annually the estimated number of attendees at BOMA permitted events.

Goal: Increase annually the number of events that satisfy all the criteria identified on the application for permit.

Baseline: To be established from those applicants that meet all criteria identified on the application for permit. (Special Events Committee applications).

Key:		
	Strategic Plan: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	Average Page views to City website	31,014	149,882	160,000	175,000	190,000
	Special Events Processed by City	50	55	55	55	55
	Film Permits Processed by the City	20	25	22	22	22
	Goal: Provide proactive and timely information					
	Number of Press Releases (excluding Police & Fire)	30	43	40	40	40
	Goal: Produce informative programming for Franklin TV					

Performance Measures

	Local programming produced for Franklin TV (not including meetings)	47	43	45	45	45
	Produced programming for YouTube (Social Media Program titled Franklin Insider	57	23	45	45	45

Efficiency Measures

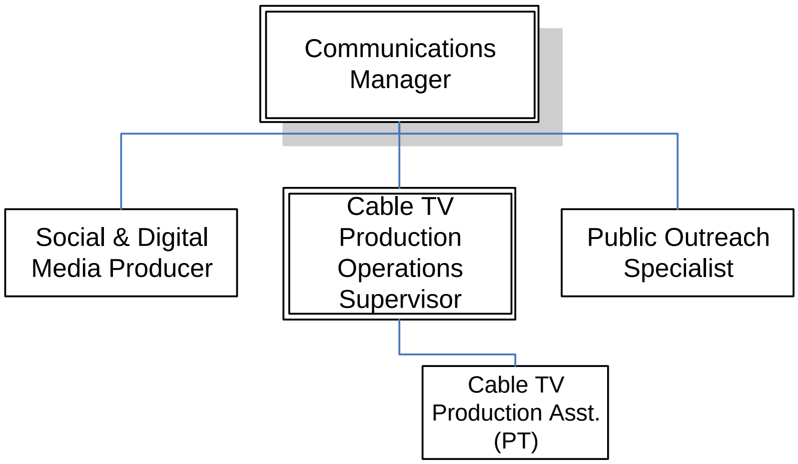
		2013	2014	2015	2016*	2017*
	Social Media interaction/capita	Measure under development				
	Social Media interaction/week	Measure under development				

Outcome (Effectiveness) Measures

		2013	2014	2015	2016*	2017*
	Increase the public's use of social media forms of communication with the City of Franklin by at least 10 percent.					
	Average visits to City's website	13,718	149,882	160,000	175,000	190,000
	Target	**32,662**	**50,000**	**160,000**	**175,000**	**190,000**
	Meets Target?	**No**	**Yes**	**Yes**	**Yes**	**Yes**
	Facebook (number of followers)	8,589	14,224	18,076	20,000	22,500
	Target	**7,462**	**9,450**	**15,646**	**17,211**	**18,932**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Twitter (number of followers)	6,081	10,300	11,330	12,500	13,750
	Target	**4,350**	**6,690**	**11,330**	**12,500**	**13,750**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	YouTube (upload views)	102,200	198,377	217,225	240,000	265,000
	Target	**38,664**	**112,420**	**217,225**	**240,000**	**264,000**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Franklin will promote a strong arts, cultural, and historical community to serve the citizens of Franklin as well as visitors to our community.					
	Increase participation by 10% annually at permitted arts and cultural events in Franklin.					
	Baseline: The total estimated attendance at City of Franklin events. Track annually the estimated number of attendees at BOMA permitted events.	*N/A*	*Baseline to be established*			
	Meets Target?	**N/A**	**TBD**	**TBD**	**TBD**	**TBD**
	Increase annually the number of events that satisfy all the criteria identified on the application for permit.					
	Baseline: To be established from those applicants that meet all criteria identified on the application for permit. (Special Events Committee applications).	*N/A*	*Baseline to be established*			
	Meets Target?	**N/A**	**TBD**	**TBD**	**TBD**	**TBD**

**2016 and 2017 estimated.*

Organizational Chart



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

Staffing History

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Communications Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Cable TV Production Operations Supervisor	Grade G	1	0	1	0	1	0	1	0	1	0
Public Outreach Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
Social & Digital Media Producer	Grade C	0	0	0	1	0	1	1	0	1	0
Video/Production Assistant	Grade B	0	1	0	1	0	1	0	1	0	1
Intern	---	0	3	0	2	0	2	0	0	0	0
TOTALS		**3**	**4**	**3**	**4**	**3**	**4**	**4**	**1**	**4**	**1**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	%
Personnel							
Salaries & Wages	242,906	237,892	263,312	271,108	281,369	18,057	6.9%
Employee Benefits	71,448	63,600	80,574	76,669	82,520	1,946	2.4%
Total Personnel	**314,354**	**301,492**	**343,886**	**347,776**	**363,889**	**20,003**	**5.8%**
Operations							
Transportation Services	187	462	620	600	640	20	3.2%
Operating Services	938	-	215	200	225	10	4.7%
Notices, Subscriptions, etc.	13,333	18,931	20,930	20,855	21,380	450	2.2%
Utilities	2,095	1,914	2,755	2,755	2,905	150	5.4%
Contractual Services	31,024	18,735	19,200	26,000	19,600	400	2.1%
Repair & Maintenance Services	1,484	388	2,300	2,400	2,330	30	1.3%
Employee programs	260	341	500	500	500	-	0.0%
Professional Development/Travel	2,017	1,998	10,210	8,800	10,365	155	1.5%
Office Supplies	1,557	2,589	3,100	3,100	3,150	50	1.6%
Operating Supplies	11,003	12,232	17,310	17,260	17,585	275	1.6%
Fuel & Mileage	201	151	360	300	365	5	1.4%
Machinery & Equipment (<$25,000)	18,654	19,549	12,700	12,700	12,870	170	1.3%
Repair & Maintenance Supplies	84	33	100	100	300	200	200.0%
Operational Units	4,847	165	4,100	4,100	4,200	100	2.4%
Property & Liability Costs	4,427	4,757	4,734	4,561	4,789	55	1.2%
Other Business Expenses	-	46	-	-	-	-	0.0%
Interfund Service Reimbursements	(89,232)	(82,087)	(82,990)	(82,990)	(84,650)	(1,660)	2.0%
Total Operations	**2,879**	**204**	**16,144**	**21,241**	**16,554**	**410**	**2.5%**
Capital	-	-	-	-	-	**-**	**0.0%**
Total Communications Departmer	**317,233**	**301,696**	**360,030**	**369,017**	**380,443**	**20,413**	**5.7%**

Notes:

Personnel: The Communications office has increased its workload tremendously in the last year by writing, producing and shooting several in-house, award winning video programs. Our social media followers have increased immensely on all channels. This is largely in part to the addition of our digital media specialist and the digital storytelling we are providing for the City. We would like to bring this position on full time. We are reducing our budget in the intern area to help fund this and several departments have volunteered funds as well.

Operations: Since 2001, the City has not had any major equipment purchases for our television production and much of the equipment needs replacing and updating. We are in the process of purchasing robotic cameras for the boardroom to tape all the meetings with less staff and have budgeted an allowance for repairs and replacement fees if needed.

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	242,906	237,742	272,701	198,252	271,108	290,945	296,764	302,699
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		150						
	81199	VACANCY ADJUSTMENT			(9,389)			(9,576)	(10,387)	(10,594)
=	XWAGE	TOTAL WAGES	242,906	237,892	263,312	198,252	271,108	281,369	286,377	292,105
=	81410	FICA (EMPLOYER'S SHARE)	17,860	17,470	20,521	14,408	20,740	22,257	22,702	23,156
=	81420	MEDICAL PREMIUMS	38,322	40,053	48,604	21,008	42,016	45,797	50,377	55,415
=	81430	GROUP INSURANCE PREMIUMS	3,553	3,598	3,088	2,935	4,239	4,663	5,130	5,643
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(7,917)	(8,361)	(9,712)	(9,164)	(12,460)	(14,528)	(15,981)	(17,579)
	81450	RETIREMENT CONTRIBUTIONS	17,742	10,574	17,792	17,792	17,792	13,376	14,714	16,185
	81455	DEFERRED COMP MATCH				2,932	4,001	4,401	4,841	5,325
	81470	WORKERS COMPENSATION PREMIUMS	121	266	282	340	340	357	375	394
	81475	WORKERS COMPENSATION CLAIMS	1,767							
=	XBEN	TOTAL BENEFITS	71,448	63,600	80,574	50,251	76,668	76,323	82,158	88,539
=	XPER	TOTAL PERSONNEL	314,354	301,492	343,886	248,503	347,776	357,692	368,535	380,644
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	172	263	420		400	430	440	450
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	5	190	200		200	210	215	220
	82130	VEHICLE LICENSES & TITLES	10	9						
=	XTRC	TOTAL TRANSPORTATION CHARGES	187	462	620		600	640	655	670
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	821							
	82250	TESTING & PHYSICALS	117		215	111	200	225	230	235
	82260	UNIFORM RENTAL & SERVICES								
=	XOPSV	TOTAL OPERATING SERVICES	938		215	111	200	225	230	235
	82310	LEGAL NOTICES	88	333						
	82330	CITIZENS ACADEMIES	4,411	4,021	5,000	5,325	5,325	5,100	5,175	5,252
+	82350	DUES FOR MEMBERSHIPS	795		4,100	795	3,500	4,200	4,245	4,290
	1	Organization Dues			2,600			2,700	2,745	2,790
	2	Subscription for TV Eyes			1,500			1,500	1,500	1,500
	3	Various	795				3,500			
	*	Amount missing from detail				795				
+	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	5,848		8,800	6,100	9,000	9,000	9,125	9,250
	1	Various	5,848				9,000			
	10	United Way			500			500	510	520
	11	BMI license			600			600	600	600
	12	ASCAP/SESAC license						800	800	800
	2	State of the City			1,100			1,100	1,120	1,140
	3	Tree Lighting			1,200			1,200	1,220	1,240
	4	Promo Items			2,000			2,000	2,030	2,060
	5	Advertising			1,000			1,000	1,015	1,030
	6	Social Media (FB, Hootsuite, etc.)			1,500			1,500	1,525	1,550
	7	EMMA			600					

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	8	Fotolia, Graphic River, etc.			300			300	305	310
	*	Amount missing from detail				6,100				
+	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	1,510		2,500	1,518	2,500	2,540	2,580	2,620
	5	Various	1,510		2,500		2,500	2,540	2,580	2,620
	*	Amount missing from detail				1,518				
	82390	PUBLICATIONS, NON-TRAINING	681	2,142	530	60	530	540	550	560
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	13,333	6,496	20,930	13,798	20,855	21,380	21,675	21,972
	82450	TELEPHONE SERVICE	72	93	55	46	55	55	60	60
	82455	CELLULAR TELEPHONE SERVICE	2,019	1,821	2,700	1,808	2,700	2,850	2,895	2,940
+	82470	INTERNET & RELATED SERVICES	4							
	3	Various	4							
	*	Amount missing from detail								
=	XUTIL	TOTAL UTILITIES	2,095	1,914	2,755	1,854	2,755	2,905	2,955	3,000
+	82510	COMPUTER SERVICES	22,950		7,000		7,000	7,400	7,800	8,200
!	2	Visions service contract			7,000		7,000	7,400	7,800	8,200
	3	Various	22,950							
	*	Amount missing from detail								
+	82560	CONSULTANT SERVICES	4,949		10,200		10,000	10,200	10,200	10,200
	1	various projects	4,949		10,200		10,000	10,200	10,200	10,200
	*	Amount missing from detail								
+	82599	OTHER CONTRACTUAL SERVICES	3,125		2,000	200	2,000	2,000	2,000	2,000
	1	NAXOS and Killer Tracks Music Library			2,000			2,000	2,000	2,000
	3	Various	3,125				2,000			
	*	Amount missing from detail				200				
=	XCTS	TOTAL CONTRACTUAL SERVICES	31,024		19,200	200	19,000	19,600	20,000	20,400
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES		19	200	812	900	200	210	210
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	1,484	369	2,100	501	1,500	2,130	2,160	2,200
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	1,484	388	2,300	1,313	2,400	2,330	2,370	2,410
+	82750	EMPLOYEE RECOGNITION/RECEPTIONS			500		500	500	500	500
	1	Trophies for contests, certificates, framing, etc.			500			500	500	500
	2	Various					500			
	*	Amount missing from detail								
	82780	TRAINING, OUTSIDE	260							
	82790	TRAINING, IN-HOUSE		141						
=	XEPG	TOTAL EMPLOYEE PROGRAMS	260	141	500		500	500	500	500
+	82810	REGISTRATIONS	620		3,100		2,500	3,150	3,200	3,250
	1	Various	620		3,100		2,500	3,150	3,200	3,250
	*	Amount missing from detail								
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	183	52	310	111	300	305	310	315
+	82830	AIR TRAVEL	457		2,600	903	2,100	2,640	2,680	2,720
	1	Various	457		2,600		2,100	2,640	2,680	2,720
	*	Amount missing from detail				903				
+	82840	LODGING	649		3,100	402	3,000	3,150	3,200	3,250
	1	Various	649		3,100		3,000	3,150	3,200	3,250
	*	Amount missing from detail				402				
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	108		1,100		900	1,120	1,140	1,160

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	4	Various	108		1,100		900	1,120	1,140	1,160
	*	Amount missing from detail								
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	2,017	52	10,210	1,416	8,800	10,365	10,530	10,695
	83110	OFFICE SUPPLIES	911	700	1,500	883	1,500	1,525	1,550	1,575
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			100		100	100	100	100
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	646	1,889	1,500	655	1,500	1,525	1,550	1,575
=	XOFS	TOTAL OFFICE SUPPLIES	1,557	2,589	3,100	1,538	3,100	3,150	3,200	3,250
	83210	TRAINING SUPPLIES			210		210	220	230	240
	83260	UNIFORMS PURCHASED	230							
	83265	UNIFORMS, SPECIALIZED	313	692	800	206	750	820	830	840
+	83299	OTHER OPERATING SUPPLIES	10,460		16,300	8,863	16,300	16,545	16,800	17,000
	1	Tapes stock			16,300		16,300	16,545	16,800	17,000
	2	various	10,460							
	4	Misc operating supplies								
	*	Amount missing from detail				8,863				
=	XOPS	TOTAL OPERATING SUPPLIES	11,003	692	17,310	9,069	17,260	17,585	17,860	18,080
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	201	151	360	166	300	365	370	375
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)								
=	XFUEL	TOTAL FUEL & MILEAGE	201	151	360	166	300	365	370	375
	83510	FURNITURE, FIXTURES (<$25,000)	161							
+	83530	MACHINERY & EQUIPMENT (<$25,000)	15,549		8,200	4,961	8,200	8,300	8,400	8,500
	1	Various	15,549						8,400	8,500
	15	2015 equipment								
	4	2016 Equipment			8,200		8,200			
	5	2017 Equipment						8,300		
	*	Amount missing from detail				4,961				
+	83540	COMPUTER HARDWARE (<$25,000)	2,894		3,300	2,284	3,300	3,350	3,400	3,450
	10	Replacement desktop for Monique								
	13	Replacement laptop for Milissa			1,300		2,400			
	5	Replacement desktop for Ray						1,050		
	6	Replacement production computer						1,050		
	9	Various	2,894		2,000		900	1,250	3,400	3,450
	*	Amount missing from detail				2,284				
+	83550	COMPUTER SOFTWARE (<$25,000)	50		1,200	1,073	1,200	1,220	1,240	1,260
	1	Various								
	3	Misc software	50		1,200		1,200	1,220	1,240	1,260
	*	Amount missing from detail				1,073				
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	18,654		12,700	8,318	12,700	12,870	13,040	13,210
	83620	EQUIPMENT PARTS & SUPPLIES	84	33	100		100	100	100	100
	83680	BUILDING MAINTENANCE SUPPLIES	168	66	200			200	200	200
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	252	99	300		100	300	300	300
	84590	STUDIO PRODUCTION	4,847		4,100	3,961	4,100	4,200	4,270	4,300
=	XOPU	TOTAL OPERATIONAL UNITS	4,847		4,100	3,961	4,100	4,200	4,270	4,300
	85110	PROPERTY INSURANCE	746	923	927	1,064	1,064	1,117	1,173	1,232

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	487	116	129					
	85113	AUTO PHYSICAL DAMAGE	10	10	11	5	5	5	6	6
!	85115	LIABILITY INSURANCE	2,650	3,066	3,093	3,028	3,028	3,179	3,338	3,505
	85116	E&O LIABILITY INSURANCE	293	393						
	85117	VEHICLE LIABILITY INSURANCE	241	249	269	257	257	270	283	298
	85119	UMBRELLA LIABILITY			305	207	207	217	228	240
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	4,427	4,757	4,734	4,561	4,561	4,788	5,028	5,281
	85990	MISCELLANEOUS		46		22				
=	XOBE	TOTAL OTHER BUSINESS EXPENSES		46		22				
	87510	REIMB OF INTERFUND SERVICES	(89,232)	(82,087)	(82,990)	(82,990)	(82,990)	(84,650)	(86,343)	(88,070)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(89,232)	(82,087)	(82,990)	(82,990)	(82,990)	(84,650)	(86,343)	(88,070)
=	XOP	TOTAL OPERATIONS	3,047	(64,300)	16,344	(36,663)	14,241	16,553	16,640	16,608
		Capital								
=	XTOT	TOTAL EXPENDITURES	317,401	237,192	360,230	211,840	362,017	374,245	385,175	397,252

City of Franklin, Tennessee

FY 2017 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Communications						
1	Public Relations & Education	$ -	$ -	$ 6,200	**$ 6,200**	$ -
2	Professional Development	$ -	$ -	$ 2,100	**$ 2,100**	$ -
3	HD Enhancements for Franklin TV	$ -	$ -	$ 125,672	**$ 125,672**	$ -
Total		$ -	$ -	$ 133,972	**$ 133,972**	$ -

	Compensation	Benefits	Expenses	Total	Funded
Total G/F Requests	$ -	$ -	$ 133,972	**$ 133,972**	**$ -**

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **1** of **3**

Department:	**41300 ADMINISTRATION**
Division:	**Communication**
Title:	**Public Relations & Education**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY		$0	**$0**
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	**$0**
Expenses			
82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSOR		$6,200	**$6,200**
		$0	**$0**
		$0	**$0**
		$0	**$0**
		$0	**$0**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$0**	**$6,200**	**$6,200**

PURPOSE / DESCRIPTION OF REQUEST

This request would add additional dollars for public education and public relations. Since we are producing more videos, and doing more with social media we need more funding to purchase graphics, video opens, stock video/photos, and advertisements to attract followers to social media.

SERVICE IMPLICATION

Failure to approve funding would allow us to do less with what we have, and stay at the same level of spending.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **2** of **3**

Department: **41300 ADMINISTRATION**
Division: **Communication**
Title: **Professional Development**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY		$0	**$0**
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	**$0**
Expenses			
82810 REGISTRATIONS		$1,100	**$1,100**
82820 GROUND TRANSPORTATION (OUTSIDE WILLIAMSC		$200	**$200**
82830 AIR TRAVEL		$400	**$400**
82840 LODGING		$400	**$400**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$0**	**$2,100**	**$2,100**

PURPOSE / DESCRIPTION OF REQUEST

This request would add additional dollars for professional development, including registrations, ground transportation, air travel and lodging. Since adding an third full-time position to the Communications Division, we are simply adding additional dollars so all full time staff has the same opportunity for training and updating skills.

SERVICE IMPLICATION

Failure to approve funding would perhaps not allow all staff additional training within the fiscal year.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **3** of **3**

Department:	**41300 ADMINISTRATION**
Division:	**Communication**
Title:	**HD Enhancements for Franklin TV**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
81110 REGULAR PAY		$0	$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
83500 EQUIPMENT (<$25,000)	$87,361		$87,361
83299 OTHER OPERATING SUPPLIES	$12,143		$12,143
83510 FURNITURE, FIXTURES (<$25,000)	$18,980		$18,980
83550 COMPUTER SOFTWARE (<$25,000)		$7,188	$7,188
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$118,484	$7,188	$125,672

PURPOSE / DESCRIPTION OF REQUEST

This request would enable Franklin TV to go High Definition and provide better quality video services for the City of Franklin residents. With the installation of this equipment, we would be able to put our programming in HD on YouTube, live streaming on the City Website in HD and the streaming on the internet network ROKU. We would also be able to connect the training room and the studio to the control room switcher and tape all of our meetings and studio shoots in High Definition, which is a much better quality than what we have now. We visited several local stations including Nashville Metro, Murfreesboro and Rutherford County, in addition to surveying several cities within the statewide 3CMA organization who are making this move to better quality video. The cost of $125672 is a fraction of the cost other cities are paying to upgrade their equipment. The Cable Television Supervisor did an excellent job of pricing items that are both quality and cost effective. The control room may move to a location towards the city hall training room, but we can also stay in the same location with a remodel of that room. Both options would allow our own staff to build the new system, all while operating the old system, once it is built we could then switch over to the new system without losing time on-air.

SERVICE IMPLICATION

Failure to approve funding would require us to continue working with decades old equipment that provides lesser quality video. Some of the equipment utilized by Franklin TV is the original to the initial set-up of the station. The equipment has been replaced piece-meal and many items are not compatible with each other. The update would allow equipment to better work together to make the job of the Cable Television Supervisor and other staff to operate more easily.

FY 2017 PROGRAM ENHANCEMENT REQUEST FORM

EQUIPMENT LIST

ONE-TIME COST	EQIPMENT DESCRIPTION
$ 7,245.	(5) HD/SDI CARDS FOR BOARD ROOM CAMERAS
8,475.	ROSS CARBONITE BLACK 1 VIDEO SWITCHER CONTROL PANEL
20,068.	ROSS CARBONITE MULTIMEDIA 16 INPUT 1 M/E FRAME W/ SPARE POWER
3,805.	ROSS XPression Live CHARACTER GENERATOR SFTWR. AND INTERFACE
1,999.	BURST ELECTRONICS HD COLOR LOGO INSERTER #HDLG
3,500.	DELL COMPUTER FOR ROSS XPression Live CHARACTER GENERATOR
5,540.	SONY HDV/DVCAM VTR #HVRM35U
3,300.	JVC BLU-RAY & HDD RECORDER FOR MEETINGS/ARCHIVING #SR-HD2700US
13,995.	LEIGHTRONIX ULTRA-NEXUS HD VIDEO SERVER
4,560.	ENSEMBLE DESIGNS BRIGHTEYE ROUTING SWITCHER #NXT-430-X FOR V/SERVER
1,230.	BURST ELECTRONICS SD/HD-SDI SWITCHER #DSR4X1
1,000.	DATAVIDEO WAVEFORM & VECTORSCOPE #VS-150
4,500.	GRANICUS HD VIDEO ENCODER (AVAILABLE 2Q2016)
1,460.	(2) BURST ELECTRONICS HD DISTRIBUTION AMPLIFIER # HDA4
2,689.	MATRIX SWITCH #MSC-HD88AAL 8X8 ROUTING SWITCHER
3,995.	LEIGHTRONIX INCODEX STREAM -- STREAMING VIDEO ENCODER

$87,361 TOTAL

FY 2017 PROGRAM ENHANCEMENT REQUEST FORM pg 2

OTHER OPERATING SUPPLIES

COST	OTHER OPERATING SUPPLIES DESCRIPTION
$ 1622.	BELDEN PLENUM VIDEO COAX (STUDIO CAMS TO CONTROL RM)
599.	BELDEN 1694A RG6 LOW LOSS SERIAL DIGITAL COAXIAL CABLE (1000' BLACK)
1080.	BELDEN 1694A RG6 LOW LOSS SERIAL DIGITAL COAX CABLE 1000' EA. RED/BLUE
339.	100 COMPREHENSIVE VIDEO BNC CONNECTORS #BP-2C756
160.	50 COMPREHENSIVE RCA CRIMP CONNECTORS #RCA-75C
63.	50 COMPREHENSIVE RCA CRIMP CONNECTORS #RCA-2
780.	(4) SWITCHCRAFT BREAKOUT CABLES FOR MATRIX SWITCH AUDIO
1500.	(8) HENRY MATCHBOX HD AUDIO INTERFACES/AMPLIFIERS
6000.	Additional coax and visca cables for move of control room (this is an estimate)

$12,143 (ONE-TIME COST)

$TOTAL

FY 2017 PROGRAM ENHANCEMENT REQUEST FORM pg 3

FURNITURE FIXTURES

COST	**DESCRIPTION**
$10,000.	**TBC CONSOLES CONTROL ROOM CONSOLE**
895.	**TBC CONSOLES LEFT CART FOR RACK/CPU**
895.	**TBC CONSOLES RIGHT CART FOR RACK/CPU**
2,190.	**TBC CONSOLES 24ru RACKS APPX. 52" H**
5,000.	**PAINTING & CARPETING NEW CONTROL ROOM AREA**

$18, 980 ONE-TME COST

COMPUTER SOFTWARE

1200.	GRANICUS MONTHLY CLOUD STORAGE ($100/MO)
5988.	STREAMING VIDEO SERVICES (UP TO 4500 HD / 6000 SD HOURS PER MONTH)
$7,188	**TOTAL (ONGOING ANNUAL COST)**

HISTORIC FRANKLIN TENNESSEE

City of Franklin, Tennessee

FY 2017 Operating Budget Request

Law Department

Shauna Billingsley

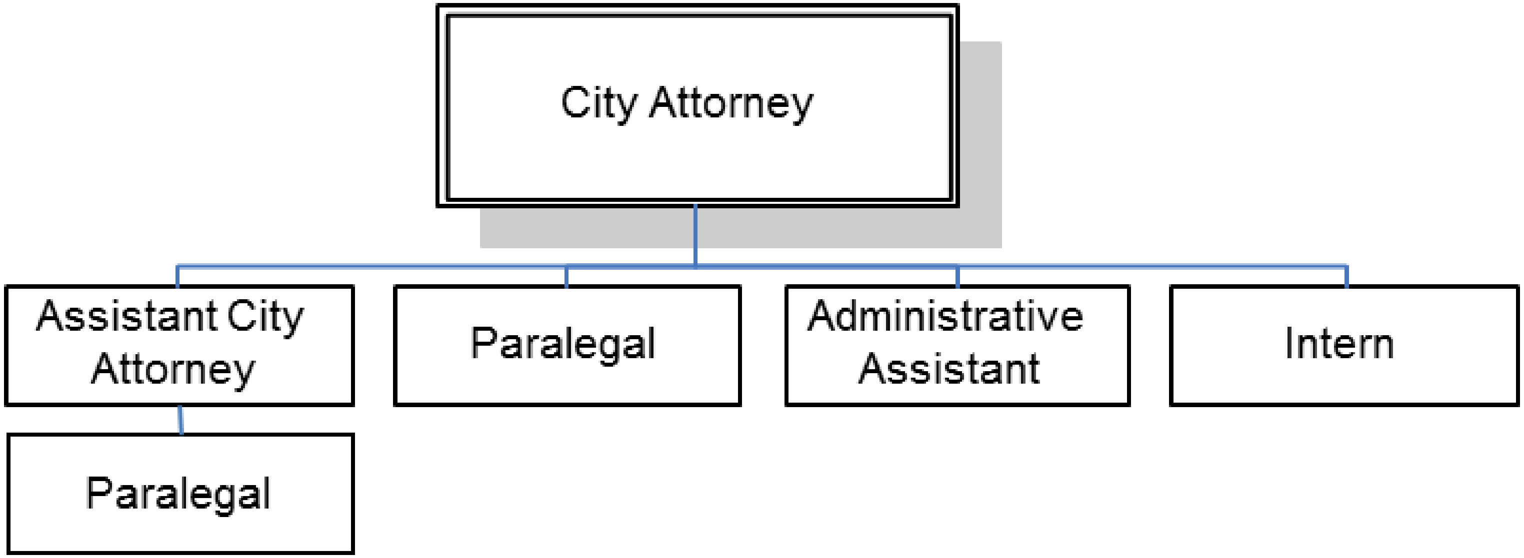
Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
    - Personnel
    - Operations
    - Capital
- Program Enhancements
- Summary

Purpose of Department

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

Organization Chart



Base Budget Request: Personnel

Position	Pay Grade
City Attorney	Grade M
Assistant City Attorney	Grade K
Paralegal	Grade F
Paralegal	Grade F
Administrative Assistant	Grade D
Intern	---

Base Budget Request: Operations

The Law Department's budget has remained consistent through the Department's inception in 2006.

The Law Department is tasked with providing training to elected and appointed officials and City staff.

The Attorneys are required to obtain hours of continuing education annually. Further, in order to be up to date with current law, the Attorneys attend seminars and conferences directly related to the practice of municipal law.

The Budget also contains a line item for outside counsel and for consultants.

Law

Shauna R. Billingsley, City Attorney

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	324,491	347,814	372,985	353,266	420,694	47,709	12.8%
Operations	139,239	-24,620	60,919	61,086	66,900	5,981	9.8%
Capital	0	0	0	0	0	0	0.0%
Total	**463,730**	**323,194**	**433,904**	**414,352**	**487,594**	**53,690**	**12.4%**

Departmental Summary

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

1) to direct professional and other employees in the Law Department in the provision of legal services to the City,
2) to supervise preparation and review of contracts, deeds, bonds, ordinances, resolutions, real estate transactions and agreements for the City by rendering opinions relative to substance, form and propriety of such documents,
3) to attend and provide legal counsel to Board of Mayor and Aldermen meetings and committee meetings as may be required,
4) to direct the management of all litigation in which the City is a party or is interested, including the functions of prosecuting attorney in City Court appeals,
5) to apply in the name of the City for injunctive or other extraordinary relief as authorized by law,
6) to assist in development of administrative policies, rules and regulations,
7) to represent the City in legal issues at administrative hearings, in meetings with government officials and in professional educational organizations, and
8) to recommend and arrange for retention of special counsel in cases involving extensive or specialized litigation.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme:

The Law Department supports all four themes of the Strategic Plan.

Key:		
	Strategic Plan: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		FY 2013 Actual (as of 4/13)	FY 2014 3/1/2013 - 3/1/2014	FY 2015 3/1/2014 to 3/1/2015	2016*	2017*
	Number of Ordinances Drafted/Reviewed	21	29	28	all	all
	Number of Resolutions Drafted/Reviewed	34	59	67	all	all
	Number of Contracts Drafted/Reviewed	140	197	259	all	all
	Legal Opinions Distributed *(Goal : Distribute 1 every month)*	9	9	12	13	14
	Total Number of Litigation Cases Opened/Closed	97	154	120/104	as many as needed	as many as needed
	Number of Other Tasks Created/Completed	802	607/540	665/666	as many as needed	as many as needed

Efficiency Measures

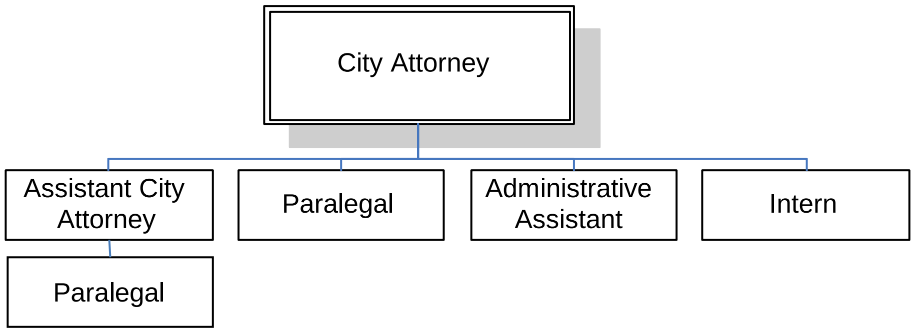
		2013	2014	2015	2016*	2017*
	TBD	TBD	TBD	TBD	TBD	

Outcome (Effectiveness) Measures

		2013	2014	2015	2016*	2017*
	TBD	TBD	TBD	TBD	TBD	

**FY 2016 and 2017 estimated.*

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
City Attorney	Grade M	1	0	1	0	1	0	1	0	1	0
Assistant City Attorney	Grade K	0	0	0	0	0	0	1	0	1	0
Staff Attorney I	Grade J	1	0	1	0	1	0	0	0	0	0
Paralegal	Grade F	1	0	1	0	1	0	1	0	2	0
Administrative Assistant	Grade D	0	0	1	0	1	0	1	0	1	0
Intern	---	0	1	0	1	0	0	0	1	0	1
TOTALS		**3**	**1**	**4**	**1**	**4**	**0**	**4**	**1**	**5**	**1**

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	241,250	263,592	271,003	278,376	319,649	48,646	18.0%
Officials Fees	-	28	-	56	56	56	100.0%
Employee Benefits	83,241	84,194	101,982	74,834	100,989	(993)	-1.0%
Total Personnel	**324,491**	**347,814**	**372,985**	**353,266**	**420,694**	**47,709**	**12.8%**
Operations							
Transportation Services	813	805	1,400	1,400	1,430	30	2.1%
Operating Services	9,962	5,852	9,290	9,250	10,750	1,460	15.7%
Notices, Subscriptions, etc.	15,242	13,984	18,270	18,270	18,520	250	1.4%
Utilities	1,868	1,987	3,640	3,640	4,160	520	14.3%
Contractual Services	176,270	31,995	95,920	95,920	98,530	2,610	2.7%
Employee programs	309	2,897	3,840	3,840	4,350	510	13.3%
Professional Development/Travel	12,144	6,501	11,700	11,700	11,950	250	2.1%
Office Supplies	2,796	2,123	4,610	4,560	4,630	20	0.4%
Operating Supplies	185	150	650	700	725	75	11.5%
Fuel & Mileage	-	-	420	420	420	-	0.0%
Machinery & Equipment (<$25,000)	8,654	3,522	8,360	8,510	10,480	2,120	25.4%
Repair & Maintenance Supplies	10	-	150	150	150	-	0.0%
Property & Liability Costs	2,090	2,352	2,748	2,805	2,945	197	7.2%
Financial Fees	-	500	500	500	500	-	0.0%
Permits	1,237	979	5,710	5,710	5,775	65	1.1%
Interfund Services Reimbursements	(92,341)	(98,267)	(106,289)	(106,289)	(108,415)	(2,126)	2.0%
Total Operations	**139,239**	**(24,620)**	**60,919**	**61,086**	**66,900**	**5,981**	**9.8%**
Capital	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Total Law Department	**463,730**	**323,194**	**433,904**	**414,352**	**487,594**	**53,690**	**12.4%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@3/25/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
=	81110	REGULAR PAY	241,237	263,532	277,184	192,019	277,361	327,864	334,421	341,110
	81120	OVERTIME PAY	13	60	2,200	6	15	2,200	2,200	2,200
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES			1,060		1,000	1,060	1,060	1,060
	81199	VACANCY ADJUSTMENT			(9,441)			(11,475)	(11,705)	(11,939)
=	XWAGE	TOTAL WAGES	241,250	263,592	271,003	192,025	278,376	319,649	325,976	332,431
	81250	JUDICIAL COMMISSION-WARRANTS		28		56	56	56	56	56
=	XOFF	TOTAL OFFICIALS FEES		28		56	56	56	56	56
=	81410	FICA (EMPLOYER'S SHARE)	16,864	18,027	21,205	13,191	21,205	25,082	25,583	26,095
=	81420	MEDICAL PREMIUMS	43,506	53,789	56,579	28,290	40,863	63,624	69,986	76,985
=	81430	GROUP INSURANCE PREMIUMS	3,619	4,029	3,973	2,445	3,800	4,370	4,807	5,288
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(9,125)	(11,766)	(12,287)	(8,703)	(10,500)	(13,788)	(15,167)	(16,683)
	81450	RETIREMENT CONTRIBUTIONS	23,656	14,098	26,345	13,344	13,344	15,346	16,880	18,568
	81455	DEFERRED COMP MATCH	2,280	3,567	3,715	2,539	3,667	3,901	4,096	4,301
	81470	WORKERS COMPENSATION PREMIUMS	41	50	52	53	55	55	57	60
	81475	WORKERS COMPENSATION CLAIMS								
	81482	CAR ALLOWANCE	2,400	2,400	2,400	1,661	2,400	2,400	2,400	2,400
=	XBEN	TOTAL BENEFITS	83,241	84,194	101,982	52,820	74,834	100,990	108,642	117,014
=	XPER	TOTAL PERSONNEL	324,491	347,814	372,985	244,901	353,266	420,695	434,674	449,501
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	813	745	1,400	372	1,400	1,430	1,450	1,500
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS		60						
=	XTRC	TOTAL TRANSPORTATION CHARGES	813	805	1,400	372	1,400	1,430	1,450	1,500
	82210	PRINTING & COPYING SERVICES, OUTSOURCED		316	540	1,964	2,500	2,000	2,000	2,100
	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES		(15)	1,500			1,500	1,500	1,500
!	82240	TRANSCRIPTION FEES	9,727	5,551	7,000	101	6,500	7,000	7,300	7,700
	82250	TESTING & PHYSICALS	235		250		250	250	250	250
=	XOPSV	TOTAL OPERATING SERVICES	9,962	5,852	9,290	2,065	9,250	10,750	11,050	11,550
	82310	LEGAL NOTICES	50	28	1,000		1,000	1,000	1,000	1,000
	82350	DUES FOR MEMBERSHIPS	4,434	3,704	4,000	1,108	4,000	4,000	4,150	4,400
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	108	53	270		270	270	280	300
	82390	PUBLICATIONS, NON-TRAINING	10,650	10,199	13,000	6,121	13,000	13,250	13,500	14,200
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	15,242	13,984	18,270	7,229	18,270	18,520	18,930	19,900
	82410	TELEPHONE SERVICE	238	214	320	148	320	330	340	360
	82415	CELLULAR TELEPHONE SERVICE	1,304	1,464	3,000	955	3,000	3,500	3,120	3,200
	82470	INTERNET & RELATED SERVICES	326	309	320	224	320	330	340	360
=	XUTIL	TOTAL UTILITIES	1,868	1,987	3,640	1,327	3,640	4,160	3,800	3,920
	82510	COMPUTER SERVICES			420		420	430	440	460
	82520	LEGAL SERVICES	152,070	31,995	60,000	1,304	60,000	62,000	64,000	67,200
	82560	CONSULTANT SERVICES	18,400		30,000		30,000	30,600	31,300	32,800
	82599	OTHER CONTRACTUAL SERVICES	5,800		5,500		5,500	5,500	5,500	5,500

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@3/25/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
=	XCTS	TOTAL CONTRACTUAL SERVICES	176,270	31,995	95,920	1,304	95,920	98,530	101,240	105,960
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	309	330	340	48	340	350	360	380
	82780	TRAINING, OUTSIDE		2,099	2,500	2,698	2,500	3,000	3,150	3,300
	82790	TRAINING, IN-HOUSE		468	1,000		1,000	1,000	1,050	1,100
=	XEPG	TOTAL EMPLOYEE PROGRAMS	309	2,897	3,840	2,746	3,840	4,350	4,560	4,780
	82810	REGISTRATIONS	3,504	1,560	4,200	1,880	4,200	4,300	4,400	4,600
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	661	434	500	353	500	510	520	550
	82830	AIR TRAVEL	1,166	1,500	2,500	1,286	2,500	2,550	2,600	2,800
	82840	LODGING	6,181	2,522	3,500	1,613	3,500	3,570	3,650	3,900
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	632	485	1,000	160	1,000	1,020	1,040	1,100
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	12,144	6,501	11,700	5,292	11,700	11,950	12,210	12,950
	83110	OFFICE SUPPLIES	2,005	1,658	3,500	1,094	2,500	3,500	3,600	3,800
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		25	250	1,166	1,200	250	250	250
	83130	EMPLOYEE BENEVOLENCE ITEMS	185	159	400	21	400	410	420	440
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	606	281	460	333	460	470	480	500
=	XOFS	TOTAL OFFICE SUPPLIES	2,796	2,123	4,610	2,614	4,560	4,630	4,750	4,990
	83210	TRAINING SUPPLIES	88		500		500	500	500	500
	83260	UNIFORMS PURCHASED	97	150	150	150	200	225	250	270
=	XOPS	TOTAL OPERATING SUPPLIES	185	150	650	150	700	725	750	770
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			420		420	420	420	420
=	XFUEL	TOTAL FUEL & MILEAGE			420		420	420	420	420
	83510	FURNITURE, FIXTURES (<$25,000)	3,534	375	3,180	123	3,180	3,180	3,180	3,300
	83530	MACHINERY & EQUIPMENT (<$25,000)	1,654	1,847	2,000	58	2,000	2,100	2,200	2,300
	83540	COMPUTER HARDWARE (<$25,000)	3,123	1,300	3,180	2,874	3,180	5,000	3,000	4,000
	83550	COMPUTER SOFTWARE (<$25,000)	343			126	150	200	250	300
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)	8,654	3,522	8,360	3,181	8,510	10,480	8,630	9,900
	83620	EQUIPMENT PARTS & SUPPLIES	10		150		150	150	150	150
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	10		150		150	150	150	150
	85110	PROPERTY INSURANCE	746	923	927	979	979	1,028	1,079	1,133
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE	6	30	34		34	36	37	38
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	1,027	942	971	1,044	1,044	1,096	1,151	1,209
	85116	E&O LIABILITY INSURANCE	311	407						
	85118	UMBRELLA LIABILITY			316	248	248	260	273	287
	85120	PROPERTY DAMAGE COSTS								
	85140	SURETY/NOTARY BONDS		50	500	550	500	525	551	579
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,090	2,352	2,748	2,821	2,805	2,945	3,091	3,246
	85320	STATE FEES	800	507	1,200	18	1,200	1,200	1,200	1,200
	85325	FEDERAL FEES		177	270		270	275	280	285

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@3/25/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	85340	RECORDING & FILING FEES	437	295	4,240	110	4,240	4,300	4,400	4,600
=	XPERM	TOTAL PERMITS	1,237	979	5,710	128	5,710	5,775	5,880	6,085
	85590	BOND COMPLIANCE		500	500		500	500	500	500
=	XFLF	TOTAL FINANCIAL FEES		500	500		500	500	500	500
	85990	MISCELLANEOUS				40				
=	XOBE	TOTAL OTHER BUSINESS EXPENSES				40				
	87510	REIMB OF INTERFUND SERVICES	(92,341)	(98,267)	(106,289)	(106,289)	(106,289)	(108,415)	(110,583)	(112,795)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(92,341)	(98,267)	(106,289)	(106,289)	(106,289)	(108,415)	(110,583)	(112,795)
=	XOP	TOTAL OPERATIONS	139,239	(24,620)	60,919	(77,020)	61,086	66,900	66,828	73,826
		Capital								
=	XTOT	TOTAL EXPENDITURES	463,730	323,194	433,904	167,881	414,352	487,595	501,502	523,327

Appropriations

Outline

- Base Budget Request

- Program Enhancement Requests

Budget Purpose & Request

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs.

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	0	0	0	0	0	0	0.00%
Operations	429,848	428,599	453,344	460,771	457,805	4,461	0.98%
Capital	0	0	0	0	0	-	0.00%
Total	**429,848**	**428,599**	**453,344**	**460,771**	**457,805**	**4,461**	**0.98%**

- All funding requests are level-funded, except one - Animal Control (increase of $4,461)

Program Enhancement Requests

In addition to the existing two dozen or so requests for funding under the Appropriations budget, there are eleven (totaling $67,738) which would be considered "new" or otherwise not part of the FY16 base budget.

- Franklin Tomorrow	$ 5,390 (87110)
- Sister City	$ 2,924 (87110)
- Williamson County Library – Books	$ 10,000 (87120)
- Franklin Housing Authority	$ 7,920 (81720)
- Bridges	$ 1,460 (87130)
- Mid Cumberland Youth CAN	$ 5,000 (87130)
- Mid-Cumberland Dues	$ 6,874 (87130)
- Mid Cumberland Hum Res/Ombudsman	$ 439 (87130)
- Second Harvest / Nashville's Table	$ 231 (87130)
- Masonic Hall Renovation	$ 15,000 (87130)
- South I-65 Corridor Study	$ 12,500 (87130)

Appropriations

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	0	0	0	0	0	0	0.00%
Operations	429,848	428,599	453,344	460,771	457,805	4,461	0.98%
Capital	0	0	0	0	0	-	0.00%
Total	**429,848**	**428,599**	**453,344**	**460,771**	**457,805**	**4,461**	**0.98%**

Department Goals

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs. A select list of definitions is provided below:

ARC: A family-based organization committed to securing opportunities for persons with intellectual, developmental, or other disabilities.
Boys and Girls Club: Provides a safe place for children and teens, tracks unduplicated services, and tracks teens graduating from high school and their transition to attend college.
Bridges: In partnership with the City, responds to domestic violence calls. These efforts assist in reducing the City's costs and required manpower.
Community Child Care: Gives lower income families the opportunity to work or further education, while children receive affordable child care. Tracks test scores of children transitioning from Community Child Care to kindergarten.
Community Housing Partnership: Assists in helping to keep low income and disabled families in their homes through owner occupied rehabilitation and as an aid for emergency housing for the homeless.
Graceworks: Gives assistance with rent, utility bills, food, medications, gasoline vouchers, school supplies, and senior transportation. Graceworks also partners with the American Red Cross for disaster relief, which included the 2010 floods.
J.L. Clay Center: Serves a need in keeping local seniors involved and active.
Mid-Cumberland Homemaker: Provides at-home assistance with household tasks to help clients maintain self-sufficiency.
Mid-Cumberland Ombudsman: Serves as an impartial party advocate who seeks to resolve residents' rights complaints and violations voiced by individuals residing in nursing homes, assisted care living facilities, and homes for the aged.
Mid-Cumberland Meals on Wheels: Provides nutritious home-delivered meals/senior center dining.
Second Harvest: Provides food at a very reduced cost to several agencies that are located in Williamson County.
Waves: Provides daily activities and participation in community life for individuals with disabilities; advocacy

Organizational Chart

There is no organization chart associated with Appropriations. It is supervised by personnel in Administration and the Finance Department.

Staffing by Position

There are no staff formally associated with Appropriations. It is supervised by personnel in Administration and the Finance Department.

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	%
Operations							
Contracted Services							
Regional Transit Authority - 91X Bus	35,786	38,086	42,577	50,004	42,577	-	0.0%
Franklin Tomorrow	29,610	29,610	29,610	29,610	29,610	-	0.0%
Sister City Program	5,076	5,076	5,076	5,076	5,076	-	0.0%
United Way - Community Needs Asses	5,000	-	-	-	-	-	0.0%
Total Contracted Services	**75,472**	**72,772**	**77,263**	**84,690**	**77,263**	**-**	**0.0%**
Appropriations to Governments							
Health Department	21,150	21,150	21,150	21,150	21,150	-	0.0%
Animal Control	53,690	54,187	89,224	89,224	93,685	4,461	5.0%
Spay/Neuter Program	21,119	22,073	-	-	-	-	0.0%
Library - Books	59,220	59,220	59,220	59,220	59,220	-	0.0%
TN Reha @ Franklin	22,495	22,495	22,495	22,495	22,495	-	0.0%
Franklin Housing Authority	8,460	8,460	-	-	-	-	0.0%
IDB & Health/Education Board	-	-	750	750	750	-	0.0%
Total Appropriations to Gov't	**186,134**	**187,585**	**192,839**	**192,839**	**197,300**	**4,461**	**2.3%**
Appropriations to Civic Org.							
ARC	4,230	4,230	4,230	4,230	4,230	-	0.0%
Boys & Girls Club	15,228	15,228	15,228	15,228	15,228	-	0.0%
Bridges	15,040	15,040	15,040	15,040	15,040	-	0.0%
Community Child Care	29,140	29,140	29,140	29,140	29,140	-	0.0%
Community Housing Partnership	8,460	8,460	8,460	8,460	8,460	-	0.0%
J.L. Clay Center/Senior Citizens	41,654	41,654	41,654	41,654	41,654	-	0.0%
Mid Cum Hum Res/Homemaker	4,700	4,700	4,700	4,700	4,700	-	0.0%
Mid-Cum Hum Res/Ombusdsman	2,061	2,061	2,061	2,061	2,061	-	0.0%
Mid-Cum Meals on Wheels	10,152	10,152	10,152	10,152	10,152	-	0.0%
Second Harvest/Nashville's Table	1,269	1,269	1,269	1,269	1,269	-	0.0%
Waves	22,913	22,913	22,913	22,913	22,913	-	0.0%
Wmson Co Emergency Relief/Gracewo	13,395	13,395	13,395	13,395	13,395	-	0.0%
Gentry's Education Center	-	-	10,000	10,000	10,000	-	0.0%
Transit Alliance	-	-	5,000	5,000	5,000	-	0.0%
Total Appropriations to Civic Org's.	**168,242**	**168,242**	**183,242**	**183,242**	**183,242**	**-**	**0.0%**
Total Operations	**429,848**	**428,599**	**453,344**	**460,771**	**457,805**	**4,461**	**1.0%**
Total Appropriations	**429,848**	**428,599**	**453,344**	**460,771**	**457,805**	**4,461**	**1.0%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Operations								
+	87110	CONTRACTED SERVICES	75,472	72,772	77,263	76,019	84,690	77,263	79,686	84,686
	02	Regional Transit Authority - 91X Bus Service	35,786	38,086	42,577	50,004	50,004	42,577	45,000	50,000
	03	Franklin Tomorrow	29,610	29,610	29,610	22,208	29,610	29,610	29,610	29,610
	04	Sister City Program	5,076	5,076	5,076	3,807	5,076	5,076	5,076	5,076
	05	United Way - Community Needs Assessment	5,000							
	*	Amount missing from detail								
+	87120	APPROPRIATIONS TO GOVERNMENTS	186,134	187,585	192,839	144,067	192,839	197,300	199,194	201,115
	01	Health Department	21,150	21,150	21,150	15,863	21,150	21,150	21,150	21,150
	02	Animal Control	53,690	54,187	89,224	66,918	89,224	93,685	95,579	97,500
	03	Spay/Neuter Program	21,119	22,073						
	04	Library	59,220	59,220	59,220	44,415	59,220	59,220	59,220	59,220
	05	TN Rehab @ Franklin	22,495	22,495	22,495	16,871	22,495	22,495	22,495	22,495
	06	Franklin Housing Authority	8,460	8,460						
	07	IDB & Health/Education Board			750		750	750	750	750
	*	Amount missing from detail								
+	87130	APPROPRIATIONS TO CIVIC ORGANIZATIONS	168,242	168,242	183,242	137,486	183,242	183,242	183,242	183,242
	01	ARC	4,230	4,230	4,230	3,173	4,230	4,230	4,230	4,230
	02	Mid Cum Hum Res/Homemaker	4,700	4,700	4,700	3,575	4,700	4,700	4,700	4,700
	03	Mid-Cum Hum Res/Ombudsman	2,061	2,061	2,061	1,546	2,061	2,061	2,061	2,061
	04	Mid-Cum Meals on Wheels	10,152	10,152	10,152	7,614	10,152	10,152	10,152	10,152
	05	Second Harvest/Nashville's Table	1,269	1,269	1,269	952	1,269	1,269	1,269	1,269
	06	Waves	22,913	22,913	22,913	17,186	22,913	22,913	22,913	22,913
	07	Wmson Co Emergency Relief/Graceworks	13,395	13,395	13,395	10,046	13,395	13,395	13,395	13,395
	10	Boys & Girls Club	15,228	15,228	15,228	11,423	15,228	15,228	15,228	15,228
	11	Bridges	15,040	15,040	15,040	11,280	15,040	15,040	15,040	15,040
	12	Community Child Care	29,140	29,140	29,140	21,855	29,140	29,140	29,140	29,140
	13	Community Housing Partnership	8,460	8,460	8,460	6,345	8,460	8,460	8,460	8,460
	14	Gap Foundation								
	15	J.L. Clay Center/Senior Citizens	41,654	41,654	41,654	31,241	41,654	41,654	41,654	41,654

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	16	Gentry's Education Center			10,000	7,500	10,000	10,000	10,000	10,000
	17	Transit Alliance			5,000	3,750	5,000	5,000	5,000	5,000
	*	Amount missing from detail								
=	XAPP	TOTAL APPROPRIATIONS	429,848	428,599	453,344	357,572	460,771	457,805	462,122	469,043
=	XOP	TOTAL OPERATIONS	429,848	428,599	453,344	357,572	460,771	457,805	462,122	469,043
=	XTOT	TOTAL EXPENDITURES	429,848	428,599	453,344	357,572	460,771	457,805	462,122	469,043

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: 1 of 1

Department: **45920 APPROPRIATIONS**

Division:

Title: **New / Additional Outside Funding Requests**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
87110 CONTRACTED SERVICES		$8,314	$8,314
87120 APPROPRIATIONS TO GOVERNMENTS		$17,920	$17,920
87130 APPROPRIATIONS TO CIVIC ORGANIZATIONS	$27,500	$14,004	$41,504
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$27,500	$40,238	$67,738

PURPOSE / DESCRIPTION OF REQUEST

In addition to the existing two dozen or so requests for funding under the Appropriations budget, there are eleven which would be considered "new" or are otherwise not part of the existing base budget in FY 2016. They include:

- Franklin Tomorrow	$ 5,390	(87110)
- Sister City	$ 2,924	(87110)
- Wiliiamson County Library - Books	$ 10,000	(87120)
- Franklin Housing Authority	$ 7,920	(81720)
- Bridges	$ 1,460	(87130)
- Mid Cumberland Youth CAN	$ 5,000	(87130)
- Mid-Cumberland Dues	$ 6,874	(87130)
- Mid Cumberland Hum Res/Ombudsman	$ 439	(87130)
- Second Harvest / Nashville's Table	$ 231	(87130)
- Masonic Hall Renovation	$ 15,000	(87130)
- South I-65 Corridor Study	$ 12,500	(87130)

SERVICE IMPLICATION

RTA **Relax & Ride**

	Spring Hill Service		Franklin Service	
	(95X)	(95X)	(91X)	(91X)
	2015-16 Budget	**2016-17 Budget**	**2015-16 Budget**	**2016-17 Budget**
Number of Daily Trips	4	4	6	6
Days of Service	254	254	254	254
Ridership	22,701	22,163	37,133	29,206
Operating Hours per Day (including deadhead)	10.00	10.00	15.00	15.00
Cost per hour of Service	$111.85	$116.33	$111.85	$116.33
Daily Cost of Service	$1,118.50	$1,163.30	$1,677.75	$1,744.95
Cost of Service				
Cost of Runs	284,099	295,478	426,149	443,217
Fuel Contingency (n/a)	0	0	0	0
Other Costs	0	0	0	0
Total Costs	284,099	295,478	426,149	443,217
Estimated Revenues				
Estimated Cash Fares - **including** *State Easy Ride*	62,438	57,430	95,010	58,840
ADD: Subsidy from SIR Account	0			
ADD: Bus Seat Guarantee (covering 3rd year of original service)				
ADD: CMAQ Funding FED (80%)	127,200	127,200	127,200	127,200
ST (10%)	15,900	15,900	15,900	15,900
LOCAL MATCH (partial) LOC				
§5307 CCoC Funding (100% dollars-- Fed/St/Loc)				
ADD: **RTA §5307 Operating Funding**				
Federal (50%)				
Local Match (50%)				
Total Estimated Revenues	205,538	200,530	238,110	201,940
*Estimated **Net** Cost*	78,561	94,948	188,039	241,277
Route Subsidy				
TDOT Operating Subsidy 18.7500%	25,196	28,618	60,308	72,723
Davidson County	17,789	22,110	42,577	56,184
Spring Hill	17,788	22,110		
Franklin			42,577	56,185
Thompson Station	0	0	0	0
Brentwood	0	0	0	0
Williamson County	17,788	22,110	42,577	56,185
Total Subsidy (100%)	78,561	94,948	188,039	241,277
Balance	0	0	0	0

	FY16	FY17	
Wmson Cty:	60,365	78,295	
Contribution:	71,944	71,944	
Reserve:	11,579	(6,351)	(used)

Shelly McElhaney
4/8/2016

FY17 v. Fr.Discussn
Drop 2 Runs
service dropped to 4 runs/10hrs
ridership dropped to 26632*75%
fares dropped 65% of original amt
CMAQ remains static

RTA Relax & Ride

Franklin (91X) Relax & Ride Budget
July 1, 2015-June 30, 2018

	FY16 Budget	FY17 Budget	FY18 Budget
Number of Daily Trips	6	4	4
Days of Service	254	254	254
Ridership	37,133	19,970	20,270
Operating Hours per Day (including deadhead)	15.00	10.00	10.00
Cost per hour of Service	$111.85	$116.33	$119.83
Daily Cost of Service	$1,677.75	$1,163.30	$1,198.30
Cost of Service			
Cost of Runs	426,149	295,478	304,368
Fuel Contingency (n/a)	0	0	0
Other Costs	0	0	0
Total Costs	426,149	295,478	304,368
Estimated Revenues			
Estimated Cash Fares - **including** *State Easy Ride*	95,010	38,250	38,633
ADD: Subsidy from SIR Account			
ADD: Bus Seat Guarantee (covering 3rd year of original service)			
ADD: CMAQ Funding FED (80%)	127,200	127,200	127,200
ST (10%)	15,900	15,900	15,900
CAPITAL LOCAL MATCH (partial)			
§5307 CCoC Funding (100% dollars-- Fed/St/Loc)			
ADD: **RTA §5307 Operating Funding**			
Federal (50%)			0
Local Match (50%)			0
Total Estimated Revenues	238,110	181,350	181,733
*Estimated **Net** Cost*	188,039	114,128	122,635
Route Subsidy		Drop 2 Runs	Drop 2 Runs
TDOT Operating Subsidy	60,308	39,719	55,418
Davidson County	42,577	24,803	22,405
Franklin *	42,577	* 24,803	22,406
Thompson Station	0	0	0
Brentwood	0	0	0
Williamson County	42,577	^ 24,803	22,406
Total Subsidy (100%)	188,039	114,128	122,635
Balance	0	0	0

H:\2-123~EXCEL\RTA\BUDGET PLANNING\BDGT FY17\FY17 - 1 Original\R&R FY17 - Original\91X Franklin Discussion\[Rt 91X Franklin FY2017-Comparative Options2.xlsx] ~91X Franklin (Drop 2 Runs

* Total Contribution Expected: **$42,577** (**$24,803** for service, **$17,774** for reserve)

^ Total Contribution Expected: **$71,944** (**$24,803+$22,110** for both services, **$25,031** for reserve)

Shelly McElhaney
4/8/2016

FY17 v. Fr.Discussn
Add Brentwood + Stop @ Concord Rd
ridership adj'd to 26632 * 120%
fares increased 115% of original amt
CMAQ remains static

Franklin (91X) Relax & Ride Budget
July 1, 2015-June 30, 2018

	FY16 Budget	FY17 Budget	FY18 Budget
Number of Daily Trips	6	6	6
Days of Service	254	254	254
Ridership	37,133	31,958	32,917
Operating Hours per Day (including deadhead)	15.00	15.00	15.00
Cost per hour of Service	$111.85	$116.33	$119.83
Daily Cost of Service	$1,677.75	$1,744.95	$1,797.45
Cost of Service			
Cost of Runs	426,149	443,217	456,552
Fuel Contingency (n/a)	0	0	0
Other Costs	0	0	0
Total Costs	426,149	443,217	456,552
Estimated Revenues			
Estimated Cash Fares - **including** *State Easy Ride*	95,010	67,670	68,347
ADD: Subsidy from SIR Account			
ADD: Bus Seat Guarantee (covering 3rd year of original service)			
ADD: CMAQ Funding FED (80%)	127,200	127,200	127,200
ST (10%)	15,900	15,900	15,900
CAPITAL LOCAL MATCH (partial)			
§5307 CCoC Funding (100% dollars-- Fed/St/Loc)			
ADD: **RTA §5307 Operating Funding**			
Federal (50%)			0
Local Match (50%)			0
Total Estimated Revenues	238,110	210,770	211,447
*Estimated **Net** Cost*	188,039	232,447	245,105
Route Subsidy		Add Brentwood	Add Brentwood
TDOT Operating Subsidy	60,308	70,719	55,418
Davidson County	42,577	40,432	47,421
Franklin *	42,577	* 40,432	47,422
Thompson Station	0	0	0
Brentwood	0	40,432	47,422
Williamson County	42,577	^ 40,432	47,422
Total Subsidy (100%)	188,039	232,447	245,105
Balance	0	0	0

RTA\BUDGET PLANNING\BDGT FY17\FY17 - 1 Original\R&R FY17 - Original\91X Franklin Discussion\[Rt 91X Franklin FY2017-Comparative Options2.xlsx] ~91X Franklin (Add Brentwood)

* Total Contribution Expected: **$42,577** (**$40,432** for service, **$2,145** for reserve)
^ Total Contribution Expected: **$71,944** (**$40,432+$22,110** for both services, **$9,402** for reserve)

Shelly McElhaney
4/8/2016

Water Management

Mark Hilty, Director

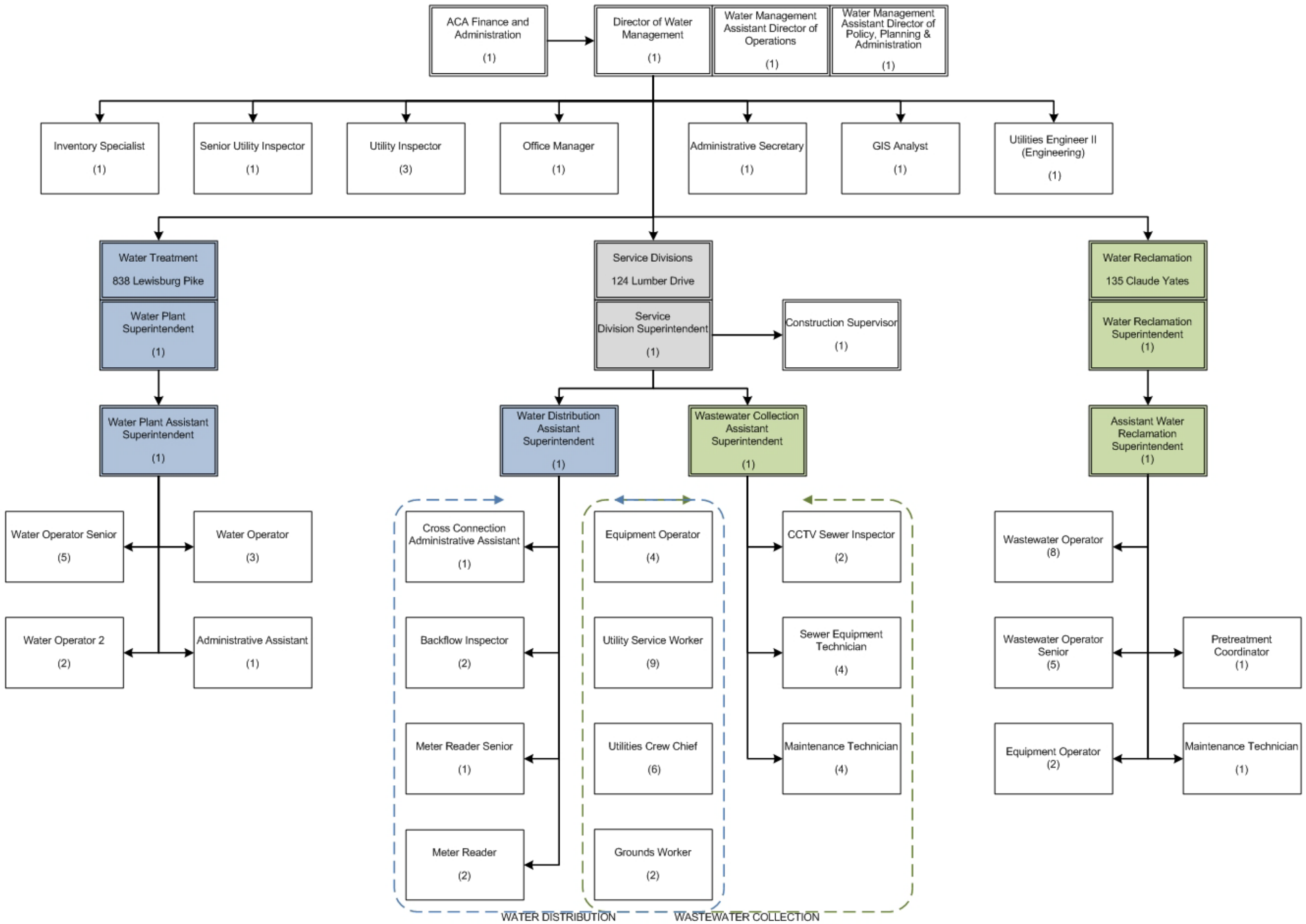
Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
- Personnel
- Operations
- Capital
- Program Enhancements
- Summary

Purpose of Department

The Water Management Department's vision, in support of the City's vision statement, is to continually strive to enhance quality of life through exceptional, responsive, and cost effective water resources services. These services include drinking water treatment and distribution, wastewater collection and treatment, and reclaimed water distribution for customers located primarily in the City of Franklin.

Organization Chart



Base Budget Summary: Operations

Budget Summary - By Division

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 vs. 2017 $	2016 vs. 2017 %
Beginning Balance	15,043,450	18,318,852	28,478,454	28,478,454	29,984,852		
Revenues	23,187,312	31,082,159	24,708,803	24,708,803	26,150,977	1,442,174	5.8%
Expenses							
Water	8,863,912	8,926,520	10,109,761	9,928,216	10,322,769	213,008	2.1%
Wastewater	10,904,872	11,831,590	12,889,814	12,270,743	13,483,272	593,459	4.6%
Reclaimed	143,126	164,447	202,831	104,351	254,075	51,244	25.3%
Expenses	19,911,910	20,922,557	23,202,405	22,303,311	24,060,116	857,711	3.7%
Ending Balance	18,318,852	28,478,454	29,984,852	30,883,947	32,075,713		

Budget Document Page 3

Base Budget Request: Personnel FY 2017

The base personnel request for FY 2016 and 2017 is 86 budgeted positions. Budgeted positions include 55 staff members in the Wastewater Section and 31 staff members in the Water Section.

Budget Document Pages 8 – 9

Base Budget Request: Capital

Water *(pages 13 & 69)*

Buildings	(33,269)	89	2,205	-	2,315	110	5.0%
Improvements	575,002	1,261,482	1,300,000	1,500,000	1,300,000	-	0.0%
Machinery & Equipment (>$25,00(	44,195	30,567	193,713	48,129	198,398	4,685	2.4%
Capital	**585,928**	**1,292,138**	**1,495,918**	**1,548,129**	**1,500,713**	**4,795**	**0.3%**

Wastewater *(pages 33 & 67)*

Buildings	-	-	1,654	-	1,736	82	5.0%
Improvements	2,393,776	3,262,555	2,687,500	2,600,000	2,900,000	212,500	7.9%
Machinery & Equipment (>$25,00(	319,200	88,263	986,035	506,899	998,586	12,551	1.3%
Capital	**2,712,976**	**3,350,818**	**3,675,189**	**3,106,899**	**3,900,322**	**225,133**	**6.1%**

Program Enhancement Requests - Personnel

We are proposing 7 Program Enhancements, though the first three all pertain to the same project.

1	Utility Locate Contract Fees	$ 25,000
	Utility Locate Technicians (Water)	$ 173,069
	Utility Locate Technicians (Sewer)	$ 173,069
2	Equipment Operator	$ 50,290
3	Utilities Engineer	$ 82,805
4	Sanitary Sewer Vacuum Equipment	$ 350,000
5	CCTV Inspection Equipment	$ 275,000
Total		$1,129,333

City of Franklin, Tennessee

FY 2016-2017

Water Management
Biennial Operating Budget
Fiscal 2017

Water - Wastewater - Reclaimed

City of Franklin, Tennessee
FY 2016-2017 Biennial Operating Budget

Water Management

Mark Hilty, Water Management Director

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Water Management

Mark Hilty, Water Management Director

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	2016 v. 2017 %
Beginning Balance	**15,043,450**	**18,318,852**	**28,478,454**	**28,478,454**	**29,984,852**	**FY 2024**	
Revenues	**23,187,312**	**31,082,159**	**24,708,803**	**24,708,803**	**26,150,977**	**1,442,174**	**5.8%**
Expenses							
Personnel	4,765,815	4,944,757	5,485,616	4,859,270	5,807,843	322,227	5.9%
Operations	11,847,191	11,334,843	12,545,682	12,887,493	12,851,238	305,556	2.4%
Capital	3,298,904	4,642,956	5,171,107	4,655,028	5,401,035	229,928	4.4%
Expenses	**19,911,910**	**20,922,557**	**23,202,405**	**22,401,791**	**24,060,116**	**857,711**	**3.7%**
Ending Balance	**18,318,852**	**28,478,454**	**29,984,852**	**30,785,467**	**32,075,713**		

Budget Summary - By Division

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 vs. 2017 $	2016 vs. 2017 %
Beginning Balance	**15,043,450**	**18,318,852**	**28,478,454**	**28,478,454**	**29,984,852**		
Revenues	**23,187,312**	**31,082,159**	**24,708,803**	**24,708,803**	**26,150,977**	**1,442,174**	**5.8%**
Expenses							
Water	8,863,912	8,926,520	10,109,761	9,928,216	10,322,769	213,008	2.1%
Wastewater	10,904,872	11,831,590	12,889,814	12,270,743	13,483,272	593,459	4.6%
Reclaimed	143,126	164,447	202,831	104,351	254,075	51,244	25.3%
Expenses	**19,911,910**	**20,922,557**	**23,202,405**	**22,303,311**	**24,060,116**	**857,711**	**3.7%**
Ending Balance	**18,318,852**	**28,478,454**	**29,984,852**	**30,883,947**	**32,075,713**		

Departmental Summary

The Water Management Department's vision, in support of the City's vision statement, is to continually strive to enhance quality of life through exceptional, responsive, and cost effective water resources services. These services include drinking water treatment and distribution, wastewater collection and treatment, and reclaimed water distribution for customers located primarily in the City of Franklin.

To achieve this vision it is necessary to safely and efficiently deliver drinking water, sanitary sewer and reclaimed water services to our customers. The Water Management Department continues to evolve through formalization and refinement of practices and through the implementation of the Integrated Water Resources Plan.

Water Management

Mark Hilty, Water Management Director

Departmental Summary (con't)

This fiscal year 2016 and 2017 biennial budget was developed to further refine operations to achieve the department's vision, in support of the City of Franklin's goals and objectives. Revenues and expenditures for each division are presented in consolidated Sections as follows:

Division	Section
Water Distribution	Water
Water Treatment	Water
Utility Billing	Water
Wastewater Collection	Wastewater
Wastewater Treatment	Wastewater
Utility Administration	Wastewater
Reclaimed Water	Reclaimed Water

Water and wastewater are independent business units of the City of Franklin and are required to be self-sufficient entities. These utilities are not subsidized by local taxes, reimbursing the General Fund monies to cover the costs of administrative oversight and support services such as payroll, human resources, finance and engineering. Reclaimed water, while presented as its own section, is an alternative disposal method of treated sanitary sewer. This disposal method in effect, increases the discharge capacity of the wastewater treatment plant (primarily during summer months) and provides a cost effective source of irrigation water within the reclaimed water distribution system while providing revenue to support its operation.

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, beginning in FY 2015, The City of Franklin has established **Franklin*Forward* : 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.

Franklin*Forward* : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme: A Safe Clean and Livable City

Franklin will provide high-quality water and wastewater treatment services that will meet the needs of our growing community.

Franklin will establish standards for the quality of its infrastructure (i.e., water lines, sewer services)

Goal: To have a reliable, efficient, and scalable infrastructure

Baseline: Baseline energy costs for water and sewage delivery is $1,595,352 (FY2012 sum actual expenditures from water fund and wastewater fund)

Baseline: Baseline of unaccounted water within the system is 20.8% (FY2012)

Baseline: Baseline of sanitary score is 97 (2012)

Franklin will continue to meet or exceed regulatory requirements for water quality.

Goal: To have no violations of regulatory requirements for water quality.

Baseline: Zero water quality violations in 2012. (TN Dept. of Environment & Conservation monitoring requirements and regulatory standards.)

Franklin will pursue completion of the recently approved Integrated Water Resource Plan (IWRP) by 2042.

Goal: To fully complete the Franklin Integrated Water Resource Plan by 2042 in five year increments as set in the plan.

Baseline: 5% completed (2012). (Franklin Integrated Water Resource Plan.)

Baseline: Adopted Strategic Schedule for each of the 5-year increments. (2013).

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

Goal: Franklin will achieve platinum status within the TVA sustainable Communities Program.

[Baseline: Achieved Goal status, 2013]

Key:		
	Strategic Plan: Franklin*Forward*	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2013	2014	2015	2016*	2017*
	TBD					

Efficiency Measures

		2013	2014	2015	2016*	2017*
	TBD					

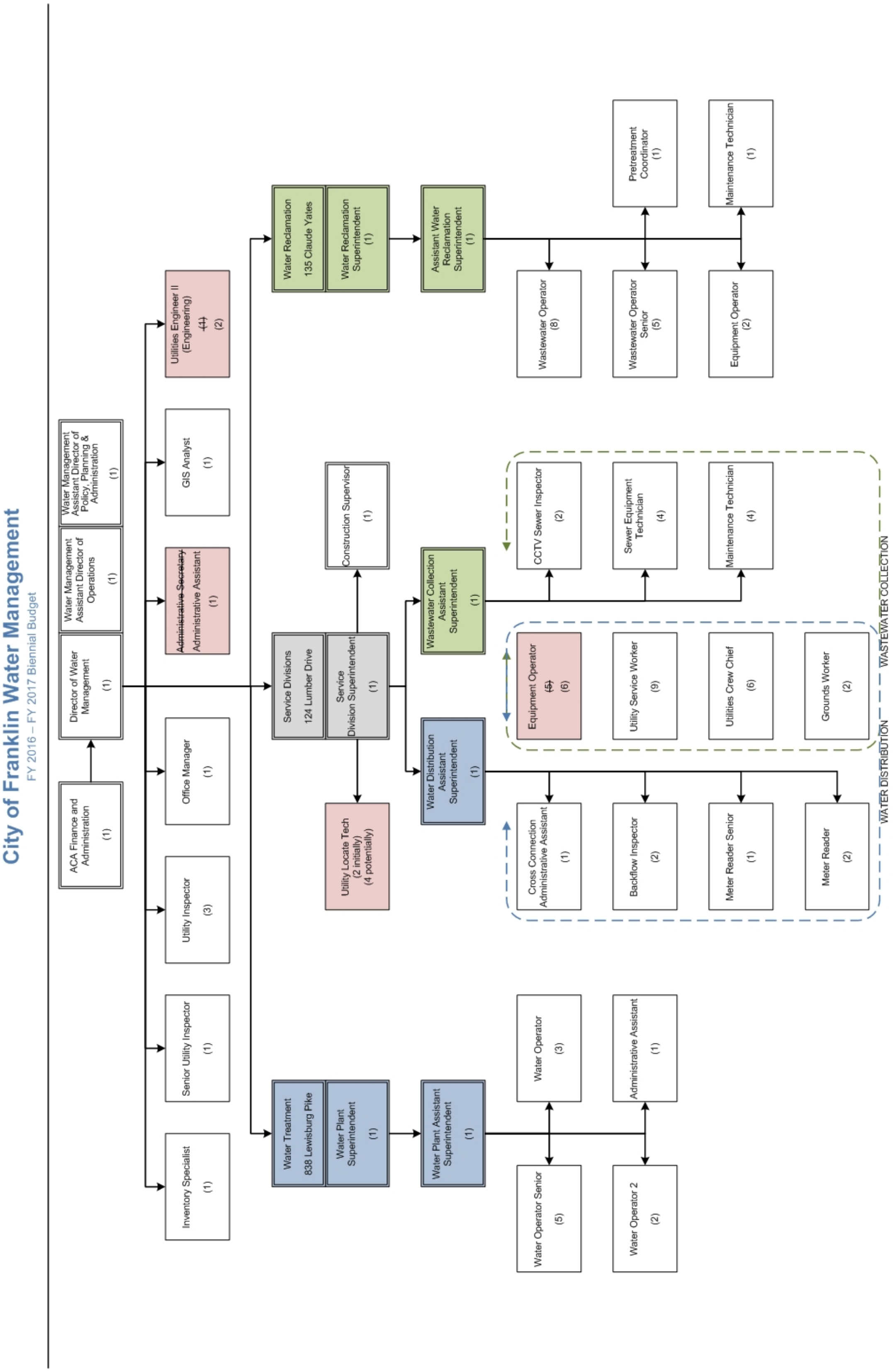
Performance Measures

Outcome (Effectiveness) Measures

		2013	2014	2015	2016*	2017*
	Franklin will establish standards for the quality of its infrastructure (i.e., water lines, sewer services)					
	Goal: To have a reliable, efficient, and scalable infrastructure					
	Declining or steady energy costs for water and sewage delivery	$ 1,596,686	$ 1,543,096	$ 1,293,381	$ 1,689,572	$ 1,728,545
	Target *(FY2012 sum actual expenditures from water fund and wastewater fund)*	$ 1,595,352	$ 1,595,352	$ 1,595,352	$ 1,595,352	$ 1,595,352
	Meets Target?	No	Yes	Yes	No	No
	Unaccounted water within the system decreases	20.8%	16%	16%	16%	16%
	Target *(20.8% unaccounted for in FY 2012)*	**20.8%**	**20.8%**	**20.8%**	**20.8%**	**20.8%**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Sanitary score remains or improves	Yes	Yes	TBD	TBD	TBD
	Target *(97 from FY 2012)*	**97**	**97**	**97**	**97**	**97**
	Meets Target?	**Yes**	**Yes**	**TBD**	**TBD**	**TBD**
	Franklin will continue to meet or exceed regulatory requirements for water quality.					
	Goal: To have no violations of regulatory requirements for water quality.					
	Franklin Water Quality Violations	0	0	0	0	0
	Target *(TN Dept. of Environment & Conservation monitoring requirements and regulatory standards.)*	**0**	**0**	**0**	**0**	**0**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Franklin will pursue completion of the recently approved Integrated Water Resource Plan (IWRP) by 2042.					
	Goal: To fully complete the Franklin Integrated Water Resource Plan by 2042 in five year increments as set in the plan.					
	5% completed (2012). (Franklin Integrated Water Resource Plan.)	8.0%	10.0%	11.0%	12.0%	15.0%
	Target	**8.0%**	**10.0%**	**11.0%**	**12.0%**	**15.0%**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Baseline: Adopted Strategic Schedule for each of the 5-year increments. (2013).					
	Franklin Status	Adopted	Adopted	Adopted	Adopted	Adopted
	Target (Adopted?)	**Adopted**	**Adopted**	**Adopted**	**Adopted**	**Adopted**
	Meets Target?	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
	Franklin will achieve platinum status within the TVA sustainable Communities Program.					
	Franklin status	Platinum	Gold	Gold	TBD	TBD
	Target (Platinum)	**Platinum**	**Platinum**	**Platinum**	**Platinum**	**Platinum**
	Meets Target?	**Yes**	**No**	**No**	**TBD**	**TBD**

**2016 and 2017 are estimates*

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2013 F-T	FY 2014 F-T	FY 2015 F-T	FY 2016 F-T	FY 2017 F-T
Water Section						
Utility Billing						
Meter Reader Sr	C	1	1	1	1	1
Meter Reader	B	2	2	2	2	2
TOTALS		**3**	**3**	**3**	**3**	**3**
Water Distribution						
Service Division Superintendent	I	1	1	1	1	1
Water Distribution Assistant Superintendent	G	1	1	1	1	1
Utilities Crew Chief	E	3	3	3	3	3
Backflow Inspector	E	2	2	2	2	2
Administrative Assistant	D	1	1	1	1	1
Inventory Specialist	D	1	1	1	1	1
Equipment Operator	D	2	2	2	2	2
Utility Service Worker	C	4	4	4	4	4
TOTALS		**15**	**15**	**15**	**15**	**15**
Water Treatment Plant						
Water Treatment Superintendent	H	1	1	1	1	1
Water Treatment Assistant Superintendent	G	1	1	1	1	1
Water Operator Sr	E	5	5	5	5	5
Water Operator 2	TBD	2	2	2	2	0
Administrative Assistant	D	1	1	1	1	1
Water Operator	D	3	3	3	3	5
TOTALS		**13**	**13**	**13**	**13**	**13**
Water Section Totals		**31**	**31**	**31**	**31**	**31**
Wastewater Section						
Utility Administration						
Director	L	1	1	1	1	1
Assistant Director of Operations	J	1	1	1	1	1
Assistant Director of Administration and Policy	J	1	1	1	1	1
GIS Analyst	E	1	1	1	1	1
Administrative Assistant	D	1	1	0	0	1
Administrative Secretary	B	0	0	1	1	0
Utility Inspector	F	3	3	3	3	3
Senior Utility Inspector	G	0	0	1	1	1
Office Manager	F	0	1	1	1	1
Utilities Engineer II	H	1	1	1	1	1
Grounds Worker	B	0	2	2	2	2
TOTALS		**9**	**12**	**13**	**13**	**13**
Wastewater Collection						
Wastewater Collection Assistant Superintendent	G	1	1	1	1	1
Construction Supervisor	TBD	1	1	1	1	1
TV Truck Sewer Inspector	D	2	2	2	2	2
Maintenance Technician	E	0	0	4	4	4
Utilities Crew Chief	E	4	3	3	3	3
Equipment Operator	D	2	2	2	3	3

Staffing by Position

Position	Pay Grade	FY 2013 F-T	FY 2014 F-T	FY 2015 F-T	FY 2016 F-T	FY 2017 F-T
Sewer Equipment Technician	D	4	4	4	4	4
Utility Service Worker	C	5	5	5	5	5
TOTALS		**19**	**18**	**22**	**23**	**23**
Water Reclamation						
Water Reclamation Superintendent	I	1	1	1	1	1
Assistant Water Reclamation Superintendent	G	1	1	1	1	1
Pretreatment Coordinator	F	1	1	1	1	1
Wastewater Operator Sr	E	3	5	5	5	5
Maintenance Technician	E	0	0	1	1	1
Equipment Operator	D	2	2	2	2	2
Wastewater Operator	D	10	8	8	8	8
TOTALS		**18**	**18**	**19**	**19**	**19**
WASTEWATER SECTION TOTALS		**46**	**48**	**54**	**55**	**55**
Total All Employees, Water & Wastewater		**77**	**79**	**85**	**86**	**86**

Budget - All Divisions

The following table presents the Water, Wastewater and Reclaimed Water divisions of the Water & Wastewater Fund in a composite presentation.

	A	B	C	D	E	F (E-C)	G (E/C)
	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	%
Personnel							
Salaries & Wages	3,252,872	3,528,409	3,891,978	3,449,826	4,079,738	187,760	4.8%
Employee Benefits	1,512,943	1,416,348	1,593,638	1,409,443	1,728,105	134,467	8.4%
Total Personnel	**4,765,815**	**4,944,757**	**5,485,616**	**4,859,270**	**5,807,843**	**322,227**	**5.9%**
Operations							
Transportation Services	5,755	6,936	5,365	10,265	6,800	1,435	26.7%
Operating Services	416,462	362,544	405,411	418,204	442,173	36,762	9.1%
Notices, Subscriptions, etc.	17,987	21,381	26,456	19,066	26,450	(6)	0.0%
Utilities	1,543,096	1,293,381	1,689,572	1,607,373	1,728,545	38,973	2.3%
Contractual Services	231,778	510,985	529,500	802,411	521,875	(7,625)	-1.4%
Repair & Maintenance Services	460,808	304,486	346,732	353,629	346,000	(732)	-0.2%
Employee programs	1,223	2,563	12,150	6,270	12,150	-	0.0%
Professional Development/Travel	31,203	24,582	28,400	18,007	28,400	-	0.0%
Office Supplies	11,696	12,460	11,650	11,944	11,650	-	0.0%
Operating Supplies	749,945	676,431	699,050	739,861	716,351	17,301	2.5%
Fuel & Mileage	158,461	112,527	147,589	94,100	108,050	(39,539)	-26.8%
Supplies for Resale	3,466,520	2,989,286	3,744,000	3,780,000	3,893,760	149,760	4.0%
Machinery & Equipment (<$25,000)	80,467	116,271	174,891	121,154	182,565	7,674	4.4%
Repair & Maintenance Supplies	757,210	611,599	410,800	617,531	410,800	-	0.0%
Operational Units	2,000,000	2,187,240	2,205,728	2,205,728	2,316,014	110,286	5.0%
Property & Liability Costs	222,967	234,307	201,364	221,512	232,655	31,291	15.5%
Rentals	4,652	2,215	5,500	10,944	5,500	-	0.0%
Financial Fees	25,266	21,387	86,800	34,947	61,800	(25,000)	-28.8%
Permits	48,662	53,933	55,100	54,923	55,100	-	0.0%
Debt Service and Lease Payments	1,613,033	1,790,329	1,759,624	1,759,624	1,744,599	(15,025)	-0.9%
Total Operations	**11,847,191**	**11,334,843**	**12,545,682**	**12,887,493**	**12,851,238**	**305,556**	**2.4%**
Buildings	(33,269)	89	3,859	-	4,051	192	5.0%
Improvements	2,968,778	4,524,037	3,987,500	4,100,000	4,200,000	212,500	5.3%
Machinery & Equipment (>$25,000)	363,395	118,830	1,179,748	555,028	1,196,984	17,236	1.5%
Capital	**3,298,904**	**4,642,956**	**5,171,107**	**4,655,028**	**5,401,035**	**229,928**	**4.4%**
Total Water & Wastewater Fund	**19,911,910**	**20,922,557**	**23,202,405**	**22,401,791**	**24,060,116**	**857,711**	**3.7%**

Note: Definitions of each category can be found in the appendices.

Water Budget

Section Summary

The Water Section comprises the Water Treatment and Distribution Divisions and the Utility Billing Division. The activities of these divisions are summarized below.

The Water Treatment facility is located on Lewisburg Pike. Staff at the plant perform numerous functions including water treatment, compliance sampling, and assisting Water Distribution service crews with system maintenance and operation.

The Water Distribution service crews maintain approximately 280 miles of distribution lines, six (6) booster stations, and seven (7) finished water reservoirs with a capacity of 11.5 million gallons.

The Utility Billing Division is the interface between the Water Management Department and Revenue Management. The division is responsible for collecting metering data and working with the Water Distribution Division to perform meter repairs, replacements, and to restore or terminate water service.

Section Goals & Strategic Initiatives

The primary goal for the Water Section is to continue to provide safe, reliable drinking water to customers. The Water Section has been working to refine practices and policies to better serve customers including the drafting of revisions to municipal code, review of internal work flow related to customer service requests and work orders and training and educating staff.

A key strategic initiative is the Water Treatment Plant Upgrade project. Contract start for the upgrades was October 26, 2015 with substantial completion and final completion scheduled for October 24, 2017 and November 23, 2017, respectively.

The upgrade to the facility includes installation of membrane filtration, ultraviolet (UV) disinfection and advanced oxidation processes and carbon contactors to address current and future regulatory requirements, taste and odor, lifecycle costs and operational considerations.

Coupled with the upgrade project is the reapplication for an aquatic resources alteration permit (ARAP). City staff has been working through this process for over two years and on July 2, 2015 received a new permit. The main permit conditions are similar to the previous permit which includes provisions for withdrawal of up to 20% of flow with a 10 ft3/s cutoff. Additional protective measures in the new permit includes a withdrawal cutoff when the river is below 5 mg/L of dissolved oxygen (DO) as suggested by the City during permit development collaboration with TDEC.

Water Budget

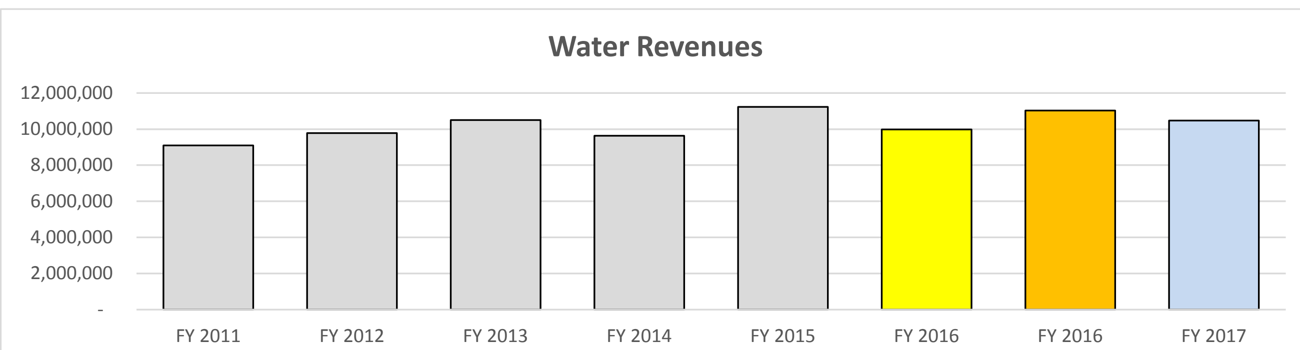
Consumption

The water customer base has witnessed steady growth since FY 2011. The average consumption for both residential and commercial customers has declined significantly over the last decade, with FY 2015 the second lowest total since FY 2007. The table below presents the account information and consumption values (residential and commercial totals) from FY 2007 through FY 2015.

Year	Customer Accounts	Annual Total (Million Gallons)	Monthly Average - Residential and Commercial (Gallons)
FY 07	16,194	1,662	8,553
FY 08	16,360	1,628	8,293
FY 09	16,444	1,576	7,987
FY 10	16,426	1,443	7,321
FY 11	16,454	1,489	7,541
FY 12	16,530	1,508	7,602
FY 13	16,711	1,499	7,475
FY 14	16,918	1,404	6,916
FY 15	17,094	1,436	7,002

Revenues

Rate based revenues for FY 2016-2017 are projected to be at approximately 110% of the budget. The tables below present historic revenue by category FY 2011-FY 2015, estimated for the budgeted and projected revenues for FY 2016 and the projected revenues for FY 2017.



	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Estd	FY 2017 Budget
Intergovernmental	179,082	-	(484)	-	-	-	-	-
Interest Income	16,089	18,726	16,193	7,002	4,924	5,000	8,601	7,500
Rental Income	26,100	23,273	21,800	24,000	23,412	24,000	24,000	24,000
Sale of Surplus Assets	11,775	(26,066)	1,660	33,277	-	-	-	-
Customer Service (Rates)	8,691,274	9,252,143	9,182,126	9,293,143	9,987,026	9,721,988	10,706,513	10,213,128
Inspection Fees	38,738	60,877	73,444	72,422	83,765	60,000	55,964	60,000
Other Service Revenue	61,640	68,766	105,329	109,136	90,459	95,000	115,378	95,000
Capital Contributions	71,660	383,203	1,102,508	94,021	1,041,862	75,000	119,350	75,000
Total Water Revenues	**9,096,358**	**9,780,922**	**10,502,576**	**9,633,001**	**11,231,448**	**9,980,988**	**11,029,806**	**10,474,628**

Water Budget

Budget Summary

Personnel – The Water Management Department is requesting that one Equipment Operator be hired within the Water Section in FY 2017. This request is in lieu of hiring a full utility crew in FY 2017 and an equipment operator in FY 2018, as discussed in the FY 2016 budget summaries.

Operations – The largest operations expense in the Water Section continues to be the purchase of finished water. Expenditures on purchased water can fluctuate depending on a number of factors. Some of these factors include Franklin Water Treatment capacities, weather, financial considerations, and water resource conservation efforts. The expenditure for FY 2017 is approximately $3,780,000.

Indirect expenses also is a large expense item in the Water Section. These expenses include the interfund reimbursement the General Fund for administrative support functions (customer service, utility billing, and other support functions such as Engineering and Human Resources).

Utilities are estimated to be approximately $222,000 for FY 2017. Electricity is the primary cost, and is necessary for booster pump stations in the distribution system, high service and raw water pumps at the Water Treatment Plant, and other day to day needs. The Water Section continues to evaluate energy needs and practices to reduce electrical consumption. The high service pumps and the raw water pumps are planned for replacement during the upgrade project at the Water Treatment Plant.

Operations Capital – Operations Capital expenditures are related to equipment and vehicles directly related to operations versus system replacement or expansion. The Water Management Department has evaluated the annual cost of replacement of operations capital items based on present day replacement value, anticipated lifecycle, and a projected annual increase in replacement cost of five percent. The department hopes to achieve the following goals by using this approach:

- Provide for adequate funding of operations capital,
- Avoid significant swings in required funding from one budget to another, and
- Provide more stable data in performing cost of service analyses.

This process was applied to operations capital expenditures on machinery and equipment, vehicles, information technology expenditures, and buildings.

In terms of capital projects, the City has been working through the IWRP priority projects established by the BOMA. The key projects in the Water Section include the Water Treatment Plant Upgrade which is currently being constructed and several distribution projects. The distribution projects are renewal of existing infrastructure which include upgrades to the water lines in Old Carters Creek Pike, Bobby Drive in the Grassland Community, and in the area of James Street and Avondale Street.

Budget

	A	B	C	D	E	F (E-C)	G (E/C)
	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference '16 v. '17 $	%
Divisions							
Water Distribution	1,807,883	1,647,635	1,739,187	1,567,563	1,763,639	24,452	1.4%
Water Treatment/Plant	5,164,279	4,424,588	5,266,371	5,264,687	5,430,351	163,980	3.1%
Utility Billing	161,988	155,419	167,173	156,589	167,207	34	0.0%
Water General	1,729,762	2,698,878	2,937,030	2,939,377	2,961,571	24,541	0.8%
Total Water	**8,863,912**	**8,926,520**	**10,109,761**	**9,928,216**	**10,322,769**	**213,008**	**2.1%**
Expense by Category							
Personnel							
Salaries & Wages	1,296,318	1,306,598	1,371,479	1,268,507	1,437,145	65,666	4.8%
Employee Benefits	571,838	506,573	607,859	525,430	625,443	17,584	2.9%
Total Personnel	**1,868,156**	**1,813,171**	**1,979,338**	**1,793,937**	**2,062,588**	**83,251**	**4.2%**
Operations							
Transportation Services	2,806	3,961	1,600	3,400	3,050	1,450	90.6%
Operating Services	24,648	16,701	21,651	27,459	26,800	5,149	23.8%
Notices, Subscriptions, etc.	8,150	13,996	9,750	4,092	9,750	-	0.0%
Utilities	225,727	200,451	235,528	224,850	231,753	(3,775)	-1.6%
Contractual Services	104,116	43,736	214,000	65,375	144,125	(69,875)	-32.7%
Repair & Maintenance Services	158,834	119,105	96,000	106,392	96,000	-	0.0%
Employee programs	472	1,005	7,400	2,100	7,400	-	0.0%
Professional Development/Travel	17,601	7,079	8,900	6,845	8,900	-	0.0%
Office Supplies	5,351	3,187	4,500	4,796	4,500	-	0.0%
Operating Supplies	393,906	321,726	314,000	346,420	322,348	8,348	2.7%
Fuel & Mileage	40,037	38,011	34,606	25,100	27,400	(7,206)	-20.8%
Supplies for Resale	3,466,520	2,989,286	3,744,000	3,780,000	3,893,760	149,760	4.0%
Machinery & Equipment (<$25,000)	66,214	55,489	63,451	57,397	65,684	2,233	3.5%
Repair & Maintenance Supplies	503,830	440,219	244,300	325,016	244,300	-	0.0%
Operational Units	1,058,823	1,157,951	1,167,738	1,167,738	1,226,125	58,387	5.0%
Property & Liability Costs	76,833	84,464	75,330	74,327	80,845	5,515	7.3%
Rentals	641	357	2,000	7,428	2,000	-	0.0%
Financial Fees	12,164	9,911	41,800	14,910	16,800	(25,000)	-59.8%
Permits	33,222	6,639	38,100	32,654	38,100	-	0.0%
Debt Service and Lease Payments	209,933	307,936	309,851	309,851	309,828	(23)	0.0%
Total Operations	**6,409,828**	**5,821,210**	**6,634,505**	**6,586,150**	**6,759,467**	**124,962**	**1.9%**
Buildings	(33,269)	89	2,205	-	2,315	110	5.0%
Improvements	575,002	1,261,482	1,300,000	1,500,000	1,300,000	-	0.0%
Machinery & Equipment (>$25,000)	44,195	30,567	193,713	48,129	198,398	4,685	2.4%
Capital	**585,928**	**1,292,138**	**1,495,918**	**1,548,129**	**1,500,713**	**4,795**	**0.3%**
Total Water Summary	**8,863,912**	**8,926,520**	**10,109,761**	**9,928,216**	**10,322,769**	**213,008**	**2.1%**

Note: Definitions of each category can be found in the appendices.

Water Distribution Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY	578,664	586,663	624,168	389,796	563,039	629,705	642,299	655,145	668,248	681,613	695,245
81120	OVERTIME PAY	17,359	14,747	15,000	3,605	16,000	15,000	15,000	15,000	15,000	15,000	15,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES											
81199	VACANCY ADJUSTMENT											
	TOTAL WAGES	**596,023**	**601,410**	**639,168**	**393,401**	**579,039**	**644,705**	**657,299**	**670,145**	**683,248**	**696,613**	**710,245**
81410	FICA (EMPLOYER'S SHARE)	43,073	43,013	47,749	24,461	39,749	48,172	49,136	50,119	51,121	52,143	53,186
81420	MEDICAL PREMIUMS	151,609	158,264	158,986	95,502	155,191	243,646	280,193	308,212	339,033	372,937	410,230
81430	GROUP INSURANCE PREMIUMS	12,038	12,925	12,801	7,076	11,499	15,670	16,454	18,099	19,909	21,900	24,090
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(31,098)	(36,549)	(31,160)	(26,959)	(38,941)	(53,887)	(59,276)	(65,203)	(71,724)	(78,896)	(86,786)
81450	RETIREMENT CONTRIBUTIONS	100,539	49,344	106,662	57,824	57,824	59,929	61,727	64,813	71,457	75,030	78,781
81455	DEFERRED COMP MATCH	1,864	3,219		2,687	4,366	2,807	2,891	3,180	3,498	3,848	4,233
81460	UNEMPLOYMENT CLAIMS											
81470	WORKERS COMPENSATION PREMIUMS	1,526	1,800	1,850	1,877	3,050	1,943	2,040	2,142	2,249	2,361	2,479
81475	WORKERS COMPENSATION CLAIMS		245		119	245						
	TOTAL BENEFITS	**279,551**	**232,261**	**296,888**	**162,587**	**232,983**	**318,280**	**353,164**	**381,361**	**415,543**	**449,323**	**486,214**
Total Personnel		**875,574**	**833,671**	**936,056**	**555,988**	**812,022**	**962,985**	**1,010,463**	**1,051,507**	**1,098,791**	**1,145,936**	**1,196,459**
	Increase (%) Year over Year	14.2%										
	Turnback	14,951										
	Turnback as a % of budget	1.7%										
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES	124	214	200	482	500	200	200	200	200	200	200
82120	FREIGHT FOR INBOUND PURCHASED ITEMS											
82130	VEHICLE LICENSES & TITLES		18	100			100	100	100	100	100	100
82140	VEHICLE TOW-IN SERVICES											
	TOTAL TRANSPORTATION CHARGES	**124**	**232**	**300**	**482**	**500**	**300**	**300**	**300**	**300**	**300**	**300**
82210	PRINTING & COPYING SERVICES, OUTSOURCED	289	809	500	169	400	500	500	500	500	500	500
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES											
82240	TRANSCRIPTION FEES											
82250	TESTING & PHYSICALS	555	1,096	551	644	700	500	500	500	500	500	500
82260	UNIFORM RENTAL & SERVICES		113				-	-				
82280	LAB FEES	2										
82299	OTHER OPERATING SERVICES				25	25						
	TOTAL OPERATING SERVICES	**846**	**2,018**	**1,051**	**838**	**1,125**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**
82310	LEGAL NOTICES		29	1,500			1,500	1,500	1,500	1,500	1,500	1,500
82350	DUES FOR MEMBERSHIPS	6,941	8,069	3,500	85	200	3,500	3,500	3,500	3,500	3,500	3,500
82355	PROFESSIONAL STANDARDS / ACCREDITATION											
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)		79	3,000	272	500	3,000	3,000	3,000	3,000	3,000	3,000
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)											
82371	EMERGENCY RELIEF											
82372	UNITED WAY CAMPAIGN											
82390	PUBLICATIONS, NON-TRAINING	59										
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**7,000**	**8,177**	**8,000**	**357**	**700**	**8,000**	**8,000**	**8,000**	**8,000**	**8,000**	**8,000**
82410	ELECTRIC SERVICE	84,473	72,088	87,550	39,962	80,900	83,327	85,827	88,402	91,054	93,785	96,599
82415	ELECTRIC SERVICE - STREETLIGHTS									-	-	-

82420	WATER & SEWER SERVICE	595	570	824	383	500	515	530	546	563	580	597
82430	STORMWATER SERVICE	4,185	3,486	4,326	2,090	4,200	4,326	4,456	4,589	4,727	4,869	5,015
82435	SOLID WASTE SERVICE	1,020	1,824	1,030	1,240	2,500	2,575	2,652	2,732	2,814	2,898	2,985
82440	NATURAL GAS SERVICE	3,613	5,950	3,090	786	2,500	2,575	2,652	2,732	2,814	2,898	2,985
82450	TELEPHONE SERVICE	604	551	773	288	700	721	743	765	788	811	836
82451	800 MHZ ACCESS LINE SERVICE									-	-	-
82455	CELLULAR TELEPHONE SERVICE	3,644	3,191	3,914	1,954	3,950	4,069	4,191	4,316	4,446	4,579	4,717
82470	INTERNET & RELATED SERVICES	733	619	618	628	1,275	1,313	1,353	1,393	1,435	1,478	1,522
	TOTAL UTILITIES	**98,867**	**88,279**	**102,125**	**47,331**	**96,525**	**99,421**	**102,403**	**105,475**	**108,640**	**111,899**	**115,256**
82510	COMPUTER SERVICES	1,525		-			-	-	-	-	-	-
82520	LEGAL SERVICES			2,000			2,000	2,000	2,000	2,000	2,000	2,000
82540	ENGINEERING SERVICES				17,075	20,000						
82560	CONSULTANT SERVICES	9,838	10,870	20,000		3,000	20,000	20,000	20,000	20,000	20,000	20,000
82599	OTHER CONTRACTUAL SERVICES	20,000		20,000	14,674	18,000	20,000	20,000	20,000	20,000	20,000	20,000
	TOTAL CONTRACTUAL SERVICES	**31,363**	**10,870**	**42,000**	**31,749**	**41,000**	**42,000**	**42,000**	**42,000**	**42,000**	**42,000**	**42,000**
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	24,671	12,683	12,000	8,091	15,000	12,000	12,000	12,000	12,000	12,000	12,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,757	795	7,500	792	1,500	7,500	7,500	7,500	7,500	7,500	7,500
82630	FIRE HYDRANT MAINTENANCE SERVICES	424			289	289	-	-	-	-	-	-
82640	PAVING & REPAIR SERVICES			12,000		-	12,000	12,000	12,000	12,000	12,000	12,000
82653	IRRIGATION SERVICES											
82655	TREE SERVICES											
82660	BUILDING REPAIR & MAINTENANCE SERVICES	677	1,891	2,000		1,500	2,000	2,000	2,000	2,000	2,000	2,000
82683	WATER TANK MAINTENANCE SERVICES	35,544		10,000		-	10,000	10,000	10,000	10,000	10,000	10,000
82684	PUMP STATION REPAIR SERVICES			10,000	203	203	10,000	10,000	10,000	10,000	10,000	10,000
82699	OTHER REPAIR & MAINTENANCE SERVICES		1,633	1,000	500	1,800	1,000	1,000	1,000	1,000	1,000	1,000
	TOTAL REPAIR & MAINTENANCE SERVICES	**64,073**	**17,002**	**54,500**	**9,875**	**20,292**	**54,500**	**54,500**	**54,500**	**54,500**	**54,500**	**54,500**
82740	EMPLOYEE WELLNESS PROGRAM											
82750	EMPLOYEE RECOGNITION/RECEPTIONS	172	525	500			500	500	500	500	500	500
82760	SAFETY PROGRAMS											
82780	TRAINING, OUTSIDE	300	480	4,800	480	1,000	4,800	4,800	4,800	4,800	4,800	4,800
82790	TRAINING, IN-HOUSE											
	TOTAL EMPLOYEE PROGRAMS	**472**	**1,005**	**5,300**	**480**	**1,000**	**5,300**	**5,300**	**5,300**	**5,300**	**5,300**	**5,300**
82810	REGISTRATIONS	850	440	2,200		2,000	2,200	2,200	2,200	2,200	2,200	2,200
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	237	63	400	82	300	400	400	400	400	400	400
82830	AIR TRAVEL			1,500	472	1,420	1,500	1,500	1,500	1,500	1,500	1,500
82840	LODGING	1,707	654	1,800	1,159	1,159	1,800	1,800	1,800	1,800	1,800	1,800
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	779	586	750	448	750	750	750	750	750	750	750
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	**3,573**	**1,743**	**6,650**	**2,161**	**5,629**	**6,650**	**6,650**	**6,650**	**6,650**	**6,650**	**6,650**
83110	OFFICE SUPPLIES	1,044	829	1,200	394	500	1,200	1,200	1,200	1,200	1,200	1,200
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)				1,196	1,196						
83130	EMPLOYEE BENEVOLENCE ITEMS			100		100	100	100	100	100	100	100
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,391	1,273	900	963	1,100	900	900	900	900	900	900
	TOTAL OFFICE SUPPLIES	**2,435**	**2,102**	**2,200**	**2,553**	**2,896**	**2,200**	**2,200**	**2,200**	**2,200**	**2,200**	**2,200**
83210	TRAINING SUPPLIES			500	70	120	500	500	500	500	500	500
83220	CHEMICALS & LAB SUPPLIES	629	30	400	290	450	400	400	400	400	400	400
83240	MEDICAL SUPPLIES	219	165	500	131	300	500	500	500	500	500	500
83250	SAFETY SUPPLIES	8,822	8,440	7,000	4,743	8,000	7,000	7,000	7,000	7,000	7,000	7,000
83260	UNIFORMS PURCHASED	4,388	4,571	3,500	2,437	4,500	3,500	3,500	3,500	3,500	3,500	3,500
83270	CONSUMABLE TOOLS	6,332	2,673	4,000	1,375	2,750	4,000	4,000	4,000	4,000	4,000	4,000
83290	SOLID WASTE CONTAINERS											
83299	OTHER OPERATING SUPPLIES	4,029	4,417	4,000	1,830	3,500	4,000	4,000	4,000	4,000	4,000	4,000
	TOTAL OPERATING SUPPLIES	**24,419**	**20,296**	**19,900**	**10,876**	**19,620**	**19,900**	**19,900**	**19,900**	**19,900**	**19,900**	**19,900**
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	24,464	20,235	21,600	8,682	17,000	18,700	20,570	22,627	23,758	24,946	26,194
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)											

TOTAL FUEL & MILEAGE	**24,464**	**20,235**	**21,600**	**8,682**	**17,000**	**18,700**	**20,570**	**22,627**	**23,758**	**24,946**	**26,194**
83510 FURNITURE, FIXTURES (<$25,000)				260	260	-	-	-	-	-	-
83520 VEHICLES (<$25,000)		494	15,986			16,786	17,625	18,506	19,431	20,403	21,423
83530 MACHINERY & EQUIPMENT (<$25,000)	57,825	43,266	26,460	8,295	25,000	27,783	29,172	30,631	32,162	33,770	35,459
83540 COMPUTER HARDWARE (<$25,000)	1,289	4,027	2,205	1,652	2,000	2,315	2,431	2,553	2,680	2,814	2,955
83550 COMPUTER SOFTWARE (<$25,000)		1,784	-	1,838	1,838	-	-	-	-	-	-
TOTAL MACHINERY & EQUIPMENT (<$25,000)	**59,114**	**49,571**	**44,651**	**12,045**	**29,098**	**46,884**	**49,228**	**51,690**	**54,273**	**56,987**	**59,836**
83610 VEHICLE PARTS & SUPPLIES	657	629	800	694	1,522	800	800	800	800	800	800
83620 EQUIPMENT PARTS & SUPPLIES	6,228	2,984	3,000	2,499	5,300	3,000	3,000	3,000	3,000	3,000	3,000
83630 FIRE HYDRANT SUPPLIES	13,180	6,039	10,000	12,729	30,000	10,000	10,000	10,000	10,000	10,000	10,000
83640 PAVING REPAIR SUPPLIES	19,095	11,698	20,000	7,076	16,000	20,000	20,000	20,000	20,000	20,000	20,000
83650 PARK & FIELD MAINTENANCE SUPPLIES											
83652 LANDSCAPING SUPPLIES	18	73	500	216	370	500	500	500	500	500	500
83653 IRRIGATION SUPPLIES											
83654 GROUNDS MAINTENANCE SUPPLIES	80	148		43	43	-	-	-	-	-	-
83660 BUILDING MAINTENANCE SUPPLIES	2,087	730	3,000	752	1,500	3,000	3,000	3,000	3,000	3,000	3,000
83680 METER REPAIR & REPLACEMENT SUPPLIES	374,941	332,721	100,000	80,638	170,000	100,000	100,000	100,000	100,000	100,000	100,000
83682 UTILITY LINES REPAIR SUPPLIES	52,453	48,892	75,000	50,757	75,000	75,000	75,000	75,000	75,000	75,000	75,000
83683 WATER TANK MAINTENANCE SUPPLIES	3,593	9,575	5,000	8,065	12,000	5,000	5,000	5,000	5,000	5,000	5,000
83684 PUMP STATION REPAIR SUPPLIES		1,059	5,000		-	5,000	5,000	5,000	5,000	5,000	5,000
83699 OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	4,944	179	2,500	16	16	2,500	2,500	2,500	2,500	2,500	2,500
TOTAL REPAIR & MAINTENANCE SUPPLIES	**477,276**	**414,727**	**224,800**	**163,485**	**311,751**	**224,800**	**224,800**	**224,800**	**224,800**	**224,800**	**224,800**
84920 2ND AVE PARKING GARAGE OPERATIONS											
84930 4TH AVE PARKING GARAGE OPERATIONS											
TOTAL OPERATIONAL UNITS	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
85110 PROPERTY INSURANCE	15,129	17,458	17,540	20,025	20,025	21,026	22,078	23,181	24,341	25,558	26,835
85111 FRAUD INSURANCE						-	-	-	-	-	-
85112 INLAND MARINE INSURANCE	1,294	1,481	1,689		-	-	-	-	-	-	-
85113 AUTO PHYSICAL DAMAGE	1,133	539	646	569	569	597	627	659	692	726	763
85115 LIABILITY INSURANCE	18,090	15,103	15,552	9,387	9,387	9,856	10,349	10,867	11,410	11,980	12,579
85116 E&O LIABILITY INSURANCE	1,419	1,423	-		-	-	-	-	-	-	-
85117 VEHICLE LIABILITY INSURANCE	4,059	1,856	2,789	2,822	2,822	2,963	3,111	3,267	3,430	3,602	3,782
85118 LAW ENFORCEMENT LIABILITY INSURANCE				-		-	-	-	-	-	-
85119 UMBRELLA LIABILITY			1,106	981	981	1,030	1,082	1,136	1,192	1,252	1,315
85120 PROPERTY DAMAGE COSTS		6,408		(2,668)	(2,668)	-	-	-	-	-	-
85122 VEHICLE CLAIMS/DEDUCTIBLES						-	-	-	-	-	-
85125 LIABILITY CLAIMS/DEDUCTIBLES			-			-	-	-	-	-	-
85127 VEHICLE LIABILITY CLAIMS/DEDUCTIBLES						-	-	-	-	-	-
85140 SURETY/NOTARY BONDS						-	-	-	-	-	-
85170 EASEMENTS ACQUIRED											
TOTAL PROPERTY & LIABILITY COSTS	**41,124**	**44,268**	**39,322**	**31,116**	**31,116**	**35,473**	**37,247**	**39,109**	**41,065**	**43,118**	**45,274**
85230 LAND USE RENTAL	409	357	500	250	250	500	500	500	500	500	500
85240 EQUIPMENT RENTAL & LEASES	232		500		-	500	500	500	500	500	500
TOTAL RENTALS	**641**	**357**	**1,000**	**250**	**250**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**
85310 PERMITS			400		-	400	400	400	400	400	400
85320 STATE FEES	31,573	4,292	35,000	30,291	30,654	35,000	35,000	35,000	35,000	35,000	35,000
85340 RECORDING & FILING FEES			200		-	200	200	200	200	200	200
TOTAL PERMITS	**31,573**	**4,292**	**35,600**	**30,291**	**30,654**	**35,600**	**35,600**	**35,600**	**35,600**	**35,600**	**35,600**
85530 E-COMMERCE FEES		8		34	42						
85540 BILLING SERVICES											
85550 CASH SHORT/OVER											
85580 LATE CHARGES											
TOTAL FINANCIAL FEES	**-**	**8**	**-**	**34**	**42**	**-**	**-**	**-**	**-**	**-**	**-**
85990 MISCELLANEOUS											

85991 MISCELLANEOUS-DONATIONS											
TOTAL OTHER BUSINESS EXPENSES	-	-	-	-	-	-	-	-	-	-	-
86600 LEASE/LOAN PRINCIPAL	60,775	62,510	64,297	37,506	64,297	66,133	68,023	69,966	71,965	74,020	$ 76,134
86700 LEASE/LOAN INTEREST	37,439	35,704	33,917	19,786	33,917	32,081	30,191	28,248	26,249	24,194	$ 22,300
TOTAL DEBT SERVICE	**98,214**	**98,214**	**98,214**	**57,292**	**98,214**	**98,214**	**98,214**	**98,214**	**98,214**	**98,214**	**98,434**
Total Operations	**965,578**	**783,396**	**707,213**	**409,897**	**707,412**	**699,942**	**708,912**	**718,366**	**727,200**	**736,414**	**746,243**
Increase (%) Year over Year	35.1%										
Turnback	(240,573)										
Turnback as a % of budget	-24.9%										
Capital											
89120 EASEMENTS ACQUIRED											
TOTAL LAND	-	-	-	-	-	-	-				
89220 BUILDING DESIGN & CONSTRUCTION											
89230 BUILDING IMPROVEMENTS	(33,269)	-	2,205	-	-	2,315	2,431	2,553	2,680	2,814	2,955
TOTAL BUILDINGS	**(33,269)**	**-**	**2,205**	**-**	**-**	**2,315**	**2,431**	**2,553**	**2,680**	**2,814**	**2,955**
89510 FURNITURE, FIXTURE (>$25,000)											
89520 VEHICLES (>$25,000)		30,567	44,100	30,567	48,129	46,305	48,620	51,051	53,604	56,284	59,098
89530 MACHINERY & EQUIPMENT (>$25,000)		-	49,613	-	-	52,093	54,698	57,433	60,304	63,319	66,485
89550 COMPUTER SOFTWARE (>$25,000)											
TOTAL MACHINERY & EQUIPMENT (>$25,000)	**-**	**30,567**	**93,713**	**30,567**	**48,129**	**98,398**	**103,318**	**108,484**	**113,908**	**119,603**	**125,584**
Increase (%) Year over Year											
Turnback	85,000										
Turnback as a % of budget	0.0%										
Total Capital	**(33,269)**	**30,567**	**95,918**	**30,567**	**48,129**	**100,713**	**105,749**	**111,037**	**116,588**	**122,417**	**128,538**
TOTAL EXPENDITURES	**1,807,883**	**1,647,635**	**1,739,187**	**996,452**	**1,567,563**	**1,763,639**	**1,825,125**	**1,880,909**	**1,942,579**	**2,004,767**	**2,071,240**
Increase (%) Year over Year	22.0%										
Turnback	(105,353)										
Turnback as a % of budget	-5.8%										

Water Plant Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY	572,873	574,718	574,003	362,618	569,683	577,083	588,625	600,397	612,405	624,653	637,146
81120	OVERTIME PAY	26,452	26,912	20,000	12,453	27,500	20,000	20,000	20,000	20,000	20,000	20,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES											
81199	VACANCY ADJUSTMENT											
	TOTAL WAGES	**599,325**	**601,630**	**594,003**	**375,071**	**597,183**	**597,083**	**608,625**	**620,397**	**632,405**	**644,653**	**657,146**
81410	FICA (EMPLOYER'S SHARE)	43,313	43,171	43,911	27,037	43,360	44,434	45,030	45,930	46,849	47,786	48,742
81420	MEDICAL PREMIUMS	147,346	161,319	169,454	84,727	143,920	179,633	197,596	217,356	239,092	263,001	289,301
81430	GROUP INSURANCE PREMIUMS	12,419	13,247	12,215	8,520	12,107	11,819	12,410	13,030	13,682	14,366	15,084
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(33,546)	(37,277)	(38,435)	(22,101)	(37,799)	(39,940)	(43,934)	(48,327)	(53,160)	(58,476)	(64,324)
81450	RETIREMENT CONTRIBUTIONS	70,968	42,295	75,290	53,376	64,686	51,368	56,505	62,155	68,371	75,208	82,729
81455	DEFERRED COMP MATCH	1,966	2,099	1,791	1,200	2,129	2,235	2,459	2,705	2,975	3,273	3,600
81460	UNEMPLOYMENT CLAIMS											
81470	WORKERS COMPENSATION PREMIUMS	1,708	2,134	2,202	2,134	2,227	2,338	2,455	2,578	2,707	2,842	2,984
81475	WORKERS COMPENSATION CLAIMS		-		-	-						
	TOTAL BENEFITS	**244,174**	**226,988**	**266,428**	**154,893**	**230,630**	**251,888**	**272,521**	**295,428**	**320,515**	**348,000**	**378,116**
Total Personnel		**843,499**	**828,618**	**860,431**	**529,964**	**827,813**	**848,971**	**881,146**	**915,825**	**952,921**	**992,653**	**1,035,263**
	Increase (%) Year over Year	4.8%										
	Turnback	(16,152)										
	Turnback as a % of budget	-1.9%										
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES	1,527	935	300	409	900	1,000	1,000	1,000	1,000	1,000	1,000
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	1,127	2,196	750	931	1,800	1,500	1,500	1,500	1,500	1,500	1,500
82130	VEHICLE LICENSES & TITLES	18		50		-	50	50	50	50	50	50
82140	VEHICLE TOW-IN SERVICES											
	TOTAL TRANSPORTATION CHARGES	**2,672**	**3,131**	**1,100**	**1,340**	**2,700**	**2,550**	**2,550**	**2,550**	**2,550**	**2,550**	**2,550**
82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,349	3,728	2,200	1,397	2,200	2,200	2,200	2,200	2,200	2,200	2,200
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES											
82240	TRANSCRIPTION FEES											
82250	TESTING & PHYSICALS	66	519	200		-	400	200	200	200	200	200
82260	UNIFORM RENTAL & SERVICES											
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES											
82280	LAB FEES	19,663	9,711	15,000	12,123	20,000	20,000	20,000	20,000	20,000	20,000	20,000
82299	OTHER OPERATING SERVICES											
	TOTAL OPERATING SERVICES	**21,078**	**13,958**	**17,400**	**13,520**	**22,200**	**22,600**	**22,400**	**22,400**	**22,400**	**22,400**	**22,400**
82310	LEGAL NOTICES		3,520	500	-		500	500	500	500	500	500
82350	DUES FOR MEMBERSHIPS	251	241	500	30	100	500	500	500	500	500	500
82355	PROFESSIONAL STANDARDS / ACCREDITATION											
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)											
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)											
82371	EMERGENCY RELIEF											
82372	UNITED WAY CAMPAIGN											
82390	PUBLICATIONS, NON-TRAINING	404	413	250	45	150	250	250	250	250	250	250
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**655**	**4,174**	**1,250**	**75**	**250**	**1,250**	**1,250**	**1,250**	**1,250**	**1,250**	**1,250**
82410	ELECTRIC SERVICE	109,842	99,855	115,360	61,491	115,000	118,821	122,385	126,057	129,839	133,734	137,746
82415	ELECTRIC SERVICE - STREETLIGHTS											
82420	WATER & SEWER SERVICE											

82430 STORMWATER SERVICE	758	632	750	379	750	750	750	750	750	750	750
82435 SOLID WASTE SERVICE	1,020	850	1,051	510	1,050	1,100	1,100	1,100	1,100	1,100	1,100
82440 NATURAL GAS SERVICE	1,576	2,163	1,133	914	1,200	1,236	1,273	1,311	1,351	1,391	1,433
82450 TELEPHONE SERVICE	1,780	1,723	1,751	1,112	2,200	2,200	2,200	2,200	2,200	2,200	2,200
82451 800 MHZ ACCESS LINE SERVICE											
82455 CELLULAR TELEPHONE SERVICE	1,249	793	1,313	491	1,000	1,050	1,100	1,150	1,200	1,250	1,300
82470 INTERNET & RELATED SERVICES	1,242	1,042	1,391	627	1,075	1,100	1,100	1,100	1,100	1,100	1,100
TOTAL UTILITIES	**117,467**	**107,058**	**122,749**	**65,524**	**122,275**	**126,257**	**129,908**	**133,668**	**137,540**	**141,525**	**145,629**
82510 COMPUTER SERVICES											
82520 LEGAL SERVICES			-								
82540 ENGINEERING SERVICES											
82560 CONSULTANT SERVICES		2,800									
82599 OTHER CONTRACTUAL SERVICES	788										
TOTAL CONTRACTUAL SERVICES	**788**	**2,800**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
82610 VEHICLE REPAIR & MAINTENANCE SERVICES	1,445	931	2,500	590	1,100	2,500	2,500	2,500	2,500	2,500	2,500
82620 EQUIPMENT REPAIR & MAINTENANCE SERVICES	76,866	39,214	35,000	75,492	80,000	35,000	35,000	35,000	35,000	35,000	35,000
82640 PAVING & REPAIR SERVICES		-	-	-	-	-	-	-	-	-	-
82653 IRRIGATION SERVICES											
82654 GROUNDS MAINTENANCE SERVICES		1,680									
82655 TREE SERVICES											
82660 BUILDING REPAIR & MAINTENANCE SERVICES	5,408	50,950	1,500	2,915	3,500	1,500	1,500	1,500	1,500	1,500	1,500
82699 OTHER REPAIR & MAINTENANCE SERVICES	5,665	75									
TOTAL REPAIR & MAINTENANCE SERVICES	**89,384**	**92,850**	**39,000**	**78,997**	**84,600**	**39,000**	**39,000**	**39,000**	**39,000**	**39,000**	**39,000**
82740 EMPLOYEE WELLNESS PROGRAM											
82750 EMPLOYEE RECOGNITION/RECEPTIONS			100		100	100	100	100	100	100	100
82760 SAFETY PROGRAMS											
82780 TRAINING, OUTSIDE			2,000		1,000	2,000	2,100	2,100	2,100	2,100	2,100
82790 TRAINING, IN-HOUSE											
TOTAL EMPLOYEE PROGRAMS	**-**	**-**	**2,100**	**-**	**1,100**	**2,100**	**2,200**	**2,200**	**2,200**	**2,200**	**2,200**
82810 REGISTRATIONS	8,735	4,190	1,200		600	1,200	1,200	1,200	1,200	1,200	1,200
82820 GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	118		100		-	100	100	100	100	100	100
82830 AIR TRAVEL	1,205		300		-	300	300	300	300	300	300
82840 LODGING	2,221		450	416	416	450	450	450	450	450	450
82850 MEALS (OUTSIDE WILLIAMSON COUNTY)	1,524	1,079	200	14	200	200	200	200	200	200	200
82890 OTHER TRAVEL EXPENSES		-	-	-	-	-	-	-	-	-	-
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	**13,803**	**5,269**	**2,250**	**430**	**1,216**	**2,250**	**2,250**	**2,250**	**2,250**	**2,250**	**2,250**
83110 OFFICE SUPPLIES	2,612	777	1,700	1,078	1,500	1,700	1,700	1,700	1,700	1,700	1,700
83120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			100		-	100	100	100	100	100	100
83130 EMPLOYEE BENEVOLENCE ITEMS	100		100		-	100	100	100	100	100	100
83140 MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	204	308	400	175	400	400	400	400	400	400	400
TOTAL OFFICE SUPPLIES	**2,916**	**1,085**	**2,300**	**1,253**	**1,900**	**2,300**	**2,300**	**2,300**	**2,300**	**2,300**	**2,300**
83210 TRAINING SUPPLIES		-	-	-	-	-	-	-	-	-	-
83220 CHEMICALS & LAB SUPPLIES	335,623	282,175	283,250	237,014	320,000	291,748	300,500	309,515	318,800	328,364	338,215
83240 MEDICAL SUPPLIES	717		350	51	500	500	500	500	500	500	500
83250 SAFETY SUPPLIES	2,928	2,613	3,000	897	2,200	2,500	2,500	2,500	2,500	2,500	2,500
83260 UNIFORMS PURCHASED	4,238	2,100	4,000	177	1,500	4,000	4,000	4,000	4,000	4,000	4,000
83270 CONSUMABLE TOOLS		199	1,000	52	200	1,000	1,000	1,000	1,000	1,000	1,000
83290 SOLID WASTE CONTAINERS											
83299 OTHER OPERATING SUPPLIES	24,660	12,946	1,500	778	1,400	1,500	1,500	1,500	1,500	1,500	1,500
TOTAL OPERATING SUPPLIES	**368,166**	**300,033**	**293,100**	**238,969**	**325,800**	**301,248**	**310,000**	**319,015**	**328,300**	**337,864**	**347,715**
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	7,158	11,377	5,356	1,850	3,600	3,750	5,500	5,775	6,064	6,367	6,685
83320 MILEAGE (INSIDE WILLIAMSON COUNTY)											
TOTAL FUEL & MILEAGE	**7,158**	**11,377**	**5,356**	**1,850**	**3,600**	**3,750**	**5,500**	**5,775**	**6,064**	**6,367**	**6,685**
83410 WATER PURCHASED	3,466,520	2,989,286	3,744,000	1,647,723	3,780,000	3,893,760	4,049,510	4,211,491	4,379,950	4,555,148	4,737,354

TOTAL SUPPLIES FOR RESALE	**3,466,520**	**2,989,286**	**3,744,000**	**1,647,723**	**3,780,000**	**3,893,760**	**4,049,510**	**4,211,491**	**4,379,950**	**4,555,148**	**4,737,354**
83510 FURNITURE, FIXTURES (<$25,000)	99			439	439						
83520 VEHICLES (<$25,000)		1,912	7,000			7,000	7,000	7,000	7,000	7,000	7,000
83530 MACHINERY & EQUIPMENT (<$25,000)	5,053	633	8,400	24,909	24,909	8,400	8,400	8,400	8,400	8,400	8,400
83540 COMPUTER HARDWARE (<$25,000)		1,503	3,400	2,951	2,951	3,400	3,400	3,400	3,400	3,400	3,400
83550 COMPUTER SOFTWARE (<$25,000)											
TOTAL MACHINERY & EQUIPMENT (<$25,000)	**5,152**	**4,048**	**18,800**	**28,299**	**28,299**	**18,800**	**18,800**	**18,800**	**18,800**	**18,800**	**18,800**
83610 VEHICLE PARTS & SUPPLIES	1,556	223	500	38	65	500	500	500	500	500	500
83620 EQUIPMENT PARTS & SUPPLIES	19,725	15,838	10,000	2,754	6,000	10,000	10,000	10,000	10,000	10,000	10,000
83640 PAVING REPAIR SUPPLIES	380										
83642 STREETLIGHT PARTS & SUPPLIES											
83643 SIGN SUPPLIES		-	250	-		250	250	250	250	250	250
83647 SIDEWALK REPAIR SUPPLIES											
83652 LANDSCAPING SUPPLIES		-	500	-		500	500	500	500	500	500
83653 IRRIGATION SUPPLIES											
83654 GROUNDS MAINTENANCE SUPPLIES	360	31	1,000		200	1,000	1,000	1,000	1,000	1,000	1,000
83660 BUILDING MAINTENANCE SUPPLIES	3,527	7,844	6,000	4,350	7,000	6,000	6,000	6,000	6,000	6,000	6,000
83684 PUMP STATION REPAIR SUPPLIES		-	750	-		750	750	750	750	750	750
83699 OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES		38	500			500	500	500	500	500	500
TOTAL REPAIR & MAINTENANCE SUPPLIES	**25,548**	**23,974**	**19,500**	**7,142**	**13,265**	**19,500**	**19,500**	**19,500**	**19,500**	**19,500**	**19,500**
84920 2ND AVE PARKING GARAGE OPERATIONS											
84930 4TH AVE PARKING GARAGE OPERATIONS											
TOTAL OPERATIONAL UNITS	-	-	-	-	-	-	-				
85110 PROPERTY INSURANCE	17,950	18,061	18,146	19,659	19,659	20,642	21,674	22,758	23,896	25,090	26,345
85111 FRAUD INSURANCE					-	-	-	-	-	-	-
85112 INLAND MARINE INSURANCE	182	589	669	-	-	-	-	-	-	-	-
85113 AUTO PHYSICAL DAMAGE	137	69	95	62	62	65	68	72	75	79	83
85115 LIABILITY INSURANCE	6,511	9,917	10,222	13,278	13,278	13,942	14,639	15,371	16,139	16,946	17,794
85116 E&O LIABILITY INSURANCE	3,845	4,281		-	-	-	-	-	-	-	-
85117 VEHICLE LIABILITY INSURANCE	722	1,236	1,076	4,343	4,343	4,560	4,788	5,028	5,279	5,543	5,820
85118 LAW ENFORCEMENT LIABILITY INSURANCE					-	-	-	-	-	-	-
85119 UMBRELLA LIABILITY			3,327	3,149	3,149	3,306	3,472	3,645	3,828	4,019	4,220
85120 PROPERTY DAMAGE COSTS					-	-	-	-	-	-	-
85122 VEHICLE CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85125 LIABILITY CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85127 VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	5,036	415		-	-	-	-	-	-	-	-
85140 SURETY/NOTARY BONDS											
TOTAL PROPERTY & LIABILITY COSTS	**34,383**	**34,568**	**33,535**	**40,491**	**40,491**	**42,516**	**44,641**	**46,873**	**49,217**	**51,678**	**54,262**
85240 EQUIPMENT RENTAL & LEASES			1,000	7,178	7,178	1,000	1,000	1,000	1,000	1,000	1,000
TOTAL RENTALS	-	-	**1,000**	**7,178**	**7,178**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**
85310 PERMITS		-	500	-	-	500	500	500	500	500	500
85320 STATE FEES	1,195	2,270	2,000	500	2,000	2,000	2,000	2,000	2,000	2,000	2,000
85330 UTILITY DISTRICT FEES											
85340 RECORDING & FILING FEES											
TOTAL PERMITS	**1,195**	**2,270**	**2,500**	**500**	**2,000**	**2,500**	**2,500**	**2,500**	**2,500**	**2,500**	**2,500**
85540 BILLING SERVICES											
85550 CASH SHORT/OVER											
85580 LATE CHARGES											
TOTAL FINANCIAL FEES	-	-	-	-	-	-	-				
85990 MISCELLANEOUS											
85991 MISCELLANEOUS-DONATIONS											
TOTAL OTHER BUSINESS EXPENSES	-	-	-	-	-	-	-				
86600 LEASE/LOAN PRINCIPAL											
86700 LEASE/LOAN INTEREST											

TOTAL DEBT SERVICE	-	-	-	-	-	-	-				
Total Operations	**4,156,885**	**3,595,881**	**4,305,940**	**2,133,291**	**4,436,874**	**4,481,381**	**4,653,309**	**4,830,573**	**5,014,820**	**5,206,332**	**5,405,395**
Increase (%) Year over Year	-6.4%										
Turnback	(125,351)										
Turnback as a % of budget	-3.0%										
Capital											
89220 BUILDING DESIGN & CONSTRUCTION											
89230 BUILDING IMPROVEMENTS		89									
TOTAL BUILDINGS	-	**89**	-	-	-	-	-	-	-	-	-
89320 DISTRIBUTION SYSTEMS	119,700										
TOTAL IMPROVEMENTS	**119,700**	-	-	-	-	-	-	-	-	-	-
89510 FURNITURE, FIXTURE (>$25,000)											
89520 VEHICLES (>$25,000)	44,195										
89530 MACHINERY & EQUIPMENT (>$25,000)			100,000			100,000	100,000	100,000	100,000	100,000	100,000
89550 COMPUTER SOFTWARE (>$25,000)											
TOTAL MACHINERY & EQUIPMENT (>$25,000)	**44,195**	-	**100,000**	-	-	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**
Increase (%) Year over Year	0.0%										
Turnback	55,805										
Turnback as a % of budget	0.0%										
Total Capital	**163,895**	**89**	**100,000**	-	-	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**
TOTAL EXPENDITURES	**5,164,279**	**4,424,588**	**5,266,371**	**2,663,255**	**5,264,687**	**5,430,351**	**5,634,455**	**5,846,397**	**6,067,741**	**6,298,985**	**6,540,657**
Increase (%) Year over Year	-1.6%										
Turnback	(205,398)										
Turnback as a % of budget	-4.0%										

Utility Billing Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY	96,901	93,321	99,357	55,017	89,403	99,357	101,344	103,371	105,438	107,547	109,698
81120	OVERTIME PAY	4,069	2,404	1,000	1,774	2,883	1,000	1,000	1,000	1,000	1,000	1,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES											
81199	VACANCY ADJUSTMENT											
	TOTAL WAGES	**100,970**	**95,725**	**100,357**	**56,791**	**92,285**	**100,357**	**102,344**	**104,371**	**106,438**	**108,547**	**110,698**
81410	FICA (EMPLOYER'S SHARE)	7,383	6,742	7,601	4,016	6,526	7,601	7,753	7,908	8,066	8,227	8,392
81420	MEDICAL PREMIUMS	24,820	29,521	24,302	17,715	28,787	27,328	31,427	34,570	38,027	41,830	46,013
81430	GROUP INSURANCE PREMIUMS	1,426	1,891	1,292	1,059	1,721	1,349	1,416	1,487	1,561	1,639	1,721
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(4,728)	(7,925)	(4,531)	(4,513)	(7,334)	(5,151)	(5,924)	(6,516)	(7,168)	(7,884)	(8,673)
81450	RETIREMENT CONTRIBUTIONS	11,828	10,574	12,548	8,896	17,183	12,842	14,768	16,245	17,870	19,656	21,622
81455	DEFERRED COMP MATCH		786	2,432	1,036	1,684	1,936	2,226	2,449	2,694	2,963	3,260
81460	UNEMPLOYMENT CLAIMS											
81470	WORKERS COMPENSATION PREMIUMS	327	297	299	297	299	314	330	346	363	382	401
81475	WORKERS COMPENSATION CLAIMS											
	TOTAL BENEFITS	**41,056**	**41,886**	**43,943**	**28,506**	**48,866**	**46,219**	**51,996**	**56,489**	**61,414**	**66,813**	**72,736**
Total Personnel		**142,026**	**137,611**	**144,300**	**85,297**	**141,151**	**146,576**	**154,340**	**160,860**	**167,852**	**175,361**	**183,434**
	Increase (%) Year over Year	34.5%										
	Turnback	6,908										
	Turnback as a % of budget	4.9%										
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES	10	289	200		200	200	200	200	200	200	200
82120	FREIGHT FOR INBOUND PURCHASED ITEMS		12									
82130	VEHICLE LICENSES & TITLES											
82140	VEHICLE TOW-IN SERVICES											
	TOTAL TRANSPORTATION CHARGES	**10**	**301**	**200**	**-**	**200**	**200**	**200**	**200**	**200**	**200**	**200**
82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,716	-	3,000	-	2,000	3,000	3,000	3,000	3,000	3,000	3,000
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES											
82240	TRANSCRIPTION FEES											
82250	TESTING & PHYSICALS	570	315	200	187	250	200	200	200	200	200	200
82260	UNIFORM RENTAL & SERVICES											
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES											
82299	OTHER OPERATING SERVICES											
	TOTAL OPERATING SERVICES	**2,286**	**315**	**3,200**	**187**	**2,250**	**3,200**	**3,200**	**3,200**	**3,200**	**3,200**	**3,200**
82310	LEGAL NOTICES		-	500	-	-	500	500	500	500	500	500
82350	DUES FOR MEMBERSHIPS											
82355	PROFESSIONAL STANDARDS / ACCREDITATION											
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)											

82370 PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)											
82371 EMERGENCY RELIEF											
82372 UNITED WAY CAMPAIGN											
82390 PUBLICATIONS, NON-TRAINING		40									
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**-**	**40**	**500**	**-**	**-**	**500**	**500**	**500**	**500**	**500**	**500**
82410 ELECTRIC SERVICE											
82415 ELECTRIC SERVICE - STREETLIGHTS											
82420 WATER & SEWER SERVICE											
82430 STORMWATER SERVICE											
82435 SOLID WASTE SERVICE											
82440 NATURAL GAS SERVICE											
82450 TELEPHONE SERVICE	952	856	1,000	443	1,025	1,025	1,025	1,025	1,025	1,025	1,025
82451 800 MHZ ACCESS LINE SERVICE	268	268	300	171	350	350	350	350	350	350	350
82455 CELLULAR TELEPHONE SERVICE	973	626	1,000	243	475	500	500	500	500	500	500
82470 INTERNET & RELATED SERVICES	1,224	1,237	1,250	671	1,550	1,550	1,550	1,550	1,550	1,550	1,550
TOTAL UTILITIES	**3,417**	**2,987**	**3,550**	**1,528**	**3,400**	**3,425**	**3,425**	**3,425**	**3,425**	**3,425**	**3,425**
82510 COMPUTER SERVICES											
82520 LEGAL SERVICES											
82540 ENGINEERING SERVICES											
82560 CONSULTANT SERVICES											
82599 OTHER CONTRACTUAL SERVICES											
TOTAL CONTRACTUAL SERVICES	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
82610 VEHICLE REPAIR & MAINTENANCE SERVICES	262	655	1,500	1,167	1,500	1,500	1,500	1,500	1,500	1,500	1,500
82620 EQUIPMENT REPAIR & MAINTENANCE SERVICES			500		-	500	500	500	500	500	500
82653 IRRIGATION SERVICES											
82655 TREE SERVICES											
82660 BUILDING REPAIR & MAINTENANCE SERVICES											
82699 OTHER REPAIR & MAINTENANCE SERVICES			500			500	500	500	500	500	500
TOTAL REPAIR & MAINTENANCE SERVICES	**262**	**655**	**2,500**	**1,167**	**1,500**	**2,500**	**2,500**	**2,500**	**2,500**	**2,500**	**2,500**
82740 EMPLOYEE WELLNESS PROGRAM											
82750 EMPLOYEE RECOGNITION/RECEPTIONS											
82760 SAFETY PROGRAMS											
82780 TRAINING, OUTSIDE											
82790 TRAINING, IN-HOUSE											
TOTAL EMPLOYEE PROGRAMS	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
82810 REGISTRATIONS											
82820 GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)											
82830 AIR TRAVEL											
82840 LODGING											
82850 MEALS (OUTSIDE WILLIAMSON COUNTY)											
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
83110 OFFICE SUPPLIES											
83120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)											
83130 EMPLOYEE BENEVOLENCE ITEMS											
83140 MEALS & FOOD (INSIDE WILLIAMSON COUNTY)											
TOTAL OFFICE SUPPLIES	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

83210 TRAINING SUPPLIES											
83250 SAFETY SUPPLIES	260	85	200	130	200	200	200	200	200	200	200
83260 UNIFORMS PURCHASED	900	1,186	400	314	700	800	800	800	800	800	800
83270 CONSUMABLE TOOLS	69	126	400	25	100	200	200	200	200	200	200
83290 SOLID WASTE CONTAINERS											
83299 OTHER OPERATING SUPPLIES	92										
TOTAL OPERATING SUPPLIES	**1,321**	**1,397**	**1,000**	**469**	**1,000**	**1,200**	**1,200**	**1,200**	**1,200**	**1,200**	**1,200**
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	8,415	6,399	7,650	2,117	4,500	4,950	5,445	5,990	6,588	7,247	7,972
83320 MILEAGE (INSIDE WILLIAMSON COUNTY)											
TOTAL FUEL & MILEAGE	**8,415**	**6,399**	**7,650**	**2,117**	**4,500**	**4,950**	**5,445**	**5,990**	**6,588**	**7,247**	**7,972**
83510 FURNITURE, FIXTURES (<$25,000)											
83520 VEHICLES (<$25,000)											
83530 MACHINERY & EQUIPMENT (<$25,000)	30										
83540 COMPUTER HARDWARE (<$25,000)	1,918	8									
83550 COMPUTER SOFTWARE (<$25,000)											
TOTAL MACHINERY & EQUIPMENT (<$25,000)	**1,948**	**8**	-	-	-	-	-	-	-	-	-
83610 VEHICLE PARTS & SUPPLIES											
83620 EQUIPMENT PARTS & SUPPLIES	1,006										
83640 PAVING REPAIR SUPPLIES											
83642 STREETLIGHT PARTS & SUPPLIES											
83643 SIGN SUPPLIES											
83647 SIDEWALK REPAIR SUPPLIES											
83652 LANDSCAPING SUPPLIES											
83653 IRRIGATION SUPPLIES											
83654 GROUNDS MAINTENANCE SUPPLIES											
83660 BUILDING MAINTENANCE SUPPLIES											
83699 OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES											
TOTAL REPAIR & MAINTENANCE SUPPLIES	**1,006**	-	-	-	-	-	-	-	-	-	-
84920 2ND AVE PARKING GARAGE OPERATIONS											
84930 4TH AVE PARKING GARAGE OPERATIONS											
TOTAL OPERATIONAL UNITS	-	-	-	-	-	-	-	-	-	-	-
85110 PROPERTY INSURANCE		798	802	1,073	1,073	1,127	1,183	1,242	1,304	1,369	1,438
85111 FRAUD INSURANCE					-	-	-	-	-	-	-
85112 INLAND MARINE INSURANCE	18	91	102		-	-	-	-	-	-	-
85113 AUTO PHYSICAL DAMAGE	127	136	147	122	122	128	135	141	148	156	163
85115 LIABILITY INSURANCE	501	486	501	645	645	677	711	747	784	823	864
85116 E&O LIABILITY INSURANCE	181	146			-	-	-	-	-	-	-
85117 VEHICLE LIABILITY INSURANCE	499	746	807	770	770	809	849	891	936	983	1,032
85118 LAW ENFORCEMENT LIABILITY INSURANCE					-	-	-	-	-	-	-
85119 UMBRELLA LIABILITY			114	110	110	116	121	127	134	140	147
85120 PROPERTY DAMAGE COSTS					-	-	-	-	-	-	-
85122 VEHICLE CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85125 LIABILITY CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85127 VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		3,225				-	-	-	-	-	-
85140 SURETY/NOTARY BONDS											
TOTAL PROPERTY & LIABILITY COSTS	**1,326**	**5,628**	**2,473**	**2,720**	**2,720**	**2,856**	**2,999**	**3,149**	**3,306**	**3,471**	**3,645**

85240 EQUIPMENT RENTAL & LEASES											
TOTAL RENTALS	-	-	-	-	-	-	-	-	-	-	-
85310 PERMITS											
85320 STATE FEES											
85340 RECORDING & FILING FEES											
TOTAL PERMITS	-	-	-	-	-	-	-	-	-	-	-
85540 BILLING SERVICES		-	1,750	-	-	1,750	1,750	1,750	1,750	1,750	1,750
85550 CASH SHORT/OVER	(29)	78	50	(132)	(132)	50	50	50	50	50	50
85580 LATE CHARGES											
TOTAL FINANCIAL FEES	**(29)**	**78**	**1,800**	**(132)**	**(132)**	**1,800**	**1,800**	**1,800**	**1,800**	**1,800**	**1,800**
85990 MISCELLANEOUS											
85991 MISCELLANEOUS-DONATIONS											
TOTAL OTHER BUSINESS EXPENSES	-	-	-	-	-	-	-	-	-	-	-
86600 LEASE/LOAN PRINCIPAL											
86700 LEASE/LOAN INTEREST											
TOTAL DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	-
Total Operations	**19,962**	**17,808**	**22,873**	**8,056**	**15,438**	**20,631**	**21,269**	**21,963**	**22,720**	**23,544**	**24,442**
Increase (%) Year over Year	-14.5%										
Turnback	(2,947)										
Turnback as a % of budget	-14.8%										
Capital											
89220 BUILDING DESIGN & CONSTRUCTION											
89230 BUILDING IMPROVEMENTS											
TOTAL BUILDINGS	-	-	-	-	-	-	-	-	-	-	-
89510 FURNITURE, FIXTURE (>$25,000)											
89520 VEHICLES (>$25,000)											
89530 MACHINERY & EQUIPMENT (>$25,000)											
89550 COMPUTER SOFTWARE (>$25,000)											
TOTAL MACHINERY & EQUIPMENT (>$25,000)	-	-	-	-	-	-	-	-	-	-	-
Increase (%) Year over Year	#DIV/0!										
Turnback	-										
Turnback as a % of budget	0.0%										
Total Capital	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	**161,988**	**155,419**	**167,173**	**93,353**	**156,589**	**167,207**	**175,609**	**182,823**	**190,572**	**198,904**	**207,876**
Increase (%) Year over Year	25.7%										
Turnback	3,961										
Turnback as a % of budget	2.4%										

Water General - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY			37,951			95,000	95,000	95,000	95,000	95,000	95,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		7,833									
	TOTAL WAGES	-	7,833	37,951	-	-	95,000	95,000	95,000	95,000	95,000	95,000
81420	MEDICAL PREMIUMS	16,256	13,736	7,000	9,849	16,884	19,101	19,674	20,264	20,872	21,498	22,143
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(9,658)	(8,298)	(6,400)	(2,294)	(3,933)	(10,503)	(10,818)	(11,143)	(11,477)	(11,822)	(12,177)
81475	WORKERS COMPENSATION CLAIMS	459					459	473	487	502	517	533
	TOTAL BENEFITS	**7,057**	**5,438**	**600**	**7,555**	**12,951**	**9,057**	**9,329**	**9,608**	**9,897**	**10,193**	**10,499**
Total Personnel		**7,057**	**13,271**	**38,551**	**7,555**	**12,951**	**104,057**	**104,329**	**104,608**	**104,897**	**105,193**	**105,499**
Operations												
82120	FREIGHT FOR INBOUND PURCHASED ITEMS		297									
	TOTAL TRANSPORTATION CHARGES	-	**297**	-	-	-	-	-	-	-	-	-
82210	PRINTING & COPYING SERVICES, OUTSOURCED	93										
82250	TESTING & PHYSICALS	345	410		1,884	1,884						
	TOTAL OPERATING SERVICES	**438**	**410**	-	**1,884**	**1,884**	-	-	-	-	-	-
82310	LEGAL NOTICES	418	1,605		3,142	3,142						
82390	PUBLICATIONS, NON-TRAINING	77										
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**495**	**1,605**	-	**3,142**	**3,142**	-	-	-	-	-	-
82410	ELECTRIC SERVICE	2,679		3,605								
82420	WATER & SEWER SERVICE	71		100								
82430	STORMWATER SERVICE	1,565	915	2,060	490	1,000	1,000	1,000	1,000	1,000	1,000	1,000
82435	SOLID WASTE SERVICE	157		206	20	50	50	50	50	50	50	50
82440	NATURAL GAS SERVICE											
82450	TELEPHONE SERVICE	852	593	1,133	362	800	800	800	800	800	800	800
82455	CELLULAR TELEPHONE SERVICE											
82470	INTERNET & RELATED SERVICES	652	619		335	800	800	800	800	800	800	800
	TOTAL UTILITIES	**5,976**	**2,127**	**7,104**	**1,207**	**2,650**	**2,650**	**2,650**	**2,650**	**2,650**	**2,650**	**2,650**
82520	LEGAL SERVICES	59,840	11,926	10,000	7,377	12,500	10,000	10,000	10,000	10,000	10,000	10,000
82530	AUDIT SERVICES	12,125	12,250	12,000	11,875	11,875	12,125	12,125	12,125	12,125	12,125	12,125
82540	ENGINEERING SERVICES		5,890									
82560	CONSULTANT SERVICES			35,000			55,000	10,000	40,000	10,000	30,000	40,000
82599	OTHER CONTRACTUAL SERVICES			115,000			25,000	90,000	55,000	60,000	70,000	65,000
	TOTAL CONTRACTUAL SERVICES	**71,965**	**30,066**	**172,000**	**19,252**	**24,375**	**102,125**	**122,125**	**117,125**	**92,125**	**122,125**	**127,125**
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	20										
82640	PAVING & REPAIR SERVICES	78										
82684	PUMP STATION REPAIR SERVICES	217	8,598									
82699	OTHER REPAIR & MAINTENANCE SERVICES	4,800										
	TOTAL REPAIR & MAINTENANCE SERVICES	5,115	8,598	-	-	-	-	-	-	-	-	
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	225	67									
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	225	67	-	-	-	-	-	-	-	-	

83110 OFFICE SUPPLIES											
TOTAL OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-	-	
83540 COMPUTER HARDWARE (<$25,000)		1,862		183							
83550 COMPUTER SOFTWARE (<$25,000)											
TOTAL MACHINERY & EQUIPMENT (<$25,000)	-	**1,862**	-	**183**	-	-	-	-	-	-	
83620 EQUIPMENT PARTS & SUPPLIES				23							
TOTAL REPAIR & MAINTENANCE SUPPLIES	-	-	-	**23**	-	-	-	-	-	-	
83683 WATER TANK MAINTENANCE SUPPLIES		1,518									
TOTAL REPAIR & MAINTENANCE SUPPLIES	-	**1,518**	-	-	-	-	-	-	-	-	
84710 ADMIN SERVICES PROVIDED BY GENERAL FUND	1,058,823	1,157,951	1,167,738	1,167,738	1,167,738	1,226,125	1,287,431	1,351,803	1,419,393	1,490,362	1,564,881
TOTAL OPERATIONAL UNITS	**1,058,823**	**1,157,951**	**1,167,738**	**1,167,738**	**1,167,738**	**1,226,125**	**1,287,431**	**1,351,803**	**1,419,393**	**1,490,362**	**1,564,881**
85110 PROPERTY INSURANCE											
85111 FRAUD INSURANCE											
85112 INLAND MARINE INSURANCE											
85113 AUTO PHYSICAL DAMAGE											
85115 LIABILITY INSURANCE											
85116 E&O LIABILITY INSURANCE											
85117 VEHICLE LIABILITY INSURANCE											
85119 UMBRELLA LIABILITY											
85120 PROPERTY DAMAGE COSTS											
TOTAL PROPERTY & LIABILITY COSTS	-	-		-	-	-	-	-	-	-	-
85230 LAND USE RENTAL											
TOTAL RENTALS	-	-	-	-	-	-	-	-	-	-	-
85320 STATE FEES	422	77									
85340 RECORDING & FILING FEES	32										
TOTAL PERMITS	**454**	**77**	-	-	-	-	-	-	-	-	-
85570 BAD DEBT EXPENSE (NET OF RECOVERIES)	12,193	9,825	15,000	10,746	15,000	15,000	15,000	15,000	15,000	15,000	15,000
85575 LEAK ADJUSTMENTS			25,000								
TOTAL FINANCIAL FEES	**12,193**	**9,825**	**40,000**	**10,746**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**
86100 PRINCIPAL	81,200	83,300	85,400		85,400	87,500	89,600	91,700	94,150	96,600	99,114
86200 INTEREST	30,519	26,422	26,237	15,701	26,237	24,114	21,940	19,714	17,435	15,095	13,069
86600 LEASE/LOAN PRINCIPAL											
86700 LEASE/LOAN INTEREST											
88095 TRANSFER TO DEBT SERVICE FUND		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL DEBT SERVICE	**111,719**	**209,722**	**211,637**	**115,701**	**211,637**	**211,614**	**211,540**	**211,414**	**211,585**	**211,695**	**212,183**
Total Operations	**1,267,403**	**1,424,125**	**1,598,479**	**1,319,876**	**1,426,426**	**1,557,514**	**1,638,746**	**1,697,992**	**1,740,753**	**1,841,832**	**1,921,838**
Capital											
89120 EASEMENTS ACQUIRED											
89320 DISTRIBUTION SYSTEMS	455,302	1,261,482	1,300,000	397,923	1,500,000	1,300,000	1,300,000	1,500,000	1,500,000	1,500,000	1,575,000
TOTAL IMPROVEMENTS	**455,302**	**1,261,482**	**1,300,000**	**397,923**	**1,500,000**	**1,300,000**	**1,300,000**	**1,500,000**	**1,500,000**	**1,500,000**	**1,575,000**
89550 COMPUTER SOFTWARE (>$25,000)											

TOTAL MACHINERY & EQUIPMENT (>$25,000)	-	-	-	-	-	-	-	-	-	-	-
Total Capital	455,302	1,261,482	1,300,000	397,923	1,500,000	1,300,000	1,300,000	1,500,000	1,500,000	1,500,000	1,575,000
Total Expenditures	1,729,762	2,698,878	2,937,030	1,725,354	2,939,377	2,961,571	3,043,075	3,302,600	3,345,650	3,447,025	3,602,337

Wastewater Budget

Section Summary

The Wastewater Section includes the Wastewater Collection, Water Reclamation, Maintenance, and Utility Administration Divisions.

The City of Franklin operates an activated sludge treatment facility located at 135 Claude Yates Drive. The facility is currently operating under an expired National Pollutant Discharge Elimination System Permit (NPDES) for treatment and discharge of twelve (12) million gallons of treated effluent per day. Limits and procedures are incorporated into the NPDES Permit that allows the City of Franklin to operate a reclaimed water network. This Division is facing increasing regulatory constraints from EPA and TDEC primarily related to nutrient loading to the Harpeth River and additional Capacity Management Operation Maintenance (CMOM) Initiative requirements. The City has been in negotiations with TDEC with respect to the expired NPDES permit, and looks forward to issuance of a new permit from TDEC.

The Wastewater Collection Division is responsible for the operation and maintenance of the wastewater collection system including gravity sewer lines, force main lines and sewage lift stations located throughout the service area. Under this division, there are crews that are assigned to the replacement and extension of the wastewater collection system which collects and transports wastewater to the treatment plant.

Section Goals & Strategic Initiatives

The primary goal for the Wastewater Section is to effectively operate the collection system with no sanitary sewer overflows and to produce high quality effluent water for distribution in the reclaimed water system and discharge to the Harpeth River that meets or exceeds permit requirements. As with the Water Section, the Wastewater Section is enhancing and implementing various programs to improve customer service, regulatory compliance, and overall operations.

The Water Management Department continues to refine operations efforts consistent with components of the EPA's Capacity Management, Operations and Maintenance (CMOM) program. In part, these activities include refinements to documentation and operations, development of a capacity management tool, and installation of permanent flow monitors within the collection system. These activities are intended to help monitor the system, reduce sanitary sewer overflows and provide better management tools for the system.

The wastewater collection division continues to perform inspections of the sanitary sewer system to evaluate condition, risk and maintenance needs. This year the division worked with the IT Department to further refine the manhole inspection tool and process to help manage the data from ongoing manhole inspections. Additionally, the division has started using a sanitary sewer rapid assessment tool to provide for more efficient inspections and maintenance activities.

Wastewater Budget

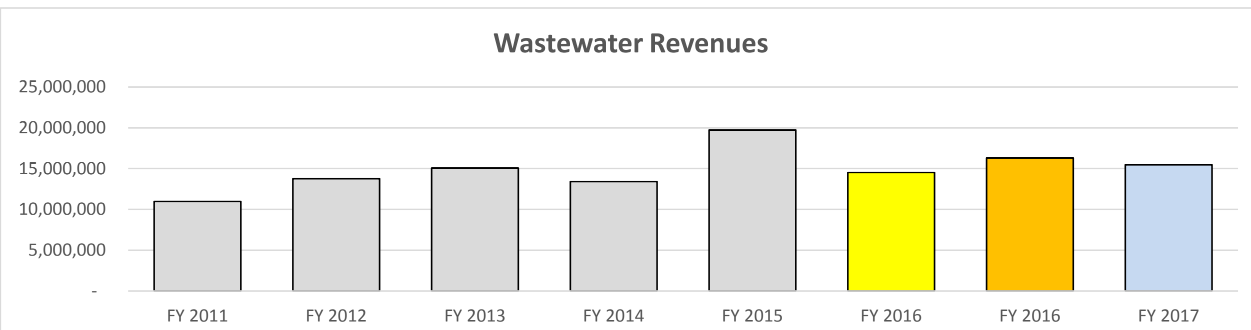
Consumption & Revenues

The sanitary sewer customer base has shown greater signs of growth primarily due to areas within the Mallory Valley and HB&TS Utility Districts.

Year	Customer Accounts	Annual Total (Million Gallons)	Monthly Average - Residential and Commercial (Gallons)
FY 07	16,708	1,582	7,889
FY 08	16,215	1,619	8,323
FY 09	18,617	1,900	8,504
FY 10	19,923	2,068	8,649
FY 11	20,201	2,334	9,627
FY 12	20,646	2,204	8,898
FY 13	21,221	2,332	9,157
FY 14	21,735	2,224	8,528
FY 15	22,601	2,147	7,917

Revenues

Rate based revenues for FY 2016 are projected to be at approximately 105% of the budget. The tables below present historic revenue by category FY 2010-FY 2015, estimated for the budgeted and projected revenues for FY 2016 and the projected revenues for FY 2017.



	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Forecast	FY 2017 Budget
Intergovernmental	258,890	42,219	-	-	-	-	-	-
Interest Income	17,918	46,064	39,658	20,277	69,963	80,000	73,260	70,000
Rental Income	2,480	-	1,800	2,700	2,635	2,800	2,800	2,800
Sale of Surplus Assets	22	(152,425)	6,133	-	13,714	-	646,682	-
Customer Service (Rates)	10,410,071	11,500,187	12,241,583	13,072,915	14,568,762	14,200,515	15,286,176	15,159,049
Inspection Fees	33,228	32,290	75,298	90,563	133,940	75,000	55,784	75,000
Other Service Revenue	23,992	31,745	60,610	44,146	21,646	40,000	55,766	40,000
Capital Contributions	230,628	2,267,716	2,641,148	184,209	4,918,077	125,000	188,336	125,000
Total Wastewater Reven	**10,977,229**	**13,767,796**	**15,066,230**	**13,414,810**	**19,728,737**	**14,523,315**	**16,308,804**	**15,471,849**

Wastewater Budget

Budget Summary

Personnel – The Water Management Department is requesting the following personnel changes within the Wastewater Section:

- Water Distribution and Wastewater Collection: Add four Utility Locator positions (two in each division) to provide for adequate staffing for compliance with Title 65 Public Utilities and Carriers, Chapter 31 Underground Utility Damage Prevention Act (Tenn. Code Ann. § 65-31-101 (2014)) requiring the City to become part of TN One Call by January 1, 2017. It is anticipated that two of the four positions will be hired in September 2016 to initiate the program and to help determine the need to hire additional staff.
- Utility Administration: Add one Utilities Engineer (this position would be managed through the Engineering Department and Funded through the Water Management Department) – FY 2017.
- Utility Administration: Reclassify Administrative Secretary to Administrative Assistant to better align the job description with the duties being required. These duties include assistance with payroll, purchase card reconciliations, assistance with accounts payable, and managing record keeping for various operations programs.

Operations and Maintenance – Operations and maintenance accounts for the largest costs in the Wastewater Section. Utility costs are a large expense item in Wastewater, exceeding $1,000,000 annually. These costs are associated with aeration of the wastewater for biological processes, pumping, odor control and various other processes and operations.

Indirect Expenses also is a large expense item in the Wastewater Section. As with the Water Section, these expenses include reimbursement to the General Fund for customer service, utility billing, and other support functions such as Engineering and Human Resources.

The City has started implementation of a sanitary sewer rapid assessment too. The equipment uses sonic technology to determine blockage condition which helps determine further action such as inspection, cleaning or maintenance activities. The crews have had positive results during initial testing and have been able to evaluate over 50,000 LF of pipe during approximately six weeks of field time.

The Wastewater Collection Division responded to five overflows this fiscal year through the end of March 2016. Of these overflows, three reached a receiving stream (less than 1 overflow per 100 miles of collection system thus far in FY 2016). In response to these overflows, the City brought one facility into the pretreatment program to provide for better oversight of their operations with respect to wastewater discharge to the City's system.

Operations Capital – Operations Capital expenditures are related to equipment and vehicles directly related to operations versus system replacement or expansion. The Water Management Department has evaluated the annual cost of replacement of operations capital items based on present day replacement value, anticipated lifecycle, and a projected annual increase in replacement cost of five percent. The department hopes to achieve the following goals by using this approach:

- Provide for adequate funding of operations capital,
- Avoid significant swings in required funding from one budget to another, and
- Provide more stable data in performing cost of service analyses.

This process was applied to operations capital expenditures on machinery and equipment, vehicles, information technology expenditures, and buildings.

Similar to the Water Section, the City has been working through the IWRP priority projects established by the BOMA. The key project in the Wastewater Section is the Water Reclamation Facility Upgrade and Expansion. This project is also proposed to be funded through State Revolving Fund loans through the TDEC. Due to delays with permitting, bidding for the project has been delayed. Staff is working with TDEC to evaluate the potential value of splitting the project into phases. Should it prove to be a benefit, staff will present the information to the BOMA for consideration.

Budget

	A	B	C	D	E	F (E-C)	G (E/C)
	Actual 2014	Actual 2015	Budget 2016	Estd FY 2024	Budget 2017	Difference '16 v. '17 $	%
Divisions							
Wastewater Collection	2,236,032	1,852,057	2,184,709	2,068,244	2,316,561	131,852	6.0%
Wastewater Plant	3,235,158	3,003,978	4,191,526	3,532,086	4,294,679	103,153	2.5%
Utility Administration	662,152	916,161	1,007,929	946,843	1,013,845	5,916	0.6%
Wastewater General	4,771,530	6,059,394	5,505,650	5,723,570	5,858,188	352,538	6.4%
Total Water	**10,904,872**	**11,831,590**	**12,889,814**	**12,270,743**	**13,483,272**	**593,459**	**4.6%**
Expense by Category							
Personnel							
Salaries & Wages	1,956,554	2,221,811	2,520,500	2,181,319	2,642,593	122,093	4.8%
Employee Benefits	941,105	909,775	985,779	884,013	1,102,662	116,883	11.9%
Total Personnel	**2,897,659**	**3,131,586**	**3,506,279**	**3,065,332**	**3,745,255**	**238,976**	**6.8%**
Operations							
Transportation Services	2,949	2,975	3,500	6,600	3,500	-	0.0%
Operating Services	391,814	345,843	383,760	390,745	415,373	31,613	8.2%
Notices, Subscriptions, etc.	9,837	7,385	16,600	14,868	16,600	-	0.0%
Utilities	1,317,357	1,092,921	1,453,991	1,382,470	1,496,743	42,752	2.9%
Contractual Services*	127,662	467,249	315,500	737,036	327,750	12,250	3.9%
Repair & Maintenance Services	301,974	185,381	238,000	234,505	238,000	-	0.0%
Employee programs	751	1,558	4,750	4,170	4,750	-	0.0%
Professional Development/Travel	13,602	17,503	19,500	11,162	19,500	-	0.0%
Office Supplies	6,345	7,389	7,150	7,148	7,150	-	0.0%
Operating Supplies	278,656	267,949	278,850	287,241	285,803	6,953	2.5%
Fuel & Mileage	118,424	74,516	112,983	69,000	80,650	(32,333)	-28.6%
Supplies for Resale	-	-	-	-	-	-	#DIV/0!
Machinery & Equipment (<$25,000)	14,253	60,782	109,440	61,757	114,881	5,441	5.0%
Repair & Maintenance Supplies	248,737	156,670	151,000	277,015	151,000	-	0.0%
Operational Units	941,177	1,029,289	1,037,990	1,037,990	1,089,890	51,900	5.0%
Property & Liability Costs	146,134	149,843	126,034	147,185	151,811	25,777	20.5%
Rentals	4,011	1,858	3,500	3,516	3,500	-	0.0%
Financial Fees	13,102	11,476	45,000	20,037	45,000	-	0.0%
Permits	15,440	47,294	17,000	22,269	17,000	-	0.0%
Debt Service and Lease Payments	1,342,012	1,421,305	1,383,798	1,383,798	1,368,796	(15,002)	-1.1%
Total Operations	**5,294,237**	**5,349,186**	**5,708,346**	**6,098,512**	**5,837,696**	**129,350**	**2.3%**
Buildings	-	-	1,654	-	1,736	82	5.0%
Improvements	2,393,776	3,262,555	2,687,500	2,600,000	2,900,000	212,500	7.9%
Machinery & Equipment (>$25,000)	319,200	88,263	986,035	506,899	998,586	12,551	1.3%
Capital	**2,712,976**	**3,350,818**	**3,675,189**	**3,106,899**	**3,900,322**	**225,133**	**6.1%**
Total Wastewater	**10,904,872**	**11,831,590**	**12,889,814**	**12,270,743**	**13,483,272**	**593,459**	**4.6%**

Note: Definitions of each category can be found in the appendices.
*Note 2: *Estimated Overage in FY 2015 Contractual Services attributable to legal expenses.*

Wastewater Collection Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY	823,164	865,874	913,544	496,970	807,576.25	928,846	947,423	966,371	985,699	1,005,413	1,025,521
81120	OVERTIME PAY	31,307	34,570	30,000	26,508	35,424	30,000	30,000	30,000	30,000	30,000	30,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES											
81199	VACANCY ADJUSTMENT											
	TOTAL WAGES	**854,471**	**900,444**	**943,544**	**523,478**	**843,000**	**958,846**	**977,423**	**996,371**	**1,015,699**	**1,035,413**	**1,055,521**
81410	FICA (EMPLOYER'S SHARE)	61,427	65,193	69,886	37,858	61,519.25	71,057	72,478	73,927	75,406	76,914	78,452
81420	MEDICAL PREMIUMS	232,319	241,708	248,949	117,875	191,546.88	299,285	344,178	378,596	416,455	458,101	503,911
81430	GROUP INSURANCE PREMIUMS	17,385	17,420	18,345	8,884	14,436.50	18,804	19,744	20,731	21,768	22,856	23,999
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(52,539)	(60,557)	(52,053)	(38,641)	(62,791.63)	(62,744)	(72,156)	(79,371)	(87,308)	(96,039)	(105,643)
81450	RETIREMENT CONTRIBUTIONS	141,937	66,967	75,000	88,960	102,420	117,783	135,450	148,995	163,895	180,285	198,313
81455	DEFERRED COMP MATCH	4,730	6,980	6,000	4,880	7,930.00	9,120	10,031	11,035	12,138	13,352	14,687
81460	UNEMPLOYMENT CLAIMS		182			-						
81470	WORKERS COMPENSATION PREMIUMS	11,598	15,970	16,591	32,048	32,048	33,650	35,333	37,100	38,955	40,902	42,947
81475	WORKERS COMPENSATION CLAIMS	26,816	414		9	-						
	TOTAL BENEFITS	**443,673**	**354,277**	**382,718**	**251,873**	**347,109**	**486,955**	**545,059**	**591,013**	**641,308**	**696,371**	**756,667**
Total Personnel		**1,298,144**	**1,254,721**	**1,326,262**	**775,351**	**1,190,109**	**1,445,801**	**1,522,482**	**1,587,384**	**1,657,007**	**1,731,783**	**1,812,188**
	Increase (%) Year over Year	-5.5%										
	Turnback	95,123										
	Turnback as a % of budget	7.3%										
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES	119	30	400	10	200	400	400	400	400	400	400
82120	FREIGHT FOR INBOUND PURCHASED ITEMS			200			200	200	200	200	200	200
82130	VEHICLE LICENSES & TITLES	18	18	200			200	200	200	200	200	200
82140	VEHICLE TOW-IN SERVICES			200			200	200	200	200	200	200
	TOTAL TRANSPORTATION CHARGES	**137**	**48**	**1,000**	**10**	**200**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**
82210	PRINTING & COPYING SERVICES, OUTSOURCED	340	224	200			200	200	200	200	200	200
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES											
82240	TRANSCRIPTION FEES											
82250	TESTING & PHYSICALS	1,722	1,265	500	1,153	1,750	500	500	500	500	500	500
82260	UNIFORM RENTAL & SERVICES		113				-	-	-	-	-	-
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	1,783	1,952	3,000	1,486	2,600	3,000	3,000	3,000	3,000	3,000	3,000
82299	OTHER OPERATING SERVICES											
	TOTAL OPERATING SERVICES	**3,845**	**3,554**	**3,700**	**2,639**	**4,350**	**3,700**	**3,700**	**3,700**	**3,700**	**3,700**	**3,700**
82310	LEGAL NOTICES		143									
82340	LEADERSHIP RETREATS											
82350	DUES FOR MEMBERSHIPS	756	82	4,000			4,000	4,000	4,000	4,000	4,000	4,000
82355	PROFESSIONAL STANDARDS / ACCREDITATION											
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)			1,500			1,500	1,500	1,500	1,500	1,500	1,500
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)											
82371	EMERGENCY RELIEF											
82372	UNITED WAY CAMPAIGN											
82390	PUBLICATIONS, NON-TRAINING		-	100	-	-	100	100	100	100	100	100
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**756**	**225**	**5,600**	**-**	**-**	**5,600**	**5,600**	**5,600**	**5,600**	**5,600**	**5,600**
83410	ELECTRIC SERVICE	115,858	103,753	123,600	57,539	120,000	123,600	127,308	131,127	135,061	139,113	143,286
82415	ELECTRIC SERVICE - STREETLIGHTS									-	-	-
82420	WATER & SEWER SERVICE	1,984	1,722	1,545	1,024	2,200	2,266	2,334	2,404	2,476	2,550	2,627

82430 STORMWATER SERVICE	686	570	721	340	700	721	743	765	788	811	836
82435 SOLID WASTE SERVICE	1,067	1,851	1,236	1,240	2,500	2,575	2,652	2,732	2,814	2,898	2,985
82440 NATURAL GAS SERVICE	3,613	5,986	3,090	791	2,500	2,575	2,652	2,732	2,814	2,898	2,985
82450 TELEPHONE SERVICE	624	568	670	305	650	670	690	710	732	754	776
82451 800 MHZ ACCESS LINE SERVICE									-	-	-
82455 CELLULAR TELEPHONE SERVICE	3,716	2,849	3,914	2,362	4,500	4,635	4,774	4,917	5,065	5,217	5,373
82470 INTERNET & RELATED SERVICES	326	418	309	460	900	927	955	983	1,013	1,043	1,075
TOTAL UTILITIES	**127,874**	**117,717**	**135,085**	**64,061**	**133,950**	**137,969**	**142,108**	**146,371**	**150,762**	**155,285**	**159,943**
82510 COMPUTER SERVICES	80		-								
82520 LEGAL SERVICES											
82540 ENGINEERING SERVICES											
82560 CONSULTANT SERVICES	6,678	12,305	-								
82599 OTHER CONTRACTUAL SERVICES				43,211							
TOTAL CONTRACTUAL SERVICES	**6,758**	**12,305**	**-**	**43,211**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
82610 VEHICLE REPAIR & MAINTENANCE SERVICES	41,828	19,835	38,000	17,492	34,000	38,000	38,000	38,000	38,000	38,000	38,000
82620 EQUIPMENT REPAIR & MAINTENANCE SERVICES	3,774	869	8,000	1,249	2,200	8,000	8,000	8,000	8,000	8,000	8,000
82640 PAVING & REPAIR SERVICES	892	806	10,000			10,000	10,000	10,000	10,000	10,000	10,000
82646 CONCRETE CURB REPAIR											
82652 LANDSCAPING SERVICES											
82653 IRRIGATION SERVICES											
82655 TREE SERVICES											
82660 BUILDING REPAIR & MAINTENANCE SERVICES	683	1,939	3,000		1,500	3,000	3,000	3,000	3,000	3,000	3,000
82682 REPAIR TO LINES	668				3,500						
82683 WATER TANK MAINTENANCE SERVICES		11,064				-	-	-	-	-	-
82684 PUMP STATION REPAIR SERVICES	61,805	38,870	60,000	31,817	59,000	60,000	60,000	60,000	60,000	60,000	60,000
82699 OTHER REPAIR & MAINTENANCE SERVICES	300	500	2,500			2,500	2,500	2,500	2,500	2,500	2,500
TOTAL REPAIR & MAINTENANCE SERVICES	**109,950**	**73,883**	**121,500**	**50,558**	**100,200**	**121,500**	**121,500**	**121,500**	**121,500**	**121,500**	**121,500**
82740 EMPLOYEE WELLNESS PROGRAM											
82750 EMPLOYEE RECOGNITION/RECEPTIONS		342									
82760 SAFETY PROGRAMS											
82780 TRAINING, OUTSIDE		240	4,000	2,475	3,500	4,000	4,000	4,000	4,000	4,000	4,000
82790 TRAINING, IN-HOUSE				300	300						
TOTAL EMPLOYEE PROGRAMS	**-**	**582**	**4,000**	**2,775**	**3,800**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**
82810 REGISTRATIONS	1,730	95	2,000	440	1,000	2,000	2,000	2,000	2,000	2,000	2,000
82820 GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)		-	200	102	200	200	200	200	200	200	200
82830 AIR TRAVEL	214	-	600	-		600	600	600	600	600	600
82840 LODGING	251	-	1,500	1,290	1,290	1,500	1,500	1,500	1,500	1,500	1,500
82850 MEALS (OUTSIDE WILLIAMSON COUNTY)	509	141	400	233	400	400	400	400	400	400	400
82890 OTHER TRAVEL EXPENSES		-	200	-		200	200	200	200	200	200
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	**2,704**	**236**	**4,900**	**2,065**	**2,890**	**4,900**	**4,900**	**4,900**	**4,900**	**4,900**	**4,900**
83110 OFFICE SUPPLIES	731	530	700	475	600	700	700	700	700	700	700
83120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)											
83130 EMPLOYEE BENEVOLENCE ITEMS					100						
83140 MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,255	1,269	1,000	1,004	1,160	1,000	1,000	1,000	1,000	1,000	1,000
TOTAL OFFICE SUPPLIES	**1,986**	**1,799**	**1,700**	**1,479**	**1,860**	**1,700**	**1,700**	**1,700**	**1,700**	**1,700**	**1,700**
83210 TRAINING SUPPLIES		-	200	11	100	200	200	200	200	200	200
83220 CHEMICALS & LAB SUPPLIES		-	1,000	-		1,000	1,000	1,000	1,000	1,000	1,000
83221 ODOR CONTROL CHEMICALS		-	-	-		-	-	-	-	-	-
83240 MEDICAL SUPPLIES	219	165	500	131	350	500	500	500	500	500	500
83250 SAFETY SUPPLIES	8,561	10,004	8,000	5,805	8,000	8,000	8,000	8,000	8,000	8,000	8,000
83260 UNIFORMS PURCHASED	6,875	4,245	5,000	3,223	5,000	5,000	5,000	5,000	5,000	5,000	5,000
83270 CONSUMABLE TOOLS	5,573	3,653	4,000	1,268	3,800	4,000	4,000	4,000	4,000	4,000	4,000
83290 SOLID WASTE CONTAINERS											
83299 OTHER OPERATING SUPPLIES	3,954	4,641	3,000	2,120	20,250	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL OPERATING SUPPLIES	**25,182**	**22,708**	**21,700**	**12,558**	**37,500**	**21,700**	**21,700**	**21,700**	**21,700**	**21,700**	**21,700**

83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	40,691	21,415	41,000	11,887	24,000	28,700	49,173	50,648	52,167	53,732	55,344
83320 MILEAGE (INSIDE WILLIAMSON COUNTY)											
TOTAL FUEL & MILEAGE	**40,691**	**21,415**	**41,000**	**11,887**	**24,000**	**28,700**	**49,173**	**50,648**	**52,167**	**53,732**	**55,344**
83510 FURNITURE, FIXTURES (<$25,000)				260	260						
83520 VEHICLES (<$25,000)		494	1,103			1,158	1,216	1,276	1,340	1,407	1,477
83530 MACHINERY & EQUIPMENT (<$25,000)	6,129	48,707	18,191	7,036	18,000	19,101	20,056	21,059	22,112	23,218	24,378
83540 COMPUTER HARDWARE (<$25,000)	2,000	2,184	2,205	2,453	2,453	2,315	2,431	2,553	2,680	2,814	2,955
83550 COMPUTER SOFTWARE (<$25,000)	3,600	-	-	-		-	-	-	-	-	-
TOTAL MACHINERY & EQUIPMENT (<$25,000)	**11,729**	**51,385**	**21,499**	**9,749**	**20,713**	**22,574**	**23,703**	**24,888**	**26,132**	**27,439**	**28,811**
83610 VEHICLE PARTS & SUPPLIES	992	1,100	500	837	1,750	500	500	500	500	500	500
83620 EQUIPMENT PARTS & SUPPLIES	8,274	7,209	8,000	4,341	10,000	8,000	8,000	8,000	8,000	8,000	8,000
83630 FIRE HYDRANT SUPPLIES											
83640 PAVING REPAIR SUPPLIES	19,095	22,561	25,000	22,534	35,000	25,000	25,000	25,000	25,000	25,000	25,000
83642 STREETLIGHT PARTS & SUPPLIES											
83643 SIGN SUPPLIES											
83647 SIDEWALK REPAIR SUPPLIES											
83652 LANDSCAPING SUPPLIES	83	73	500	497	852	500	500	500	500	500	500
83653 IRRIGATION SUPPLIES											
83654 GROUNDS MAINTENANCE SUPPLIES	52	148	500	43	100	500	500	500	500	500	500
83660 BUILDING MAINTENANCE SUPPLIES	2,001	772	4,000	717	1,900	4,000	4,000	4,000	4,000	4,000	4,000
83682 UTILITY LINES REPAIR SUPPLIES	127,861	55,295	30,000	59,947	70,000	30,000	30,000	30,000	30,000	30,000	30,000
83683 WATER TANK MAINTENANCE SUPPLIES	76	-	-	-		-	-	-	-	-	-
83684 PUMP STATION REPAIR SUPPLIES	21,736	37,171	20,000	19,052	35,000	20,000	20,000	20,000	20,000	20,000	20,000
83685 OTHER INVENTORY SUPPLIES			2,500			2,500	2,500	2,500	2,500	2,500	2,500
83699 OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	4,939	463	3,000			3,000	3,000	3,000	3,000	3,000	3,000
TOTAL REPAIR & MAINTENANCE SUPPLIES	**185,109**	**124,792**	**94,000**	**107,968**	**154,602**	**94,000**	**94,000**	**94,000**	**94,000**	**94,000**	**94,000**
84920 2ND AVE PARKING GARAGE OPERATIONS											
84930 4TH AVE PARKING GARAGE OPERATIONS											
TOTAL OPERATIONAL UNITS	**-**	**-**	**-**	**-**	**-**	**-**	**-**				
85110 PROPERTY INSURANCE	15,722	18,082	18,167	20,620	20,620	21,651	22,734	23,870	25,064	26,317	27,633
85111 FRAUD INSURANCE					-	-	-	-	-	-	-
85112 INLAND MARINE INSURANCE	3,312	2,490	2,854		-	-	-	-	-	-	-
85113 AUTO PHYSICAL DAMAGE	2,159	2,743	2,575	1,996	1,996	2,096	2,201	2,311	2,426	2,547	2,675
85115 LIABILITY INSURANCE	18,673	15,625	16,090	20,291	20,291	21,306	22,371	23,489	24,664	25,897	27,192
85116 E&O LIABILITY INSURANCE	1,962	1,737			-	-	-	-	-	-	-
85117 VEHICLE LIABILITY INSURANCE	4,213	9,571	8,527	8,733	8,733	9,170	9,628	10,110	10,615	11,146	11,703
85118 LAW ENFORCEMENT LIABILITY INSURANCE				-	-	-	-	-	-	-	-
85119 UMBRELLA LIABILITY			1,350	1,233	1,233	1,295	1,359	1,427	1,499	1,574	1,652
85120 PROPERTY DAMAGE COSTS			-	260	260	-	-	-	-	-	-
85122 VEHICLE CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85125 LIABILITY CLAIMS/DEDUCTIBLES	10,000	524	-		-	-	-	-	-	-	-
85127 VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	3,148			2,391	2,391	-	-	-	-	-	-
85140 SURETY/NOTARY BONDS					-	-	-	-	-	-	-
85170 EASEMENTS ACQUIRED											
TOTAL PROPERTY & LIABILITY COSTS	**59,189**	**50,772**	**49,563**	**55,524**	**55,524**	**55,517**	**58,292**	**61,207**	**64,267**	**67,481**	**70,855**
85230 LAND USE RENTAL	250	778	500	628	750	500	500	500	500	500	500
85240 EQUIPMENT RENTAL & LEASES	279	148	1,000	60	60	1,000	1,000	1,000	1,000	1,000	1,000
TOTAL RENTALS	**529**	**926**	**1,500**	**688**	**810**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**
85310 PERMITS											
85320 STATE FEES	1,298	1,564	1,500	348	1,500	1,500	1,500	1,500	1,500	1,500	1,500
85340 RECORDING & FILING FEES											
TOTAL PERMITS	**1,298**	**1,564**	**1,500**	**348**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**
85530 E-COMMERCE FEES		8		34	36						
85540 BILLING SERVICES											

85550 CASH SHORT/OVER											
85580 LATE CHARGES											
TOTAL FINANCIAL FEES	**-**	**8**	**-**	**34**	**36**	**-**	**-**	**-**	**-**	**-**	**-**
85990 MISCELLANEOUS											
85991 MISCELLANEOUS-DONATIONS											
TOTAL OTHER BUSINESS EXPENSES	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
86600 LEASE/LOAN PRINCIPAL	36,788	37,790	35,713	22,644	35,713	36,686	37,685	38,712	39,766	40,849	41,961
86700 LEASE/LOAN INTEREST	24,300	23,298	20,487	12,990	20,487	19,515	18,516	17,489	16,435	15,352	14,340
TOTAL DEBT SERVICE	**61,088**	**61,088**	**56,200**	**35,634**	**56,200**	**56,201**	**56,201**	**56,201**	**56,201**	**56,201**	**56,302**
Total Operations	**638,825**	**545,007**	**564,447**	**401,188**	**598,135**	**562,060**	**590,577**	**600,415**	**610,629**	**621,237**	**632,355**
Increase (%) Year over Year	23.7%										
Turnback	(60,571)										
Turnback as a % of budget	-9.5%										
Capital											
89120 EASEMENTS ACQUIRED											
TOTAL LAND	-	-	-	-	-	-	-	-	-	-	-
89220 BUILDING DESIGN & CONSTRUCTION											
89230 BUILDING IMPROVEMENTS											
TOTAL BUILDINGS	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
89320 DISTRIBUTION SYSTEMS	**(20,137)**										
TOTAL IMPROVEMENTS	**(20,137)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
89510 FURNITURE, FIXTURE (>$25,000)											
89520 VEHICLES (>$25,000)	319,200	52,329	199,500		190,000	209,475	219,949	230,946	242,493	254,618	267,349
89530 MACHINERY & EQUIPMENT (>$25,000)		-	94,500	48,129	90,000	99,225	104,186	109,396	114,865	120,608	126,639
89540 COMPUTER HARDWARE (>$25,000)											
89550 COMPUTER SOFTWARE (>$25,000)											
TOTAL MACHINERY & EQUIPMENT (>$25,000)	**319,200**	**52,329**	**294,000**	**48,129**	**280,000**	**308,700**	**324,135**	**340,342**	**357,358**	**375,226**	**393,987**
Increase (%) Year over Year	0.0%										
Turnback	260,800										
Turnback as a % of budget	0.0%										
Total Capital	**299,063**	**52,329**	**294,000**	**48,129**	**280,000**	**308,700**	**324,135**	**340,342**	**357,358**	**375,226**	**393,987**
TOTAL EXPENDITURES	**2,236,032**	**1,852,057**	**2,184,709**	**1,224,668**	**2,068,244**	**2,316,561**	**2,437,194**	**2,528,141**	**2,624,995**	**2,728,247**	**2,838,529**
Increase (%) Year over Year	18.3%										
Turnback	315,489										
Turnback as a % of budget	14.1%										

Wastewater Plant Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY	610,413	690,786	805,414	392,099	637,161	802,157	818,200	834,564	851,255	868,281	885,646
81120	OVERTIME PAY	28,817	47,349	25,000	33,022	53,661	25,000	25,000	25,000	25,000	25,000	25,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES											
81199	VACANCY ADJUSTMENT											
	TOTAL WAGES	**639,230**	**738,135**	**830,414**	**425,121**	**690,822**	**827,157**	**843,200**	**859,564**	**876,255**	**893,281**	**910,646**
81410	FICA (EMPLOYER'S SHARE)	45,844	52,862	61,614	30,371	49,353	61,365	62,592	63,844	65,121	66,423	67,752
81420	MEDICAL PREMIUMS	168,019	190,785	198,955	101,748	165,341	226,028	259,932	285,925	314,518	345,970	380,567
81430	GROUP INSURANCE PREMIUMS	14,815	15,675	16,552	7,850	12,756	16,411	17,232	18,093	18,998	19,948	20,945
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(38,295)	(43,204)	(44,319)	(25,129)	(40,835)	(48,715)	(56,022)	(61,624)	(67,787)	(74,566)	(82,022)
81450	RETIREMENT CONTRIBUTIONS	112,367	63,442	119,210	75,616	75,616	86,958	100,002	110,002	121,003	133,103	146,413
81455	DEFERRED COMP MATCH	1,843	3,001	1,833	1,124	1,827	2,009	2,210	2,431	2,674	2,942	3,236
81460	UNEMPLOYMENT CLAIMS				1,154							
81470	WORKERS COMPENSATION PREMIUMS	13,710	15,327	15,687	15,084	15,327	16,471	17,295	18,160	19,068	20,021	21,022
81475	WORKERS COMPENSATION CLAIMS	3,381	44,018		44,073	48,383						
	TOTAL BENEFITS	**321,684**	**341,906**	**369,532**	**251,891**	**327,768**	**360,528**	**403,241**	**436,831**	**473,594**	**513,841**	**557,913**
Total Personnel		**960,914**	**1,080,041**	**1,199,946**	**677,012**	**1,018,589**	**1,187,685**	**1,246,441**	**1,296,395**	**1,349,850**	**1,407,121**	**1,468,559**
	Increase (%) Year over Year	-5.9%										
	Turnback	176,062										
	Turnback as a % of budget	18.3%										
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES	978	304	500	92	200	500	500	500	500	500	500
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	1,358	2,542	1,500	4,751	6,000	1,500	1,500	1,500	1,500	1,500	1,500
82130	VEHICLE LICENSES & TITLES			100			100	100	100	100	100	100
82140	VEHICLE TOW-IN SERVICES											
	TOTAL TRANSPORTATION CHARGES	**2,336**	**2,846**	**2,100**	**4,843**	**6,200**	**2,100**	**2,100**	**2,100**	**2,100**	**2,100**	**2,100**
82210	PRINTING & COPYING SERVICES, OUTSOURCED		118		-							
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES											
82240	TRANSCRIPTION FEES											
82250	TESTING & PHYSICALS	130	686	400	314	400	400	400	400	400	400	400
82260	UNIFORM RENTAL & SERVICES		-	-	-		-	-	-	-	-	-
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	329,110	289,376	330,750	157,293	345,000	360,000	375,000	390,000	405,000	420,000	435,000
82280	LAB FEES	58,061	50,506	47,250	21,670	40,000	49,613	52,093	54,698	57,433	60,305	63,320
82299	OTHER OPERATING SERVICES			1,000			1,000	1,000	1,000	1,000	1,000	1,000
	TOTAL OPERATING SERVICES	**387,301**	**340,686**	**379,400**	**179,277**	**385,400**	**411,013**	**428,493**	**446,098**	**463,833**	**481,705**	**499,720**
82310	LEGAL NOTICES	221		1,000	155	500	1,000	1,000	1,000	1,000	1,000	1,000
82340	LEADERSHIP RETREATS											
82350	DUES FOR MEMBERSHIPS	507	702	500	346	407	500	500	500	500	500	500
82355	PROFESSIONAL STANDARDS / ACCREDITATION											
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	351	759									
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)											
82371	EMERGENCY RELIEF											
82372	UNITED WAY CAMPAIGN											
82390	PUBLICATIONS, NON-TRAINING		40									
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**1,079**	**1,501**	**1,500**	**501**	**907**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**
82410	ELECTRIC SERVICE	1,122,310	921,836	1,236,000	543,210	1,200,000	1,273,080	1,311,272	1,350,611	1,391,129	1,432,863	1,475,849
82411	SOLAR ARRAY	(11,351)	3,529	(10,000)	3,387	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)

82415 ELECTRIC SERVICE - STREETLIGHTS											
82420 WATER & SEWER SERVICE	39,413	19,100	46,350	9,777	22,000	47,741	49,173	50,648	52,167	53,732	55,344
82430 STORMWATER SERVICE	5,008	4,174	5,150	2,504	5,100	5,305	5,464	5,628	5,796	5,970	6,149
82435 SOLID WASTE SERVICE	6,120	5,100	6,180	3,060	6,120	6,365	6,556	6,753	6,956	7,165	7,380
82440 NATURAL GAS SERVICE	14,579	9,248	15,450	2,561	8,000	15,914	16,391	16,883	17,389	17,911	18,448
82450 TELEPHONE SERVICE	2,812	2,305	2,781	1,724	3,625	2,864	2,950	3,039	3,130	3,224	3,321
82451 800 MHZ ACCESS LINE SERVICE											
82455 CELLULAR TELEPHONE SERVICE	2,034	2,048	2,060	1,259	2,525	2,122	2,185	2,251	2,319	2,389	2,460
82470 INTERNET & RELATED SERVICES			6,180			6,365	6,556	6,753	6,956	7,165	7,380
TOTAL UTILITIES	**1,180,925**	**967,340**	**1,310,151**	**567,482**	**1,237,370**	**1,349,756**	**1,390,547**	**1,432,566**	**1,475,842**	**1,520,417**	**1,566,330**
82510 COMPUTER SERVICES											
82520 LEGAL SERVICES											
82540 ENGINEERING SERVICES	(5,510)										
82560 CONSULTANT SERVICES	43,514	35,572		34,112	37,556						
82599 OTHER CONTRACTUAL SERVICES		520									
TOTAL CONTRACTUAL SERVICES	**38,004**	**36,092**	**-**	**34,112**	**37,556**	**-**	**-**	**-**	**-**	**-**	**-**
82610 VEHICLE REPAIR & MAINTENANCE SERVICES	32,825	22,203	25,000	19,612	25,000	25,000	25,000	25,000	25,000	25,000	25,000
82620 EQUIPMENT REPAIR & MAINTENANCE SERVICES	124,946	55,100	65,000	69,085	90,000	65,000	65,000	65,000	65,000	65,000	65,000
82640 PAVING & REPAIR SERVICES	799	-	-	-		-	-	-	-	-	-
82646 CONCRETE CURB REPAIR											
82652 LANDSCAPING SERVICES											
82653 IRRIGATION SERVICES											
82654 GROUNDS MAINTENANCE SERVICES	621	120	500	5,135	5,135	500	500	500	500	500	500
82655 TREE SERVICES											
82660 BUILDING REPAIR & MAINTENANCE SERVICES	31,539	31,110	10,000	6,047	7,000	10,000	10,000	10,000	10,000	10,000	10,000
82682 REPAIR TO LINES											
82683 WATER TANK MAINTENANCE SERVICES											
82684 PUMP STATION REPAIR SERVICES			8,000	3,170	3,170	8,000	8,000	8,000	8,000	8,000	8,000
82699 OTHER REPAIR & MAINTENANCE SERVICES			4,000	915	2,000	4,000	4,000	4,000	4,000	4,000	4,000
TOTAL REPAIR & MAINTENANCE SERVICES	**190,730**	**108,533**	**112,500**	**103,964**	**132,305**	**112,500**	**112,500**	**112,500**	**112,500**	**112,500**	**112,500**
82740 EMPLOYEE WELLNESS PROGRAM											
82750 EMPLOYEE RECOGNITION/RECEPTIONS			350			350	350	350	350	350	350
82760 SAFETY PROGRAMS											
82780 TRAINING, OUTSIDE											
82790 TRAINING, IN-HOUSE											
TOTAL EMPLOYEE PROGRAMS	**-**	**-**	**350**	**-**	**-**	**350**	**350**	**350**	**350**	**350**	**350**
82810 REGISTRATIONS	3,285	1,265	1,500	600	600	1,500	1,500	1,500	1,500	1,500	1,500
82820 GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	151		500			500	500	500	500	500	500
82830 AIR TRAVEL	214		1,000			1,000	1,000	1,000	1,000	1,000	1,000
82840 LODGING	2,360	647	1,500	472	472	1,500	1,500	1,500	1,500	1,500	1,500
82850 MEALS (OUTSIDE WILLIAMSON COUNTY)	522	533	200	162	200	200	200	200	200	200	200
82890 OTHER TRAVEL EXPENSES											
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	**6,532**	**2,445**	**4,700**	**1,234**	**1,272**	**4,700**	**4,700**	**4,700**	**4,700**	**4,700**	**4,700**
83110 OFFICE SUPPLIES	2,031	2,161	1,500	1,198	1,500	1,500	1,500	1,500	1,500	1,500	1,500
83120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)				904	904	-	-	-	-	-	-
83130 EMPLOYEE BENEVOLENCE ITEMS	200	100				-	-	-	-	-	-
83140 MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	788	1,359	2,000	261	1,000	2,000	2,000	2,000	2,000	2,000	2,000
TOTAL OFFICE SUPPLIES	**3,019**	**3,620**	**3,500**	**2,363**	**3,404**	**3,500**	**3,500**	**3,500**	**3,500**	**3,500**	**3,500**
83210 TRAINING SUPPLIES		177	100			100	100	100	100	100	100
83220 CHEMICALS & LAB SUPPLIES	227,294	215,865	231,750	126,489	230,000	238,703	245,864	253,239	260,837	268,662	276,722
83221 ODOR CONTROL CHEMICALS				1,944	8,000	-	-	-	-	-	-
83240 MEDICAL SUPPLIES			800			800	800	800	800	800	800
83250 SAFETY SUPPLIES	6,318	9,761	4,000	2,145	4,000	4,000	4,000	4,000	4,000	4,000	4,000
83260 UNIFORMS PURCHASED	5,065	5,961	3,500	784	3,000	3,500	3,500	3,500	3,500	3,500	3,500
83270 CONSUMABLE TOOLS	58	91	500		100	500	500	500	500	500	500
83290 SOLID WASTE CONTAINERS	1,673					-	-	-	-	-	-

83299 OTHER OPERATING SUPPLIES	11,705	10,805	15,000	1,049	2,500	15,000	15,000	15,000	15,000	15,000	15,000
TOTAL OPERATING SUPPLIES	**252,113**	**242,660**	**255,650**	**132,411**	**247,600**	**262,603**	**269,764**	**277,139**	**284,737**	**292,562**	**300,622**
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	62,729	42,254	58,500	16,675	35,000	40,950	58,500	61,425	64,496	67,721	71,107
83320 MILEAGE (INSIDE WILLIAMSON COUNTY)											
TOTAL FUEL & MILEAGE	**62,729**	**42,254**	**58,500**	**16,675**	**35,000**	**40,950**	**58,500**	**61,425**	**64,496**	**67,721**	**71,107**
83510 FURNITURE, FIXTURES (<$25,000)	2,182	381	600	588	912	600	600	600	600	600	600
83520 VEHICLES (<$25,000)			7,640	-		8,023	8,424	8,845	9,288	9,752	10,240
83530 MACHINERY & EQUIPMENT (<$25,000)		3,009	57,881			60,775	63,814	67,005	70,355	73,873	77,566
83540 COMPUTER HARDWARE (<$25,000)	342	3,365	4,400	2,580	3,000	4,619	4,850	5,093	5,348	5,615	5,896
83550 COMPUTER SOFTWARE (<$25,000)											
TOTAL MACHINERY & EQUIPMENT (<$25,000)	**2,524**	**6,755**	**70,521**	**3,168**	**3,912**	**74,017**	**77,688**	**81,543**	**85,591**	**89,841**	**94,303**
83610 VEHICLE PARTS & SUPPLIES	841	2,583	1,000	619	3,000	1,000	1,000	1,000	1,000	1,000	1,000
83620 EQUIPMENT PARTS & SUPPLIES	54,669	16,754	40,000	83,704	100,000	40,000	40,000	40,000	40,000	40,000	40,000
83630 FIRE HYDRANT SUPPLIES											
83640 PAVING REPAIR SUPPLIES		2,853		720	720						
83642 STREETLIGHT PARTS & SUPPLIES											
83643 SIGN SUPPLIES											
83647 SIDEWALK REPAIR SUPPLIES											
83652 LANDSCAPING SUPPLIES	615			331	331						
83653 IRRIGATION SUPPLIES											
83654 GROUNDS MAINTENANCE SUPPLIES	1,047	826	2,000	2,259	2,522	2,000	2,000	2,000	2,000	2,000	2,000
83660 BUILDING MAINTENANCE SUPPLIES	6,223	8,499	4,000	8,856	10,636	4,000	4,000	4,000	4,000	4,000	4,000
83682 UTILITY LINES REPAIR SUPPLIES											
83683 WATER TANK MAINTENANCE SUPPLIES											
83684 PUMP STATION REPAIR SUPPLIES		-	10,000	350	5,000	10,000	10,000	10,000	10,000	10,000	10,000
83685 OTHER INVENTORY SUPPLIES											
83699 OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	8	76									
TOTAL REPAIR & MAINTENANCE SUPPLIES	**63,403**	**31,591**	**57,000**	**96,839**	**122,209**	**57,000**	**57,000**	**57,000**	**57,000**	**57,000**	**57,000**
84920 2ND AVE PARKING GARAGE OPERATIONS											
84930 4TH AVE PARKING GARAGE OPERATIONS											
TOTAL OPERATIONAL UNITS	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
85110 PROPERTY INSURANCE	55,152	58,132	58,045	62,082	62,082	65,186	68,445	71,868	75,461	79,234	83,196
85111 FRAUD INSURANCE					-	-	-	-	-	-	-
85112 INLAND MARINE INSURANCE	337	646	737		-	-	-	-	-	-	-
85113 AUTO PHYSICAL DAMAGE	745	602	651	537	537	564	592	622	653	685	720
85115 LIABILITY INSURANCE	5,905	6,932	7,145	9,040	9,040	9,492	9,967	10,465	10,988	11,538	12,114
85116 E&O LIABILITY INSURANCE	3,488	2,993			-	-	-	-	-	-	-
85117 VEHICLE LIABILITY INSURANCE	2,005	2,201	2,380	11,993	11,993	12,593	13,222	13,883	14,578	15,306	16,072
85118 LAW ENFORCEMENT LIABILITY INSURANCE				-	-	-	-	-	-	-	-
85119 UMBRELLA LIABILITY			2,326	2,144	2,144	2,251	2,364	2,482	2,606	2,736	2,873
85120 PROPERTY DAMAGE COSTS		5,704				-	-	-	-	-	-
85122 VEHICLE CLAIMS/DEDUCTIBLES						-	-	-	-	-	-
85125 LIABILITY CLAIMS/DEDUCTIBLES						-	-	-	-	-	-
85127 VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		13,180				-	-	-	-	-	-
85140 SURETY/NOTARY BONDS						-	-	-	-	-	-
85170 EASEMENTS ACQUIRED											
TOTAL PROPERTY & LIABILITY COSTS	**67,632**	**90,390**	**71,284**	**85,796**	**85,796**	**90,086**	**94,590**	**99,320**	**104,286**	**109,500**	**114,975**
85230 LAND USE RENTAL											
85240 EQUIPMENT RENTAL & LEASES	3,482	882	2,000	2,706	2,706	2,000	2,000	2,000	2,000	2,000	2,000
TOTAL RENTALS	**3,482**	**882**	**2,000**	**2,706**	**2,706**	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**
85310 PERMITS											
85320 STATE FEES	12,435	10,408	12,500	10,380	11,860	12,500	12,500	12,500	12,500	12,500	12,500
85340 RECORDING & FILING FEES											
TOTAL PERMITS	**12,435**	**10,408**	**12,500**	**10,380**	**11,860**	**12,500**	**12,500**	**12,500**	**12,500**	**12,500**	**12,500**

85530 E-COMMERCE FEES											
85540 BILLING SERVICES											
85550 CASH SHORT/OVER											
85580 LATE CHARGES											
TOTAL FINANCIAL FEES	-	-	-	-	-	-	-	-	-	-	-
85990 MISCELLANEOUS											
85991 MISCELLANEOUS-DONATIONS											
TOTAL OTHER BUSINESS EXPENSES	-	-	-	-	-	-	-	-	-	-	-
86600 LEASE/LOAN PRINCIPAL											
86700 LEASE/LOAN INTEREST											
TOTAL DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	-
Total Operations	**2,274,244**	**1,888,003**	**2,341,656**	**1,241,751**	**2,313,497**	**2,424,575**	**2,515,732**	**2,594,241**	**2,674,935**	**2,757,895**	**2,843,206**
Increase (%) Year over Year	4.2%										
Turnback	(14,867)										
Turnback as a % of budget	-0.7%										
Capital											
89120 EASEMENTS ACQUIRED											
TOTAL LAND	-	-	-	-	-	-	-	-	-	-	-
89220 BUILDING DESIGN & CONSTRUCTION											
89230 BUILDING IMPROVEMENTS			1,654			1,736	1,823	1,914	2,010	2,111	2,216
TOTAL BUILDINGS	-	-	**1,654**	-	-	**1,736**	**1,823**	**1,914**	**2,010**	**2,111**	**2,216**
89320 DISTRIBUTION SYSTEMS											
TOTAL IMPROVEMENTS	-	-	-	-	-	-	-	-	-	-	-
89510 FURNITURE, FIXTURE (>$25,000)											
89520 VEHICLES (>$25,000)		-	63,945	-	-	67,142	70,499	74,024	77,726	81,612	85,693
89530 MACHINERY & EQUIPMENT (>$25,000)		35,934	584,325	35,934	200,000	613,541	644,218	676,429	710,251	745,764	783,052
89540 COMPUTER HARDWARE (>$25,000)											
89550 COMPUTER SOFTWARE (>$25,000)											
TOTAL MACHINERY & EQUIPMENT (>$25,000)	-	**35,934**	**648,270**	**35,934**	**200,000**	**680,683**	**714,717**	**750,453**	**787,977**	**827,376**	**868,745**
Increase (%) Year over Year	0.0%										
Turnback	588,000										
Turnback as a % of budget	0.0%										
Total Capital	-	**35,934**	**649,924**	**35,934**	**200,000**	**682,419**	**716,540**	**752,367**	**789,987**	**829,486**	**870,961**
TOTAL EXPENDITURES	**3,235,158**	**3,003,978**	**4,191,526**	**1,954,697**	**3,532,086**	**4,294,679**	**4,478,713**	**4,643,003**	**4,814,772**	**4,994,503**	**5,182,726**
Increase (%) Year over Year	1.0%										
Turnback	750,695										
Turnback as a % of budget	23.2%										

Utility Admin Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY	460,902	575,814	684,473	395,221	642,234	704,590	718,682	733,055	747,717	762,671	777,924
81120	OVERTIME PAY	1,951	6,865	2,000	3,239	5,263	2,000	2,000	2,000	2,000	2,000	2,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		553			-						
81199	VACANCY ADJUSTMENT											
	TOTAL WAGES	**462,853**	**583,232**	**686,473**	**398,460**	**647,498**	**706,590**	**720,682**	**735,055**	**749,717**	**764,671**	**779,924**
81410	FICA (EMPLOYER'S SHARE)	34,685	43,506	52,362	29,781	48,394	53,901	54,979	56,079	57,200	58,344	59,511
81420	MEDICAL PREMIUMS	60,356	80,617	86,080	41,223	66,987	96,798	106,478	117,126	128,838	141,722	155,894
81430	GROUP INSURANCE PREMIUMS	6,204	8,353	9,254	5,067	8,234	9,739	10,226	10,737	11,274	11,838	12,430
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(13,024)	(18,285)	(17,737)	(11,357)	(18,455)	(20,604)	(22,664)	(24,931)	(27,424)	(30,166)	(33,183)
81450	RETIREMENT CONTRIBUTIONS	59,140	42,295	62,740	57,824	57,824	66,498	73,147	80,462	88,508	97,359	107,095
81455	DEFERRED COMP MATCH	2,725	6,286	7,500	7,754	12,600	14,490	15,939	17,533	19,287	21,215	23,337
81460	UNEMPLOYMENT CLAIMS											
81470	WORKERS COMPENSATION PREMIUMS	997	1,292	1,337	1,479	1,479	1,404	1,474	1,548	1,625	1,706	1,792
81475	WORKERS COMPENSATION CLAIMS		532		80	80						
	TOTAL BENEFITS	**151,083**	**164,596**	**201,536**	**131,851**	**177,144**	**222,226**	**239,579**	**258,554**	**279,309**	**302,019**	**326,876**
Total Personnel		**613,936**	**747,828**	**888,009**	**530,311**	**824,641**	**928,816**	**960,261**	**993,609**	**1,029,025**	**1,066,689**	**1,106,800**
	Increase (%) Year over Year	5.1%										
	Turnback	168,787										
	Turnback as a % of budget	27.5%										
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES	458	51	300	52	150	300	300	300	300	300	300
82120	FREIGHT FOR INBOUND PURCHASED ITEMS				22							
82130	VEHICLE LICENSES & TITLES	18		100		50	100	100	100	100	100	100
82140	VEHICLE TOW-IN SERVICES											
	TOTAL TRANSPORTATION CHARGES	**476**	**51**	**400**	**74**	**200**	**400**	**400**	**400**	**400**	**400**	**400**
82210	PRINTING & COPYING SERVICES, OUTSOURCED	341	173	400	265	450	400	400	400	400	400	400
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES				-							
82240	TRANSCRIPTION FEES											
82250	TESTING & PHYSICALS	288	1,007	260	218	375	260	260	260	260	260	260
82260	UNIFORM RENTAL & SERVICES											
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES											
82299	OTHER OPERATING SERVICES											
	TOTAL OPERATING SERVICES	**629**	**1,180**	**660**	**483**	**825**	**660**	**660**	**660**	**660**	**660**	**660**
82310	LEGAL NOTICES	288	206	1,000	62	500	1,000	1,000	1,000	1,000	1,000	1,000
82340	LEADERSHIP RETREATS											
82350	DUES FOR MEMBERSHIPS	670	532	5,000	12,431	12,431	5,000	5,000	5,000	5,000	5,000	5,000
82355	PROFESSIONAL STANDARDS / ACCREDITATION											
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	3,144	4,201	3,000	113	1,000	3,000	3,000	3,000	3,000	3,000	3,000
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)											
82371	EMERGENCY RELIEF											
82372	UNITED WAY CAMPAIGN											
82390	PUBLICATIONS, NON-TRAINING	3,155		500			500	500	500	500	500	500
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**7,257**	**4,939**	**9,500**	**12,606**	**13,931**	**9,500**	**9,500**	**9,500**	**9,500**	**9,500**	**9,500**

82410 ELECTRIC SERVICE											
82415 ELECTRIC SERVICE - STREETLIGHTS											
82420 WATER & SEWER SERVICE											
82430 STORMWATER SERVICE											
82435 SOLID WASTE SERVICE											
82440 NATURAL GAS SERVICE											
82450 TELEPHONE SERVICE	784	727	1,030	476	950	1,061	1,093	1,126	1,159	1,194	1,228
82451 800 MHZ ACCESS LINE SERVICE	2,367	2,338	2,369	1,494	3,000	2,440	2,513	2,589	2,666	2,746	2,827
82455 CELLULAR TELEPHONE SERVICE	4,310	3,806	4,223	3,496	7,000	4,350	4,480	4,615	4,753	4,896	5,042
82470 INTERNET & RELATED SERVICES	1,097	993	1,133	109	200	1,167	1,202	1,238	1,275	1,313	1,352
TOTAL UTILITIES	**8,558**	**7,864**	**8,755**	**5,575**	**11,150**	**9,018**	**9,288**	**9,568**	**9,853**	**10,149**	**10,449**
82510 COMPUTER SERVICES											
82520 LEGAL SERVICES											
82540 ENGINEERING SERVICES			-	11,250							
82560 CONSULTANT SERVICES				3,743							
82599 OTHER CONTRACTUAL SERVICES	1,965	1,682	-	1,180							
TOTAL CONTRACTUAL SERVICES	**1,965**	**1,682**	**-**	**16,173**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
82610 VEHICLE REPAIR & MAINTENANCE SERVICES	96	2,754	1,500	492	1,000	1,500	1,500	1,500	1,500	1,500	1,500
82620 EQUIPMENT REPAIR & MAINTENANCE SERVICES	870	211	1,000			1,000	1,000	1,000	1,000	1,000	1,000
82653 IRRIGATION SERVICES											
82655 TREE SERVICES											
82660 BUILDING REPAIR & MAINTENANCE SERVICES	323		1,500		1,000	1,500	1,500	1,500	1,500	1,500	1,500
82699 OTHER REPAIR & MAINTENANCE SERVICES											
TOTAL REPAIR & MAINTENANCE SERVICES	**1,289**	**2,965**	**4,000**	**492**	**2,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**
82740 EMPLOYEE WELLNESS PROGRAM											
82750 EMPLOYEE RECOGNITION/RECEPTIONS	751	976	400	96	150	400	400	400	400	400	400
82760 SAFETY PROGRAMS											
82780 TRAINING, OUTSIDE				60	220						
82790 TRAINING, IN-HOUSE											
TOTAL EMPLOYEE PROGRAMS	**751**	**976**	**400**	**156**	**370**	**400**	**400**	**400**	**400**	**400**	**400**
82810 REGISTRATIONS	2,291	2,479	3,500	1,230	2,000	3,500	3,500	3,500	3,500	3,500	3,500
82820 GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	239	377	600	292	500	600	600	600	600	600	600
82830 AIR TRAVEL	1,025	266	2,000	292	1,500	2,000	2,000	2,000	2,000	2,000	2,000
82840 LODGING	757	3,792	3,000	1,739	2,500	3,000	3,000	3,000	3,000	3,000	3,000
82850 MEALS (OUTSIDE WILLIAMSON COUNTY)	54	237	700	114	500	700	700	700	700	700	700
82890 OTHER TRAVEL EXPENSES			100			100	100	100	100	100	100
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	**4,366**	**7,151**	**9,900**	**3,667**	**7,000**	**9,900**	**9,900**	**9,900**	**9,900**	**9,900**	**9,900**
83110 OFFICE SUPPLIES	582	751	1,000	751	850	1,000	1,000	1,000	1,000	1,000	1,000
83120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)					50						
83130 EMPLOYEE BENEVOLENCE ITEMS	403	302	450	302	350	450	450	450	450	450	450
83140 MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	355	917	500	917	634	500	500	500	500	500	500
TOTAL OFFICE SUPPLIES	**1,340**	**1,970**	**1,950**	**1,970**	**1,884**	**1,950**	**1,950**	**1,950**	**1,950**	**1,950**	**1,950**
83210 TRAINING SUPPLIES											
83220 CHEMICALS & LAB SUPPLIES											
83240 MEDICAL SUPPLIES											
83250 SAFETY SUPPLIES	243	600	500	213	365	500	500	500	500	500	500
83260 UNIFORMS PURCHASED	852	1,608	1,000	1,457	1,500	1,000	1,000	1,000	1,000	1,000	1,000
83270 CONSUMABLE TOOLS	15			119	150						
83290 SOLID WASTE CONTAINERS											
83299 OTHER OPERATING SUPPLIES	251	373		126	126						
TOTAL OPERATING SUPPLIES	**1,361**	**2,581**	**1,500**	**1,915**	**2,141**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	15,004	10,847	13,483	5,105	10,000	11,000	16,391	16,883	17,389	17,910	18,447

83320 MILEAGE (INSIDE WILLIAMSON COUNTY)											
TOTAL FUEL & MILEAGE	**15,004**	**10,847**	**13,483**	**5,105**	**10,000**	**11,000**	**16,391**	**16,883**	**17,389**	**17,910**	**18,447**
83510 FURNITURE, FIXTURES (<$25,000)		750		585	585						
83520 VEHICLES (<$25,000)			14,774			15,512	16,288	17,102	17,957	18,855	19,797
83530 MACHINERY & EQUIPMENT (<$25,000)		244		8,282	8,282	-	-	-	-	-	-
83540 COMPUTER HARDWARE (<$25,000)		1,648	2,646	3,828	3,828	2,778	2,917	3,063	3,216	3,377	3,545
83550 COMPUTER SOFTWARE (<$25,000)				24,437	24,437						
TOTAL MACHINERY & EQUIPMENT (<$25,000)	**-**	**2,642**	**17,420**	**37,132**	**37,132**	**18,290**	**19,205**	**20,165**	**21,173**	**22,231**	**23,343**
83610 VEHICLE PARTS & SUPPLIES	51	33									
83620 EQUIPMENT PARTS & SUPPLIES		21									
83640 PAVING REPAIR SUPPLIES											
83642 STREETLIGHT PARTS & SUPPLIES											
83643 SIGN SUPPLIES											
83647 SIDEWALK REPAIR SUPPLIES											
83652 LANDSCAPING SUPPLIES											
83653 IRRIGATION SUPPLIES											
83654 GROUNDS MAINTENANCE SUPPLIES											
83660 BUILDING MAINTENANCE SUPPLIES	174	233		204	204						
83699 OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES											
TOTAL REPAIR & MAINTENANCE SUPPLIES	**225**	**287**	**-**	**204**	**204**	**-**	**-**	**-**	**-**	**-**	**-**
84920 2ND AVE PARKING GARAGE OPERATIONS											
84930 4TH AVE PARKING GARAGE OPERATIONS											
TOTAL OPERATIONAL UNITS	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
85110 PROPERTY INSURANCE	1,062	1,131	1,136	1,595	1,595	1,675	1,758	1,846	1,939	2,036	2,137
85111 FRAUD INSURANCE					-	-	-	-	-	-	-
85112 INLAND MARINE INSURANCE	30	45	51		-	-	-	-	-	-	-
85113 AUTO PHYSICAL DAMAGE	160	162	176	146	146	153	161	169	177	186	196
85115 LIABILITY INSURANCE	1,184	1,974	2,034	2,504	2,504	2,629	2,761	2,899	3,044	3,196	3,356
85116 E&O LIABILITY INSURANCE	699	852			-	-	-	-	-	-	-
85117 VEHICLE LIABILITY INSURANCE	963	995	1,076	1,026	1,026	1,077	1,131	1,188	1,247	1,309	1,375
85118 LAW ENFORCEMENT LIABILITY INSURANCE				-	-	-	-	-	-	-	-
85119 UMBRELLA LIABILITY			662	594	594	624	655	688	722	758	796
85120 PROPERTY DAMAGE COSTS					-	-	-	-	-	-	-
85122 VEHICLE CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85125 LIABILITY CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85127 VEHICLE LIABILITY CLAIMS/DEDUCTIBLES					-	-	-	-	-	-	-
85140 SURETY/NOTARY BONDS	50		52		-	50	56	58	60	62	64
85170 EASEMENTS ACQUIRED		3,522			-	-					
TOTAL PROPERTY & LIABILITY COSTS	**4,148**	**8,681**	**5,187**	**5,865**	**5,865**	**6,208**	**6,522**	**6,847**	**7,189**	**7,547**	**7,924**
85230 LAND USE RENTAL		50									
85240 EQUIPMENT RENTAL & LEASES			-			-	-				
TOTAL RENTALS	**-**	**50**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
85310 PERMITS			-								
85320 STATE FEES	847	28,556	3,000	89	2,500	3,000	3,000	3,000	3,000	3,000	3,000
85340 RECORDING & FILING FEES		766		23	100	-	-	-	-	-	-
TOTAL PERMITS	**847**	**29,322**	**3,000**	**112**	**2,600**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**
85540 BILLING SERVICES		10		1	1						
85550 CASH SHORT/OVER											
85580 LATE CHARGES											
TOTAL FINANCIAL FEES	**-**	**10**	**-**	**1**	**1**	**-**	**-**	**-**	**-**	**-**	**-**
85990 MISCELLANEOUS											

85991 MISCELLANEOUS-DONATIONS											
TOTAL OTHER BUSINESS EXPENSES	-	-	-	-	-	-	-	-	-	-	-
86600 LEASE/LOAN PRINCIPAL											
86700 LEASE/LOAN INTEREST											
TOTAL DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	-
Total Operations	**48,216**	**83,198**	**76,155**	**91,530**	**95,303**	**75,826**	**82,716**	**84,773**	**86,914**	**89,148**	**91,472**
Increase (%) Year over Year	-2.2%										
Turnback	33,588										
Turnback as a % of budget	69.7%										
Capital											
89220 BUILDING DESIGN & CONSTRUCTION											
89230 BUILDING IMPROVEMENTS											
TOTAL BUILDINGS	-	-	-	-	-	-	-				
89320 DISTRIBUTION SYSTEMS		**85,135**		33,888							
TOTAL IMPROVEMENTS	-	**85,135**	-	**33,888**	-	-	-				
89510 FURNITURE, FIXTURE (>$25,000)											
89520 VEHICLES (>$25,000)		-	43,765		26,899	9,203	30,000	10,147	10,654	11,187	-
89530 MACHINERY & EQUIPMENT (>$25,000)											
89540 COMPUTER HARDWARE (>$25,000)											
89550 COMPUTER SOFTWARE (>$25,000)											
TOTAL MACHINERY & EQUIPMENT (>$25,000)	-	-	**43,765**	-	**26,899**	**9,203**	**30,000**	**10,147**	**10,654**	**11,187**	-
Increase (%) Year over Year	0.0%										
Turnback	7,950										
Turnback as a % of budget	0.0%										
Total Capital	-	**85,135**	**43,765**	**33,888**	**26,899**	**9,203**	**30,000**	**10,147**	**10,654**	**11,187**	-
TOTAL EXPENDITURES	**662,152**	**916,161**	**1,007,929**	**655,729**	**946,843**	**1,013,845**	**1,072,977**	**1,088,530**	**1,126,593**	**1,167,024**	**1,198,272**
Increase (%) Year over Year	4.5%										
Turnback	210,325										
Turnback as a % of budget	31.8%										

Wastewater General Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	B2016	YTD2016	EST2016	E2017	E2018	E2019	E2020	E2021	E2022
Personnel												
81110	REGULAR PAY			60,069			150,000	150,000	150,000	150,000	150,000	150,000
	TOTAL WAGES	-	-	**60,069**	-	-	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**
81420	MEDICAL PREMIUMS	34,830	60,235	45,161	37,998	45,161	46,516	47,911	49,348	50,828	52,353	53,924
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(10,165)	(11,239)	(13,168)	(7,726)	(13,168)	(13,563)	(13,970)	(14,389)	(14,821)	(15,266)	(15,724)
	TOTAL BENEFITS	**24,665**	**48,996**	**31,993**	**30,272**	**31,993**	**32,953**	**33,941**	**34,959**	**36,007**	**37,087**	**38,199**
Total Personnel		**24,665**	**48,996**	**92,062**	**30,272**	**31,993**	**182,953**	**183,941**	**184,959**	**186,007**	**187,087**	**188,199**
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES		30									
82120	FREIGHT FOR INBOUND PURCHASED ITEMS		-									
	TOTAL TRANSPORTATION CHARGES	-	**30**	-	-	-	-	-	-	-	-	-
82210	PRINTING & COPYING SERVICES, OUTSOURCED	39	423		170	170						
	TOTAL OPERATING SERVICES	**39**	**423**	-	**170**	**170**	-	-	-	-	-	-
82310	LEGAL NOTICES	745	690									
82350	DUES FOR MEMBERSHIPS		30		30	30						
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	**745**	**720**	-	**30**	**30**	-	-	-	-	-	-
82470	INTERNET & RELATED SERVICES											
82520	LEGAL SERVICES	43,516	185,046	15,000	337,953	450,000	15,000	15,000	15,000	15,000	15,000	15,000
82530	AUDIT SERVICES	12,125	12,250	12,500	11,875	11,875	12,750	13,000	13,250	13,500	13,750	14,000
82540	ENGINEERING SERVICES	21,620	141,723		11,090	19,011	-	-	-	-	-	
82560	CONSULTANT SERVICES	3,674	1,720	85,000	6,880	28,594	125,000	125,000	50,000	40,000	70,000	40,000
82599	OTHER CONTRACTUAL SERVICES		76,431	203,000	126,505	190,000	175,000	175,000	245,000	238,000	210,000	240,000
	TOTAL CONTRACTUAL SERVICES	**80,935**	**417,170**	**315,500**	**494,303**	**699,480**	**327,750**	**328,000**	**323,250**	**306,500**	**308,750**	**309,000**
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	5										
	TOTAL REPAIR & MAINTENANCE SERVICES	**5**	-	-	-	-	-	-	-	-	-	-
82890	OTHER TRAVEL EXPENSES		7,671									
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	-	**7,671**	-	-	-	-	-	-	-	-	-
83110	OFFICE SUPPLIES											
83530	MACHINERY & EQUIPMENT (<$25,000)											
83540	COMPUTER HARDWARE (<$25,000)											

83550 COMPUTER SOFTWARE (<$25,000)											
	-	-	-	-	-	-	-	-	-	-	-
84710 ADMIN SERVICES PROVIDED BY GENERAL FUND	941,177	1,029,289	1,037,990	1,037,990	1,037,990	1,089,890	1,144,384	1,201,603	1,261,683	1,324,767	1,391,006
TOTAL OPERATIONAL UNITS	**941,177**	**1,029,289**	**1,037,990**	**1,037,990**	**1,037,990**	**1,089,890**	**1,144,384**	**1,201,603**	**1,261,683**	**1,324,767**	**1,391,006**
85110 PROPERTY INSURANCE											
85120 PROPERTY DAMAGE COSTS											
85170 EASEMENTS ACQUIRED	15,165										
TOTAL PROPERTY & LIABILITY COSTS	**15,165**	-	-	-	-	-	-	-	-	-	
85310 PERMITS		6,000		6,250	6,250						
85330 UTILITY DISTRICT FEES	860										
85340 RECORDING & FILING FEES				59	59						
TOTAL PERMITS	**860**	**6,000**	-	**6,309**	**6,309**	-	-	-	-	-	
85570 BAD DEBT EXPENSE (NET OF RECOVERIES)	13,102	11,458	20,000	15,555	20,000	20,000	20,000	20,000	20,000	20,000	20,000
85575 LEAK ADJUSTMENTS			25,000			25,000	25,000	25,000	25,000	25,000	25,000
TOTAL FINANCIAL FEES	**13,102**	**11,458**	**45,000**	**15,555**	**20,000**	**45,000**	**45,000**	**45,000**	**45,000**	**45,000**	**45,000**
86100 PRINCIPAL	815,600	823,900	832,200		832,200	858,500	872,800	901,100	909,450	915,800	922,000
86200 INTEREST	464,627	435,594	394,698	197,718	394,698	353,395	310,784	267,466	222,741	177,606	145,000
86300 PAYING AGENT & OTHER DEBT FEES	697	723	700		700	700	700	700	700	700	700
86600 LEASE/LOAN PRINCIPAL											
86700 LEASE/LOAN INTEREST											
88095 TRANSFER TO DEBT SERVICE FUND		100,000	100,000	50,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL DEBT SERVICE	**1,280,924**	**1,360,217**	**1,327,598**	**247,718**	**1,327,598**	**1,312,595**	**1,284,284**	**1,269,266**	**1,232,891**	**1,194,106**	**1,167,700**
Total Operations	**2,332,952**	**2,832,978**	**2,726,088**	**1,802,075**	**3,091,577**	**2,775,235**	**2,801,668**	**2,839,119**	**2,846,074**	**2,872,623**	**2,912,706**
Capital											
89320 DISTRIBUTION SYSTEMS	2,413,913	3,177,420	2,687,500	1,252,103	2,600,000	2,900,000	3,100,000	3,350,000	3,589,073	3,858,254	4,000,000
TOTAL IMPROVEMENTS	**2,413,913**	**3,177,420**	**2,687,500**	**1,252,103**	**2,600,000**	**2,900,000**	**3,100,000**	**3,350,000**	**3,589,073**	**3,858,254**	**4,000,000**
89550 COMPUTER SOFTWARE (>$25,000)											
Total Capital	**2,413,913**	**3,177,420**	**2,687,500**	**1,252,103**	**2,600,000**	**2,900,000**	**3,100,000**	**3,350,000**	**3,589,073**	**3,858,254**	**4,000,000**
TOTAL EXPENDITURES	**4,771,530**	**6,059,394**	**5,505,650**	**3,084,450**	**5,723,570**	**5,858,188**	**6,085,609**	**6,374,078**	**6,621,154**	**6,917,964**	**7,100,905**

Reclaimed Water

Section Summary

On February 10, 2004, the City of Franklin Board of Mayor and Aldermen officially created the Reclaimed Division through adoption of Title 18, Chapter 4, of the Franklin Municipal Code. The Reclaimed Water Section produces and distributes water for commercial and residential irrigation use within the City's water service area. There are no dedicated personnel assigned to this division. Personnel from the Service Divisions currently maintain the reclaimed water lines and personnel from the Water Reclamation Plant operate and maintain the pumps and sampling stations.

Section Goals & Strategic Initiatives

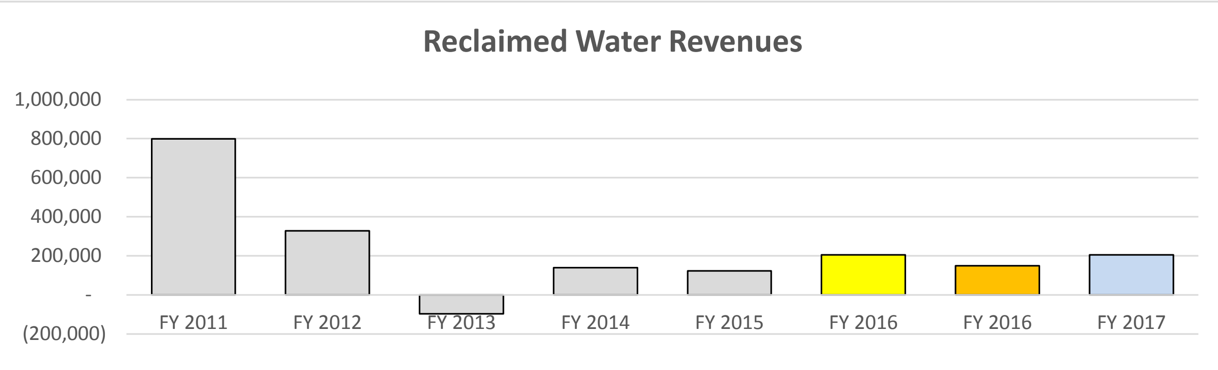
The primary goal for the Reclaimed Water Section is to distribute high quality effluent water for irrigation needs of customers. A benefit of reclaimed water, in addition to a low cost alternative for irrigation water, is that it reduces loading of effluent to the Harpeth River. While the use of reclaimed water is typically seasonal, the department has been and will continue to evaluate other disposal concepts that would reduce effluent discharge to the river that are consistent with the permit.

Though reclaimed water is not an essential service, it is imperative that the Department be able to serve the demands for the system. Depending on growth and technical issues, it is anticipated that the existing Long Lane Water Tank (500,000 gallons) will be converted to a reclaimed storage facility in the coming years. Additional storage facilities are being considered using existing Department property.

Reclaimed Water

Revenues

Rate based revenues for FY 2016 are projected to be at approximately 69% of the forecast. The tables below present historic revenue by category FY 2010-FY 2015, estimated for the budgeted and projected revenues for FY 2016 and the projected revenues for FY 2017.



	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Forecast	FY 2016 Est.	FY 2017 Forecast
Intergovernmental	648,132	178,887	(240,183)	-	-	-		-
Interest Income	872	1,840	839	170	14	500	25	500
Sale of Surplus Assets	-	-	-	-	-	-		-
Customer Service (Rates)	146,237	147,006	135,305	130,570	82,488	200,500	137,656	200,500
Inspection Fees	-	-	2,337	-	-	1,000	8,668	1,000
Other Service Revenue	-	-	600	333	3,287	500	-	500
Contributions from Develop.					22,200			
Capital Contributions	3,780	-	4,234	8,428	13,985	2,000	2,000	2,000
Total Reclaimed Revenues	**799,021**	**327,733**	**(96,868)**	**139,501**	**121,974**	**204,500**	**148,349**	**204,500**

Budget

	A	B	C	D	E	F (E-C)	G (E/C)
	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference '16 vs. '17 $	%
Personnel							
Salaries & Wages	-	-	-	-	-	-	0.0%
Employee Benefits	-	-	-	-	-	-	0.0%
Total Personnel	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Operations							
Transportation Services	-	-	265	-	250	(15)	-5.7%
Operating Services	-	-	-	-	-	-	0.0%
Notices, Subscriptions, etc.	-	-	106	-	100	(6)	-5.7%
Utilities	12	9	53	-	50	(3)	-5.7%
Contractual Services	-	-	-	-	50,000	50,000	100.0%
Repair & Maintenance Services	-	-	12,732	-	12,000	(732)	-5.7%
Employee programs	-	-	-	-	-	-	0.0%
Professional Development/Travel	-	-	-	-	-	-	0.0%
Office Supplies	-	1,884	-	-	-	-	0.0%
Operating Supplies	77,383	86,756	106,200	35,000	108,200	2,000	1.9%
Fuel & Mileage	-	-	-	-	-	-	0.0%
Supplies for Resale	-	-	-	-	-	-	0.0%
Machinery & Equipment (<$25,000)	-	-	2,000	-	2,000	-	0.0%
Repair & Maintenance Supplies	4,643	14,710	15,500	3,376	15,500	-	0.0%
Operational Units	-	-	-	-	-	-	0.0%
Property & Liability Costs	-	-	-	-	-	-	0.0%
Rentals	-	-	-	-	-	-	0.0%
Financial Fees	-	-	-	-	-	-	0.0%
Permits	-	-	-	-	-	-	0.0%
Debt Service and Lease Payments	61,088	61,088	65,975	65,975	65,975	-	0.0%
Total Operations	**143,126**	**164,447**	**202,831**	**104,351**	**254,075**	**51,244**	**25.3%**
Capital	**-**	**-**	**-**	**-**	**-**	**-**	**#DIV/0!**
Total Reclaimed Water	**143,126**	**164,447**	**202,831**	**104,351**	**254,075**	**51,244**	**25.3%**

Note: Definitions of each category can be found in the appendices.

Reclaimed Water Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	F2016	YTD2016	EST2016	F2017	F2018	F2019	F2020	F2021	F2022
Personnel												
Operations												
82110	MAILING & OUTBOUND SHIPPING SERVICES			106			100	100	100	100	100	100
82120	FREIGHT FOR INBOUND PURCHASED ITEMS			159			150	150	150	150	150	150
82130	VEHICLE LICENSES & TITLES											
82140	VEHICLE TOW-IN SERVICES											
	TOTAL TRANSPORTATION CHARGES	-	-	**265**	-	-	**250**	**250**	**250**	**250**	**250**	**250**
82210	PRINTING & COPYING SERVICES, OUTSOURCED											
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES											
82240	TRANSCRIPTION FEES											
82250	TESTING & PHYSICALS											
82260	UNIFORM RENTAL & SERVICES											
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES											
82299	OTHER OPERATING SERVICES											
	TOTAL OPERATING SERVICES	-	-	-	-	-	-	-				
82310	LEGAL NOTICES			106			100	100	100	100	100	100
82340	LEADERSHIP RETREATS											
82350	DUES FOR MEMBERSHIPS											
82355	PROFESSIONAL STANDARDS / ACCREDITATION											
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)											
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)											
82371	EMERGENCY RELIEF											
82372	UNITED WAY CAMPAIGN											
82390	PUBLICATIONS, NON-TRAINING											
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	-	-	**106**	-	-	**100**	**100**	**100**	**100**	**100**	**100**
82410	ELECTRIC SERVICE											
82415	ELECTRIC SERVICE - STREETLIGHTS											
82420	WATER & SEWER SERVICE	12	9	53	5		50	50	50	50	50	50
82430	STORMWATER SERVICE											
82435	SOLID WASTE SERVICE											
82440	NATURAL GAS SERVICE											
82450	TELEPHONE SERVICE											
82451	800 MHZ ACCESS LINE SERVICE											
82455	CELLULAR TELEPHONE SERVICE											
82470	INTERNET & RELATED SERVICES											
	TOTAL UTILITIES	**12**	**9**	**53**	**5**	-	**50**	**50**	**50**	**50**	**50**	**50**
82510	COMPUTER SERVICES											
82520	LEGAL SERVICES											
82540	ENGINEERING SERVICES											
82560	CONSULTANT SERVICES						50,000					
82599	OTHER CONTRACTUAL SERVICES											
	TOTAL CONTRACTUAL SERVICES	-	-	-	-	-	**50,000**	-				

Reclaimed Water Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	F2016	YTD2016	EST2016	F2017	F2018	F2019	F2020	F2021	F2022
82610	VEHICLE REPAIR & MAINTENANCE SERVICES											
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES			5,305			5,000	5,000	5,000	5,000	5,000	5,000
82640	PAVING & REPAIR SERVICES											
82646	CONCRETE CURB REPAIR											
82652	LANDSCAPING SERVICES											
82653	IRRIGATION SERVICES											
82655	TREE SERVICES											
82660	BUILDING REPAIR & MAINTENANCE SERVICES											
82682	REPAIR TO LINES											
82683	WATER TANK MAINTENANCE SERVICES											
82684	PUMP STATION REPAIR SERVICES			5,305			5,000	5,000	5,000	5,000	5,000	5,000
82699	OTHER REPAIR & MAINTENANCE SERVICES			2,122			2,000	2,000	2,000	2,000	2,000	2,000
	TOTAL REPAIR & MAINTENANCE SERVICES	**-**	**-**	**12,732**	**-**	**-**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**
82740	EMPLOYEE WELLNESS PROGRAM											
82750	EMPLOYEE RECOGNITION/RECEPTIONS											
82760	SAFETY PROGRAMS											
82780	TRAINING, OUTSIDE											
82790	TRAINING, IN-HOUSE											
	TOTAL EMPLOYEE PROGRAMS	**-**	**-**	**-**	**-**	**-**	**-**	**-**				
82810	REGISTRATIONS											
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)											
82830	AIR TRAVEL											
82840	LODGING											
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)											
82890	OTHER TRAVEL EXPENSES											
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	**-**	**-**	**-**	**-**	**-**	**-**	**-**				
83110	OFFICE SUPPLIES											
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)											
83130	EMPLOYEE BENEVOLENCE ITEMS											
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)		1,884									
	TOTAL OFFICE SUPPLIES	**-**	**1,884**	**-**	**-**	**-**	**-**	**-**				
83210	TRAINING SUPPLIES											
83220	CHEMICALS & LAB SUPPLIES	77,172	86,664	106,000	18,225	35,000	108,000	110,000	113,000	116,000	118,000	120,000
83221	ODOR CONTROL CHEMICALS											
83240	MEDICAL SUPPLIES											
83250	SAFETY SUPPLIES	211	69									
83260	UNIFORMS PURCHASED											
83270	CONSUMABLE TOOLS			200			200	200	200	200	200	200
83290	SOLID WASTE CONTAINERS											
83299	OTHER OPERATING SUPPLIES		23									
	TOTAL OPERATING SUPPLIES	**77,383**	**86,756**	**106,200**	**18,225**	**35,000**	**108,200**	**110,200**	**113,200**	**116,200**	**118,200**	**120,200**
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)											
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)											
	TOTAL FUEL & MILEAGE	**-**	**-**	**-**	**-**	**-**	**-**	**-**				
83510	FURNITURE, FIXTURES (<$25,000)											
83520	VEHICLES (<$25,000)											

Reclaimed Water Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	F2016	YTD2016	EST2016	F2017	F2018	F2019	F2020	F2021	F2022
83530	MACHINERY & EQUIPMENT (<$25,000)			2,000			2,000	2,000	2,000	2,000	2,000	2,000
83540	COMPUTER HARDWARE (<$25,000)											
83550	COMPUTER SOFTWARE (<$25,000)											
	TOTAL MACHINERY & EQUIPMENT (<$25,000)	-	-	**2,000**	-	-	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**
83610	VEHICLE PARTS & SUPPLIES											
83620	EQUIPMENT PARTS & SUPPLIES		351	2,000			2,000	2,000	2,000	2,000	2,000	2,000
83630	FIRE HYDRANT SUPPLIES		60									
83640	PAVING REPAIR SUPPLIES				112	112						
83642	STREETLIGHT PARTS & SUPPLIES											
83643	SIGN SUPPLIES											
83647	SIDEWALK REPAIR SUPPLIES											
83652	LANDSCAPING SUPPLIES											
83653	IRRIGATION SUPPLIES											
83654	GROUNDS MAINTENANCE SUPPLIES											
83660	BUILDING MAINTENANCE SUPPLIES			500			500	500	500	500	500	500
83680	METER REPAIR & REPLACEMENT SUPPLIES	4,567	7,210	5,000		3,000	5,000	5,000	5,000	5,000	5,000	5,000
83682	UTILITY LINES REPAIR SUPPLIES	76	7,089	4,000	264	264	4,000	4,000	4,000	4,000	4,000	4,000
83683	WATER TANK MAINTENANCE SUPPLIES											
83684	PUMP STATION REPAIR SUPPLIES			2,000			2,000	2,000	2,000	2,000	2,000	2,000
83685	OTHER INVENTORY SUPPLIES											
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES			2,000			2,000	2,000	2,000	2,000	2,000	2,000
	TOTAL REPAIR & MAINTENANCE SUPPLIES	**4,643**	**14,710**	**15,500**	**376**	**3,376**	**15,500**	**15,500**	**15,500**	**15,500**	**15,500**	**15,500**
84956	ARRA #6											
	TOTAL OPERATIONAL UNITS	-	-	-	-	-	-	-				
85110	PROPERTY INSURANCE											
85111	FRAUD INSURANCE											
85112	INLAND MARINE INSURANCE											
85113	AUTO PHYSICAL DAMAGE											
85115	LIABILITY INSURANCE											
85116	E&O LIABILITY INSURANCE											
85117	VEHICLE LIABILITY INSURANCE											
85118	LAW ENFORCEMENT LIABILITY INSURANCE											
85119	UMBRELLA LIABILITY											
85120	PROPERTY DAMAGE COSTS											
85122	VEHICLE CLAIMS/DEDUCTIBLES											
85125	LIABILITY CLAIMS/DEDUCTIBLES											
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES											
85140	SURETY/NOTARY BONDS											
85170	EASEMENTS ACQUIRED											
	TOTAL PROPERTY & LIABILITY COSTS	-	-	-	-	-	-	-				
85230	LAND USE RENTAL											
85240	EQUIPMENT RENTAL & LEASES											
	TOTAL RENTALS	-	-	-	-	-	-	-				
85310	PERMITS											
85320	STATE FEES											

Reclaimed Water Detail - FY 2009-Present

Acct. #	Acct. Description	A2014	A2015	F2016	YTD2016	EST2016	F2017	F2018	F2019	F2020	F2021	F2022
85340	RECORDING & FILING FEES											
	TOTAL PERMITS	-	-	-	-	-	-	-				
85530	E-COMMERCE FEES											
85540	BILLING SERVICES											
85550	CASH SHORT/OVER											
85580	LATE CHARGES											
	TOTAL FINANCIAL FEES	-	-	-	-	-	-	-				
85990	MISCELLANEOUS											
85991	MISCELLANEOUS-DONATIONS											
	TOTAL OTHER BUSINESS EXPENSES	-	-	-	-	-	-	-				
86600	LEASE/LOAN PRINCIPAL	36,788	37,790	41,924	22,644	41,924	43,066	44,239	45,444	46,682		
86700	LEASE/LOAN INTEREST	24,300	23,298	24,051	12,990	24,051	22,909	21,736	20,531	19,293		
	TOTAL DEBT SERVICE	**61,088**	**61,088**	**65,975**	**35,634**	**65,975**	**65,975**	**65,975**	**65,975**	**65,975**		-
Total Operations		**143,126**	**164,447**	**202,831**	**54,240**	**104,351**	**254,075**	**206,075**	**209,075**	**212,075**	**148,100**	**150,100**
	Increase (%) Year over Year	17.8%										
	Turnback	52,949										
	Turnback as a % of budget	37.0%										
Capital												
89120	EASEMENTS ACQUIRED											
	TOTAL LAND	-	-	-	-	-	-	-				
89220	BUILDING DESIGN & CONSTRUCTION											
89230	BUILDING IMPROVEMENTS											
	TOTAL BUILDINGS	-	-	-	-	-	-	-				
89320	DISTRIBUTION SYSTEMS											
	TOTAL IMPROVEMENTS	-	-	-	-	-	-	-				
89510	FURNITURE, FIXTURE (>$25,000)											
89520	VEHICLES (>$25,000)											
89530	MACHINERY & EQUIPMENT (>$25,000)											
89540	COMPUTER HARDWARE (>$25,000)											
89550	COMPUTER SOFTWARE (>$25,000)											
	TOTAL MACHINERY & EQUIPMENT (>$25,000)	-	-	-	-	-	-	-				
	Increase (%) Year over Year	0.0%										
	Turnback	-										
	Turnback as a % of budget	0.0%										
Total Capital		-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES		**143,126**	**164,447**	**202,831**	**54,240**	**104,351**	**254,075**	**206,075**	**209,075**	**212,075**	**148,100**	**150,100**
	Increase (%) Year over Year	17.8%										
	Turnback	52,949										
	Turnback as a % of budget	37.0%										

Forecast

Section Summary

The Water & Wastewater Fund provides for a five-year forecast of future revenues and planned personnel, operating and capital expenses. This is done to ensure:

- The operations are able to keep up with ever-growing demand within and outside of the City of Franklin;

- Sufficient revenues are raised to ensure that the Water & Wastewater enterprise remains revenue neutral to taxpayers; and,

- Proper capital planning can be achieved.

The City of Franklin regularly has contracted out to industry experts to assist in the evaluation and planning of short-term and long-term rate structures and impact fees for the Water & Wastewater Fund. The last rate study was presented in July 2014 to the Board of Mayor and Aldermen. Through those cost of service studies, the BOMA has adopted a second five-year plan to annually raise rates for both water & wastewater services, 3.5% and 6.75%, respectively. The rate increase for wastewater services will likely decrease to 5.5% annually based on a cost of service study performed in FY 2016. This information will be presented to the Board in April 2016. These annual rate increase is designed to achieve two things:

- Ensure sufficient revenue is earned to handle all operations and capital needs (including all planned rate-funded capital, plant process improvements, and distribution and collection systems renewal); and,

Section Goals & Strategic Initiatives

The Water & Wastewater Fund for the City of Franklin, Tennessee has two major new projects which it must plan, build and pay for in the planning horizon of this document; namely, process improvements for both the Water Treatment Plant and the Wastewater Treatment Plant. Guided by the City's new Integrated Water Resource Plan (IWRP), capital needs and resource management are carefully and thoughtfully proposed not just over the planning horizon of this document, but for future generations of Franklin residents.

While it is important to plan for the future, it is always important to remember that forecasts cannot calculate or anticipate all potential changes and needs of future residents. What is known is clear; as Franklin continues to grow and the demands of the community change, costs will not be stagnant. Costs will also gravitate upwards due to inflation pressures and fixed cost increases which are inevitable over time. The challenge is, and will be, to balance the Water and Wastewater needs of the citizens of Franklin with the ratepayers ability to pay.

The ensuing pages provide staffing forecasts, budget requests and anticipated revenue collections from FY 2018-FY 2022.

Staffing by Position

Position	Pay Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
		F-T	F-T	F-T	F-T	F-T

Future needs for staffing of the Water and Wastewater Services for the City of Franklin are forecast to remain essentially unchanged, except for the addition of one Equipment Operator in Water Distribution, beginning in FY 2018.

Water Section - Projected Personnel

Position	Pay Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Utility Billing						
Meter Reader Sr	C	1	1	1	1	1
Meter Reader	B	2	2	2	2	2
TOTALS		**3**	**3**	**3**	**3**	**3**
Water Distribution						
Service Division Superintendent	I	1	1	1	1	1
Water Distribution Assistant Superintendent	G	1	1	1	1	1
Utilities Crew Chief	E	3	3	3	3	3
Backflow Inspector	E	2	2	2	3	3
Administrative Assistant	D	1	1	1	1	1
Inventory Specialist	D	1	1	1	1	1
Equipment Operator	D	3	3	3	3	3
Utility Service Worker	C	4	4	4	4	4
TOTALS		**16**	**16**	**16**	**17**	**17**
Water Treatment Plant						
Water Treatment Superintendent	H	1	1	1	1	1
Water Treatment Assistant Superintendent	G	1	1	1	1	1
Water Operator Sr	E	5	5	5	5	5
Water Operator 2	TBD	2	2	2	2	0
Administrative Assistant	D	1	1	1	1	1
Water Operator	D	3	3	3	3	5
TOTALS		**13**	**13**	**13**	**13**	**13**
Water Section Totals		**32**	**32**	**32**	**33**	**33**

WASTEWATER SECTION - Projected Personnel

Position	Pay Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Utility Administration						
Director	L	1	1	1	1	1
Assistant Director of Operations	J	1	1	1	1	1
Assistant Director of Administration and Policy	J	1	1	1	1	1
GIS Specialist	E	1	1	1	1	1
Administrative Assistant	D	1	1	1	1	1
Administrative Secretary	B	0	0	0	0	0
Utility Inspector	F	3	3	3	3	3
Senior Utility Inspector	G	1	1	1	1	1
Office Manager	F	1	1	1	1	1
Utilities Engineer II	H	2	2	2	2	2
Grounds Worker	B	2	2	2	2	2
TOTALS		**14**	**14**	**14**	**14**	**14**
Wastewater Collection						
Wastewater Collection Assistant Superintendent	G	1	1	1	1	1
Construction Supervisor	TBD	1	1	1	1	1

Staffing by Position

Position	Pay Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
		F-T	F-T	F-T	F-T	F-T

Future needs for staffing of the Water and Wastewater Services for the City of Franklin are forecast to remain essentially unchanged, except for the addition of one Equipment Operator in Water Distribution, beginning in FY 2018.

TV Truck Sewer Inspector	D	2	2	2	2	2
Maintenance Technician	E	4	4	4	4	4
Utilities Crew Chief	E	3	3	3	3	3
Equipment Operator	D	3	3	3	3	3
Sewer Equipment Technician	D	4	4	4	4	4
Utility Service Worker	C	7	7	7	7	7
TOTALS		**25**	**25**	**25**	**25**	**25**

Water Reclamation						
Water Reclamation Superintendent	I	1	1	1	1	1
Assistant Water Reclamation Superintendent	G	1	1	1	1	1
Pretreatment Coordinator	F	1	1	1	1	1
Wastewater Operator Sr	E	5	5	5	5	5
Maintenance Technician	E	1	1	1	1	1
Equipment Operator	D	2	2	2	2	2
Wastewater Operator	D	8	8	8	8	8
TOTALS		**19**	**19**	**19**	**19**	**19**

WASTEWATER SECTION TOTALS		**58**	**58**	**58**	**58**	**58**
Total All Employees, Water & Wastewater		**90**	**90**	**90**	**91**	**91**

Forecasts

	Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022
Water					
Revenues					
Interest Income	$ 10,000	$ 12,500	$ 15,000	$ 17,500	$ 20,000
Rental Income	$ 24,000	$ 24,000	$ 24,000	$ 24,000	$ 24,000
Sale of Surplus Assets	$ -	$ -	$ -	$ -	$ -
Use of Money & Property	**$ 34,000**	**$ 36,500**	**$ 39,000**	**$ 41,500**	**$ 44,000**
Customer Service	$ 10,157,310	$ 10,612,816	$ 10,925,072	$ 11,243,573	$ 11,468,445
Penalties	$ 266,000	$ 266,000	$ 266,000	$ 266,000	$ 266,000
Service Charges	$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 170,000
Inspection Fees	$ 71,000	$ 71,000	$ 71,000	$ 71,000	$ 71,000
Other Service Revenue	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000
Customer Service	**$ 10,759,310**	**$ 11,214,816**	**$ 11,527,072**	**$ 11,845,573**	**$ 12,070,445**
Contributions from Developer					
Installation Fee	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Capital Contributions	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**
Available Funds	**$ 10,893,310**	**$ 11,351,316**	**$ 11,666,072**	**$ 11,987,073**	**$ 12,214,445**
Expenses					
Personnel	$ 2,150,278	$ 2,232,799	$ 2,324,461	$ 2,419,142	$ 2,520,654
Operations	$ 7,022,237	$ 7,268,893	$ 7,505,493	$ 7,808,122	$ 8,097,918
Capital	$ 1,505,749	$ 1,711,037	$ 1,716,588	$ 1,722,417	$ 1,803,538
Total Water	**$ 10,678,263**	**$ 11,212,730**	**$ 11,546,542**	**$ 11,949,682**	**$ 12,422,111**
Surplus/(Deficit)	**$ 215,046**	**$ 138,586**	**$ 119,530**	**$ 37,392**	**$ (207,666)**

**More detail on Forecast years can be found in the Appendicies Section.*

Water Forecast

The five-year forecast for Water Services maintains current service levels and rate increases. The forecast shows the generation of an annual surplus of between $250,000 to $350,000 through FY 2021. This amount will fund costs of the projects identified through the Integrated Water Resource Plan. The FY 2018 through FY 2022 revenues are based on revenue requirements projected during the cost of service analyses and include debt service associated with the priority water distribution projects as approved by the BOMA (starting in 2018) and debt service associated with the Water Treatment Plant Upgrade (starting in 2017). Detail on rate funded capital can be found in the Appendices section.

Forecasts

	Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022
Wastewater					
Revenues					
Interest Income	$ 80,000	$ 90,000	$ 100,000	$ 110,000	$ 120,000
Rental Income	$ 1,800	$ 1,800	$ 1,800	$ 1,800	$ 1,800
Sale of Surplus Assets	$ -	$ -	$ -	$ -	$ -
Use of Money & Property	**$ 81,800**	**$ 91,800**	**$ 101,800**	**$ 111,800**	**$ 121,800**
Customer Service	$ 16,182,285	$ 17,274,589	$ 17,620,081	$ 17,972,483	$ 18,331,933
Inspection Fees	$ 75,298	$ 75,298	$ 75,298	$ 75,298	$ 75,298
Other Service Revenue	$ 66,115	$ 66,115	$ 66,115	$ 66,115	$ 66,115
Customer Service	**$ 16,323,698**	**$ 17,416,002**	**$ 17,761,494**	**$ 18,113,896**	**$ 18,473,346**
Contributions from Developer					
Contributions Other					
Installation Fee	$ 160,170	$ 160,170	$ 160,170	$ 160,170	$ 160,170
Capital Contributions	**$ 160,170**	**$ 160,170**	**$ 160,170**	**$ 160,170**	**$ 160,170**
Available Funds	**$ 16,565,668**	**$ 17,667,972**	**$ 18,023,464**	**$ 18,385,866**	**$ 18,755,316**
Expenses					
Personnel	$ 3,913,125	$ 4,062,348	$ 4,221,889	$ 4,392,681	$ 4,575,746
Operations	$ 5,990,693	$ 6,118,548	$ 6,218,552	$ 6,340,904	$ 6,479,739
Capital	$ 4,170,675	$ 4,452,856	$ 4,747,072	$ 5,074,153	$ 5,264,948
Total Wastewater	**$ 14,074,493**	**$ 14,633,752**	**$ 15,187,514**	**$ 15,807,739**	**$ 16,320,432**
Surplus/(Deficit)	**$ 2,491,175**	**$ 3,034,220**	**$ 2,835,951**	**$ 2,578,127**	**$ 2,434,883**

**More detail on Forecast years can be found in the Appendicies Section.*

Wastewater Forecast

The five-year forecast for Wastewater Services maintains current service levels and rate increases. The forecast shows the generation of at least $2.7 million annually in surplus. This amount will fund costs of the projects identified through the Integrated Water Resource Plan. The FY 2018 through FY 2022 revenues are based on revenue requirements projected during the cost of service analyses and include debt service associated with the priority water distribution projects as approved by the BOMA (starting in 2018) and debt service associated with the Wastewater Treatment Plant Upgrade (starting in 2017). Detail on rate funded capital can be found in the Appendices section.

Forecasts

	Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022
Reclaimed Water					
Revenues					
Interest Income	$ 500	$ 500	$ 500	$ 500	$ 500
Use of Money & Property	**$ 500**	**$ 500**	**$ 500**	**$ 500**	**$ 500**
Customer Service	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
Penalties	$ 500	$ 500	$ 500	$ 500	$ 500
Inspection Fees	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Other Service Revenue	$ 500	$ 500	$ 500	$ 500	$ 500
Customer Service	**$ 202,000**	**$ 202,000**	**$ 202,000**	**$ 202,000**	**$ 202,000**
Instalation Fee	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Capital Contributions	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**
Available Funds	**$ 204,500**	**$ 204,500**	**$ 204,500**	**$ 204,500**	**$ 204,500**
Expenses					
Personnel	$ -	$ -	$ -	$ -	$ -
Operations	$ 206,075	$ 209,075	$ 212,075	$ 148,100	$ 150,100
Capital	$ -	$ -	$ -	$ -	$ -
Total Reclaimed Water	**$ 206,075**	**$ 209,075**	**$ 212,075**	**$ 148,100**	**$ 150,100**
Surplus/(Deficit)	**$ (1,575)**	**$ (4,575)**	**$ (7,575)**	**$ 56,400**	**$ 54,400**

**More detail on Forecast years can be found in the Appendicies Section.*

Reclaimed Water Forecast

The five-year forecast for Reclaimed Water Services maintains current service levels and rates. The forecast shows small deficits in FY 2018 through FY 2020, but surpluses in FY 2021 and FY 2022.

Appendices

Budget

	Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022
Divisions					
Water Distribution	1,825,125	1,880,909	1,942,579	2,004,767	2,071,240
Water Treatment/Plant	5,634,455	5,846,397	6,067,741	6,298,985	6,540,657
Utility Billing	175,609	182,823	190,572	198,904	207,876
Water General	3,043,075	3,302,600	3,345,650	3,447,025	3,602,337
Total Water	**10,678,263**	**11,212,730**	**11,546,542**	**11,949,682**	**12,422,111**
Expense by Category					
Personnel					
Salaries & Wages	1,463,268	1,489,913	1,517,092	1,544,813	1,573,090
Employee Benefits	687,010	742,886	807,369	874,329	947,565
Total Personnel	**2,150,278**	**2,232,799**	**2,324,461**	**2,419,142**	**2,520,654**
Operations					
Transportation Services	3,050	3,050	3,050	3,050	3,050
Operating Services	26,600	26,600	26,600	26,600	26,600
Notices, Subscriptions, etc.	9,750	9,750	9,750	9,750	9,750
Utilities	238,386	245,219	252,254	259,499	266,960
Contractual Services	164,125	159,125	134,125	164,125	169,125
Repair & Maintenance Services	96,000	96,000	96,000	96,000	96,000
Employee programs	7,500	7,500	7,500	7,500	7,500
Professional Development/Travel	8,900	8,900	8,900	8,900	8,900
Office Supplies	4,500	4,500	4,500	4,500	4,500
Operating Supplies	331,100	340,115	349,400	358,964	368,815
Fuel & Mileage	31,515	34,392	36,411	38,561	40,851
Supplies for Resale	4,049,510	4,211,491	4,379,950	4,555,148	4,737,354
Machinery & Equipment (<$25,000)	68,028	70,490	73,073	75,787	78,636
Repair & Maintenance Supplies	244,300	244,300	244,300	244,300	244,300
Operational Units	1,287,431	1,351,803	1,419,393	1,490,362	1,564,881
Property & Liability Costs	84,887	89,131	93,588	98,267	103,181
Rentals	2,000	2,000	2,000	2,000	2,000
Financial Fees	16,800	16,800	16,800	16,800	16,800
Permits	38,100	38,100	38,100	38,100	38,100
Debt Service and Lease Payments	309,754	309,628	309,799	309,909	310,616
Total Operations	**7,022,237**	**7,268,893**	**7,505,493**	**7,808,122**	**8,097,918**
Buildings	2,431	2,553	2,680	2,814	2,955
Improvements	1,300,000	1,500,000	1,500,000	1,500,000	1,575,000
Machinery & Equipment (>$25,000)	203,318	208,484	213,908	219,603	225,584
Capital	**1,505,749**	**1,711,037**	**1,716,588**	**1,722,417**	**1,803,538**
Total Water Forecast	**10,678,263**	**11,212,730**	**11,546,542**	**11,949,682**	**12,422,111**

Budget

	Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022
Divisions					
Wastewater Collection	2,437,194	2,528,141	2,624,995	2,728,247	2,838,529
Wastewater Plant	4,478,713	4,643,003	4,814,772	4,994,503	5,182,726
Utility Administration	1,013,845	1,072,977	1,088,530	1,126,593	1,167,024
Wastewater General	6,085,609	6,374,078	6,621,154	6,917,964	7,100,905
Total Water	**14,015,361**	**14,618,200**	**15,149,450**	**15,767,307**	**16,289,185**
Expense by Category					
Personnel					
Salaries & Wages	2,691,305	2,740,991	2,791,671	2,843,364	2,896,091
Employee Benefits	1,221,820	1,321,357	1,430,218	1,549,317	1,679,654
Total Personnel	**3,913,125**	**4,062,348**	**4,221,889**	**4,392,681**	**4,575,746**
Operations					
Transportation Services	3,500	3,500	3,500	3,500	3,500
Operating Services	432,853	450,458	468,193	486,065	504,080
Notices, Subscriptions, etc.	16,600	16,600	16,600	16,600	16,600
Utilities	1,541,943	1,588,505	1,636,457	1,685,851	1,736,722
Contractual Services	328,000	323,250	306,500	308,750	309,000
Repair & Maintenance Services	238,000	238,000	238,000	238,000	238,000
Employee programs	4,750	4,750	4,750	4,750	4,750
Professional Development/Travel	19,500	19,500	19,500	19,500	19,500
Office Supplies	7,150	7,150	7,150	7,150	7,150
Operating Supplies	292,964	300,339	307,937	315,762	323,822
Fuel & Mileage	124,064	128,956	134,052	139,363	144,898
Supplies for Resale	2	3	4	5	6
Machinery & Equipment (<$25,000)	120,596	126,596	132,896	139,511	146,456
Repair & Maintenance Supplies	151,000	151,000	151,000	151,000	151,000
Operational Units	1,144,384	1,201,603	1,261,683	1,324,767	1,391,006
Property & Liability Costs	159,405	167,374	175,742	184,528	193,753
Rentals	3,500	3,500	3,500	3,500	3,500
Financial Fees	45,000	45,000	45,000	45,000	45,000
Permits	17,000	17,000	17,000	17,000	17,000
Debt Service and Lease Payments	1,340,485	1,325,467	1,289,092	1,250,307	1,224,002
Total Operations	**5,990,695**	**6,118,551**	**6,218,556**	**6,340,909**	**6,479,745**
Buildings	1,823	1,914	2,010	2,111	2,216
Improvements	3,100,000	3,350,000	3,589,073	3,858,254	4,000,000
Machinery & Equipment (>$25,000)	1,068,852	1,100,942	1,155,989	1,213,789	1,262,732
Capital	**4,170,675**	**4,452,856**	**4,747,072**	**5,074,153**	**5,264,948**
Total Wastewater	**14,074,495**	**14,633,755**	**15,187,518**	**15,807,744**	**16,320,438**

Budget

	Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022
Personnel					
Salaries & Wages					
Employee Benefits					
Total Personnel	**-**	**-**	**-**	**-**	**-**
Operations					
Transportation Services	250	250	250	250	250
Operating Services	-	-	-	-	-
Notices, Subscriptions, etc.	100	100	100	100	100
Utilities	50	50	50	50	50
Contractual Services	-	-	-	-	-
Repair & Maintenance Services	12,000	12,000	12,000	12,000	12,000
Employee programs	-	-	-	-	-
Professional Development/Travel	-	-	-	-	-
Office Supplies	-	-	-	-	-
Operating Supplies	110,200	113,200	116,200	118,200	120,200
Fuel & Mileage	-	-	-	-	-
Supplies for Resale	-	-	-	-	-
Machinery & Equipment (<$25,000)	2,000	2,000	2,000	2,000	2,000
Repair & Maintenance Supplies	15,500	15,500	15,500	15,500	15,500
Operational Units	-	-	-	-	-
Property & Liability Costs	-	-	-	-	-
Rentals	-	-	-	-	-
Financial Fees	-	-	-	-	-
Permits	-	-	-	-	-
Debt Service and Lease Payments	65,975	65,975	65,975	-	-
Total Operations	**206,075**	**209,075**	**212,075**	**148,100**	**150,100**
Capital	**-**	**-**	**-**	**-**	**-**
Total Reclaimed Water	**206,075**	**209,075**	**212,075**	**148,100**	**150,100**

Capital

The lists below detail the proposed rate funded capital projects for the Water & Wastewater Fund. These projects, and the order they are proposed in, stem from the City's Integrated Water Resource Plan and are based on operational need for renewal. Projects identified herein are subject to change as infrastructure demands, needs or change. Additional Capital investment, namely process improvements for the respective Water & Wastewater treatment plants, is not shown on these lists and should be considered in addition to the cost totals shown below.

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
WASTEWATER SECTION CIPs	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**TOTAL**
Spencer Creek Sanitary Sewer Replacement	$ 1,290,000	$ 480,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 1,770,000**
Sewer Interceptor Point Repair Projects	$ 1,000,000	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 2,000,000**
James and Avondale Infrastructure Improvements	$ 436,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 436,000**
Forrest Crossing No1 forcemain rehab	$ 110,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 110,000**
West End Circle Infrastructure Improvements	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 75,000**
Thompson Alley Infrastructure Improvements	$ 60,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 60,000**
Frazier Drive Sanitary Sewer Rehabilitation	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 50,000**
Adams Street Infrastructure Improvements	$ -	$ 810,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 810,000**
Evans Street Sewer Improvements	$ -	$ 452,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 452,500**
Holiday Court Lift Station Rehabilitation	$ -	$ 260,000	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 460,000**
West Main Infrastructure Improvements	$ -	$ 250,000	$ 2,000,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 3,250,000**
Franklin Road Improvements & Streetscape	$ -	$ 78,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 78,000**
New Hope Academy Sewer Line Replacement	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 50,000**
Church Street Infrastructure Improvements	$ -	$ 25,000	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 225,000**

Capital

The lists below detail the proposed rate funded capital projects for the Water & Wastewater Fund. These projects, and the order they are proposed in, stem from the City's Integrated Water Resource Plan and are based on operational need for renewal. Projects identified herein are subject to change as infrastructure demands, needs or change. Additional Capital investment, namely process improvements for the respective Water & Wastewater treatment plants, is not shown on these lists and should be considered in addition to the cost totals shown below.

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
Berry Circle Sanitary Sewer Line	$ -	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 25,000**
Mallory/N Royal Oaks & Liberty Intersection Imp.	$ -	$ -	$ 112,600	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 112,600**
S. Margin Infastructure Upgrades (1st - Columbia)	$ -	$ -	$ -	$ 642,960	$ -	$ -	$ -	$ -	$ -	$ -	**$ 642,960**
Gist Street Infrastructure Improvements	$ -	$ -	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 250,000**
East McEwen Drive Improvements - Phase 4	$ -	$ -	$ -	$ 179,850	$ 179,850	$ -	$ -	$ -	$ -	$ -	**$ 359,700**
Beta Drive Extension	$ -	$ -	$ -	$ 36,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 36,000**
Eastview Circle Infrastructure Improvements	$ -	$ -	$ -	$ 20,000	$ 212,500	$ -	$ -	$ -	$ -	$ -	**$ 232,500**
South Prong Sanitary Sewer Upgrade	$ -	$ -	$ -	$ -	$ 1,225,000	$ -	$ -	$ -	$ -	$ -	**$ 1,225,000**
Forrest Street Infrastructure	$ -	$ -	$ -	$ -	$ 217,500	$ -	$ -	$ -	$ -	$ -	**$ 217,500**
Battle Avenue Infrastructure Replacement	$ -	$ -	$ -	$ -	$ 120,000	$ 1,165,000	$ -	$ -	$ -	$ -	**$ 1,285,000**
N Royal Oaks Blvd (Alexander Plaza to Liberty Pk)	$ -	$ -	$ -	$ -	$ -	$ 179,280	$ -	$ -	$ -	$ -	**$ 179,280**
Sanitary Sewer Rehab Btwn Strahl & W. Fowlkes	$ -	$ -	$ -	$ -	$ -	$ 30,000	$ -	$ -	$ -	$ -	**$ 30,000**
Buckworth Infrastructure Improvements	$ -	$ -	$ -	$ -	$ -	$ 20,000	$ -	$ -	$ -	$ -	**$ 20,000**
Long Lane/Old Peytonsville Rd Connector at I-65	$ -	$ -	$ -	$ -	$ -	$ -	$ 24,000	$ 73,500	$ -	$ -	**$ 97,500**
Carothers Parkway Widening (Falcon Creek to SR-96)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 360,000	$ 360,000	**$ 720,000**

Capital

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PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
Jordan Road Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 26,400	$ -	**$ 26,400**
WASTEWATER TOTAL	**$ 3,021,000**	**$ 2,930,500**	**$ 3,012,600**	**$ 2,128,810**	**$ 1,954,850**	**$ 1,394,280**	**$ 24,000**	**$ 73,500**	**$ 386,400**	**$ 360,000**	**$ 15,285,940**

WATER SECTION CIPs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
James and Avondale Infrastructure Improvements	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 500,000**
Old Carters Creek Pike Water Line	$ 480,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 480,000**
Bobby Drive Water Line Replacement	$ 430,000	$ 425,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 855,000**
West End Circle Infrastructure Improvements	$ 127,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 127,000**
16" Water Line Long Lane Connector	$ 60,000	$ 25,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 1,085,000**
Thompson Alley Infrastructure Improvements	$ 55,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 55,000**
Adams Street Infrastructure Improvements	$ -	$ 510,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 510,000**
Franklin Road Improvements & Streetscape	$ -	$ 155,650	$ 155,650	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 311,300**
West Main Infrastructure Improvements	$ -	$ 150,000	$ 1,500,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 2,650,000**
Water Line from Fourth Ave S to Berry Circle	$ -	$ 93,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 93,000**
Church Street Infrastructure Improvements	$ -	$ 25,000	$ 275,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 300,000**
S. Margin Infastructure Upgrades (1st - Columbia)	$ -	$ -	$ -	$ 294,690	$ -	$ -	$ -	$ -	$ -	$ -	**$ 294,690**

Capital

The lists below detail the proposed rate funded capital projects for the Water & Wastewater Fund. These projects, and the order they are proposed in, stem from the City's Integrated Water Resource Plan and are based on operational need for renewal. Projects identified herein are subject to change as infrastructure demands, needs or change. Additional Capital investment, namely process improvements for the respective Water & Wastewater treatment plants, is not shown on these lists and should be considered in addition to the cost totals shown below.

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
Gist Street Infrastructure Improvements	$ -	$ -	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 150,000**
Old Hillsboro Rd Water Line	$ -	$ -	$ -	$ 80,000	$ 295,000	$ -	$ -	$ -	$ -	$ -	**$ 375,000**
Murfreesboro Rd Water line Replacement	$ -	$ -	$ -	$ 67,500	$ 675,000	$ -	$ -	$ -	$ -	$ -	**$ 742,500**
Eastview Circle Infrastructure Improvements	$ -	$ -	$ -	$ 30,000	$ 303,000	$ -	$ -	$ -	$ -	$ -	**$ 333,000**
Lee Drive Water Line Replacement	$ -	$ -	$ -	$ 15,000	$ 200,000	$ -	$ -	$ -	$ -	$ -	**$ 215,000**
Beta Drive Extension	$ -	$ -	$ -	$ 11,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 11,000**
Glass Lane Water Line Replacement	$ -	$ -	$ -	$ -	$ 255,000	$ -	$ -	$ -	$ -	$ -	**$ 255,000**
Forrest Street Infrastructure	$ -	$ -	$ -	$ -	$ 145,000	$ -	$ -	$ -	$ -	$ -	**$ 145,000**
Lewisburg Pike Water Line Replacement	$ -	$ -	$ -	$ -	$ 120,000	$ -	$ -	$ -	$ -	$ -	**$ 120,000**
Alicia Drive Water Line Replacement	$ -	$ -	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ -	**$ 100,000**
Battle Avenue Infrastructure Replacement	$ -	$ -	$ -	$ -	$ 80,000	$ 585,000	$ -	$ -	$ -	$ -	**$ 665,000**
Buckworth Infrastructure Improvements	$ -	$ -	$ -	$ -	$ 10,000	$ 90,000	$ -	$ -	$ -	$ -	**$ 100,000**
N Royal Oaks Blvd (Alexander Plaza to Liberty Pk)	$ -	$ -	$ -	$ -	$ -	$ 313,500	$ -	$ -	$ -	$ -	**$ 313,500**
Grassland Tank Demolition	$ -	$ -	$ -	$ -	$ -	$ 270,000	$ -	$ -	$ -	$ -	**$ 270,000**
Highway 96W Water Line Replacement	$ -	$ -	$ -	$ -	$ -	$ 258,000	$ -	$ -	$ -	$ -	**$ 258,000**

Capital

The lists below detail the proposed rate funded capital projects for the Water & Wastewater Fund. These projects, and the order they are proposed in, stem from the City's Integrated Water Resource Plan and are based on operational need for renewal. Projects identified herein are subject to change as infrastructure demands, needs or change. Additional Capital investment, namely process improvements for the respective Water & Wastewater treatment plants, is not shown on these lists and should be considered in addition to the cost totals shown below.

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
Manley Lane dead end removal	$ -	$ -	$ -	$ -	$ -	$ 50,000	$ 445,000	$ -	$ -	$ -	**$ 495,000**
Liberty Pike water line replacement	$ -	$ -	$ -	$ -	$ -	$ -	$ 355,000	$ -	$ -	$ -	**$ 355,000**
Long Lane/Old Peytonsville Rd Connector at I-65	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,500	$ -	$ -	$ -	**$ 49,500**
Scruggs Avenue Water Line Replacement	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,000	$ 175,000	$ -	$ -	**$ 195,000**
Morning Side Drive	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 110,000	$ -	$ -	**$ 110,000**
Carothers Parkway Widening (Falcon Creek to SR-96)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 165,000	$ 165,000	**$ 330,000**
Westview Apt Water Line Replacement (510 96W)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 110,000	$ -	**$ 110,000**
WATER TOTAL	**$ 1,652,000**	**$ 1,383,650**	**$ 2,930,650**	**$ 1,648,190**	**$ 2,183,000**	**$ 1,566,500**	**$ 869,500**	**$ 285,000**	**$ 275,000**	**$ 165,000**	**$ 12,958,490**

Appendix: Program Enhancement Requests

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Water/Sewer Enterprise						
1	Utility Locate Contract Fees	$ -	$ -	$ 25,000	**$ 25,000**	$ -
	Utility Locate Technicians (Water)	$ 70,720	$ 21,216	$ 81,133	**$ 173,069**	$ -
	Utility Locate Technicians (Sewer)	$ 70,720	$ 21,216	$ 81,133	**$ 173,069**	$ -
2	Equipment Operator	$ 38,069	$ 11,421	$ 800	**$ 50,290**	$ -
3	Utilities Engineer	$ 60,981	$ 18,294	$ 3,530	**$ 82,805**	$ -
4	Sanitary Sewer Vaccum Equipment	$ -	$ -	$ 350,000	**$ 350,000**	$ -
5	CCTV Inspection Equipment	$ -	$ -	$ 275,000	**$ 275,000**	$ -
Total		**$ 240,490**	**$ 72,147**	**$ 816,596**	**$ 1,129,233**	**$ -**
		(+6 FTE)				

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **1** of

Department: **52212 SEWER COLLECTION**
Division: **WASTEWATER COLLECTION**
Title: **Utility Locate Contract Fees**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	**$0**
Expenses			
82599 OTHER CONTRACTUAL SERVICES		$25,000	**$25,000**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$0**	**$25,000**	**$25,000**

PURPOSE / DESCRIPTION OF REQUEST

This request is for fees to participate in the Tennessee One Call Program. The purpose of doing so is to be compliant with Title 65 Public Utilities and Carriers, Chapter 31 Underground Utility Damage Prevention Act (Tenn. Code Ann. § 65-31-101) requiring the City to become part of TN One Call by January 1, 2017.

The program requires that the City participate in TN One Call which entails locating utilities owned by the City of Franklin. These utilities include, water, sanitary sewer, reclaimed water, traffic signals, fiber, stormwater, and other utilities owned and operated by the City. It is anticipated that once on Tennessee One Call, the City will be required to respond to approximately 16,500 locate requests.

SERVICE IMPLICATION

Failure to participate in the program will result in non-compliance with Tennessee Code.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: 1 of

Department: 52102 WATER DISTRIBUTION

Division: WATER DISTRIBUTION

Title: Utility Locate Technician

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
81110 REGULAR PAY		$70,720	$70,720
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$21,216	$21,216
Expenses			
83520 VEHICLES (<$25,000)	$48,000	$6,000	$54,000
83540 COMPUTER HARDWARE (<$25,000)	$2,400	$800	$3,200
83500 EQUIPMENT (<$25,000)	$13,000	$4,333	$17,333
83270 CONSUMABLE TOOLS		$6,200	$0
83250 SAFETY SUPPLIES		$400	$400
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$63,400	$109,669	$166,869

PURPOSE / DESCRIPTION OF REQUEST

This request is for the addition of two Utility Locate Technicians (two in Wastewater Collection and two in Water Distribution) to provide for adequate staffing for compliance with Title 65 Public Utilities and Carriers, Chapter 31 Underground Utility Damage Prevention Act (Tenn. Code Ann. § 65-31-101) requiring the City to become part of TN One Call by January 1, 2017. It is anticipated that two of the four positions will be hired in September 2016 to initiate the program and to help determine the need to hire additional staff, as necessary.

The position will require locating utilities owned by the City of Franklin. These utilities include, water, sanitary sewer, reclaimed water, traffic signals, fiber, stormwater, and other utilities owned and operated by the City. It is anticipated that once on Tennessee One Call, the City will be required to respond to approximately 16,500 locate requests (not all of which require field time).

SERVICE IMPLICATION

Providing staff for the TN One Call program will enable existing staff to continue meeting and improving existing level of service.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **1** of

Department:	**52212 SEWER COLLECTION**
Division:	**WASTEWATER COLLECTION**
Title:	**Utility Locate Technician**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY		$70,720	**$70,720**
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$21,216	**$21,216**
Expenses			
83520 VEHICLES (<$25,000)	$48,000	$6,000	**$54,000**
83540 COMPUTER HARDWARE (<$25,000)	$2,400	$800	**$3,200**
83500 EQUIPMENT (<$25,000)	$13,000	$4,333	**$17,333**
83270 CONSUMABLE TOOLS		$6,200	**$0**
83250 SAFETY SUPPLIES		$400	**$400**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$63,400**	**$109,669**	**$166,869**

PURPOSE / DESCRIPTION OF REQUEST

This request is for the addition of two Utility Locate Technicians (two in Wastewater Collection and two in Water Distribution) to provide for adequate staffing for compliance with Title 65 Public Utilities and Carriers, Chapter 31 Underground Utility Damage Prevention Act (Tenn. Code Ann. § 65-31-101) requiring the City to become part of TN One Call by January 1, 2017. It is anticipated that two of the four positions will be hired in September 2016 to initiate the program and to help determine the need to hire additional staff, as necessary.

The position will require locating utilities owned by the City of Franklin. These utilities include, water, sanitary sewer, reclaimed water, traffic signals, fiber, stormwater, and other utilities owned and operated by the City. It is anticipated that once on Tennessee One Call, the City will be required to respond to approximately 16,500 locate requests (not all of which require field time).

SERVICE IMPLICATION

Providing staff for the TN One Call program will enable existing staff to continue meeting and improving existing level of service.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **2** of

Department:	**52102 WATER DISTRIBUTION**
Division:	**WATER DISTRIBUTION**
Title:	**EQUIPMENT OPERATOR**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY		$38,069	**$38,069**
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$11,421	**$11,421**
Expenses			
83250 SAFETY SUPPLIES		$250	**$250**
83260 UNIFORMS PURCHASED		$300	**$300**
82780 TRAINING, OUTSIDE		$150	**$150**
83270 CONSUMABLE TOOLS		$100	**$100**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$0**	**$50,290**	**$50,290**

PURPOSE / DESCRIPTION OF REQUEST

DRAFT:
This request would add an additional Equipment Operator (Pay Grade D) in the Water Management Department Service Division. The purpose of this position would be to provide assistance in the repair, maintenance and installation of the City's water, wastewater, reclaim water infrastructure. As the City continues to grow and improve the level of service in both wastewater and water divisions, the need to respond in a timely manner becomes increasingly important. Additional staff is necessary to meet the demands of the daily tasks related to service and maintenance and to ensure that repairs, maintenance and renewal of the City's water and wastewater systems remain a priority.

SERVICE IMPLICATION

DRAFT:
Failure to fill this position will result in continued strain on the Service Divisions and will likely impact the level of service related to the response, maintenance and renewal of the City's infrastructure.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE

Department Priority: **3** of

Department:	52211 UTILITY ADMINISTRATION
Division:	UTILITY ADMINISTRATION
Title:	UTILITIES ENGINEER

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
Compensation			
81110 REGULAR PAY		$60,981	$60,981
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>		$18,294	$18,294
Expenses			
83540 COMPUTER HARDWARE (<$25,000)	$1,200	$300	$1,500
82350 DUES FOR MEMBERSHIPS		$200	$200
82455 CELLULAR TELEPHONE SERVICE		$480	$480
82800 PROFESSIONAL DEVELOPMENT/TRAVEL		$1,200	$1,200
83250 SAFETY SUPPLIES		$150	$150
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$1,200	$81,605	$82,805

PURPOSE / DESCRIPTION OF REQUEST

DRAFT:
This request would add an additional Utilities Engineer (Pay Grade H) in the Water Management Department. The purpose of this position is to provide oversight and assistance in the review of water, wastewater, and reclaimed water development plans review and installation, and to provide for project management services related to utility projects.

SERVICE IMPLICATION

DRAFT:
As development demands increase, there is a greater demand on the utility inspectors and inspector senior. This position will ensure that appropriate review of development plans continues to occur and provide ample time for the inspectors to perform field inspections.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

HISTORIC FRANKLIN TENNESSEE 1799

Department Priority: **4** of

Department:	**52212 SEWER COLLECTION**
Division:	**WASTEWATER COLLECTION**
Title:	**SANITARY SEWER VACUUM EQUIPMENT**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY			**$0**
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	**$0**
Expenses			
89530 MACHINERY & EQUIPMENT (>$25,000)		$350,000	**$350,000**
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	**$0**	**$350,000**	**$350,000**

PURPOSE / DESCRIPTION OF REQUEST

DRAFT:
This request is related to replacement of the existing equipment currently used for cleaning of sanitary sewer lines. The existing equipment is approximately 10 years old with close to 60,000 miles. The mileage is not indicative of the equipment usage. The hours of usage far exceed the time associated with travel as indicated by the mileage. Costs associated with maintenance over the last three years is approximately $35,000. The equipment has had downtime which in some cases has impeded operations.

SERVICE IMPLICATION

DRAFT:
This equipment is used to clean sanitary sewer infrastructure. The City uses two of this type of equipment to help maintain almost 400 miles of sanitary sewer lines. Downtime of this equipment could result in the inability to clear obstructed lines in the case of backups or overflows.

FY2017 PROGRAM ENHANCEMENT REQUEST FORM

Department Priority: **5** of

Department:	**52212 SEWER COLLECTION**
Division:	**WASTEWATER COLLECTION**
Title:	**CCTV INSPECTION EQUIPMENT**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	**TOTAL FY17 Request**
Compensation			
81110 REGULAR PAY			$0
			$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	$0	$0	$0
Expenses			
89530 MACHINERY & EQUIPMENT (>$25,000)		$275,000	$275,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL	$0	$275,000	$275,000

PURPOSE / DESCRIPTION OF REQUEST

DRAFT:
This request is related to replacement of the existing equipment currently used for CCTV of the sanitary sewer. The existing equipment was purchased in 2003. The vehicle on which the equipment is mounted has approximately 52,500 miles on it. Based on records, maintenance costs over the last three years has been close to $9,000, not including the camera equipment mounted in the rear of the vehicle.

SERVICE IMPLICATION

DRAFT:
The equipment and vehicle are about 15 years old and are due for replacement. There has been a fair amount of down time this past year on this critical piece of equipment due to various reasons. The inability to perform CCTV inspections of the sanitary sewer can create operational issues for both main line and service line maintenance.

General Expenses

General Expenses

Outline

- Purpose of Department
- Budget Request

Purpose of Fund

The General Expenses budget includes all expenditures which are not attributable to one particular department. Among these expenses include general wage increases/merit pay, The City's appropriations for Medical and Dental expenses, the City's dues for the Tennessee Municipal League, the annual audit, fuel hedging and other "shared" software services - such as Granicus and Socrata.

Budget Request:

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	-793,092	-739,100	546,399	-215,000	643,875	97,476	17.8%
Operations	587,421	492,704	213,500	584,802	151,370	-62,130	-29.1%
Capital	2,400	0	0	0	0	-	0.0%
Total	**-203,271**	**-246,396**	**759,899**	**369,802**	**795,245**	**35,346**	**4.7%**

This budget will be revised with final estimates for wage increases and medical, dental and ancillary insurance amounts City-wide for presentation to the BOMA in May. One-time expenses for FY 2016, such as the Citizens Survey, have been removed.

General Expenses

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	-793,092	-739,100	546,399	-215,000	643,875	97,476	17.8%
Operations	587,421	492,704	213,500	584,802	151,370	-62,130	-29.1%
Capital	2,400	0	0	0	0	-	0.0%
Total	**-203,271**	**-246,396**	**759,899**	**369,802**	**795,245**	**35,346**	**4.7%**

Department Summary

The General Expenses budget includes all expenditures which are not attributable to one particular department. Among these expenses include general wage increases/merit pay, The City's appropriations for Medical and Dental expenses, the City's dues for the Tennessee Municipal League, the annual audit, fuel hedging and other "shared" software services - such as Granicus and Socrata.

Organizational Chart

There is no organization chart associated with General Expenses. It is supervised by personnel in the Administration, Finance and Human Resources Departments.

Staffing by Position

There are no staff formally associated with General Expenses. It is supervised by personnel in the Administration, Finance and Human Resources Departments.

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Personnel							
Salaries & Wages	-	-	230,891	-	275,000	44,109	19.1%
Employee Benefits	(793,092)	(739,100)	315,508	(215,000)	368,875	53,367	16.9%
Total Personnel	**(793,092)**	**(739,100)**	**546,399**	**(215,000)**	**643,875**	**97,476**	**17.8%**
Operations							
Notices, Subscriptions, etc.	26,159	31,571	33,500	26,700	33,500	-	0.0%
Utilities	30,221	577	-	404	-	-	0.0%
Contractual Services	118,426	100,491	176,130	133,532	113,000	(63,130)	-35.8%
Repair & Maintenance Services	17,763	698	-	-	1,000	1,000	100.0%
Fuel & Mileage	(10,790)	160,847	-	250,000	-	-	0.0%
Machinery & Equipment (<$25,000)	-	9,992	2,000	-	2,000	-	0.0%
Repair & Maintenance Supplies	3,501	-	-	-	-	-	0.0%
Operational Units	-	-	-	99,610	-	-	0.0%
Rentals	-	-	100	-	100	-	0.0%
Permits	2,520	103,718	270	74,556	270	-	0.0%
Financial Fees	897	-	-	-	-	-	0.0%
Other Business Expenses	398,724	(200)	1,500	-	1,500	-	0.0%
Appropriations	-	85,000	-	-	-	-	0.0%
Total Operations	**587,421**	**492,704**	**213,500**	**584,802**	**151,370**	**(62,130)**	**-29.1%**
Buildings	2,400	-	-	-	-	-	0.0%
Capital	2,400	-	-	-	-	**-**	**0.0%**
Total General Expenses	**(203,271)**	**(246,396)**	**759,899**	**369,802**	**795,245**	**35,346**	**4.7%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
+=	81110	REGULAR PAY			230,891			275,000	275,000	300,000
	01	General salary increase (full-year)								
	02	Merit pay program			125,000			125,000	125,000	150,000
	03	Additional Classification / Compensation			105,891			150,000	150,000	150,000
	04	Classification and Compensation plan								
	05	Phase 2, Stormwater								
	06	Phase 2, Water & Sewer								
	*	Amount missing from detail								
=	XWAGE	TOTAL WAGES			230,891			275,000	275,000	300,000
+=	81420	MEDICAL PREMIUMS	(702,329)	(600,156)	362,600		(190,000)	415,875	541,168	460,100
	1	Medical Claims			7,907,600		9,000,000	9,810,000	10,791,000	11,870,100
	2	Admin Fees-Claims			225,000		220,000	225,000	250,000	275,000
	3	Admin Fees-Reinsurance			350,000		300,000	385,875	405,168	415,000
	4	Refunds			(10,000)		(15,000)	(10,000)	(10,000)	(10,000)
	5	Departmental Allocations			(8,215,000)		(9,800,000)	(10,100,000)	(11,000,000)	(12,200,000)
	6	2015 - Health Insurance Tax			105,000		105,000	105,000	105,000	110,000
	7		(702,329)	(600,156)						
	*	Amount missing from detail								
+=	81430	GROUP INSURANCE PREMIUMS	14,821	(19,146)	2,908	62,449	50,000	3,000	3,000	3,000
	1	Dental Claims			372,908	62,449	50,000	373,000	373,000	373,000
	2	Admin Fees-Claims			30,000			30,000	30,000	30,000
	3	Refunds								
	4	Departmental Allocations			(400,000)			(400,000)	(400,000)	(400,000)
	5	Line Item 5	14,821	(19,146)						
	*	Amount missing from detail								
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(105,584)	(119,798)	(50,000)	(65,080)	(75,000)	(50,000)	(50,000)	(50,000)
=	XBEN	TOTAL BENEFITS	(793,092)	(739,100)	315,508	(2,631)	(215,000)	368,875	494,168	413,100
=	XPER	TOTAL PERSONNEL	(793,092)	(739,100)	546,399	(2,631)	(215,000)	643,875	769,168	713,100
		Operations								
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS		10						
=	XTRC	TOTAL TRANSPORTATION CHARGES		10						
	82350	DUES FOR MEMBERSHIPS	22,659	23,071	25,000	9,102	18,200	25,000	25,000	25,000
	82355	PROFESSIONAL STANDARDS / ACCREDITATION	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		5,000	5,000	2,000	5,000	5,000	5,000	5,000
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	26,159	31,571	33,500	14,602	26,700	33,500	33,500	33,500
	82410	ELECTRIC SERVICE	17,334							
	82415	ELECTRIC SERVICE - STREETLIGHTS								
	82420	WATER & SEWER SERVICE	805							
	82430	STORMWATER SERVICE	3,940	247		173	173			
	82435	SOLID WASTE SERVICE	354	330		231	231			

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	82440	NATURAL GAS SERVICE	7,788							
=	XUTIL	TOTAL UTILITIES	30,221	577		404	404			
!	82510	COMPUTER SERVICES	38,205	29,750	45,000	20,000	45,000	25,000	25,000	25,000
	82520	LEGAL SERVICES	2,306	11,241		1,032	1,032			
	82530	AUDIT SERVICES	24,250	24,500	47,500	23,750	47,500	48,000	50,000	52,500
+	82560	CONSULTANT SERVICES			71,500		25,000	15,000	40,000	15,000
	1	various			(3,500)			15,000	15,000	15,000
	2	legislative support								
	3	Citizens Survey			50,000		25,000		25,000	
	4	Innovation Team			25,000					
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES	53,665	35,000	12,130		15,000	25,000	25,000	25,000
=	XCTS	TOTAL CONTRACTUAL SERVICES	118,426	100,491	176,130	44,782	133,532	113,000	140,000	117,500
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES								
	82652	LANDSCAPING SERVICES	135							
	82654	GROUNDS MAINTENANCE SERVICES	800							
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	11,328	698				1,000	1,000	1,000
	82699	OTHER REPAIR & MAINTENANCE SERVICES	5,500							
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	17,763	698				1,000	1,000	1,000
	83315	FUEL HEDGING COSTS	(10,790)	160,847		167,717	250,000			
=	XFUEL	TOTAL FUEL & MILEAGE	(10,790)	160,847		167,717	250,000			
	83510	FURNITURE, FIXTURES (<$25,000)		1,419						
	83530	MACHINERY & EQUIPMENT (<$25,000)		8,573	2,000			2,000	2,000	2,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<$25,000)		9,992	2,000			2,000	2,000	2,000
	83660	BUILDING MAINTENANCE SUPPLIES	3,501							
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	3,501							
	84950	GRANT PROGRAMS				99,610	99,610			
=	XOPU	TOTAL OPERATIONAL UNITS				99,610	99,610			
	85220	PROPERTY TAX-RENTAL PROPERTY			100			100	100	100
=	XRENT	TOTAL RENTALS			100			100	100	100
	85310	PERMITS			250			250	250	250
	85320	STATE FEES	20	20		20	20			
	85325	FEDERAL FEES	2,500	103,698		74,536	74,536			
	85340	RECORDING & FILING FEES			20			20	20	20
=	XPERM	TOTAL PERMITS	2,520	103,718	270	74,556	74,556	270	270	270
	85560	PRIOR YEAR TAX WRITE-OFFS	897							
=	XFLF	TOTAL FINANCIAL FEES	897							

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	85990	MISCELLANEOUS	398,724	(200)	1,500			1,500	1,500	1,500
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	398,724	(200)	1,500			1,500	1,500	1,500
	87120	APPROPRIATIONS TO GOVERNMENTS		85,000						
=	XAPP	TOTAL APPROPRIATIONS		85,000						
=	XOP	TOTAL OPERATIONS	587,421	492,704	213,500	401,671	584,802	151,370	178,370	155,870
		Capital								
	89230	BUILDING IMPROVEMENTS	2,400							
=	XBLDG	TOTAL BUILDINGS	2,400							
=	XCAP	TOTAL CAPITAL	2,400							
=	XTOT	TOTAL EXPENDITURES	(203,271)	(246,396)	759,899	399,040	369,802	795,245	947,538	868,970

Interfund Transfers

HISTORIC FRANKLIN TENNESSEE

City of Franklin, Tennessee - FY 2017 Budget Request
Interfund Transfers

Base Budget Request:

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	2,852,228	3,428,352	543,569	543,569	641,061	97,492	17.9%
Capital	0	0	0	0	0	-	0.0%
Total	**2,852,228**	**3,428,352**	**543,569**	**543,569**	**641,061**	**97,492**	**17.9%**

Interfund Transfers reflects those funds transferred from the General Fund to be accounted for in other funds of the City. For fiscal year 2017, the only transfer is to the Transit Fund.

There are no transfers planned for the Street Aid or Sanitation & Environmental Services funds in 2017.

Interfund Transfers

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	2,852,228	3,428,352	543,569	543,569	641,061	97,492	17.9%
Capital	0	0	0	0	0	-	0.0%
Total	**2,852,228**	**3,428,352**	**543,569**	**543,569**	**641,061**	**97,492**	**17.9%**

Department Summary

Interfund Transfers reflects those funds transferred from the General Fund to be accounted for in other funds of the City. For fiscal year 2017, the only transfer is to the Transit Fund.

There are no transfers planned for the Street Aid or Sanitation & Environmental Services funds in 2017.

Interfund Transfers

There is no organization chart associated with Interfund Transfers. It is supervised by personnel in the Finance Departments.

Staffing by Position

There are no staff formally associated with Interfund Transfers. It is supervised by personnel in the Finance Departments.

Interfund Transfers

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	%
Personnel							
Salaries & Wages	-	-	-	-	-	-	0.0%
Employee Benefits	-	-	-	-	-	-	0.0%
Total Personnel	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Operations							
TRANSFER TO STREET AID & TRANSPORTATIO	739,965	-	-	-	-	-	0.0%
TRANSFER TO SANITATION	1,208,148	465,123	-	-	-	-	0.0%
TRANSFER TO ROAD IMPACT	60,933	-	-	-	-	-	0.0%
TRANSFER TO IN LIEU OF PARKLAND FUND	-	2,280,119	-	-	-	-	0.0%
TRANSFER TO TRANSIT FUND	843,182	683,110	543,569	543,569	641,061	97,492	17.9%
Total Operations	**2,852,228**	**3,428,352**	**543,569**	**543,569**	**641,061**	**97,492**	**17.9%**
Capital	-	-	-	-	-	**-**	**0.0%**
Total Interfund Transfers	**2,852,228**	**3,428,352**	**543,569**	**543,569**	**641,061**	**97,492**	**17.9%**

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Personnel								
		Operations								
	88020	TRANSFER TO STREET AID & TRANSPORTATION	739,965							
	88030	TRANSFER TO SANITATION & ENV SERVICES	1,208,148	465,123						
	88040	TRANSFER TO ROAD IMPACT	60,933							
	88085	TRANSFER TO IN LIEU OF PARKLAND FUND		2,280,119						
	88090	TRANSFER TO TRANSIT FUND	843,182	683,110	543,569	435,739	543,569	641,061	500,000	500,000
=	XTRAN	TOTAL TRANSFERS	2,852,228	3,428,352	543,569	435,739	543,569	641,061	500,000	500,000
=	XOP	TOTAL OPERATIONS	2,852,228	3,428,352	543,569	435,739	543,569	641,061	500,000	500,000
		Capital								
=	XTOT	TOTAL EXPENDITURES	2,852,228	3,428,352	543,569	435,739	543,569	641,061	500,000	500,000

Facilities Tax Fund

Outline

- Purpose of Fund
- Summary

Purpose of Department

The Facilities Tax Fund is a special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only upon police, fire, sanitation, and parks and recreation expenditures. Such expenses can only be spent on public expenditures related to growth; thus new equipment and infrastructure can be funded out of the Facilities Tax fund, but replacement of existing equipment cannot.

City of Franklin, Tennessee - FY 2017 Budget Request

Facilities Tax Fund

Budget Summary

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	2016 v. 2017 %
Beginning Fund Balance	3,147,824	6,253,611	6,717,763	6,717,763	6,815,786		
Revenues	3,855,445	2,482,412	2,120,407	4,186,338	2,910,000	789,593	37.2%
Expenditures	749,658	2,018,260	4,945,972	4,088,315	3,330,000	-1,615,972	-32.7%
Ending Balance	6,253,611	6,717,763	3,892,198	6,815,786	6,395,786		

Revenues: $2,910,000 forecast; highly dependent upon what is built and when.

Expenses: $3,330,000 forecast; only costs pertaining to Stations 7 & 8 currently. More to be added from Program Enhancements.

Facilities Tax Fund

Budget Summary

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	2016 v. 2017 %
Beginning Fund Balance	3,147,824	6,253,611	6,717,763	6,717,763	6,815,786		
Revenues	3,855,445	2,482,412	2,120,407	4,186,338	2,910,000	789,593	37.2%
Expenditures	749,658	2,018,260	4,945,972	4,088,315	3,330,000	-1,615,972	-32.7%
Ending Balance	6,253,611	6,717,763	3,892,198	6,815,786	6,395,786		

Fund Summary

The Facilities Tax Fund is a special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only upon police, fire, sanitation, and parks and recreation expenditures. Such expenses can only be spent on public expenditures related to growth; thus new equipment and infrastructure can be funded out of the Facilities Tax fund, but replacement of existing equipment cannot.

There are no new projects proposed out of the Facilities Tax at this time; although many have been proposed and are presented in each department's Program Enhancement Requests.

Organizational Chart

There is no organization chart associated with the Facilities Tax Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Facilities Tax Fund. It is supervised by personnel in the Finance Department.

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Beginning Fund Balance	**3,147,824**	**6,253,611**	**6,717,763**	**6,717,763**	**6,815,786**		
Revenues							
FACILITIES TAXES	3,848,783	2,468,473	2,110,407	4,176,783	2,900,000	789,593	37.4%
INTEREST INCOME	6,662	13,939	10,000	9,555	10,000	-	0.0%
Total Available Funds	**3,855,445**	**2,482,412**	**2,120,407**	**4,186,338**	**2,910,000**	**789,593**	**37.2%**
Expenses							
Total Police	-	-	-	-	-	-	0.0%
Total Fire	145,236	1,236,468	4,290,116	3,425,268	3,330,000	(960,116)	-22.4%
Total Parks	152,700	-	-	-	-	-	0.0%
Total SW Collection	292,515	781,792	655,856	663,047	-	(655,856)	-100.0%
Total SW Disposal	159,207	-	-	-	-	-	0.0%
Total Expenditures	**749,658**	**2,018,260**	**4,945,972**	**4,088,315**	**3,330,000**	**(1,615,972)**	**-32.7%**
Ending Fund Balance	**6,253,611**	**6,717,763**	**3,892,198**	**6,815,786**	**6,395,786**		

Notes & Objectives

Revenues for the Facilities Tax are projected to increase in FY 2017 over budget as development has remained strong. This can change, however, given the highly unpredictable nature of development in Franklin and when such development will actually occur. Overall, revenues are expected to remain steady over the next three years as the pace of development within the City remains strong.

Expenses for the Facilities Tax ONLY include those costs related to Fire Stations 7 and 8 at this time. As the final budget is prepared, this proposed level of expenditure may be modified to accomodate future CIP projects and Program Enhancements.

2017 Budget - 13000000 FACILITIES TAX FUND REVENUE
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	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Available Funds								
+	31600	FACILITIES TAXES	3,848,783	2,468,473	2,110,407	3,601,783	4,176,783	2,900,000	2,400,000	2,400,000
	01	July	188,335	174,169	154,261	460,763	460,763	250,000	200,000	200,000
	02	August	282,956	128,599	195,863	138,739	138,739	250,000	200,000	200,000
	03	September	172,873	155,707	151,587	405,920	405,920	250,000	200,000	200,000
	04	October	1,182,887	211,229	174,896	693,869	693,869	250,000	200,000	200,000
	05	November	234,251	160,556	205,371	561,169	561,169	250,000	200,000	200,000
	06	December	188,891	168,587	152,645	235,832	235,832	250,000	200,000	200,000
	07	January	189,243	186,851	143,669	227,208	227,208	250,000	200,000	200,000
	08	February	70,242	130,798	119,829	575,877	575,877	250,000	200,000	200,000
	09	March	216,615	227,269	132,736	302,406	302,406	250,000	200,000	200,000
	10	April	160,708	383,594	176,971		175,000	250,000	200,000	200,000
	11	May	309,052	256,477	251,432		200,000	200,000	200,000	200,000
	12	June	652,730	284,637	251,147		200,000	200,000	200,000	200,000
	*	Amount missing from detail								
=	XLT	TOTAL LOCAL TAXES	3,848,783	2,468,473	2,110,407	3,601,783	4,176,783	2,900,000	2,400,000	2,400,000
	36100	INTEREST INCOME	6,662	13,939	10,000	6,370	9,555	10,000	10,000	10,000
=	XUMP	TOTAL USE OF MONEY & PROPERTY	6,662	13,939	10,000	6,370	9,555	10,000	10,000	10,000
	25100	BEGINNING FUND BALANCE	3,147,824	6,253,611	6,717,764	6,717,764	6,717,764	6,815,786	6,395,786	8,805,786
=	XCC	TOTAL CAPITAL CONTRIBUTIONS	3,147,824	6,253,611	6,717,764	6,717,764	6,717,764	6,815,786	6,395,786	8,805,786
=	XREV	Total Available Funds	7,003,269	8,736,023	8,838,171	10,325,917	10,904,102	9,725,786	8,805,786	11,215,786

Facilities Tax Fund

Acct. #	Acct. Description	A2014	B2015	A2015	B2016	EST2016	E2017	E2018	E2019
25100	**BEGINNING FUND BALANCE**	**3,147,824**	**6,253,611**	**6,253,611**	**6,717,763**	**6,717,763**	**6,815,786**	**6,395,786**	**8,805,786**
Revenues									
31600	FACILITIES TAXES	3,848,783	3,697,190	2,468,473	2,110,407	4,176,783	2,900,000	2,400,000	2,400,000
36100	INTEREST INCOME	6,662	10,000	13,939	10,000	9,555	10,000	10,000	10,000
Total Revenues		**3,855,445**	**3,707,190**	**2,482,412**	**2,120,407**	**4,186,338**	**2,910,000**	**2,410,000**	**2,410,000**
Expenses									
Fire									
82120	FREIGHT FOR INBOUND PURCHASED ITEMS			391		112			
82250	TESTING & PHYSICALS			66					
82410	ELECTRIC SERVICE			395					
82510	COMPUTER SERVICES			263					
82540	ENGINEERING SERVICES			100					
82599	OTHER CONTRACTUAL SERVICES	1,600							
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES			951					
83140	MEALS & FOOD			90					
83210	TRAINING SUPPLIES			1,880					
83240	MEDICAL SUPPLIES			1,711		4,599			
83260	UNIFORMS PURCHASED			8,554		130			
83265	UNIFORMS, SPECIALIZED	318	28,800	27,367		-		-	
83299	OPERATING SUPPLIES		44,560	4,135					
	TESTING & PHYSICALS		11,400						
83510	FURNITURE, FIXTURES (<$25,000)	9,536	250,000	91,474				-	
83520	VEHICLES (<$25,000)								
83530	MACHINERY & EQUIPMENT (<$25,000)	6,795	228,400	165,191	180,116	180,116		-	
83540	COMPUTER HARDWARE (<$25,000)		10,000	15,560		-			
83550	COMPUTER SOFTWARE (<$25,000)		42,000			-			
83610	VEHICLE PARTS & SUPPLIES			134		1,605			
83620	EQUIPMENT PARTS & SUPPLIES	2,653		11,782		3,000			
83652	LANDSCAPING SUPPLIES			100					
83660	BUILDING MAINTENANCE SUPPLIES			1,620					
85310	PERMITS		6,000	16,263		3,500			
85330	UTILITY DISTRICT FEES			14,180					
85340	RECORDING FILING FEES			(513)					
85990	MISCELLANEOUS			781					
	TRANSPORTATION CHARGES		200						
89220	BUILDING DESIGN & CONSTRUCTION	98,060	1,400,000	674,473	3,030,000	2,150,000	3,300,000	-	
89510	FURNITURE, FIXTURES (>$25,000)								
89520	VEHICLES (>$25,000)	26,274	1,375,000	199,521	975,000	975,000	-	-	
89530	MACHINERY & EQUIPMENT (>$25,000)		105,000		105,000	107,318	30,000	-	
	Total Fire	**145,236**	**3,501,360**	**1,236,468**	**4,290,116**	**3,425,268**	**3,330,000**	**-**	**-**
SW-Collection									
83520	VEHICLES (<$25,000)		24,055						
89520	VEHICLES (>$25,000)	292,515	762,500	781,792		-			
89530	MACHINERY & EQUIPMENT (>$25,000)		310,000		655,856	663,047			
86600	LEASE/LOAN PRINCIPAL								
86700	LEASE/LOAN INTEREST								
	Total SW Collection	**292,515**	**1,096,555**	**781,792**	**655,856**	**663,047**	**-**	**-**	**-**
Total Expenditures		**749,658**	**4,597,915**	**2,018,260**	**4,945,972**	**4,088,315**	**3,330,000**	**-**	**-**
Ending Fund Balance		**6,253,611**	**5,362,886**	**6,717,763**	**3,892,198**	**6,815,786**	**6,395,786**	**8,805,786**	**11,215,786**

In Lieu of Parkland Fund

Outline

- Purpose of Department
- Base Budget Request

Purpose of Fund

The In Lieu of Parkland Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance.

Funds can be used only for the acquisition or development of public parks, greenways/blueways, open space sites, and related facilities.

In Lieu of Parkland Fund

Base Budget Request:

Budget Summary

	2014 Actual	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	2016 v. 2017 $	2016 v. 2017 %
Beginning Fund Balance	-	2,280,119	2,494,076	2,494,076	4,249,716	1,755,640	70.39%
Revenues	-	213,957	1,530,323	1,755,640	1,207,525	-322,798	-21.09%
Expenditures	-	-	-	-	-	0	0.00%
Ending Balance	0	2,494,076	4,024,399	4,249,716	5,457,241	1,432,842	35.60%

Estimates are based upon analysis of projects currently within the development process in the City which are eligible to pay In Lieu of Parkland Fees. This fund is available for capital projects pertaining to public parks, greenways/blueways and open space in FY 2017 and beyond. Funds have been reserved for future use and will be recommended as a funding source for parks projects contained within the FY 2017-2026 Capital Improvements Plan.

City of Franklin, Tennessee

FY 2017 Operating Budget

In Lieu of Parkland Fund

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Beginning Fund Balance	-	2,280,119	2,494,076	2,494,076	4,249,716	1,755,640	70.39%
Revenues	-	213,957	1,530,323	1,755,640	1,207,525	-322,798	-21.09%
Expenditures	-	-	-	-	-	0	0.00%
Ending Balance	0	2,494,076	4,024,399	4,249,716	5,457,241	1,432,842	35.60%

Fund Summary

The In Lieu of Parkland Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance.

Funds can be used only for the acquisition or development of public parks, greenways/blueways, open space sites, and related facilities.

Organizational Chart

There is no organization chart associated with the In Lieu of Parkland Fund. It is supervised by personnel in the Parks and Finance Departments.

Staffing by Position

There are no staff formally associated with the In Lieu of Parkland Fund. It is supervised by personnel in the Parks and Finance Departments.

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Beginning Fund Balance	**-**	**2,280,119**	**2,494,076**	**2,494,076**	**4,249,716**	**1,755,640**	**70.4%**
Revenues							
In Lieu of Parkland Receipts	-	211,848	1,530,323	1,750,640	1,202,525	(327,798)	-21.4%
Interest Income		2,109	-	5,000	5,000	5,000	100.0%
Total Available Funds	**-**	**213,957**	**1,530,323**	**1,755,640**	**1,207,525**	**(322,798)**	**-21.1%**
Expenses (Operations)							
Capital	-	-	-	-	-	-	0.0%
Total Expenditures	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Ending Fund Balance	**-**	**2,494,076**	**4,024,399**	**4,249,716**	**5,457,241**	**1,432,842**	**35.6%**

Notes & Objectives

The first receipts into the fund were recorded in FY 2015. There is no additional history before this fiscal year. Estimates are based upon analysis of projects currently within the development process in the City which are eligible to pay In Lieu of Parkland Fees.

This fund is available for capital projects pertaining to public parks, greenways/blueways and open space in FY 2017 and beyond. Funds have been reserved for future use and will be recommended as a funding source for parks projects contained within the FY 2017-2026 Capital Improvements Plan.

Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	Available Funds								
32750	IN LIEU OF PARKLAND		211,848	1,530,323	1,750,640	1,750,640	1,202,525	1,500,000	1,500,000
36100	INTEREST INCOME		2,109		3,378	5,000	5,000	5,000	5,000
37100	TRANSFER FROM GENERAL FUND		2,280,119						

Debt Service Fund

Outline

- Purpose of Department

- Base Budget Request

- Forecast

Purpose of Fund

In the FY2010 budget, annual debt service previously paid by the General Fund was moved to this consolidated Debt Service Fund. While a portion of property tax is allocated directly to this fund to pay for General Fund's portion of debt service, transfers are made from the Sanitation & Environmental Services, Road Impact, and Hotel/Motel Tax funds to pay their respective shares of the debt service in accordance with policies and intentions delineated by the Board of Mayor & Aldermen.

City of Franklin, Tennessee - FY 2017 Budget Request
Debt Service Fund

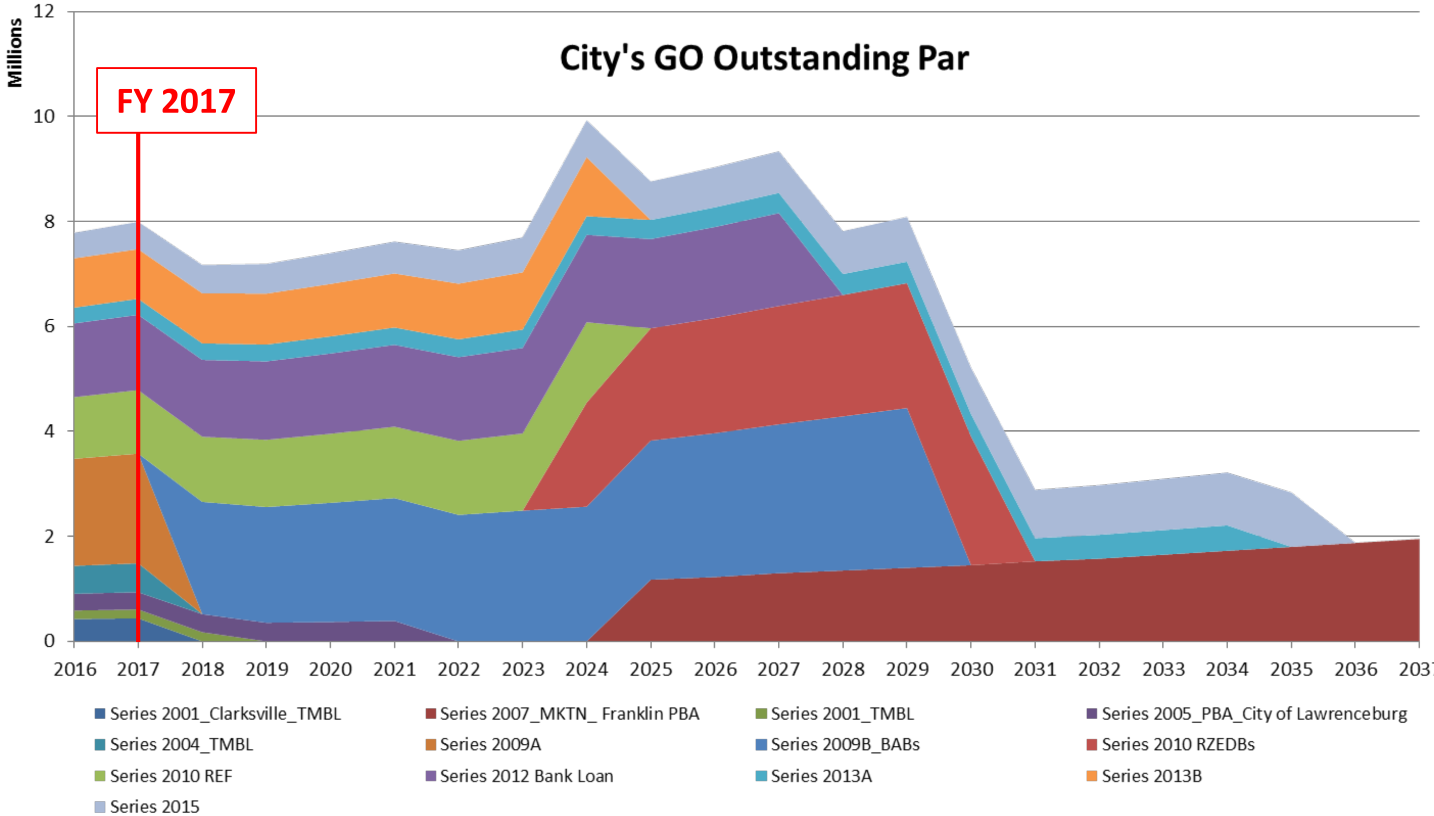
Budget Request:

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Beginning Fund Balance	84,729	195,118	709	709	1,609		
Total Available Funds	11,106,967	12,050,577	12,929,046	12,925,045	13,225,298	296,252	2.3%
Expenses (Debt Service by Fund)							
General	5,658,149	7,159,438	8,032,094	8,032,094	8,148,171	116,077	1.4%
Sanitation	570,537	584,509	606,544	606,544	623,956	17,412	2.9%
Road Impact	3,533,589	3,267,777	3,042,412	3,042,412	3,206,667	164,255	5.4%
Hotel Motel	1,234,303	1,233,262	1,243,096	1,243,096	1,241,504	(1,592)	-0.1%
Total Expenditures	10,996,578	12,244,986	12,924,146	12,924,146	13,220,299	296,153	2.3%
Ending Fund Balance	195,118	709	5,609	1,608	6,608		

FY 2017 is forecast to increase as additional debt service is incurred, especially within the Road Impact Fund. The increase is attributable to anticipated issue of $15,000,000 including the Hillsboro Road project (North of Del Rio to Mack Hatcher).

Forecast:

The chart below shows all outstanding G.O. (General Obligation) indebtedness for the City. It does not include the proposed $15,000,000 issue in FY 2017.



Debt Service Fund

Budget Summary

	2014	2015	2016		2017	2016 v. 2017	
	Actual	Actual	Budget	Estimated	Budget	$	%
Beginning Fund Balance	84,729	195,118	709	709	1,609		
Revenues	11,106,967	12,050,577	12,929,046	12,925,045	13,225,298	296,252	2.29%
Expenditures	10,996,578	12,244,986	12,924,146	12,924,146	13,220,299	296,153	2.29%
Ending Balance	195,118	709	5,609	1,608	6,608		

Fund Summary

In the FY2010 budget, annual debt service previously paid by the General Fund was moved to this consolidated Debt Service Fund. While a portion of property tax is allocated directly to this fund to pay for General Fund's portion of debt service, transfers are made from the Sanitation & Environmental Services, Road Impact, and Hotel/Motel Tax funds to pay their respective shares of the debt service in accordance with policies and intentions delineated by the Board of Mayor & Aldermen.

Organizational Chart

There is no organization chart associated with the Debt Service Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Debt Service Fund. It is supervised by personnel in the Finance Department.

Budget

	Actual 2014	Actual 2015	Budget 2016	Estd 2016	Budget 2017	Difference $	Difference %
Beginning Fund Balance	**84,729**	**195,118**	**709**	**709**	**1,609**		
Total Available Funds	**11,106,967**	**12,050,577**	**12,929,046**	**12,925,045**	**13,225,298**	**296,252**	**2.3%**
Expenses (Debt Service by Fund)							
General	5,658,149	7,159,438	8,032,094	8,032,094	8,148,171	116,077	1.4%
Sanitation	570,537	584,509	606,544	606,544	623,956	17,412	2.9%
Road Impact	3,533,589	3,267,777	3,042,412	3,042,412	3,206,667	164,255	5.4%
Hotel Motel	1,234,303	1,233,262	1,243,096	1,243,096	1,241,504	(1,592)	-0.1%
Total Expenditures	**10,996,578**	**12,244,986**	**12,924,146**	**12,924,146**	**13,220,299**	**296,153**	**2.3%**
Ending Fund Balance	**195,118**	**709**	**5,609**	**1,608**	**6,608**		

Notes & Objectives

FY 2017 is forecast to increase as additional debt service is incurred, especially within the Road Impact Fund. The increase is attributable to anticipated issue of $15,000,000 including the Hillsboro Road project (North of Del Rio to Mack Hatcher).

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Available Funds								
	31100	PROPERTY TAXES COLLECTED	5,357,261	6,350,472	7,426,254	7,232,613	7,426,254	7,503,769	7,273,106	6,470,127
=	XLT	TOTAL LOCAL TAXES	5,357,261	6,350,472	7,426,254	7,232,613	7,426,254	7,503,769	7,273,106	6,470,127
+	33958	REBATE ON BAB / RZEDB	832,179	838,508	825,401	418,728	825,401	904,051	904,051	870,720
	1	Various		13,107						
	2	$30.625m - General	326,670	324,008	324,008	205,981	324,008	354,883	354,883	333,218
	3	$30.625m - Road Impact	173,889	172,472	172,472	153,646	172,472	188,907	188,907	177,375
	4	$30.625m - Hotel/Motel	2,010	1,994	1,994	59,101	1,994	2,184	2,184	2,050
	5	$15.725m - General	82,402	81,732	81,732		81,732	89,519	89,519	89,519
	6	$15.725m - Road Impact	131,844	130,771	130,771		130,771	143,231	143,231	143,231
	7	$15.725m - Hotel/Motel	115,364	114,424	114,424		114,424	125,327	125,327	125,327
	*	Amount missing from detail								
=	XINTG	TOTAL INTERGOVERNMENTAL	832,179	838,508	825,401	418,728	825,401	904,051	904,051	870,720
	36100	INTEREST INCOME	2,205	1,514	5,000	917	1,000	5,000	5,000	5,000
	36200	BOND PROCEEDS								
=	XUMP	TOTAL USE OF MONEY & PROPERTY	2,205	1,514	5,000	917	1,000	5,000	5,000	5,000
	37120	TRANSFER FROM WATER OPERATING		200,000	200,000	100,000	200,000	200,000	200,000	200,000
	37500	TRANSFER FROM SOLID WASTE	570,537	584,509	606,544	2,770	606,544	623,956	178,557	
+	37510	TRANSFER FROM ROAD IMPACT	3,227,856	2,960,579	2,739,169	511,681	2,739,169	2,874,529	3,761,407	3,738,516
	1	Calculated Debt Service Transfer	3,227,856	2,960,579	2,739,169	511,681	2,739,169	2,874,529	3,761,407	3,738,516
	*	Amount missing from detail								
	37520	TRANSFER FROM HOTEL/MOTEL	1,116,929	1,114,995	1,126,678	344,846	1,126,678	1,113,993	1,112,812	1,112,960
=	XOR	TOTAL OTHER REVENUE	4,915,322	4,860,083	4,672,391	959,297	4,672,391	4,812,478	5,252,776	5,051,476
	25100	BEGINNING FUND BALANCE	84,729	195,118	709	709	709	1,609	6,609	11,609
=	XCC	TOTAL CAPITAL CONTRIBUTIONS	84,729	195,118	709	709	709	1,609	6,609	11,609
=	XREV	Total Available Funds	11,191,696	12,245,695	12,929,755	8,612,264	12,925,755	13,226,907	13,441,542	12,408,932

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Operations								
+	86100	PRINCIPAL	3,412,200	4,405,800	4,894,875		4,894,875	5,026,659	4,575,291	4,165,375
	01	Bonds 2004 - Refund 2000 Parking Garage	425,250	193,500						
	02	Bonds 2004 - $13.5m (Royal Oaks, Carothers, Dry Branch, 800mhz)								
	03	Bonds 2004 - $4.5m (WI-FI)	470,000		530,000		530,000	550,000		
	04	Bonds 2007 - $20m (Various)								
	05	Bonds 2009 - $25m (Various, including Police HQ)								
	06	Bonds 2009 - $44m (Various, including Police HQ)	1,261,000	1,293,500	1,326,000		1,326,000	1,358,500	1,391,000	1,433,250
	07	Bonds 2010 - $16.59m Refunding	702,450	715,050	740,250		740,250	762,300	781,200	
	08	Bonds 2010 - $15.725m (Hillsboro, 3rd Ave Ext, Columbia Stscpe)								
	09	Bonds 2012 - $22.5m Refunding	553,500	563,750	576,050		576,050	588,350	600,650	612,950
	10	Bonds 2013 - $10m Pension		885,000	940,000		940,000	945,000	955,000	970,000
	11	Bonds 2013 - $7.405m (WorksBldg, Carlisle)		255,000	300,000		300,000	305,000	315,000	320,000
	13	Bonds 2015 - $15m (Balance - Net of Hillsboro & 3rd Ave.)		500,000	482,575		482,575	517,509	532,441	562,175
	14	Bonds 2017 - $15m Hillsboro								267,000
	*	Amount missing from detail								
+	86200	INTEREST	2,233,028	2,669,693	3,124,275		3,124,275	3,108,568	3,062,273	2,904,539
	01	Bonds 2004 - Refund 2000 Parking Garage	14,457	3,507						
	02	Bonds 2004 - $13.5m (Royal Oaks, Carothers, Dry Branch, 800mhz)								
	03	Bonds 2004 - $4.5m (WI-FI)	4,953	3,201	2,916		2,916	1,485		
	04	Bonds 2007 - $20m (Various)	393,100	362,870	454,860		454,860	454,860	454,860	454,860
	05	Bonds 2009 - $25m (Various, including Police HQ)		99,450						
	06	Bonds 2009 - $44m (Various, including Police HQ)	1,144,926	1,013,951	1,081,064		1,081,064	1,047,914	1,013,951	952,052
	07	Bonds 2010 - $16.59m Refunding	287,067	275,655	253,323		253,323	231,116	208,247	198,932
	08	Bonds 2010 - $15.725m (Hillsboro, 3rd Ave Ext, Columbia Stscpe)	198,932	198,932	198,932		198,932	198,932	198,932	184,811
	10	Bonds 2012 - $22.5m Refunding	189,593	177,804	166,042		166,042	153,527	140,995	128,200
	11	Bonds 2013 - $10m Pension		283,125	227,635		227,635	218,235	208,313	183,510
	12	Bonds 2013 - $7.405m (WorksBldg, Carlisle)		251,198	204,718		204,718	198,718	192,618	192,619
	13	Bonds 2015 - $15m (Balance - Net of Hillsboro & 3rd Ave)			534,785		534,785	543,706	528,212	501,420
	14	Bonds 2017 - $15m Hillsboro						60,075	116,145	108,135
	*	Amount missing from detail								
+	86300	PAYING AGENT & OTHER DEBT FEES	12,921	83,945	12,944		12,944	12,944	12,944	12,950
	02	Bonds 2004 - Refund 2000 Parking Garage	265							
	03	Bonds 2004 - $4.5m (WI-FI)	11,504	11,576	11,790		11,790	11,790	11,790	11,791
	04	Bonds 2009 - $25m (Various, including Police HQ)								
	05	Bonds 2009 - $44m (Various, including Police HQ)	358		360		360	360	360	361
	06	Bonds 2010 - $16.59m Refunding	94		94		94	94	94	95
	07	Bonds 2010 - $15.725m (Hillsboro, 3rd Ave Ext, Columbia Stscpe)	100		100		100	100	100	101
	08	Bonds 2007 - $20m (Various)								
	09	Bonds 2004 - $13.5m (Royal Oaks, Carothers, Dry Branch, 800mhz)								
	10	Bonds 2013 - $10m Pension	300		300		300	300	300	301
	11	Bonds 2013 - $7.405m (WorksBldg, Carlisle)	300	72,369	300		300	300	300	301
	*	Amount missing from detail								
+	8640	BOND SALE EXPENSES								
	1	Bonds 2012 - $22.5m Refunding								
	2	$14.9m Nissan								
	3	Bonds 2010 - $16.59m Refunding								
	4	Bonds 2013 - $10m Pension								
	5	Bonds 2013 - $7.405m (WorksBldg, Carlisle)								
	*	Amount missing from detail								
	865	OTHER FINANCING USE-REFUNDING								
=	XDS	TOTAL DEBT SERVICE	5,658,149	7,159,438	8,032,094		8,032,094	8,148,171	7,650,508	7,082,864
=	XTOT	TOTAL EXPENDITURES	5,658,149	7,159,438	8,032,094		8,032,094	8,148,171	7,650,508	7,082,864

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Operations								
+	86100	PRINCIPAL	550,000	569,000	588,000		588,000	607,000	173,000	
	1	Bonds 2001 - $5m (Century Court 1)	397,000	411,000	425,000		425,000	439,000		
	2	Bonds 2001 - $2m (Century Court 2)	153,000	158,000	163,000		163,000	168,000	173,000	
	*	Amount missing from detail								
+	86200	INTEREST	6,013	3,933	3,694	1,474	3,694	2,106	467	
	1	Bonds 2001 - $5m (Century Court 1)	4,036	2,622	2,333	1,474	2,333	1,185		
	2	Bonds 2001 - $2m (Century Court 2)	1,977	1,311	1,361		1,361	921	467	
	*	Amount missing from detail								
+	86300	PAYING AGENT & OTHER DEBT FEES	14,524	11,575	14,850	5,862	14,850	14,850	5,090	
	1	Bonds 2001 - $5m (Century Court 1)	9,511	7,375	9,760	5,862	9,760	9,760		
	2	Bonds 2002 - $2m (Century Court 2)	5,013	4,200	5,090		5,090	5,090	5,090	
	*	Amount missing from detail								
=	XDSV	TOTAL DEBT SERVICE	570,537	584,508	606,544	7,336	606,544	623,956	178,557	
=	XTOT	TOTAL EXPENDITURES	570,537	584,508	606,544	7,336	606,544	623,956	178,557	

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Operations								
+	86100	PRINCIPAL	2,014,490	1,765,790	1,566,390	849,840	1,566,390	1,603,490	2,375,840	2,418,130
	01	Bonds 2004 - $7.770m (Refund 1998 Road Bonds) - 55%	519,750	236,500						
	02	Bonds 2005 - $2.465m (Refund 1998 Road Bonds 2nd) - 100%								
	03	Bonds 2005 - $4.5m (McEwen ROW) - 45%	135,000	139,500	144,000	144,000	144,000	148,500	155,250	159,750
	04	Bonds 2007 - $20m (Various) - 43%								
	05	Bonds 2009 - $25m (Various) - 51%								
	06	Bonds 2009 - $44m (Various) - 34.6%	671,240	688,540	705,840	705,840	705,840	723,140	740,440	762,930
	07	Bonds 2010 - $15.725m (3rd Ave, Hillsboro) - 50%								
	09	Bonds 2012 - $22.5m Refunding	688,500	701,250	716,550		716,550	731,850	747,150	762,450
	10	Bonds 2017 - $15m Hillsboro							733,000	733,000
	*	Amount missing from detail								
+	86200	INTEREST	1,518,425	1,446,308	1,475,672	1,225,653	1,476,672	1,602,327	1,716,855	1,640,140
	01	Bonds 2004 - $7.770m (Refund 1998 Road Bonds) - 55%	17,669	4,287						
	02	Bonds 2005 - $2.465m (Refund 1998 Road Bonds 2nd) - 100%								
	03	Bonds 2005 - $4.5m (McEwen ROW) - 45%	40,627	37,821	32,546	18,761	32,546	27,185	21,451	15,590
	04	Bonds 2007 - $20m (Various) - 43%	296,549	272,065	343,140	343,140	343,140	343,140	343,140	343,140
	05	Bonds 2009 - $25m (Various) - 51%		52,938						
	06	Bonds 2009 - $44m (Various) - 34.6%	609,453	539,734	575,459	545,459	575,459	557,813	539,734	506,784
	07	Bonds 2010 - $15.725m (3rd Ave, Hillsboro) - 50%	318,292	318,292	318,293	318,293	319,293	318,292	318,292	318,292
	09	Bonds 2012 - $22.5m Refunding	235,835	221,171	206,234		206,234	190,972	175,383	159,469
	10	Bonds 2017 - $15m Hillsboro						164,925	318,855	296,865
	*	Amount missing from detail								
+	86300	PAYING AGENT & OTHER DEBT FEES	674	55,679	350	190		850	850	852
	01	Various		55,356						
	02	Bonds 2009 - $25m (Various) - 51%								
	03	Bonds 2004 - $7.770m (Refund 1998 Road Bonds) - 55%	324	323						
	04	Bonds 2010 - $15.725m (3rd Ave, Hillsboro) - 50%	160		160			160	160	161
	05	Bonds 2009 - $44m (Various) - 34.6%	190		190	190		190	190	191
	06	Bonds 2007 - $20m (Various)								
	07	Bonds 2017 - $15m Hillsboro						500	500	500
	*	Amount missing from detail								
+	86400	BOND SALE EXPENSES								
	1	Bonds 2012 - $22.5m Refunding								
	*	Amount missing from detail								
	86550	OTHER FINANCING USE-REFUNDING								
=	XDSV	TOTAL DEBT SERVICE	3,533,589	3,267,777	3,042,412	2,075,683	3,043,062	3,206,667	4,093,545	4,059,122
=	XTOT	TOTAL EXPENDITURES	3,533,589	3,267,777	3,042,412	2,075,683	3,043,062	3,206,667	4,093,545	4,059,122

	Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD@4/1/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
		Operations								
+	86100	PRINCIPAL	693,310	708,410	733,735	618,910	733,735	754,851	776,869	794,330
	01	Bonds 2002 - $4.55m (Refund Conf Ctr 1996) - 100%								
	02	Bonds 2004 - $8m (Harlinsdale) - 100%								
	03	Bonds 2005 - $4.5m (Country Club) - 55%	165,000	170,500	176,000	176,000	176,000	181,500	189,750	189,750
	04	Bonds 2009 - $25m (Harlinsdale, Battlefield) - 8%								
	05	Bonds 2009 - $44m (Harlinsdale, Battlefield) - .4%	7,760	7,960	8,160	8,160	8,160	8,360	8,560	8,820
	06	Bonds 2010 - $15.725m (Streetscape) - 50%								
	07	Bonds 2010 - $16.59m (Refund Harlinsdale) - 37.0%	412,550	419,950	434,750	434,750	434,750	447,700	458,800	473,600
	08	Various								
	09	Bonds 2012 - $22.5m Refunding	108,000		112,400		112,400	114,800	117,200	119,600
	10	Bonds 2015 - $15M (Hillsboro & 3rd Ave Only)		110,000	2,425		2,425	2,491	2,559	2,560
	*	Amount missing from detail								
+	86200	INTEREST	540,795	524,789	509,163	476,813	509,163	486,455	463,256	439,451
	01	Bonds 2002 - $4.55m (Refund Conf Ctr 1996) - 100%								
	02	Bonds 2004 - $8m (Harlinsdale) - 100%								
	03	Bonds 2005 - $4.5m (Country Club) - 55%	49,656	43,363	39,778	39,778	39,778	33,226	26,218	19,054
	04	Bonds 2009 - $25m (Harlinsdale, Battlefield) - 8%		612						
	05	Bonds 2009 - $44m (Harlinsdale, Battlefield) - .4%	7,046	6,240	7,066	7,066	7,066	6,449	6,240	5,859
	06	Bonds 2010 - $15.725m (Streetscape) - 50%	278,505	278,505	278,505	278,505	278,505	278,505	278,505	278,505
	07	Bonds 2010 - $16.59m (Refund Harlinsdale) - 37.0%	168,595	161,376	148,777	148,777	148,777	135,735	122,304	108,540
	08	Bonds 2012 - $22.5m Refunding	36,993	34,693	32,350		32,350	29,956	27,511	25,014
	09	Bonds 2015 - $15M (Hillsboro & 3rd Ave Only)			2,687	2,687	2,687	2,584	2,478	2,479
	*	Amount missing from detail								
+	86300	PAYING AGENT & OTHER DEBT FEES	198	63	198	65	198	198	198	198
	1	Various								
	2	Bonds 2009 - $25m (Harlinsdale, Battlefield) - 8%								
	3	Bonds 2002 - $4.55m (Refund Conf Ctr 1996) - 100%								
	4	Bonds 2010 - $15.725m (Streetscape) - 50%	140	61	140	65	140	140	140	140
	5	Bonds 2010 - $16.59m (Refund Harlinsdale) - 37%	56		56		56	56	56	56
	6	Bonds 2009 - $44m (Harlinsdale, Battlefield) - .4%	2	2	2		2	2	2	2
	7	Bonds 2004 - $8m (Harlinsdale)								
	*	Amount missing from detail								
+	86400	BOND SALE EXPENSES								
	1	Bonds 2012 - $22.5m Refunding								
	*	Amount missing from detail								
	86500	OTHER FINANCING USE-REFUNDING								
=	XDSV	TOTAL DEBT SERVICE	1,234,303	1,233,262	1,243,096	1,095,788	1,243,096	1,241,504	1,240,323	1,233,979
=	XTOT	TOTAL EXPENDITURES	1,234,303	1,233,262	1,243,096	1,095,788	1,243,096	1,241,504	1,240,323	1,233,979

RESOLUTION 2016-18
DRAFT

A RESOLUTION TO ESTABLISH AND ADOPT INTERNAL CONTROLS, INCLUDING ITS INITIAL ANNUAL ASSESSMENT OF RISK, AS REQUIRED BY STATE LAW

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to be in compliance with Tennessee Code Annotated 9-18-102 requiring local governments to establish and adopt internal controls;

WHEREAS, TCA 9-18-102 specifies that internal controls should be established and maintained to provide reasonable assurance that:

(1) Obligations and costs are in compliance with applicable law;

(2) Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and

(3) Revenues and expenditures are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets.

WHEREAS, the law also specifies an annual assessment of risk. The objectives of the annual risk assessment are to provide reasonable assurance of the following:

(1) Accountability for meeting program objectives;

(2) Promoting operational efficiency and effectiveness;

(3) Improving reliability of financial statements;

(4) Strengthening compliance with laws, regulations, rules, and contracts and grant agreements; and

(5) Reducing the risk of financial or other asset losses due to fraud, waste and abuse.

WHEREAS, the State provided internal control guidance to cities in the Internal Control Manual for Local Government Entities and other Audited Entities in Tennessee;

WHEREAS, Municipal Technical Advisory Service (MTAS) provided internal control guidance in its Internal Control Took Kit for Municipal Governments;

WHEREAS, per the MTAS Internal Control Took Kit for Municipal Governments, management is responsible for designing and implementing a system of internal controls and there is no “one size fits all” system for all cities to use. Many cities will have very similar objectives and policies but the processes and procedures designed to adhere to policies and achieve objectives will be vastly different.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen for the City of Franklin as follows:

The City of Franklin establishes and adopts internal controls, including its first annual assessment of risk, as required by State Law.

IT IS SO RESOLVED AND DONE on this ____ day of ____________, 2016.

ATTEST:

By:______________________________

Eric S. Stuckey
City Administrator

CITY OF FRANKLIN, TENNESSEE

By:____________________________

Dr. Ken Moore
Mayor

Approved as to Form

By: ______________________________
Shauna R. Billingsley
City Attorney

CITY OF FRANKLIN, TENNESSEE

DOCUMENTATION OF INTERNAL CONTROLS
DRAFT

Section 9-18-102(a) of the Tennessee Code Annotated was amended to expressly require each county, municipal, and metropolitan government to establish and maintain internal controls.

The U.S. Office of Management and Budget (OMB) has established internal control guidance for all entities that receive federal awards at Code of Federal Regulations (CFR) 200.303. This guidance requires all entities to establish and maintain an effective system of internal control over federal awards. The OMB guidance further recommends implementing a system of internal control in accordance with internal control standards published in September 2014 by the U.S. Government Accountability Office (GAO) in *Standards for Internal Control in the Federal Government* (Green Book), as one method of complying with CFR 200.303.

The *Internal Control Manual for Local Governmental Entities and Other Audited Entities in Tennessee* (the "Internal Control Manual") should be used by all local governments.

This documentation follows the layout of the State's Internal Control Manual. (The Tennessee Code Annotated section and the OMB guidance referenced above is included in this documentation as Appendices A and B).

Contents

INTRODUCTION

OVERVIEW OF INTERNAL CONTROL

The U.S. Government Accountability Office (GAO) has established a common definition of internal controls, standards, internal control components, principles and attributes. The document that contains this information is often referred to as the Green Book. Because this GAO Green Book framework is widely accepted, it will be used as the basis for all internal control matters related to entities covered by this internal control manual as outlined in the preface.

Definition of Internal Control

Internal control is a process that is developed by the municipality to provide reasonable assurance that the following categories of objectives will be achieved:

Reporting	–	financial reporting will be reliable;
Operations	–	effectiveness and efficiency of operations; and
Compliance	–	compliance with applicable laws, regulations, contracts and grant agreements.

The above definition "reflects certain fundamental concepts." Those concepts are:

- Internal control is geared to the achievement of objectives in one or more separate but overlapping categories.
- Internal control comprises the plans, methods, policies, and procedures used to fulfill the mission, strategic plan, goals, and objectives of the entity.
- Internal control is an integral part of the organization not a separate system within the organization.
- Internal control is a process. It is a means to an end, not an end in itself.
- Internal control is affected by people. It is not merely policy manuals and forms, but people at every level of an organization.
- Internal control increases the likelihood that an entity will achieve its objectives. However it can only be expected to provide reasonable assurance, not absolute assurance, that all of the organization's objectives will be met.

While each organization may identify its mission, strategic plan, objectives, and plans for achieving its objectives in different ways, the Green Book approaches internal control through a hierarchical structure of five (5) components and seventeen (17) principles. The Green Book also contains additional information in the form of attributes. Attributes are presented under the heading title: "This Involves." These attributes provide further explanation of the principles and documentation requirements.

Components of Internal Control

The five (5) main components of internal control are:

1.	**Control environment**	–	the foundation for an internal control system
2.	**Risk assessment**	–	assesses the risks facing the organization as it seeks to achieve its objectives
3.	**Control activities**	–	the actions management establishes through policies and procedures to achieve objectives and respond to risks in the internal control system
4.	**Information and communication**	–	the quality information management and personnel communicate and use to support the internal control system
5.	**Monitoring**	–	activities management establishes and operates to assess the quality of performance over time and promptly resolve the findings of audits and other reviews

There is a direct relationship between the organization's objectives, the five components of internal control and the organizational structure of the organization. The five components apply to all three categories of objectives and all levels of the organizational structure. The seventeen (17) principles support the components of internal control.

Summary

A good internal control framework is essential to providing reasonable assurance that organizations are achieving their objectives. Such objectives include, but are not limited to, utilizing public resources in compliance with laws, regulations and budgetary limitations. An adequate control framework will provide information that helps detect errors and fraud, and provides reasonable assurance that financial reports are accurate. It will limit the opportunity for theft or unauthorized use of assets, including cash, inventory, and capital assets.

COMPONENT 1

CONTROL ENVIRONMENT

GAO Green Book Principles 1 through 5

The control environment is the foundation for any internal control system. There are five (5) principles related to the control environment

1. ***The oversight body and management should demonstrate a commitment to integrity and ethical values.*** The governing body or other oversight body and management's directives, attitudes, and behaviors should reflect the integrity and ethical values expected throughout the entity.

   The City's Board of Mayor and Aldermen and management demonstrate this commitment to integrity and ethical values as follows:
   - The Board of Mayor and Aldermen have approved the Human Resources Manual which specifies expectations, discipline, and reporting of acts.
   - The Board of Mayor and Aldermen have approved a Code of Ethics. This Code of Ethics is included in the municipal code.
   - As part of its annual audit, the City's Board and Management complete a conflict of interest statement.
   - The Board of Mayor and Aldermen emphasizes best financial management practices. The City maintains a AAA bond rating from both Moody's and Standard & Poor's.
   - The City strives to have no audit findings in its annual audit.
   - The City performs a risk assessment annually for its insurance coverages.
   - The City plans to implement an office of internal audit sometime in the future. Currently, the Finance Department performs this function.

2. ***The oversight body should oversee the entity's internal control system.*** The governing body should oversee the design, implementation, and operation of the organization's internal control system as well as take appropriate action to resolve deficiencies. The governing body may appoint a separate oversight body (such as an audit committee) that has the independence and qualifications needed to impartially evaluate, scrutinize, question activities, and oversee

the design, implementation, and operation of the organization's internal control system as well as take appropriate action to resolve deficiencies. Management should be directly involved in developing the internal control system and is responsible for implementing and monitoring the system for compliance.

The City's Board oversees the entity's internal control system as follows:

- The Board will approve by resolution the City's internal control documentation by June 30, 2016. It will be reviewed and updated, if necessary, prior to the audit.
- The Budget and Finance Committee receives quarterly reports. Monthly reports are available upon request.
- The Budget and Finance Committee is designated by the Board as the City's Audit Committee, which reviews the annual audit for internal controls issues.
- The City's Board receives the annual audit for its acceptance.

3. ***Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.*** This includes:

- Establishing, documenting, and regularly reviewing and updating a simple and flexible organizational plan that clearly addresses the assignment of authority and responsibility
- Develop a manual that provides sufficient documentation of internal control to communicate to personnel their responsibilities as well as to monitor and evaluate the controls

The City has established an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.

- The City's organizational chart is maintained by the Human Resources Department and issued in both the annual budget and annual audit report. It provides an overview of the lines of authority and responsibility. The City's Organization Chart is included as Appendix C.
- This internal control documentation includes individual responsibilities within areas of functional responsibility (e.g. receipting, payroll, accounts payable, and purchasing).

4. ***Management should demonstrate a commitment to recruit, develop, and retain competent individuals.*** This includes:

   Developing and regularly reviewing and updating a manual that addresses:

   - Job skills requirements (job descriptions, certifications, continuing professional education, education in new accounting standards, education in new laws, education in federal grant requirements, computer software education, and other general education and training requirements, etc.)
   - Employee benefits (leave, flex plans, health insurance, 401k, pension, other postemployment benefits, etc.)
   - The business continuity plan for succession and emergencies

The City's Management demonstrates a commitment to recruit, develop, and retain competent individuals as follows:

- The City continually maintains and reviews job descriptions to ensure quality candidates apply, are hired, and perform their responsibilities during their employment.
- Under the City's pay plan, pay is market based and reviewed periodically.
- MTAS and other external and internal training is provided to ensure that those responsible and performing internal controls are well informed about changes in accounting and reporting, changes in laws that affect payroll and payroll related activities, changes in laws that affect purchasing, grants administration and emergency management training.
- As software is updated, training is provided to ensure continued proficiency in computer skills.
- Employees are encouraged to obtain certifications such as CPA and CMFO and the entity agrees to pay for continuing professional education requirements.
- Background checks are performed for all employees involved in financial transactions such as collecting and disbursing funds.

5. ***Management should evaluate performance and hold individuals accountable for the internal control responsibilities.*** This includes:
   - Developing and regularly reviewing and updating a manual that addresses:
   - Periodic job evaluations and corrective action(s) to be taken when there are deficiencies
   - Periodic evaluation of employee workload pressure and methods for communicating and implementing required changes to alleviate excessive workload pressures (whether created by management goals, time constraints, budgetary factors, cyclical demands, or increased workload buildup over time)

The City's Management evaluates performance and hold individuals accountable for the internal control responsibilities as follows:

- The City continually reviews job descriptions to ensure quality candidates apply, are hired, and perform their responsibilities during their employment.
- Under the City's new evaluation methodology, accountability for internal controls is a key component of performance.
- The Human Resources Manual requires an annual job evaluation for each employee. New employees have a probationary period. During that time, a corrective action plan will be developed for any deficiency noted as a result of an evaluation.

COMPONENT 2

RISK ASSESSMENT

GAO Green Book Principles 6 through 9

Having established an effective control environment, management assesses the risks facing the entity as it seeks to achieve its objectives. Generally speaking, risk assessment means asking questions about what could go wrong. There are four (4) principles related to risk assessment.

1. ***Management should define objectives clearly to enable the identification of risks and define risk tolerances.*** This includes:
   Developing and regularly reviewing and updating a document that addresses:
   - The organization's mission
   - The organization's goals and objectives in sufficient detail to allow for performance risk assessments in a reasonably consistent manner
   - The organization's risk tolerances or risk threshold for each objective in sufficient detail to allow for the appropriate design of an internal control system. Risk tolerances or thresholds should be assessed considering laws, regulations, generally accepted accounting principles, other standards, grant management, internal standards of conduct, oversight structure, organizational structure, and expectations of competence, etc.
   - The organization's judgments about materiality, both qualitatively and quantitatively (i.e. risk threshold)

The City's Management has defined objectives clearly to enable the identification of risks and define risk tolerances as follows:

- The City's mission is found in the annual budget document as well as on its open government platform: www.performance.franklintn.gov
- The City has developed a strategic plan approved by the City's Board.
- The City mitigates risk through insurance coverages as found in Appendix D.
- The City has implemented strong internal controls, emphasizing separation of duties.
- The City's internal controls provide reasonable assurance that unlawful acts are not occurring.

- Surety bonds and/or employee dishonesty insurance is purchased to mitigate the risk of loss of funds due to errors, irregularities, or fraud.

2. ***Management should identify, analyze, and respond to risks related to achieving the defined objectives.*** This includes:
   Developing and regularly reviewing and updating a document that addresses:
   - The risks associated with the organization's objectives
   - The methodology for determining if the risk identified is material to the organization
   - The action(s) to be taken to mitigate the risk

   The City's Management identifies, analyzes, and responds to risks related to achieving the defined objectives as follows:
   - Performs risk assessments in connection with its insurance coverages.
   - Performs internal control assessments (as shown in Attachment E).

3. ***Management should consider the potential for fraud when identifying, analyzing, and responding to risks.*** This includes:
   Reviewing and attending training to identify types of fraud that can occur. Fraud types include fraudulent financial reporting, theft of assets, and corruption (i.e. bribery and other illegal acts). Fraud risk factors include incentive or pressure, opportunity, and attitude or rationalization. Internal controls specifically relate to opportunity. Review organization operations to determine if and how a fraud could occur. Consider the loss potential and determine the acceptable level of risk that the organization is willing to accept. Develop controls to limit the risk of fraud.

   The City's Management considers the potential for fraud when identifying, analyzing, and responding to risks as follows:
   - Emphasizing fraud training
   - Understanding elements of fraud risk (incentive/pressure, opportunity, and rationalism)
   - Implementing separation of duties wherever possible
   - Evaluating risk in its entity-wide objectives of Operations, Reporting, and Compliance:
     <u>Operations Objectives</u> –
     - Ensure that the entity's resources are adequately safeguarded
     - Provide taxpayer services efficiently and effectively
     - Limit the need for tax increases
     - Provide for the long-term stability of the municipality
     - Provide a stable and rewarding work environment for employees

     <u>Reporting Objectives</u> –
     - Provide timely interim financial reports and schedules for evaluating the results of operations

- Issue timely financial reports that comply with generally accepted accounting principles, the additional requirements of the Tennessee Comptroller of the Treasury, and federal grant requirements

Compliance Objectives –

- Comply with all relevant laws, regulations, contracts, and grant agreements

4. ***Management should identify, analyze, and respond to significant changes that could impact the internal control system.*** This includes identifying risks during the planning process for all new grant programs, projects, and activities. Then, review the controls to determine what changes need to be made to ensure that objectives are met.

The City's *Management identifies, analyzes, and responds to significant changes that could impact the internal control system as follows:*

- Creating and updating City policies and procedures.
- Awareness of accounting standards changes.
- Awareness of state law or regulation changes.
- Awareness of federal law or regulation changes.
- Management reviews all new grant applications and agreements.
- Management reviews all new contracts.
- Management reviews all debt issuance documents.
- The City has implemented a debt capacity model in assessing the issuance of debt.
- Management will, at least annually, consider technological developments, employee turnover, new programs, new accounting standards, new laws and regulations, and economic growth or decline to determine whether or not changes in internal controls need to be implemented. Recommendations for changes will be reviewed and implemented as necessary. The implementation will include training for all personnel involved in the processes that require change.

COMPONENT 3

CONTROL ACTIVITIES

GAO Green Book Principles 10 through 12

Control Activities are the actions management establishes through internal control policies and procedures to achieve objectives and manage risks. There are three (3) principles related to control activities.

1. ***Management should design control activities to achieve objectives and respond to risks.*** This includes:
   Developing and periodically reviewing and updating a procedures manual that documents:
   - The specific actions designed to address entity objectives and risks. These have been identified during the process of defining responsibilities, delegating authority, and assessing risks.
   - The specific actions designed to address entity objectives and risk at various levels in the organization
   - The division (i.e. segregation) of duties and/or implementing compensating controls designed to mitigate risks related to assigning duties and responsibilities among employees

   The City's Management has designed control activities to achieve objectives and respond to risks.
   - The City has identified objectives, risks, and relevant policies and procedures for activities shown in Appendix F.

2. ***Management should design the entity's computerized information system and related control activities to achieve objectives and respond to risks.*** This includes:
   Develop and periodically review and update guidelines for information technology documenting:
   - The types of computerized information required to be compiled to meet the government's objectives
   - The computer application controls necessary to ensure that information is valid, complete, and accurate
   - The general computer controls addressing security management procedures, contingency plans, configuration, logical and physical access
   - Information technology infrastructure needs and the controls needed to ensure that

adequate resources are available to meet the reporting needs (e.g. storage capacity)

- The external and internal security risks and the controls necessary to limit exposure to unauthorized access, corruption of data, or other misappropriation of information (e.g. personally identifiable information)
- Controls necessary to ensure that technology acquisition, development and maintenance activities are authorized, necessary, and properly integrated throughout the organization

The City's Management designed the entity's computerized information system and related control activities to achieve objectives and respond to risks.

- The City strives to improve the quality and level of services by upgrading information systems, including time and attendance, receipting, and utility billing. The IT director and assistant director review any reporting requirements or changes to programs that might impact the software and hardware maintenance schedule
- Assess and prioritize enhancements to meet any changes or additional needs in reporting requirements
- Assess the adequacy of general computer processes and controls

3. ***Management should implement control activities through policies.*** This includes: Management will develop and periodically review and update a policies manual that documents:
    - The overall general policies for the local entity that address the broad expectations (objectives and related risks, control activity design, implementation and operating effectiveness) of management and the responsibilities for each unit (office, division, department or other organizational segment) of the local entity
    - Management's plan for monitoring departmental policies, procedures, and control activities developed by each unit to implement the general policies
    - The means by which policies, procedures and control activities will be communicated to staff
    - Management will ensure that each unit document policies, day-to-day procedures, and control activities to implement management's policies

The City's Management has implemented control activities through policies as follows:

- In addition to complying with federal and state laws and regulations, the City has adopted financial policies for investments, debt, fund balance reserves, pension funding, and cash receipting,
- The City periodically updates its Human Resources Manual.
- The Finance Department annually reviews financial policies for possible updating.

COMPONENT 4

INFORMATION AND COMMUNICATION

GAO Green Book Principles 13 through 15

Management is responsible for developing and providing internal and external information. This information supports the internal control system and validates its existence. There are three (3) principles related to information and communication.

1. ***Management should use quality information to achieve the entity's objectives.*** This includes:
   Management should, on a regular basis:
   - Review and document the information requirements to achieve key objectives and address the risks of the government
   - Review and document changes that occur in the local government's objectives and the related changes in information requirements
   - Identify and evaluate the reliability and timeliness of relevant data from both internal and external sources
   - Review and evaluate whether data has been processed into quality information that allows management to make informed decisions and evaluate whether the local government is achieving its objectives

   The City's Management uses quality information to achieve the entity's objectives.
   - The City has a standardized format for information to be presented to the Board.
   - The City Administrator, Assistant City Administrators, and Law Department review information being presented to the City's Board.
   - Financial information needed from departments including receivables, inventory, donated assets, etc. is accumulated each quarter. It is reviewed by the Finance Department for accuracy.
   - Financial information is obtained from outside entities such as Transit and non-profit agencies and reviewed by the Finance Department.
   - Financial statements and budget amendments are reviewed by the City's Chief Financial Officer and City Administrator prior to release.

2. ***Management should internally communicate the necessary quality information to achieve the entity's objectives.*** This includes:
   - Management clearly defines the lines of communication through policy manuals and organization charts
   - Management has communicated the types of information required to achieve objectives and address risks
   - All internal control documents and related reports will be available to all staff in an appropriate method based on confidentially and relevance to job responsibilities
   - The appropriate information delivery system has been determined (e.g. email, written memo, staff meetings, etc.) for changes and updates
   - Reports containing personally identifiable information or other protected or confidential information will be made available through communication methods that restrict internal and external access
   - Annual staff training meetings and new employee orientation, with relevant handouts and manuals, will be used to reinforce memo, email, intranet, and restricted communications

   The City's Management internally communicates the necessary quality information to achieve the entity's objectives.
   - The City's Board and the City Administrator communicate regularly about agenda items. The City's Management communicates with the Board and departments on upcoming changes in federal and state requirements.
   - The City Administrator communicates regularly with other members of City Management in scheduled weekly meetings.
   - City's Management has regular meetings on projects and information technology.

3. ***Management should externally communicate the necessary quality information to achieve the entity's objectives.*** This includes:
   Management should develop policies and procedures for:
   - Communicating with external parties, including.
     - Auditors
     - Federal grant agencies,
     - SEC through the Electronic Municipal Market Access system (EMMA)
     - Bond rating companies, prospective bond purchasers, and underwriters
     - Vendors and contractors
     - Insurance companies
     - Law enforcement officials
     - News media
     - Individuals or public interest groups based on public information requests
     - Evaluating the reliability of information provided to and received from external parties
     - Ensuring that only authorized individuals provide information to external parties

- Ensuring that restricted information is provided only to authorized external parties
- Redacting of information when requested under the open records statutes

In summary, it is vitally important that information communicated to outside parties be accurate. This involves many different layers of internal controls including the control environment, the risk assessment process, and control activities. Before information is released to an outside party, management should be confident based on its internal policies and procedures, the information is accurate. The credibility of the entity, its governing body, and public officials is at stake whenever information is released to outside parties.

The City's Management externally communicates the necessary quality information to achieve the entity's objectives as follows:

- Management has identified specific departments and individuals in the organization to be responsible for external communications. For example, the Chief Financial Officer and Comptroller communicate with the auditors and ensure continuing debt disclosure.

COMPONENT 5

MONITORING

GAO Green Book Principles 16 and 17

Things change - the Operating Environment, Laws, Accounting Principles, Technology, Resources, and People, etc. For this reason, internal control policies and procedures must constantly be monitored and improved or updated. There are two (2) principles related to monitoring.

1. ***Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.*** This includes:
   Management should:
   - Evaluate and document the current state of the internal control system and document the differences between the criteria of the design and the current condition of internal control, for purposes of establishing a baseline
   - Determine whether to change the design of internal control or implement corrective actions to improve the operating effectiveness of internal control for differences that exist
   - Monitor internal control through built in monitoring activities and periodic separate evaluations and document the results
   - Evaluate differences to determine if (1) changes in internal control have occurred but have not been documented, (2) internal control has not been properly implemented, or (3) internal control design changes are needed

   The City's Management establishes and operates monitoring activities to monitor the internal control system and evaluate the results.
   - The City's Chief Financial Officer and City's Comptroller, review the financial reports and expenditures to ensure that they comply with those requirements. A review of all relevant compliance issues would include, but not be limited to:
     - federal and state grant requirements
     - internal revenue service requirements
     - budgeting and expenditures requirements
     - financial reporting requirements
     - state and federal laws and regulations
     - debt issues

- The City's Comptroller periodically reviews
    - the cash receipts journal, cash disbursements journal, general ledger, and subsidiary ledgers to ensure that they are in balance
    - bank statements and the related reconciliations to determine that they are accurate and all activity is authorized and properly recorded, and
    - journal entries to determine that they are appropriate.
- The City's Assistant City Recorder/Records periodically reviews:
    - The minutes of actions taken by the governing body to determine that they are kept together and are complete and that actions taken are implemented and/or being accounted for as applicable and
    - Codified ordinances to ensure that they are up-to-date.
- The City's IT Director periodically reviews relevant computer programs to determine whether they need to be updated, upgraded or modified.
- The City's Budget and Finance Committee serves as the City's audit committee. The audit committee reviews financial reporting practices, internal control, compliance with laws, regulations, contracts and grant agreements, and ethics.

2. ***Management should remediate identified internal control deficiencies on a timely basis.***
This includes:
Management should:
- Adopt policies regarding ongoing monitoring processes and the method and timing of reporting issues and deficiencies to a designated individual
- Document the evaluation of issues noted during ongoing and periodic monitoring
- Propose a corrective action plan and implement the corrective action on a timely basis

The City's Management remediates identified internal control deficiencies on a timely basis as follows:

- A good internal control structure will only provide reasonable assurance that unlawful conduct does not occur or is detected on a timely basis. Though it is common to assume "it will never happen to us" it can happen. In fact, monitoring may be the means by which some unlawful conduct or fraud is detected. Unlawful conduct or fraud may be discovered because of tips from other employees, as a result of internal or external audits, because of internal control that has been established, and even by accident. Regardless of the method of discovery, the amount of money involved, or the frequency of occurrence, all discoveries are be reported in writing to the Comptroller. Unlawful conduct or fraud must be reported whether money is repaid and/or whether the employee is terminated. Simply because you do not believe that the person could ever have participated in unlawful activities or fraud or believe that they will not participate again, is not a basis for failing to report what has been discovered.
- Reporting when a public official believes unlawful conduct has occurred:
Tennessee Code Annotated, Section 8-4-501, defines unlawful conduct as "…theft, forgery, credit card fraud, or any other act of unlawful taking of public money, property, or services."
Tennessee Code Annotated, Section 8-4-503 states:
A public official with knowledge based upon available information that reasonably

causes the public official to believe that a theft, forgery, credit card fraud, or any other act of unlawful taking of public money, property, or services has occurred shall report the information in a reasonable amount of time [i.e., five (5) working days] to the office of the comptroller of the treasury.

The form for reporting can be found on the web at:

http://www.tn.gov/comptroller/ca/fraudreport.htm

Appendix A: Section 9-18-102

Title 9 Public Finances
Chapter 18 Financial Integrity Act of 1983

Tenn. Code Ann. § 9-18-102 (2015)

First of 2 versions of this section

9-18-102. Internal controls -- Management assessment of risk. [Effective until June 30, 2016. See the version effective on June 30, 2016.]

(a) Each agency of state government and institution of higher education shall establish and maintain internal controls, which shall provide reasonable assurance that:

(1) Obligations and costs are in compliance with applicable law;

(2) Funds, property and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and

(3) Revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets.

(b) To document compliance with the requirements set forth in subsection (a), each agency of state government and institution of higher education shall annually perform a management assessment of risk. The internal controls discussed in subsection (a) should be incorporated into this assessment. The objectives of the annual risk assessment are to provide reasonable assurance of the following:

(1) Accountability for meeting program objectives;

(2) Promoting operational efficiency and effectiveness;

(3) Improving reliability of financial statements;

(4) Strengthening compliance with laws, regulations, rules, and contracts and grant agreements; and

(5) Reducing the risk of financial or other asset losses due to fraud, waste and abuse.

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TENNESSEE CODE ANNOTATED

*** Current through the 2015 Regular Session ***

Title 9 Public Finances
Chapter 18 Financial Integrity Act of 1983

Tenn. Code Ann. § 9-18-102 (2015)

Second of 2 versions of this section

9-18-102. Internal controls -- Management assessment of risk. [Effective on June 30, 2016. See the version effective until June 30, 2016.]

(a) Each agency of state government and institution of higher education along with each county, municipal, and metropolitan government shall establish and maintain internal controls, which shall provide reasonable assurance that:

(1) Obligations and costs are in compliance with applicable law;

(2) Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and

(3) Revenues and expenditures are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets.

(b) To document compliance with the requirements set forth in subsection (a), each agency of state government and institution of higher education shall annually perform a management assessment of risk. The internal controls discussed in subsection (a) should be incorporated into this assessment. The objectives of the annual risk assessment are to provide reasonable assurance of the following:

(1) Accountability for meeting program objectives;

(2) Promoting operational efficiency and effectiveness;

(3) Improving reliability of financial statements;

(4) Strengthening compliance with laws, regulations, rules, and contracts and grant agreements; and

(5) Reducing the risk of financial or other asset losses due to fraud, waste and abuse.

Appendix B: OMB Internal Control Guidance.

GAO

What is the Green Book?

Important facts and concepts related to the Green Book and internal control

RELATED TO GAO-14-704G

What is internal control?

Internal control is a process that helps an entity achieve its objectives. It is the first line of defense in safeguarding public resources.

Objective identified → Controls designed → Controls in place → Objective achieved

Standards for Internal Control in the Federal Government, known as the Green Book, is the document that sets internal control standards for federal entities.

How does internal control work?

Internal control helps an entity

- Run its operations efficiently and effectively
- Report reliable information about its operations
- Comply with applicable laws and regulations

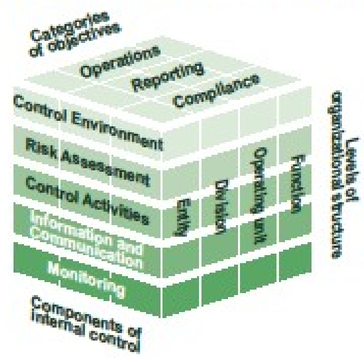
Who would use the Green Book?

Here are some of the people who use it

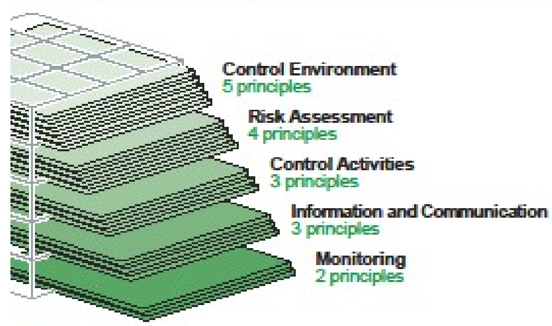
- Someone who manages programs for federal, state, or local government
- Someone conducting a performance audit or a financial audit
- Someone responsible for making sure that personnel follow policies and procedures related to any and all job responsibilities

How is internal control organized?

Standards for Internal Control in the Federal Government (the Green Book) is organized by the five components of internal control, and apply to staff at all organizational levels and to an entity's operations, reporting, and compliance objectives.



What makes up the 5 components?



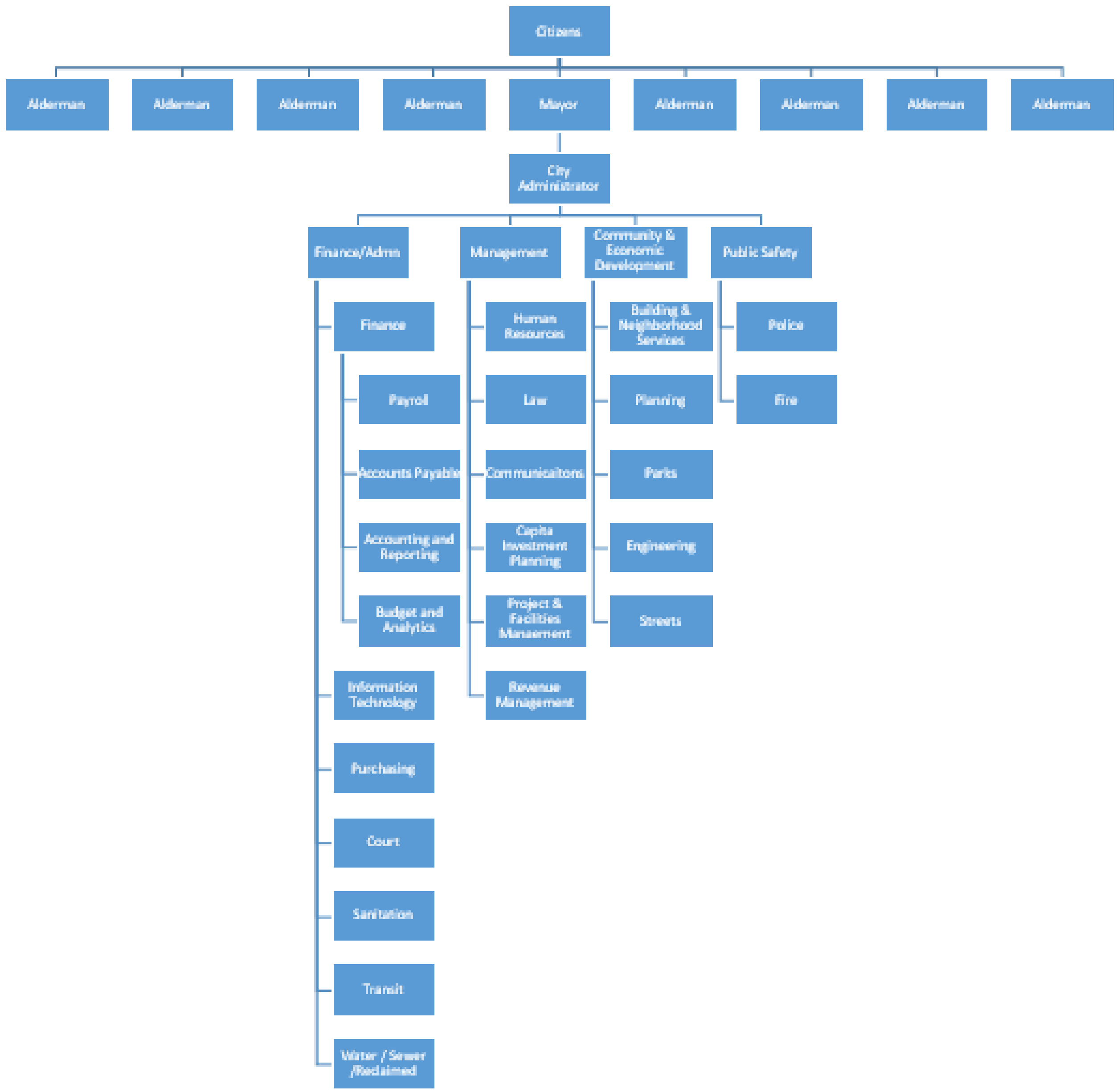
Principles
Each of the five components contains several principles. Principles are the requirements of each component.

Attributes
Each principle has important characteristics, called attributes, which explain principles in greater detail.

LOOKING FOR MORE INFORMATION? Visit GAO.GOV/GREENBOOK. Read the full report: GAO-14-704G.

GAO

Appendix C: City of Franklin Organization Chart



Appendix D: City of Franklin Insurance Coverages

Coverage	Coverage Limits		Deductible	FY 2016 Cost
Property				$234,831
Buildings and contents	$221,729,542	Blanket		
Business Interruption/Extra Expense	$8,000,000	Limit		
Flood Coverage	$5,000,000	Limit	$25,000	
Earthquake Coverage	$5,000,000	Limit	$50,000	
Governmental Crime	$500,000	Occurrence	$1,000	
Inland Marine & Mobile Equipment	$500,000	Occurrence	$1,000	$88,013
	$6,000,000	Aggregate		
General & Professional Liability				$442,234
Bodily Injury/Property Damage	$1,000,000	Occurrence		
General Aggregate	$2,000,000	Aggregate		
Products-Completed Operations	$2,000,000	Aggregate		
Personal and Advertising Injury Limit	$1,000,000	Aggregate		
Each Occurrent Limit	$1,000,000	Aggregate		
Employee Benefits Limit	$3,000,000	Aggregate		
Law Enforcement Liability	$2,000,000	Aggregate		
Public Entity Management Liability	$2,000,000	Aggregate		
Related Practices Liability	$2,000,000	Aggregate		
Automobile Liability & Physical Damage	$1,000,000	Aggregate	$25,000	$258,397
Umbrella	$9,000,000	Aggregate		$49,904
Cyber Liability	$500,000	Aggregate	$25,000	$3,830
Workers Compensation	$1,000,000	Statutory Limit		$367,774
				$1,444,983

Appendix E: Internal Control Risk Assessment

INTERNAL CONTROL RISK ASSESSMENT
As of March 31, 2016

ACTIVITY 1: ADMINISTRATION AND RECORDS

General Administration

1. Is there an organization chart that clearly defines lines of authority and responsibility for the City?
   Yes
2. If not, are such lines clearly established and understood by all employees?
   Yes
3. Are all transactions of major importance approved in minutes of the governing body?
   Yes
4. Are all minutes of the governing body (in final form) in the permanent records of the governmental unit and properly signed?
   Yes
5. Do the minutes adequately reflect the action of the governing body?
   Yes
6. Are they clear as to intent and substance?
   Yes

Charter, Municipal Code, and Ordinance

1. What kind of charter does the city have?
   a. General law mayor aldermanic?
   b. General law manager-commission?
   c. General law modified council-manager?
   d. Private act? (Private Acts, chapter)
   e. Home rule?
   f. Metro?

   Although incorporated in 1799, Priv. Acts 1967, ch. 126, is the current basic charter act for the City of Franklin, Tennessee.
2. If you have a private act or home rule charter, does the City have a current charter compilation that includes all the amendments to the charter?
   Yes
3. Is the charter readily available and accessible to city officers, employees and the public?
   Yes
4. If you have a private act or home rule charter, is the charter reviewed on a frequent regular schedule for the purpose of removing obsolete provisions and inserting needed provisions?
   Yes
5. Is the charter clear and unambiguous relative to:
   a. Elections of officers?
      Yes

b. Filling of vacancies in elective office?
Yes

c. Quorum and voting requirements on ordinances, resolutions and motions?
Yes

d. Which city personnel are officers and which are employees?
Yes

e. The relative powers and duties of the mayor (or city manager) and the board or commission?
Yes

f. Salary and/or other compensation of officers?
Yes

g. Recall or method of removal, if any, of officers?
Yes

h. The property rights, if any, of employees in their jobs?
Yes

i. The procedural "hoops," if any, for the discipline, including termination, of employees?
Yes

j. The due and delinquency dates for property taxes?
Yes

k. The procedure for the collection of property taxes?
City has contracted with Williamson County to collect.

6. Does the City have a current municipal code?
Yes

7. Was the municipal code properly adopted?
Yes

8. Is the municipal code readily available to city officials, employees and the public?
Yes

9. Is the municipal code reviewed on a frequent, regular basis for the purpose of removing obsolete provisions and inserting needed ones?
Yes

10. Is a certain officer or employee assigned the definite responsibility of insuring that ordinance adoption procedures are rigorously followed?
Yes

11. Is a certain officer or employee assigned the responsibility of preserving a record of such ordinances?
Yes

12. Is that person, if any, thoroughly familiar with ordinance adoption procedures?
Yes

13. Is there a definite prescribed place in the City's offices for the City's ordinances to be kept?
Yes

14. Are ordinances filed and preserved by some systematic method, such as by number, date, subject, etc.?
    Yes

Municipal Records in General

1. Does the City have a definite prescribed place in City offices for the City's records to be filed and preserved?
   Yes
2. Is a certain officer or employee assigned the definite responsibility for City records filing and preservation?
   Yes
3. Does the City have a systematic filing system that is understandable to City officers, employees and the public?
   Yes
4. Are the City's records easily and readily accessible to City officers, employees, and the public?
   Yes
5. Is the person responsible for records filing and preservation familiar with, and does he or she, follow the Open Records Law?
   Yes

Municipal Meetings

1. Are regular meetings of the City governing body held at the times and places prescribed by the City charter, code or ordinances?
   Yes
2. Are special meetings called and held in accordance with the City charter?
   Yes
3. Is adequate notice of both regular and special meetings given to the public?
   Yes
4. Is the person who is responsible for general supervision of the City familiar with the Open Meetings Law?
   Yes
5. Are minutes clearly reflecting the votes and other important actions of the governing body?
   Yes

Insurance

1. Does the city purchase insurance?
   Yes
2. Does the city understand the coverage conditions, definitions, and exclusions?
   Yes
3. Does the city track losses, whether they are covered by insurance or not?
   Yes
4. Does the city review and record all deductibles as they occur?
   Yes

5. Does the city monitor the associate risk management costs?
   Yes
6. Does the city investigate losses and develop loss control plans?
   Yes

ACTIVITY 2: HUMAN RESOURCES AND PAYROLL

City Personnel

1. Are City employees responsible for handling money bonded in a sufficient amount?
   Yes
2. Are vacation and sick leave policies definite and certain?
   Yes
3. If employees retire, quit, or are terminated, is it clear whether or not they are entitled to pay for unused vacation and sick leave?
   Yes
4. Does the City have written personnel regulations and policies?
   Yes
5. Whether or not the City has written personnel regulations, is the chain of command well-understood by both City officials and employees?
   Yes
6. Is it clear in such policies to which classes of employees and/or officers they apply?
   Yes
7. Do such personnel policies conform to the City charter?
   Yes
8. Are such policies followed with respect to all employees and officers to which the policies apply?
   Yes
9. Is the person responsible for personnel administration generally well-versed in the:
   a. Fair Labor Standards Act?
      Yes
   i. General City employees?
      Yes
   ii. Fire and police employees?
      Yes
   b. Americans with Disabilities Act?
      Yes
   c. State and federal laws governing employment discrimination?
      Yes
10. Does the City impose limitations upon the political activities of its employees?
    Yes

11. Do such limitations with respect to police officers and firemen apply only to on-duty activities?
Yes

ACTIVITY 3: ACCOUNTING AND FINANCIAL REPORTING

Financial Matters

1. Are financial records maintained in sufficient detail to adequately describe the operations of the municipality?
   Yes
2. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment?
   None identified

Financial Reporting

1. Does the board receive monthly financial reports?
   The Finance Committee receives quarterly financial reports. Monthly reports are issued upon request.
2. Are the reports explained to the board?
   Yes
3. Does the finance officer reconcile the bank accounts monthly?
   Yes
4. Is the board notified when cash is running dangerously low?
   Yes

ACTIVITY 4: FISCAL YEAR END CLOSING

1. Are personnel aware of the 60-day closing requirement for 2016?
   Yes
2. Does the City keep its accounting records current within 60 days after each month-end?
   Yes

ACTIVITY 5: AUDIT

1. Does the City acquire audit services through an RFP process?
   Yes
2. Does the City enter the audit contract approval in the CARS system?
   Yes

ACTIVITY 6: CASH ON HAND

1. Are cash on hand accounts reconciled daily to the amount of monies on hand?
   Tracked by departments daily. Monthly by Finance.
2. Does the municipality use petty cash funds?
   Yes
3. Are actual receipts required and retained for reimbursements of petty cash monies?
   Yes
4. Is the person receiving reimbursement required to sign a receipt?
   Yes
5. Is all cash maintained on hand and collections not yet deposited kept in secure locations?
   Yes

ACTIVITY 7: CASH IN BANK

<u>Reconciliation of Accounts</u>

1. Are bank accounts reconciled to the general ledger on a monthly basis?
   Yes
2. Is this reconciliation performed by someone who isn't involved with making deposits or writing checks?
   Yes
3. Are reconciling items noted in the bank account reconciliation addressed and remedied within 2 monthly cycles?
   Yes Outstanding checks (with 90 day expiration date) may require 3 monthly cycles.

6. Has the municipality ensured that all accounts are appropriately collateralized with the financial institutions?
   Yes
7. Has the municipality ensured that all accounts in banks collateralizing with the State Collateral Pool have classified the city's accounts as "public" in the banks records.
   Yes
8. Are all persons handling cash and other assets bonded?
   Yes
9. Have all bank accounts been approved by the city council?
   Yes

ACTIVITY 8: INVESTMENTS

<u>Investments</u>

1. Who has access to the city's investments?
   Investment Trustee

2. Are all bank accounts and investments maintained in the city's name?
Yes
3. Do withdrawals or liquidations of city investments require two signatures?
Yes

ACTIVITY 9: RECEIPTING

Collections/ACHs – General Controls

1. Are pre-numbered receipts issued for each collection at the time the funds are received?
Yes
2. What types of payment are accepted? Cash, Checks, Money Orders, Credit Cards?
Cash, Checks, Money Orders, Debit/Credit Cards
3. Do the receipts note an appropriate revenue source or revenue account from the chart of accounts?
Yes
4. Are checks received restrictively endorsed (stamped "For Deposit Only") immediately upon receipt?
Yes
5. Are all receipts accounted for including voided receipts?
Yes
6. Are collections deposited in 3 working days from the time they were received?
Yes
7. Is the deposit made in the same amounts as it was collected (intact with the same amount of cash vs checks as collected)?
Yes
8. Are duties properly segregated in the following areas:
   b. Collecting
   c. Depositing
   j. Recording
Yes
9. Does someone other than the cashier make deposits?
Yes
10. Are actual deposits checked against records by someone other than cashier or depositor?
Yes
11. Are proper controls in place to prohibit cashing any checks payable to the municipality?
Yes
12. Are proper controls in place to prohibit employees cashing checks in the office?
Yes
13. Are checks identified on the deposit slip by maker and amount?
Yes
14. Are state funds deposited directly to the municipal's bank accounts by ACH?
Yes

15. Is the receiving function centralized to the maximum extent possible?
Receiving is performed by a few select department. Deposits are made by one department, Revenue Management.
16. Is there a reconciliation between the daily check out reports and the deposits made by someone independent of the process?
Yes
17. Do all transfers between bank accounts require the approval of a second person?
Yes
18. Are licenses and permits pre-numbered and properly accounted for?
Yes
19. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment?
None identified.

<u>**Collections/ACHs – Utility Billings and Collections**</u>

1. Are pre-numbered receipts issued for each collection at the time the funds are received?
Yes
2. Is the utility system of billing and collections integrated with the city general ledger operations?
No
3. If not, how does the city ensure that all collections made are entered into the city's general ledger system? This is particularly critical if pre-numbered receipts are not issued in sequential order for #1 above.
Posting to general ledger does not occur until verified with data from utility billing system
4. Are rates set to cover the full cost of the services provided, including depreciation?
Yes
5. Are the utility operations in sound financial condition?
Yes
6. Does the city provide any free utility services?
No
7. Are appropriate late charges collected?
Yes
8. Does the city require separate meters for each customer?
Yes
9. Does the city have strict cut-off policies in place and in writing that are acted upon?
Yes
10. Does someone reconcile the utility accounts receivable control account in the general ledger system with the utility accounts receivable subsidiary ledger?
Yes
11. Does the finance department have a write-off policy in place for the removal of receivables from the financial records?
Yes

12. When adjustments to accounts are required, are they approved by the governing body or their designee? *Person collecting payment or creating bills should be prohibited from adjusting bills without a second approval.*
    Yes
13. Does the municipality charge a deposit or non-refundable fee to turn utilities on for new customers?
    Yes
14. Who receives and records deposits for services?
    Cashiers in Revenue Management
15. Who opens the mail with customer payments?
    Pinnacle Bank's lockbox services (not opened by City personnel)
16. Who serves as the back-up if the person referred to in #15 above is not available?
    Not applicable
17. Does someone create a mail log of all collections through the mail or drop box?
    Not applicable
18. Are duties properly segregated in the following areas:
    a. Collecting
    b. Billing
    c. Receivables
    Yes
19. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment?
    None identified

<u>Collections/ACHs – State Shared Revenues</u>

1. Has your city considered conducting a census?
   Yes
2. Does/Should your city receive any corporate excise tax if any banks or related entities are located within your corporate boundaries?
   Yes
3. Is your city entitled to a mixed drink or alcoholic beverage tax?
   Yes
4. Is mixed drink tax being remitted to the school system if required by law?
   Yes
5. Does your city operate a city school system?
   No
6. If so, are all local school taxes shared as required by law?
   Not applicable
7. Are state street aid monies being transferred to the fund in a timely manner?
   Deposited directly to City's Street Aid Fund
8. Is a situs report requested from the Department of Revenue at least annually?
   Yes

9. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment?
   None identified

ACTIVITY 10: PURCHASING

1. Does the City have a purchasing policy?
   Yes.
2. Does the City have a purchasing card policy?
   Yes

ACTIVITY 11: DISBURSEMENTS

<u>Disbursements/Drafts</u>

1. Are pre-numbered checks issued for all disbursements?
   Yes
2. Are all voided checks accounted for and properly defaced?
   Yes
3. Is the practice of signing blank checks prohibited?
   Yes
4. Is the supply of unused checks safely stored to protect against unauthorized use?
   Yes
5. Do all checks require two signatures?
   Yes
6. Do drafts posted to bank accounts require two signatures as well?
   Yes
7. Does the office use signature stamps or electronic signors?
   Electronic signors
8. If so, is access restricted to these items?
   Yes
9. Is the practice of making checks payable to "CASH" prohibited?
   Yes
10. Are invoices approved for payment by someone other than the check preparer prior to processing payments?
    Yes
11. Are transfers between funds approved by the city council?
    Yes
12. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment of disbursements?
    None identified

ACTIVITY 12: EMPLOYEE TRAVEL AND REIMBURSEMENTS

1. Does the City have written policies governing the use of City vehicles by City employees?
   Yes
2. Does the City have a travel expense reimbursement policy for employees and officials?
   Yes

ACTIVITY 13: CAPITAL ASSETS AND INVENTORY

Safeguarding Capital Assets/Inventory

1. Is all seized property, including cash, inventoried and kept in a secure location?
   Yes
2. Has someone been assigned the responsibility of accounting for the various inventories of the municipality?
   Yes
3. Are detailed inventory records maintained?
   Yes
4. Is a physical inventory conducted annually?
   Yes
5. Do the inventory records include property and equipment of a sensitive nature in addition to capital assets?
   Yes
6. Are proper safeguards in place to prevent theft or loss of assets?
   Yes
7. Are sales of surplus property in accordance with state law?
   Yes
8. Does the city have procedures in place for disposing of property in compliance with state law?
   Yes
9. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment of Assets?
   None identified

ACTIVITY 14: DEBT

Obligations/Debt Management

1. Is adequate planning performed and projections made to ensure incurring debt is necessary and affordable for the municipality?
   Yes

2. Has the governing board approved debt issues and is that approval documented in the minutes?
   Yes
3. Is the municipality in compliance with debt covenants, if any?
   Yes
4. Are efforts made to obtain the best borrowing rates on debt?
   Yes
5. Are checks and balances in place to ensure bond and note proceeds are used for their intended purpose?
   Yes
6. Are adequate reserves maintained to make principal and interest payments on debt?
   Yes
7. Does the municipality make debt payments on time?
   Yes
8. Has the municipality been at financial risk for not making principal and interest payments?
   No
9. Are interfund loans pre-approved by the State Comptroller's Office?
   Not applicable
10. Were repayment plans of interfund loans established?
    Not applicable
11. Were all debt issuances made in compliance with state law?
    Yes
12. Do the minutes of the governing body reflect adequate information on bond issues?
    Yes
13. Are separate bank accounts and accounting records maintained for each bond issue if required by the bond resolution?
    Yes
14. Are the investment and disbursement practices for bond issues in compliance with arbitrage laws and/or regulations?
    Yes
15. Did the city receive prior approval from the Director of State and Local Finance before the issuance of notes?
    Yes
16. Does the city maintain a master list of debt payment requirements by month and fiscal year the payments are due?
    Yes
17. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment?
    None identified

ACTIVITY 15: GRANTS

Grants Management

1. Has the municipality checked with state and federal agencies, development districts, and other sources, etc., to see what federal and state grants might be available?
   Yes
2. Does the city make a practice of considering the matching costs as well as any long-term cost commitments that will be required when soliciting grant funds?
   Yes
3. Does the city make a practice of considering the need for the service and calculating operating costs associated with the grants, including depreciation on utility facilities funded with grant monies?
   Yes
4. What changes can be made or what compensating controls can be implemented to mitigate shortcomings noted through this assessment?
   None identified

ACTIVITY 16: CONTRACTS

1. Does the City have construction-related contracts?
   Yes
2. Does the City have non-construction-related contracts?
   Yes

ACTIVITY 17: BUDGET

Budget

1. Does the City perform budget amendments prior to June 30 each year?
   Yes
2. Is budgetary information included in reports to the Board?
   Yes

ACTIVITY 18: INFORMATION SYSTEMS

1. Is the accounting system used by the municipality in compliance with minimum standards of the Comptroller’s Office including: the use of fund accounting?
   Yes
2. The use of a double-entry system?
   Yes

Appendix F: Activities, Objectives, Risks, Policies, and Procedures

Activity 1: Administration and Records

Objective 1: Meet legal and organizational responsibilities

Objective 2: Transparency

Risks:
1. Incomplete or inadequate information is available or provided to users.
2. Records are discarded improperly or before all audit, contractual and legal retention limits are met

Policies:
1. TCA 8-44-101 Sunshine Law
2. TCA 8-44-102 Open Meetings
3. TCA 8-44-103 Notice of Public Meetings
4. TCA 8-44-104 Minutes Required
5. TCA 10-7-503 Records Open to Public Inspection
6. TCA 10-7-702 MTAS Records Retention Schedule
7. TCA 12-4-101 Conflict of Interest
8. TCA 39-14-130 Destruction of Valuable Papers with Intent to Defraud
9. TCA 39-16-504 Destruction of and Tampering with Governmental Records

Procedures:
1. Complete minutes of actions taken by the governing body are maintained in the City's Administration Department. The official minutes are signed and kept together in date order and is easily accessible. The minutes include the following:
   a. copies of all ordinances and resolutions adopted (including utility rates and cut-off policy, tax rates, permit fees, etc.)
   b. copies of the budget and any supplemental appropriations
   c. schedules of personnel appointments and salary rates and changes (In larger municipalities where such information may not be practicably included in the minutes, the minutes are include documentation of (1) all appointments and wage rates that must be set by the board; (2) across the board wage increases; and, (3) the amount of funds allocated to departments to be allocated to employees by the department heads or other designated individual(s). Adequate policies governing authorization of pay increases are be developed and maintained by the City. Wage and salary rates increases delegated by the board are be adequately documented in the personnel records.)
   d. copies of bond and revenue anticipation resolutions
   e. authorizations of loans and transfers between funds
   f. notices of public hearings and resulting decisions
   g. copies of federal and state grant applications (whether a final award was received or not)

h. summaries of action taken on competitive bids
i. copies of contracts entered into by officials. The City must obtain a written contract for all agreements with other entities or individuals for services received or provided, regardless of whether payment is involved, including the following:
   (1) contract labor and consultant agreements, including computer services, day labor, and similar work
   (2) leases
   (3) rentals
   (4) management agreements
   (5) mutual aid agreements
   (6) franchise agreements
j. purchasing policy
k. expense reimbursement policy

2. The City's Assistant City Recorder/Records reviews legal requirements and retention guides published by Municipal Technical Advisory Service (MTAS) and the Comptroller's office, at least annually, to determine if there have been any changes with regard to records management requirements.

3. With department assistance, the City's Assistant City Administrator/Recorder prepares, at least annually, a detailed list of records that are ready for destruction. The list are be reviewed by management and approved for destruction. The means of destruction, date, items destroyed, individuals involved, and approval are be adequately documented.

4. The City ensures that, at least annually, a detailed review is made of all known compliance requirements. In addition, a search are be made to identify all new requirements relevant to the City's operations.

5. The City's Assistant City Administrator/Records reviews codified ordinances to ensure that they are up-to-date.

Activity 2: Human Resources and Payroll

Objective 1: Ensure that the City is in compliance with applicable laws, regulations and policies and maintain adequate documentation of same

Objective 2: Ensure that sufficient qualified personnel are hired

Objective 3: Employee benefits are properly administered

Objective 4: Information is adequately communicated to employees

Objective 5: Ensure that all payroll disbursements are accurately recorded

Objective 6: Ensure that all payroll disbursements are authorized and proper

Objective 7: Information is adequately communicated to employees

Risks:
1. Officials are unaware of legal requirements
2. Documentation is not maintained to demonstrate compliance
3. Records are discarded improperly or before all audit, contractual and legal retention limits are met
4. Employees are unable to perform basic required duties
5. Segregation of duties cannot be achieved
6. Group insurance is not adequately overseen resulting in excessive or additional costs
7. Employees are unaware of requirements or important changes
8. Controls do not prevent or detect errors, thefts, or abuse in a timely manner
9. Employees do not monitor expenditures to ensure that they are allowable resulting in loss, theft and/or penalties
10. Payroll reports for federal reporting are inaccurate resulting in penalties
11. Payroll amounts are improper
12. Compensation of officials is improper

Policies:
1. Federal Labor Standards Act (FLSA)
2. Americans with Disabilities Act
3. City of Franklin Human Resources Manual

Procedures:
1. Minutes of actions taken by the Board include schedules of personnel appointments and salary rates and changes (In larger municipalities where such information may not be practicably included in the minutes, the minutes are include documentation of (1) all appointments and wage rates that must be set by the board; (2) across the board wage increases; and, (3) the amount of funds allocated to departments to be allocated to employees by the department

heads or other designated individual(s). Adequate policies governing authorization of pay increases are be developed and maintained by the City. Wage and salary rates increases delegated by the board are be adequately documented in the personnel records.)

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2. The City ensures that qualified individuals are hired and that appropriate training is provided.

3. The City ensures that prospective employees prepare an employee application form listing the applicant's experience, job qualifications, and references.

4. Current information is maintained for each employee. The information, whether maintained in a paper or electronic format, are include the following:
   a. name
   b. mailing address
   c. telephone number
   d. social security number
   e. number of exemptions claimed (from W-4 or W-4E)
   f. marital status and spouse's name, if applicable
   g. date of birth
   h. authorized rate of pay (referenced to the statutory and budgetary authorization)

5. A cumulative employee leave record is maintained for each employee including salaried employees who earn any kind of leave. The record are clearly show all leave of any type earned and taken for each pay period, all paid and unpaid absences, and the current leave balance.

6. Each newly hired employee files a current employment eligibility verification (Form I-9).

7. Adequate provision has been made for the administration of group insurance and other employee benefits.

8. The City ensures that employees are adequately trained and aware of all relevant compliance issues.

9. The City provides policies and procedures for updating files to include the most current requirements as employees become aware of changes.

10. In accordance with Sections 6-54-901 through 6-54-907, Tennessee Code Annotated, the Board has adopted an ordinance to reimburse officials and employees whose salary is set by charter or general law for expenses incidental to holding office. The law requires that a written travel policy be enacted setting forth what expenses are reimbursable and how they are be reimbursed. Expenses for reimbursement must be reported on a standardized form in sufficient detail to determine allowability. In addition, adequate documentation must be required and maintained to support the expense report.

11. Precise maintenance and centralized control of payroll records is essential, even in the smallest City, because of social and labor legislation and the complex accounting and reporting problems involved.

12. Each employee has a current Internal Revenue Service Form W-4 withholding exemption certificate on file.

13. The City's separation of duties for payroll consists of the following:

Payroll	HR	Employee	Dept. Approver	Payroll Technician	Financial Manager	Financial Analyst	Financial Analyst	Admin Asst.
Enters Employee Data	X							
Employee Time Entries		X						
Employee Time Approvals			X					
Update Direct Deposit/W-4 changes				X				
Process Garnishments				X				
Prepares payroll file for processing				X				
Approves payroll file					X			
Generates Payroll Checks				X				
Initiates direct deposits				X				
ACH processing/Bank file				X	X			
Reviews and approves final payroll report					X			
Provide Reports to Administration & HR					X			
Process Payroll Tax Payments				X				
Approve Payroll Tax Deposit					X			
Process Payroll Vendor Payments				X				
Approve Payroll Vendor Deposit					X			
Posts Payroll to GL						X		
Reconciles Payroll Liability Accounts							X	
Scan Payroll Documents for Records Retention								X

Activity 3: Accounting and Financial Reporting

Objective 1: Prepare accurate and timely internal reports necessary to meet legal and organizational responsibilities

Objective 2: Prepare accurate and timely external reports necessary to meet legal and organizational responsibilities

Risks:
1. Incomplete or inadequate information is available or provided to users.
2. Records are discarded improperly or before all audit, contractual and legal retention limits are met
3. Annual report does not include all required statements, schedules, and disclosures

Policies:
1. TCA 6-56-401-408 Certified Municipal Finance Officer
2. TCA 9-2-102 Uniform Accounting System
3. TCA 54-4-204 Street Aid Fund
4. TCA 68-211-874 Sanitation Fund
5. TCA 53-11-415 Drug Fund
6. TCA 7-34-115 Water & Sewer Fund
7. TCA 7-36-401 Water & Sewer Authorized
8. TCA 68-221-1012 Unaccounted for Water
9. City of Franklin Fund Balance Policy

Procedures:
1. The City maintains a complete, self-balancing group of accounts for each fund. The City's accounting includes a general ledger, cash receipts journal, and cash disbursements journal for each fund, as well as subsidiary account records necessary to comply with legal provisions and generally accepted accounting principles and to present the financial position and changes in financial position.

2. The accounting records maintained by the City are consistent with the financial reporting of the City. That is, if the City reports a fund, the accounting records must include a separate fund in which activity is posted throughout the year. Likewise, if the accounting records include a fund in which activity is posted throughout the year, the financial report reflects that fund.

3. Subsidiary ledgers, such as utility accounts receivable listings, are used to maintain individual account transaction details to support the total in the general ledger control (summary) account.

4. The City issues a financial report that conforms to the requirements of the Governmental Accounting Standards Board (GASB) related to a comprehensive annual financial report

(CAFR). However, audit reports for municipalities shall, at a minimum, conform to the general report outline as shown below and include the following supplemental information. The schedules required are significantly less than what would be required in a CAFR. Additional requirements and/or clarifications regarding the financial statements and required schedules are identified below.

5. Although GASB permits budgetary information for the general fund and each major special revenue fund to be included as Required Supplementary Information or as basic financial statements, the Comptroller's office requires detailed legally adopted budgetary information for the general fund and each major special revenue fund to be included in the basic financial statements. The auditor's opinion are cover this information. Budgetary information for other major funds would be included in supplemental information.

6. In addition to revenues being presented by source (e.g., taxes, intergovernmental revenues, licenses and permits, fines and forfeitures, etc.) as required by generally accepted accounting principles, taxes and intergovernmental revenues are be further detailed by specific source (e.g., property tax, TVA-in lieu of tax, beer tax, gasoline and motor fuel tax, etc.).

7. In addition to being classified by function (or program) and character (e.g., current, capital outlay, debt service and intergovernmental expenditures) as required by generally accepted accounting principles, expenditures are be further detailed by object classes. The detail presented for expenditures must be sufficient to exhibit legal and budgetary requirements (e.g., detail of state street aid fund expenditures: paving, street lighting, mowing, debt service, etc.).

8. The additional detail of revenues by specific source and expenditures by object classes are be either in the financial and/or budgetary statements or schedules of the major and nonmajor funds or, as additional supplemental schedules. Excessively detailed object classifications for expenditures are be avoided.

9. General Report Outline
   a. Introductory Section
      i. Table of Contents
      ii. Letter of Transmittal
      iii. Roster of Board Members
      iv. Roster of Management Officials
   b. Financial Section
      i. Management's Discussion and Analysis
      ii. Financial Statements including Notes to the Financial Statements
      iii. Required Supplementary Information (GASB)
      iv. Supplemental Information
      v. Schedule of Expenditures of Federal Awards and State Financial Assistance
   c. Statistical Tables

10. Supplemental Information:
    a. Combining statements for nonmajor governmental and proprietary funds.

b. Combining statements for internal service funds.
c. Combining statements for fiduciary funds (trust funds and agency funds).
d. Individual budgetary schedules for all governmental funds with annual appropriated budgets that were not included as basic financial statements. (The schedule are include three (3) columns, one for the original budgetary amounts, one for the final budgetary amounts, and one for actual expenditures. An additional column is recommended, though not required, to display variances.)
e. Fund information for discretely presented component units that do not issue a separate audit report.

11. Schedules.

(1) A Schedule of Expenditures of Federal Awards and State Financial Assistance. (This schedule is required if the organization has expended any subrecipient funds, regardless of the amount expended. For additional guidelines governing reporting on separate audits of departments, divisions or funds, please refer to the Topical Index on the Division of Municipal Audit's web site http://tn.gov/comptroller/ma/reference.htm
(2) The following schedules are required, if applicable, whether the City issues a CAFR or not (except as otherwise noted). Certain schedules may exceed GASB's minimum requirements; however, the information provided is used by other state departments.
(a) Schedule of Transfers (may be omitted if transfer disclosure in the notes to the financial statements is adequate, i.e., transfers disclosed by individual fund for all major and nonmajor funds).
(b) Schedule(s) of Long-Term Debt, Principal, and Interest Requirements (e.g., bonds, notes, and other long-term debt – by individual issue) by Fiscal Year – All Funds. Schedules are also be included for interfund and intrafund (i.e., between divisions within a utility fund) receivables and payables related to telecommunications, cable, etc.
(c) Uncollected Delinquent Taxes Filed in accordance with applicable laws
(d) Utility Rate Structure and Number of Customers
(e) Unaccounted for Water.
(f) Schedule of Changes in Property Taxes Receivable – By Levy Year (which are tie to the financial statements and may be omitted if a CAFR is issued)
(g) Property Tax Rates and Assessments – Last 10 Years
(h) Additional schedule(s), if necessary, of taxes and intergovernmental revenue by specific source and expenditures by object.

12. In accordance with Section 54-4-204, Tennessee Code Annotated, the City keeps all funds received from the state gasoline tax allocation in a separate fund designated as "State Street Aid Fund". (Although not utilized, the City has received approval from the Comptroller of the Treasury of the State of Tennessee to account for such funds in the general fund).

13. In accordance with Section 53-11-415, Tennessee Code Annotated, the City of Franklin maintains a special revenue fund (not necessarily a separate bank account) for drug funds.

14. In accordance with Section 68-211-874, Tennessee Code Annotated, the City of Franklin maintains a special revenue fund for its sanitation fund.

15. Municipal utilities are established, operated and reported in many ways. Regardless of these differences, there are certain accounting and reporting requirements which are consistent. Municipal utilities must be accounted for and reported in such a manner that: the accounting and reporting demonstrates compliance with the requirement to be self-supporting. If each utility is reported in a separate fund, the activities of the utility will be adequately segregated to demonstrate whether the utility is charging rates sufficient to cover all costs of operation. If there is a single utility board and each type of utility service is reported as a division of a fund rather than as individual funds, the basic financial statements must generally be accompanied by additional supplemental schedules. These schedules are present sufficient detail for each of the divisions so that the utility board can demonstrate that each division is self- supporting.

16. The accounting and reporting demonstrates compliance with bond requirements. If revenue bonds are issued, the revenue stream that may be used to secure the debt is generally an individual division.

17. All shared costs are equitably divided among each of the individual divisions or funds.

18. The City ensures that, at least annually, a detailed review is made of all known compliance requirements. In addition, a search are be made to identify all new requirements relevant to the City's operations. A review of all relevant compliance issues would include financial reporting requirements.

19. The City ensures the City's Comptroller periodically reviews:

a. the cash receipts journal, cash disbursements journal, general ledger, and subsidiary ledgers to ensure that they are in balance.
b. bank statements and the related reconciliations to determine that they are accurate and all activity is authorized and properly recorded.
c. journal entries to determine that they are appropriate.

20. The Finance Department compiles, reviews and summarizes grant information throughout the year to ensure that the schedule of expenditures of federal awards and state financial assistance is complete and accurate.

Activity 4: Fiscal Year End Closing

Objective 1: Timely closing of fiscal year end

Risks:
1. Cash and investments may not be recorded or valued properly.
2. Material year-end receivables/revenues may not be recorded.
3. Material year-end payables/expenses/expenditures may not be recorded.
4. Estimates such as allowance accounts may be inaccurate. What documentation exists to prove the estimate?
5. Capital asset and depreciation accounts may not include material additions and disposals to capital assets.
6. Material debt activity may not be recorded. Have debt proceeds been recorded gross or net of issuance costs?
7. Material payroll activity, including pension liabilities, deferrals, and expense, may not be recorded.
8. Net position may not be properly classified.
9. Significant difficulties (complex new accounting standards, litigation, etc.), delays (grants, construction conflicts, pension data not available, etc.) or problems (computer system problems, key personnel leave, etc.) may be encountered causing data to be unavailable or to otherwise impede closing the books.
10. Who is assigned to gather this information?
11. Who is assigned to review the posting of year-end entries and conversion of balances from modified accrual basis to full accrual basis?
12. Who is responsible for determining compliance with generally accepted accounting principles (GAAP)?
13. What prior-year audit adjustments were considered necessary by auditors?
14. Other related risks.

Policies:
1. TCA 9-2-102 Close Accounting Records Within 60 Days

Procedures:
1. At the beginning of every fiscal year, immediately following the closing of the prior- year books of account, the Finance Department, in coordination with all other departments, will:
   - Review the prior year closing process and identify any difficulties, weaknesses or additional risks that were encountered.
   - Review any matters identified with management to determine whether any changes are required and, if so, oversee the development and design of those changes.
   - Review any new accounting standards and any accounting standards that are being developed that may be issued that will impact the upcoming year end closing.

- Consider the effects of new laws such as for new taxes.
- Set a tentative timeline for the upcoming year-end closing.
- Communicate the plan to all department heads for dissemination to employees whose work will be impacted by the plan.
- Revisit the plan with all departments near the end of the year.

Activity 5: Audit

Objective 1: Ensure that annual audit is performed

Objective 2: Ensure that annual audit is performed timely

Risks:
1. Not in compliance with state requirements
2. Not in compliance with federal requirements
3. Not in compliance with debt requirements

Policies:
1. TCA 6-56-105 & 8-4-109 Audits Required
2. TCA 9-3-212 Duty to Order and Pay for Audits
3. TCA 9-3-405 Audit Committee
4. TCA 47-10-101-103 Electronic Audit Contract and Audit Report

Procedures:
1. The City ensures that a contract to audit accounts is executed before the end of the fiscal year, to accommodate a timely audit. To facilitate this, an individual are be assigned to either begin the contracting process or notify the board when it is time to begin the contracting process, generally at least 3 months prior to the end of the fiscal year. A sample copy of the contract can be found on the web at: http://tn.gov/comptroller/ma/contract.htm

2. The audit contract is expected to be executed through the Comptroller's Contract and Report System (CARS), which can be accessed on the web at: https://www.comptroller1.state.tn.us/RA_Upload/.

3. The City utilizes a request for proposal to evaluate independent audit firms. A sample request for proposal can be accessed on the web at: http://tn.gov/comptroller/ma/auditmanual.htm

4. The City performs year-end closing activities necessary to produce financial reports for audit purposes are be concluded as soon after the fiscal year end as is practicable.

5. The City's management takes responsibility for the annual financial report. Auditors for the City cannot maintain their independence under current standards if The City can't take responsibility for the annual financial report.

6. The annual financial report are be submitted through CARS by the audit firm in an electronic format. The format are be user friendly, which includes the use of bookmarks, internal document links, or other similar features.

Activity 6: Cash on Hand

Objective 1: Ensure that petty cash is secure and properly accounted for

Objective 2: Change funds are secure and properly accounted for

Risks:
1. Petty cash could be used for unauthorized purposes
2. Petty cash transactions are not properly recorded
3. Petty cash is not maintained at a fixed amount or is commingled with other receipts
4. Responsibility for petty cash is not clearly established
5. Change funds are not monitored resulting in loss of money, inappropriate use of money, excessive or inadequate cash on hand

Procedures:
1. The City ensures that petty cash accounts are authorized by the governing body and checks are written to the petty cash custodian to establish the petty cash fund. Each such "account" consists of an authorized, fixed sum of money set aside as an asset for the purpose of making miscellaneous purchases and making advances for emergency travel needs.

2. Petty cash disbursements are made only as needed and that an invoice/receipt accompanied by a petty cash voucher, prepared in ink, showing the items purchased, and signed by the person receiving the cash, is required in each case. The amount of cash on hand and petty cash vouchers and related invoices/receipts written must total to the originally authorized amount of the funds.

3. When the available cash has been reduced to an amount insufficient to meet routine requirements, a check is written to replenish the cash. The check, made payable to the petty cash custodian, are be delivered to the petty cash fund cashier to be cashed at the bank. The total amount reimbursed will be separated into amounts to be charged to each of the applicable expenditure accounts.

4. Someone other than the person responsible for handling the petty cash fund inspects, approves, dates, initials, and marks each voucher "PAID" to prevent reuse. The City are enforce the following restrictions:

   a. The petty cash fund are be maintained at the lowest amount possible and are be replenished only after the strictest scrutiny of all supporting documentation for the petty cash disbursements.
   b. Under no condition are the petty cash fund be commingled with personal funds of a city official or employee or used to cash personal checks or to make advances to employees.

c. Since checks to replenish the petty cash fund are charged to the expense accounts represented by the petty cash vouchers, the only entries to the petty cash fund asset account would be to establish the fund, increase or decrease the fund, or to close the fund.
d. Receipts from vending machines and other miscellaneous services are be recorded and deposited like other revenue and not maintained as a petty cash fund or used for miscellaneous purposes.

5. An established amount is maintained for change. Collections are be reconciled each day and amounts over or short, if any, are be accounted for in the accounting records and deposited if applicable (in the accounting records as a revenue for over and as an expense/expenditure for short). Established change funds are never be used to absorb amounts over or short.

Activity 7: Cash in Bank

Objective 1: Ensure that all cash balances are adequately insured or collateralized

Objective 2: Cash flow forecasts are accurate so that investment returns can be maximized and cash shortfalls can be avoided

Risks:
1. Cash balances exceed insured limits and are not properly collateralized, which could result in loss of funds
2. Adequate information is not available to forecast cash flows or inaccurate information is used resulting in incorrect forecasts

Policies:
1. TCA 6-56-110 Deposits to be Secured by Collateral
2. TCA 9-1-107 Deposits Exceeding Insurance Limits
3. TCA 9-4-101 Collateral

Procedures:
1. Bank statements are reconciled with the cash balances presented in the accounting records (general ledger). Bank reconciliations are be prepared within 30 days after the bank statements are received from the bank. Canceled checks must be retained on file with the applicable bank statements for future reference and audit purposes and are not be filed with paid invoices or purchase authorizations.

2. NOTE: Although by state law canceled checks must be maintained, because of current national legislation canceled checks may not be available. If imaged statements are issued, the City are require the bank to include both the front and back of each check and deposit slip, and require that the images be of such quality and size that they are clearly legible.

3. If a City wishes to use on-line banking, they will need to confirm with the bank that they have a method in place that requires transactions to be authorized by two individuals before they can be processed. If the bank does not have a method that effectively requires two individuals' authorizations to execute a transaction, the City are not use on- line banking for payments.

4. When imaged copies are not included with the bank statement, the City are either request the bank to send the copies to the City, download copies from the bank's website, or determine an alternative way to obtain adequate supporting documentation for canceled checks and deposit slips.

5. Any alternative must meet the following criteria: (1) be cost effective; and (2) provide timely access to the documentation. Additionally, front and back copies are required regardless of the method used to obtain the copies or the format of the copies (paper or electronic).

6. The City ensures that bank accounts are classified as "public" accounts. If any other classification is used, the accounts will not be considered eligible for collateralization. If the depository is a part of the Bank Collateral Pool, accounts not identified as "public" will not be included in calculating collateral requirements of the Pool and money may not be adequately secured.

7. The City complies with state statutes governing collateralization of municipal deposits. These statutes generally require collateralization of 105 percent (105%) on all deposits above the FDIC/FSLIC insured amounts. Personnel in depository institutions and the City's attorney are be consulted to determine that collateral agreements, trustee custodian agreements, and the type of security being held is in accordance with all applicable legal provisions.

8. In 1995, the State of Tennessee Treasury Department implemented the Bank Collateral Pool as an efficient, cost effective, and safe alternative for securing public funds. Participation in the Collateral Pool relieves the City of most of the responsibility for ensuring collateral compliance since the collateral function is centralized in the State Treasurer's Office. For additional information regarding collateral requirements and the State of Tennessee Bank Collateral Pool, municipalities may contact the State Treasurer's Office, Division of Cash Management, (615) 532-1168 or visit their website at http://www.tn.gov/treasury/ .

9. Check cashing for checks drawn on accounts other than those owned by the City, salary advances and similar activities are not in the best interest of the City and require the City to accept a certain level of risk of nonpayment. To avoid taking additional unnecessary risks, municipalities are not engage in such practices.

Activity 8: Investments

Objective 1: Investments are authorized, provide maximum returns with minimum risks and comply with legal requirements

Objective 2: Ensure that all investments are accurately recorded

Objective 3: Ensure that all investments are authorized and comply with all internal and external restrictions

Objective 4: Investments are adequately safeguarded

Risks:
1. Investments are not in compliance with state and local laws or are not as profitable or the risk of loss of funds is excessive
2. Investments are not properly timed or monitored resulting in lost revenue or early withdrawal fees
3. Negotiable investments are not adequately safeguarded
4. Investments are not recorded properly, or in inaccurate amounts
5. Investments are not authorized in accordance with applicable restrictions
6. Investments have not been properly approved by the Comptroller
7. Investments exceed risk thresholds set by the Board
8. Investments are not maximizing earnings
9. Penalties are incurred due to early withdrawal to meet cash flow demands
10. Investments are misappropriated

Policies:
1. TCA 6-56-106 Authorized Investments
2. City of Franklin Investment Policy

Procedures:
1. The City ensures that investments of municipal money maximize earnings and comply with state statutes and municipal investment policies. Investment options include savings accounts, certificates of deposit, short-term treasury bills and certificates, deposits in the Tennessee Local Government Investment Pool, etc. Additional guidance regarding investments can be found at http://tn.gov/comptroller/lf/ .

2. The City's investment policy addresses the City's strategies, goals and procedures. The policies and procedures include, but are not be limited to:
   - authorizing individuals (purchasing, selling, roll-over, physical security)
   - investment types
   - requirement to annually review laws and regulations to determine if there are changes that affect the City
   - cash forecasting requirements in determining investment options

- requirement to deposit investment proceeds, including cash received from matured certificates of deposit, into municipal accounts.
- investments that must be approved by the Comptroller (repurchase agreements), including Comptroller approved forms.

3. Personnel maintain an investment record card or a similar record listing the essential features of each investment, including the following:
   a. date of purchase
   b. description (or bank name) and identification number of each security
   c. interest rate
   d. original cost
   e. fund or funds providing the excess cash for investment
   f. maturity date of the investment
   g. date of and amount at termination (cashing) of investment and use of proceeds (reinvestment, deposit into municipal bank accounts, etc.)

Activity 9: Receipting

Objective 1: Ensure that all cash receipts are accurately recorded and adequately safeguarded

Risks:
1. Cash could be misappropriated, lost or stolen
2. Cash collections could be manipulated to cover shortages
3. Cash collections are not accurately posted to the accounting records

Policies:
1. TCA 4-4-108 Blanket Surety Bond Required
2. TCA 6-56-111 Deposit Within 3 Working Days
3. TCA 9-2-103-104 Consecutively Pre-Numbered Receipts Required
4. TCA 9-2-106 Violation of Receipt Requirements is a Class C Misdemeanor
5. City of Franklin Receiving and Depositing Cash Policy

Procedures:
1. Adequate supporting documentation, such as pre-numbered receipts, billing stubs, etc., is required to document all transactions.

2. The City ensures that qualified individuals are hired and that appropriate training is provided.

3. The City has adequate surety bond coverage for all officials and employees.

4. Collections are deposited daily, if possible, but no more than three business days after the initial collection, as required by state law. Municipal collections are never be taken home by any municipal employee or official.

5. Collections are deposited intact. Intact means that collections are deposited in the form and amount in which they are collected. All money collected must be deposited in the next deposit. No collections are be withheld from the deposit for any reason.

6. All cash maintained on hand and collections not yet deposited are kept in a secure location.

7. Deposit slips are completed in duplicate at a minimum. All checks are be listed individually on the deposit slip or an attached list, itemizing the name of the payer and the amount. The receipt numbers comprising the deposit are be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit slip with deposit receipt attached must be retained.

8. Personnel safeguard all securities by depositing them in a safe-deposit box with access restricted to dual control by two responsible officials.

9. The City ensures that responsibility for each step of cash handling and recording is clearly established. If possible, the employees who receive cash collections (cashiers) are be different from those who maintain the books and records (bookkeepers).

10. Pre-numbered receipts for each revenue source are issued as required by Sections 9-2-103 and 104, Tennessee Code Annotated, and all unused or voided receipts are accounted for. Pre-numbered receipts issued are be detailed to adequately identify and/or document the payment source, payment date, method of payment (cash or check), purpose of payment, if needed, etc. Collections from customers evidenced by stubs from utility bills and property tax bills do not require an additional receipt. However, if the bill is not presented with payment, the cashier are prepare a duplicate bill to be retained as the receipt. Each bill stub are be stamped or marked “PAID,” dated by the cashier, and marked to identify whether the form of remittance is cash or check. The stubs are be organized by date of payment/deposit (See Section 11 of this Chapter) and retained.

11. Anytime custody of money changes from one employee to another, the money are be counted by both employees.

12. The payment date and amount is recorded for each individual account in the utility billing register on a timely basis.

13. The City uses a lockbox service with its primary bank for receipts by mail.

14. At the end of the day, the cashier counts the cash and checks on hand, leaving only the predetermined amount for change. The change are be kept in a secure location.

15. Each day the cashier summarizes all cash collections by source and fund on a daily collection report, clearly indicating the amount to be deposited, the amount retained for change, and the amount of cash over or short. Each report are be dated, and the date are be recorded on the corresponding deposit slip. The total on the corresponding deposit slip as well as the total of all applicable pre-numbered receipts are agree with the total collections recorded on the daily collection report. The cashier are write the receipt numbers applicable to each collection source on the daily collection report and sign the report. Each cashier are be assigned a separate cash drawer that is accessible only to that cashier. A daily collection report are be prepared by each cashier which is then consolidated for the daily report to be sent to accounting for recording the activity.

16. Deposit slips are completed in duplicate (at least). Regardless of whether the remittance is received by mail or paid directly to the cashier, each check are be listed individually on the deposit slip or an attached list, itemizing the name of the payer and amount.

17. Collections are deposited daily, if possible, but no more than three business days after the initial collection, as required by state law. The bank’s night depository are be used, if necessary, to avoid large accumulations of currency overnight.

18. Collections are deposited intact and only in designated depositories. Intact means that collections are deposited in the form and amount in which they are collected. Employee and third party checks must not be cashed through the cash drawers. No collections are be withheld from the deposit for any reason.

19. At the end of each day, all pre-numbered receipts, billing stubs, tax receipts, and other evidence of collection are turned over to the bookkeeper for posting.

20. Duplicate, pre-numbered receipts are marked and property tax receipts and billing stubs are filed according to the deposit to which they correspond.

21. All appropriate filings have been made, in accordance with TCA 47-10-119, if taxes, fees, fines, etc. are collected by accepting credit or debit cards.

22. Fees are assessed which are sufficient to cover the fees charged to the City when credit or debit cards are accepted for payment of taxes, fees, fines, etc.

23. The City are separate duties of employees so that no one person has control over a complete transaction from beginning to end. Work flow are be established so that one employee's work is automatically verified by another employee working independently. When possible, different persons are be responsible for the authorization, recordkeeping (posting), custodial (cash and materials handling), and review procedures, to prevent manipulation of records and minimize the possibility of collusion. When adequate segregation of duties is not possible, management/board oversight are be increased to provide reasonable assurance that errors, irregularities or fraud are prevented or detected and corrected in a timely manner.

25. The City's separation of duties for receipting is as follows:

Receipting	Cashier	Office Manager	Financial Technician
Maintain Separate Cash Drawer	X		
Stamp over-the-counter Checks and Money Orders "For Deposit Only"	X		
Issue sequentially numbered Receipts for Over-the-counter receipts.	X		
Combine checks, money orders, and credit card receipts from all drawers. Make a list of the receipts and total.		X	
Verify deposit amount with Check Out Sheets		X	
Revenue Management Makes Deposit Intact			X
Attach the Deposit Receipt from Bank to Lists and file for audit.			X

Activity 10: Purchasing

Objective 1: Ensure that all purchases are authorized and proper

Risks:
1. Purchases are not authorized or exceed available budgeted amounts or are not for a municipal purpose
2. Bids are not solicited for purchases exceeding bid limits which can result in the best price/product not being obtained

Policies:
1. TCA 6-56-301 Municipal Purchasing Law
2. TCA 12-4-101 Personal Interest of Officers Prohibited
3. City of Franklin Purchasing Policy
4. City of Franklin Purchasing Card Policy

Procedures:
1. Minutes of actions taken by the Board are include summaries of action taken on competitive bids

2. Minutes of actions taken by the Board are include purchasing policy

3. The Board, by ordinance, has established a purchasing policy. The policy complies with the requirements of the Municipal Purchasing Law of 1983, Sections 6-56-301 through 6-56-306, Tennessee Code Annotated, or applicable charter provisions or private act requirements governing competitive bidding and purchasing. The procedures enumerated in this chapter are the minimum that are be included in the policy.

4. The City's purchasing policy designates persons authorized to make purchases who have the authority to determine that (1) the item/service is necessary, (2) the quantity/times requested is appropriate, (3) the expenditure is authorized by the budget (when applicable) and (4) does not exceed budgeted amounts and, (5) when related to grant contracts, meets the requirements of the grant contract.

5. The policy requires use of pre-numbered purchase authorizations/orders for purchases over a predetermined amount.

6. The policy outlines alternate procedures for emergency and small-item purchases, if needed (i.e., purchases authorized to be made without approval).

7. The policy requires approval of pre-numbered purchase authorizations/orders by the finance officer or his designee to indicate that the expenditure is appropriate and authorized under the budget appropriation.

8. The policy designates individuals who are authorized to make purchases with municipal purchasing cards. The City clearly defines the types of purchases permitted to be made using the purchasing cards. Such purchases must be approved in the same manner as any other purchase. The number of cards maintained are be kept to a minimum and are be properly accounted for. A record of the current holder(s)/user(s) are be maintained in the City's files. Personal charges are be strictly prohibited.

9. The policy requires competitive bids for purchases over a stated amount, including management services for construction projects.

10. The policy requires that personnel retain sufficient documentation to substantiate that required competitive bids were requested. When a contract is not awarded to the lowest bidder, the reasons are also be documented in the minutes.

11. The policy requires Board approval of any lease-purchase contracts which would extend beyond the current fiscal year.

12. The policy requires that when competitive bids are necessary, personnel do the following:
    a. write the specifications and advertise for bids
    b. mail the specifications and bid requests to prospective bidders
    c. maintain complete records of any bid deposits received
    d. advertise the bid opening/award in a local newspaper at least one week prior to opening
    e. hold a public bid opening/award at the time and place announced

13. The policy requires that the appropriate municipal official(s) and the successful bidder sign a written agreement after the contract is awarded. A copy of the signed contract are be maintained in the City's files. The purchasing policy are require that bid deposits be returned to unsuccessful bidders after the contract is signed.

14. The policy requires for those purchases not subject to a competitive bid that the person authorized to make purchases obtain price quotations and avoid any purchase contracts which may involve a potential conflict of interest on the part of a public official. The municipal purchasing policy are require that a written record be retained when quotations are obtained.

15. City personnel must become familiar with the operating environment immediately upon assuming office. In addition, they are ensure that adequate training is provided for employees to ensure that they are kept up-to-date on new legislation and other matters that affect how, when, what, where, and from whom purchases may be made. Without such training, it is impossible to reasonably ensure that the purchasing process as well as the purchase itself complies with all applicable requirements.

16. Separation of duties in the Purchasing function consist of the following:

	City Administrator	Assistant City Administrator	Purchasing Manager	Purchasing Analyst	Purchasing Tech	Department Purchasing Agent
Receive Requisition from Departments for Purchase			X	X	X	
Approve the Requisition	X	XX	X			
Issue the Purchase Order for Goods/Services Based on Approved Requisition			X	X		
Record Purchase Orders Against Departmental Budget			X	X		
Receive Ordered Goods/Services						X
Sign and Code Invoice Indicating the Goods/Services Were Received and Submit Receiving Ticket to Purchasing Office						X
Match Receiving Ticket and Invoice to Purchase Order and Change Status of PO in Accounting System			X	X		
Submit Payment-ready paperwork to A/P			X	X		
Determine the Disposition of Any Outstanding Purchase Orders			X	X		

Activity 11: Disbursements

Objective 1: Ensure that all disbursements are for municipal purposes

Objective 2: Ensure that all disbursements are accurately recorded

Objective 3: Ensure that all disbursements are authorized and proper

Objective 4: Ensure that payments are timely

Risks:
1. Disbursements are not for a municipal purpose and inappropriate or unauthorized disbursements could be made
2. Disbursements are recorded to the wrong accounts or for the wrong amounts
3. Disbursements are not authorized or exceed available budgeted amounts or are not for a municipal purpose
4. Disbursements are unnecessary
5. Disbursements are for goods that were never received
6. Disbursements do not comply with legal or contractual restrictions, and may be required to be returned to the grantor
7. Duplicate payments occur
8. Penalties have to be paid

Policies:
1. TCA 6-56-111(c) Consecutive Pre-numbered Checks
2. TCA 6-56-112 Expenditures for a Lawful Municipal Purpose
3. In Progress: City of Franklin Disbursement Policy

Procedures:
1. The City ensures that personnel or officials receiving goods or services purchased by the City sign delivery receipts, invoices, or other supporting documentation to verify that items and services for which the City has been billed have actually been received and accepted. The documentation are be sufficient to determine that the expenditure was for a municipal purpose. Expenditures for food, mileage, etc., generally will require additional notations to indicate the purpose, date and any other pertinent information regarding expenditures for such items.

2. Adequate supporting documentation, such as invoices, etc., is required to document all transactions.

3. The City ensures that the request for payment (statement) from the vendor is compared to the individual invoices on file. Payment are never be based on a statement only. The testing of prices, extension of amounts, and addition of the total invoice are be required. In addition, timely payment are be made to avoid penalties.

4. The City cancels each page of supporting documentation, including purchase authorizations/orders before the checks and documentation are submitted for approval and signing. Supporting documents are be canceled by writing the check number, amount, payment date, and account to be charged on the first page of documentation and stamping "PAID" on all other pages.

5. The City files supporting documentation by date paid and also electronically in scanning software utilizing key fields such as vendor or invoice number.

6. The Finance Department's Financial Manager reviews all checks prior to being signed to establish the propriety of each disbursement and to be certain the purchase has not previously been paid. The Financial Manager documents on the invoice the review and approval.

7. The use of consecutively pre-numbered checks on protected paper to avoid erasures. Both the checks and attached documentation are be submitted to the designated officials for examination and signature. The City are require two signatures on all checks and are never sign checks in advance of their preparation and issuance. Checks must not be made payable to "Cash."

8. NOTE: All disbursements, regardless of the accounting procedures, must be supported by invoices, cash tickets, or other adequate supporting documentation. The documentation are be sufficient to determine that the expenditure was for a municipal purpose. (Statements are not adequate supporting documentation.) The supporting documents are be signed by the person receiving the goods or services to verify that the City received and accepted the goods/services for which it was charged.

9. Depending on the purchase, purchasing card payments are either approved by departmental management or in the same manner as any other purchases. Purchasing card receipts are provided to the City's Purchasing Office.

10. All money is disbursed by pre-numbered checks. Checks must not be signed in advance of their preparation and issuance. Checks must not be made payable to "Cash" or "Bank" if intended for cash.

11. Two authorized signatures are required for all checks. Authorized signature cards at the bank must be current. Before signing checks, each signatory are review adequate supporting documentation (such as vendor invoices, purchase authorizations, etc.).

12. Signature stamps are safeguarded by the Finance Department. Signature stamps intended for administrative purposes only, such as for letters, etc. must also be safeguarded.

13. A federal Form 1099 is prepared and sent to the Internal Revenue Service for each noncorporate recipient of the City's money during a calendar year. (Contact the IRS for the current reporting limit.) This requirement applies to service providers and consultants under contract, as well as to any other nonpayroll, noncorporate recipients.

14. The City separates duties of employees so that no one person has control over a complete transaction from beginning to end. Work flow are be established so that one employee's work is automatically verified by another employee working independently. When possible, different persons are be responsible for the authorization, recordkeeping (posting), custodial (cash and materials handling), and review procedures, to prevent manipulation of records and minimize the possibility of collusion. When adequate segregation of duties is not possible, management/board oversight are be increased to provide reasonable assurance that errors, irregularities or fraud are prevented or detected and corrected in a timely manner.

15. The City's separation of duties for disbursements is as follows:

Disbursements	Department Approver	Financial Technician or Analyst	AP Technician	Financial Manager	Financial Analyst	Financial Analyst	Admin Assistant
Invoice Approval	X						
G/L Code/Budget	X						
Submits New Vendor Form/W-9	X						
Submits Invoices to Finance for payment	X						
New Vendor Set-up		X					
Input Invoices batches			X				
Prepares AP Report for review			X				
Reviews & Approves final AP report				X			
Creates EFT Pay file			X				
Approves EFT Pay file				X			
Prints Checks			X				
Checks/EFT Distribution		X	X				
Scans AP documents for record retention							X
Posts Disbursements to GL					X		
Reconciles AP Liability Account						X	

Activity 12: Employee Travel and Reimbursements

Objective 1: Ensure that travel disbursements are authorized and proper

Risks:
1. Travel payments are improper

Policies:
1. TCA 6-54-901 Expense Reimbursements Incident to Holding Office
2. TCA 6-54-903 Filing of Travel Policy
3. City of Franklin Travel Policy

Procedures:
1. Most travel is paid by purchasing card. When a travel advance is given, the amount of advance are be posted to a special subsidiary ledger as an amount due the City from the recipient of the advance. When the travel is completed, the advance are be reconciled to the travel claim and supporting documents. The difference are be either paid to the employee (in cases where the approved travel claim amount exceeds the advance) or collected from the employee (in cases where the advance exceeds the approved travel claim amount).

2. The reconciliation of the travel expenses is to be completed no more than 10 days after the travel is completed. Even for accountable plans, there are payroll tax consequences for travel claims that are not submitted within a reasonable period of time after the travel.

3. Sections 6-54-901 through 6-54-907, Tennessee Code Annotated, the Board has adopted an ordinance to reimburse officials and employees whose salary is set by charter or general law for expenses incidental to holding office. The law requires that a written travel policy be enacted setting forth what expenses are reimbursable and how they are be reimbursed. Expenses for reimbursement must be reported on a standardized form in sufficient detail to determine allowability. In addition, adequate documentation must be required and maintained to support the expense report.

4. Minutes of actions taken by the Board include the expense reimbursement policy

Activity 13: Capital Assets and Inventory

Objective 1: Ensure that all assets are properly recorded

Objective 2: Ensure that all assets are adequately safeguarded

Objective 3: Ensure that inventory is necessary and reasonable

Risks:
1. Inventory and capital assets are not recorded or are valued incorrectly
2. Obsolete inventory or retired capital assets are still recorded
3. Inventory, capital assets and moveable, high-risk, sensitive property are misappropriated or lost
4. Inadequate insurance is maintained and the City is susceptible to losses beyond its ability to pay
5. Inventory levels are excessive
6. Inventory items are not available when needed

Policies:

Procedures:
1. The City requires that all capital assets be identified (tagged or marked), and recorded immediately following the purchase of such items. Vehicles and equipment (backhoes, mowers, etc.) are have the City's name or seal clearly displayed. The asset record are be retained at the City and are include up-to-date purchase and disposal information. An annual physical inventory are be performed, documented, and reconciled to the property records. Capital assets acquired with grant funds are identified to ensure that they are maintained, accounted for and disposed of in accordance with the terms of the grant.

2. The City requires that a record of moveable, high-risk, sensitive property, such as TVs, cameras, chainsaws, tools, lawn mowers, and small office machines, as well as furnishings and works of art, be established and maintained. An annual physical inventory are be performed and documented in the City's records. All such items are be tagged or marked to identify them as municipal property immediately following the purchase of such items.

3. The City has established useful lives of water and wastewater systems. The Tennessee Wastewater Financing Board has adopted the following guidelines for evaluating the useful lives of assets of water and wastewater systems. The useful lives of assets do not exceed the appropriate guidelines listed below.

Asset Account	Years
Office Furniture and Fixtures	10
Office Building	40
Equipment and Tools	10
Transportation Equipment	5

Pumps and Treatment Equipment	10
Well/Dam	Engineer's Estimate
Plant Buildings	40
Lines and Storage	40-50
Sewer System	40-50

4. City departments provide the Risk Management office of Human Resources with capital asset information to ensure it is adequately insured. The Risk Management office annually analyzes risk exposure, assesses the City's ability to absorb losses and structure the City's insurance purchases accordingly.
5. The City has procedures that provide safeguards for inventories of materials and supplies. These procedures include the following:
   a. a requirement to inspect and count each incoming materials and supplies delivery, with the receiver signing each invoice as received and accepted
   b. a requirement that all materials and supplies are stored in designated areas that are protected against unauthorized withdrawals and other losses
   c. a requirement that scrap materials that have a known salvage value are safeguarded until sold and that the proceeds from the sale of scrap are handled in the same manner as other cash receipts
   d. inventory levels to be maintained
   e. a requirement that work orders be used to support usage (reduction) of inventory balances (e.g., utility pipe, meters, etc.).

Activity 14: Debt

Objective 1: Ensure that information for debt is in compliance with legal requirements.

Objective 2: Ensure that debt disbursements are authorized and proper

Risks:
1. Debt payments are improper

Policies:
1. TCA 9-21-408 Interfund Loans
2. 9-21-601 Capital Outlay Notes
3. 9-21-903 Refunding Bond Issues
4. 9-21-130 Debt Management Policy required by State Funding Board
5. City of Franklin Debt Management Policy

Procedures:
1. The City ensures that its credit is not given or loaned to or in aid of any person, company, association or corporation except upon an election to be first held by the qualified voters of such county, city, or town and the assent of three- fourths of the votes cast at said election. An example of such credit is loans to private corporations.

2. The City ensures all debt instruments are maintained in a secure location and are available for inspection, audit, and planning purposes.

3. Before entering into a debt agreement, the Board (as documented in the minutes) and the Comptroller (Division of Local Finance) have approved or reported on the issuance of the loan or bond.

4. The City ensures any interfund or interdivisional loans are approved by the Comptroller's office.

5. The City ensures reserve accounts are established as required by the loan agreement.

6. The City ensures debt payments are made on a timely basis.

7. If the debt involves federal loan funds, the City includes such funding on its schedule of federal and state assistance and informs the audit firm of such funding.

8. The City's Chief Financial Officer and City's Comptroller are assigned to review, at least annually, contracts, bond covenants, laws and regulations regarding debt to ensure that the City is in compliance with all current debt provisions and that new provisions have been identified to ensure on-going compliance.

9. The City's Chief Financial Officer and City's Comptroller maintain information regarding debt issues and the related amortization schedules to ensure that information necessary for note disclosure and supplemental schedules is readily available, complete and accurate.

10. Minutes of actions taken by the governing body include copies of bond and revenue anticipation resolutions

11. Minutes of actions taken by the governing body are include authorizations of loans and transfers between funds

12. The City's Chief Financial Officer and City's Comptroller maintain information regarding debt issues and the related amortization schedules to ensure that information necessary for note disclosure and supplemental schedules is readily available, complete and accurate.

13. The City ensures that continuing debt disclosure occurs each year. This includes material events during the year and the filing of the annual report within 6 months of fiscal year end.

Activity 15: Grants

Objective 1: Ensure that information for federal grants is in compliance with Federal statutes, regulations, and terms and conditions of the Federal award.

Objective 2: Ensure that debt disbursements are authorized and proper

Risks:
1. Information is incomplete, inaccurate, and/or unavailable
2. Information is not able to be audited

Policies:
1. CFR 200.303 Internal Controls for Recipients of Federal Awards
2. Standards for Internal Control in the Federal Government (Comptroller General of U.S.)
3. Internal Control Integrated Framework (COSO)
4. OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards

Procedures:
1. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

2. Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.

3. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

4. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

5. The Finance Department compiles, reviews and summarizes grant information throughout the year to ensure that the schedule of expenditures of federal awards and state financial assistance is complete and accurate.

6. One of the most significant activities of any City is purchasing. There are many laws and regulations, federal, state, and local, that govern how a City may make purchases and the purposes for which money may be expended. Additional constraints are imposed by grant agreements.

7. The City ensures that the City's purchasing policy designates persons authorized to make purchases who have the authority to determine that when related to grant contracts, meets the requirements of the grant contract.

8. Minutes of actions taken by the governing body are include copies of federal and state grant applications (whether a final award was received or not)

9. The City are ensure that, at least annually, a detailed review is made of all known compliance requirements. In addition, a search are be made to identify all new requirements relevant to the City's operations. A review of all relevant compliance issues would include federal and state grant requirements

Activity 16: Contracts

Objective 1: Ensure that information for contracts is in compliance with Federal statutes, regulations, and terms and conditions of the Federal award.

Objective 2: Ensure that contract disbursements are authorized and proper

Risks:
1. Information is incomplete, inaccurate, and/or unavailable
2. Information is not able to be audited

Policies:
1. TCA 6-54-107 Officers Interest in Municipal Contracts Prohibited
2. TCA 12-4-106 Contracts for Professional Services

Procedures:
1. Minutes of actions taken by the Board include copies of contracts entered into by officials. The City obtains a written contract for all agreements with other entities or individuals for services received or provided, regardless of whether payment is involved, including the following:
   - contract labor and consultant agreements, including computer services, day labor, and similar work
   - leases
   - rentals
   - management agreements
   - mutual aid agreements
   - cable or other franchise agreements

Activity 17: Budget

Objective 1: Ensure that information for budget is in compliance with Federal statutes, regulations, and terms and conditions of the Federal award.

Risks:
1. Information is incomplete, inaccurate, and/or unavailable
2. Information is not able to be audited

Policies:
1. TCA 6-56-201 Municipal Budget Law of 1982

Procedures:
1. One of the most significant activities of any City is purchasing. There are many laws and regulations, federal, state, and local, that govern how a City may make purchases and the purposes for which money may be expended. Additional constraints are imposed by budgets.

2. Minutes of actions taken by the governing body include copies of the budget and any supplemental appropriations

3. The City ensures that, at least annually, a detailed review is made of all known compliance requirements. In addition, a search are be made to identify all new requirements relevant to the City's operations. A review of all relevant compliance issues would include budgeting and expenditures requirements.

4. Detailed pay rate listings by employee classification are included as supplementary schedules to support salary appropriations in the budget.

Activity 18: Information Systems

Objective 1: Ensure that information is complete, accurate, and available to only authorized individuals

Risks:
1. Information is incomplete, inaccurate, and/or unavailable
2. Unauthorized access occurs, resulting in distribution of confidential information and or data being corrupted
3. Information is not able to be audited

Policies:
1. City of Franklin Computer Use Policy

Procedures:
1. For software to be adequate for use by a City, the following minimum controls must be present.
   a. The software must produce an unalterable audit trail.
   b. The software must generate a new receipt number when a transaction is voided (no reuse or renumbering of receipts are be permitted)

2. Controls must be in place to reasonably ensure that developers have not left "back doors" that can be used to alter code, output, etc.

3. The City ensures that:
   a. controls are in place to ensure that only authorized individuals have access to electronic data and municipal computers (this would include passwords, access limitations, procedures to revoke authorization when employment is terminated, etc.).
   b. backups are made of all data on a regular basis and are securely stored off-site.

4. When acquiring and utilizing computer programs for accounting, billing and other activities the City are ensure that proper evaluation and testing on the software is performed. Without proper evaluation and testing this creates unknown risks to the City. When evaluating applications that are nationally recognized this will often require less additional testing than those that are internally developed, contracted for development, or are less widely used. That is not to imply that nationally recognized applications are more reliable than others, they have just been subjected to broader testing. The broader testing of a nationally recognized application may be considered by municipalities in determining if additional testing is necessary. Municipalities are not assume that a computer application is functioning properly without proper evaluation; therefore documentation are be maintained on file to document the City's evaluation of the application. For applications that are modified at a later date, additional testing and evaluation will be necessary at that time.

5. The City's IT Director and Assistant Director review relevant computer programs to determine whether they need to be updated, upgraded or modified.

ACUFF & ASSOCIATES
The Retirement Plan Authority

A BETTER PLAN. A BETTER PARTNER. A BETTER RETIREMENT.

RETIREMENT PLAN ADMINISTRATION AND CONSULTING AGREEMENT

THIS RETIREMENT PLAN ADMINISTRATION AND CONSULTING AGREEMENT is by and between Acuff & Associates, Inc. ("Acuff") and City of Franklin ("Plan Sponsor"), with respect to the City of Franklin Employees' Pension Plan (the "Plan"),

WITNESSETH:

WHEREAS, Plan Sponsor and Acuff have executed that certain Retirement Plan Administration and Consulting Agreement dated September 17, 1997 and changes to that agreement are needed in connection with the Plan's operation; and

WHEREAS, Plan Sponsor wishes to continue to retain Acuff to assist it in administering and maintaining the Plan through use of Acuff's services, pursuant to the terms and conditions stated in this Agreement (the "Agreement"),

WHEREAS, this Agreement shall supersede the parties' prior agreement as of the effective date stated below,

NOW, THEREFORE, the parties agree as follows, effective April 1, 2016 (the "Effective Date") for the Plan year beginning January 1, 2016:

1. **Acuff's Role.** Acuff will perform the services of consultant, technical advisor, third party administrator, and/or actuary with respect to the Plan. **Acuff does not assume the responsibilities of the Plan Sponsor or Plan Administrator as those terms are defined under Section 3(16) of ERISA, nor does Acuff assume the responsibilities of Trustee, investment advisor, or broker with respect to the Plan. Acuff does not offer a platform of investment options or similar investment mechanism to the Plan.** Acuff shall not have any authority or control with respect to the Plan's assets or any discretionary authority regarding the management of the Plan.

2. **Plan Sponsor's Role.** The Plan Sponsor shall act as the Plan Administrator, as stated in the Plan Document, and is a named fiduciary of the Plan. As such, the Plan Sponsor is responsible for directing the Plan's policies, interpretations, and procedures. The Plan Sponsor is responsible for filing reporting requirements with the State of Tennessee ("State"), Internal Revenue Service ("IRS"), U.S. Department of Labor ("DOL"), and the Pension Benefit Guaranty Corporation ("PBGC"), as required by law. All User Fees, Premiums, Fees, and Penalty Charges or Sanctions levied by the State, IRS, DOL, or PBGC are the responsibility of the Plan Sponsor. Documents and forms prepared by Acuff are intended to help provide administrative compliance with ERISA and the Internal Revenue Code (the "Code"). They **are not intended to serve as tax or legal advice** and are not to be relied upon as such. The Plan Administrator agrees to contact its attorney on all legal matters as required for its particular situation regardless of any general information on Plan matters provided by Acuff.

3. **Plans Covered.** Services under this Agreement shall be provided only to the Plan. Acuff does not assume responsibility for any required benefits or contributions to the subject Plan. If the Plan Sponsor maintains any plan(s) not covered by this Agreement, Acuff does not assume responsibility for any aspect of administration for the other plan(s).

4. **Authorization to Contact Prior Service Providers.** The Plan Sponsor hereby authorizes Acuff to contact any other service providers for the Plan to obtain information required to perform its services.

5. **Controlled Group Issues Not Covered.** If the Plan Sponsor is a division or subsidiary of another entity or a member of a controlled group, group of trades or businesses under common control, affiliated service group, or other group of

employers that is treated as a single employer, Acuff will not monitor compliance for employees, subsidiaries, or divisions not covered by the Plan unless Plan Sponsor specifically requests, and Acuff specifically consents, in writing. Additional fees shall be payable if Acuff consents to provide such controlled group compliance services. Examples of special compliance services that may be provided for the controlled group include testing for the coverage requirements of Code § 410(b), the minimum participation requirements of Code § 401(a)(26), impermissible discrimination under Code § 401(a)(4), or application of the Separate Lines of Business Rules of Code § 414(r). Absent a special agreement to provide compliance services on behalf of the controlled group, Acuff will only include in the required testing those employees of the Plan Sponsor that are reported on the year-end Data Collection Document. If a controlled group exists, testing that includes less than all of the employees of the controlled group likely will not satisfy the above testing requirements.

6. Recurring Plan Services. Acuff will provide the recurring services listed in Schedule B.

7. Plan Services Fees. The basic transition/installation and recurring plan services fees payable to Acuff are listed in Schedule C.

8. Receipt of Data & Turnaround Response.

(a) The Plan Sponsor shall provide Acuff with all data necessary to enable Acuff to fulfill its obligations under this Agreement in a timely fashion. All such data shall be accurate, and the nature, format, content, timing, and appearance thereof shall be acceptable to Acuff, as determined by Acuff, in good faith. Acuff will rely on information provided by the Plan Sponsor or the Plan Sponsor's attorney, accountant, agent, or financial advisor. Inaccurate information could result in significant penalties or disqualification of the Plan.

(b) The Plan Sponsor agrees to provide the data requested in Schedule A in a timely manner.

(c) Acuff will deliver to the Plan Sponsor the reports required under this Agreement within a reasonable time after receipt of complete data.

9. Limitation of Liability.

(a) Acuff is under no obligation to provide timely reports if necessary information is received less than 20 business days prior to the government required filing deadline. The Plan Sponsor is solely responsible for missed filing deadlines, including any penalties, fines, or sanctions.

(b) Acuff is not liable for errors in the data received from the Plan Sponsor, Trustee, or financial institutions and shall have no obligation to examine documents other than those provided by the Plan Sponsor, Trustee, the Plan's tax, financial, legal advisors, or insurance agent.

(c) Acuff shall not be liable for losses resulting from causes over which it does not have direct control and with respect to which it cannot make reasonable arrangements to mitigate. This includes, but is not limited to, any failure of electronic or mechanical equipment; communication lines, telephone, or other interconnect problems; or unauthorized access.

(d) Acuff is not responsible for the failure of the Plan Sponsor's other advisors to perform their duties.

(e) Acuff shall have no responsibility for the data until it is actually received by Acuff.

(f) ~~Acuff's liability regarding data processing errors shall be limited to, and the Plan Sponsor's sole remedy shall be, the correction of such errors that are caused by Acuff's gross negligence for which the Plan Sponsor shall request a correction within 90 days of occurrence. Further, Acuff shall be entitled to rely upon the instructions of the Plan Sponsor or any authorized representative of the Plan Sponsor with respect to distributions, withdrawals, transfers, loans, loan payments and renewals, census information, and asset information. Acuff shall in no event have any liability for any losses incurred by the Plan or a participant (including without limitation any indirect, general, special, or consequential damages) arising out of any breach of this Agreement.~~

10. ~~**Hold Harmless & Indemnity.** The Employer, Plan Sponsor, Plan Administrator, Plan and Trustee shall indemnify, defend, and hold Acuff harmless from and against all claims, demands, liabilities, expenses, and causes of action arising out of or in any way relating to any aspect of the Plan or the Plan's administration at any time prior to September 17, 1997, and all claims, demands, liabilities, expenses, and causes of action arising out of or in any way relating to any aspect of the Plan or the Plan's administration at any time after the date of the parties' original agreement that are not caused by Acuff's gross negligence (collectively, "Claims"). The Claims for which Acuff shall be indemnified and held harmless from include, but are not limited to, fees, expenses, and penalties incurred due to the disqualification of the Plan; the failure to timely file any and all tax, disclosure, and/or reporting forms required by any government agency in connection with the Plan; and the failure to timely amend the Plan and its trust to conform to the requirements of the law within the time limits set by government regulations. Acuff shall not be deemed to have been grossly negligent for actions taken in good faith at the direction of the Plan Sponsor as a result of inadequate or inaccurate data supplied by the Plan Sponsor; Trustee; Plan Sponsor's or Plan's attorney, accountant, insurance agent, financial advisor, or other service provider; or from their failure to submit required data and reports in a timely manner.~~

11. **Confidentiality.** Acuff agrees not to disclose to any third parties (other than its attorneys) any data that it receives pursuant to this Agreement and in the course of preparing our work, except as may be required by law or regulation. The Plan Sponsor shall be responsible for retaining duplicate copies of data or material sent to Acuff, the PBGC, the DOL, and the IRS. In the event that transmitted data is lost or destroyed, the Plan Sponsor agrees to pay charges for reprocessing data.

12. **Termination of Agreement for Services.** This Agreement shall continue in effect from year to year unless terminated as provided below. Plan Sponsor may terminate this Agreement upon thirty days written notice to Acuff, payment of all invoices received, payment of all routine charges not previously invoiced, and payment of estimated termination charges. However, in the event of a termination of this Agreement by the Plan Sponsor prior to the completion of any service, no amount previously paid will be returned. Acuff may also terminate this Agreement with thirty days written notice to Plan Sponsor. In no event shall this Agreement continue for more than five (5) years.

13. **Billing Practices.**

(a) **Acuff will bill the Plan Sponsor in advance on a quarterly basis unless the Plan Sponsor directs otherwise. See Schedule D.** Any additional charges and reconciled annual participant charges will be billed as incurred. **Acuff reserves the right to apply "rush" surcharges if the data is submitted less than two weeks from a requested deadline.**

(b) All invoices are due and payable upon receipt. Invoice amounts that are outstanding for more than thirty days will accrue interest at the rate of 1.5% per month. Payments will be applied to decrease the amount of any outstanding interest charges before being applied to the principal.

(c) **If an invoice is not paid within 60 days, Acuff reserves the right to cease all work on the Plan until all outstanding invoices are paid in full.**

(d) Upon termination of this agreement, Acuff shall have a reasonable amount of time to transfer account records. **Any costs incurred as a result of that termination shall be billed to the Plan Sponsor as additional services, the payment of which will be required in advance.**

(e) If it is necessary for Acuff to enforce payment of any amounts due under this Agreement, through an attorney or by suit, the Plan Sponsor shall pay reasonable attorney's fees, court and other costs, and all costs of collection. **The Employer, Plan Sponsor, Plan Administrator, and the Plan are jointly and severally liable for all amounts due under this Agreement.**

14. **Merger or Consolidation.** In the event of merger or consolidation involving the Plan Sponsor or other circumstances whereby a successor person, firm, or association shall continue to carry on all or a substantial part of the Plan Sponsor's business and such successor shall elect to carry on the provisions of the Plan as therein provided, such entity shall be substituted for the Plan Sponsor and shall be liable for any ongoing services provided by Acuff under this Agreement.

15. **Waiver.** No waiver of any breach of this Agreement shall constitute a waiver of any other breach, whether of the same or any other covenant, term, or condition. The subsequent performance of any of the terms, covenants, and conditions of this Agreement shall not constitute a waiver of any preceding breach, nor shall any delay or omission of any party's exercise of any right arising from any default affect or impair the party's right as to the same or future default.

16. Severability. In case any provisions of this Agreement shall be held to be or shall become invalid or unenforceable in certain circumstances, the validity and enforceability of the remaining provisions, or of such provisions in other circumstances shall not in any way be affected or impaired.

17. Successors and Assigns. This Agreement shall inure to the benefit of and be binding upon the parties hereto, their successors, and assigns.

18. Applicable Law. This Agreement shall be governed by and construed under the laws of the state of Tennessee.

19. Entire Agreement. This Agreement and Attachments contain the entire understanding between the parties relating to the subject matter contained herein. The terms of this Agreement will prevail over the terms of any other agreement, written or oral, between the parties in the event of a conflict between this Agreement and any such other agreement. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement that are not fully expressed herein. This Agreement may be changed only by an agreement in writing signed by all of the parties hereto.

20. Absence of Signed Agreement. Payment of any fees related to services outlined in this Agreement not accompanied by an executed copy of the Agreement constitutes acceptance of the terms of this Agreement as written. If this Agreement is not executed within six months from its Effective Date, Acuff reserves the right to revise the terms.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on the day and date written below.

ACUFF & ASSOCIATES, INC.

Trina D. Gross

BY: TRINA D. GROSS, CHIEF EXECUTIVE OFFICER

DATE: APRIL 1, 2016

CITY OF FRANKLIN (EMPLOYER)

BY: ______________________________

TITLE: ______________________________

DATE: ______________________________

CITY OF FRANKLIN EMPLOYEES' PENSION PLAN (PLAN)

BY: ______________________________

TITLE: PLAN ADMINISTRATOR

DATE: ______________________________

This instrument may be executed in one or more counterparts, each of which shall be deemed to be original.

SCHEDULE A
Items Furnished by the Plan Sponsor

The following are to be timely provided on an annual basis:

☒ The Acuff Annual Plan Questionnaire completed and signed

☒ A census of all employees with their hire dates, birth dates, and termination dates updated as requested annually, which also includes a list of all officers, ownership percentages, and information on certain working family members of owners

☒ The amount and date of contributions to the trust by the Plan Sponsor

☒ Financial information necessary to prepare an asset and liabilities schedule and income and disbursements statement for the Plan

☒ Financial information necessary to complete required annual government reporting forms

☒ Plan amendments and any document changes during the previous calendar year

SCHEDULE B
Basic Annual Administration Services-Defined Benefit

- Actuarial valuation report, which will provide all of the calculations required by applicable state and federal laws
  - Recommended employer contributions
  - Exhibits required to meet the requirements of the Legislative Council on Pension and Insurance TCA Sec. 3-9-203
  - Government Accounting Standards Board Statement 67 and 68 disclosures
  - Disclosure of assumptions and other information meeting the standards of the American Academy of Actuaries
- Reconciliation of trust assets
- Census and data reconciliation
- Participant statements
- Five hours of general consulting and/or administration assistance during the plan year
- Attend quarterly meeting of the pension committee
- Attend one meeting with the City's staff to discuss a draft the of the annual actuarial valuation report

Additional Administration Services

- Calculation of distributions for terminated participants (including required minimum distributions)
- Special studies as required by the Funding Policy (upon request)
- Actuarial experience studies or other studies (upon request)

SCHEDULE C
DIRECT COMPENSATION-DEFINED BENEFIT

Basic Annual Administration Fees-Traditional or Prototype Plan

Basic Charges	Fee
Annual Base Charge	$ 14,000
Annual Participant Charge *	$ 10
Participant Statements	$ 7

**Participant count is determined each year based on the total participant count in the prior year valuation.*

Additional Administration Fees

Additional Charges *(if necessary or requested by Plan Sponsor)*	Fee		
Benefit Calculations for Terminated Vested or Retirees	$	225	per calculation
Benefit Calculations for Return of Employee Contribution Only	$	125	per calculation
Conversion Calculations from 401(a) Plan	$	225	per calculation
Manual Input of Demographic Data	$	75	per hour
Reconciliation of Trust Assets or Data in Excess of 5 hours	$	75	per hour
Corrections, Refunds, or Interest Calculations for Compliance Issues	$	75-200	per hour
Assistance under IRS or DOL Correction Programs	$	75-200	per hour
Consulting and Research in Excess of 5 hours not Described Above	$	75-200	per hour
Special Studies as requested]			Quoted Separately

FEE EXPLANATION AND BILLING PROCESS

Our fees are based on the assumption that these fees will be billed throughout the plan year and that you will pay those fees within 30 days of receiving the invoice. We refer to this process as budget billing. It allows you to budget your retirement plan expenses during the plan year. With budget billing, you will receive an invoice for 25% of the estimated annual services fee at the beginning of each calendar quarter (January, April, July, and October).

ACUFF & ASSOCIATES
The Retirement Plan Authority

A BETTER PLAN. A BETTER PARTNER. A BETTER RETIREMENT.

ACTUARIAL SERVICES AND CONSULTING AGREEMENT

THIS ACTUARIAL SERVICES AND CONSULTING AGREEMENT is by and between Acuff & Associates, Inc. ("Acuff") and City of Franklin ("Plan Sponsor"), with respect to the City of Franklin Post Retirement Medical Plan (the "Plan"),

WITNESSETH:

WHEREAS, Plan Sponsor and Acuff have executed that certain Actuarial Services and Consulting Agreement dated August 18, 2015 and changes to that agreement are needed in connection with the Plan's operation; and

WHEREAS, Plan Sponsor wishes to continue to retain Acuff to assist it in administering and maintaining the Plan through use of Acuff's services, pursuant to the terms and conditions stated in this Agreement (the "Agreement"),

WHEREAS, this Agreement shall supersede the parties' prior agreement as of the effective date stated below,

NOW, THEREFORE, the parties agree as follows, effective April 1, 2016 (the "Effective Date") for the Plan year ending June 30, 2016:

1. **Acuff's Role.** Acuff will perform the services of consultant, technical advisor and/or actuary with respect to the Plan. **Acuff does not assume the responsibilities of the Plan Sponsor or Plan Administrator as those terms are defined under Section 3(16) of ERISA, nor does Acuff assume the responsibilities of Trustee, investment advisor, or broker with respect to the Plan. Acuff does not offer a platform of investment options or similar investment mechanism to the Plan.** Acuff shall not have any authority or control with respect to the Plan's assets or any discretionary authority regarding the management of the Plan.

2. **Plan Sponsor's Role.** The Plan Sponsor shall act as the Plan Administrator, as stated in the Plan Document, and is a named fiduciary of the Plan. As such, the Plan Sponsor is responsible for directing the Plan's policies, interpretations, and procedures. Documents and forms prepared by Acuff are intended to help provide administrative compliance with ERISA and the Internal Revenue Code (the "Code"). They **are not intended to serve as tax or legal advice** and are not to be relied upon as such. The Plan Administrator agrees to contact its attorney on all legal matters as required for its particular situation regardless of any general information on Plan matters provided by Acuff.

3. **Plans Covered.** Services under this Agreement shall be provided only to the Plan. Acuff does not assume responsibility for any required benefits or contributions to the subject Plan. If the Plan Sponsor maintains any plan(s) not covered by this Agreement, Acuff does not assume responsibility for any aspect of administration for the other plan(s).

4. **Authorization to Contact Prior Service Providers.** The Plan Sponsor hereby authorizes Acuff to contact any other service providers for the Plan to obtain information required to perform its services.

5. **Recurring Plan Services.** Acuff will provide the recurring services listed in Schedule B.

6. **Plan Services Fees.** The basic transition/installation and recurring plan services fees payable to Acuff are listed in Schedule C.

7. **Receipt of Data & Turnaround Response.**

(a) The Plan Sponsor shall provide Acuff with all data necessary to enable Acuff to fulfill its obligations under this Agreement in a timely fashion. All such data shall be accurate, and the nature, format, content, timing, and appearance thereof shall be acceptable to Acuff, as determined by Acuff, in good faith. Acuff will rely on information provided by the Plan Sponsor or the Plan Sponsor's attorney, accountant, agent, or financial advisor. Inaccurate information could result in significant penalties or disqualification of the Plan.

(b) The Plan Sponsor agrees to provide the data requested in Schedule A in a timely manner.

(c) Acuff will deliver to the Plan Sponsor the reports required under this Agreement within a reasonable time after receipt of complete data.

8. **Limitation of Liability.**

(a) Acuff is under no obligation to provide timely reports if necessary information is received less than 20 business days prior to the government required filing deadline. The Plan Sponsor is solely responsible for missed filing deadlines, including any penalties, fines, or sanctions.

(b) Acuff is not liable for errors in the data received from the Plan Sponsor, Trustee, or financial institutions and shall have no obligation to examine documents other than those provided by the Plan Sponsor, Trustee, the Plan's tax, financial, legal advisors, or insurance agent.

(c) Acuff shall not be liable for losses resulting from causes over which it does not have direct control and with respect to which it cannot make reasonable arrangements to mitigate. This includes, but is not limited to, any failure of electronic or mechanical equipment; communication lines, telephone, or other interconnect problems; or unauthorized access.

(d) Acuff is not responsible for the failure of the Plan Sponsor's other advisors to perform their duties.

(e) Acuff shall have no responsibility for the data until it is actually received by Acuff.

~~(f) Acuff's liability regarding data processing errors shall be limited to, and the Plan Sponsor's sole remedy shall be, the correction of such errors that are caused by Acuff's gross negligence for which the Plan Sponsor shall request a correction within 90 days of occurrence. Further, Acuff shall be entitled to rely upon the instructions of the Plan Sponsor or any authorized representative of the Plan Sponsor with respect to distributions, withdrawals, transfers, loans, loan payments and renewals, census information, and asset information. Acuff shall in no event have any liability for any losses incurred by the Plan or a participant (including without limitation any indirect, general, special, or consequential damages) arising out of any breach of this Agreement.~~

~~9. **Hold Harmless & Indemnity.** The Employer, Plan Sponsor, Plan Administrator, Plan and Trustee shall indemnify, defend, and hold Acuff harmless from and against all claims, demands, liabilities, expenses, and causes of action arising out of or in any way relating to any aspect of the Plan or the Plan's administration at any time prior to August 18, 2015, and all claims, demands, liabilities, expenses, and causes of action arising out of or in any way relating to any aspect of the Plan or the Plan's administration at any time after the date of the parties' original agreement that are not caused by Acuff's gross negligence (collectively, "Claims"). The Claims for which Acuff shall be indemnified and held harmless from include, but are not limited to, fees, expenses, and penalties incurred due to the disqualification of the Plan; the failure to timely file any and all tax, disclosure, and/or reporting forms required by any government agency in connection with the Plan; and the failure to timely amend the Plan and its trust to conform to the requirements of the law within the time limits set by government regulations. Acuff shall not be deemed to have been grossly negligent for actions taken in good faith at the direction of the Plan Sponsor as a result of inadequate or inaccurate data supplied by the Plan Sponsor; Trustee; Plan Sponsor's or Plan's attorney, accountant, insurance agent, financial advisor, or other service provider; or from their failure to submit required data and reports in a timely manner.~~

10. **Confidentiality.** Acuff agrees not to disclose to any third parties (other than its attorneys) any data that it receives pursuant to this Agreement and in the course of preparing our work, except as may be required by law or regulation. The Plan Sponsor shall be responsible for retaining duplicate copies of data or material sent to Acuff, the PBGC, the DOL, and the IRS. In the event that transmitted data is lost or destroyed, the Plan Sponsor agrees to pay charges for reprocessing data.

11. **Termination of Agreement for Services.** This Agreement shall continue in effect from year to year unless terminated as provided below. Plan Sponsor may terminate this Agreement upon thirty days written notice to Acuff, payment of all invoices received, payment of all routine charges not previously invoiced, and payment of estimated termination charges. However, in the event of a termination of this Agreement by the Plan Sponsor prior to the completion of any service, no amount previously paid will be returned. Acuff may also terminate this Agreement with thirty days written notice to Plan Sponsor.

12. **Billing Practices.**

(a) **Acuff will bill the Plan Sponsor in as described in Schedule C.** Any additional charges and reconciled annual participant charges will be billed as incurred.

(b) All invoices are due and payable upon receipt. Invoice amounts that are outstanding for more than thirty days will accrue interest at the rate of 1.5% per month. Payments will be applied to decrease the amount of any outstanding interest charges before being applied to the principal.

(c) **If an invoice is not paid within 60 days, Acuff reserves the right to cease all work on the Plan until all outstanding invoices are paid in full.**

(d) Upon termination of this agreement, Acuff shall have a reasonable amount of time to transfer account records. **Any costs incurred as a result of that termination shall be billed to the Plan Sponsor as additional services, the payment of which will be required in advance.**

(e) If it is necessary for Acuff to enforce payment of any amounts due under this Agreement, through an attorney or by suit, the Plan Sponsor shall pay reasonable attorney's fees, court and other costs, and all costs of collection. **The Employer, Plan Sponsor, Plan Administrator, and the Plan are jointly and severally liable for all amounts due under this Agreement.**

13. **Merger or Consolidation.** In the event of merger or consolidation involving the Plan Sponsor or other circumstances whereby a successor person, firm, or association shall continue to carry on all or a substantial part of the Plan Sponsor's business and such successor shall elect to carry on the provisions of the Plan as therein provided, such entity shall be substituted for the Plan Sponsor and shall be liable for any ongoing services provided by Acuff under this Agreement.

14. **Waiver.** No waiver of any breach of this Agreement shall constitute a waiver of any other breach, whether of the same or any other covenant, term, or condition. The subsequent performance of any of the terms, covenants, and conditions of this Agreement shall not constitute a waiver of any preceding breach, nor shall any delay or omission of any party's exercise of any right arising from any default affect or impair the party's right as to the same or future default.

15. **Severability.** In case any provisions of this Agreement shall be held to be or shall become invalid or unenforceable in certain circumstances, the validity and enforceability of the remaining provisions, or of such provisions in other circumstances shall not in any way be affected or impaired.

16. **Successors and Assigns.** This Agreement shall inure to the benefit of and be binding upon the parties hereto, their successors, and assigns.

17. **Applicable Law.** This Agreement shall be governed by and construed under the laws of the state of Tennessee.

18. **Entire Agreement.** This Agreement and Attachments contain the entire understanding between the parties relating to the subject matter contained herein. The terms of this Agreement will prevail over the terms of any other agreement, written or oral, between the parties in the event of a conflict between this Agreement and any such other agreement. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement that are not fully expressed herein. This Agreement may be changed only by an agreement in writing signed by all of the parties hereto.

19. **Absence of Signed Agreement.** Payment of any fees related to services outlined in this Agreement not accompanied by an executed copy of the Agreement constitutes acceptance of the terms of this Agreement as written. If this Agreement is not executed within six months from its Effective Date, Acuff reserves the right to revise the terms.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on the day and date written below.

ACUFF & ASSOCIATES, INC.

Trina D. Gross

BY: TRINA D. GROSS, CHIEF EXECUTIVE OFFICER

DATE: **APRIL 1, 2016**

CITY OF FRANKLIN (EMPLOYER)

BY: ______________________________

TITLE: ______________________________

DATE: ______________________________

CITY OF FRANKLIN POST RETIREMENT MEDICAL PLAN (PLAN)

BY: ______________________________

TITLE: **PLAN ADMINISTRATOR**

DATE: ______________________________

This instrument may be executed in one or more counterparts, each of which shall be deemed to be original.

SCHEDULE A
Items Furnished by the Plan Sponsor

The following are to be provided with this Agreement signed by a representative of the Plan Sponsor and Plan Administrator (*items with unchecked boxes need not be provided*):

☐ Payment of all fees due in advance with this signed agreement

☒ Insurance Contracts

☒ Medical Plan Document

☒ Summary Plan Description and all summaries of material modification and other notices to Plan participants in effect as of the date of this Agreement

☒ Information concerning significant changes to the Plan over the last 2 years

The following are to be timely provided for this valuation and on an annual basis:

☒ The pension census data as sent for the January 1 actuarial valuation is sufficient for the valuation

☒ List of all retirees since July 1, 2015 showing dates of birth, hire and retirement and medical coverage taken and future updates as required.

☒ Premiums paid by the City for the retirees and by the retires for the period July 1, 2015 through June 30, 2016 by year and future updates as required.

☒ Asset statement showing the reconciliation of assets

SCHEDULE B
Services Provided

- Provide an actuarial valuation study report for the year beginning July 1 disclosure that fulfills the requirements of the Statement No. 45 of the Governmental Accounting Standards Board titled Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions.

- In years for which an actuarial valuation is not required, provide June 30 year end disclosure that fulfills the requirements of the Statement No. 45 of the Governmental Accounting Standards Board titled Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions

SCHEDULE C
DIRECT COMPENSATION-DEFINED BENEFIT

Installation/Transition Fees *(Payable at Effective Date)*

Service	Fee
Installation/Transition	N/A

Basic Actuarial Fees

Basic Charges	Fee
Actuarial Valuation Report and Disclosure Letter	$ 8,000
Annual Disclosure Letter without Valuation	$ 2,500

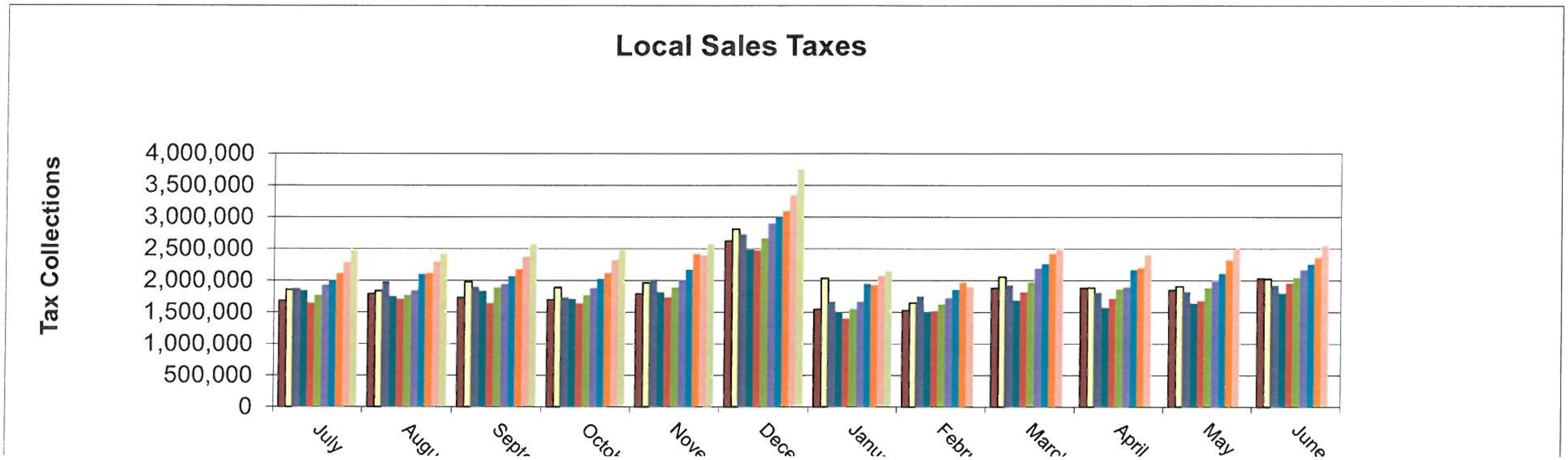
FEE EXPLANATION AND BILLING PROCESS

For the Plan Year Ending June 30, 2016 and for an Actuarial Valuation Report for the Year beginning July 1, 2016, the Basic Actuarial Fee and Disclosure Fee will be 50% billed in advance. For subsequent years for which an actuarial valuation is required, the Basic Actuarial Fee will be billed at 50% in advance of commencing the valuation, and the remaining 50% upon completion of the valuation. For years an actuarial valuation is not required, the Annual Disclosure Letter fee of $2,500 will be billed upon the receipt for the GASB 45 Disclosure Letter.

Any requested meetings will be billed at time and expense not to exceed $500.

Local Sales Tax Revenue Comparison

Month	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	% over prior yr	$ over prior yr
July	1,676,862	1,857,805	1,876,318	1,842,160	1,646,449	1,769,523	1,925,395	2,003,719	2,113,374	2,288,457	**2,477,647**	8.3%	189,190
August	1,788,477	1,837,563	1,985,123	1,747,507	1,711,487	1,774,021	1,843,928	2,101,518	2,115,836	2,296,081	**2,420,111**	5.4%	124,030
September	1,724,983	1,977,557	1,900,808	1,834,296	1,645,241	1,888,809	1,946,970	2,065,402	2,178,174	2,374,572	**2,571,550**	8.3%	196,978
October	1,695,501	1,887,613	1,734,361	1,707,123	1,639,767	1,767,404	1,881,099	2,026,865	2,117,978	2,327,025	**2,485,462**	6.8%	158,437
November	1,787,276	1,960,370	2,018,105	1,816,125	1,736,146	1,892,149	1,998,723	2,176,371	2,419,578	2,399,941	**2,579,786**	7.5%	179,845
December	2,617,849	2,806,905	2,730,286	2,491,017	2,479,640	2,670,491	2,902,675	3,012,759	3,097,595	3,345,841	**3,752,983**	12.2%	407,143
January	1,544,557	2,034,121	1,664,281	1,502,087	1,401,398	1,552,324	1,664,281	1,948,752	1,926,687	2,079,073	**2,151,378**	3.5%	72,306
February	1,526,301	1,649,397	1,752,131	1,507,868	1,521,898	1,628,745	1,729,002	1,856,748	1,973,541	1,900,629			0
March	1,880,654	2,054,793	1,925,296	1,688,794	1,819,095	1,979,080	2,191,405	2,265,006	2,421,918	2,479,918			0
April	1,883,777	1,885,024	1,812,244	1,572,824	1,719,674	1,866,180	1,897,741	2,168,372	2,201,566	2,410,499			0
May	1,846,229	1,909,074	1,824,127	1,642,271	1,686,756	1,884,275	1,989,477	2,109,923	2,323,975	2,489,724			0
June	2,033,237	2,025,044	1,926,353	1,800,044	1,961,270	2,047,664	2,168,095	2,260,297	2,364,520	2,552,236			0
Total	**22,005,703**	**23,885,264**	**23,149,433**	**21,152,117**	**20,968,821**	**22,720,667**	**24,138,792**	**25,995,732**	**27,254,742**	**28,943,994**	**18,438,917**	**17,110,990**	**1,327,927**
Budgeted													
	Up 11.2%	Up 8.5%	Down -3.1%	*Down* -8.6%	*Down* -0.9%	*year to date* 8.4%	*year to date* 6.2%	*year to date* 7.7%	*year to date* 4.8%	*year to date* 6.2%	*year to date* 7.8%	*last yr YTD* 17,110,990	*YTD difference*



HISTORIC
FRANKLIN
TENNESSEE

MEMORANDUM

MEMORANDUM

March 11, 2016

TO: Eric Stuckey, City Administrator

FROM: Russ Truell, ACA/CFO

RE: Local Sales Tax Report

The local sales tax remittance from the State of Tennessee for March was $2,151,378 compared to $2,079,073 for the same month in 2015, an increase of $72,306, or 3.5%. [The March remittance is for sales tax collected during the month of January, representing the seventh month of the fiscal year on an accrual basis.] During the same period, the State of Tennessee sales tax collections were up 3.6% from the prior year.

Year-to-date, the City has received $18.43 million compared to $17.11 million in the previous year, a difference of $1,327,927 or 7.8%. The State of Tennessee sales tax collections, year-to-date, are $4.79 billion compared to $4.48 billion in the prior year, a difference of $311.8 million or 6.9%.

For budget comparisons, the City anticipated collections of $18.17 million through seven months of the fiscal year. Through the month of January, the City is $263,684, or 1.5%, above budgeted collections. As a further comparison, the January collection of $2.15 million compares to $1.40 million in 2010, $1.55 million in 2011, $1.66 million in 2012, $1.94 million in 2013 and $1.92 million in 2014.

The local sales tax collections have increased year-over-year in 68 of the last 71 months reported.

N0005001 9597137160304

TENNESSEE DEPARTMENT OF REVENUE

COUNTY EXECUTIVE/MAYOR
WILLIAMSON COUNTY
1320 W MAIN ST STE 125
FRANKLIN TN 37064-3700

March 7, 2016

Month of:	FEBRUARY
Tot. Collections:	$7,698,811.52
Cost of Admin:	$86,611.64
Net Collections:	$7,612,199.88

The Department of Revenue has collected and allocated the above total during the month indicated from Local Option Sales Tax as follows:

COUNTY/CITY NAME	TOTAL COLLECTIONS	LESS ADMIN. COSTS	NET COLLECTIONS
WILLIAMSON COUNTY	$215,964.15	$2,429.60	$213,534.55
FRANKLIN	$4,395,669.90	$49,451.29	$4,346,218.61
FAIRVIEW	$207,310.41	$2,332.24	$204,978.17
BRENTWOOD	$2,321,230.68	$26,113.85	$2,295,116.83
SPRING HILL	$351,668.24	$3,956.27	$347,711.97
THOMPSON STATION	$124,464.10	$1,400.22	$123,063.88
NOLENSVILLE	$82,504.04	$928.17	$81,575.87

Note that we have deducted 1.125% state cost of administration leaving the net collections. The Department of Finance and Administration has been notified to issue a payment to the Trustee of your county in the amount of the net collections.

Please be aware that normal Local Option Sales Tax collections may fluctuate. This could be due to additional collections on assessments or reductions as a result of taxpayer refunds or returned checks. Should your collection amount increase significantly, it might be the result of an audit assessment.

For additional information regarding the allocation you may call the Division of Fiscal Services at (615) 532-8944 between 8:00 a.m. and 4:30 p.m., Monday through Friday, holidays excepted.

4,346,218.61 ÷ 2 = 2173109.30
(-) X 1% 21731.09

215,1378.21

TN Department of Finance & Administration

FOR IMMEDIATE RELEASE
Friday, March 11, 2016

CONTACT: Lola Potter
OFFICE: 615-532-8560

FEBRUARY REVENUES

NASHVILLE, Tenn. – Tennessee tax revenues exceeded the state's budgeted estimates for the month of February. Department of Finance and Administration Commissioner Larry Martin today announced that overall February revenues were $818.2 million, which is $20.0 million more than the state budgeted.

"February's sales tax growth rate was the lowest we've seen in the past year, but receipts still managed to come in a little over the budgeted estimate," Martin said. "Franchise and Excise taxes recorded negative growth for the month, but were marginally higher than the budgeted estimate for the month.

"Typically, more than half of our annual corporate revenues are realized in the months of April through June, so we'll be watching corporate taxes closely through the remainder of the fiscal year."

On an accrual basis, February is the seventh month in the 2015-2016 fiscal year.

General fund revenues were more than the budgeted estimate in the amount of $11.8 million while the four other funds that share in state tax revenues were $8.2 million more than the estimates.

Sales taxes were $8.6 million more than the estimate for February and 3.60% more than February of last year. For seven months, revenues are $226.2 million higher than estimated. The year-to-date growth rate for seven months was 6.96%.

Franchise and excise taxes combined were $0.2 million higher than the budgeted estimate in February, and the growth rate over the same month last year was negative 0.84%. For seven months, revenues are $141.1million more than the estimate and the year-to-date growth rate is 1.41%. However, adjusting for an unexpected one-time payment received last year, the underlying growth rate is 19.55%.

Gasoline and motor fuel revenues for February increased by 3.58% compared to February 2015 and were $5.2 million more than the budgeted estimate of $67.5 million. For seven months revenues have exceeded estimates by $19.9 million.

Tobacco taxes were $0.8 million less than the February budgeted estimate of $19.5 million. For seven months they are $8.4 million more than the budgeted estimate.

- MORE -

Inheritance and estate taxes were $1.2 million more than the February estimate. On a year-to-date basis revenues are $9.3 million more than the budgeted estimate.

Privilege taxes were $2.3 million more than the February estimate, and on a year-to-date basis, August through February, revenues are $14.9 million more than the estimate.

Business taxes were $2.3 million more than the February estimate. For seven months revenues are $2.9 million more than the budgeted estimate.

All other taxes exceeded estimates by a net of $1.0 million.

Year-to-date revenues for seven months were $439.0 million more than the budgeted estimate. The general fund recorded $407.1 million more than budgeted estimates and the four other funds $31.9 million.

The budgeted revenue estimates for 2015-2016 are based on the State Funding Board's consensus recommendation of December 16th, 2014 and adopted by the first session of the 109th General Assembly in April 2015. Also incorporated in the estimates are any changes in revenue enacted during the 2015 session of the General Assembly. These estimates are available on the state's website at http://www.tn.gov/finance/article/fa-budget-rev.

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Table 1
Revenue Collections by Fund
February
2015-2016

Fund	2016 Actual	2016 Budgeted	2016 B/(W)	2016 Percent	2015 Actual	2016 B/(W)	2016 Percent
General Fund	$631,444,000	$619,663,000	$11,781,000	1.90%	$612,212,000	$19,232,000	3.14%
Highway Fund	59,624,000	57,079,000	2,545,000	4.46%	58,570,000	1,054,000	1.80%
Sinking Fund	33,555,000	33,435,000	120,000	0.36%	30,664,000	2,891,000	9.43%
City & County Fund	90,042,000	84,504,000	5,538,000	6.55%	82,120,000	7,922,000	9.65%
Earmarked Fund	3,582,000	3,585,000	(3,000)	-0.08%	3,585,000	(3,000)	-0.08%
Total	**$818,247,000**	**$798,266,000**	**$19,981,000**	**2.50%**	**$787,151,000**	**$31,096,000**	**3.95%**

Revenue Collections by Tax
February
2015-2016

Tax Source	2016 Actual	2016 Budgeted	2016 B/(W)	2016 Percent	2015 Actual	2016 B/(W)	2016 Percent
Franchise & Excise	$49,637,000	$49,400,000	$237,000	0.48%	$50,058,000	($421,000)	-0.84%
Income	3,077,000	1,952,000	1,125,000	57.63%	1,843,000	1,234,000	66.96%
Inheritance & Estate	4,042,000	2,808,000	1,234,000	43.95%	3,551,000	491,000	13.83%
Gasoline	55,417,000	50,223,000	5,194,000	10.34%	52,815,000	2,602,000	4.93%
Petroleum Special	5,461,000	5,194,000	267,000	5.14%	5,343,000	118,000	2.21%
Tobacco	18,715,000	19,465,000	(750,000)	-3.85%	18,176,000	539,000	2.97%
Beer	1,335,000	1,362,000	(27,000)	-1.98%	979,000	356,000	36.36%
Motor Vehicle Registration	21,337,000	21,670,000	(333,000)	-1.54%	21,754,000	(417,000)	-1.92%
Motor Vehicle Title	1,701,000	1,314,000	387,000	29.45%	866,000	835,000	96.42%
Mixed Drink	7,143,000	6,606,000	537,000	8.13%	6,377,000	766,000	12.01%
Business	7,953,000	5,676,000	2,277,000	40.12%	5,739,000	2,214,000	38.58%
Privilege	19,106,000	16,767,000	2,339,000	13.95%	16,349,000	2,757,000	16.86%
Gross Receipts	31,000	168,000	(137,000)	-81.55%	(160,000)	191,000	-119.38%
TVA - In Lieu of Tax Payments	28,454,000	29,062,000	(608,000)	-2.09%	28,623,000	(169,000)	-0.59%
Alcoholic Beverage	3,554,000	3,478,000	76,000	2.19%	3,405,000	149,000	4.38%
Sales and Use	579,441,000	570,853,000	8,588,000	1.50%	559,291,000	20,150,000	3.60%
Motor Vehicle Fuel	11,749,000	12,046,000	(297,000)	-2.47%	11,962,000	(213,000)	-1.78%
Severance	93,000	216,000	(123,000)	-56.94%	170,000	(77,000)	-45.29%
Coin-operated Amusement	1,000	6,000	(5,000)	-83.33%	10,000	(9,000)	-90.00%
Unauthorized Substance	0	0	0	NA	0	0	NA
Total	**$818,247,000**	**$798,266,000**	**$19,981,000**	**2.50%**	**$787,151,000**	**$31,096,000**	**3.95%**

Table 2
Revenue Collections by Fund
Year-to-Date
August - February
2015-2016

Fund	2015 - 2016 Actual	2015 - 2016 Budgeted	2015 - 2016 B/(W)	2015 - 2016 Percent	2014-2015 Actual	2015-2016 B/(W)	2015-2016 Percent
General Fund	$5,956,858,000	$5,549,805,000	$407,053,000	7.33%	$5,684,437,000	$272,421,000	4.79%
Highway Fund	407,310,000	402,014,000	5,296,000	1.32%	405,835,000	1,475,000	0.36%
Sinking Fund	240,268,000	238,206,000	2,062,000	0.87%	218,844,000	21,424,000	9.79%
City & County Fund	563,396,000	538,783,000	24,613,000	4.57%	519,908,000	43,488,000	8.36%
Earmarked Fund	25,083,000	25,084,000	(1,000)	0.00%	25,084,000	(1,000)	0.00%
Total	**$7,192,915,000**	**$6,753,892,000**	**$439,023,000**	**6.50%**	**$6,854,108,000**	**$338,807,000**	**4.94%**

Revenue Collections by Tax
Year-to-Date
August - February
2015-2016

Tax Source	2015 - 2016 Actual	2015 - 2016 Budgeted	2015 - 2016 B/(W)	2015 - 2016 Percent	2014-2015 Actual	2015-2016 B/(W)	2015-2016 Percent
Franchise & Excise	$1,002,599,000	$861,500,000	$141,099,000	16.38%	$988,646,000	$13,953,000	1.41%
Income	23,428,000	16,209,000	7,219,000	44.54%	19,019,000	4,409,000	23.18%
Inheritance & Estate	32,848,000	23,528,000	9,320,000	39.61%	52,597,000	(19,749,000)	-37.55%
Gasoline	382,870,000	367,159,000	15,711,000	4.28%	370,953,000	11,917,000	3.21%
Petroleum Special	38,991,000	38,348,000	643,000	1.68%	38,047,000	944,000	2.48%
Tobacco	149,047,000	140,671,000	8,376,000	5.95%	149,232,000	(185,000)	-0.12%
Beer	10,222,000	9,934,000	288,000	2.90%	9,844,000	378,000	3.84%
Motor Vehicle Registration	144,090,000	135,845,000	8,245,000	6.07%	141,028,000	3,062,000	2.17%
Motor Vehicle Title	12,220,000	9,834,000	2,386,000	24.26%	6,682,000	5,538,000	82.88%
Mixed Drink	53,819,000	49,390,000	4,429,000	8.97%	48,195,000	5,624,000	11.67%
Business	35,157,000	32,297,000	2,860,000	8.86%	38,858,000	(3,701,000)	-9.52%
Privilege	164,296,000	149,382,000	14,914,000	9.98%	163,635,000	661,000	0.40%
Gross Receipts	8,774,000	13,464,000	(4,690,000)	-34.83%	13,362,000	(4,588,000)	-34.34%
TVA - In Lieu of Tax Payments	206,642,000	208,692,000	(2,050,000)	-0.98%	203,939,000	2,703,000	1.33%
Alcoholic Beverage	35,453,000	34,183,000	1,270,000	3.72%	33,044,000	2,409,000	7.29%
Sales and Use	4,792,322,000	4,566,089,000	226,233,000	4.95%	4,480,466,000	311,856,000	6.96%
Motor Vehicle Fuel	99,201,000	95,669,000	3,532,000	3.69%	95,020,000	4,181,000	4.40%
Severance	895,000	1,604,000	(709,000)	-44.20%	1,454,000	(559,000)	-38.45%
Coin-operated Amusement	41,000	94,000	(53,000)	-56.38%	87,000	(46,000)	-52.87%
Unauthorized Substance	0	0	0	NA	0	0	NA
Total	**$7,192,915,000**	**$6,753,892,000**	**$439,023,000**	**6.50%**	**$6,854,108,000**	**$338,807,000**	**4.94%**

Building Permits

Month	FY2016	FY2015	BUDGET	Variance from Last Year	Variance from Budget
July	219,601	82,353	79,337	137,248	140,264
August	107,814	69,863	67,304	37,951	40,510
September	186,497	127,700	123,023	58,797	63,474
October	184,004	123,191	118,679	60,813	65,325
November	153,876	94,573	91,109	59,303	62,767
December	144,063	74,673	71,938	69,390	72,125
January	146,071	117,569	113,263	28,502	32,808
February	184,600	81,060	78,091	103,540	106,509
March	0	138,911	133,823	0	0
April	0	171,524	165,242	0	0
May	0	153,798	148,165	0	0
June	0	190,972	183,978	0	0
Total (year-to-date)	1,326,526	1,426,187	1,373,951	555,544	583,782
% of Prior Year YTD/ % of Budget YTD >>>>>				172.1%	178.6%

* seasonality based on last year's results
110-32120

Road Impact fees

Month	FY2016	FY2015	BUDGET	Variance from Last Year	Variance from Budget
July	733,816	229,572	369,312	504,244	364,504
August	215,478	139,840	224,960	75,638	(9,482)
September	500,364	217,394	349,721	282,970	150,643
October	956,474	200,301	322,224	756,173	634,250
November	1,438,657	254,561	409,511	1,184,096	1,029,146
December	367,975	168,587	271,205	199,388	96,770
January	273,088	186,851	300,587	86,237	(27,499)
February	1,652,231	183,500	295,196	1,468,731	1,357,035
March	0	255,892	411,653	0	0
April	0	925,840	1,489,396	0	0
May	0	432,960	696,501	0	0
June	0	391,681	630,096	0	0
Total (year-to-date)	6,138,083	3,586,979	5,770,361	4,557,477	3,595,368
% of Prior Year YTD/ % of Budget YTD >>>>>				388.3%	241.4%

* seasonality based on last year's results

128-32800

Facilities Tax

Month	FY2016	FY2015	BUDGET	Variance from Last Year	Variance from Budget
July	460,763	174,169	149,610	286,594	311,153
August	138,739	128,599	110,466	10,140	28,273
September	392,050	155,707	133,752	236,343	258,298
October	693,869	211,229	181,445	482,640	512,424
November	561,169	160,556	137,917	400,613	423,252
December	235,832	168,587	144,815	67,245	91,017
January	227,208	186,851	160,504	40,357	66,704
February	575,877	130,798	112,355	445,079	463,522
March	0	227,269	195,223	0	0
April	0	383,594	329,506	0	0
May	0	256,477	220,313	0	0
June	0	284,637	244,502	0	0
Total (year-to-date)	3,285,507	2,468,473	2,120,407	1,969,011	2,154,643
% of Prior Year YTD/ % of Budget YTD >>>>>				249.6%	290.5%

* seasonality based on last year's results

130-31600

Williamson County Facilities Tax

Month	FY2016	FY2015	BUDGET	Variance from Last Year	Variance from Budget
July	143,941	83,121	83,121	60,820	60,820
August	101,030	77,682	29,478	23,348	71,552
September	89,284	66,808	66,808	22,476	22,476
October	100,660	75,521	75,521	25,139	25,139
November	101,862	80,039	80,039	21,823	21,823
December	137,145	77,729	77,729	59,416	59,416
January	78,117	67,795	67,795	10,322	10,322
February	79,539	83,183	83,183	(3,644)	(3,644)
March	0	79,939	79,939	0	0
April	0	96,468	96,468	0	0
May	0	100,933	100,933	0	0
June	0	93,387	93,387	0	0
Total (year-to-date)	831,578	982,605	982,605	219,699	267,904
% of Prior Year YTD/ % of Budget YTD >>>>>				135.9%	147.5%

* seasonality based on last year's results
budgeted in Capital Projects Fund beginning with FY11
310-31600

Results of Fuel Hedging Program, FY2015-2016, through month of February

							7.14%	3.30%	
							12,000 gallons	9,700 gallons	
Gas Price	Gas Contract	Spread	Diesel Price	Diesel Contract	Spread	Month	**Gas Contracts**	**Diesel Contracts**	Total
$1.9111	$2.6883	($0.777)	$1.6184	$1.7275	($0.109)	July	($9,326.40)	($1,058.16)	($10,384.56)
1.6036	2.6883	-1.085	1.4614	1.7275	-0.266	August	($13,016.40)	($2,580.90)	(15,597.30)
1.3817	2.6883	-1.307	1.4423	1.7275	-0.285	September	($15,679.20)	($2,766.15)	(18,445.35)
1.3383	2.6883	-1.350	1.4186	1.7275	-0.309	October	($16,200.00)	($2,996.02)	(19,196.02)
1.3343	2.6883	-1.354	1.3584	1.7275	-0.369	November	($16,248.00)	($3,579.90)	(19,827.90)
1.2543	2.6883	-1.434	1.0915	1.7275	-0.636	December	($17,208.00)	($6,168.56)	(23,376.56)
1.0941	2.6883	-1.594	0.9561	1.7275	-0.771	January	($19,130.40)	($7,481.81)	(26,612.21)
0.9953	2.6883	-1.693	0.9959	1.7275	-0.732	February	($20,316.00)	($7,095.79)	(27,411.79)
0.0000	0.0000	0.000	0.0000	0.0000	0.000	March	$0.00	$0.00	0.00
0.0000	0.0000	0.000	0.0000	0.0000	0.000	April	$0.00	$0.00	0.00
0.0000	0.0000	0.000	0.0000	0.0000	0.000	May	$0.00	$0.00	0.00
0.0000	0.0000	0.000	0.0000	0.0000	0.000	June	$0.00	$0.00	0.00
1.7574	2.6883	-0.931	1.5399	1.7275	-0.188	**Fiscal Yr Total**	**-127,124.40**	**-33,727.30**	**-160,851.70**
	Average			Average					

Contract schedule:

Contract	Trade Date	Effective Date	Termination Date	Price	Gallons
Diesel	2/1/15	7/1/15	6/30/16	1.728	294,000
Gasoline	6/5/14	7/1/14	6/30/16	2.690	84,000
Gasoline	8/7/14	9/1/14	6/30/16	2.687	84,000

Marriott HOTELS & RESORTS

Franklin Marriott Cool Springs
700 Cool Springs Boulevard
Franklin, TN 37067
t: 615.261.6100 f: 615.261.6161
Marriott.com/BNACS

March 14, 2016

Mr. Russ Truell, CFO
City of Franklin, Tennessee
109 Third Avenue South
Franklin, TN 37064

Dear Mr. Truell:

Please find enclosed the Consolidated Profit and Loss Statement for the Cool Springs Conference Center for period end February, 2016.

A summary of the financial and distribution date is as follows:

COOL SPRINGS CONFERENCE CENTER
February, 2016

	CURRENT MONTH			YEAR-TO-DATE		
	ACTUAL	BUDGET	LAST YR	ACTUAL	BUDGET	LAST YR
GROSS REVENE	539,652	498,547	476,028	4,356,134	3,841,035	4,127,369
HOUSE PROFIT	44,251	8,298	13,103	430,634	120,975	251,796
Less: FIXED EXPENSES	17,163	19,196	17,800	137,547	153,568	154,355
NET INCOME	27,088	(10,898)	(4,697)	293,087	(32,593)	97,441
Less: FF&E RESERVE 5% (PY 4%)	26,983	24,927	23,801	217,819	192,053	206,368
NET CASH FLOW	105	(35,825)	(28,499)	75,269	(224,646)	(108,928)

TOTAL CURRENT BALANCE DUE TO OWNERS	105.00
TOTAL DUE TO/(FROM) CITY OF FRANKLIN	52.50
TOTAL DUE TO/(FROM) WILLIAMSON COUNTY	52.50

For the 2014/2015 fiscal year, the FF&E reserve was trued up later in the year. For comparison purposes, it is showing above as if it had been recorded at 5% last year.

The financial statements for the Cool Springs Conference Center, subject to routine year-end audit and adjustments, is true and correct in all material respects to the best of my knowledge.

Sincerely,

Randy Hansen
Controller

Michael Sanders
General Manager

GOVERNMENT PORTFOLIO ADVISORS

Monthly Report

Account **2/29/2016**

City of Franklin - Core Investment Fund

GOVERNMENT PORTFOLIO ADVISORS

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GOVERNMENT PORTFOLIO ADVISORS

MONTH END COMMENTARY – FEBRUARY 2016

Bond yields continued to drop for the second month of 2016. Concerns over global economic conditions, weaker domestic economic data and negative interest rates in Europe and Japan contributed to the flight to quality to U.S. Treasuries. Securities with maturities of two years and shorter increased in yields while longer securities declined. The yield curve has continued to flatten. The spread between two-year treasuries and five-year treasuries is down to 51 basis points vs. 88 basis points one year ago.

Fed Chair Yellen Congressional Testimony: Fed Chair Yellen testified for over three hours before the House Financial Services Committee on February 10, 2016. There were no surprises and the testimony fell in line with expectations. Highlights:

- The economy has made further progress toward the Fed's objective of maximum employment.
- While inflation is expected to remain low, in part because of further declines in energy prices, the FOMC expects that inflation will rise to its 2% objective.
- Yellen's top concerns are the strength of the U.S. dollar, the volatility in U.S. stocks and rising borrowing costs.
- The FOMC remains concerned about the global economy, "This uncertainty led to increased volatility in global financial markets, and, against the background of persistent weakness abroad, exacerbated concerns about the outlook for global growth," Yellen said.

Back in December, when the markets had their first rate hike, the expectation was for four additional rate hikes in 2016. Now, given the current environment, there is a question of whether the Fed will do one, let alone, multiple rate hikes in 2016. All eyes remain on employment and inflation. The next meeting of the Fed is March 16, 2016.

Non-farm Payrolls/Unemployment: One bright note for the month was the unemployment report that indicated stronger than anticipated wage growth. Hourly earnings rose 2.5% in the past year, exceeding forecasts. Total nonfarm payrolls grew 151,000, underperforming market expectations of 190,000. Average hourly earnings rose .5% from a month earlier, more than the .3% forecast. The year-over-year increase of 2.5% followed a 2.7% jump in the 12 months ended in December that was the biggest advance since 2009. The unemployment rate dropped from 5.0% 4.90%.

The Price of Oil: Oil reached its lowest level since 2003 at $26.21 per barrel. The decline is causing energy companies' profits to drop, spooking investors about global growth. After China moved to boost its slowing economy, oil ended the month in positive territory.

Gold: Gold closed February with a gain of more than 10%, the most for any month in four years.

GDP: Real GDP (the value of goods and services produced by the nation's economy less the value of the goods and services used up in production), increased at an annual rate of 1% in the 4th quarter of 2015 according to the "second" estimate. In the 3rd quarter, real GDP increased 2%.

Housing Starts: U.S. Housing starts decreased by 3.8% to a three-month low seasonally adjusted annual rate of 1,099K compared to a downwardly revised 1,143K in the previous month and missed market expectations of an increase of 2.5%.

Treasury Yield Curve Total Returns over the last 12 months:*

3month bill	.08
1 year note	.39
2 year note	.82
3 year note	1.78
5 year note	3.25

**Source: Bloomberg*

TREASURY BENCHMARK TOTAL RETURNS IN MONTH

Benchmark	Period Return	Duration
BAML 0-3 Year Treasury	.10%	1.35
BAML 0-5 Year Treasury	.20%	2.15
BAML 1-3 Year Treasury	.12%	1.80
BAML 1-5 Year Treasury	.24%	2.62

Changes in the Treasury Market (absolute yield levels):*

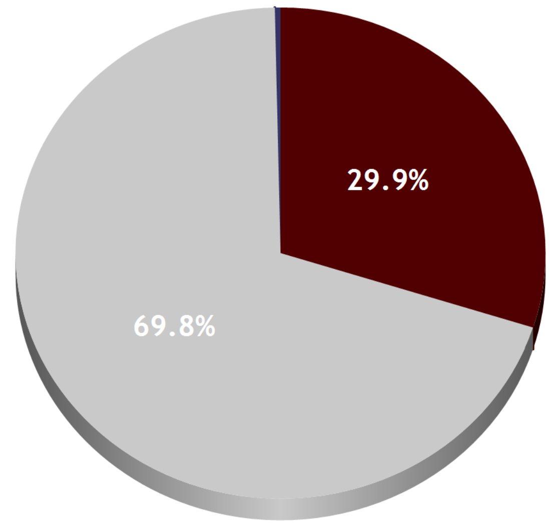
	02/28/15	01/31/16	02/29/16	Change in February	Change from Prior Year
3 month bill	.01	.31	.32	+.01	+.31
6 month bill	.07	.43	.47	+.04	+.40
2 year note	.62	.78	.78	Unch	+.16
3 year note	1.00	.97	.89	-.08	-.11
5 year note	1.50	1.33	1.21	-.12	-.29
10 year	1.99	1.92	1.74	-.18	-.25

**Source: Bloomberg*

Weighted Averages

Book Yield	0.87
Maturity	1.54
Coupon	0.91
Moody	Aaa
S&P	AA+

Fixed Income Allocation



Fixed Income Totals

Par Value	25,086,996
Market Value	25,171,988.04
Amortized Book Value	25,120,644.80
Unrealized Gain/Loss	51,343.24
Estimated Annual Cash Flow	228,133.70

Security Type	Market Value	% Fixed Income	% Assets
US Agency (USD)	7,527,157.50	29.9	29.9
US Treasury (USD)	17,557,835.00	69.8	69.8
Bank Deposit (USD)	86,995.54	0.3	0.3
Fixed Income Total	**25,171,988.04**	**100.0**	**100.0**

Portfolio Summary

February 29, 2016

Portfolio Name	Par Amount	Total Original Cost	Total Adjusted Cost	Market Value	Unrealized Gain/Loss	Yield At Cost	Mod Dur	Eff Dur	Bench Dur	Benchmark
City of Franklin - Core Investment Fund	25,086,996	25,122,818.99	25,120,644.80	25,171,988.04	51,343.24	0.87	1.51	1.51	1.35	BofA Merrill 0-3 Treasury
TOTAL PORTFOLIO	**25,086,996**	**25,122,818.99**	**25,120,644.80**	**25,171,988.04**	**51,343.24**	**0.87**	**1.51**	**1.51**	**1.35**	

Total Return Report

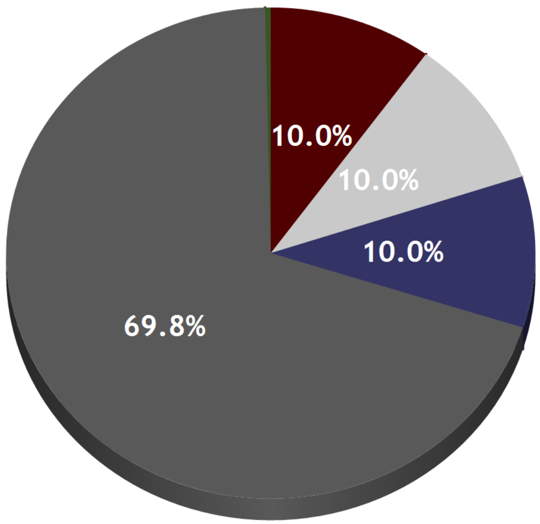
City of Franklin - Core Investment Fund

Net of Accrued Fees | US Dollar 1/31/2016 - 2/29/2016

Total Return For Period

	Since 1/31/2016
Beginning Principal Value	**25,148,782.15**
Beginning Accrued Interest	51,916.05
Net Contributions/Withdrawals	10,937.50
Market Value Change	4,452.50
Interest Earnings	17,969.80
Ending Principal Value	**25,171,988.04**
Accrued Interest	62,069.96
Total Return	**22,422.30**
Advisory Fees for Period	-2,083.33
Net Total Return	**20,338.97**

Portfolio Allocation as of 2/29/2016



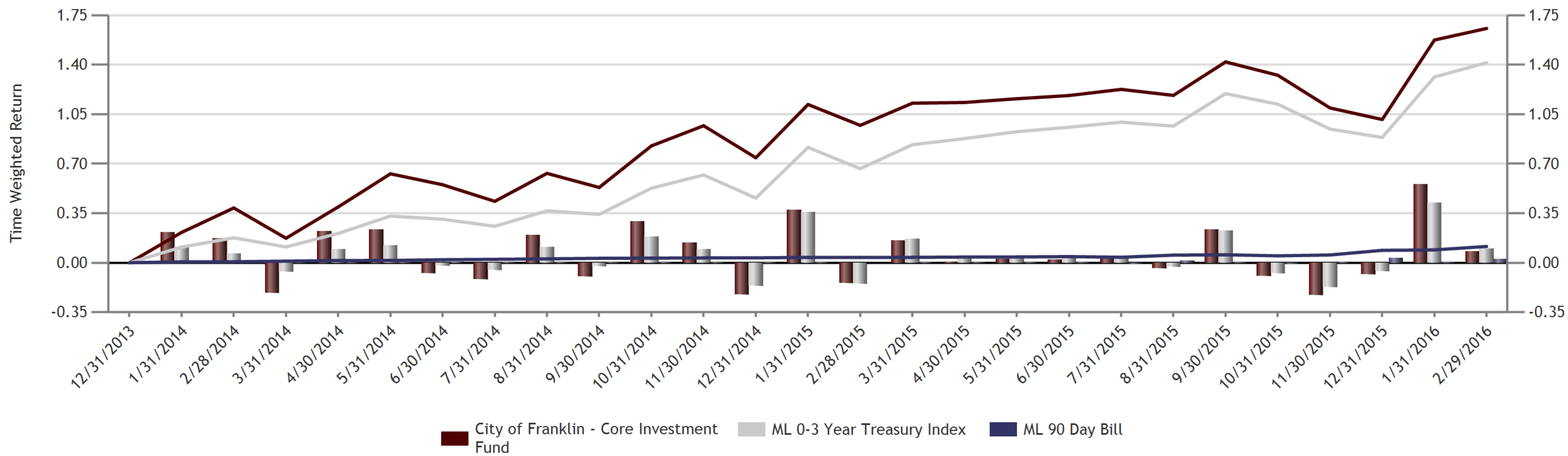
Issuer	Market Value	% Assets	Yield
FEDERAL NATL MTG ASSN	2,510,110.00	10.0	1.0
FEDERAL HOME LOAN BANKS	2,510,255.00	10.0	1.0
FEDERAL HOME LN MTG CORP	2,506,792.50	10.0	1.0
UNITED STATES TREAS NTS	17,557,835.00	69.8	0.8
FIFTH THIRD BK CINCINNATI STN	86,995.54	0.3	0.0
Total	**25,171,988.04**	**100.0**	**0.9**

Performance History

Portfolio	Month To Date	Quarter To Date	Fiscal Year To Date	Latest 1 Year	Inception To Date
Account	**0.08**	**0.64**	**0.64**	**0.68**	**1.66**

Index					
ML 0-3 Year Treasury Index	0.10	0.52	0.52	0.74	1.41
ML 90 Day Bill	0.02	0.03	0.03	0.08	0.12

Time Weighted Return Inception (12/31/2013) to Date

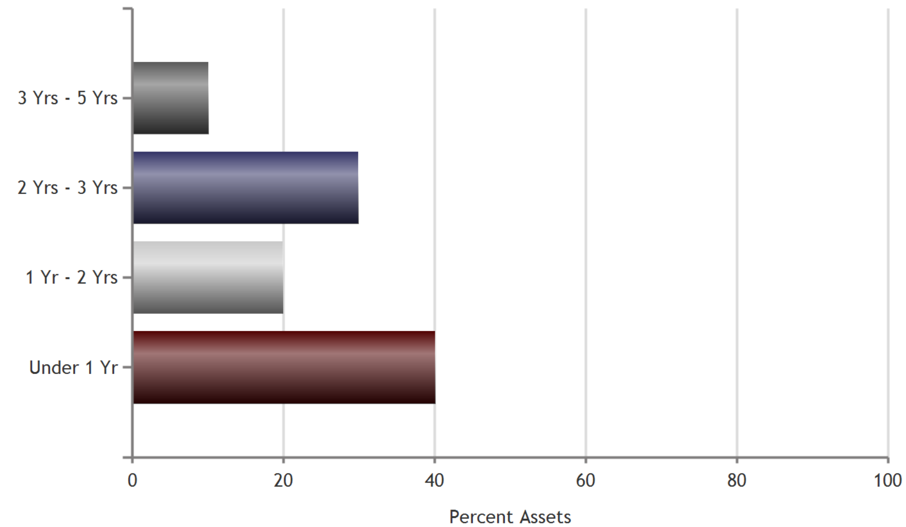


Maturity & Duration Distribution

Distribution by Maturity

Maturity	Number	Market Value	% FI Holdings	Average Curr. Yld	Average Coupon	Average Duration
Under 1 Yr	5	10,091,900.54	40.1	0.7	0.682%	0.7
1 Yr - 2 Yrs	2	5,001,030.00	19.9	0.7	0.751%	1.2
2 Yrs - 3 Yrs	3	7,537,357.50	29.9	1.1	1.125%	2.3
3 Yrs - 5 Yrs	1	2,541,700.00	10.1	1.5	1.500%	3.0

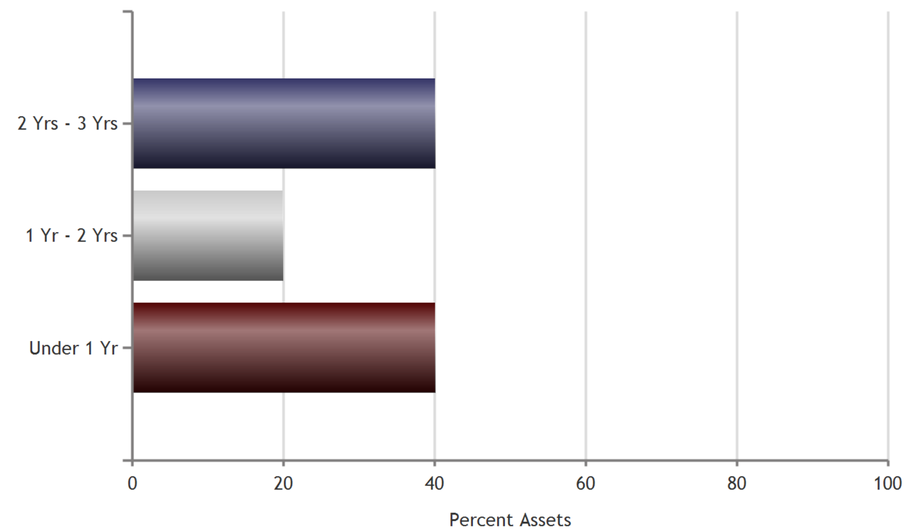
Distribution by Maturity



Distribution by Duration

Duration	Number	Market Value	% FI Holdings	Average Curr. Yld	Average Coupon	Average Duration
Under 1 Yr	5	10,091,900.54	40.1	0.7	0.682%	0.7
1 Yr - 2 Yrs	2	5,001,030.00	19.9	0.7	0.751%	1.2
2 Yrs - 3 Yrs	4	10,079,057.50	40.0	1.2	1.220%	2.5

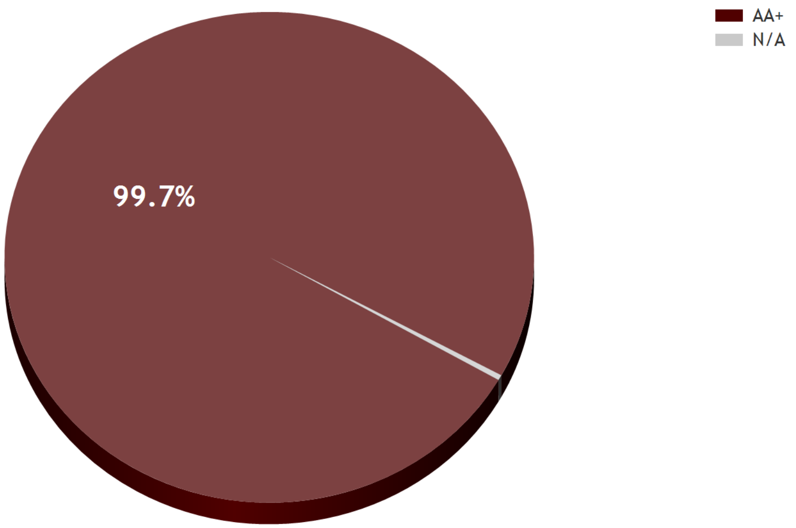
Distribution by Duration



Distribution by S&P Rating

S&P Rating	Number	Market Value	% FI Holdings	Average YTM	Average Coupon	Average Duration
AA+	10	25,084,992.50	99.7	0.9	0.914%	2.7
N/A	1	86,995.54	0.3	0.0	0.010%	0.1

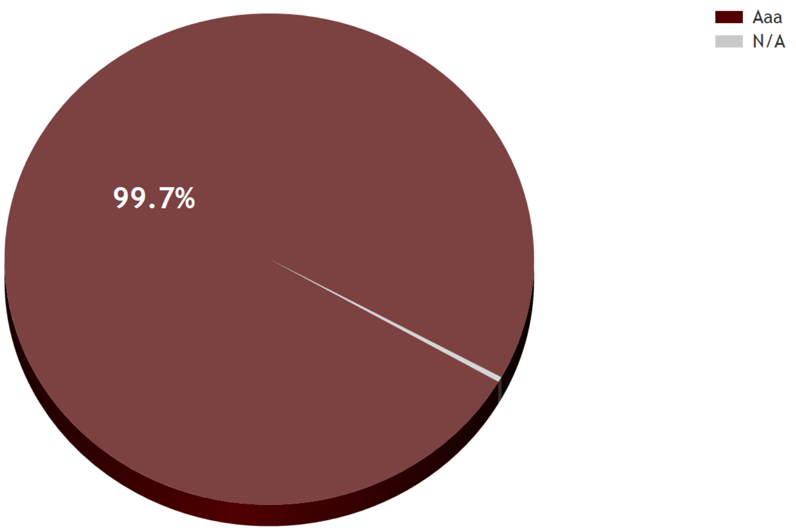
Distribution by S&P Rating



Distribution by Moody Rating

Moody Rating	Number	Market Value	% FI Holdings	Average YTM	Average Coupon	Average Duration
Aaa	10	25,084,992.50	99.7	0.9	0.914%	2.7
N/A	1	86,995.54	0.3	0.0	0.010%	0.1

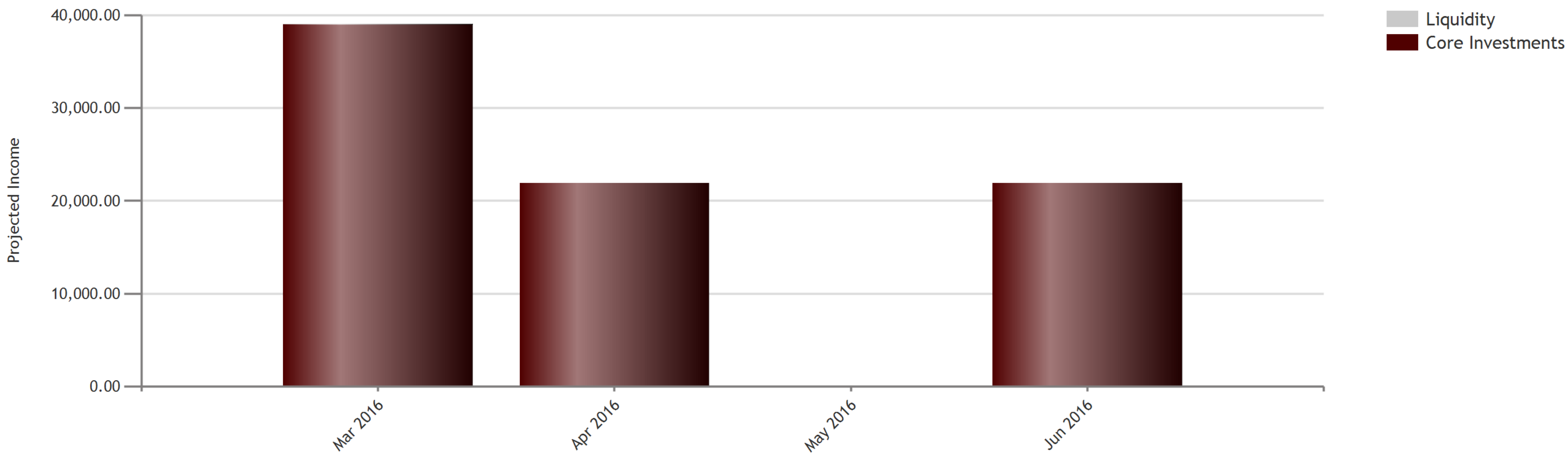
Distribution by Moody Rating



Coupon Cash Flow Projection

City of Franklin - Core Investment Fund

3/1/2016 - 6/30/2016



	Mar 2016	Apr 2016	May 2016	Jun 2016
Core Investments	39,062.50	21,875.00	0.00	21,875.00
US Agency (USD)	14,062.50	14,062.50	0.00	0.00
US Treasury (USD)	25,000.00	7,812.50	0.00	21,875.00
Liquidity	0.72	0.00	0.00	0.00
Bank Deposit (USD)	0.72	0.00	0.00	0.00
Total	**39,063.22**	**21,875.00**	**0.00**	**21,875.00**

Grand Total	**82,813.22**

Purchases

Trade Date	Settle Date	Quantity	Symbol	Security	Adj Unit Cost	Adjusted Total Cost
2/29/2016	2/29/2016	86,996	0000FIFTH3	FIFTH THIRD BANK MMF 0.010% Due 03-28-16	100.00	86,996
Total Purchases						**86,996**

Sales

Trade Date	Settle Date	Quantity	Symbol	Security	Adj Unit Cost	Adjusted Total Cost	Amort. or Accretion	Unit Price	Proceeds	Gain/Loss
2/1/2016	2/1/2016	68,242	0000FIFTH3	FIFTH THIRD BANK MMF 0.010% Due 03-28-16	100.00	68,242		100.00	68,242	0
Total Sales						**68,242**			**68,242**	**0**

Interest

Trade Date	Settle Date	Symbol	Security	Amount
2/1/2016	2/1/2016	cash	CASH ACCOUNT	3
2/15/2016	2/16/2016	912828VR8	UNITED STATES TREAS NTS 0.625% Due 08-15-16	7,813
Total Interest				**7,816**

Expenses

Trade Date	Settle Date	Symbol	Security	Amount
2/29/2016	2/29/2016	manfee	Management Fee	2,083
Total Expenses				**2,083**

Contributions

Trade Date	Settle Date	Quantity	Symbol	Security	Unit Price	Amount
2/1/2016	2/1/2016		cash	CASH ACCOUNT		10,938
Total Contributions						**10,938**

Portfolio Holdings

City of Franklin - Core Investment Fund

February 29, 2016

Cusip	Quantity	Security	Call Date	Trade Date	Amor Price	Book Yield	Market Price	Market Yield	Market Value	Accrued Interest	Total Value	Unrealized Gain/Loss	Pct. Assets	Dur Mat	Eff Dur
US Treasury															
912828VR8	2,500,000	UNITED STATES TREAS NTS 0.625% Due 08-15-16		03-27-14	100.00	0.62	100.0517	0.51	2,501,292.50	600.96	2,501,893.46	1,273.75	9.9	0.46	0.46
912828WA4	2,500,000	UNITED STATES TREAS NTS 0.625% Due 10-15-16		03-27-14	99.95	0.70	100.0195	0.59	2,500,487.50	5,848.70	2,506,336.20	1,683.62	9.9	0.62	0.62
912828A59	2,500,000	UNITED STATES TREAS NTS 0.625% Due 12-15-16		12-18-13	99.99	0.64	99.9609	0.67	2,499,022.50	3,244.54	2,502,267.04	-745.07	9.9	0.79	0.79
912828SC5	2,500,000	UNITED STATES TREAS NTS 0.875% Due 01-31-17		03-27-14	100.03	0.84	100.1641	0.70	2,504,102.50	1,742.79	2,505,845.29	3,408.45	9.9	0.91	0.92
912828J92	2,500,000	UNITED STATES TREAS NTS 0.500% Due 03-31-17		07-24-15	99.89	0.60	99.7695	0.71	2,494,237.50	5,191.26	2,499,428.76	-2,986.83	9.9	1.08	1.07
912828XF2	2,500,000	UNITED STATES TREAS NTS 1.125% Due 06-15-18		08-18-15	100.24	1.02	100.6797	0.82	2,516,992.50	5,840.16	2,522,832.66	11,045.01	10.0	2.26	2.26
912828SN1	2,500,000	UNITED STATES TREAS NTS 1.500% Due 03-31-19		11-16-15	100.61	1.30	101.6680	0.95	2,541,700.00	15,573.77	2,557,273.77	26,384.67	10.1	2.99	3.00
	17,500,000					0.82		0.71	17,557,835.00	38,042.18	17,595,877.18	40,063.60	69.8	1.31	1.31
US Agency Bullet															
3137EADJ5	2,500,000	FEDERAL HOME LN MTG CORP 1.000% Due 07-28-17		12-18-13	100.02	0.99	100.2717	0.81	2,506,792.50	2,152.78	2,508,945.28	6,359.89	10.0	1.40	1.40
3130A5PE3	2,500,000	FEDERAL HOME LOAN BANKS 1.125% Due 03-29-18		07-24-15	100.22	1.02	100.4102	0.93	2,510,255.00	11,718.75	2,521,973.75	4,805.90	10.0	2.05	2.04
3135G0E58	2,500,000	FEDERAL NATL MTG ASSN 1.125% Due 10-19-18		10-06-15	100.40	0.97	100.4044	0.97	2,510,110.00	10,156.25	2,520,266.25	113.85	10.0	2.58	2.58
	7,500,000					0.99		0.90	7,527,157.50	24,027.78	7,551,185.28	11,279.63	29.9	2.01	2.01
Money Market Fund															
0000FIFTH	86,996	FIFTH THIRD BANK MMF 0.010% Due 03-28-16		02-29-16	100.00	0.01	100.0000	0.01	86,995.54	0.00	86,995.54	0.00	0.3	0.08	0.01

Portfolio Holdings

City of Franklin - Core Investment Fund

February 29, 2016

Cusip	Quantity	Security	Call Date	Trade Date	Amor Price	Book Yield	Market Price	Market Yield	Market Value	Accrued Interest	Total Value	Unrealized Gain/Loss	Pct. Assets	Dur Mat	Eff Dur
TOTAL	**25,086,996**					**0.87**		**0.76**	**25,171,988.04**	**62,069.96**	**25,234,058.00**	**51,343.24**	**100.0**	**1.51**	**1.51**

Disclaimer & Terms

2/29/2016

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodian bank maintains the control of assets and executes (ie. Settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the GPA report should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

GPA relies on the information provided by the clients when reporting pool balances, bank balances and other assets that are not held at the clients custodial bank.

Account Control:
GPA does not have the authority to withdraw funds from or deposit funds to the custodian. Our clients retain responsibility for their deposit funds to the custodian. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value:
Generally, market prices in GPA's reports are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data or Bloomberg. Where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC –insured bank certificates of deposit are priced at par. Although GPA believes the prices to be reliable, the values of the securities do not always represent the prices at which the securities could have been bought or sold.

Amortized Cost:
The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premiums with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using a straight-line basis.

Financial Situation:
In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities:
Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented. Certain call dates may not show up on the report if the call date has passed and it is continuously callable.

Duration:
The duration listed on the reports is duration to maturity and duration to call. Effective duration is calculated on Bloomberg and imported into these reports and reflects the OAS duration which incorporates the probability of the bond being called. Effective duration is what GPA compares to the benchmark to reflect current market risk.

Benchmark Duration:
The benchmark duration is the historical weighted average of the benchmark duration over monthly periods. GPA is reporting this number as a static amount period over period.

Portfolio:
The securities in this portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.

Rating:
Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends:
Oftentimes, coupon payments and maturities will occur on a weekend or holiday. GPA will track these payments on an accrual basis, while the custodian bank may track on a cash basis. The accrual basis allocates the earnings in the period earned.

CITY of FRANKLIN
2015 PROPERTY TAX COLLECTIONS
As of December 31, 2015

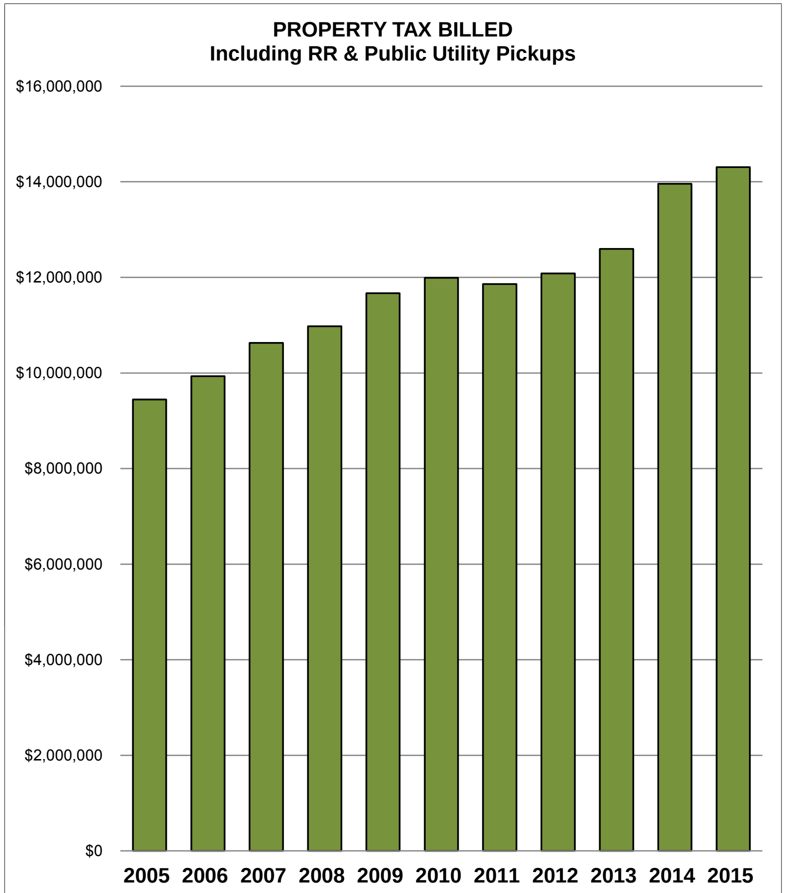
YEAR	Beginning Balance	150 Corrections	600 Refunds	400 Adjustments	100 Pickups	210 Cleanup	700 Returned Checks	200 Receipts	AR Balance
2015	$14,306,693	($28,728)	$0	($6,811)	$268,013	$311,408	($257,270)	($13,617,514)	$975,791
2014	$13,742,347	($441,318)	$0	$0	$657,743	$256,113	($256,113)	($13,919,796)	$38,976
Prior Years (2004 - 2013)	$74,656,547	($173,423)	$837,477	($17,310)	$1,724,372	($600)	$22,114	($76,994,092)	$55,086

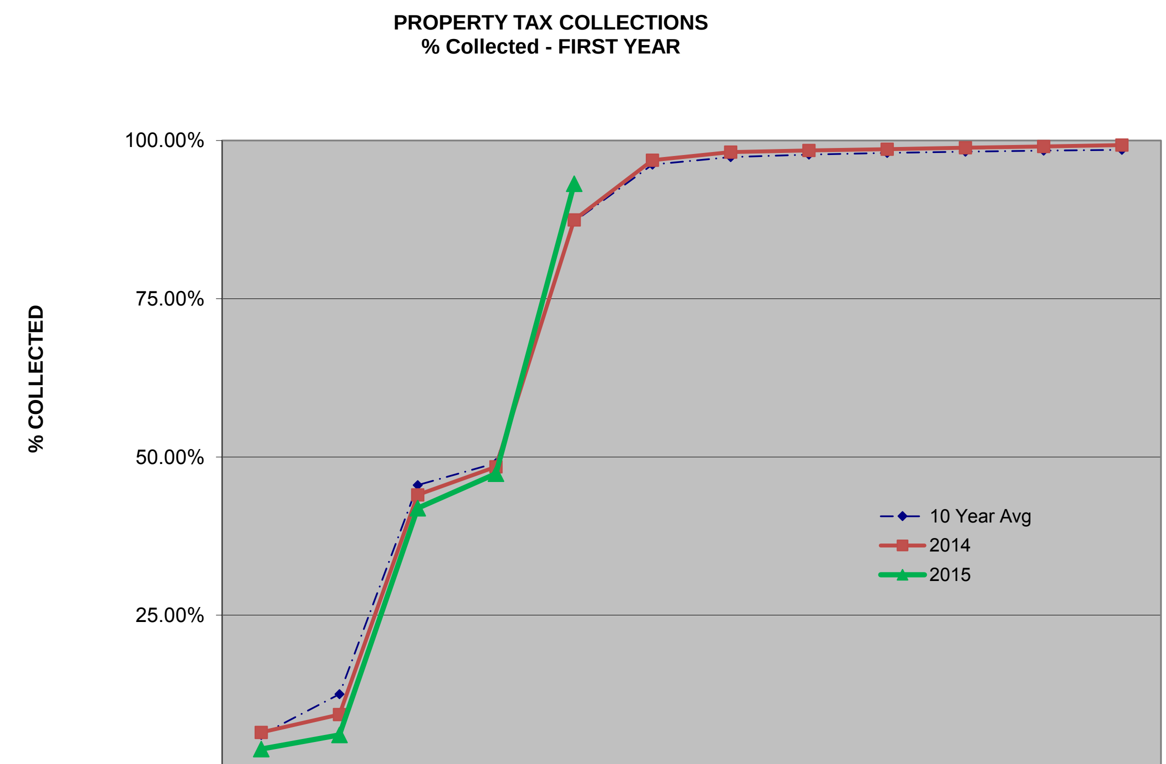
Beginning Balance does not include RR & Public Utilities added later, rollbacks & other adjustments

RR and Public Utilities typically added in January (reflected in 100 PICKUPS); typically about $200k annually

2011 and earlier have been turned over to Clerk & Master to initiate legal action for collection

Receipts include penalty & interest (bills are issued in October and Penalty/interest apply starting the following March)





	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
10 Year Avg	6.08%	12.53%	45.55%	49.04%	87.19%	96.20%	97.38%	97.77%	98.03%	98.23%	98.40%	98.53%
2014	6.49%	9.32%	44.00%	48.45%	87.44%	96.88%	98.16%	98.43%	98.63%	98.85%	99.04%	99.28%
2015	3.85%	6.10%	41.91%	47.35%	93.18%							

The TMA Group
Statement of Activities
Franklin Transit Service
For the Eight Months Ending February 29, 2016

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Revenues					
Revenue - Contracts	$ 0.00	$ 833.33	$ 11,035.00	$ 6,666.64	10,000.00
COF Transit Operating	132,984.16	132,984.16	1,063,873.28	1,063,873.28	1,595,809.92
Reimbursed to COF Transit Oper	(56,318.12)	(46,267.36)	(462,087.91)	(493,460.61)	(1,079,115.92)
Revenue - Fares Fixed Route	2,971.30	2,125.00	16,904.73	17,000.00	25,500.00
Revenue - Fares TODD	2,526.00	4,958.33	29,419.00	39,666.64	59,500.00
Revenue - Transit Fares; HT	0.00	0.00	12,590.00	16,000.00	16,000.00
Revenue - Building & EquipRent	800.00	800.00	6,400.00	6,400.00	9,700.00
Revenue - Transit-Interest	369.45	266.67	2,408.08	2,133.36	3,200.00
Revenue - Operating Assistance	0.00	0.00	0.00	0.00	250,000.00
State New Freedoms	0.00	0.00	0.00	0.00	13,500.00
State 5307 IT	0.00	0.00	0.00	0.00	2,800.00
State 5307 Cap. Cost. Contract	5,519.04	4,190.67	40,473.06	33,525.36	50,288.00
State 5309 Rent Assistance	0.00	0.00	0.00	0.00	4,050.00
Federal New Freedoms	0.00	0.00	0.00	0.00	27,000.00
Federal 5307 IT	0.00	0.00	0.00	0.00	22,400.00
Feder 5307 Preventative Mainte	0.00	0.00	21,450.00	42,504.00	85,008.00
Federal 5307 Routematch	0.00	0.00	2,086.00	0.00	0.00
Feder 5307 Cap. Cost. Contract	44,152.00	34,293.33	323,784.00	274,346.64	411,520.00
Federal 5309 Rent Assistance	0.00	0.00	0.00	0.00	32,400.00
Total Revenues	**133,003.83**	**134,184.13**	**1,068,335.24**	**1,008,655.31**	**1,539,560.00**
Direct Cost of Program					
Salaries	52,669.79	42,499.99	398,960.05	361,499.92	531,500.00
Employer Taxes and Benefits	18,468.56	16,796.67	130,465.91	135,673.36	202,860.00
Professional Services	3,848.70	2,366.67	33,100.55	19,033.36	28,500.00
Transit Bldg/Oper. Maintenance	468.50	833.33	4,184.49	6,666.64	10,000.00
Transit Maintenance	5,663.25	6,750.00	58,083.30	54,000.00	81,000.00
Transit Center Cleaning	422.00	416.67	3,376.00	3,333.36	5,000.00
Transit Security	0.00	0.00	225.00	0.00	0.00
Education/Community Outreach	0.00	83.33	0.00	666.64	1,000.00
Education/Community Outreach	0.00	0.00	147.62	0.00	0.00
Promotional Products	0.00	333.33	0.00	2,666.64	4,000.00
Recruitment	199.91	0.00	203.32	0.00	0.00
Print Advertising	412.50	666.67	6,283.76	5,333.36	8,000.00
Print Advertising HT	0.00	0.00	911.50	0.00	0.00
Radio Advertising/Web	350.00	500.00	4,050.00	4,000.00	6,000.00
Printed Brochures & Pieces	0.00	500.00	8,436.00	4,000.00	6,000.00
Legal Fees	0.00	208.33	100.00	1,666.64	2,500.00
Transit-DAM Compliance	952.85	166.67	3,337.35	1,333.36	2,000.00
Transit Fuel	3,614.17	10,833.34	44,808.93	87,166.72	130,500.00
Supplies	592.13	0.00	4,292.12	0.00	0.00
Transit Maint. Fac - Utilities	2,255.27	1,875.00	14,261.98	15,000.00	22,500.00
Radio Communications	434.59	0.00	3,259.87	0.00	0.00
Trolley Insurance	6,608.33	5,583.33	51,990.60	44,666.64	67,000.00
Transit General Liability	1,811.42	500.00	10,185.39	4,000.00	6,000.00
Errors & Omissions Liability	606.68	541.67	4,716.18	4,333.36	6,500.00
Vehicle Licensing & Registrati	0.00	0.00	17.50	0.00	0.00
Dues, Subs, Tuition	795.67	583.33	5,603.73	4,666.64	7,000.00
Meetings	65.84	41.67	692.93	333.36	500.00
Travel and Training	0.00	833.33	4,150.45	6,666.64	10,000.00
Trolley Cleaning Supplies	393.00	708.33	4,261.95	5,666.64	8,500.00
Equipment - Other	49.00	0.00	449.00	0.00	0.00
Bank Credit Card Charges	19.67	33.33	439.00	366.64	500.00
Transit Maint. Facility-Rent	3,354.67	3,375.00	26,837.36	27,000.00	40,500.00
Depreciation - Transit Off Equ	165.50	8.33	1,199.70	66.64	100.00
Total Direct Cost of Program	**104,222.00**	**97,038.32**	**829,031.54**	**799,806.56**	**1,187,960.00**
Indirect Expenditures	34,699.39	29,300.00	274,736.00	234,400.00	351,600.00
Net Difference - Operations	**($ 5,917.56)**	**$ 7,845.81**	**($ 35,432.30)**	**($ 25,551.25)**	**0.00**

The TMA Group
Statement of Activities
Franklin Transit Service
For the Eight Months Ending February 29, 2016

		Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Planning						
Federal 5307 Planning	$	0.00 $	0.00 $	5,538.00 $	7,691.67	35,000.00
State 5307 Planning		0.00	0.00	692.26	964.58	4,375.00
COF Planning Cost Share		0.00	0.00	692.34	964.58	4,375.00
Total Planning Revenues		**0.00**	**0.00**	**6,922.60**	**9,620.83**	**43,750.00**
Planning Costs						
Planning/Transit		0.00	0.00	6,922.60	9,620.83	43,750.00
Net Difference - Planning	**$**	**0.00 $**	**0.00 $**	**0.00 $**	**0.00**	**0.00**
Equipment						
Federal 5307 Capital Expenditu	$	0.00 $	0.00 $	46,980.00 $	47,640.00	180,000.00
State 5307 Capital Expenditure		0.00	0.00	5,872.50	5,955.00	22,500.00
COF Capital Cost Share		0.00	0.00	5,872.50	5,955.00	22,500.00
Total Equipment Revenues		**0.00**	**0.00**	**58,725.00**	**59,550.00**	**225,000.00**
Equipment Costs						
Equipment - Transit		0.00	0.00	58,725.00	59,550.00	225,000.00
Net Difference - Equipment	**$**	**0.00 $**	**0.00 $**	**0.00 $**	**0.00**	**0.00**