



City of Franklin

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

Meeting Agenda Budget & Finance Committee

Thursday, March 9, 2017

2:00 PM

Board Room

Call To Order

Approval of Minutes

1. [17-0210](#) Approval of minutes from February 9, 2017, Committee Meeting
2. [17-0180](#) Budget Presentation - Streets Department, Street Aid Fund
Sponsors: Joe York
Attachments: [FY 2017 Street Maintenance, Traffic, Fleet & Street Aid Powerpoint - B&F](#)
[FY2018 Budget - 43100 - All Streets - B&F](#)
[FY 2018 - Streets - PER Summary](#)
3. [17-0181](#) Budget Presentation - Stormwater Fund
Sponsors: Joe York and Paul Holzen
Attachments: [FY 2018 Budget Presentation - Stormwater - B&F](#)
[FY2018 Budget - 43120 - Stormwater - B&F - Final](#)
[FY 2018 - Stormwater - PER Summary - Final](#)
4. [17-0182](#) Budget Presentation - Engineering and Traffic Operations Center (TOC)
Sponsors: Paul Holzen
Attachments: [FY 2018 Department Budget Presentation - Engineering & TOC - B&F - Final](#)
[FY2018 Budget - 46100 & 46110 - Engineering&TOC-B&F](#)
[FY 2018 - Engineering & TOC - PER Summary - B&F](#)
5. [17-0179](#) Budget Presentation - Building & Neighborhood Services & Community Development Block Grant Fund (CDBG)
Sponsors: Chris Bridgewater
Attachments: [2017-18 BNS Budget Presentation](#)
[FY2018 Budget - 41900 - Building Neighborhood Services-B&F](#)
[FY2018 Budget - 170- CDBG - B&F](#)
[FY 2018 - BNS & CDBG - PER Summary](#)

6. [17-0178](#) Budget Presentation - Planning & Sustainability
- Sponsors:** Emily Hunter
- Attachments:** [FY 2018 Planning & Sustainability - Department Budget Presentation - B&F](#)
[FY2018 Budget - 41700 - Planning Sustainability - B&F](#)
[FY 2018 - Planning - PER Summary](#)
7. [17-0184](#) Budget Presentation - Law Department
- Sponsors:** Shauna Billingsley
- Attachments:** [FY 2018 Department Budget Presentation - Law - B&F](#)
[FY2018 Budget - 41400 - Law - B&F](#)
[FY 2018 - Law - PER Summary](#)
8. [17-0185](#) Budget Presentation - Communications
- Sponsors:** Milissa Reiersen
- Attachments:** [FY 2018 Budget Presentation - Communications - B&F](#)
[FY2018 Budget - 41330 - Communications - B&F](#)
[FY 2018 - Communications - PER Summary - B&F](#)
9. [17-0186](#) Budget Presentation - Economic Development
- Sponsors:** Eric Stuckey
- Attachments:** [Economic Development Presentation - 03092017](#)
[FY 2018 - 45925 - Economic Development](#)
10. [17-0183](#) Budget Presentations - Elected Officials and Administration
- Sponsors:** Eric Stuckey
- Attachments:** [FY 2018 Budget Presentation - Elected Officials & Administration - B&F](#)
[FY2018 Budget - 41100 & 41300 - Elected Officials & Administration - 03012017](#)
[FY 2018 - Elected Officials & Administration - PER Summary - B&F](#)
11. [17-0173](#) Consideration of Annual Audit Contract 2017-0055 with Crosslin and Associates for City of Franklin for Fiscal Year 2017 to be Executed by City Administrator per Resolution 2016-08 (03/09/17 Finance 4-0)
- Sponsors:** Mike Lowe
- Attachments:** [Contract to Audit Accounts - City of Franklin - 2017](#)
[RESOLUTION 2016-08](#)

12. [17-0174](#) Consideration of Annual Audit Contract 2017-0056 with Crosslin and Associates for the Cool Springs Conference Center for Fiscal Year 2017 to be Executed by City Administrator per Resolution 2016-09 (03/09/17 Finance 4-0)

Sponsors: Mike Lowe

Attachments: [Contract to Audit Accounts - Conference Center - 2017](#)
[RESOLUTION 2016-09](#)

13. [17-0209](#) Monthly Reports for March 2017

Attachments: [Finance Department - Monthly Reports for March 2017](#)

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.



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Street Department

Street Maintenance Division

Street Traffic Division

Street Fleet Maintenance Division

State Street Aid

Director of Streets

Joe York



City of Franklin, Tennessee - FY 2018 Budget Request

Street Department

Outline

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



City of Franklin, Tennessee - FY 2018 Budget Request

Street Department

Purpose of Department

Our desire and mission is to ensure the Citizens we serve receive the high quality of workmanship they deserve as we strive to properly enhance City owned properties and networks.

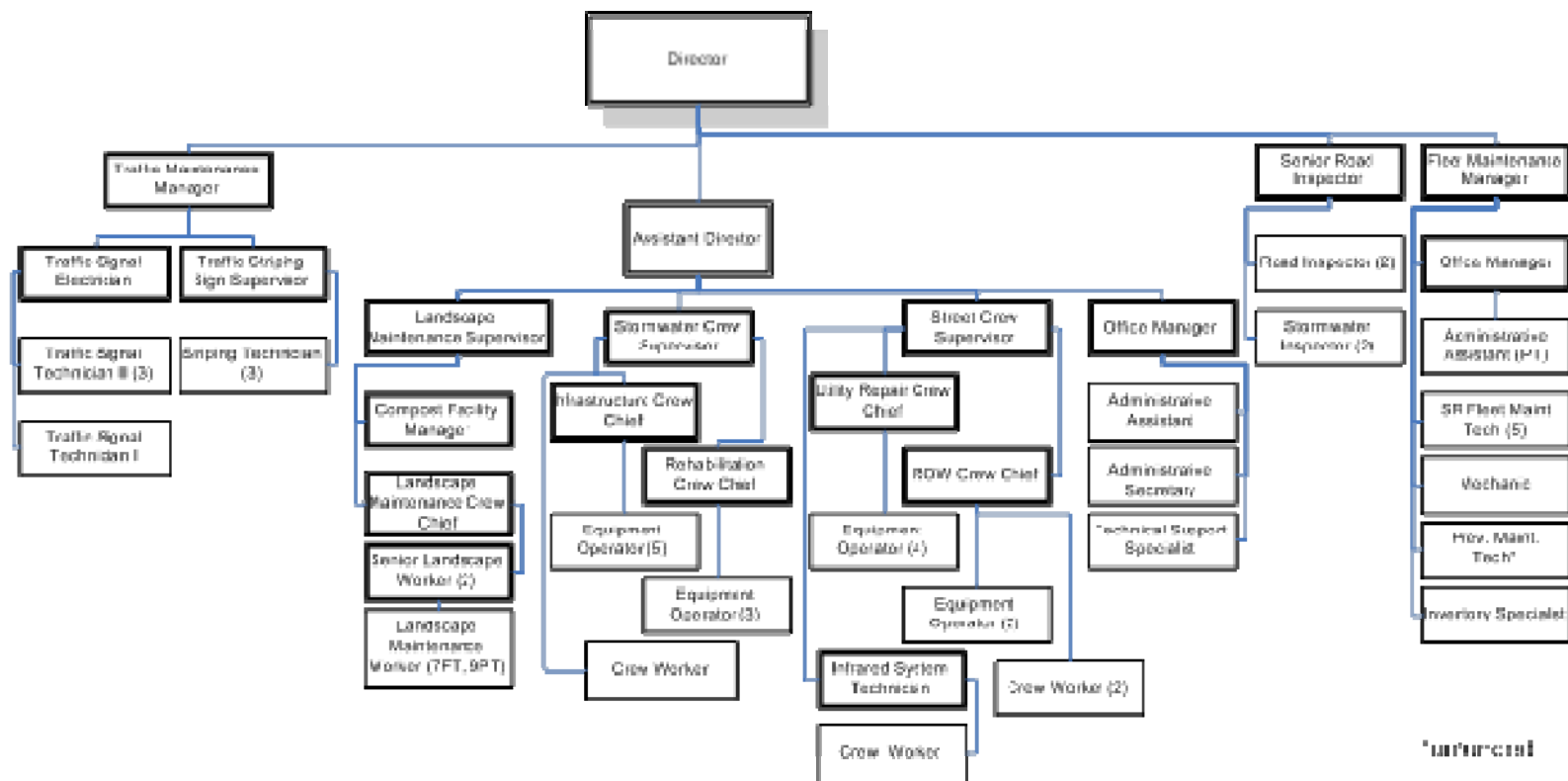
- Maintain a vibrant Downtown**
- Provide motorists with excellent driving surfaces**
- Perform quality maintenance operations within City Rights of Way**
- Ensure functional stormwater conveyances**
- Repair and maintain City owned Fleet (Vehicles & Equipment)**
- Manage traffic safety appurtenances like signage, striping & signalization**
- Minimize delays experienced by Citizens following Inclement Weather (Ice, Snow, Downed Trees, Debris etc.)**



City of Franklin, Tennessee - FY 2018 Budget Request

Street Department

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request **Street Maintenance Division**

Base Budget Request: Personnel

Personnel:

2017: \$2,500,813

2018: \$2,530,331

Difference: \$29,518 or 1.2%

Current Staffing Level

(36) Full-time Employees

(6) Part-time Employees

Request Staffing Level FY18:

(37) Full-time Employees

(5) Part-time Employees



City of Franklin, Tennessee - FY 2018 Budget Request **Street Maintenance Division**

Base Budget Request: Operations

FY 17 Operations: \$1,708,031

FY 18 Operations: \$1,641,801

Difference: (\$66,230) or – 4%

There are small increases and decreases in areas throughout the operating budget. We are anticipating the greatest decrease in our Equipment and Vehicle repair services provided by Fleet Maintenance Division.



City of Franklin, Tennessee - FY 2018 Budget Request **Street Maintenance Division**

Program Enhancement Requests

Total Personnel Enhancements: (2) Requests = \$41,370

P/T Sidewalk Inspector to F/T Sidewalk Inspector

**Compost Facility: Re-classification from Landscape Maintenance
Worker to Equipment Operator**



City of Franklin, Tennessee - FY 2018 Budget Request **Street Maintenance Division**

Program Enhancement Requests

Vehicle and Equipment Program Enhancements: (3) = \$125,500

Vibratory Asphalt Roller (Replacement) \$27,000

Service Truck (Replacement) \$54,000

Landscape 1-ton Pick-up (Replacement) \$44,500





City of Franklin, Tennessee - FY 2018 Budget Request **Street Maintenance Division**

Program Enhancement Requests

Capital Program Enhancements: (2) = \$65,000

Compost Facility Office Trailer \$25,000

Compost Facility (2) Clear Span Storage Shelters \$40,000





City of Franklin, Tennessee - FY 2018 Budget Request **Street Traffic Division**

Base Budget Request: Personnel

Personnel:

2017: \$760,337

2018: \$787,186

Difference: \$26,849 or 3.5%

Current Staffing Level

(10) Full-time Employees

Request Staffing Level FY18:

(10) Full-time Employees



City of Franklin, Tennessee - FY 2018 Budget Request **Street Traffic Division**

Base Budget Request: Operations

FY 17 Operations: \$789,260

FY 18 Operations: \$576,938

Difference: (\$212,322) or -27%

High Mast Interstate Lighting Project funded FY17 (\$175,000) has been completed. Therefore 83642 Streetlight parts and supplies is experiencing a large reduction in funding.



City of Franklin, Tennessee - FY 2018 Budget Request **Street Traffic Division**

Program Enhancement Requests



- **Personnel Enhancement: (1) \$17,420
Supervisor Reclassifications PG "G"**
- **Vehicle Enhancement: (1) \$112,500
(Replacement) Bucket Truck**
- **Capital Enhancement: (1) \$25,000
Downtown Streetlight Pole Painting**





City of Franklin, Tennessee - FY 2018 Budget Request **Street Fleet Division**

Base Budget Request: Personnel

Personnel:

2017: \$676,250

2018: \$701,909

Difference: \$25,659 or 3.8%

Current Staffing Level

(9) Full-time Employees

(1) Part-time Employee

Request Staffing Level FY18:

(10) Full-time Employees

(0) Part-time Employee



City of Franklin, Tennessee - FY 2018 Budget Request **Street Fleet Division**

Base Budget Request: Operations

FY 17 Operations: \$516,373

FY 18 Operations: \$376,652

Difference: (\$139,721) or -27%

Lease/Loan Principal is experiencing the greatest drop in funding (Approximately \$92,000) as FY17 was the end of outstanding debt within the Fleet Division.

82620 Equipment repair & Maintenance supplies is projected to be decreased by \$33,000. Impacted greatly by the purchase of new vehicles and equipment.



City of Franklin, Tennessee - FY 2018 Budget Request **Street Fleet Division**

Program Enhancement Requests

Personnel Enhancements: (2) \$19,679

Part-time Administrative Secretary to Full-time

Re-classify Senior Fleet Maintenance Technician to Fleet Maintenance Superintendent (PG "G")



City of Franklin, Tennessee - FY 2018 Budget Request **Street Aid & Transportation Fund**

Annual Paving Budget

FY 17 Revenue: \$2,962,643

FY 18 Projected Revenue: \$2,936,636

Difference: (\$26,007) or -1%

FY17 Sidewalk Repair/Replacement/Gap: \$512,440

FY18 Sidewalk Repair/Replacement: \$445,000

Difference: (\$67,440) or -13%



City of Franklin, Tennessee - FY 2018 Budget Request **State Street Aid**

Program Enhancement Requests

Operations Paving and Repair Service Request: (1)

Pavement Preservation \$400,000



City of Franklin, Tennessee - FY 2018 Budget Request **Street Department**

Summary

We are passionate about our service. We desire to work diligently, minimize waste and build relationships in the communities we serve. We continue to seek ways to improve our organization & maintain a high level of service. As we move forward into 2017/18 we will monitor the industry and capitalize on those work practices that make us the most effective and efficient. We owe it to you, our great City and the Employees that serve beside us.



City of Franklin, Tennessee

FY 2018 Operating Budget

Streets - Maintenance

Joe York, Director

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	2,010,164	2,231,051	2,500,813	2,436,733	2,530,331	29,518	1.2%
Operations	1,303,352	1,593,219	1,708,031	1,663,247	1,641,801	-66,230	-3.9%
Capital	0	0	0	0	0	-	0.0%
Total	3,313,516	3,824,270	4,208,844	4,099,980	4,172,132	-36,711	-0.9%

Departmental Summary

The Street Department, Maintenance Division includes Street and Landscape Maintenance.

The Street Maintenance Division currently maintains 327 miles of roadway and a portion of designated medians including, Downtown Franklin, Streetscape, Public Works facility and landscaping along the right-of-way of Mack Hatcher Pkwy from Murfreesboro Road to Franklin Road.

Compost

The Compost Facility defers yard waste and collected leaves from entering the Landfill. This valuable resource is processed and used to complete Stormwater projects, backyard gardening, Parks projects, etc.. Tipping fees are diverted, saving the City and Planet.

Infrared Patch Truck

The Street Department began using infrared technology to perform routine patching practices in 2012.

Road Salt and Salt Brine

We currently house 2400 ton of Road Salt and 1800 gallon of Salt Brine solution at (2) two strategic locations.

Pre-event calculated costs for standard salt spreading method are approx. \$7.50 per lane mile.
Pre-event calculated costs for salt brine method are approx. \$1.70 per lane mile. Post-event calculations could double the amount for both methods.



City of Franklin, Tennessee

FY 2018 Operating Budget

Streets - Maintenance

Joe York, Director

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

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



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

Theme:

All themes applicable; none specified.

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

	2014	2015	2016	2017*	2018*
Accepted Roadways Maintained (Centerline Miles)	N/A	323	323	327	328
Total Miles of Sidewalks Maintained	N/A	N/A	303	310	310
Catch Basins/Gutters Maintained	N/A	13,641	13,641	13,641	13,641
Stormwater Channels Maintained (Linear ft.)	N/A	183,091	183,091	183,091	183,091
Gravity Mains Maintained	N/A	12,384	12,384	12,384	12,384
Crosswalks Painted	N/A	1,240	2,305	2,000	2,000
Centerlines Painted	N/A	22,200	59,466	50,000	50,000
Number of Streets Repaired	N/A	37	21	40	40
Number of Potholes Repaired	N/A	407	503	500	500
Number of Citizen Concerns Received	N/A	532	692	600	600
Major Weather Events					
Amount of Salt Used (ton)	N/A	450	374	500	500
Amount of Brine Used (gallon)	N/A	32,000	48,125	45,000	45,000
Cost to pave streets	\$ 2,052,000	\$ 2,157,252	\$ 2,137,609	\$ 2,250,000	\$ 3,367,101
Cost to repair sidewalks	\$ 125,000	\$ 247,200	\$ 261,576	\$ 279,600	\$ 261,600
Cost of Curb & Gutter	\$ 10,000	\$ 10,600	\$ 15,000	\$ 10,900	\$ 10,900
Leaf Vacuum Season (cubic yds)	7,955	9,048	8,920	10,351	10,351

Efficiency Measures

	2014	2015	2016	2017*	2018*
Avg. Cost to Repair Streets (Sq.Yd.)	\$ 62.08	\$ 62.12	\$ 79.00	\$ 79.00	\$ 80.00
Avg. Cost to Repair Sidewalks (Sq. Ft.)	\$ 11.96	\$ 11.96	\$ 8.50	\$ 8.50	\$ 8.50
Avg. Cost to Repair Catch Basins/Gutters	N/A	N/A	N/A	N/A	N/A



City of Franklin, Tennessee

FY 2018 Operating Budget

Streets - Maintenance

Joe York, Director

Performance Measures

Outcome (Effectiveness) Measures

		2014	2015	2016	2017*	2018*
	Response Time					
	- From Receipt to Investigation to Notification	N/A	24 hrs	24 hrs	24 hrs	24 hrs
	- From Notification to Resolution	N/A	72 hrs	72 hrs	72 hrs	72 hrs

*estimated

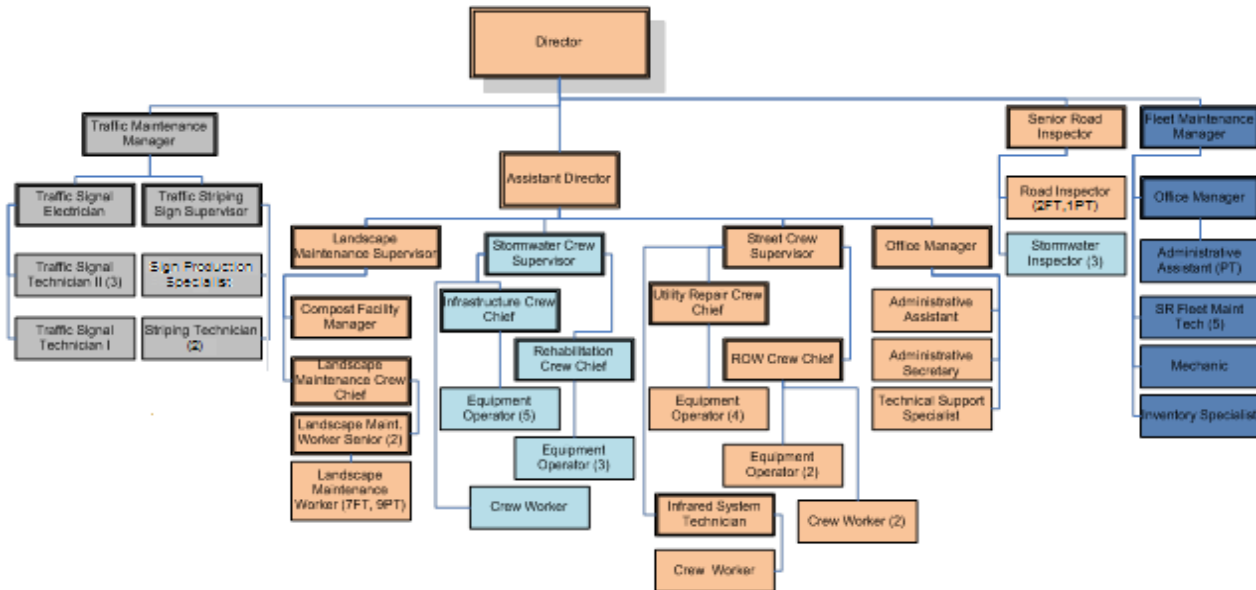


City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart

The organization chart below shows the entire Streets Department.



Streets - Maintenance Personnel are shown in Peach

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



City of Franklin, Tennessee

FY 2018 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Street Director	Grade K	1	0	1	0	1	0	1	0	1	0
Assistant Director	Grade J	1	0	1	0	1	0	1	0	1	0
Senior Road Inspector	Grade G	1	0	1	0	1	0	1	0	1	0
Landscape Maint. Super.	Grade F	1	0	1	0	1	0	1	0	1	0
Road Inspector	Grade F	2	0	2	0	2	0	2	1	2	1
Office Manager	Grade F	1	0	1	0	1	0	1	0	1	0
Sr. Fleet Maint. Tech.	Grade F	1	0	0	0	0	0	0	0	0	0
Compost Facility Manager	Grade E	1	0	1	0	1	0	1	0	1	0
Technical Support Specialist	Grade E	1	0	1	0	1	0	1	0	1	0
Street Crew Supervisor	Grade E	2	0	1	0	1	0	1	0	1	0
Crew Chief	Grade E	0	0	2	0	2	0	2	0	2	0
Infrared System Technician	Grade E	1	0	1	0	1	0	1	0	1	0
Landscape Maint. Crew Chief	Grade E	1	0	1	0	1	0	1	0	1	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Heavy Equipment Operator	---	0	0	0	0	0	0	0	0	0	0
Sr. Equipment Operator	---	0	0	0	0	0	0	0	0	0	0
Equipment Operator	Grade D	8	0	6	0	6	0	6	0	6	0
Landscape Maint. Worker Sr.	Grade C	2	0	2	0	2	0	2	0	2	0
Administrative Secretary	Grade B	1	0	1	0	1	0	1	0	1	0
Landscape Maint. Worker	Grade B	4	7	7	9	7	9	9	5	9	5
Crew Worker	Grade B	3	0	3	0	3	0	3	0	3	0
Totals		33	7	34	9	34	9	36	6	36	6



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	1,414,507	1,593,437	1,720,945	1,685,245	1,658,317	(62,628)	-3.6%
Employee Benefits	595,657	637,614	779,868	751,488	872,014	92,146	11.8%
Total Personnel	2,010,164	2,231,051	2,500,813	2,436,733	2,530,331	29,518	1.2%
Operations							
Transportation Services	602	227	689	402	439	(250)	-36.3%
Operating Services	5,676	5,801	4,550	5,710	10,460	5,910	129.9%
Notices, Subscriptions, etc.	4,214	3,971	4,646	3,931	4,780	134	2.9%
Utilities	851,580	853,283	774,700	778,260	779,305	4,605	0.6%
Contractual Services	603	1,250	4,230	2,430	13,200	8,970	212.1%
Repair & Maintenance Services	58,758	194,858	218,500	193,015	207,500	(11,000)	-5.0%
Employee programs	4,639	8,457	10,815	9,437	9,120	(1,695)	-15.7%
Professional Development/Travel	7,412	7,307	11,020	10,950	13,830	2,810	25.5%
Office Supplies	7,853	7,188	9,800	8,850	9,400	(400)	-4.1%
Operating Supplies	35,812	35,745	38,600	36,900	37,250	(1,350)	-3.5%
Fuel & Mileage	55,931	37,270	60,200	60,000	60,000	(200)	-0.3%
Machinery & Equipment (<\$25,000)	76,429	59,238	80,690	84,345	89,100	8,410	10.4%
Repair & Maintenance Supplies	87,579	149,327	151,425	154,499	164,605	13,180	8.7%
Operational Units	-	2,814	750	750	750	-	0.0%
Property & Liability Costs	10,352	82,565	93,326	71,208	62,855	(30,471)	-32.7%
Rentals	1,049	1,237	3,280	1,750	5,805	2,525	77.0%
Permits	3,047	7,000	4,250	4,250	4,370	120	2.8%
Debt Service and Lease Payments	91,816	135,681	236,560	236,560	169,032	(67,528)	-28.5%
Total Operations	1,303,352	1,593,219	1,708,031	1,663,247	1,641,801	(66,230)	-3.9%
Capital	-	-	-	-	-	-	0.0%
Total Streets - Maintenance	3,313,516	3,824,270	4,208,844	4,099,980	4,172,132	(36,711)	-0.9%

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
= 81110	REGULAR PAY	1,370,969	1,554,305	1,733,877	1,000,459	1,625,746	1,671,831	1,738,704	1,808,252
81120	OVERTIME PAY	39,911	39,132	45,000	36,615	59,499	45,000	45,000	45,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	3,627							
81199	VACANCY ADJUSTMENT			(57,932)			(58,514)	(60,855)	(63,289)
= XWAGE	TOTAL WAGES	1,414,507	1,593,437	1,720,945	1,037,074	1,685,245	1,658,317	1,722,849	1,789,963
= 81410	FICA (EMPLOYER'S SHARE)	101,450	114,386	126,622	74,013	124,370	127,895	133,011	138,331
= 81420	MEDICAL PREMIUMS	396,358	447,179	528,694	260,730	521,460	598,942	658,836	724,720
= 81430	GROUP INSURANCE PREMIUMS	28,582	29,811	30,957	18,554	35,282	34,922	36,668	38,502
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(89,627)	(100,595)	(118,765)	(70,963)	(141,926)	(131,724)	(144,896)	(159,386)
! 81450	RETIREMENT CONTRIBUTIONS	116,311	133,440	182,280	136,709	182,280	204,844	225,328	247,861
81455	DEFERRED COMP MATCH	6,760	8,783	9,635	4,537	9,074	9,528	10,004	10,504
81460	UNEMPLOYMENT CLAIMS			5,686			6,000	6,000	6,000
81470	WORKERS COMPENSATION PREMIUMS	14,349	13,329	14,759	20,577	20,577	21,606	22,686	23,820
81475	WORKERS COMPENSATION CLAIMS	21,474	(8,719)		371	371			
= XBEN	TOTAL BENEFITS	595,657	637,614	779,868	444,528	751,488	872,014	947,637	1,030,352
= XPER	TOTAL PERSONNEL	2,010,164	2,231,051	2,500,813	1,481,602	2,436,733	2,530,331	2,670,486	2,820,315
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	198	45	109	41	85	109	109	109
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	9							
82130	VEHICLE LICENSES & TITLES	395	182	330	29	317	330	330	330
82140	VEHICLE TOW-IN SERVICES			250					
= XTRC	TOTAL TRANSPORTATION CHARGES	602	227	689	70	402	439	439	439
! 82210	PRINTING & COPYING SERVICES, OUTSOURCED	13	551	250		250	5,000	270	280
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES								
82240	TRANSCRIPTION FEES	999		1,000		1,000	1,000	1,000	1,000
! 82250	TESTING & PHYSICALS	4,544	4,186	2,300	1,782	2,400	2,400	2,400	2,400
82260	UNIFORM RENTAL & SERVICES								
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES		1,064						
82299	OTHER OPERATING SERVICES	120		1,000	2,060	2,060	2,060	2,100	2,100
= XOPSV	TOTAL OPERATING SERVICES	5,676	5,801	4,550	3,842	5,710	10,460	5,770	5,780
82310	LEGAL NOTICES	1,607	1,700	1,500	1,231	1,231	1,550	1,600	1,600
! 82350	DUES FOR MEMBERSHIPS	1,276	991	1,090	272	1,000	1,100	1,150	1,200
82355	PROFESSIONAL STANDARDS /ACCREDITATION	125		200	220	200	210	220	220
! 82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	910	1,189	1,200		900	1,200	1,200	1,200
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	21							
82375	EMERGENCY RELIEF								
82379	UNITED WAY CAMPAIGN			546		500	600	625	650
82385	PUBLICATIONS, NON-TRAINING	275	91	110		100	120	130	130
= XNOPS	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	4,214	3,971	4,646	1,503	3,931	4,780	4,925	5,000
! 82410	ELECTRIC SERVICE	831,942	822,063	750,000	340,543	750,000	750,000	750,000	750,000
+ 82420	WATER & SEWER SERVICE	6,191	10,028	10,530	14,718	13,700	13,700	13,700	13,700
1 82425	Columbia Ave, Five points, 5th Ave, Street Scape Irrigation			2,330		4,000	3,500	3,500	3,500
2 82430	Irrigation Carothers Parkway from Hwy 96 - Coalsprings			3,500		4,000	5,000	5,000	5,000
3 82435	Streets Dept. Satellite Facility, Irrigation on Square			3,500		4,000	4,000	4,000	4,000
4 82440	Various	6,191	10,028		14,718		1,200	1,200	1,200
5 82445	Mack Hatcher Irrigation			1,200		1,700			

Account	Label		Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
6	Line Item 6									
7	Line Item 7									
*	Amount missing from detail									
82430	STORMWATER SERVICE		339	255	360	128	350	350	350	350
82435	SOLID WASTE SERVICE		662	10,440	850	17,834	1,200	1,200	1,200	1,200
82440	NATURAL GAS SERVICE		70		1,550		1,500	1,600	1,650	1,650
82450	TELEPHONE SERVICE		1,420	1,334	1,700	805	1,500	1,750	1,750	1,750
82451	800 MHZ ACCESS LINE SERVICE		2,512	2,529	2,355	1,442	2,355	2,530	2,530	2,530
82455	CELLULAR TELEPHONE SERVICE		7,769	5,963	6,700	3,896	7,000	7,500	7,500	7,500
82470	INTERNET & RELATED SERVICES		675	671	655	513	655	675	675	675
=	XUTIL		851,580	853,283	774,700	379,879	778,260	779,305	779,355	779,355
!	COMPUTER SERVICES				1,000		500			
82520	LEGAL SERVICES		65		730		730			
82560	CONSULTANT SERVICES									
!	OTHER CONTRACTUAL SERVICES		538	1,250	2,500		1,200	13,200	1,200	1,200
=	XCTS		603	1,250	4,230		2,430	13,200	1,200	1,200
!	VEHICLE REPAIR & MAINTENANCE SERVICES		445	101,551	115,000	15,414	100,000	115,000	115,000	115,000
!	EQUIPMENT REPAIR & MAINTENANCE SERVICES		3,026	72,865	87,000	19,293	75,000	75,000	75,000	75,000
82640	PAVING & REPAIR SERVICES		54,271			2,515	2,515			
82642	STREETLIGHT REPAIR & MAINTENANCE SERVICES									
+	82647			18,450						
1	Handicap ramp repair prior to street resurfacing projects									
2	Sidewalk replacement throughout City			18,450						
*	Amount missing from detail									
+	82652		300		2,000		1,500	2,000	2,000	2,000
1	Irrigation Repair				1,000		500	1,000	1,000	1,000
2										
3										
4	Graffiti Removal				1,000		1,000	1,000	1,000	1,000
5	Various		300							
*	Amount missing from detail									
!	IRRIGATION SERVICES				1,000		500	1,000	1,000	1,000
!	TREE SERVICES			1,600	2,500		2,500	2,500	2,500	2,500
82660	BUILDING REPAIR & MAINTENANCE SERVICES		417	392	11,000	246	11,000	12,000	13,000	13,000
82689	OTHER REPAIR & MAINTENANCE SERVICES		299							
=	XRMSV		58,758	194,858	218,500	37,468	193,015	207,500	208,500	208,500
82740	EMPLOYEE WELLNESS PROGRAM					657	657			
!	EMPLOYEE RECOGNITION/RECEPTIONS		1,129	1,846	2,050	1,060	2,050	2,100	2,150	2,200
!	SAFETY PROGRAMS				2,060		2,000	2,120	2,180	2,180
+	82760		2,845	3,216	3,230	1,625	3,230	3,300	3,400	3,400
1	Flagger Training				1,280		1,280	1,200	1,200	1,200
2	Hazardous Material Training				1,100		1,100	1,200	1,300	1,300
3	Administrative Staff Training (Skill Path)				850		850	900	900	900
4	Various		2,845	3,216		1,625				
*	Amount missing from detail									
82780	TRAINING, IN-HOUSE		665	3,395	3,475		1,500	1,600	1,700	1,800
=	XEPS		4,639	8,457	10,815	3,342	9,437	9,120	9,430	9,580
+	REGISTRATIONS		2,098	70	3,480		3,450	3,480	3,000	3,050
!	S.W.A.N.A.							1,000	1,000	1,000
2	World of Concrete							1,200	1,200	1,200
!	APC Conference				2,730		2,700	530		
4	A.P.W.A.				750		750	750	800	850
6	Career Development		2,098	70						
*	Amount missing from detail									

Account	Label		Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
+ 82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)		193	176	700		700	1,600	1,600	1,600
1	S.W.A.N.A.							400	400	400
2	World of Concrete							500	500	500
3	APC Conference							700	700	700
4	A.P.W.A.			176	700					
5	Career Development		193							
*	Amount missing from detail									
+ 82830	AIR TRAVEL		1,232	1,412	2,208		2,200	3,200	3,700	3,700
1	S.W.A.N.A.							700	700	700
2	World of Concrete							1,500	1,500	1,500
3	APC Conference				1,208		1,200			
4	A.P.W.A.				1,000		1,000	1,000	1,500	1,500
5	Career Development		1,232	1,412						
*	Amount missing from detail									
+ 82840	LODGING		3,126	4,870	2,832		2,800	3,450	3,650	3,650
1	S.W.A.N.A.							650	650	650
2	World of Concrete							1,800	1,800	1,800
3	APC Conference				1,832		1,800			
4	A.P.W.A.				1,000		1,000	1,000	1,200	1,200
5	Career Development		3,126	4,870						
*	Amount missing from detail									
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)		709	779	1,800		1,800	2,100	2,200	2,200
1	S.W.A.N.A.							400	400	400
2	World of Concrete							900	900	900
3	APC Conference				1,000		1,000			
4	A.P.W.A.				800		800	800	900	900
5	Career Development		709	779						
*	Amount missing from detail									
82890	OTHER TRAVEL EXPENSES		54							
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL		7,412	7,307	11,020		10,950	13,830	14,150	14,200
83110	OFFICE SUPPLIES		1,708	1,561	3,000	682	2,700	2,700	2,700	2,700
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)				500		250	250	250	250
83130	EMPLOYEE BENEVOLENCE ITEMS		268	77	300	247	300	250	250	250
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)		5,877	5,550	6,000	1,689	5,600	6,200	6,400	6,400
= XOFS	TOTAL OFFICE SUPPLIES		7,853	7,188	9,800	2,618	8,850	9,400	9,600	9,600
83210	TRAINING SUPPLIES				750		300	350	350	350
83220	SAFETY SUPPLIES		18,090	13,579	12,250	6,032	12,000	12,500	13,000	13,000
83230	UNIFORMS PURCHASED		13,657	17,558	18,600	9,649	18,600	19,000	19,000	19,000
83270	CONSUMABLE TOOLS		702	1,613	3,500	77	2,500	2,700	3,000	3,000
1	Mechanics Tools									
2	Hand tools				2,000		1,000	1,200	1,500	1,500
3	Inspectors Tools		702	1,613	1,500	77	1,500	1,500	1,500	1,500
*	Amount missing from detail									
83290	SOLID WASTE CONTAINERS									
83295	OTHER OPERATING SUPPLIES		3,363	2,995	3,500	1,450	3,500	3,200	3,200	3,200
= XOFS	TOTAL OPERATING SUPPLIES		35,812	35,745	38,600	17,208	36,900	37,250	38,050	38,550
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		55,931	37,270	60,200	19,386	60,000	60,000	62,000	64,000
= XFUEL	TOTAL FUEL & MILEAGE		55,931	37,270	60,200	19,386	60,000	60,000	62,000	64,000
83510	FURNITURE, FIXTURES (<\$25,000)			984	2,090	5,231	5,231	2,900	3,000	3,000
83520	VEHICLES (<\$25,000)									
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)		68,585	42,242	66,200	29,096	66,200	70,000	34,000	11,000
1	Downtown & Streetscape (Hillsboro Rd) Equipment				2,000		2,000	2,000	2,000	2,000
10	Walk behind Mower							3,000		
11	R.O.W. Mowing Crews Small Equipment				2,000		2,000	2,000	2,000	2,000

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
12	Infrared Truck, Heater Elements, Regulators			5,000		5,000	5,000	5,000	5,000
13	Compost Facility Tod's / Incidents			1,000		1,000	1,000	1,000	1,000
14	Compost Facility Fence						8,000		
15	Storage Building			14,000		14,000	5,500		
16	Portable Generator			1,500		1,500			
17	Various		42,242		29,096			10,000	
2	Computer Monitors	68,585		4,000		4,000	2,000		
3	Rear Discharge Mower						12,500	13,000	
4	V box spreader (replacement)			16,500		16,500			
5	2 Heavy Duty 18' Trailers			13,000		13,000	11,000		
6	Motorola XTS 1500 batteries			1,000		1,000	1,000	1,000	1,000
7	Rear Tire Tiller						2,000		
8	Leaf Box			6,200		6,200			
9	Covered Storage Bins						15,000		
*	Amount missing from detail								
83540	COMPUTER HARDWARE (<\$25,000)	7,844	15,491	10,900	12,558	11,914	15,500	12,000	12,000
83550	COMPUTER SOFTWARE (<\$25,000)		521	1,500	948	1,000	1,200	1,200	1,200
=	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	76,429	59,238	80,690	47,833	84,345	89,600	50,200	27,200
83610	VEHICLE PARTS & SUPPLIES	2,891	3,132	500		500	500	500	500
83620	EQUIPMENT PARTS & SUPPLIES	4,707	3,213	2,500	820	2,500	2,500	2,500	2,500
+ 83640	PAVING & REPAIR SUPPLIES	25,420	66,159	78,150	10,866	78,150	75,800	77,000	77,000
1	Road Salt (approximately 500 ton)			38,200		38,200	39,300	40,500	40,500
2	Asphalt for Pothole & Roadway Repair			22,500		22,500	22,000	22,000	22,000
3	Various		66,159		10,866				
4	Propane for infra-red truck			10,900		10,900	8,000	8,000	8,000
5	Rejuvenator for asphalt infra-red			6,550		6,550	6,500	6,500	6,500
6	Line Item 6	25,420							
*	Amount missing from detail								
83642	STREETLIGHT PARTS & SUPPLIES								
83643	SIGN SUPPLIES								
83647	SIDEWALK REPAIR SUPPLIES		737		6,399	13,000	25,000	25,000	25,000
+ 83652	LANDSCAPING SUPPLIES	44,063	66,011	54,775	29,482	44,775	44,300	37,300	37,300
1	Mulch			26,500		16,500	18,000	18,000	18,000
2	Pre- Emergent, Post Emergent, Fertilizer, Grass Seed etc.			8,250		8,250	3,000	3,000	3,000
3	Tree & Shrub Replacement			2,725		2,725	10,000	3,000	3,000
4	New Planting Installation, Includes Hanging basket plantings			3,300		3,300	3,000	3,000	3,000
5	Weed eater cord, Christmas Decorations, Baskets, Trash recepticles, etc.			14,000		14,000	10,300	10,300	10,300
6	Various	44,063	66,011		29,482				
*	Amount missing from detail								
83655	IRRIGATION SUPPLIES	256		500		500	505	510	510
83656	GROUNDS MAINTENANCE SUPPLIES	744							
83660	BUILDING MAINTENANCE SUPPLIES	8,487	8,586	15,000	8,078	15,000	16,000	17,000	18,000
83669	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	1,011	1,489		74	74			
=	TOTAL REPAIR & MAINTENANCE SUPPLIES	87,579	149,327	151,425	55,719	154,499	164,605	159,810	160,810
84630	TREE BANK COSTS		2,718						
84920	2ND AVE PARKING GARAGE OPERATIONS		96	250		250	250	250	250
84930	4TH AVE PARKING GARAGE OPERATIONS			500		500	500	500	500
=	TOTAL OPERATIONAL UNITS		2,814	750		750	750	750	750
85110	PROPERTY INSURANCE	1,324	7,916	8,312	2,017	2,017	2,118	2,224	2,335
85119	FRAUD INSURANCE								
85120	INLAND MARINE INSURANCE	4,900		5,824	5,036	5,036	5,288	5,552	5,830
85113	AUTO PHYSICAL DAMAGE	1,579	1,725	1,811	1,998	1,998	2,098	2,203	2,313
85115	LIABILITY INSURANCE	27,434	27,229	28,590	13,695	13,695	14,380	15,099	15,854
85116	E&O LIABILITY INSURANCE	3,100							
85119	VEHICLE LIABILITY INSURANCE	14,924	23,492	24,667	19,005	19,005	19,555	20,953	22,001

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
85118	LAW ENFORCEMENT LIABILITY INSURANCE								
85119	UMBRELLA LIABILITY		2,391	2,511	2,589	2,589	2,718	2,854	2,997
85120	PROPERTY DAMAGE COSTS	(43,574)	17,482	18,356	12,073	8,617	9,048	9,500	9,975
85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES				2,591	3,000	3,150	3,308	3,473
85125	LIABILITY CLAIMS/DEDUCTIBLES	562							
85126	PUBLIC LIABILITY CLAIMS/DEDUCTIBLES				12,651	12,651			
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		2,330	3,150	888	2,500	4,000	4,000	4,000
85140	SURETY/NOTARY BONDS	103		105		100	100	100	100
=	XPLC TOTAL PROPERTY & LIABILITY COSTS	10,352	82,565	93,326	72,543	71,208	62,455	65,793	68,878
+	EQUIPMENT RENTAL & LEASES	1,049	1,237	3,280	426	1,750	5,805	5,830	5,850
1		1,049	1,237		426				
!	Equipment rental misc.			2,500		1,000	5,000	5,000	5,000
3	Porta John compost facility			780		750	805	830	850
*	Amount missing from detail								
=	XRENT TOTAL RENTALS	1,049	1,237	3,280	426	1,750	5,805	5,830	5,850
!	PERMITS	3,000		4,000		4,000	4,120	4,240	4,360
!	STATE FEES	24	7,000	250		250	250	250	250
85340	RECORDING & FILING FEES	23							
=	XPERM TOTAL PERMITS	3,047	7,000	4,250		4,250	4,370	4,490	4,610
85530	E-COMMERCE FEES				119				
=	XFLF TOTAL FINANCIAL FEES				119				
+	LEASE/LOAN PRINCIPAL	89,057	132,396	229,918	162,411	229,918	165,352	116,629	
01	SunTrust - Compost Screener	89,057							
02	2014 - Salt Brine Mixer			28,126		28,126			
03	2014 - Streets Vehicle			7,739		7,739			
!	2015 - Rear Discharge Mowers (Mack Hatcher) (\$35,000)			11,756		11,756	5,923		
05	2015 - V Box Salt Spreader (Replacement) (\$16,000)								
!	2015 - ATV (\$18,000)								
07	2015 - 24' Box Trailers (Mack Hatcher & Streetscape) (\$15,600)								
08	2015 - Pick-up truck (\$34,000)			11,420		11,420	5,754		
09	2015 - 34 ton Pick-up Truck (Mack Hatcher & Streetscape) (\$30,000)			10,077		10,077	5,077		
				16,123		16,123	8,123		
	2015 - 2 Ton w/dump (Mack Hatcher) (\$48,000)			9,405		9,405	4,738		
11	2015 - Pull Behind Leaf Vacuum (\$28,000)			38,099		38,099	38,565	19,459	
12	2016 - Single Axle Dump Truck			26,667		26,667	26,666	26,666	
13	2017 - Multi-Deck Unit			40,170		40,170	40,170	40,170	
14	2017 - Single Axle Dump Truck			11,017		11,017	11,017	11,016	
15	2017 - Pick-Up Truck			19,319		19,319	19,319	19,318	
16	2017 - Utility Truck								
17	Various		132,396		132,796				
*	Amount missing from detail				29,615				
+	LEASE/LOAN INTEREST	2,759	3,285	6,642	3,292	6,642	3,680	1,586	
01	SunTrust - Compost Screener	2,759							
02	2014 - Salt Brine Mixer			152		152			
03	2014 - Streets Vehicle			42		42			
04	2015 - Rear Discharge Mowers (Mack Hatcher) (\$35,000)			157		157	32		
05	2015 - V Box Salt Spreader (Replacement) (\$16,000)			67		67			
06	2015 - ATV (\$18,000)			75		75			
07	2015 - 24' Box Trailers (Mack Hatcher & Streetscape) (15,600)			65		65			
08	2015 - Pick-up truck (\$34,000)			153		153	31		
09	2015 - 34 ton Pick-up Truck (Mack Hatcher & Streetscape) (\$30,000)			135		135	27		
10	2015 - 2 Ton w/dump (Mack Hatcher) (\$48,000)			216		216	43		
11	2015 - Pull Behind Leaf Vacuum (\$28,000)			126		126	25		
12	2016 - Single Axle Dump Truck			1,057		1,057	591	119	

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
13	2017 - Multi-Deck Unit			1,224		1,224	816	408	
14	2017 - Single Axle Dump Truck			1,808		1,808	1,205	603	
15	2017 - Pick-up Truck			496		496	331	166	
16	2017 - Utility Truck			869		869	579	290	
17	Various		3,285		2,977				
*	Amount missing from detail				315				
=	TOTAL DEBT SERVICE	91,816	135,681	236,560	165,703	236,560	169,032	118,215	
=	TOTAL OPERATIONS	1,303,352	1,593,219	1,708,031	807,659	1,663,247	1,641,901	1,538,507	1,404,302
	Capital								
+ =	VEHICLES (>\$25,000)								
1	NEED TO CORRECT >>>> DOWNTOWN PAVER REMOVAL 2016								
2	Replacement Single Axle Dump								
3	2015 - Pick-up truck (move to lease)								
4	2015 3/4 ton Pick-up Trucks (Mack Hatcher & Streetscape) (move to lease)								
5	2015 2 Ton w/dump (Mack Hatcher) (move to lease)								
6	SUV Director								
7	Utility Truck Concrete								
8	Multi Deck Mower								
9									
*	Amount missing from detail								
=	TOTAL EXPENDITURES	3,313,516	3,824,270	4,208,844	2,289,261	4,099,980	4,172,232	4,208,993	4,224,617



City of Franklin, Tennessee

FY 2018 Operating Budget

Streets - Traffic Division

Joe York, Director

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	723,606	679,667	760,337	869,672	787,186	26,849	3.5%
Operations	475,335	680,971	789,260	765,952	576,938	-212,322	-26.9%
Capital	235,315	0	0	0	0	-	100.0%
Total	1,434,256	1,360,638	1,549,597	1,635,624	1,364,124	-185,474	-12.0%

Department Summary

The Street Department, Traffic Division currently maintains 113 signalized intersections within the City of Franklin. All signal heads are equipped with LED lenses.

Traffic Division personnel are responsible for maintenance of all downtown decorative street lights, City school flashers, high mast interstate lighting located within the City limits along I-65, McEwen interchange, McEwen Drive from Carothers to Coolsprings Blvd., Carothers Parkway walking trail, Boyd Mill Ave., Liberty Park, Carothers Parkway and electronic pedestrian crosswalks throughout the City.

The Traffic Division sign shop manufactures and installs a variety of signs in compliance with M.U.T.C.D. guidelines. The variety of signs produced include: street name signs, directional signs, regulatory signs, informational signs, speed limit and parking signs, etc. In-house sign manufacturing is a cost savings, as well as a time saver. Sign production is performed on an as needed basis, with no delivery time as a factor. No freight or shipping charges are incurred, as compared to purchase from an outside vendor.

With commercial grade printing capabilities, the sign design and production system has been utilized for the production of signs for the Parks, Solid Waste, Fire, and Police Depts. Seasonal downtown decorative banners are produced bi-annually.

Department Outlook

We began a pilot program changing out non-incandescent lighting within the downtown area to Light Emitting Diode. Currently, the Traffic Division has converted 100% of Downtown street lights to LED lighting. We recently completed the High Mast Interstate LED conversion program that was approved in FY17.

GPS and reflectivity activities have been performed on City wide signage, including street names, advanced warning, directional, stop, yield etc. For asset management purposes, all signal data was gathered and entered into the Hansen data base system. This process was completed over the course of several months by physically inspecting, counting and taking GPS points for each signal component. The components include signal poles, traffic signal heads, pedestrian poles and heads, signal control boxes with controllers and monitors, UPS units, signal loops, etc. (on-going)



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

Theme:

All themes applicable; none specified.

Key:	Strategic Plan: FranklinForward		<i>*estimated</i>			
	Sustainable Franklin					
	Tennessee Municipal Benchmarking Project					

2014 2015 2016 2017* 2018*

Workload (Output) Measures

Street Signs Created	1,228	608	333	609	609
Street Signs Replaced		608	333	609	609
Type of Sign Created					
Stop Signs	109	162	51	163	163
Speed Limit Signs	61	91	62	92	92
Street Name Signs	194	111	49	112	112
Parking Signs	35	49	14	50	50
Yield Signs	19	14	2	15	15
Warning Signs	94	102	123	103	103
Road Construction	52	51	22	52	52
All Way Stop Placards	86	N/A	10	N/A	N/A
Signs for Other Depts	261	224	311	225	225
Downtown Banners	20	91	140	92	92

Efficiency Measures

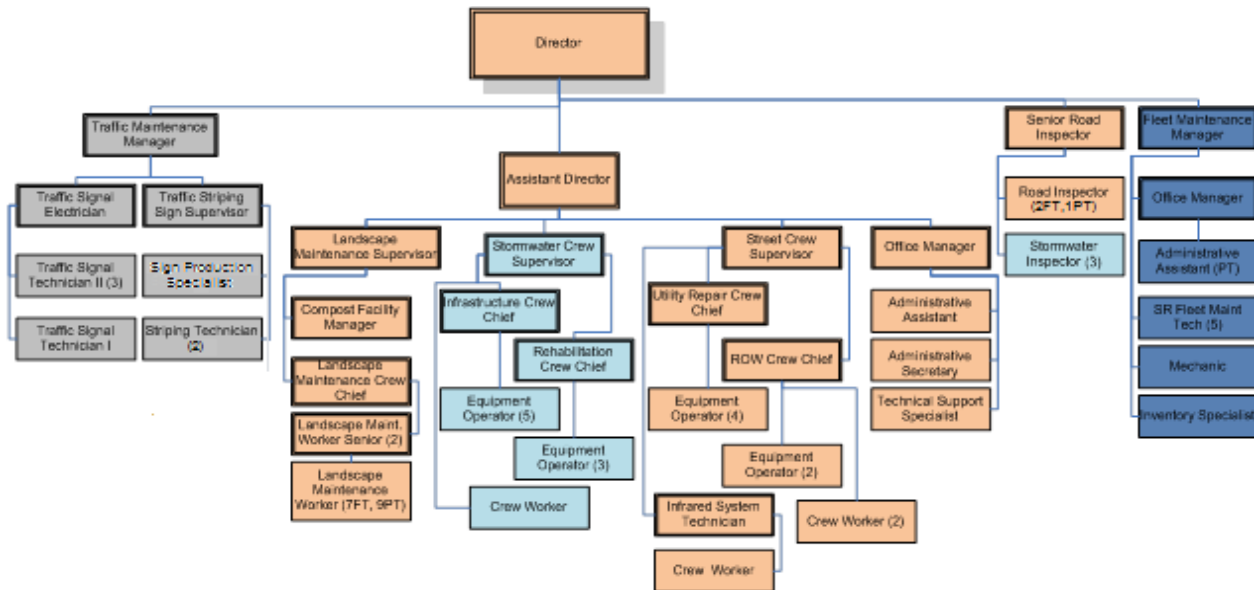
Cost/Sign Created					
Stop Signs	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43
Speed Limit Signs	\$ 27	\$ 27	\$ 27	\$ 27	\$ 27
Street Name Signs	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22
Parking Signs	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
Yield Signs	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41
Warning Signs	\$ 29	\$ 29	\$ 29	\$ 29	\$ 29
Road Construction	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
All Way Stop Placards	\$ 6.50	N/A	N/A	N/A	N/A
Signs for Other Depts	\$ 20	\$ 23	\$ 23	\$ 23	\$ 23
Downtown Banners	\$ 10	\$ 18	\$ 18	\$ 18	\$ 18



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



Streets - Traffic Personnel are shaded in gray.

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

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Traffic Maint. Manager	Grade H	1	0	1	0	1	0	1	0	1	0
Traffic Assistant Supervisor	TBD	0	0	0	0	0	0	0	0	0	0
Traffic Sign/Maint. Electrician	Grade F	1	0	1	0	1	0	1	0	1	0
Traffic Strip./Sign. Prod. Super.	Grade F	1	0	1	0	1	0	1	0	1	0
Traffic Signal Technician II	Grade F	3	0	3	0	3	0	3	0	3	0
Traffic Signal Technician I	Grade E	1	0	1	0	1	0	1	0	1	0
Sign Production Specialist	Grade E	0	0	0	0	1	0	1	0	1	0
Striping Technician	Grade D	3	0	3	0	2	0	2	0	2	0
Asst. Striping Technician	---	0	0	0	0	0	0	0	0	0	0
Totals		10	0	10	0	10	0	10	0	10	0



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	497,589	474,990	499,193	536,339	502,777	3,584	0.7%
Employee Benefits	226,017	204,677	261,144	333,333	284,409	23,265	8.9%
Total Personnel	723,606	679,667	760,337	869,672	787,186	26,849	3.5%
Operations							
Transportation Services	147	649	890	720	930	40	4.5%
Operating Services	213	699	318	318	350	32	10.1%
Notices, Subscriptions, etc.	653	425	900	900	1,050	150	16.7%
Utilities	73,313	71,817	63,360	63,360	65,750	2,390	3.8%
Repair & Maintenance Services	15,354	21,632	36,490	36,490	37,432	942	2.6%
Employee programs	-	408	4,500	4,500	4,500	-	0.0%
Professional Development/Travel	4,838	4,186	9,955	9,955	10,330	375	3.8%
Office Supplies	2,149	1,497	1,805	1,805	2,000	195	10.8%
Operating Supplies	7,983	9,815	13,650	13,650	14,053	403	3.0%
Fuel & Mileage	10,612	9,120	12,500	12,500	16,000	3,500	28.0%
Machinery & Equipment (<\$25,000)	70,848	120,716	93,499	94,999	83,998	(9,501)	-10.2%
Repair & Maintenance Supplies	173,158	255,119	410,230	410,230	243,065	(167,165)	-40.7%
Property & Liability Costs	75,442	139,534	77,229	52,591	73,656	(3,573)	-4.6%
Rentals	362	-	540	540	550	10	1.9%
Permits	-	22	150	150	150	-	0.0%
Debt Service and Lease Payments	40,263	45,332	63,244	63,244	23,124	(40,120)	-63.4%
Total Operations	475,335	680,971	789,260	765,952	576,938	(212,322)	-26.9%
Capital	235,315	-	-	-	-	-	
Total Streets - Traffic	1,434,256	1,360,638	1,549,597	1,635,624	1,364,124	(185,474)	-12.0%

Notes & Objectives

Personnel:

Operations:

Capital:

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
= 81110	REGULAR PAY	476,690	464,991	500,710	308,602	501,478	505,468	525,687	546,714
= 81120	OVERTIME PAY	20,899	9,999	15,000	21,453	34,861	15,000	15,000	15,000
= 81199	VACANCY ADJUSTMENT			(16,517)			(17,691)	(18,399)	(19,135)
= XWAGE	TOTAL WAGES	497,589	474,990	499,193	330,055	536,339	502,777	522,288	542,579
= 81410	FICA (EMPLOYER'S SHARE)	35,467	33,784	36,469	23,590	38,363	38,668	40,215	41,824
= 81420	MEDICAL PREMIUMS	162,355	146,828	174,176	80,500	161,000	191,594	210,753	231,829
= 81430	GROUP INSURANCE PREMIUMS	11,007	10,611	10,664	5,757	10,952	11,224	11,785	12,374
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(35,072)	(35,702)	(39,138)	(23,414)	46,828	(42,805)	(47,086)	(51,794)
= 81450	RETIREMENT CONTRIBUTIONS	35,246	44,480	60,762	45,570	60,760	69,874	76,861	84,548
= 81470	WORKERS COMPENSATION PREMIUMS	17,014	4,676	18,210	7,549	15,098	15,853	16,646	17,478
= 81475	WORKERS COMPENSATION CLAIMS				332	332			
= XBEN	TOTAL BENEFITS	226,017	204,677	261,144	139,884	333,333	284,409	309,174	336,259
= XPER	TOTAL PERSONNEL	723,606	679,667	760,337	469,939	869,672	787,186	831,462	878,838
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES		586	350		350	360	370	380
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	112		370		370	380	390	400
82130	VEHICLE LICENSES & TITLES	35	63	170			190	210	220
= XTRC	TOTAL TRANSPORTATION CHARGES	147	649	890		720	930	970	1,000
82210	PRINTING & COPYING SERVICES, OUTSOURCED								
82250	TESTING & PHYSICALS	213	699	318	60	318	350	400	425
+ 82260	UNIFORM RENTAL & SERVICES								
1									
*	Amount missing from detail								
= XOPSV	TOTAL OPERATING SERVICES	213	699	318	60	318	350	400	425
82310	LEGAL NOTICES		50	150		150	150	150	150
82350	DUES FOR MEMBERSHIPS	653	375	750		750	900	950	1,000
82360	PUBLICATIONS, NON-TRAINING								
= XNP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	653	425	900		900	1,050	1,100	1,150
+ 82410	ELECTRIC SERVICE	68,152	66,552	57,750	38,061	57,750	60,000	62,000	64,000
1	Electric Service for Traffic Signals			49,000		49,000	51,000	53,000	55,000
2	Pole Rental through MTEMC			8,750		8,750	9,000	9,000	9,000
3	Various	68,152	44,023						
*	Amount missing from detail		22,529		38,061				
82410	SOLID WASTE SERVICE	951	1,020	1,110	570	1,110	1,150	1,200	1,250
82415	CELLULAR TELEPHONE SERVICE	4,210	4,245	4,500	2,507	4,500	4,600	4,700	4,800
= XUTL	TOTAL UTILITIES	73,313	71,817	63,360	41,138	63,360	65,750	67,900	70,050
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	592	9,330	11,200	2,915	11,200	11,500	11,800	12,000
82615	EQUIPMENT REPAIR & MAINTENANCE SERVICES	245	1,754	3,540	10,245	3,540	3,500	3,500	3,540
82618	TRAFFIC SIGNAL REPAIR & MAINTENANCE SERVICES	12,411	9,923	14,400		14,400	14,832	15,275	16,000
82619	STREETLIGHT REPAIR & MAINTENANCE SERVICES	2,106	625	5,700	5,040	5,700	5,850	6,000	6,500
82620	BUILDING REPAIR & MAINTENANCE SERVICES			1,650		1,650	1,750	1,850	1,900
= XRPV	TOTAL REPAIR & MAINTENANCE SERVICES	15,354	21,632	36,490	18,200	36,490	37,432	38,425	39,940

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
82780	TRAINING, OUTSIDE		408	2,250	1,380	2,250	2,250	2,300	2,500
+	82790			2,250		2,250	2,250	2,450	2,550
	1			800		800	800	1,000	1,100
	2			1,450		1,450	1,450	1,450	1,450
	3								
*	Amount missing from detail								
=	XEPG TOTAL EMPLOYEE PROGRAMS		408	4,500	1,380	4,500	4,500	4,750	5,050
+	82810		2,910	2,960	2,340	2,960	3,110	3,200	3,330
	1			1,250		1,250	1,250	1,250	1,250
	2			750		750	840	900	1,000
	3		2,910	960		960	1,020	1,050	1,080
*	Amount missing from detail		1,450		2,340				
+	82820	10		1,060		1,060	1,090	1,090	1,100
	1	10		530		530	545	545	550
	2			530		530	545	545	550
*	Amount missing from detail								
	82830			2,185		2,185	2,200	2,300	2,400
	82840								
	82850	1,251	1,896	2,650	1,578	2,650	2,730	2,810	2,900
		463	550	1,100	627	1,100	1,200	1,300	1,400
	82890	204							
=	XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	4,838	4,186	9,955	4,545	9,955	10,330	10,700	11,130
!	83110								
	83140	1,612	1,337	1,325	1,115	1,325	1,500	1,500	1,500
=	XOFS MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	537	160	480	312	480	500	500	500
		2,149	1,497	1,805	1,427	1,805	2,000	2,000	2,000
!	83250								
+	83260	1,008	2,258	3,700	874	3,700	3,800	3,950	4,000
		4,149	3,423	5,150	2,351	5,150	5,300	5,300	5,300
	1			5,150		5,150	5,300	5,300	5,300
	2								
*	Amount missing from detail		174		2,351				
	83270	2,676	3,612	4,250	1,789	4,250	4,378	4,510	4,600
	83299	150	522	550		550	575	600	650
=	XOPS TOTAL OPERATING SUPPLIES	7,983	9,815	13,650	5,014	13,650	14,063	14,360	14,550
	83310	10,612	9,120	12,500	6,204	12,500	16,000	18,000	18,700
=	XPEL GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	10,612	9,120	12,500	6,204	12,500	16,000	18,000	18,700
!	83510		1,800	3,000	60	3,000	3,000	3,000	3,000
+	83520	68,171	117,530	87,499	49,311	88,999	77,998	73,998	64,998
!	1			15,000		15,000	15,000		
	10			10,000		10,000		10,000	
	11				49,311				
	12			7,000		8,500			
!	2								
	3			2,000		2,000	2,000	2,000	2,000
	4								
	5			2,500		2,500			
	6								
	7			11,000		11,000	11,000	12,000	13,000
	8			24,999		24,999	24,999	24,999	24,999
	9			15,000		15,000	24,999	24,999	24,999
*	Amount missing from detail								
+	83550	2,677	1,386	3,000	4,091	3,000	3,000	3,000	3,000
	1			3,000		3,000	3,000	3,000	3,000

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
2	PC Hard Drive								
!	3		1,386		4,091				
*	Amount missing from detail	2,677							
=	XMEU TOTAL MACHINERY & EQUIPMENT (<\$25,000)	70,848	120,716	93,499	53,462	94,999	83,998	79,998	70,998
83610	VEHICLE PARTS & SUPPLIES	2,042	978	250	131	250	250	250	250
!	83620 EQUIPMENT PARTS & SUPPLIES	3,587	4,912	6,360	2,005	6,360	6,550	6,750	6,750
!+	83640 PAVING & REPAIR SUPPLIES	31,404	44,444	39,880	10,184	39,880	41,194	42,300	43,900
	1 Termoplastic Material & Glass Beads			21,800		21,800	22,454	23,000	24,000
	10 Line Item 10	31,404	6,697						
	2 Propane			2,180		2,180	2,240	2,300	2,400
	3 Masking Tape, Paint, Paper, Scraper Etc.			15,900		15,900	16,500	17,000	17,500
	4 Lynnwood Way								
	5 Carothers Parkway Thermoplastic								
	6 Galleria Blvd Thermoplastic								
	7 Fieldstone Parkway Thermoplastic								
	8 Forrest Crossing Blvd. Thermoplastic								
	9 Natchez Street Thermoplastic								
*	Amount missing from detail		37,747		10,184				
+	83641 TRAFFIC SIGNAL PARTS & SUPPLIES	78,232	157,024	125,237	44,503	125,237	127,554	129,500	131,900
	1 Signal Heads			17,237		17,237	17,754	18,000	18,750
	2 Signal Wire			5,300		5,300	5,450	5,600	5,700
	3 Electrical Components inside Signal Cabinet			28,000		28,000	28,800	29,500	30,200
	4 Loop Detection			21,200		21,200	21,800	22,400	22,750
	5 Miscellaneous Supplies Bolts, Wires, Conduit, Pull Boxes Etc.			8,500		8,500	8,750	9,000	9,500
	6 Various	78,232	60,864						
!	7 Click 600 Controller Detection			22,500		22,500	22,500	22,500	22,500
!	8 Smart Sensor			22,500		22,500	22,500	22,500	22,500
*	Amount missing from detail		96,160		44,503				
!	83642 STREETLIGHT PARTS & SUPPLIES	29,020	26,237	208,560	190,046	208,560	34,000	35,000	33,000
!+	83643 SIGN SUPPLIES	27,725	19,633	28,350	9,904	28,350	31,750	32,550	33,125
	1 Way - Finding Signs								
	2 Banner & Covering Material			9,800		9,800	12,750	13,000	13,250
	3 Sign Posts			7,100		7,100	7,300	7,500	7,650
	4 Sign Blanks			6,000		6,000	6,200	6,400	6,500
	5 Sign Brackets & Bolts			5,450		5,450	5,500	5,650	5,725
	6 Various	27,725	8,517						
*	Amount missing from detail		11,116		9,904				
	TRAFFIC CALMING SUPPLIES								
	BUILDING MAINTENANCE SUPPLIES								
83644	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	1,148	1,891	1,593	289	1,593	1,767	1,820	1,875
=	XRS TOTAL REPAIR & MAINTENANCE SUPPLIES	173,158	255,119	410,230	257,062	410,230	243,065	248,170	250,800
	PROPERTY INSURANCE	2,202	35,635	36,705	2,519	2,519	2,645	2,777	2,916
85110	FRAUD INSURANCE								
85111	INLAND MARINE INSURANCE	32,556			32,522	32,522	34,148	35,856	37,648
85112	AUTO PHYSICAL DAMAGE	450	343	360	415	415	436	458	480
85113	LIABILITY INSURANCE	2,196	3,234	3,396	4,399	4,399	4,619	4,850	5,092
85114	E&O LIABILITY INSURANCE	948							
85115	VEHICLE LIABILITY INSURANCE	3,218	2,822	2,963	5,651	5,651	5,934	6,230	6,542
85116	LAW ENFORCEMENT LIABILITY INSURANCE								
85117	UMBRELLA LIABILITY		767	805	832	832	874	917	963
85118	PROPERTY DAMAGE COSTS	33,872	96,733	33,000	6,253	6,253	25,000	26,250	27,563
=	XPL TOTAL PROPERTY & LIABILITY COSTS	75,442	139,534	77,229	52,591	52,591	73,656	77,338	81,204
	EQUIPMENT RENTAL & LEASES	362		540		540	550	575	600

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
=	XRENT TOTAL RENTALS	362		540		540	550	575	600
85320	STATE FEES		22	150		150	150	150	150
85330	UTILITY DISTRICT FEES								
=	XPERM TOTAL PERMITS		22	150		150	150	150	150
+									
86600	LEASE/LOAN PRINCIPAL	39,161	44,527	62,226	50,254	62,226	22,569	11,158	
1	2014 - Wave Tronics vehicle detection(\$40,000)	39,161	44,527	13,459	45,177	13,459			
2	2014 - Traffic Vehicle (\$25,000)			8,412		8,412			
3	2014 - Portable Message Boards (2) (\$38,000)			12,786		12,786			
4	2015 - 3/4 ton pick-up (\$30,000)			10,077		10,077	5,077		
5	2016 - Banner Production Machine			6,333		6,333	6,334		
6	2017 - Pick-Up Truck			11,159		11,159	11,158	11,158	
*	Amount missing from detail				5,077				
+	LEASE/LOAN INTEREST	1,102	805	1,018	531	1,018	555	168	
1	2014 - Wave Tronics vehicle detection(\$40,000)	1,102	805	73	477	73			
2	2014 - Traffic Vehicle(\$25,000)			46		46			
3	2014 - Portable Message Boards (2) (\$38,000)			69		69			
4	2015 - 3/4 ton pick-up (\$30,000)			135		135	27		
5	2016 - Banner Production Machine			192		192	192		
6	2017 - Pick-Up Truck			503		503	336	168	
*	Amount missing from detail				54				
=	XDSV TOTAL DEBT SERVICE	40,263	45,332	63,244	50,785	63,244	23,124	11,326	
=	XOP TOTAL OPERATIONS	475,335	680,971	789,260	491,868	765,952	576,938	576,162	567,747
	Capital								
+									
89470	TRAFFIC SIGNALS	235,315							
1	2011 - Uninterruptable Power Supply								
10	Various								
2	2011 - LED Lenses								
3	2011 - Signal Cabinets								
4	2011 - EDI Monitors & Controllers								
5	2011 - Internally Illuminated Street Name Signs								
6	2011 - Traffic Signal Pole Painting								
!	Wave Tronics (moved to lease)								
9	2010 - Intersections 1-5								
*	Amount missing from detail	235,315							
=	XINFR TOTAL INFRASTRUCTURE	235,315							
+									
89530	VEHICLES (>\$25,000)								
1	Bucket Truck (Small)								
2	1/2 ton pick-up								
3	3/4 ton pick-up (move to lease)								
*	Amount missing from detail								
+	89537 MACHINERY & EQUIPMENT (>\$25,000)								
1	Man Lift								
2	2010 - Sign Equipment (from Inventory)								
3	Truck Mounted Paint Striping Machine								

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
4	Various								
*	Amount missing from detail								
=	XCAP	235,315							
=	XTOT	1,434,256	1,360,638	1,549,597	961,807	1,635,624	1,364,124	1,407,624	1,446,585



City of Franklin, Tennessee

FY 2018 Operating Budget

Streets - Fleet Maintenance

Joe York, Director

Budget Summary

	2015 Actual	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	2017 v. 2018	
						\$	%
Personnel	580,366	639,964	676,250	691,317	701,909	25,659	3.8%
Operations	493,146	305,612	516,373	192,456	376,652	-139,721	-27.1%
Capital	0	0	0	0	0	-	0.0%
Total	1,073,512	945,576	1,192,623	883,773	1,078,561	-114,062	-9.6%

Departmental Summary

The Fleet Maintenance Division consists of nine (9) full time employees and one (1) part-time employee. I would like to make this a full time position as it has been part-time for five years. This division provides mechanical services for the COF's entire fleet of vehicles and equipment. The large variety of vehicles and equipment in the City's fleet include: police cars, passenger vehicles, pickup trucks, dump trucks, heavy equipment, fire apparatus, small engines, mowers, etc. Due to epa regulations engines are more complex requiring additional service, continual stop and go, and little to no interstate driving provides more needed shop time and service. City vehicles have more than the normal wear and tear placed on them than normal driven vehicles. Mechanical services provided include: a preventive maintenance program, tire changes, replacement of defective/failed parts, engine diagnostic, and other misc. services.

Department Outlook

Continual improvement of work flow and process, providing excellent service for all City of Franklin vehicles and equipment.

To keep accurate history of expenditures for service and repairs of City of Franklin's Fleet, for life-cycle analysis, improving vehicle, and equipment turnover and residual value.

Working with all COF departments to help them obtain the correct vehicles and equipment for their staff to preform their jobs more efficiently.

Continue yearly updates of vehicles and equipment that is available to us on state contract and other cost effective co-ops, and purchasing cooperatives for competitive quotes.



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

Theme: A Safe Clean and Livable City



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

Goal: To reduce the number of gallons of fossil fuel consumed by city vehicles by 10% by 2015.

Baseline: 5.60 gallons of fuel were consumed by city vehicles per Franklin residents (Based on fuel transactions at Tri-Star Energy/Pacific Pride locations. 370,236 gallons for 66,172 residents.

Purchasing Department)

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2014	2015	2016*	2017*	2018*
	Percent Outsourced	22%	13%	13%	12%	13%
	Percent of Service Calls	8%	8%	9%	6%	9%
	Total Number of Repairs	1,362	2,142	2,590	2620	2710
	Fleet Size					
	Cars/Passenger Vehicles/SUV's	n/a	204	132	188	198
	Light Trucks	n/a	135	189	152	162
	Heavy Trucks	n/a	125	111	99	104
	Cost of Repairs Performed by Fleet Maintenance					
	Administration	\$ 254	\$ 524	\$ 198	\$ 500	\$ 600
	City Hall Maintenance	\$ 48	\$ 1,942	\$ 1,377	\$ 600	\$ 600
	Building & Neighborhood Services	\$ 3,927	\$ 5,650	\$ 12,094	\$ 6,500	\$ 6,500
	Engineering	\$ 391	\$ 2,370	\$ 2,653	\$ 800	\$ 800
	Fire	\$ 141,287	\$ 205,000	\$ 259,190	\$ 349,665	\$ 375,000
	Human Resources	\$ 1,802	\$ 1,395	\$ 556	\$ 1,000	\$ 1,000
	IT	\$ 642	\$ 322	\$ 95	\$ 2,500	\$ 2,500
	Parks	\$ 12,373	\$ 17,500	\$ 34,331	\$ 23,232	\$ 25,000
	Planning	\$ -	\$ 508	\$ 272	\$ 870	\$ 870
	Police	\$ 77,217	\$ 153,400	\$ 154,862	\$ 284,672	\$ 245,000
	Sanitation & Environmental Services	\$ 185,528	\$ 400,522	\$ 390,802	\$ 334,428	\$ 355,000
	Street Department	N/A	\$ 145,600	\$ 180,978	\$ 121,034	\$ 125,000



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

	Water	\$ 58,294	\$ 65,900	\$ 91,647	\$ 73,180	\$ 71,500
	Total	\$ 481,763	\$ 1,000,633	\$ 1,129,055	\$ 1,198,981	\$ 1,209,370

Efficiency Measures

	2014	2015	2016*	2017*	2018*
TBD					

Outcome (Effectiveness) Measures

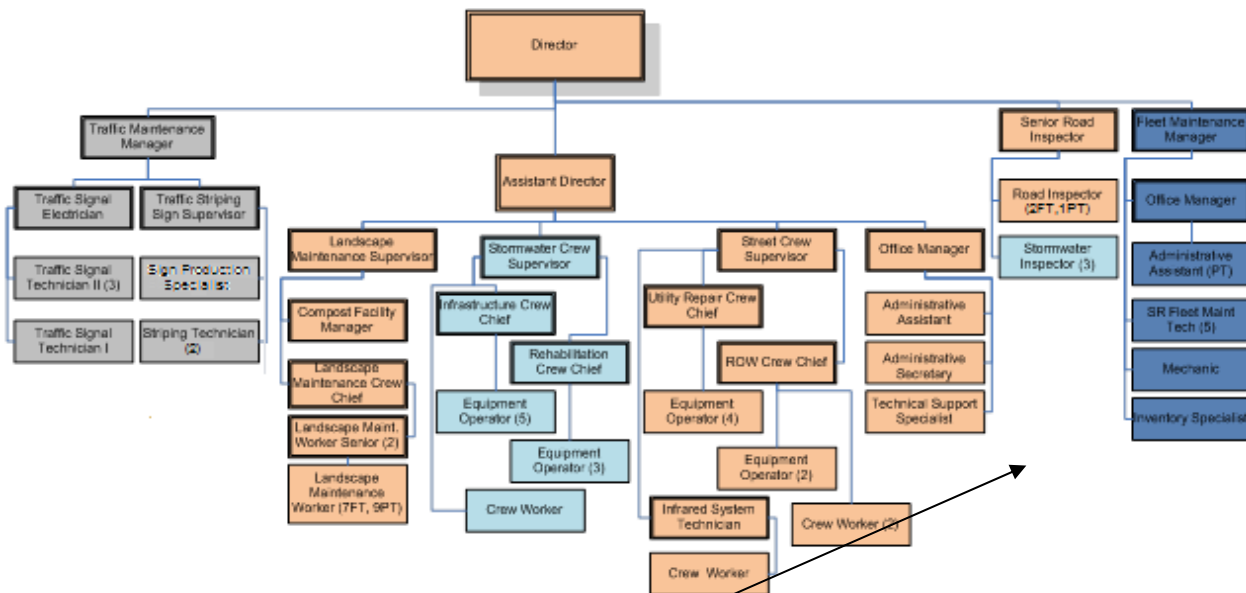
	2014	2015	2016*	2017*	2018*
 Reduce the number of gallons of fossil fuel consumed by city vehicles by 10% by 2015. <i>(Baseline: 5.60 gallons of fuel were consumed by city vehicles per Franklin residents (Based on fuel transactions at Tri-Star Energy/Pacific Pride locations. 385,589 gallons for 66,172 residents. Purchasing Department))</i>	5.66	5.76	5.87	TBD	TBD
Target (in gallons per vehicle / total pop.)	5.32	5.04	4.788	4.536	4.3092
Meets Target?	No	No	No	TBD	TBD



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



Fleet Personnel are shaded in dark blue.

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

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Fleet Maintenance Manager	Grade H	1	0	1	0	1	0	1	0	1	0
Sr. Fleet Maint. Tech.	Grade F	4	0	5	0	5	0	5	0	5	0
Office Manager	Grade F	1	0	1	0	1	0	1	0	1	0
Mechanic	Grade E	1	0	1	0	1	0	1	0	1	0
Administrative Assistant	Grade D	0	1	0	1	0	1	0	1	0	1
Inventory Specialist	Grade D	1	0	1	0	1	0	1	0	1	0
Prevent. Maint. PM Tech.	TBD	0	0	0	0	0	0	0	0	0	0
Totals		8	1	9	1	9	1	9	1	9	1



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	424,696	464,883	472,951	490,388	485,794	12,843	2.7%
Employee Benefits	155,670	175,081	203,299	200,929	216,115	12,816	6.3%
Total Personnel	580,366	639,964	676,250	691,317	701,909	25,659	3.8%
Operations							
Transportation Services	7,735	7,424	6,407	6,455	6,527	120	1.9%
Operating Services	4,559	3,829	4,518	4,518	4,853	335	7.4%
Notices, Subscriptions, etc.	867	1,137	1,273	1,375	1,416	143	11.2%
Utilities	11,064	14,436	16,020	16,987	17,260	1,240	7.7%
Contractual Services	1,280	2,700	6,250	4,500	5,500	(750)	-12.0%
Repair & Maintenance Services	531,870	464,790	463,000	405,000	455,000	(8,000)	-1.7%
Employee programs	3,981	3,793	4,500	4,500	5,000	500	11.1%
Professional Development/Travel	4,067	4,530	9,474	9,474	10,445	971	10.2%
Office Supplies	4,233	3,656	4,582	4,582	5,187	605	13.2%
Operating Supplies	19,351	17,900	19,676	17,835	20,261	585	3.0%
Fuel & Mileage	4,199	11,525	17,200	8,750	9,275	(7,925)	-46.1%
Machinery & Equipment (<\$121,000)	35,114	14,882	36,504	11,304	35,320	(1,184)	-3.2%
Repair & Maintenance Supplies	(230,175)	(353,313)	(184,850)	(414,850)	(219,850)	(35,000)	18.9%
Property & Liability Costs	5,184	7,367	8,073	7,780	8,560	487	6.0%
Rentals	-	-	-	500	500	500	100.0%
Other Business Expenses	260	-	-	-	-	-	0.0%
Debt Service and Lease Payments	89,557	100,956	103,746	103,746	11,398	(92,348)	-89.0%
Total Operations	493,146	305,612	516,373	192,456	376,652	(139,721)	-27.1%
Capital	-	-	-	-	-	-	
Total Streets - Maintenance	1,073,512	945,576	1,192,623	883,773	1,078,561	(114,062)	-9.6%

Notes & Objectives

OPERATIONS:

82610 & 83610 Vehicle Repair & Maintenance Services – These account's will decrease by 5-10% due to replacement of aging fleet vehicles. We are now in need of replacing 59 police cruisers, and 25 CID units. If the COF does not address the replacement of these vehicles in 2018 we are going to encounter major problems of downed units, parts shortages and an immobile Police force. There will be an additional 25-30 more units that will fall into this category in 2019, and each year after that to bring us current with our lifecycle analysis of this department. All of these vehicles are (between 8-14 years old), with well over 100K-200K plus miles on them. They require \$2,500-\$5,000 or more annually to keep them safely on the road. We have developed a life-cycle program of 5-7 years max on patrol vehicles, and 8-10 years on CID vehicles to realize a maintenance cost



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

OPERATIONS:

82610 & 83610 Vehicle Repair & Maintenance Services – In our Fire Department we have two Tower's and Engine's that are 15 and 18 years old that need replacement. We also have two Ladder's that are 20 and 21 years old that need replaced. These trucks cost the COF huge maintenance dollars to keep them in service. Also repair parts are getting much harder to find and keeping them out of service longer when repairs are needed. We need to implement a life-cycle program on Towers and Ladders of 15 years, and Engine's 10 years for scheduled replacement. This will greatly reduce maintenance and downtime cost for the COF.

83620 Equipment Parts & Supplies – This account will decrease by 5-10% due to new replacement equipment, and trucks. This should sustain and decrease the maintenance expenses for the next couple of years across all departments.

We have no additional items that are required for Fleet in this budget year. In 2018 we need to begin discussions on a new Fleet Facility to handle the growing Fleet needs of the COF future and plan accordingly.

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
I= 81110	REGULAR PAY	407,111	450,794	468,549	287,931	467,888	480,097	499,301	519,273
81120	OVERTIME PAY	17,585	14,089	20,000	15,549	22,500	22,500	23,175	23,870
81199	VACANCY ADJUSTMENT			(15,598)			(16,803)	(17,476)	(18,175)
= XWAGE	TOTAL WAGES	424,696	464,883	472,951	303,480	490,388	485,794	505,000	524,968
= 81410	FICA (EMPLOYER'S SHARE)	30,710	33,633	34,093	22,074	44,148	36,727	38,197	39,724
= 81420	MEDICAL PREMIUMS	101,742	112,875	126,929	58,054	116,108	125,857	138,443	152,287
= 81430	GROUP INSURANCE PREMIUMS	6,751	6,775	8,131	3,354	6,708	7,945	8,342	8,759
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(23,658)	(25,577)	(28,594)	(15,514)	(31,028)	(27,438)	(30,182)	(33,200)
I 81450	RETIREMENT CONTRIBUTIONS	35,246	40,032	54,684	27,342	54,684	62,887	69,175	76,093
81455	DEFERRED COMP MATCH				322	322			
	WORKERS COMPENSATION PREMIUMS	976	1,360	1,056	2,987	2,987	3,136	3,293	3,458
81470	WORKERS COMPENSATION CLAIMS	727							
81475	TOOL ALLOWANCE	3,176	5,983	7,000	5,726	7,000	7,000	7,000	7,000
= XBEN	TOTAL BENEFITS	155,670	175,081	203,299	104,345	200,929	216,115	234,268	254,121
= XPER	TOTAL PERSONNEL	580,366	639,964	676,250	407,825	691,317	701,909	739,268	779,089
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES			27	119	75	77	80	85
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	105	20	200		200	210	220	250
82130	VEHICLE LICENSES & TITLES	41	43		7				
82140	VEHICLE TOW-IN SERVICES	7,589	7,361	6,180	4,105	6,180	6,240	6,400	6,180
= XTRC	TOTAL TRANSPORTATION CHARGES	7,735	7,424	6,407	4,231	6,455	6,527	6,700	6,515
	PRINTING & COPYING SERVICES, OUTSOURCED			100		100	105	110	115
82210	TESTING & PHYSICALS	2,192	882	1,018		1,018	1,048	1,075	1,100
82250	UNIFORM RENTAL & SERVICES	2,367	2,947	3,400	1,495	3,400	3,700	3,900	4,250
= XOPSV	TOTAL OPERATING SERVICES	4,559	3,829	4,518	1,495	4,518	4,853	5,085	5,465
82300	DUES FOR MEMBERSHIPS	867	1,137	1,273	624	1,375	1,416	1,458	1,502
= XNDC	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	867	1,137	1,273	624	1,375	1,416	1,458	1,502
82410	ELECTRIC SERVICE	3,262	2,837	5,000	2,434	5,000	5,500	6,000	6,500
82415	WATER & SEWER SERVICE	256	260	325	123	325	350	375	385
82420	STORMWATER SERVICE	555	560	575	280	575	700	721	721
82430	SOLID WASTE SERVICE				20				
82440	NATURAL GAS SERVICE	28							
82450	TELEPHONE SERVICE	338	279	380	165	380	400	425	515
82455	800 MHZ ACCESS LINE SERVICE	1,814	1,824	2,425	1,043	2,425	2,525	2,650	2,750
82459	CELLULAR TELEPHONE SERVICE	4,474	5,652	6,800	2,431	6,800	7,250	7,500	7,790
82465	INTERNET & RELATED SERVICES	337	335	515	257	515	535	560	590
82469	CONNECTION CHARGES		2,689		1,177	967			
= XUTIL	TOTAL UTILITIES	11,064	14,436	16,020	7,930	16,987	17,260	18,231	19,251
I 82510	COMPUTER SERVICES	1,280	2,700	6,250		4,500	5,500	5,500	5,500
= XCFH	TOTAL CONTRACTUAL SERVICES	1,280	2,700	6,250		4,500	5,500	5,500	5,500
82600	VEHICLE REPAIR & MAINTENANCE SERVICES	250,962	272,851	250,000	87,501	250,000	275,000	300,000	325,000

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	268,740	159,151	198,000	54,437	145,000	165,000	180,000	180,000
82660	BUILDING REPAIR & MAINTENANCE SERVICES	12,168	32,788	15,000	4,291	10,000	15,000	15,000	25,000
=	XRMSV	531,870	484,790	463,000	146,229	405,000	455,000	495,000	530,000
82780	TRAINING, OUTSIDE	3,158	793	4,500	1,010	4,500	5,000	5,000	5,000
82790	TRAINING, IN-HOUSE	823	3,000						
=	XEPG	3,981	3,793	4,500	1,010	4,500	5,000	5,000	5,000
82810	REGISTRATIONS	919	1,009	950	25	950	950	1,100	1,250
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	116	202	795	433	795	895	895	895
82830	AIR TRAVEL	953	225	2,121	383	2,121	2,500	2,500	2,500
82840	LODGING	1,764	2,389	4,508	1,508	4,508	4,900	4,900	4,900
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	315	705	1,100	344	1,100	1,200	1,300	1,485
=	XPDT	4,067	4,530	9,474	2,693	9,474	10,445	10,695	11,030
83110	OFFICE SUPPLIES	3,445	2,796	3,300	1,612	3,300	3,708	3,819	3,933
83130	EMPLOYEE BENEVOLENCE ITEMS	82	222	222		222	229	229	222
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	706	860	1,060	244	1,060	1,250	1,287	1,326
=	XOFS	4,233	3,656	4,582	1,856	4,582	5,187	5,335	5,481
83210	TRAINING SUPPLIES	126	116	1,591		1,000	1,591	1,591	1,591
83240	MEDICAL SUPPLIES	319	424	795	245	795	800	800	795
83250	SAFETY SUPPLIES	4,212	4,695	3,750	110	2,500	4,000	4,000	4,250
83260	UNIFORMS PURCHASED	4,312	4,379	5,300	2,265	5,300	5,400	5,400	5,500
83270	CONSUMABLE TOOLS	10,382	8,286	8,240	5,434	8,240	8,470	8,470	8,650
=	XOPS	19,351	17,900	19,676	8,054	17,835	20,261	20,261	20,786
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	4,199	11,525	17,200	1,501	8,750	9,275	9,831	10,126
=	XFUEL	4,199	11,525	17,200	1,501	8,750	9,275	9,831	10,126
83530	MACHINERY & EQUIPMENT (<\$25,000)	24,005	7,677	31,200	444	6,000	24,000	24,000	24,500
83540	COMPUTER HARDWARE (<\$25,000)	11,109	5,447	5,304		5,304	11,320	5,460	5,304
83550	COMPUTER SOFTWARE (<\$25,000)		1,758						
=	XMEU	35,114	14,882	36,504	444	11,304	35,320	29,460	29,804
83610	VEHICLE PARTS & SUPPLIES	380,449	429,034	550,000	205,207	541,248	525,000	500,000	475,000
83611	REIMBURSEMENT FOR FLEET MAINT	(940,425)	(1,208,594)	(1,200,000)	(508,177)	(1,408,334)	(1,150,000)	(1,000,000)	(1,020,000)
83612	EQUIPMENT PARTS & SUPPLIES	317,316	395,036	440,000	192,894	427,086	395,000	375,000	345,000
83650	GROUPS MAINTENANCE SUPPLIES			150		150	150	150	159
83660	BUILDING MAINTENANCE SUPPLIES	12,485	31,211	25,000	15,717	25,000	10,000	10,000	25,000
=	XRRS	(230,175)	(353,313)	(184,850)	(94,359)	(414,850)	(219,850)	(114,850)	(174,841)
85110	PROPERTY INSURANCE	798	2,642	2,774	1,022	1,022	1,073	1,127	1,183
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	615			459	459	482	506	531
85113	AUTO PHYSICAL DAMAGE	397	1,288	1,352	248	248	260	273	287
85114	LIABILITY INSURANCE	1,319	2,170	2,279	3,634	3,634	3,816	4,006	4,207
85115	E&O LIABILITY INSURANCE	570							
85116	VEHICLE LIABILITY INSURANCE	1,485	1,026	1,077	2,055	2,055	2,158	2,266	2,379
85117	LAW ENFORCEMENT LIABILITY INSURANCE								
85118	UMBRELLA LIABILITY		515	541	687	687	721	757	795
85119	PROPERTY DAMAGE COSTS				(325)	(325)			
85120	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		(274)						
85121	SURETY/NOTARY BONDS			50			50	50	50

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
=	XPLC TOTAL PROPERTY & LIABILITY COSTS	5,184	7,367	8,073	7,780	7,780	8,560	8,985	9,432
	85240 EQUIPMENT RENTAL & LEASE S				477	500	500	500	500
=	XRENT TOTAL RENTALS				477	500	500	500	500
	85320 STATE FEES								
	85990 MISCELLANEOUS	260							
=	XOBE TOTAL OTHER BUSINESS EXPENSES	260							
+	86600 LEASE/LOAN PRINCIPAL	87,163	99,144	103,257	91,919	103,257	11,338		
1	2014 - Fleet Vehicle \$25,000	87,163		8,412		8,412			
2	2014 - Fleet Vehicle \$95,000		11,165	31,965		31,965			
3	2014 - Fleet Equipment \$120,000		76,983	40,376		40,376			
4	2015 - lifts, racking, tire shelving (\$67,000)		10,996	22,504	91,919	22,504	11,338		
*	Amount missing from detail								
+	86700 LEASE/LOAN INTEREST	2,394	1,812	489	617	489	60		
1	2014 - Fleet Vehicle \$25,000			46		46			
2	2014 - Fleet Vehicle \$95,000	2,394	677	69	617	69			
3	2014 - Fleet Equipment \$120,000		837	73		73			
4	2015 - lifts, racking, tire shelving (\$67,000)		298	301		301	60		
*	Amount missing from detail								
=	XDSV TOTAL DEBT SERVICE	89,557	100,956	103,746	92,536	103,746	11,398		
=	XOP TOTAL OPERATIONS	493,146	305,612	516,373	182,501	192,456	376,652	507,191	485,551
	Capital								
	89530 MACHINERY & EQUIPMENT (>\$25,000)								
=	XMO TOTAL MACHINERY & EQUIPMENT (>\$25,000)								
=	XCP TOTAL CAPITAL								
=	XTOT TOTAL EXPENDITURES	1,073,512	945,576	1,192,623	590,326	883,773	1,078,561	1,246,459	1,264,640



City of Franklin, Tennessee

FY 2018 Operating Budget

Street Aid Fund

Budget Summary

	2015	2016	2017		2018	2017 v. 2018	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Fund Balance	295,259	287,224	373,415	373,618	294,297		
Revenues	2,396,417	2,486,090	2,962,643	2,883,959	2,936,636	-26,007	-0.9%
Expenditures	2,404,452	2,399,899	2,962,440	2,963,078	2,945,600	-16,840	-0.6%
Ending Balance	287,224	373,415	373,618	294,499	285,333		

Fund Summary

The Street Aid & Transportation Fund is a special revenue fund used to account for the receipt and usage of the City's share of State gasoline taxes. State law requires these gasoline taxes to be used to maintain streets. As set forth under T.C.A. §54-4-201 to 205, revenues for the fund come from taxes levied against gasoline, diesel and liquefied and natural gas sales. They are distributed to municipalities based upon a formula dependent upon the decennial Federal Census.

Municipalities must account for all funds received and submit annual audits to the State Comptroller's office. All purchases through the fund must comply with state and local procurement laws.

Acceptable expenditures include: street improvements (including design, construction, street scape and administration of capital projects), repair and maintenance of existing streets, sidewalks, right-of-way acquisition, street lights and street signs.

Source: Darden, Ron, "State Street Aid Fund Revenues and Expenditures: On the Road to Understanding (2011)" (2011). MTAS Publications: Technical Bulletins. http://trace.tennessee.edu/utk_mtastech/1



City of Franklin, Tennessee **FY 2018 Operating Budget**

Organizational Chart

There is no organization chart associated with the Street Aid & Transportation Fund. It is supervised by personnel in the Streets and Engineering Departments.

Staffing by Position

There are no staff formally associated with the Street Aid & Transportation Fund. It is supervised by personnel in the Streets and Engineering Departments.



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$ %	
Beginning Fund Balance	295,259	287,224	373,415	373,618	294,297		
Revenues							
TOTAL LOCAL TAXES	508,038	526,008	939,756	939,756	953,551	13,795	1.5%
GASOLINE TAX (STATE)	1,887,683	1,959,797	1,939,747	1,944,003	1,982,883	43,136	2.2%
INTEREST INCOME	696	286	300	200	202	(98)	-32.7%
TRANSFER FROM GENERAL FUND	-	-	82,840	-	-	(82,840)	-100.0%
Total Available Funds	2,396,417	2,486,090	2,962,643	2,883,959	2,936,636	(26,007)	-0.9%
Expenses (Operations)							
LEGAL SERVICES	-	-	-	-	-	-	
PAVING & REPAIR SERVICES	2,233,966	2,225,609	2,450,000	2,450,000	2,500,000	50,000	2.0%
SIDEWALK REPAIR	169,942	173,024	512,440	512,440	445,000	(67,440)	-13.2%
OTHER OPERATING SUPPLIES	544	1,266	-	638	600	600	100.0%
TOTAL INFRASTRUCTURE	-	-	-	-	-	-	
Total Expenditures	2,404,452	2,399,899	2,962,440	2,963,078	2,945,600	(16,840)	-0.6%
Ending Fund Balance	287,224	373,415	373,618	294,499	285,333		

Notes & Objectives

This amount will not keep up with ongoing needs, but should be able to maintain similar efforts as in the current fiscal year. Additional funds will need to be found in the future to keep up with increased need to repair roads throughout the City.



City of Franklin

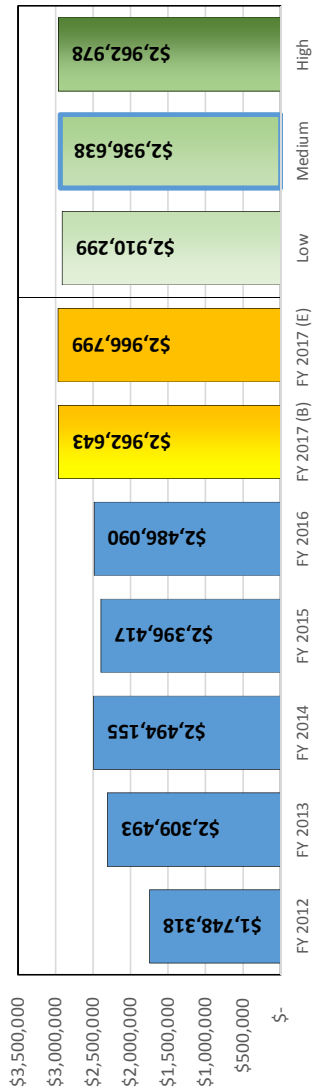
Revenue Model

Fund:	Street Aid	Percent of All Revenues	2.1%
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Street Aid: A special revenue fund used to account for the receipt and usage of the City's share of State gasoline taxes. State law requires these gasoline taxes to be used to maintain streets.

Counties and municipalities share in the proceeds of petroleum taxes. In general, counties receive about 30 percent of the proceeds and municipalities about 15 percent. The state retains roughly 55 percent of the proceeds. Fifty percent of the counties' shares are divided equally among the 95 counties, 25 percent on the basis of area and 25 percent on the basis of population; Municipalities' shares are divided based on the population each municipality bears to the aggregate population of all municipalities, according to the federal census or a special census as prescribed by T.C.A. § 54-4-203. T.C.A. § 67-3-901(b), (c), (f)(2) and (i); T.C.A. § 67-3-905; T.C.A. § 67-3-1108; T.C.A. § 54-4-103; and T.C.A. § 54-4-204; Op. Tenn. Att'y Gen. No. 86-136; and The money each individual municipality receives under the Petroleum and Alternative Fuels Tax Law is paid into the municipality's state street aid fund and is required to be administered and spent under the law that governs that fund. T.C.A. § 54-4-103, T.C.A. § 54-4-204.

Street Aid Fund - FY 2012-2018



Estimates for growth from the State are meager in this fund, as revenues from the Gasoline Tax can only increase in one of two ways: increased consumption or vote by the legislature to raise the tax per gallon of gasoline. All composite statewide estimates forecast a 2% growth in this important revenue source in FY 2018, which is what the City is showing here. This projection assumes NO increase in the State Gasoline Tax; the City will carefully monitor legislative discussions concerning potential increases and adjust estimates accordingly.

	Actual					Budget			Estimated			Forecasts (FY 2018)			Averages
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 (B)	FY 2017 (E)	Low	Medium	High	3-yr Average	5-Yr Average	10-Yr Average		
PROPERTY TAXES COLLECTED	-	-	-	508,038	526,008	689,756	689,756	696,654	703,551	710,449					
GASOLINE TAX (STATE)	1,748,202	1,736,341	1,754,190	1,887,683	1,959,797	1,939,747	1,944,003	1,963,443	1,982,883	2,002,323	\$ 2,458,888	\$ 2,286,895	\$ 2,007,477		
INCREASE IN STATE SHARED TAXES	-	-	-	-	-	-	-	-	-	-					
INTEREST INCOME	116	20	-	697	286	300	200	202	204	206	6.8%	5.9%			
TRANSFER FROM GENERAL FUND	-	573,132	739,965	-	-	332,840	332,840	250,000	250,000	250,000					
Totals	\$ 1,748,318	\$ 2,309,493	\$ 2,494,155	\$ 2,396,417	\$ 2,486,090	\$ 2,962,643	\$ 2,966,799	\$ 2,910,299	\$ 2,936,638	\$ 2,962,978					

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2016 & Estimates from Finance & Revenue Management Departments.

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Operations								
82520	LEGAL SERVICES								
+									
82640	PAVING & REPAIR SERVICES	2,233,966	2,225,609	2,450,000	1,413,541	2,450,000	2,500,000	2,500,000	2,500,000
1	Annual Paving Services	2,233,966	2,137,057	2,350,000	1,413,541	2,350,000	2,500,000	2,500,000	2,500,000
2	Handicap Ramp Upgrade "in conjunction with resurfacing"		88,552	100,000		100,000			
3	Pavement Restoration Program								
4									
5	2015 - Additional from Prop Tax								
*	Amount missing from detail								
+									
82647	SIDEWALK REPAIR	169,942	173,024	512,440	232,835	512,440	445,000	470,000	495,000
1	Sidewalk replacement program	169,942	124,451	136,000	232,835	136,000	200,000	225,000	250,000
2	Downtown brick paver repair		48,573	43,600		43,600	45,000	45,000	45,000
3	Handicap Ramp Upgrade conjunct with Resurfacing						200,000	200,000	200,000
4	Sidewalk Gap Program			332,840		332,840			
*	Amount missing from detail								
=	TOTAL REPAIR & MAINTENANCE SERVICES	2,403,908	2,398,633	2,962,440	1,646,376	2,962,440	2,945,000	2,970,000	2,995,000
83299	OTHER OPERATING SUPPLIES	544	1,266		638	638	600	600	600
=	TOTAL OPERATING SUPPLIES	544	1,266		638	638	600	600	600
=	TOTAL OPERATIONS	2,404,452	2,399,899	2,962,440	1,647,014	2,963,078	2,945,600	2,970,600	2,995,600
89470	TRAFFIC SIGNALS								
=	TOTAL EXPENDITURES	2,404,452	2,399,899	2,962,440	1,647,014	2,963,078	2,945,600	2,970,600	2,995,600



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Streets - Maintenance						
1	Road Inspector	\$ 15,182	\$ 14,455	\$ 1,475	\$ 31,112	\$ -
2	Compost Facility Office Trailer	\$ -	\$ -	\$ 25,000	\$ 25,000	
3	Equipment Operator Re-Classification	\$ 8,140	\$ -	\$ -	\$ 8,140	
4	Clear Span Shelter	\$ -	\$ -	\$ 40,000	\$ 40,000	
5	Vibratory Roller	\$ -	\$ -	\$ 27,750	\$ 27,750	
6	Service Truck	\$ -	\$ -	\$ 57,250	\$ 57,250	\$ -
7	1-Ton Pickup	\$ -	\$ -	\$ 42,450	\$ 42,450	\$ -
Total		\$ 23,322	\$ 14,455	\$ 193,925	\$ 231,702	\$ -
<i>(+1/2 FTE)</i>						
Streets - Traffic						
1	Traffic Maintenance Supervisor	\$ 13,400	\$ -	\$ -	\$ 13,400	
2	Replacement Bucket Truck	\$ -	\$ -	\$ 112,500	\$ 112,500	
3	Downtown Streetlight Post Painting	\$ -	\$ -	\$ 25,000	\$ 25,000	
Total		\$ 13,400	\$ -	\$ 137,500	\$ 150,900	\$ -
Streets - Fleet						
1	Upgrade Administrative Assistant	\$ 13,656	\$ 12,347	\$ -	\$ 26,003	
2	Re-classification Senior Fleet Tech	\$ 4,160	\$ -	\$ -	\$ 4,160	
Total		\$ 17,816	\$ 12,347	\$ -	\$ 30,163	\$ -
Compensation Benefits Expenses Total						
Total G/F Requests		\$ 54,538	\$ 26,802	\$ 331,425	\$ 412,765	\$ -
<i>(+1/2 FTE)</i>						
Street Aid & Transportation Fund						
1	Pavement Preservation	\$ -	\$ -	\$ 400,000	\$ 400,000	
Total		\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -
Compensation Benefits Expenses Total						
Total G/F Requests		\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -

FranklinForward Allocations



A Safe, Clean, Livable City \$ 25,000



A Effective and Fiscally Sound City Government Providing High Quality Service \$ 387,765



Quality Life Experiences \$ 400,000



Sustainable Growth & Economic Prosperity \$ -

Totals \$ 812,765

Traditional Allocations



Personnel \$ 82,815



Operations \$ 25,000



Equipment \$ 304,950



Capital \$ 400,000

Total \$ 812,765

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 7

Department: Division: FranklinForward Theme: Title:	43100 STREETS-MAINTENANCE DIVISION Inspection Team A Effective and Fiscally Sound City Government Providing High Quality Service Road Inspector
---	---

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$15,182	\$15,182
			\$0
<u>Benefits</u>			
Benefits auto-calculated at 30% of compensation -->>			
	\$0	\$14,455	\$14,455
<u>Expenses</u>			
82455 CELLULAR TELEPHONE SERVICE		\$1,100	\$1,100
83260 UNIFORMS PURCHASED		\$375	\$375
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$31,112	\$31,112

PURPOSE / DESCRIPTION OF REQUEST

In FY17 we received funds in the amount of \$33K to fill a part-time Road Inspector position. The position temporarily assisted with post inspection quality control for new sidewalk placement. New construction increased greatly and ROW Road excavation/bore permits tripled due mostly to Fiber installation. The part time employee was performing ROW inspections on a full time basis. New Federal guidelines require all Handicap Ramps to be evaluated throughout the City. We are requesting additional funding of approximately \$31,000.00 to make the part time inspector position a full time position.

SERVICE IMPLICATION

This position will evaluate and inspect all Sidewalks throughout the City of Franklin. It will assist the Engineering Department with ADA inspections per the Federal Government guidelines. We will be able to stay on top of the ROW applicants and host pre-construction meetings on-site. We will be able to continue to track down pirating companies doing severe damage to public infrastructure. The position will also in a year or so allow us to perform Post inspection quality control checks per our original request.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 7

Department: **43100 STREETS-MAINTENANCE DIVISION**
 Division: **Landscape**
 FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Compost Facility Office Trailer**

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
89200 BUILDINGS	\$25,000		\$25,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$25,000	\$0	\$25,000

PURPOSE / DESCRIPTION OF REQUEST

Fund request to provide office space and restroom facilities for the Compost Facility @ Incinerator Road.

SERVICE IMPLICATION

Current office space is in temporary building without facilities.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 7

Department: _____
 Division: _____
FranklinForward Theme: _____
 Title: _____

43100 STREETS-MAINTENANCE DIVISION
Landscape
<i>A Effective and Fiscally Sound City Government Providing High Quality Service</i>
Equipment Operator Re-Classification

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$8,140	\$8,140
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$8,140	\$8,140

PURPOSE / DESCRIPTION OF REQUEST

We are requesting an Equipment Operator reclassification for an Landscape Maintenance Worker @ the Compost Facility. We have experienced some near misses with unqualified personnel during equipment operating activities.

SERVICE IMPLICATION

Job duties currently require an Equipment Operator to properly operate Medium/Heavy equipment. We must put an experienced Operator at the facility to safely operate various Equipment. We may be at a higher risk of damaging equipment and vehicle if we do not make sure we have the right personnel on-site at all times.

Clear Span Shelter

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 5 of 7

Department: Division: FranklinForward Theme: Title:	43100 STREETS-MAINTENANCE DIVISION Asphalt Maintenance A Effective and Fiscally Sound City Government Providing High Quality Service Asphalt Vibratory Roller
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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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
89530 MACHINERY & EQUIPMENT (>\$25,000)	\$27,000		\$27,000
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		\$750	\$750
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$27,000	\$750	\$27,750

PURPOSE / DESCRIPTION OF REQUEST

Unit is scheduled to replace 2005 model Ingersol-rand vibratory roller.

SERVICE IMPLICATION

This piece of machinery is used daily to perform asphalt maintenance repairs

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 6 of 7

Department: Division: FranklinForward Theme: Title:	43100 STREETS-MAINTENANCE DIVISION Asphalt Maintenance A Effective and Fiscally Sound City Government Providing High Quality Service Service Truck
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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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
Expenses			
82130 VEHICLE LICENSES & TITLES	\$25		\$25
82610 VEHICLE REPAIR & MAINTENANCE SERVICES		\$650	\$650
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON)		\$2,300	\$2,300
85117 VEHICLE LIABILITY INSURANCE		\$275	\$275
89520 VEHICLES (>\$25,000)	\$54,000		\$54,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$54,025	\$3,225	\$57,250

PURPOSE / DESCRIPTION OF REQUEST

We are requesting this vehicle as a replacement for unit #229, 2000 Model Ford with approximately 80K miles. This new unit would support the Asphalt Maintenance team by transporting medium/heavy equipment to and from the worksite on a daily basis.

SERVICE IMPLICATION

Unit #229 is a 1 1/2 ton service truck that is in bad shape. It serves to support the Asphalt Maintenance Crew.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 7 of 7

Department: Division: FranklinForward Theme: Title:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2; padding: 2px;">43100 STREETS-MAINTENANCE DIVISION</td> </tr> <tr> <td style="background-color: #f2f2f2; padding: 2px;">Landscape</td> </tr> <tr> <td style="padding: 2px;">A Effective and Fiscally Sound City Government Providing High Quality Service</td> </tr> <tr> <td style="background-color: #f2f2f2; padding: 2px;">1-Ton Pickup</td> </tr> </table>	43100 STREETS-MAINTENANCE DIVISION	Landscape	A Effective and Fiscally Sound City Government Providing High Quality Service	1-Ton Pickup
43100 STREETS-MAINTENANCE DIVISION					
Landscape					
A Effective and Fiscally Sound City Government Providing High Quality Service					
1-Ton Pickup					

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
82130 VEHICLE LICENSES & TITLES	\$25		\$25
82610 VEHICLE REPAIR & MAINTENANCE SERVICES		\$650	\$650
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON)		\$2,500	\$2,500
85117 VEHICLE LIABILITY INSURANCE		\$275	\$275
89520 VEHICLES (>\$25,000)	\$39,000		\$39,000
83530 MACHINERY & EQUIPMENT (<\$25,000)	\$5,500		\$5,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$44,525	\$3,425	\$47,950

PURPOSE / DESCRIPTION OF REQUEST

This is a replacement vehicle request. We will be taking out of operation a 2006 Isuzu, unit #245 with approximately 95K miles. Currently the unit transports mowing equipment throughout the City during mowing season. We also utilize this unit to perform Landscape Maintenance Operations throughout the Fall. We are also including a box trailer to pull behind this unit. The current price of a similar Isuzu is estimated around \$60K, an upgraded version with the box bed is estimated over \$75K.

SERVICE IMPLICATION

We will likely experience increased repair and maintenance to the current Isuzu over the next 12 months.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



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

Department:

43110 STREETS-TRAFFIC DIVISION

Division:

Traffic

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Supervisor Reclassifications

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81100 SALARIES & WAGES		\$13,400	\$13,400
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$13,400	\$13,400

PURPOSE / DESCRIPTION OF REQUEST

Reclassifications will support organizational chart direct reports to make sure there is separation between Supervisors and those they supervise. Recommended changes from PG "F" to PG "G".

SERVICE IMPLICATION

Pay Compression currently exists.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 3

Department:	43110 STREETS-TRAFFIC DIVISION
Division:	
FranklinForward Theme:	A Effective and Fiscally Sound City Government Providing High Quality Service
Title:	Replacement Bucket Truck

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
89520 VEHICLES (>\$25,000)	\$112,500		\$112,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	##	\$112,500	\$0
		\$0	\$112,500

PURPOSE / DESCRIPTION OF REQUEST

We are requesting funds to replace our small aerial bucket truck. This unit is used to complete tasks associated with inspection and repairs on Traffic Signals, Street Lights, Parking lot lighting, Cameras etc.. Our current unit is a 2002 11/2 ton truck with approximately 78,000 miles. The truck body is in great shape, however the chassis and aerial unit needs considerable attention due to wear and age.

SERVICE IMPLICATION

Aerial devices must be certified annually to make sure they are safe to operate. Dielectric shock must be performed due to possibility of electrocution. The chassis springs, shocks, stabilizer bars etc. must be tested and/or replaced to make sure there is limited risk of roll over while aerial unit is extended.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 3

Department:	43110 STREETS-TRAFFIC DIVISION
Division:	Traffic
FranklinForward Theme:	
Title:	Downtown Streetlight Post Painting

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82642 STREETLIGHT REPAIR & MAINTENANCE SERVICES	\$25,000		\$25,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$25,000	\$0	\$25,000

PURPOSE / DESCRIPTION OF REQUEST

Repainting of streetlight post and bollards downtown and along main street from 5-points to Harpeth River bridge.

SERVICE IMPLICATION

Due to paint peeling and chipping on the posts and bollards because surface rust building up under the existing paint.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 2

Department: 43130 STREETS-FLEET MAINT DIVISION Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Increase Administrative Assistant to FT
--

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81100 SALARIES & WAGES		\$13,656	\$13,656
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$12,347
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$26,003	\$26,003

PURPOSE / DESCRIPTION OF REQUEST

This request changes a part-time position into a full time employee pay grade D in the Street Fleet Maintenance division. This request will greatly enhance the productivity of extra assistance to the Office Manager, plus add additional needed support to the parts room increasing productivity in the shop. Every year the work load for Fleet increases by 4-6% with p-cards, billing, parts ordering, new vehicles and equipment, gov deals, and shop work orders. Melissa has been in this position for over five years and it is time to make this a full time position. Thank you, David Barker.

SERVICE IMPLICATION

Our workload has outgrown our current staff, and the help will ensure monthly deadlines will be met for Fleet.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 2

Department:

43130 STREETS-FLEET MAINT DIVISION

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Re-classification Senior Fleet 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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81100 SALARIES & WAGES		\$6,023	\$6,023
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$6,023	\$6,023

PURPOSE / DESCRIPTION OF REQUEST

Re-classification of Senior Fleet Maintenance Technician to a Fleet Maintenance Superintendent PG "G".

In the absence of the Fleet Manager there is a lack of Supervision on the shop floor. It is necessary to have a lead position to make sure workflow goes smoothly in the absence of the Manager. It is also important that the lead person understands the dynamics of Mechanic work practices. We will however be seeking an individual with talents beyond mechanic work. We will look for an individual that is well respected by their peers and can perform supervisory activities.

Thank you for this consideration,
David Barker

SERVICE IMPLICATION

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 1

Department:	43100 STREET AID-STREETS
Division:	Paving
FranklinForward Theme:	Quality Life Experiences
Title:	Pavement Preservation

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
82640 PAVING & REPAIR SERVICES		\$400,000	\$400,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$400,000	\$400,000

PURPOSE / DESCRIPTION OF REQUEST

Pavement Preservation Program:

We have identified approximately 9.5 miles of minor collectors that qualify for a pavement preservation product. The product has been used extensively (10 years) in Salt Lake City, Utah where harsh weather elements exist. The product is proving to extend asphalt life expectancy by a minimum of 5 years. We are expecting to gain 5-7 years minimum with our current weather pattern.

Current industry pricing (Applied) is approximately \$3.00 Sq Yd or \$42,000 per 1 mile of road 24' in width.

SERVICE IMPLICATION

We must continue to be proactive in seeking new ways to extend the life expectancy of our roadway systems. Current cold plain and overlay with 1.5" asphalt cost approximately \$163,152.00 per 24' mile of road.

This product is not a fix all and we would not recommend this product on Major Arterial Streets however we are certain it has its place when properly applied in residential areas.



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Stormwater

Stormwater Division, Joe York, Director of Streets

Engineering Division, Paul Holzen, Director of Engineering



City of Franklin, Tennessee - FY 2018 Budget Request Stormwater Fund

Outline

- Street Stormwater Division
- Engineering Stormwater Division



City of Franklin, Tennessee - FY 2018 Budget Request **Street Stormwater Division**

Purpose of Department

The Street Stormwater Maintenance and Inspection Division exists to ensure that the citizens of Franklin receive a properly functioning, high quality infrastructure. We take pride in our workmanship from start to finish. Our quality control inspectors expect no less from private contractors working within our R.O.W. and New Development

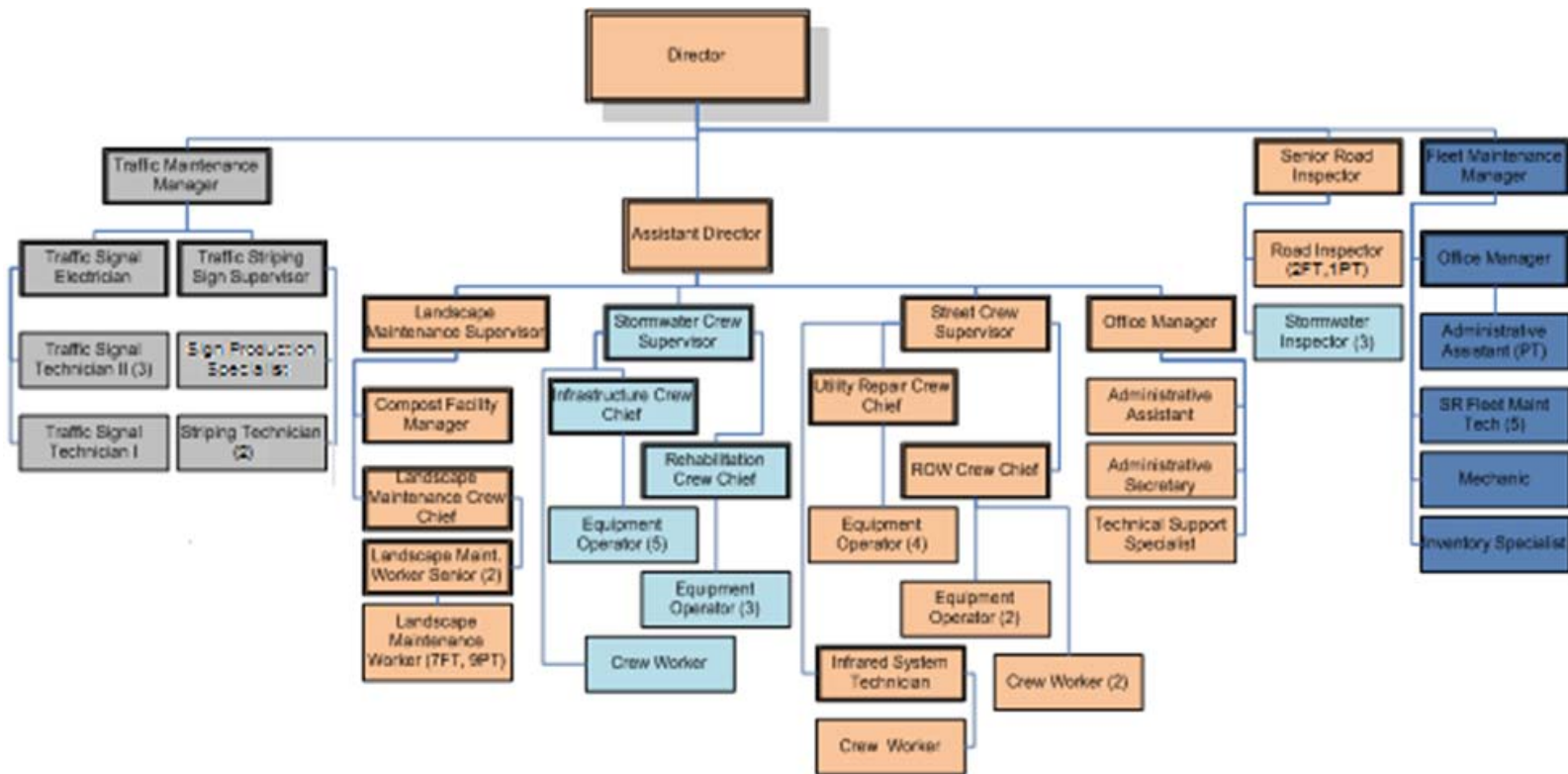
In 2016 the Maintenance Division completed 81 minor Stormwater projects. We responded to and resolved 791 Service Requests related to Stormwater activities. The Street Sweepers collected just over 920 ton of debris from our local Streets.



City of Franklin, Tennessee - FY 2018 Budget Request

Street Stormwater Division

Organization Chart



Personnel funded through the Stormwater Fund in the Streets Department are shaded in light blue



City of Franklin, Tennessee - FY 2018 Budget Request **Street Stormwater Division**

Base Budget Request: Personnel

Personnel:

2017: \$1,004,151

2018: \$1,091,749

Difference: \$87,598

Current Staffing Level

(15) Full-time Employees

(0) Part-time Employees

Request Staffing Level FY18:

(16) Full-time Employees

(0) Part-time Employees



City of Franklin, Tennessee - FY 2018 Budget Request **Street Stormwater Division**

Base Budget Request: Operations

FY 17 Operations: \$869,630

FY 18 Operations: \$799,509

Difference: (\$70,121) or - 8%

There are small increases and decreases in areas throughout the operating budget. We are experiencing our greatest decrease in 83600 Repair and Maintenance Supplies. Historical Data shows we are spending just under 100K annually to perform maintenance activities in-house. The second greatest decrease is line item 83500 Machinery and Equipment (Equipment less than 25K).



City of Franklin, Tennessee - FY 2018 Budget Request **Street Stormwater Division**

Program Enhancement Requests

Total Personnel Enhancements: (1) Request = \$49,775
Equipment Operator

Vehicle and Equipment: (2) Requests = \$230,260





City of Franklin, Tennessee - FY 2018 Budget Request **Street Stormwater Division**

Summary

As a Maintenance Division we intend to expand in a way that keeps up with developmental growth. We want to continue to offer the best services possible to a vibrant community. We intend to continue to train and develop staff members that pay attention to the details. We desire to lead the industry in customer service and satisfaction!



City of Franklin, Tennessee - FY 2018 Budget Request **Engineering Stormwater Division**

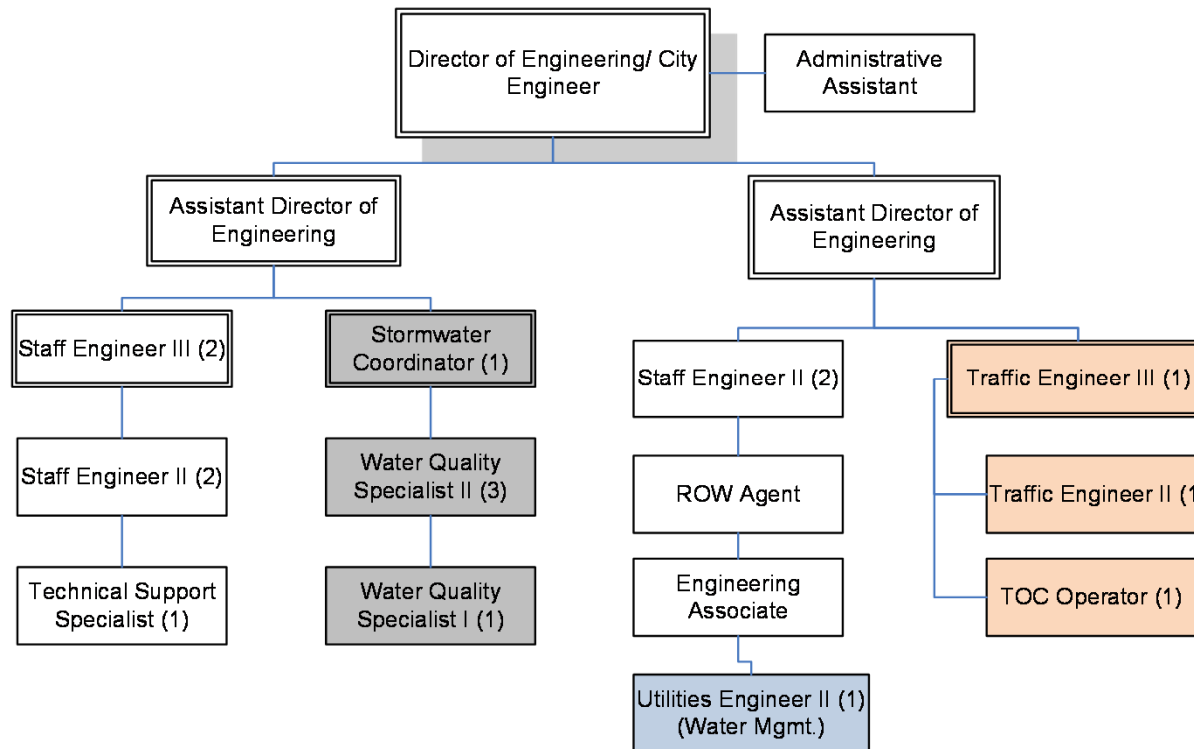
Purpose of Department

The Stormwater Division helps the City maintain compliance with mandates set by the Federal (EPA) and State (TDEC) Governments to minimize stormwater runoff pollution. Under the Clean Water Act of 1972, the Environmental Protection Agency (EPA) requires municipalities like Franklin to manage stormwater. The City has received a Phase II Municipal Separate Storm Sewer System (MS4) Permit from the Tennessee Department of Environment and Conservation (TDEC) to allow Franklin to discharge stormwater into nearby rivers and streams.

City of Franklin, Tennessee - FY 2018 Budget Request

Engineering Stormwater Division

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request **Engineering Stormwater Division**

Base Budget Request: Personnel

Personnel:

2017: \$347,650

2018: \$360,493

Difference: \$12,843

Current Staffing Level

(5) Full-time Employees

(0) Part-time Employees

In addition to the existing base personnel, wages and benefits we are requesting the following program enhancements:

Stormwater Division

Reclassification - Water Quality Specialist I to a Water Quality Specialist III

***New Position* - Water Quality Specialist I**



City of Franklin, Tennessee - FY 2018 Budget Request **Engineering Stormwater Division**

Base Budget Request: Operations

Stormwater - Engineering

2017 Approved Budget \$315,835

2018 Proposed Budget \$248,028

Difference: (\$67,807)

Reason: Declining Debt Service/Lease Payments



City of Franklin, Tennessee - FY 2018 Budget Request **Engineering Stormwater Division**

Base Budget Request: Capital

Stormwater - Engineering

2017 Approved Budget \$2,400,000

2018 Proposed Budget \$2,730,000



City of Franklin, Tennessee - FY 2018 Budget Request **Engineering Stormwater Division**

Program Enhancement Requests

Stormwater

\$9,249 – Water Quality Specialist III (1 of 2)

\$91,445 – Water Quality Specialist I (2 of 2)



City of Franklin, Tennessee

FY 2018 Operating Budget

Stormwater

Joe York, Director

Paul Holzen, City Engineer

Budget Summary

	2015	2016	2017		2018	2017 v. 2018	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Beginning Balance	5,511,065	4,783,235	4,877,170	4,877,170	3,329,166		
Revenues	2,673,347	2,549,795	2,714,224	2,637,634	2,777,838	63,614	2.3%
Personnel	1,047,100	1,177,449	1,351,801	1,303,820	1,436,196	84,395	6.2%
Operations	1,510,490	880,734	1,185,465	991,175	1,047,537	-137,928	-11.6%
Capital	843,587	397,677	2,672,357	1,890,643	2,730,000	57,643	2.2%
Total	3,401,177	2,455,860	5,209,623	4,185,638	5,213,733	4,110	0.1%
Ending Balance	4,783,235	4,877,170	2,381,771	3,329,166	893,271		

Division Summary

	2015	2016	2017		2018	2017 v. 2018	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Streets	2,118,114	1,779,231	2,146,138	1,985,442	1,875,212	(270,926)	-12.6%
Engineering	363,924	676,629	3,063,485	2,215,585	3,338,521	275,036	9.0%
Total	2,482,038	2,455,860	5,209,623	4,201,027	5,213,733	4,110	0.1%

Department Summary

The Stormwater Fund has two divisions contained within it - Streets and Engineering.

Streets

The Street Department, Stormwater Division performs routine maintenance procedures, as well as small repairs and upgrades to failing drainage systems. Work activities are performed daily. We spend on average \$125,000 - \$150,000 annually performing routine maintenance throughout local neighborhoods.

A new self-contained storm vacuum will run daily clearing Storm drain inlet structures from debris collected on top of structures, where inlet clogging has occurred.

The Stormwater Division consists of twenty (20) employees: 1 coordinator; 4 water quality specialist, 3 stormwater inspectors; 1 compliance inspector; 1 supervisor; & 10 maintenance personnel.

In recent years we performed sweeping operations throughout the City with (2) two Street sweepers. Due to the increase of construction activities and additional curb and gutter along Mack Hatcher Parkway and



City of Franklin, Tennessee

FY 2018 Operating Budget

Stormwater

Joe York, Director

Paul Holzen, City Engineer

Department Summary (continued)

Engineering

The City of Franklin is granted authorization to discharge stormwater through its stormwater infrastructure and into receiving water bodies through a NPDES permit issued by the EPA and administered through TDEC. A condition of this permit coverage is that six minimum control measures are met by the end of the permit cycle. The City is required annually to submit an “annual report”, which is essentially a report to document the progress the City is making towards meeting its current permit requirements. Current minimum control measures are:

- 1) Public Education and Outreach
- 2) Public Involvement and Participation
- 3) Illicit Discharge Detection and Elimination
- 4) Construction Site Stormwater Runoff Control
- 5) Permanent Stormwater Management in Development and Redevelopment
- 6) Pollution Prevention for Municipal Operations

In addition to the above minimum control measures the City is required to do annual ambient monitoring which includes:

- 1) Macroinvertebrate Sampling
- 2) E.Coli Sampling
- 3) Visual Stream Assessments

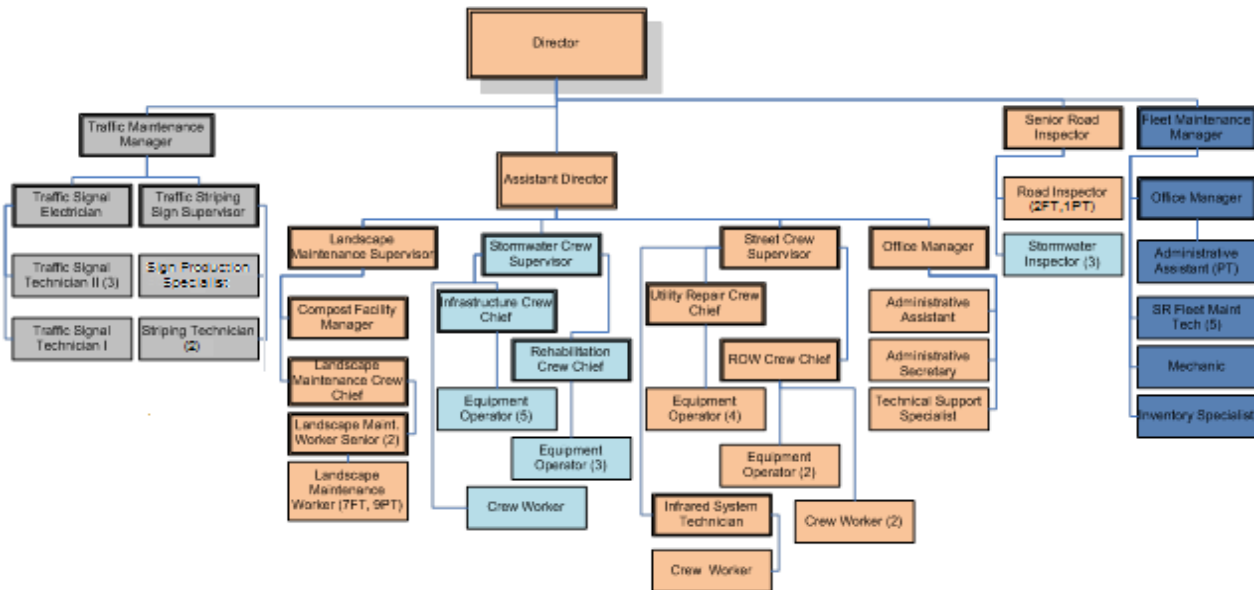


City of Franklin, Tennessee

FY 2017 Operating Budget

Organizational Chart

Streets Department



Personnel funded through the Stormwater Fund in the Streets Department are shaded in light blue.

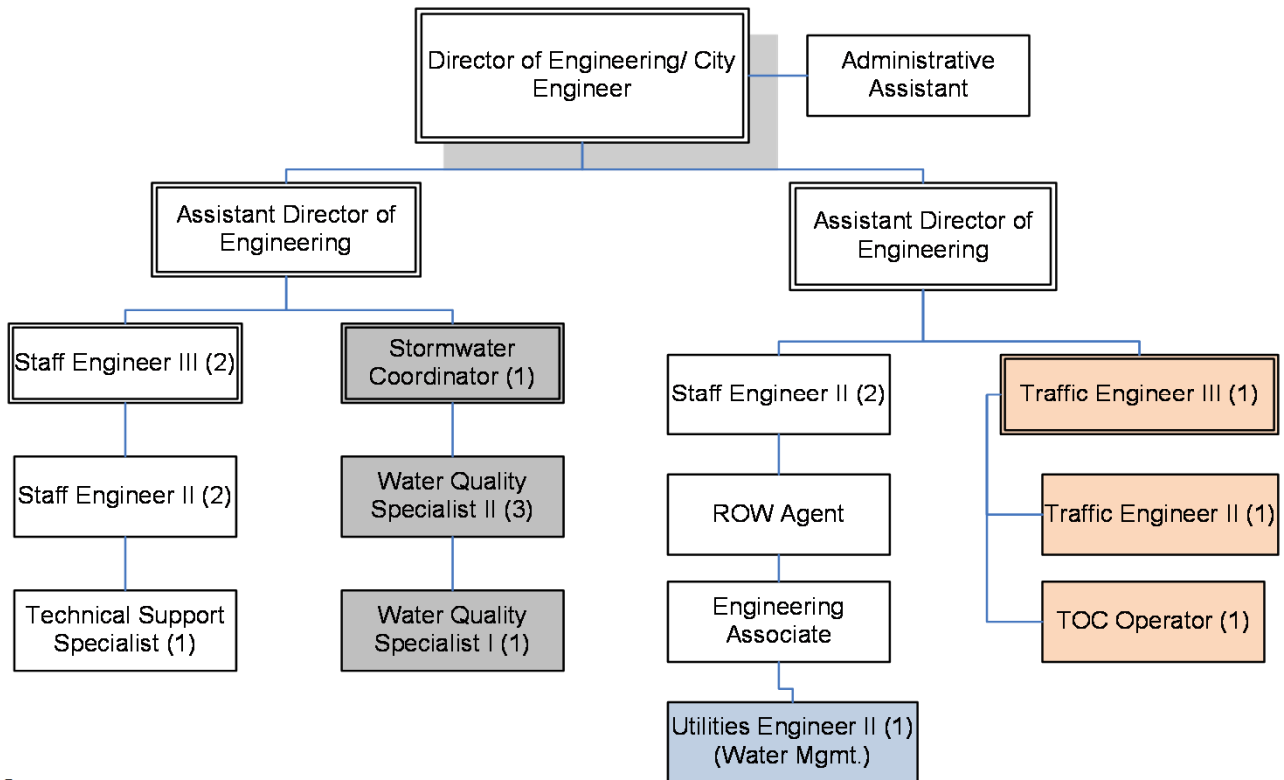
Note: For detailed counts and authorized positions, please see following page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



Notes:

1) Funding Allocation:

Gray: Stormwater Coordinator, Wtr Qty Specialist I and II are funded out of the Stormwater Budget

Peach: The Traffic Eng III, Traffic Eng II and TOC Operator are included in TOC Budget.

Blue: Utilities Engineer is funded out of the Water Management Department.

White: Positions funded through the Engineering budget are shaded in white.

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

3) Org chart does not include program enhancement requests.



City of Franklin, Tennessee

FY 2018 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Stormwater - Engineering											
Stormwater Coordinator	Grade H	1	0	1	0	1	0	1	0	1	0
Water Quality Specialist II	Grade G	1	0	1	0	3	0	3	0	3	0
Water Quality Specialist I	Grade F	1	0	2	0	1	0	1	0	1	0
Stormwater - Streets											
Stormwater Inspector	Grade F	2	0	2	0	2	0	3	0	3	0
Stormwater Supervisor	Grade E	1	0	1	0	1	0	1	0	1	0
Crew Chief	Grade E	0	0	2	0	2	0	2	0	2	0
Equipment Operator	Grade D	10	0	8	0	8	0	8	0	8	0
Crew Worker	Grade B	1	0	1	0	1	0	1	0	1	0
Totals		17	0	18	0	19	0	20	0	20	0



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	747,936	819,215	931,076	896,630	934,465	3,389	0.4%
Employee Benefits	299,164	358,234	420,725	407,190	501,731	81,006	19.3%
Total Personnel	1,047,100	1,177,449	1,351,801	1,303,820	1,436,196	84,395	6.2%
Operations							
Transportation Services	961	1,125	1,060	1,073	1,140	80	7.5%
Operating Services	1,266	624	2,390	2,035	2,067	(323)	-13.5%
Notices, Subscriptions, etc.	7,231	7,677	14,458	9,933	14,240	(218)	-1.5%
Utilities	50,791	56,320	53,765	56,295	61,978	8,213	15.3%
Contractual Services	76,823	137,067	176,456	102,334	168,104	(8,352)	-4.7%
Repair & Maintenance Services	87,959	86,964	115,385	87,510	126,235	10,850	9.4%
Employee programs	(262)	2,046	5,015	5,015	5,259	244	4.9%
Professional Development/Travel	6,898	11,087	35,309	25,460	25,350	(9,959)	-28.2%
Office Supplies	2,244	1,834	1,421	1,471	1,504	83	5.8%
Operating Supplies	17,965	13,514	20,666	16,816	18,625	(2,041)	-9.9%
Fuel & Mileage	44,859	28,616	56,950	56,950	57,233	283	0.5%
Machinery & Equipment (<\$182,000)	29,975	59,990	53,620	55,621	39,203	(14,417)	-26.9%
Repair & Maintenance Supplies	35,657	85,431	178,286	114,386	127,520	(50,766)	-28.5%
Operational Units	206,424	181,976	189,677	189,677	196,569	6,892	3.6%
Property & Liability Costs	14,981	24,442	27,576	18,669	35,761	8,185	29.7%
Rentals	1,431	1,961	5,000	1,000	1,200	(3,800)	-76.0%
Permits	3,574	3,960	4,851	10,710	11,721	6,870	141.6%
Financial Fees	2,574	5,735	13,000	5,640	9,000	(4,000)	-30.8%
Transfers to Other Funds	919,139					-	
Debt Service and Lease Payments	-	170,365	230,580	230,580	144,828	(85,752)	-37.2%
Total Operations	1,510,490	880,734	1,185,465	991,175	1,047,537	(137,928)	-11.6%
Capital	843,587	397,677	2,672,357	1,890,643	2,730,000	57,643	2.2%
Total Stormwater Fund	3,401,177	2,455,860	5,209,623	4,185,638	5,213,733	4,110	0.1%

Notes & Objectives

Personnel:

Operations:

Capital:



City of Franklin

Revenue Model

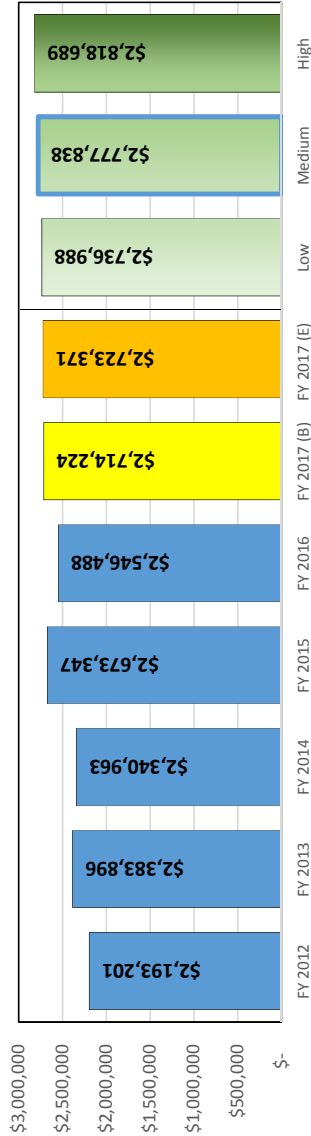
Fund:	Stormwater Fund	Percent of All Revenues	2.0%
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Stormwater Fund: A special revenue fund used to account for the City's stormwater drainage operational. Revenues are primarily from charges to residential and commercial customers based on paved areas.

This is another fund dependent upon development. Should development increase faster than projected, revenues will be positively affected.

A nominal 2% increase is forecast in this fund.

Stormwater Fund - FY 2012-2018



	Actual					Budget		Estimated	Forecasts (FY 2018)			Averages
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 (B)	FY 2017 (E)		Low	Medium	High	
PLANS REVIEW FEE	0	0	9,908	24,500	15,100	25,000	25,000	25,000	25,125	25,500	25,875	3-yr Average
DRAINAGE INSPECTIONS	0	0	5,477	68,947	25,303	60,000	60,000	60,000	60,300	61,200	62,100	\$ 2,520,266
STORMWATER PERMIT FEE	3,082	5,950	12,482	10,789	8,225	10,000	40,075	40,075	40,275	40,877	41,478	2.6%
FEMA/TEMA GRANTS (FED/STATE)	0	0	3,691	0	0	0	0	0	-	-	-	5-Yr Average
STORMWATER FEES	2,127,733	2,225,948	2,277,908	2,521,597	2,381,431	2,569,224	2,547,396	2,598,344	2,560,133	2,598,344	2,636,555	\$ 2,427,579
STORMWATER FINES	0	100	0	9,675	14,125	10,000	10,000	10,000	10,050	10,200	10,350	2.4%
STORMWATER LATE PAY PENALTIES	20,615	21,179	20,754	23,398	21,640	30,000	30,900	30,900	31,055	31,518	31,982	10-Yr Average
INTEREST INCOME	41,771	20,719	8,930	14,441	83,971	10,000	10,000	10,000	10,050	10,200	10,350	\$ 2,671,985
CUSTOMER SERVICE	0	0	(4,776)	0	(3,307)	0	0	0	-	-	-	0.2%
CONTRIBUTIONS - OTHERS	0	110,000	6,589	0	0	0	0	0	-	-	-	
Totals	\$ 2,193,201	\$ 2,383,896	\$ 2,340,963	\$ 2,673,347	\$ 2,546,488	\$ 2,714,224	\$ 2,723,371	\$ 2,736,988	\$ 2,736,988	\$ 2,777,838	\$ 2,818,689	

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2016 & Estimates from Finance & Revenue Management Departments.



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	562,466	600,545	657,086	637,400	665,179	8,093	1.2%
Employee Benefits	247,553	295,606	347,065	330,387	410,524	63,459	18.3%
Total Personnel	810,019	896,151	1,004,151	967,787	1,075,703	71,552	7.1%
Operations							
Transportation Services	162	327	400	273	300	(100)	-25.0%
Operating Services	912	413	750	795	795	45	6.0%
Notices, Subscriptions, etc.	364	1,681	1,325	800	1,050	(275)	-20.8%
Utilities	48,892	53,214	50,080	51,795	57,000	6,920	13.8%
Contractual Services	4,403	-	15,000	100	15,000	-	0.0%
Repair & Maintenance Services	85,757	77,283	114,920	83,500	114,500	(420)	-0.4%
Employee programs	(262)	1,960	4,740	4,740	4,970	230	4.9%
Professional Development/Travel	3,483	3,120	14,950	14,360	14,850	(100)	-0.7%
Office Supplies	1,838	972	915	915	920	5	0.5%
Operating Supplies	15,752	12,307	17,575	13,775	15,325	(2,250)	-12.8%
Fuel & Mileage	43,666	27,770	55,300	55,300	55,500	200	0.4%
Machinery & Equipment (<\$182,000)	27,760	49,472	37,950	38,250	23,450	(14,500)	-38.2%
Repair & Maintenance Supplies	35,430	84,981	174,600	110,700	123,650	(50,950)	-29.2%
Operational Units	206,424	181,976	189,677	189,677	196,569	6,892	3.6%
Property & Liability Costs	13,798	24,442	27,576	18,669	19,602	(7,974)	-28.9%
Rentals	1,431	1,961	5,000	1,000	1,200	(3,800)	-76.0%
Permits	113	500	1,045	500	1,000	(45)	-4.3%
Financial Fees	2,574	5,735	13,000	5,640	9,000	(4,000)	-30.8%
Other Business Expenses	-	-	-	-	-	-	
Debt Service and Lease Payments	-	144,828	144,827	144,827	144,828	1	0.0%
Total Operations	492,496	672,942	869,630	735,616	799,509	(70,121)	-8.1%
Capital	815,598	210,138	272,357	282,039	-	(272,357)	-100.0%
Total Stormwater - Streets	2,118,114	1,779,231	2,146,138	1,985,442	1,875,212	(270,926)	-12.6%

Notes & Objectives

Personnel:

Operations:

Capital:

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
= 81110	REGULAR PAY		586,006	662,254	376,100	611,163	671,170	698,017	725,937
81120	OVERTIME PAY	540,718	14,539	17,000	16,146	26,237	17,500	18,000	18,500
81199	VACANCY ADJUSTMENT	21,748		(22,169)			(23,491)	(24,431)	(25,408)
= XWAGE	TOTAL WAGES	562,466	600,545	657,086	392,246	637,400	665,179	691,586	719,029
= 81410	FICA (EMPLOYER'S SHARE)	39,535	42,314	48,454	27,562	46,754	51,345	53,398	55,534
= 81420	MEDICAL PREMIUMS	179,012	222,919	252,539	120,749	241,498	301,155	331,271	364,398
= 81430	GROUP INSURANCE PREMIUMS	14,285	15,542	15,013	8,171	15,598	17,358	18,226	19,137
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(45,609)	(51,661)	(57,636)	(34,625)	(69,250)	(68,416)	(75,258)	(82,783)
! 81450	RETIREMENT CONTRIBUTIONS	56,393	62,272	85,064	63,798	85,064	97,824	107,606	118,367
81455	DEFERRED COMP MATCH	447		2,336	564	1,128	1,184	1,244	1,306
81470	WORKERS COMPENSATION PREMIUMS	3,184	4,220	1,295	9,595	9,595	10,075	10,578	11,107
81475	WORKERS COMPENSATION CLAIMS	306							
= XBEN	TOTAL BENEFITS	247,553	295,606	347,065	195,814	330,387	410,524	447,065	487,066
= XPER	TOTAL PERSONNEL	810,019	896,151	1,004,151	588,060	967,787	1,075,703	1,138,651	1,206,095
	Operations								
+ 82110	MAILING & OUTBOUND SHIPPING SERVICES	108	88	100	1	88	100	100	100
1	Streets			100		88	100	100	100
2									
3	Various	108	88		1				
*	Amount missing from detail								
82120	FREIGHT FOR INBOUND PURCHASED ITEMS			100					
82130	VEHICLE LICENSES & TITLES	54	239	100	18	85	100	100	100
82140	VEHICLE TOW-IN SERVICES			100		100	100	100	100
= XTRC	TOTAL TRANSPORTATION CHARGES	162	327	400	19	273	300	300	300
+ 82210	PRINTING & COPYING SERVICES, OUTSOURCED		25		45	45	45	45	45
1	Street		25		45	45	45	45	45
*	Amount missing from detail								
82240	TRANSCRIPTION FEES								
+ 82250	TESTING & PHYSICALS	912	388	250	120	250	250	250	250
1	Various	912	388		120				
2				250		250	250	250	250
*	Amount missing from detail								
82260	UNIFORM RENTAL & SERVICES								
82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES			500		500	500	500	500
= XOSV	TOTAL OPERATING SERVICES	912	413	750	165	795	795	795	795
+ 82350	LEGAL NOTICES		38	100		100	100	100	100
1			38	100		100	100	100	100
*	Amount missing from detail								
+ 82350	DUES FOR MEMBERSHIP'S	189	393	225		200	200	200	200
1	Streets			225		200	200	200	200
2									
3									
4									
5									
6	Various	189	393						
*	Amount missing from detail								
82360	PROFESSIONAL STANDARDS / ACCREDITATION	125	750						

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
+ 82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	50	500	750		500	500	500	500
1	Streets			750		500	500	500	500
2									
3									
4									
5	Various	50	500						
*	Amount missing from detail								
82390	PUBLICATIONS, NON-TRAINING			250			250	250	250
= XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	364	1,681	1,325		800	1,050	1,050	1,050
82410	ELECTRIC SERVICE	9,176	8,964	4,000	3,491	8,000	9,000	9,000	9,000
82420	WATER & SEWER SERVICE			250		100	100	100	100
! 82435	SOLID WASTE SERVICE	34,368	39,622	40,000	13,386	38,000	42,000	44,000	46,000
82450	TELEPHONE SERVICE								
82451	800 MHZ ACCESS LINE SERVICE	14	15	25	7	20	25	25	25
+ 82455	CELLULAR TELEPHONE SERVICE	4,659	3,942	5,150	2,291	5,000	5,200	5,250	5,300
! 1	Streets			5,150		5,000	5,200	5,250	5,300
2									
3									
4	Various	4,659	3,942		2,291				
*	Amount missing from detail								
82470	INTERNET & RELATED SERVICES	675	671	655	513	675	675	680	685
= XUTIL	TOTAL UTILITIES	48,892	53,214	50,080	19,688	51,795	57,000	59,055	61,110
82520	LEGAL SERVICES								
+ 82560	CONSULTANT SERVICES	4,403		15,000	(97,048)	100	15,000	15,000	15,000
1	Streets			15,000		100	15,000	15,000	15,000
10									
11									
2									
3									
4									
5	Various	4,403			(97,048)				
6									
7									
8									
9									
*	Amount missing from detail								
82580	OTHER CONTRACTUAL SERVICES								
= XCS	TOTAL CONTRACTUAL SERVICES	4,403		15,000	(97,048)	100	15,000	15,000	15,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	57,718	58,245	51,000	51,507	22,000	52,500	52,500	52,500
! 1	Streets	57,718	58,245	51,000	46,659	22,000	52,500	52,500	52,500
*	Amount missing from detail				4,848				
+ 82660	EQUIPMENT REPAIR & MAINTENANCE SERVICES		386	7,920	7,681	5,500	6,000	6,000	6,000
1	Streets		386	7,920	7,681	5,500	6,000	6,000	6,000
2									
3	Various								
*	Amount missing from detail								
82665	PAVING & REPAIR SERVICES	9,938	4,986	25,000		25,000	25,000	25,000	25,000
82666	STORMWATER MAINTENANCE SERVICES								
82668	CONCRETE CURB REPAIR	10,000	3,035	15,000	6,649	15,000	15,000	15,000	15,000
82669	SIDEWALK REPAIR		10,331	15,000	7,288	15,000	15,000	15,000	15,000
82670	PARK & FIELD MAINTENANCE SERVICES	7,230							
82671	BUILDING REPAIR & MAINTENANCE SERVICES	20			328				
82672	OTHER REPAIR & MAINTENANCE SERVICES	851	300	1,000		1,000	1,000	1,000	1,000
= XRSV	TOTAL REPAIR & MAINTENANCE SERVICES	85,757	77,283	114,920	73,453	83,500	114,500	114,500	114,500

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
+ 82750	EMPLOYEE RECOGNITION/RECEPTIONS								
1	Streets	72		2,400	906	2,400	2,500	2,500	2,500
2				2,400	906	2,400	2,500	2,500	2,500
3	Various								
*	Amount missing from detail								
+ 82780	TRAINING, OUTSIDE	(334)	400	1,140		1,140	1,170	1,200	1,200
1	Streets (hazardous materials training certification	(334)	400	1,140		1,140	1,170	1,200	1,200
*	Amount missing from detail								
+ 82790	TRAINING, IN-HOUSE		1,560	1,200		1,200	1,300	1,400	1,400
1	Streets traffic control / work zone safety training		1,560	1,200		1,200	1,300	1,400	1,400
*	Amount missing from detail								
= XEPG	TOTAL EMPLOYEE PROGRAMS	(262)	1,960	4,740	906	4,740	4,970	5,100	5,100
+ 82810	REGISTRATIONS		835	2,795		2,795	2,900	2,900	2,900
1	Stormcon			1,545		1,545	1,600	1,600	1,600
10	A.P.W.A.			1,250		1,250	1,300	1,300	1,300
11		2,175	835						
2									
3									
6									
7									
8									
9									
*	Amount missing from detail								
+ 82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	14	90	1,105		1,105	1,150	1,150	1,150
1	Stormcon			580		580	600	600	600
2	A.P.W.A.			525		525	550	550	550
3									
4									
5	Various	14	90						
*	Amount missing from detail								
+ 82830	AIR TRAVEL		469	2,790		2,790	2,910	2,910	2,910
1	Stormcon			1,540		1,540	1,610	1,610	1,610
2	A.P.W.A.			1,250		1,250	1,300	1,300	1,300
3									
4	Various		469						
5									
6									
*	Amount missing from detail								
+ 82840	LODGING	1,027	905	5,300		5,300	5,400	5,500	5,500
1	Stormcon			3,000		3,000	3,000	3,000	3,000
2	A.P.W.A.			2,300		2,300	2,400	2,500	2,500
3									
4									
5	Various	1,027	905						
*	Amount missing from detail								
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	241	226	2,210		2,210	2,290	2,350	2,350
1	Stormcon			1,160		1,160	1,190	1,200	1,200
2	A.P.W.A.			1,050		1,050	1,100	1,150	1,150
4									
5									
6	Various	241	226						
*	Amount missing from detail								
82860	OTHER TRAVEL EXPENSES	26	595	750			200	200	200
= XEPG	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	3,483	3,120	14,950		14,360	14,850	15,010	15,010

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
+ 83110	OFFICE SUPPLIES	1,081	507	165	362	165	170	175	175
1	Streets		507	165	362	165	170	175	175
2									
3	Various	1,081							
*	Amount missing from detail								
+ 83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	757	465	750		750	750	750	750
1	Streets			750		750	750	750	750
2									
3	Line Item 3	757	465						
*	Amount missing from detail								
= XOF5	TOTAL OFFICE SUPPLIES	1,838	972	915	362	915	920	925	925
83210	TRAINING SUPPLIES								
+ 83250	SAFETY SUPPLIES	6,778	4,353	5,200	4,700	5,200	5,250	5,300	5,350
1	Streets			5,200		5,200	5,250	5,300	5,350
2									
3									
4									
5									
6	Various	6,778	4,353		4,700				
7									
8									
*	Amount missing from detail								
+ 83260	UNIFORMS PURCHASED	4,311	5,333	7,375	3,732	7,375	7,375	7,375	7,500
1	Streets			7,375		7,375	7,375	7,375	7,500
2									
3	Various	4,311	5,333		3,732				
*	Amount missing from detail								
! 83270	CONSUMABLE TOOLS		2,298	3,500	599	1,200	1,200	1,250	1,300
+ 83299	OTHER OPERATING SUPPLIES	4,663	323	1,500	918		1,500	1,500	1,500
1	Streets			1,500	1,500		1,500	1,500	1,500
10									
11									
12									
13									
14	Various	4,663	323						
16									
6									
7									
8									
9									
*	Amount missing from detail				(582)				
= XOF5	TOTAL OPERATING SUPPLIES	15,752	12,307	17,575	9,949	13,775	15,325	15,425	15,650
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	43,666	27,770	55,300	19,222	55,300	55,500	55,600	55,700
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)								
= XFUEL	TOTAL FUEL & MILEAGE	43,666	27,770	55,300	19,222	55,300	55,500	55,600	55,700
+ 83350	FURNITURE, FIXTURES (<\$25,000)			250		250	250	250	250
1	Streets			250		250	250	250	250
2									
*	Amount missing from detail								
!+ 83350	VEHICLES (<\$25,000)		28,190						
1	Streets								
2									
3	Line Item 3		28,190						
*	Amount missing from detail								
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)	22,274	18,084	34,700	3,610	34,700	19,200	3,500	

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
1	Lazer Level			2,500		2,500			
10	Pull behind trailer			7,000		7,000			
11	Pull behind water pump			12,000		12,000			
12	Generator			1,600		1,600			
13	Air Compressor						14,000		
14	Samsung 6300 Monitor						1,700		
15	Desktop Monitor						500		
16									
17	Line Item 17								
18									
19									
2									
20									
21									
22	Inspectors			2,000		2,000	2,000	2,000	
3	Streets - Chain Saw			2,000		2,000	1,000	1,500	
4									
5	Streets - Tracked Skid Steer loader Attachment			7,600		7,600			
6	Hydroseeder								
7									
8									
9		22,274	18,084		3,610				
*	Amount missing from detail								
83540	COMPUTER HARDWARE (<\$25,000)	5,486	3,044	3,000	2,673	3,300	4,000	3,000	3,000
1	Tablets / Laptops			3,000		3,300	4,000	3,000	3,000
2									
3	Various	5,486	3,044		2,673				
4									
*	Amount missing from detail								
83550	COMPUTER SOFTWARE (<\$25,000)		154						
1			154						
*	Amount missing from detail								
=	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	27,760	49,472	37,950	6,283	38,250	23,450	6,750	3,250
83610	VEHICLE PARTS & SUPPLIES	713	1,163	1,000	1,276	2,000	2,000	2,200	2,400
83620	EQUIPMENT PARTS & SUPPLIES	2,920	13,737	7,500	1,853	7,000	7,500	7,500	7,500
83640	PAVING & REPAIR SUPPLIES	475							
83640	SIGN SUPPLIES								
83640	STORMWATER MAINTENANCE SUPPLIES								
83640	LANDSCAPING SUPPLIES			1,100		1,100	1,150	1,200	1,300
83640	BUILDING MAINTENANCE SUPPLIES		285		2,970	600	3,000	3,200	3,400
83640	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	31,259	69,796	165,000	22,924	100,000	110,000	120,000	130,000
1	Streets - Misc Drainage Projects Throughout City			165,000		100,000	110,000	120,000	130,000
2									
3									
4		31,259	69,796		22,924				
5									
6									
7									
8									
*	Amount missing from detail								
=	TOTAL REPAIR & MAINTENANCE SUPPLIES	35,430	84,981	174,600	29,023	110,700	123,650	134,100	144,600
8470	ADMIN SERVICES PROVIDED BY GENERAL FUND	206,424	181,976	189,677	126,451	189,677	196,569	200,500	204,510
=	TOTAL OPERATIONAL UNITS	206,424	181,976	189,677	126,451	189,677	196,569	200,500	204,510
8540	PROPERTY INSURANCE		2,210	2,321	1,022	1,022	1,073	1,127	1,183

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	1,408		1,562	1,228	1,228	1,289	1,354	1,422
85113	AUTO PHYSICAL DAMAGE	1,223	1,188	1,247	1,390	1,390	1,460	1,532	1,609
85115	LIABILITY INSURANCE	5,621	12,977	13,626	5,728	5,728	6,014	6,315	6,631
85116	E&O LIABILITY INSURANCE	658							
85117	VEHICLE LIABILITY INSURANCE	4,213	4,104	4,659	8,218	8,218	8,629	9,060	9,513
85118	LAW ENFORCEMENT LIABILITY INSURANCE								
85119	UMBRELLA LIABILITY		3,016	3,167	1,083	1,083	1,137	1,194	1,254
85120	PROPERTY DAMAGE COSTS		947	994					
85140	SURETY/NOTARY BONDS								
85170	EASEMENTS ACQUIRED	675							
XPLC	TOTAL PROPERTY & LIABILITY COSTS	13,798	24,442	27,576	18,669	18,669	19,602	20,582	21,612
85240	EQUIPMENT RENTAL & LEASES	1,431	1,961	5,000		1,000	1,200	1,300	1,400
XRENT	TOTAL RENTALS	1,431	1,961	5,000		1,000	1,200	1,300	1,400
85310	PERMITS	3		500			500	500	500
85320	STATE FEES		500	545		500	500	500	500
1	Streets			545		500	500	500	500
2									
3	Various		500						
4									
*	Amount missing from detail								
85340	RECORDING & FILING FEES	110							
XPERM	TOTAL PERMITS	113	500	1,045		500	1,000	1,000	1,000
85530	E-COMMERCE FEES				70	140			
85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	2,574	5,735	13,000	3,469	5,500	9,000	9,000	9,000
XFLF	TOTAL FINANCIAL FEES	2,574	5,735	13,000	3,539	5,640	9,000	9,000	9,000
86600	LEASE/LOAN PRINCIPAL		140,065	140,919	74,828	140,919	142,644	71,975	
1	PNC - Infor UB Software								
2	2016 - Self Contained Leaf Vacuum			56,320		56,320	57,010	28,766	
3	2016 - Utility Truck			17,890		17,890	18,109	9,137	
4	2016 - Street Sweeper			66,709		66,709	67,525	34,072	
5	Various		140,065		74,828				
*	Amount missing from detail								
86700	LEASE/LOAN INTEREST		4,763	3,908	1,843	3,908	2,184	439	
1	PNC - Infor UB Software								
2	2016 - Self Contained Leaf Vacuum			1,562		1,562	873	175	
3	2016 - Utility Truck			496		496	277	56	
4	2016 - Street Sweeper			1,850		1,850	1,034	208	
5	Various		4,763		1,843				
*	Amount missing from detail								
XDEBT	TOTAL DEBT SERVICE		144,828	144,827	76,671	144,827	144,828	72,414	
XOPS	TOTAL OPERATIONS	492,496	672,942	869,630	287,352	735,616	799,509	728,406	670,512
	Capital								
89410	DRAINAGE	444,751	210,138		6,209	6,209			
1	Various	444,751	210,138		6,209	6,209			
10									
11									

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
12									
2									
3									
4									
7									
8									
9									
*	Amount missing from detail								
=	XINFR TOTAL INFRASTRUCTURE	444,751	210,138		6,209	6,209			
+									
!	89520 VEHICLES (>\$25,000)	318,046		231,357	240,991	231,357			
1	11/2 Ton with Utility Boxes (Streets)								
2	3/4 ton Pick-up (Streets)			30,000		30,000			
!	3 Single Axle Dump (Streets)								
4	Line Item 4	318,046							
5	2017 - Street Sweeper			201,357	207,653	201,357			
*	Amount missing from detail				33,338				
+	89530 MACHINERY & EQUIPMENT (>\$25,000)	52,801		41,000	44,473	44,473			
1	Street Sweeper								
!	2 Storm Sewer Vacuum								
!	3 Skid Steer			41,000					
4	Self Contained Curb & Storm Drain Vacuum								
5	Line Item 5	52,801			44,473	44,473			
*	Amount missing from detail								
=	XMEO TOTAL MACHINERY & EQUIPMENT (>\$25,000)	370,847		272,357	285,464	275,830			
=	XCAP TOTAL CAPITAL	815,598	210,138	272,357	291,673	282,039			
=	XTOT TOTAL EXPENDITURES	2,118,113	1,779,231	2,146,138	1,167,085	1,985,442	1,875,212	1,867,057	1,876,607



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	185,470	218,670	273,990	259,230	269,286	(4,704)	-1.7%
Employee Benefits	51,611	62,628	73,660	76,803	91,207	17,547	23.8%
Total Personnel	237,081	281,298	347,650	336,033	360,493	12,843	3.7%
Operations							
Transportation Services	799	798	660	800	840	180	27.3%
Operating Services	354	211	1,640	1,240	1,272	(368)	-22.4%
Notices, Subscriptions, etc.	6,867	5,996	13,133	9,133	13,190	57	0.4%
Utilities	1,899	3,106	3,685	4,500	4,978	1,293	35.1%
Contractual Services	72,420	137,067	161,456	102,234	153,104	(8,352)	-5.2%
Repair & Maintenance Services	2,202	9,681	465	4,010	11,735	11,270	2423.7%
Employee programs	-	86	275	275	289	14	5.1%
Professional Development/Travel	3,415	7,967	20,359	11,100	10,500	(9,859)	-48.4%
Office Supplies	406	862	506	556	584	78	15.4%
Operating Supplies	2,213	1,207	3,091	3,041	3,300	209	6.8%
Fuel & Mileage	1,193	846	1,650	1,650	1,733	83	5.0%
Machinery & Equipment (<\$121,000)	2,215	10,518	15,670	17,371	15,753	83	0.5%
Property & Liability Costs	1,183	-	-	15,389	16,158	16,158	
Repair & Maintenance Supplies	227	450	3,686	3,686	3,870	184	5.0%
Permits	3,461	3,460	3,806	10,210	10,721	6,915	181.7%
Debt Service	-	25,537	85,753	85,753	-	(85,753)	-100.0%
Total Operations	98,854	207,792	315,835	270,948	248,028	(67,807)	-21.5%
Capital	27,989	187,539	2,400,000	1,608,604	2,730,000	330,000	13.8%
Total Stormwater-Engineering	363,924	676,629	3,063,485	2,215,585	3,338,521	275,036	9.0%

Notes & Objectives

Personnel:

Operations:

Capital:

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@ 2/17/2017	E std 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
I= 81110	REGULAR PAY	184,505	216,237	282,601	158,603	257,730	278,017	283,577	289,249
81120	OVERTIME PAY	965	2,433	1,000	1,061	1,500	1,000	1,000	1,000
81199	VACANCY ADJUSTMENT			(9,611)			(9,731)	(9,925)	(10,124)
= XWAGE	TOTAL WAGES	185,470	218,670	273,990	159,664	259,230	269,286	274,652	280,125
= 81410	FICA (EMPLOYER'S SHARE)	13,747	16,286	21,006	12,014	24,028	21,587	21,694	22,128
= 81420	MEDICAL PREMIUMS	32,129	30,681	35,328	12,401	24,802	41,393	45,532	50,086
= 81430	GROUP INSURANCE PREMIUMS	1,627	2,392	3,365	1,548	2,788	3,622	3,803	3,993
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(5,990)	(5,595)	(7,116)	(2,436)	(4,872)	(6,520)	(7,172)	(7,889)
! 81450	RETIREMENT CONTRIBUTIONS		4,448	6,076	4,557	6,076	6,987	7,686	8,455
	DEFERRED COMP MATCH	10,098	13,079	15,000	11,494	22,988	24,137	25,344	26,611
81455	WORKERS COMPENSATION PREMIUMS		391		993	993			
81470	WORKERS COMPENSATION CLAIMS		946						
= XBEN	TOTAL BENEFITS	51,611	62,628	73,659	40,571	76,803	91,207	96,887	103,384
= XPER	TOTAL PERSONNEL	237,081	281,298	347,649	200,235	336,033	360,493	371,539	383,509
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	799	771	660	543	800	840	882	926
82130	VEHICLE LICENSES & TITLES		27						
= XTRC	TOTAL TRANSPORTATION CHARGES	799	798	660	543	800	840	882	926
82210	PRINTING & COPYING SERVICES, OUTSOURCED	354	25	440	22	440	462	485	509
82240	TRANSCRIPTION FEES			600		600	600	630	661
82250	TESTING & PHYSICALS		186	600		200	210	220	230
= XOPSV	TOTAL OPERATING SERVICES	354	211	1,640	22	1,240	1,272	1,335	1,400
82310	LEGAL NOTICES	309	48	2,000	38	1,000	2,000	2,100	2,205
+ 82350	DUES FOR MEMBERSHIPS	1,200		1,133	300	1,133	1,190	1,250	1,313
1									
2									
3									
4	Various	1,200		1,133		1,133	1,190	1,250	1,313
*	Amount missing from detail				300				
+ 82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	5,358	5,948	10,000	1,200	7,000	10,000	10,000	10,000
1	Public Service Announcements (Radio and TV) - MS4 Permit Requirement								
2	Public Involvement and Outreach - MS4 Permit Requirement								
3	Public Education Materials - MS4 Permit Requirement								
! 4	Line Item 4	5,358	5,948	10,000	1,200	7,000	10,000	10,000	10,000
*	Amount missing from detail								
= XNS	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	6,867	5,996	13,133	1,538	9,133	13,190	13,350	13,518
+ 82450	CELLULAR TELEPHONE SERVICE	1,899	3,106	3,685	2,217	4,500	4,978	5,227	5,488
1	Gauging Stations								
2	Cell Phones								
! 3	Various	1,899	3,106	3,685	2,217	4,500	4,978	5,227	5,488
*	Amount missing from detail								
= XUTIL	TOTAL UTILITIES	1,899	3,106	3,685	2,217	4,500	4,978	5,227	5,488
82510	COMPUTER SERVICES	375	756	7,056	437	989	1,104	1,159	1,217
82520	LEGAL SERVICES		300						
! 82540	ENGINEERING SERVICES	15,992	95,925	100,000	227,219	51,045	100,000	100,000	100,000

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@ 2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
+ 82560	CONSULTANT SERVICES	56,053	40,086	54,400	15,075	50,200	52,000	54,500	57,000
1	TMDL Sampling - Macroinvertebrate Analysis								
2	TMDL Sampling - E. Coli Analysis								
3	USGS Stream Gauging Stations		31,636	54,400					
4	Stormwater Management Master Plan Modeling (Moved to 82540)								
5	Various	56,053	8,450		15,075	50,200	52,000	54,500	57,000
6	Line Item 6								
7	Line Item 7								
8	Line Item 8								
*	Amount missing from detail								
=	TOTAL CONTRACTUAL SERVICES	72,420	137,067	161,456	242,731	102,234	153,104	155,659	158,217
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	53	90		165	200	210	221	233
+ 82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	395	764	465		500	525	551	579
1	Nova Copy	395	764	465		500	525	551	579
*	Amount missing from detail								
82645	STORMWATER MAINTENANCE SERVICES	1,754	8,827		3,310	3,310	11,000	11,550	12,128
=	TOTAL REPAIR & MAINTENANCE SERVICES	2,202	9,681	465	3,475	4,010	11,735	12,322	12,940
82750	EMPLOYEE RECOGNITION/RECEPTIONS		86	275	38	275	289	303	319
=	TOTAL EMPLOYEE PROGRAMS		86	275	38	275	289	303	319
+ 82810	REGISTRATIONS	1,150	4,165	8,369	1,470	5,000	3,500	3,675	3,859
1									
2									
3									
4	Various	1,150	4,165	8,369	1,470	5,000	3,500	3,675	3,859
5									
6									
*	Amount missing from detail								
+ 82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	777	695	1,914	269	900	1,000	1,050	1,103
1	Stormwater Coordinator								
2	Water Quality Specialist II								
3	Water Quality Specialist I								
4	Various	777	695	1,914	269	900	1,000	1,050	1,103
*	Amount missing from detail								
+ 82830	AIR TRAVEL	744	603	2,310		200	1,000	1,050	1,103
1	Stormwater Coordinator								
2	Water Quality Specialist II								
3	Various	744	603	2,310		200	1,000	1,050	1,103
*	Amount missing from detail								
+ 82840	LODGING	594	2,270	3,190	2,376	3,000	3,000	3,150	3,308
1	Stormwater Coordinator								
2	Water Quality Specialist II								
3	Water Quality Specialist I								
4	Various	594	2,270	3,190	2,376	3,000	3,000	3,150	3,308
*	Amount missing from detail								
+ 82880	MEALS (OUTSIDE WILLIAMSON COUNTY)	150	234	4,576	276	2,000	2,000	2,100	2,205
1	Stormwater Coordinator								
2	Water Quality Specialist II								
3	Water Quality Specialist I			4,576		2,000	2,000	2,100	2,205
4	Various	150	234		276				
*	Amount missing from detail								
=	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	3,415	7,967	20,359	4,391	11,100	10,500	11,025	11,578
83110	OFFICE SUPPLIES	77	22	506	74	506	531	558	586
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	329	840		70	50	53	56	59

Account	Label		Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estid 2017	Budget 2018	Forecast 2019	Forecast 2020
=	XOFS	TOTAL OFFICE SUPPLIES	406	862	506	144	556	584	614	645
		TRAINING SUPPLIES			50					
+	83210	SAFETY SUPPLIES	1,009	22	2,381		2,381	2,500	2,625	2,756
1	Waders									
2	Winter Water Proof Coats									
3	Boots									
4	Wader Bodis									
5	Rain Paints									
6	Various		1,009	22	2,381		2,381	2,500	2,625	2,756
*	Amount missing from detail									
83260	UNIFORMS PURCHASED		1,204	770	660	500	660	800	840	882
83270	CONSUMABLE TOOLS			390						
=	XOPS	TOTAL OPERATING SUPPLIES	2,213	1,207	3,091	500	3,041	3,300	3,465	3,638
		GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,193	846	1,650	682	1,650	1,733	1,820	1,911
=	XFUEL	TOTAL FUEL & MILEAGE	1,193	846	1,650	682	1,650	1,733	1,820	1,911
		MACHINERY & EQUIPMENT (<\$25,000)	1,853	1,144	12,670	419	12,670	13,303	13,968	14,666
1	Illicit Discharge Detection (Detergent Kit Refills)									
2	Illicit Discharge Detection (Ammonia)									
3	Illicit Discharge Detection (Chlorine Kit Refills)									
4	TMDL Sampling Equip (Nalgene Bottles)									
5	Various		1,853	1,144	12,670	419	12,670	13,303	13,968	14,666
6	Hardware Tools for Transects (Hammer, Stakes, Tape)									
7	Illicit Discharge Detection (Phosphate Kit Refills)									
*	Amount missing from detail									
+	83540	COMPUTER HARDWARE (<\$25,000)		9,002	2,000	3,701	3,701	1,400	1,470	6,000
!	1	Computers		9,002	2,000	3,701	3,701	1,400	1,470	6,000
*	Amount missing from detail									
!	83550	COMPUTER SOFTWARE (<\$25,000)	362	372	1,000		1,000	1,050	1,103	1,158
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	2,215	10,518	15,670	4,120	17,371	15,753	16,541	21,824
		OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	227	450	3,686	228	3,686	3,870	4,064	4,267
1	TMDL Sampling Equip Maint (Calibration Solution)									
2	DO Sensor Replacement Cap									
3	Turbidity Calibration Solution									
4	pH Sensor Maintenance Solution									
5	Other Repairs									
6	Various		227	450	3,686	228	3,686	3,870	4,064	4,267
*	Amount missing from detail									
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	227	450	3,686	228	3,686	3,870	4,064	4,267
		ADMIN SERVICES PROVIDED BY GENERAL FUND								
	84770									
		PROPERTY INSURANCE				955	955	1,003	1,053	1,106
	85110	LIABILITY INSURANCE	62			12,139	12,139	12,746	13,383	14,052
	85111	E&O LIABILITY INSURANCE	1,121							
	85112	UMBRELLA LIABILITY				2,295	2,295	2,410	2,531	2,658
=	XPLS	TOTAL PROPERTY & LIABILITY COSTS	1,183			15,389	15,389	16,159	16,967	17,816
		STATE FEES								
+	85320	TDEC Small MSR Permit TNSO75311	3,461	3,460	3,806	3,460	3,460	3,633	3,815	4,006
1	*	Amount missing from detail	3,461	3,460	3,806	3,460	3,460	3,633	3,815	4,006
		FEDERAL FEES								
=	XPLM	TOTAL PERMITS	3,461	3,460	3,806	10,210	10,210	10,721	11,257	11,820

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@ 2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
+	86600 LEASE/LOAN PRINCIPAL		24,697	84,492	8,308	84,492			
1	2016 - Vehicle(s) - 3		24,697	24,847	8,308	24,847			
2	2016 - Vehicle (see above)								
4	2016 - Vehicle (see above)								
5	2016 - Harpeth River Restoration Project WWTP			43,096		43,096			
6	2016 - Adams Street Drainage Project			16,549		16,549			
*	Amount missing from detail								
+	86700 LEASE/LOAN INTEREST		840	1,261	205	1,261			
1	2016 - Vehicle (s) - 3		840	689	205	689			
2	2016 - Vehicle (see above)			286		286			
3	2016 - Vehicle (see above)			286		286			
4	2016 - Harpeth River Restoration Project WWTP								
5	Line Item 5								
*	Amount missing from detail								
=	XDSV TOTAL DEBT SERVICE		25,537	85,753	8,513	85,753			
=	XOP TOTAL OPERATIONS	98,854	207,792	315,835	294,741	270,948	248,028	254,831	266,307
	Capital								
+	89410 DRAINAGE	27,989	187,539	2,400,000	68,047	1,608,604	2,730,000	1,080,000	1,830,000
1	100 Block Battle Avenue Drainage Improvements								
2	Figures Drive Area Drainage Improvements								
3	Jordan Branch & Cheswick Farm Stream Restoration								
4	Stream & Rainfall Gauging Stations								
5	Capital Project Stormwater Infrastructure								
6	Various	27,989	187,539	2,400,000	56,547	1,608,604	2,730,000	1,080,000	1,830,000
*	Amount missing from detail				11,500				
=	XINFR TOTAL INFRASTRUCTURE	27,989	187,539	2,400,000	68,047	1,608,604	2,730,000	1,080,000	1,830,000
=	XCAP TOTAL CAPITAL	27,989	187,539	2,400,000	68,047	1,608,604	2,730,000	1,080,000	1,830,000
=	XTOT TOTAL EXPENDITURES	363,924	676,629	3,063,484	563,023	2,215,585	3,338,521	1,706,370	2,479,816
=	PTHPT PART-TIME HEADCOUNT								
=	PRHT PART-TIME REGULAR HEADCOUNT								



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Stormwater - Engineering						
1	Water Quality Specialist III	\$ 7,114	\$ -	\$ -	\$ 7,114	\$ -
2	Water Quality Specialist I	\$ 47,000	\$ 14,000	\$ 30,345	\$ 91,345	\$ -
Total		\$ 54,114	\$ 14,000	\$ 30,345	\$ 98,459	\$ -
Stormwater - Streets						
1	Equipment Operator	\$ 38,000	\$ 11,400	\$ 375	\$ 49,775	\$ -
2	Self Contained Leaf/Drain Vacuum	\$ -	\$ -	\$ 193,710	\$ 193,710	\$ -
3	1/2 Ton Pickup	\$ -	\$ -	\$ 36,550	\$ 36,550	\$ -
Total		\$ 38,000	\$ 11,400	\$ 230,635	\$ 280,035	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ 92,114	\$ 25,400	\$ 260,980	\$ 378,494	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ 91,345
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 287,149
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -

Totals **\$ 378,494**

Traditional Allocations

	Personnel	\$ 148,234
	Operations	\$ -
	Equipment	\$ 230,260
	Capital	\$ -
Total		\$ 378,494

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



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

Department:

43125 STORMWATER-ENGINEERING

Division:

Engineering Department / Stormwater Division

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Water Quality Specialist III

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81000 PERSONNEL		\$7,114	\$7,114
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
			\$0
TOTAL	\$0	\$7,114	\$7,114

PURPOSE / DESCRIPTION OF REQUEST

This request is to promote a Water Quality Specialist II (two) to a Water Quality Specialist III (Three) within the Engineering Departments Stormwater Division

As part of the City MS4 permit we are required to complete six minimum control measures that include the following: 1) Public Education and Outreach, 2) Public Involvement and Participation, 3) Illicit Discharge Detection and Elimination, 4) Construction Site Stormwater Runoff Control, 5) Permeant Stormwater Management in Development and Redevelopment and 6) Pollution Prevention for Municipal Operations. In addition we are required to do annual ambient monitoring that includes: 1) Macroinvertebrate Sampling, 2) E.Coli Sampling and 3) Visual Stream Assessments.

Staff has greatly underestimated the staffing needs related to control measure #4 Construction Site Stormwater Runoff Control and #5 Permeant Stormwater Management in Development and Redevelopment over the last several years. These two measure alone continue to consume 80-90% of ALL Stormwater Division positions time. This position will relieve the Stormwater Management Coordinator from having to oversee day to day operations of these two control measures and place this responsibility on the WQSIII. This will allow the Stormwater Management Coordinator to concentrate on management duties and overall Stormwater Program compliance and milestones achievements. Currently the City has applied for provisional Qualified Local Program (QLP) status. If approved, this position will manage the requirements associated with a QLP. This position will also complete the Water Quality Specialist I, II, and III series to be more in line with other departmental positions (Engineer I, II, and III)

This position will be responsible for the following within our Stormwater Management Program:

- *Overseeing and managing the requirement of the QLP; Permitting, SWPPP review, data management and entry associated with QLP status (Monthly TDEC requirement)
- *Overseeing control measure #4; Construction Site Stormwater Runoff Control permit requirements
- *Review of development plans for compliance with control measure #5; Permeant Stormwater Management in Development and Redevelopment/Runoff Reduction; Green Infrastructure

SERVICE IMPLICATION

Without this employee we will not be in permit compliance with our NPDES permit. In addition we will not have adequate staffing to handle the Qualified Local Program requirements.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 2

Department: **43125 STORMWATER-ENGINEERING**
 Division: **Engineering Department / Stormwater Division**
 FranklinForward Theme: **A Safe, Clean, Livable City**
 Title: **Water Quality Specialist I**

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81000 PERSONNEL		\$47,000	\$47,000
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$14,100	\$14,100
Expenses			
82210 PRINTING & COPYING SERVICES, OUTSOURCED	\$60		\$60
82800 PROFESSIONAL DEVELOPMENT/TRAVEL	\$0	\$1,000	\$1,000
83250 SAFETY SUPPLIES	\$715		\$715
83530 MACHINERY & EQUIPMENT (<\$25,000)	\$400		\$400
83540 COMPUTER HARDWARE (<\$25,000)	\$2,450		\$2,450
83550 COMPUTER SOFTWARE (<\$25,000)	\$120		\$120
89520 VEHICLES (>\$25,000)	\$25,000		\$25,000
83300 FUEL & MILEAGE (INSIDE WILLIAMSON COUNTY)		\$600	\$600
TOTAL	\$28,745	\$62,700	\$91,445

PURPOSE / DESCRIPTION OF REQUEST

This request is for a new Water Quality Specialist I (one) position within the Engineering Departments Stormwater Division

As part of the City MS4 permit we are required to complete six minimum control measures that include the following: 1) Public Education and Outreach, 2) Public Involvement and Participation, 3) Illicit Discharge Detection and Elimination, 4) Construction Site Stormwater Runoff Control, 5) Permeant Stormwater Management in Development and Redevelopment and 6) Pollution Prevention for Municipal Operations. In addition we are required to do annual ambient monitoring that includes: 1) Macroinvertebrate Sampling, 2) E.Coli Sampling and 3) Visual Stream Assessments.

In Department Priority number 1 we have asked to promote a WQSII (two) to a WQSIII (three). We wish to leave the WQSII (two) position vacant for the time being to allow growth within the current WQSI (one) employees for future promotional opportunities. The WQSII (two) positions written intent, is to design and conduct ambient monitoring requirements and post-construction BMP maintenance compliance. Currently this employee spends 80-90% of their time conducting construction site inspections which is inconsistent with the job description. We would like to backfill the WQSII (two) position (and associated work load of construction site inspections) with a WQSI (one) position in order to have personnel performing job duties consistent with their job description.

The design and conducting of ambient monitoring requirements and post-construction BMP maintenance compliance will be distributed between the WQSI (one), WQSIII (three) and Stormwater Management Coordinator indefinitely until the right promotional potentials come along for the current WQSI (one).

SERVICE IMPLICATION

Without this employee we will not be in permit compliance with our NPDES permit. In addition we will not have adequate staffing to handle the Qualified Local Program requirements.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



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

Department:

43120 STORMWATER-STREETS

Division:

Maintenance

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81110 REGULAR PAY		\$38,000	\$38,000
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$11,400	\$11,400
Expenses			
83260 UNIFORMS PURCHASED		\$375	\$375
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$49,775	\$49,775

PURPOSE / DESCRIPTION OF REQUEST

We are requesting for a second straight year a new position Stormwater Equipment Operator. Responsibilities will include but not limited to Operating various equipment throughout the organization including Street Sweeper, Stormwater Vacuum Truck, Automated Leaf/Curb/Drain Vacuum.

SERVICE IMPLICATION

As the City grows our Maintenance responsibilities grow. We are consistently accepting the maintenance of new development. Including Streets, Infrastructure and Drainage Systems. The Stormwater Maintenance Team is stretched very thin and we must expand our maintenance crews or we will begin to experience poor workmanship and low quality service.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 3

Department: 43120 STORMWATER-STREETS Division: Maintenance FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Self Contained Leaf/ Drain Vaccum

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
82130 VEHICLE LICENSES & TITLES	\$25		\$25
82610 VEHICLE REPAIR & MAINTENANCE SERVICES		\$810	\$810
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON)		\$2,600	\$2,600
85117 VEHICLE LIABILITY INSURANCE		\$275	\$275
89530 MACHINERY & EQUIPMENT (>\$25,000)	\$190,000		\$190,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$190,025	\$3,685	\$193,710

PURPOSE / DESCRIPTION OF REQUEST

The previous (2) Two units have proven effective and very efficient. We have been able to offset some of the cost by selling older Dump Trucks and pull behind collection units. We have experienced 0 workers compensation injuries due to the single man operations from inside the cab. Leaf collections have increased by approximately 1000 cubic Yds annually however we are experiencing quicker removal with less overtime during peak collection times. We are capable of completing more Stormwater projects because we have more staff members available while weather is cooperative.

SERVICE IMPLICATION

When the forecast calls for inclement weather we experience significant down time in leaf collection services because we must remove collection equipment from dump trucks and equip them with snow removal equipment.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 3

Department: Division: FranklinForward Theme: Title:	43120 STORMWATER-STREETS Maintenance A Effective and Fiscally Sound City Government Providing High Quality Service 1 / 2 Ton Pickup
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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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
82130 VEHICLE LICENSES & TITLES	\$25		\$25
82610 VEHICLE REPAIR & MAINTENANCE SERVICES		\$650	\$650
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON)		\$2,600	\$2,600
85117 VEHICLE LIABILITY INSURANCE		\$275	\$275
89520 VEHICLES (>\$25,000)	\$33,000		\$33,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$33,025	\$3,525	\$36,550

PURPOSE / DESCRIPTION OF REQUEST

Vehicle is being requested to support the inspection team with daily work assignments throughout the City of Franklin.

SERVICE IMPLICATION

We hired an Inspector in fiscal year 2017 however we did not budget a vehicle for that position at that time.



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Engineering & Traffic Operations Center

Paul Holzen, Director of Engineering



City of Franklin, Tennessee - FY 2018 Budget Request

Engineering Department

Outline

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



City of Franklin, Tennessee - FY 2018 Budget Request

Engineering Department

Purpose of Department

The **Engineering Department** plans for the future infrastructure needs of the City of Franklin and consists of three divisions. The divisions include Engineering, Traffic Operations and Stormwater. Stormwater will be presented separately)

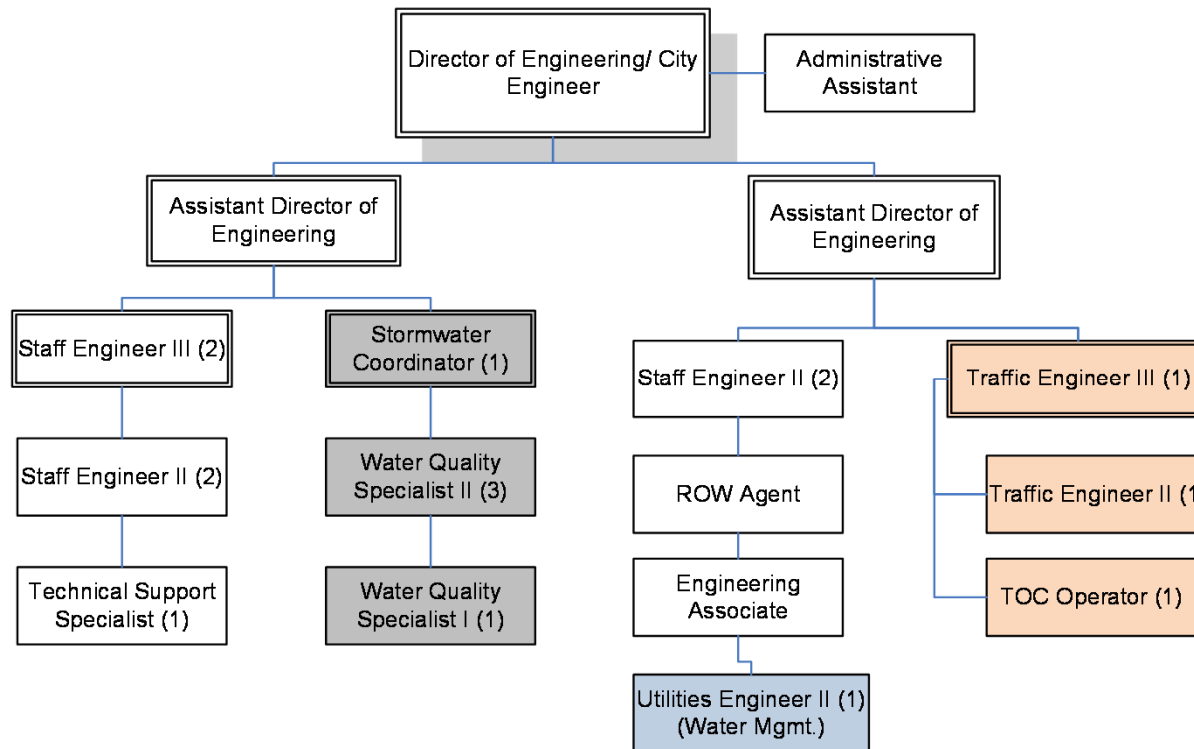
The **Engineering Division** manages both City-funded and private infrastructure projects. The Engineering Division works with other City Departments, TDOT, various utility providers, elected officials, and the public to ensure that our infrastructure is designed and installed properly and that it meets all Local, State and Federal standards and guidelines.

The **Traffic Operations Center (TOC)** Division manages the transportation network within the City of Franklin and is responsible for signal timing. A goal of the Traffic Operations Division is to perform timing optimizations for signal systems. Currently there are five major systems in the City - Cool Springs Area (McEwen, Mallory Lane, Carothers Parkway and Cool Springs Blvd), SR 96 E (Murfreesboro Rd.) / Royal Oaks, Downtown Franklin (5th Ave North, SR96 West and Downtown Signals), Hillsboro Road and Columbia Ave. Traffic counts and turning movement counts are obtained at all signalized intersections within a 3 year window. These counts are then used to preform signal system timing optimizations.



City of Franklin, Tennessee - FY 2018 Budget Request Engineering Department

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request

Engineering Department

Base Budget Request: Personnel

Engineering							
	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	775,333	898,724	1,125,838	1,094,050	1,195,125	69,287	6.2%

Traffic Operations Center (TOC)							
	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	172,817	258,174	278,557	275,554	284,438	5,881	2.1%

In addition to the existing base personnel, wages and benefits we are requesting the following program enhancements:

Engineering Division

Reclassification - Technical Support Specialist to a Plans Examiner I

Traffic Operations Division

New Position - Senior ITS Specialist



City of Franklin, Tennessee - FY 2018 Budget Request

Engineering Department

Base Budget Request: Operations

Engineering

2016 Approved Budget	(-\$49,967)	(\$203,992 w/o reimbursement)
2017 Proposed Budget	(-\$59,024)	(\$206,942 w/o reimbursement)

TOC

2016 Approved Budget	\$668,775
2017 Proposed Budget	\$538,052



City of Franklin, Tennessee - FY 2018 Budget Request

Engineering Department

Base Budget Request: Capital

Engineering

2016 Approved Budget \$0.00

2017 Proposed Budget \$0.00

TOC

2016 Approved Budget \$2,300,000

2017 Proposed Budget \$2,150,000



City of Franklin, Tennessee - FY 2018 Budget Request

Engineering Department

Program Enhancement Requests

Engineering

\$5,354 - Technical Support Specialist to a Plans Examiner I *(1 of 2)*

\$12,500 - Replacement Furniture for the TOC Conference Room *(2 of 2)*

TOC

\$78,619 - Senior ITS Specialist *(1 of 2)*

\$175,000 – Cool Springs Area Holiday Signal Timing *(2 of 2)*



City of Franklin, Tennessee

FY 2018 Operating Budget

Engineering & Traffic Operations Center

Paul P. Holzen, Director

Budget Summary

Engineering							
	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	775,333	898,724	1,125,838	1,094,050	1,195,125	69,287	6.2%
Operations	-15,565	-96,022	-49,967	-51,232	-59,024	-9,057	18.1%
Capital	0	0	0	0	0	0	0.0%
Total	759,768	802,702	1,075,871	1,042,818	1,136,101	60,231	5.6%

Traffic Operations Center (TOC)							
	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	172,817	258,174	278,557	275,554	284,438	5,881	2.1%
Operations	311,427	239,931	668,775	460,100	538,052	-130,723	-19.5%
Capital	186,326	60,361	2,300,000	438,480	2,150,000	(150,000)	-6.5%
Total	670,571	558,466	3,247,332	1,174,134	2,972,490	-274,842	-8.5%

Departmental Summary

This budget contains operations for two separate functions: Engineering & Traffic Operations Center.

ENGINEERING

The Engineering Department plans for the future infrastructure needs of the City of Franklin and consists of three divisions. The divisions include Engineering, Traffic Operations and Stormwater.

The Engineering Division manages both City-funded and private infrastructure projects. The Engineering Division works with other City Departments, TDOT, various utility providers, elected officials, and the public to ensure that our infrastructure is designed and installed properly and that it meets all Local, State and Federal standards and guidelines.

The Traffic Operations Division manages the transportation network within the City of Franklin. They currently oversee our Congestion Management Program, Traffic Count Program, Traffic Calming Program and assist with both public and private infrastructure projects.

The Stormwater Division helps the City maintain compliance with mandates set by the Federal (EPA) and State (TDEC) Governments to minimize stormwater runoff pollution. Under the Clean Water Act of 1972, the Environmental Protection Agency (EPA) requires municipalities like Franklin to manage stormwater. The City has received a Phase II Municipal Separate Storm Sewer System (MS4) Permit from the Tennessee Department of Environment and Conservation (TDEC) to allow Franklin to discharge stormwater into nearby rivers and streams.



City of Franklin, Tennessee

FY 2018 Operating Budget

Engineering & Traffic Operations Center

Paul P. Holzen, Director

Department Summary (continued)

TRAFFIC OPERATIONS CENTER (TOC)

A goal of the Traffic Operations Division is to perform timing optimizations for signal systems. Currently there are five major systems in the City - Cool Springs Area (McEwen, Mallory Lane, Carothers Parkway and Cool Springs Blvd), SR 96 E (Murfreesboro Rd./Royal Oaks), Downtown (Main St, Fifth Ave, SR96 West), Hillsboro Road and Columbia Ave. Traffic counts and turning movement counts are obtained at all signalized intersections within a 3 year window. These counts are then used to perform signal system timing optimizations.

The Traffic Operations Center (TOC) provides traffic management services to the City of Franklin. The center currently manages 114 traffic signals and 22 Closed Circuit Television (CCTV) cameras. In past years the TOC has worked towards providing better traffic flow throughout the City through the Congestion Management Program. That program requires data collection at each of those intersections every 3 years and optimizing the signal timing in each of the City's main corridors.

The TOC will be addressing new challenges as we move into the future. First will be the Comprehensive Transportation Network Plan which will study the transportation network with attention to the roadway network, bike and pedestrian facilities and transit. This study will replace the traditional Major Thoroughfare Plan Update and will provide a more complete planning document for use by the city in applying for Federal Highway Administration or Federal Transit Administration funding. The second challenge is to deploy an Adaptive Traffic Signal Control System in the Cool Springs Area. This action will provide the benefits of constant signal optimization.

Congestion Management Program:

Traffic Counts or Data Collection have been and continue to be the most basic building blocks of any traffic management system. With the rapid growth and development of the City of Franklin in the recent past, traffic volumes have also grown and developed. This program was designed to perform "turning movement counts" for each peak hour at each of our signalized intersections every three years.

Currently there are five major systems in the City:

- 1) Cool Springs Area (McEwen, Mallory Lane, Carothers Parkway and Cool Springs Blvd)
- 2) SR 96 E (Murfreesboro Rd./Royal Oaks)
- 3) Downtown Franklin (Main St, Fifth Ave, SR96 West)
- 4) Hillsboro Road
- 5) Columbia Ave.

The data collected is used to develop traffic signal timing plans that will best move traffic with highest degree of safety and minimal delay. By utilizing traffic modeling software, we develop intersection timing plans that best manage those rush hour flows. A 2005 Institute of Transportation Engineers White Paper on Benefits of Retiming Traffic Signals states, "An operating agency with a budget to retime traffic signals every 3 years, especially in developing areas and/or areas with sustained growth, will maintain a high quality of traffic operations."



City of Franklin, Tennessee

FY 2018 Operating Budget

Engineering & Traffic Operations Center

Paul P. Holzen, Director

Department Summary (continued)

STORMWATER (Budget contained within Stormwater Fund)

The City of Franklin is granted authorization to discharge stormwater through its stormwater infrastructure and into receiving water bodies through a NPDES permit issued by the EPA and administered through TDEC. A condition of this permit coverage is that six minimum control measures are met by the end of the permit cycle. The City is required annually to submit an “annual report”, which is essentially a report to document the progress the City is making towards meeting its current permit requirements. Current minimum control measures are:

- 1) Public Education and Outreach
- 2) Public Involvement and Participation
- 3) Illicit Discharge Detection and Elimination
- 4) Construction Site Stormwater Runoff Control
- 5) Permanent Stormwater Management in Development and Redevelopment
- 6) Pollution Prevention for Municipal Operations

In addition to the above minimum control measures the City is required to do annual ambient monitoring which includes:

- 1) Macroinvertebrate Sampling
- 2) E.Coli Sampling
- 3) Visual Stream Assessments



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

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.

Goal: Implement our Congestion Management Program by coordinate traffic signals to insure optimum travel speed, reduce delay, reduce energy and fuel consumption and minimize stops. The City Currently has five coordinated signal systems that include: Cool Springs Area (McEwen, Mallory Lane, Carothers Parkway and Cool Springs Blvd), SR 96 E (Murfreesboro Rd./Royal Oaks), Downtown Franklin (Main St, Fifth Ave, SR96 West), Hillsboro Road, Columbia Ave.

Baseline: Implement new traffic counts and signal timing plans on one coordinate system per year. A 2005 Institute of Transportation Engineers White Paper on Benefits of Retiming Traffic Signals states, "An operating agency with a budget to retime traffic signals every 3 years, especially in developing areas and/or areas with sustained growth, will maintain a high quality of traffic operations."

Workload (Output) Measures

Last Signal Timing Update	
1) Cool Springs Area	2016
Cool Springs Area (Holiday Plan)	2008
2) SR 96 E	2015
3) Downtown Franklin	2010
4) Hillsboro Road	To Be Completed Following Hillsboro Road (Independence Square to Mack Hatcher
5) Columbia Ave	2015

Theme: A Safe, Clean and Livable City



Franklin will be a model for environmental quality and a sustainable City



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

Goal: Meet or exceed the minimum compliance of our NPDES MS4 permit to protect our national resources.

Baseline: Complete four public education and outreach events per year.

Baseline: Complete four public involvement and participation events per year.

Baseline: Complete illicit discharge detection and elimination on 20% of our watershed yearly.

Baseline: Inspect 100% of our active construction sites monthly for EPSC compliance.

Baseline: Inspect 20% of the cities permanent stormwater management facilities.

Baseline: Complete annual ambient monitoring to include Macroinvertebrate Sampling, E.Coli

Sampling and complete 20% watershed Visual Stream Assessments.

Workload (Output) Measures

		2014	2015	2016	2017*	2018*
	Number of public education and outreach events completed.	1	5	2	TBD	TBD
	Number of public involvement and participation events completed.	1	3	2	TBD	TBD
	Percentage of Watershed completed for illicit discharge detection and elimination.	0%	100%	0%	TBD	TBD
	Percentage of active construction sites	100%	100%	100%	TBD	TBD
	Percentage of permanent stormwater management facilities inspected.	0%	0%	0%	TBD	TBD
	Annual Ambient monitoring (Achieved or Not Achieved)					
	Macroinvertebrate Sampling	Achieved	Achieved	Achieved	TBD	TBD
	E.Coli Sampling	Achieved	Achieved	Achieved	TBD	TBD
	Visual Stream Assessment	Not Achieved	Achieved	Not Achieved	TBD	TBD

Outcome (Effectiveness) Measures

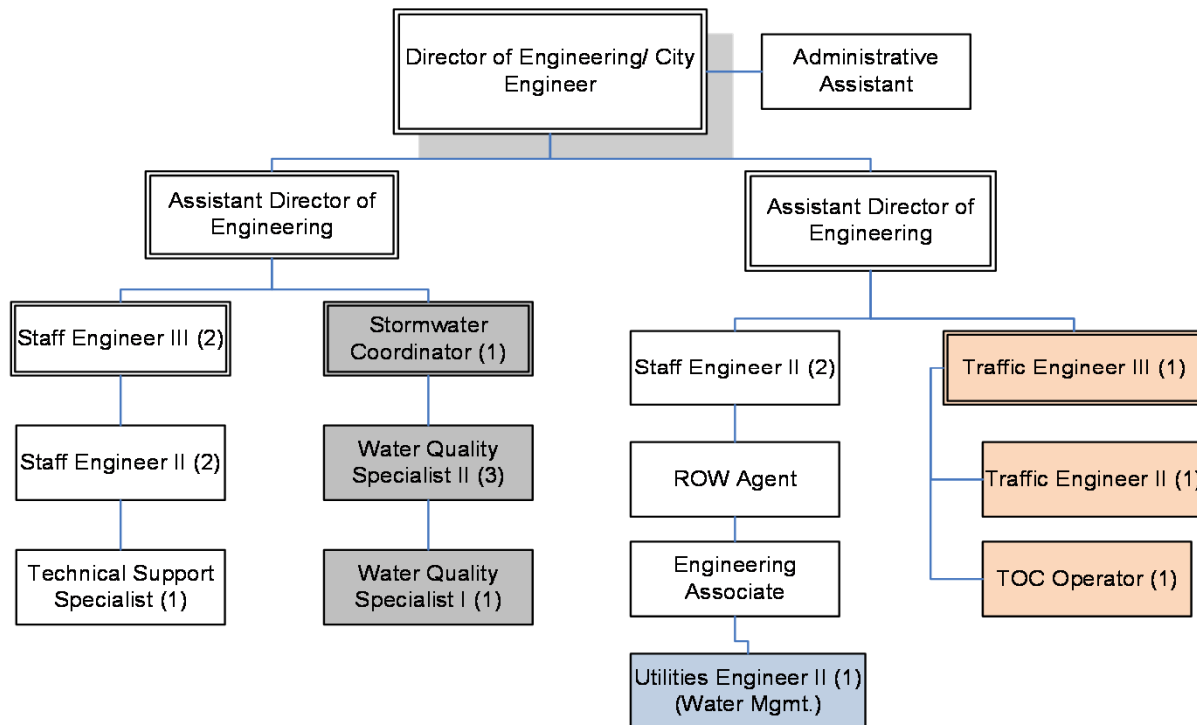
		2014	2015	2016	2017*	2018*
	Reduce percent of citizens reporting improvement in transportation/ reduction of traffic and lane improvements as the most important needs for Franklin. (Baseline: Community Survey by ASI for Franklin Tomorrow)	37%	37%	41%	41%	TBD
	Target	30%	30%	35%	35%	TBD
	Meets Target?	No	No	No	No	TBD
	To reduce energy costs, road congestion and improve air quality by better use of alternative transportation services					
	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)	N/A	72	74	TBD	TBD
	Target	TBD	72	72	75	75
	Meets Target?	TBD	Yes	Yes	TBD	TBD



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



Notes:

1) Funding Allocation:

Gray: Stormwater Coordinator, Wtr Qty Specialist I and II are funded out of the Stormwater Budget

Peach: The Traffic Eng III, Traffic Eng II and TOC Operator are included in TOC Budget.

Blue: Utilities Engineer is funded out of the Water Management Department.

White: Positions funded through the Engineering budget are shaded in white.

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



City of Franklin, Tennessee

FY 2018 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Engineering											
Director of Engineering	Grade L	1	0	1	0	1	0	1	0	1	0
Asst. Dir. Of Engineering	Grade J	1	0	1	0	2	0	2	0	2	0
Staff Engineer III	Grade I	3	0	3	0	2	0	2	0	2	0
Staff Engineer II	Grade H	3	0	3	0	3	0	4	0	4	0
Right of Way Agent	Grade G	1	0	1	0	1	0	1	0	1	0
Technical Support Specialist	Grade E	1	0	1	0	1	0	1	0	1	0
Engineering Associate	Grade E	0	0	1	0	1	0	1	0	1	0
Admin. Asst	Grade D	1	0	1	0	1	0	1	0	1	0
Total - Engineering		11	0	12	0	12	0	13	0	13	0

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Traffic Operations Center											
ITS Specialist Senior	---	1	0	1	0	0	0	0	0	0	0
Traffic Engineer III	Grade I	1	0	1	0	1	0	1	0	1	0
Traffic Engineer II	Grade F	1	0	1	0	1	0	1	0	1	0
TOC Operator	Grade E	1	0	1	0	1	0	1	0	1	0
Total - TOC		4	0	4	0	3	0	3	0	3	0



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget - Engineering

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference	
						\$	%
Personnel							
Salaries & Wages	594,297	676,112	833,969	808,351	851,465	17,496	2.1%
Employee Benefits	181,036	222,612	291,869	285,699	343,660	51,791	17.7%
Total Personnel	775,333	898,724	1,125,838	1,094,050	1,195,125	69,287	6.2%
Operations							
Transportation Services	675	183	730	750	767	37	5.1%
Operating Services	11,035	4,035	5,950	5,950	6,099	149	2.5%
Notices, Subscriptions, etc.	6,006	3,764	9,750	9,750	9,963	213	2.2%
Utilities	3,691	3,857	4,175	4,524	4,749	574	13.7%
Contractual Services	90,125	74,165	108,000	108,000	108,400	400	0.4%
Repair & Maintenance Services	3,960	1,002	2,420	2,420	2,610	190	7.9%
Employee programs	275	681	820	820	861	41	5.0%
Professional Development/Travel	12,072	5,495	23,170	18,000	18,000	(5,170)	-22.3%
Office Supplies	4,822	5,309	6,446	6,446	6,770	324	5.0%
Operating Supplies	1,169	2,068	4,550	4,550	4,778	228	5.0%
Fuel & Mileage	773	924	2,000	2,000	2,100	100	5.0%
Machinery & Equipment (<\$25,000)	58,811	24,574	17,000	17,000	23,828	6,828	40.2%
Repair & Maintenance Supplies	-	50	-	-	-	-	0.0%
Property & Liability Costs	4,020	5,965	6,043	9,344	9,811	3,768	62.4%
Permits	2,919	6,010	7,525	7,710	8,153	628	8.3%
Other Business Expenses	1	1	-	50	53	53	100.0%
Debt Service and Lease Payments	4,077	4,104	5,413	5,413	-	(5,413)	-100.0%
Interfund Reimbursement	(219,996)	(238,209)	(253,959)	(253,959)	(265,966)	(12,007)	4.7%
Total Operations	(15,565)	(96,022)	(49,967)	(51,232)	(59,024)	(9,057)	18.1%
Capital	-	-	-	-	-	-	0.0%
Total Engineering	759,768	802,702	1,075,871	1,042,818	1,136,101	60,231	5.6%

Notes & Objectives

Account	Label		Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel									
I=	81110	REGULAR PAY	566,272	671,201	861,877	496,709	807,151	882,119	917,404	954,100
	81120	OVERTIME PAY	5	88	210	845	1,200	220	230	240
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	28,020	4,823						
	81199	VACANCY ADJUSTMENT			(28,118)			(30,874)	(32,109)	(33,394)
=	XWAGE	TOTAL WAGES	594,297	676,112	833,969	497,554	808,351	851,465	885,525	920,946
=	81410	FICA (EMPLOYER'S SHARE)	41,189	48,823	61,457	36,237	72,474	67,506	70,181	72,989
=	81420	MEDICAL PREMIUMS	110,130	139,469	183,886	78,303	156,606	216,665	238,332	262,165
=	81430	GROUP INSURANCE PREMIUMS	9,870	11,518	13,382	6,861	22,312	14,900	15,645	16,427
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(24,957)	(33,419)	(39,821)	(24,441)	(48,882)	(47,493)	(52,242)	(57,467)
I	81450	RETIREMENT CONTRIBUTIONS	38,770	48,928	66,836	50,127	66,836	76,861	84,548	93,002
	81455	DEFERRED COMP MATCH	2,863	3,925	3,019	5,748	11,496	12,071	12,674	13,308
	81470	WORKERS COMPENSATION PREMIUMS	771	968	810	2,128	2,128	850	895	940
	81475	WORKERS COMPENSATION CLAIMS				429	429			
	81482	CAR ALLOWANCE	2,400	2,400	2,300	1,477	2,300	2,300	2,300	2,300
=	XBEN	TOTAL BENEFITS	181,036	222,612	291,869	156,869	285,699	343,660	372,333	403,664
=	XPER	TOTAL PERSONNEL	775,333	898,724	1,125,838	654,423	1,094,050	1,195,125	1,257,858	1,324,610
	Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	612	183	730	351	750	767	775	788
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
	82130	VEHICLE LICENSES & TITLES	63							
=	XTRC	TOTAL TRANSPORTATION CHARGES	675	183	730	351	750	767	775	788
+	82210	PRINTING & COPYING SERVICES, OUTSOURCED	9,645	3,094	4,000	3,939	4,200	4,210	4,420	4,640
I	1	Business Cards								
I	2	Envelopes								
I	3	Various	9,645	90	4,000		4,200	4,210	4,420	4,640
I	4	4CCAD - Reprographics - Scan Plans in the Garage/prints								
*	*	Amount missing from detail		3,004		3,939				
	82250	ARCHIVING/RECORDS MANAGEMENT SERVICES								
I	82250	TRANSCRIPTION FEES			750		750	787	826	867
I	82250	TESTING & PHYSICALS	1,390	941	1,200	954	1,000	1,102	1,157	1,215
=	XOFSV	TOTAL OPERATING SERVICES	11,035	4,035	5,950	4,893	5,950	6,099	6,403	6,722
	82300	LEGAL NOTICES	2,305	2,181	2,000	500	2,000	2,000	2,100	2,205
+	82350	DUES FOR MEMBERSHIPS	1,256	966	2,750	747	2,750	2,888	3,032	3,184
	01									
	02									
	03									
	04									
	05									
	06									
	07									
I	08	Various	1,256		2,750		2,750	2,888	3,032	3,184
	09									
	10									
	11									
	12									

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
*	Amount missing from detail		966		747				
82355	PROFESSIONAL STANDARDS / ACCREDITATION			1,500		1,500	1,575	1,654	1,737
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	268	97	1,000		1,000	1,000	1,000	1,000
82390	PUBLICATIONS, NON-TRAINING	2,177	520	2,500	97	2,500	2,000	2,625	2,756
=	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	6,006	3,764	9,750	1,344	9,750	9,963	10,411	10,882
82435	SOLID WASTE SERVICE								
82450	TELEPHONE SERVICE		809	935	479	910	955	1,003	1,053
82451	800 MHZ ACCESS LINE SERVICE	98	98	121	56	105	110	115	120
+ 82455	CELLULAR TELEPHONE SERVICE	2,051	2,279	2,376	1,375	2,749	2,886	3,030	3,181
1	Various	2,051	1,564	2,376		2,749	2,886	3,030	3,181
2									
3									
4									
5									
6									
*	Amount missing from detail		715		1,375				
82470	INTERNET & RELATED SERVICES	675	671	743	513	760	798	838	880
=	TOTAL UTILITIES	3,691	3,857	4,175	2,423	4,524	4,749	4,986	5,234
82510	COMPUTER SERVICES	507	5,540	8,000	4,703	8,000	8,400	8,820	9,261
82540	ENGINEERING SERVICES	85,883	36,615	75,000	20,864	75,000	75,000	75,000	75,000
+ 82560	CONSULTANT SERVICES	1,935	31,760	25,000	7,500	25,000	25,000	25,000	25,000
01	Various Consultant Services	1,935							
02	Misc. Surveying Services								
03	GIS AS-Built Integration								
04	Aerial Innovations (Flyover)								
05	Various			25,000		25,000	25,000	25,000	25,000
*	Amount missing from detail		31,760		7,500				
82599	OTHER CONTRACTUAL SERVICES	1,800	250						
=	TOTAL CONTRACTUAL SERVICES	90,125	74,165	108,000	33,067	108,000	108,400	108,820	109,261
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	3,045	247	1,320	499	1,320	1,455	1,527	1,603
+ 82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	915	755	1,100	505	1,100	1,155	1,212	1,272
1	Various	915		1,100		1,100	1,155	1,212	1,272
2	NovaCopy								
*	Amount missing from detail		755		505				
82630	PAVING & REPAIR SERVICES								
=	TOTAL REPAIR & MAINTENANCE SERVICES	3,960	1,002	2,420	1,004	2,420	2,610	2,739	2,875
82750	EMPLOYEE RECOGNITION/RECEPTIONS	275	654	820	151	820	861	904	949
+ 82755	TRAINING, OUTSIDE								
01									
02									
03									
04	Various								
05									
*	Amount missing from detail								
82790	TRAINING, IN-HOUSE		27						
=	TOTAL EMPLOYEE PROGRAMS	275	681	820	151	820	861	904	949
82815	REGISTRATIONS	4,977	3,732	7,000	1,890	5,000	5,000	5,250	5,513
+ 82816	Various	4,977	2,408	7,000		5,000	5,000	5,250	5,513
1	Continuing Education								
3	INFOR Conference (Amanda)								
4	Amount missing from detail		1,324		1,890				
*									

Account	Label	Actual 2015	Actual	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
+ 82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	2,643	559	1,100	411	2,000	2,000	2,100	2,205
1	Various	2,643	422	1,100		2,000	2,000	2,100	2,205
3	Continuing Education								
*	Amount missing from detail		137		411				
+ 82830	AIR TRAVEL	726		3,740		2,000	2,000	2,100	2,205
1	Various	726		3,740		2,000	2,000	2,100	2,205
2	Continuing Education								
3	INFOR Conference (Amanda)								
*	Amount missing from detail								
+ 82840	LODGING	3,115	818	7,370	862	5,000	5,000	5,250	5,513
1	Various	3,115	818	7,370		5,000	5,000	5,250	5,513
2	Continuing Education								
3	INFOR Conference (Amanda)								
*	Amount missing from detail				862				
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	611	386	3,630	526	3,650	3,650	3,833	4,025
1	Various	611		3,630		3,650	3,650	3,833	4,025
2	Continuing Education								
3	INFOR Conference (Amanda)								
*	Amount missing from detail		386		526				
+ 82890	OTHER TRAVEL EXPENSES			330		350	350	368	386
1	Various			330		350	350	368	386
2	Local PDH Meetings								
*	Amount missing from detail								
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	12,072	5,495	23,170	3,689	18,000	18,000	18,901	19,847
+ 83110	OFFICE SUPPLIES	2,561	2,925	3,410	1,697	3,410	3,581	3,760	3,948
1	Black leather portfolios with COF logo embossed (20 @ \$30 each)								
2	Various	2,561		3,410		3,410	3,581	3,760	3,948
*	Amount missing from detail		2,925		1,697				
+ 83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		328	550		550	578	607	637
1	Aerial Innovations (Pictures of Projects)								
2	Various			550		550	578	607	637
*	Amount missing from detail		328						
83130	EMPLOYEE BENEVOLENCE ITEMS			176		176	185	194	203
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,261	2,056	2,310	1,316	2,310	2,426	2,547	2,674
= XOF5	TOTAL OFFICE SUPPLIES	4,822	5,309	6,446	3,013	6,446	6,770	7,108	7,462
+ 83200	SAFETY SUPPLIES	344	1,167	2,300		2,300	2,415	2,536	2,663
01									
02									
03	Various	344		2,300		2,300	2,415	2,536	2,663
*	Amount missing from detail		1,167						
+ 83200	UNIFORMS PURCHASED	825	736	2,200		2,200	2,310	2,426	2,547
1									
2									
3	Various	825	736	2,200		2,200	2,310	2,426	2,547
*	Amount missing from detail								
83205	UNIFORMS, SPECIALIZED		119						
83210	OTHER OPERATING SUPPLIES		46	50		50	53	56	59
= XOF5	TOTAL OPERATING SUPPLIES	1,169	2,068	4,550		4,550	4,778	5,018	5,269
+ 83300	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	765	924	2,000	325	2,000	2,100	2,205	2,315
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	8							
= XFUFUL	TOTAL FUEL & MILEAGE	773	924	2,000	325	2,000	2,100	2,205	2,315
+ 83500	FURNITURE, FIXTURES (<\$25,000)	7,944	1,252	330	200	330	347	364	382

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
01	Desk Chair (7 12/13) (7 13/14)								
02	Reception Seating for front office								
03	Various	7,944	1,252	330	200	330	347	364	382
*	Amount missing from detail								
83520	VEHICLES (<\$25,000)	22,436							
1	Replace 1999 FORD- F-150 (move to lease)								
2	Replace 2003 FORD Explorer	22,436							
*	Amount missing from detail								
83530	MACHINERY & EQUIPMENT (<\$25,000)	(477)	10,527	1,100	1,017	1,100	1,155	1,213	1,274
5	New Copy Machine (2006) (Max Life 7 Years)(\$16,000 to lease)								
6	Various	(477)	10,527	1,100	1,017	1,100	1,155	1,213	1,274
*	Amount missing from detail								
83540	COMPUTER HARDWARE (<\$25,000)	9,848	8,842	5,450	3,944	5,450	11,700	7,000	3,000
01									
02									
03									
04	Various	9,848	8,842	5,450	3,944	5,450	11,700	7,000	3,000
*	Amount missing from detail								
83550	COMPUTER SOFTWARE (<\$25,000)	19,060	3,953	10,120	1,117	10,120	10,626	11,157	11,715
01									
02		19,060	3,953	10,120	1,117	10,120	10,626	11,157	11,715
03									
04									
05									
06	Dragon Software (dictation of meeting minutes)								
*	Amount missing from detail								
=	XMEU TOTAL MACHINERY & EQUIPMENT (<\$25,000)	58,811	24,574	17,000	6,278	17,000	23,828	19,734	16,371
83620	EQUIPMENT PARTS & SUPPLIES		50						
=	XRMS TOTAL REPAIR & MAINTENANCE SUPPLIES		50						
85110	PROPERTY INSURANCE	923	1,129	1,185	955	955	1,003	1,053	1,106
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	181			181	181	190	200	210
85113	AUTO PHYSICAL DAMAGE	64	39	82	214	214	225	236	248
85114	LIABILITY INSURANCE	1,789	2,338	2,455	3,164	3,164	3,322	3,488	3,663
85115	E&O LIABILITY INSURANCE	772							
85116	VEHICLE LIABILITY INSURANCE	241	1,539	1,616	4,109	4,109	4,314	4,530	4,757
85117	LAW ENFORCEMENT LIABILITY INSURANCE								
85118	UMBRELLA LIABILITY		554	582	598	598	628	659	692
85119	PROPERTY DAMAGE COSTS								
85120	LIABILITY CLAIMS/DEDUCTIBLES								
85121	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES		249						
85122	SURETY/NOTARY BONDS	50	117	123		123	129	135	142
1	Various	50							
2	Sarah-Ben-Amanda-Shannon		117	123		123	129	135	142
3									
4									
*	Amount missing from detail								
=	XPLO TOTAL PROPERTY & LIABILITY COSTS	4,020	5,965	6,043	9,221	9,344	9,811	10,301	10,818
85310	PERMITS		1,000	1,000		1,000	1,050	1,103	1,158
85320	STATE FEES	2,442	3,040	5,525	334	4,860	5,103	5,358	5,626
01	State Privilege Tax (\$400)								

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
02	Engineering License (\$140)								
03	PE Exam								
04	Appraisal Trainee Application Fee (Ben)								
05	Various	2,442	1,040	5,525		4,860	5,103	5,358	5,626
06									
*	Amount missing from detail		2,000		334				
85340	RECORDING & FILING FEES	477	1,970	1,000	1,536	1,850	2,000	2,100	2,205
=	XPERM TOTAL PERMITS	2,919	6,010	7,525	1,870	7,710	8,153	8,561	8,989
85530	E-COMMERCE FEES		1		4	50	53	56	59
=	XFLF TOTAL FINANCIAL FEES		1		4	50	53	56	59
85990	MISCELLANEOUS	1							
=	XOBE TOTAL OTHER BUSINESS EXPENSES	1							
+	LEASE/LOAN PRINCIPAL	3,989	4,031	5,384	5,384	5,384			
1	2014 - New Copier	3,989	4,031	5,384	5,384	5,384			
2	2015 - Replace 1999 Ford F-150 (\$25,000)								
3	2015 - CADD Software (\$17,100)								
*	Amount missing from detail								
+	LEASE/LOAN INTEREST	88	73	29	29	29			
1	2014 - New Copier	88	73	29	29	29			
2	2015 - Replace 1999 Ford F-150 (\$25,000)								
3	2015 - CADD Software (\$17,100)								
*	Amount missing from detail								
=	XDSV TOTAL DEBT SERVICE	4,077	4,104	5,413	5,413	5,413			
87510	REIMB OF INTERFUND SERVICES	(219,996)	(238,209)	(253,959)	(169,306)	(253,959)	(265,966)	(271,285)	(276,711)
=	XREIMB TOTAL INTERFUND SERVICES REIMBURSEMENTS	(219,996)	(238,209)	(253,959)	(169,306)	(253,959)	(265,966)	(271,285)	(276,711)
+									
=	XOP TOTAL OPERATIONS	(15,565)	(96,022)	(49,967)	(96,260)	(51,232)	(59,024)	(64,363)	(68,870)
	Capital								
=	XTOT TOTAL EXPENDITURES	759,768	802,702	1,075,871	558,163	1,042,818	1,136,101	1,193,495	1,255,740



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget - TOC

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference	
						\$	%
Personnel							
Salaries & Wages	132,066	197,759	199,220	205,744	198,932	(288)	-0.1%
Employee Benefits	40,751	60,415	79,337	69,810	85,506	6,169	7.8%
Total Personnel	172,817	258,174	278,557	275,554	284,438	5,881	2.1%
Operations							
Transportation Services	24	8	330	330	347	17	5.2%
Operating Services	-	84	330	330	347	17	5.2%
Notices, Subscriptions, etc.	525	2,954	2,254	3,894	4,229	1,975	87.6%
Utilities	1,399	1,535	2,288	2,150	2,257	(31)	-1.4%
Contractual Services	228,974	192,772	613,000	374,377	473,150	(139,850)	-22.8%
Repair & Maintenance Services	472	742	1,210	853	895	(315)	-26.0%
Employee programs	-	6	330	330	347	17	5.2%
Professional Development/Travel	2,475	1,350	7,757	6,975	7,387	(370)	-4.8%
Office Supplies	161	165	550	542	586	36	6.5%
Operating Supplies	230	223	1,375	1,375	1,389	14	1.0%
Fuel & Mileage	238	172	882	700	735	(147)	-16.7%
Machinery & Equipment (<\$25,000)	39,700	28,704	22,225	49,536	25,600	3,375	15.2%
Repair & Maintenance Supplies	17,594	-	2,600	2,600	2,730	130	5.0%
Property & Liability Costs	4,006	9,736	11,314	13,778	15,660	4,346	38.4%
Permits	810	1,480	2,330	2,330	2,393	63	2.7%
Debt Service and Lease Payments	14,820	-	-	-	-	-	0.0%
Total Operations	311,427	239,931	668,775	460,100	538,052	(130,723)	-19.5%
Infrastructure	-	-	-	-	-	-	0.0%
Machinery & Equipment (>\$25,000)	186,326	60,361	2,300,000	438,480	2,150,000	(150,000)	-6.5%
Capital	186,326	60,361	2,300,000	438,480	2,150,000	(150,000)	-6.5%
Total TOC	670,571	558,466	3,247,332	1,174,134	2,972,490	(274,842)	-8.5%

Notes & Objectives

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
81110	REGULAR PAY	126,627	196,940	204,904	125,883	204,544	204,904	213,100	221,624
81120	OVERTIME PAY	5,439	819	1,200	696	1,200	1,200	1,200	1,200
81199	VACANCY ADJUSTMENT			(6,884)			(7,172)	(7,459)	(7,757)
XWAGE	TOTAL WAGES	132,066	197,759	199,220	126,579	205,744	198,932	206,841	215,067
81410	FICA (EMPLOYER'S SHARE)	9,748	14,492	15,047	9,273	15,077	15,675	16,302	16,954
81420	MEDICAL PREMIUMS	23,184	33,159	47,248	22,782	39,489	51,973	57,170	62,887
81430	GROUP INSURANCE PREMIUMS	1,989	2,862	3,387	1,821	3,156	3,529	3,705	3,891
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(5,155)	(9,403)	(10,544)	(6,287)	(10,171)	(11,528)	(12,681)	(13,949)
81450	RETIREMENT CONTRIBUTIONS	10,574	13,344	18,228	9,114	15,850	19,594	21,553	23,709
81455	DEFERRED COMP MATCH	222	5,760	5,760	3,669	5,959	6,048	7,000	8,000
81470	WORKERS COMPENSATION PREMIUMS	189	201	211	450	450	215	225	235
81475	WORKERS COMPENSATION CLAIMS								
XBEN	TOTAL BENEFITS	40,751	60,415	79,337	40,822	69,810	85,506	93,274	101,727
XPER	TOTAL PERSONNEL	172,817	258,174	278,557	167,401	275,554	284,438	300,115	316,794
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	18	8	330	137	330	347	364	382
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	6							
XTRC	TOTAL TRANSPORTATION CHARGES	24	8	330	137	330	347	364	382
82210	PRINTING & COPYING SERVICES, OUTSOURCED			110		110	116	122	128
82250	TESTING & PHYSICALS		84	220		220	231	243	255
1									
2									
3	Various			220		220	231	243	255
*	Amount missing from detail		84						
XOPSV	TOTAL OPERATING SERVICES		84	330		330	347	365	383
82310	LEGAL NOTICES		2,198	1,000	2,640	2,640	2,912	3,058	3,211
82350	DUES FOR MEMBERSHIPS	483	756	1,254	631	1,254	1,317	1,383	1,452
01	Various	483		1,254		1,254	1,317	1,383	1,452
02									
03									
04									
*	Amount missing from detail		756		631				
82380	PUBLICATIONS, NON-TRAINING	42							
1	ITE Trip Generation Manual 9th Edition								
3	Various	42							
*	Amount missing from detail								
XNS	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	525	2,954	2,254	3,271	3,894	4,229	4,441	4,663
82480	TELEPHONE SERVICE	633	587	770	349	605	635	667	700
82490	800 MHZ ACCESS LINE SERVICE	91	91	110	52	96	101	106	111
82495	CELLULAR TELEPHONE SERVICE		186	660	244	689	723	759	797
1	Cell Phone for New Traffic Engineer Position			660		689	723	759	797
*	Amount missing from detail		186		244				
82470	INTERNET & RELATED SERVICES	675	671	748	513	760	798	838	880
XUTL	TOTAL UTILITIES	1,399	1,535	2,288	1,158	2,150	2,257	2,370	2,488
82550	COMPUTER SERVICES	1,600	28,343	3,000	9,726	3,000	3,150	3,308	3,473

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/21/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
1	Various	1,600		3,000		3,000	3,150	3,308	3,473
2	Calper Corporation (TransCAD Support)								
*	Amount missing from detail		28,343		9,726				
82540	ENGINEERING SERVICES		158,550	550,000	160,671	311,377	410,000	250,000	250,000
+	CONSULTANT SERVICES	227,374	5,879	60,000	25,248	60,000	60,000	60,000	60,000
01	Various	227,374	6,879	60,000		60,000	60,000	60,000	60,000
02	City of Franklin Traffic Impact Studies (90% Developer and 10% City)								
03	Traffic Data Collection - Annual Program								
04	Traffic Signal Timing Optimization and Testing - Cool Springs								
05	Traffic Signal Timing Optimization and Testing - Downtown								
06	Traffic Signal Timing Optimization and Testing - 96 East								
07	Traffic Signal Timing Optimization and Testing - Columbia Ave								
08	Traffic Signal Timing Optimization and Testing								
09	Traffic Signal Timing Optimization and Testing								
10	Traffic Signal Timing Optimization and Testing - Hillsboro Road								
11	Comprehensive Transportation Network Study								
12									
*	Amount missing from detail		(1,000)		25,248				
=	XCTS TOTAL CONTRACTUAL SERVICES	228,974	192,772	613,000	195,645	374,377	473,150	313,308	313,473
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	5	297	660	19	300	315	331	348
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	467	445	550	553	553	580	609	639
1	NovaCopy								
3	Various	467		550		553	580	609	639
4	Emergency Fiber Optic Repair for TOC Fiber								
*	Amount missing from detail		445		553				
82640	PAVING & REPAIR SERVICES								
82649	FIBER OPTIC SERVICE								
=	XRMSV TOTAL REPAIR & MAINTENANCE SERVICES	472	742	1,210	572	853	895	940	987
82750	EMPLOYEE RECOGNITION/RECEPTIONS		6	330		330	347	364	382
82780	TRAINING, OUTSIDE								
=	XEPG TOTAL EMPLOYEE PROGRAMS		6	330		330	347	364	382
82810	REGISTRATIONS	1,005		2,007	950	2,000	2,000	2,100	2,205
1	Various	1,005	1,350	2,007		2,000	2,000	2,100	2,205
2									
3									
7									
8									
9									
*	Amount missing from detail		1,350		950				
+	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	265		1,727	651	2,000	1,899	2,089	2,206
1	Various	265		1,727	651	2,000	1,899	2,089	2,206
3									
4									
*	Amount missing from detail								
+	AIR TRAVEL	406		550					
3									
4									
5	Various	406		550					
*	Amount missing from detail								
+	LODGING	750		1,760	1,475	1,475	1,936	2,129	2,154
01									
02									
03	Various	750		1,760	1,475	1,475	1,936	2,129	2,154
04									

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
* +	Amount missing from detail								
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	49		1,411	282	1,500	1,552	1,707	1,754
01									
02									
03	Various	49		1,411		1,500	1,552	1,707	1,754
04									
*	Amount missing from detail				282				
82890	OTHER TRAVEL EXPENSES			302					
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	2,475	1,350	7,757	3,358	6,975	7,387	8,025	8,319
83110	OFFICE SUPPLIES		110	220	91	220	231	243	255
83130	EMPLOYEE BENEVOLENCE ITEMS			110		100	105	110	115
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	161	55	220	222	222	250	263	276
= XOPS	TOTAL OFFICE SUPPLIES	161	165	550	313	542	586	616	646
+ 83250	SAFETY SUPPLIES			1,100		1,100	1,100	1,155	1,213
1									
2	Various			1,100		1,100	1,100	1,155	1,213
*	Amount missing from detail								
83260	UNIFORMS PURCHASED	230	223	275		275	289	303	318
= XOPS	TOTAL OPERATING SUPPLIES	230	223	1,375		1,375	1,389	1,458	1,531
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	238	172	882	92	700	735	771	810
= XFUEL	TOTAL FUEL & MILEAGE	238	172	882	92	700	735	771	810
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)	15,010	26,323	10,000	26,854	26,854	10,000	10,000	10,000
1	Various	15,010	26,323	10,000	26,854	26,854	10,000	10,000	10,000
2									
3									
4	MioVision Camera								
*	Amount missing from detail								
+ 83540	COMPUTER HARDWARE (<\$25,000)	8,924	2,000	1,225	11,682	11,682	4,600	2,000	4,000
1	Various	8,924	2,000	1,225	11,682	11,682	4,600	2,000	4,000
01									
02	Cisco Video Matrix - Lease Payment (moved to Lease 86600)								
*	Amount missing from detail								
+ 83550	COMPUTER SOFTWARE (<\$25,000)	15,766	381	11,000	19	11,000	11,000	11,000	11,000
1									
2									
3	TransCAD (moved to 82510)								
4									
5									
6	Various	15,766		11,000		11,000	11,000	11,000	11,000
7									
*	Amount missing from detail		381		19				
= XMMJ	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	39,700	28,704	22,225	38,555	49,536	25,600	23,000	25,000
83600	EQUIPMENT PARTS & SUPPLIES	1,288		1,500		1,500	1,575	1,654	1,737
+ 83610	TRAFFIC SIGNAL PARTS & SUPPLIES	2,111		1,100		1,100	1,155	1,213	1,274
01	Various	2,111		1,100		1,100	1,155	1,213	1,274
*	Amount missing from detail								
83640	FIBER OPTIC SUPPLIES				474				
83690	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	14,195							
= XRMIS	TOTAL REPAIR & MAINTENANCE SUPPLIES	17,594		2,600	474	2,600	2,730	2,867	3,011
85100	PROPERTY INSURANCE	923	1,030	1,082	955	955	1,136	1,193	1,253

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE			96	82	82	100	105	110
85113	AUTO PHYSICAL DAMAGE	82	1	1			1	2	3
85115	LIABILITY INSURANCE	1,226	7,048	7,400	10,715	10,715	11,251	11,814	12,405
85116	E&O LIABILITY INSURANCE	529							
85117	VEHICLE LIABILITY INSURANCE	1,244							
85118	LAW ENFORCEMENT LIABILITY INSURANCE								
85119	UMBRELLA LIABILITY		1,657	1,740	2,026	2,026	2,127	2,233	2,345
85120	PROPERTY DAMAGE COSTS			995			1,045	1,097	1,152
=	XPLC TOTAL PROPERTY & LIABILITY COSTS	4,006	9,736	11,314	13,778	13,778	15,660	16,444	17,268
85310	PERMITS			1,250		1,250	1,313	1,379	1,448
85320	STATE FEES	810	1,480	1,080		1,080	1,080	1,134	1,191
85340	RECORDING & FILING FEES								
=	XPERM TOTAL PERMITS	810	1,480	2,330		2,330	2,393	2,513	2,639
85530	E-COMMERCE FEES				7				
=	XFLF TOTAL FINANCIAL FEES				7				
+									
86600	LEASE/LOAN PRINCIPAL	14,334							
1	SunTrust - Cisco Video Surveillance	14,334							
*	Amount missing from detail								
+	LEASE/LOAN INTEREST	486							
1	SunTrust - Cisco Video Surveillance	486							
*	Amount missing from detail								
=	XDSV TOTAL DEBT SERVICE	14,820							
=	XOP TOTAL OPERATIONS	311,428	239,931	668,775	257,360	460,100	538,052	377,846	381,982
	Capital								
89470	TRAFFIC SIGNALS								
=	XINFR TOTAL INFRASTRUCTURE								
+	MACHINERY & EQUIPMENT (>\$25,000)	186,326	60,361	2,300,000	25,265	438,480	2,150,000	250,000	250,000
01	Mallory Station Road @ Mallory Lane and South Springs								
02	Cardothers @ SR96 Turn Lane Extension								
03	Columbia @ Southeast Pkwy/Shadow Green Dr (\$195,000 from developer)								
04	Cool Springs Adaptive Signal Control (80/20 Match MPO)								
05	Aspen Grove Roundabout								
06	Signal Upgrade Program								
07	Franklin ITS Extension (80/20 Match)								
08	Various								
*	Amount missing from detail	186,326	60,361	2,300,000	25,265	438,480	2,150,000	250,000	250,000
89531	MACHINERY & EQUIPMENT (>25,000) NON-GRANT								
89532	MACHINERY & EQUIPMENT (>\$25,000) GRANT								
=	XMSD TOTAL MACHINERY & EQUIPMENT (>\$25,000)	186,326	60,361	2,300,000	25,265	438,480	2,150,000	250,000	250,000
=	XCCP TOTAL CAPITAL	186,326	60,361	2,300,000	25,265	438,480	2,150,000	250,000	250,000
=	XTOT TOTAL EXPENDITURES	670,571	558,466	3,247,332	450,026	1,174,134	2,972,490	927,961	948,776



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Engineering						
1	Reclassification - Technical Support Specialist to a Plans Examiner I	\$ 5,354	\$ -	\$ -	\$ 5,354	
2	Replacement Furniture in TOC Conference Room	\$ -	\$ -	\$ 12,500	\$ 12,500	
Total		\$ 5,354	\$ -	\$ 12,500	\$ 17,854	\$ -
Traffic Operations Center (TOC)						
1	Senior ITS Specialist	\$ 54,938	\$ 16,481	\$ 7,200	\$ 78,619	
2	Cool Springs Area Holiday Signal Timing	\$ -	\$ -	\$ 175,000	\$ 175,000	
Total		\$ 54,938	\$ 16,481	\$ 182,200	\$ 253,619	\$ -
<i>(+1 FTE)</i>						
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ 60,292	\$ 16,481	\$ 194,700	\$ 271,473	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 271,473
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -

Totals \$ 271,473

Traditional Allocations

	Personnel	\$ 83,973
	Operations	\$ 187,500
	Equipment	\$ -
	Capital	\$ -
Total		\$ 271,473

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



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

Department:

41600 ENGINEERING

Division:

Engineering

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Reclassification - Technical Support Specialist to a Plans Examiner I

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81100 SALARIES & WAGES		\$5,354	\$5,354
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$5,354	\$5,354

PURPOSE / DESCRIPTION OF REQUEST

Over the past year our technical support specialist has been helping with the following items in addition to her current job duties:

- 1) Review site plans to assist with IDT, permit compliance and surety calculations.
- 2) Assisting applicants in the management of projects through the permitting, easement and availability process.
- 3) Facilitates plan review and revisions of site plans.
- 4) Provides technical assistance to the design professionals in the interpretation of adopted ordinances, regulations and standards.

Our intent is to have the job description updated and reevaluated to include the items above.

SERVICE IMPLICATION

Without this reevaluation / promotion the employee is doing work outside of the job description.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 2

Department:

41600 ENGINEERING

Division:

Engineering

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Replacement Furniture in TOC Conference Room

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
83510 FURNITURE, FIXTURES (<\$25,000)	\$12,500		\$12,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$12,500	\$0	\$12,500

PURPOSE / DESCRIPTION OF REQUEST

The Traffic Operation Center (TOC), including the TOC Conference Room, was opened in 2002. The original furniture from 2002 is still in use today. This conference room is used many times a day. The high quality of this furniture has allowed it to last for 15 years. The chairs around the table are showing signs of wear and are breaking more frequently. The Engineering Department requests the purchase of 12 to 14 replacement chairs for this conference room.

SERVICE IMPLICATION

Replacement furniture would provide a more comfortable work environment. New, working furniture also presents a better image of the City to guests and visitors.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 2

Department: **41610 TRAFFIC OPERATIONS CENTER (TOC)**
 Division: **Engineering - TOC**
 FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Senior ITS Specialist**

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81100 SALARIES & WAGES		\$54,938	\$54,938
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$16,481	\$16,481
<u>Expenses</u>			
82250 TESTING & PHYSICALS	\$100		\$100
82350 DUES FOR MEMBERSHIPS		\$250	\$250
82700 EMPLOYEE PROGRAMS		\$50	\$50
82800 PROFESSIONAL DEVELOPMENT/TRAVEL		\$1,500	\$1,500
83250 SAFETY SUPPLIES	\$300		\$300
83540 COMPUTER HARDWARE (<\$25,000)	\$2,500		\$2,500
83550 COMPUTER SOFTWARE (<\$25,000)	\$2,500		\$2,500
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$5,400	\$73,219	\$78,619

PURPOSE / DESCRIPTION OF REQUEST

This personnel request is for a new employee in the Traffic Operations Center (TOC). This employee would be classified as a Senior ITS Specialist and would be responsible for TOC field operations such as:

- 1) Implementation of signal timing
- 2) Data collection program
- 3) Inspection of new ITS equipment
- 4) Minor maintenance of ITS equipment.
- 5) Operational Trouble Shooting
- 6) Plan review for ITS Design and equipment
- 7) Assistant in Project Management

SERVICE IMPLICATION

This "hands-on" field knowledge is currently unavailable within the division, and would allow the City's two (2) traffic engineers to focus on citizen concerns and project development. It would also allow the Street Department's Traffic Signal Division to focus strictly on the physical maintenance of the City's many traffic signals. This position would also serve as a mentor to train TOC staff on field operations and procedures.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 2

Department: **41610 TRAFFIC OPERATIONS CENTER (TOC)**
 Division: **Engineering Department - TOC**
 FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Cool Springs Area Holiday Signal Timing**

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82540 ENGINEERING SERVICES	\$175,000		\$175,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$175,000	\$0	\$175,000

PURPOSE / DESCRIPTION OF REQUEST

During the holiday season (Thanksgiving to Christmas) the traffic volumes and patterns in the Cool Springs area change dramatically. To this point, the City implements an altered signal timing strategy during this time. This signal timing plan was last updated in 2009. Traffic volumes continue to increase, and with the amount of development occurring in the area, these timing plans should be updated. These updated timing plans would also be utilized as base timing as a part of the adaptive signal project that is ongoing in the area.

SERVICE IMPLICATION

The holiday signal timing in the Cool Springs area is well past its service life. Updated signal timings will allow the City to provide the best and most efficient signal operations possible to the motoring public.



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Building and Neighborhood Services & CDBG Fund

Chris Bridgewater, Director



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Outline

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



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Purpose of Department

The Building and Neighborhood Services Department supports the safety and quality of life for the residents and visitors of the City of Franklin. The department has multiple responsibilities including: plan review of construction documents, issuing permits (building, sign, driveway, and tree removal), construction inspections, property maintenance violation enforcement, and enforcement of other standards and regulations found in the Franklin Municipal Code and Zoning Ordinance. There are four divisions within this department: 1) Building Codes Review and Inspections, 2) Development Services and Permitting, 3) Zoning Administration and Inspections and 4) Neighborhood Resources and Housing.

The deployment of the One Stop process held every Monday and Wednesday has been a tremendous success. Hundreds of applications have been processed and approved at One Stop.

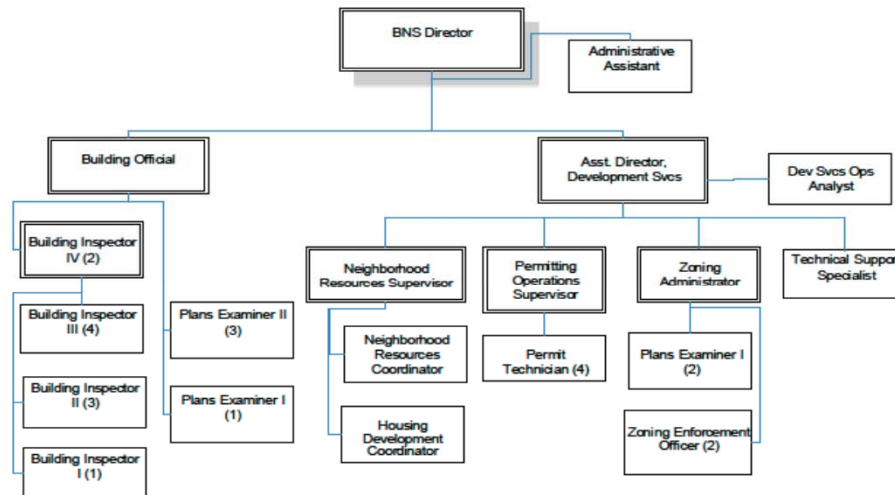


City of Franklin, Tennessee - FY 2017 Budget Request

Building and Neighborhood Services

Organization Chart

Building and Neighborhood Services Department Organizational Chart
[Proposed B & F 2/9/2017]





City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Base Budget Request: Personnel

BNS currently has 35 positions. It is proposed to transfer the Operations Analyst position to BNS bringing the total to 36 positions.

There are three personnel requests proposed as Program Enhancements:

The Quality Control Manager will support meeting ISO standards for Building Code Effectiveness and Floodplain Community Ratings. Also, this position will collect data and generate reports to better focus the work output of BNS.

The part-time Housing Planner is intended to focus on development regulations that can be altered to allow the construction market to provide a spectrum of housing options while still being supportive of quality of life.

The temporary Administrative personnel (1000 hours) will work to organize and scan commonly requested documents such as plats, plot plans, and Certificates of Occupancy. Citizens routinely need prompt access and the long term goal is to have an electronic portal that allows access to these documents.

Overall, it is expected that the peak workloads from several large construction projects currently in the approval pipeline will be challenging in the coming year.



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Base Budget Request: Operations

The base budget request for BNS is expected to be about the same. Additional amounts have been programmed for increases in training costs, licensing, and costs associated with additional personnel. One time program enhancements that have been implemented have been removed. A one time vehicle purchase associated with adding 2 inspectors has also been removed. Manual purchases will increase by \$20,000 to purchase updated 2018 ICC Building codes and 2017 National Electrical Codes. Training costs have increased to prepare for the new code cycles, instruct new personnel, and meet specific technical training requirements for ISO.

The BNS Operational budget also includes approximately \$60,000 for a pass-through grant from THDA for the Emergency Shelter Program. This has been budgeted for many years previously and will continue unchanged.



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Base Budget Request: Capital

BNS does not have any anticipated Capital expenditures in the base budget.



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

- **Program Enhancement Requests**

BNS has proposed five program enhancement requests:

- 1) Routine vehicle replacement of aging vehicles (2 Chevy Equinoxes).**
- 2) Use of Technology Fee to make service delivery improvements:**
 - Update Infor database fields from IDT**
 - Inspection Request portal**
 - Add Valet Parking, Street Closure, and Zoning Certification processes**
 - Inspection and Plan Review Checklists (helps with ISO ratings)**
- 3) Quality Control Manager – manages ISO programs and statistically focuses our work product**
- 4) Housing Planner PT – focuses on achieving housing goals through planning and public communication**
- 5) ISO Training and Public Awareness Requirements**



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Summary

The focus for the Department in the coming year is to work to meet ISO standards for Building Code Effectiveness and the Community Rating System for floodplain development.

BNS will continue to focus on improving our online processes and services. The deployment of tablets and a Mobile Inspection app for inspectors in the coming year will enhance customer service greatly.

The Development Services One Stop will play a key role in timely feedback and approval of construction and development processes.



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Community Development Block Grant (CDBG) Fund



City of Franklin, Tennessee - FY 2018 Budget Request Community Development Block Grant (CDBG) Fund

Outline

- Purpose of Department
- Budget Request & Goals



City of Franklin, Tennessee - FY 2018 Budget Request **Community Development Block Grant (CDBG) Fund**

Purpose of Department

The Community Development Block Grant is funded by the Department of Housing and Urban Development based on an annual formula provided by HUD. Under the formula guideline the City receives about Two-Hundred and Fifty Thousand Dollars annually (\$250,000). To date the City of Franklin has received approximately Two-Million Dollars (\$2,000,000) which has been used for emergency rehabilitation of about 66 homes within the City of Franklin for our elderly and low income residents, furthering Fair Housing education, new construction of single family homes within the Hard Bargain and Natchez neighborhoods and administering homeless assistance on an as-needed basis.

The City continues to build strong relationships within the community and with the existing non-profits.



City of Franklin, Tennessee - FY 2018 Budget Request

Community Development Block Grant (CDBG) Fund

Budget Request & Goals

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Beginning Fund Balance	23,717	21,513	86,487	86,487	50,287		
Revenues	448,200	330,297	280,560	250,300	250,300	-30,260	-10.79%
Expenditures	451,705	265,323	286,975	286,500	284,000	-2,975	-1.04%
Ending Balance	20,212	86,487	80,072	50,287	16,587		

- Prepare an Annual Action Plan and a Consolidated Annual Performance Evaluation Report for public review & BOMA approval.
- Efforts may include rehabilitation of homes, new construction, neighborhood signs and/or land acquisition for the purpose of building affordable single family homes.



City of Franklin, Tennessee

FY 2018 Operating Budget

Building & Neighborhood Services

Chris Bridgewater, Director

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	2,017,703	2,158,243	2,461,110	2,420,227	2,522,827	61,717	2.5%
Operations	339,107	265,297	377,499	377,484	354,473	-23,026	-6.1%
Capital	0	0	63,300	63,300	0	-63,300	0.0%
Total	2,356,810	2,423,540	2,901,909	2,861,011	2,877,300	-24,609	-0.8%

Departmental Summary

The Building and Neighborhood Services Department supports the safety and quality of life for the residents and visitors of the City of Franklin. The department has multiple responsibilities including: plan review of construction documents, issuing permits (building, sign, driveway, and tree removal), construction inspections, property maintenance violation enforcement, and enforcement of other standards and regulations found in the Franklin Municipal Code and Zoning Ordinance. There are four divisions within this department: 1) Building Codes Review and Inspections, 2) Development Services and Permitting, 3) Zoning Administration and Inspections and 4) Neighborhood Resources and Housing.

The workload generated by construction activity has increased and will likely increase slightly in the coming year. There are several very large multi-family and commercial buildings that are in the site development process that will obtain building permits. Staff was increased by budget amendment mid-year by 2 positions in response to inspection level of service commitments. BNS will continue to focus on technological improvements in service delivery to improve applicant experiences. Additionally, the department will be starting the process to obtain accreditation as a building department and to improve ISO scores for both the Building Code Effectiveness Grading Scale and the Flood Community Rating System.

Department Goals

In the coming fiscal year, Building and Neighborhood Services will concentrate on meeting level of service commitments and maintaining a high level of customer-focused service due to the anticipated volume of development activity.



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

Theme: A Safe Clean and Livable City



Franklin will have safe neighborhoods supported by high-quality police, fire, and emergency services as well as effective code enforcement.

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

Goal: Franklin will reduce the number of cases and days it takes to resolve identified property maintenance violations.

Baseline: The number of cases reported for property maintenance violations in 2012 was 179 (Neighborhood Resources & Property Maintenance)

Baseline: The current number of days to respond and resolve citizen requests regarding property maintenance for service in 2012 was 21 (Neighborhood Resources & Property Maintenance)

Baseline: 70.4% percent of property maintenance cases were cleared within 10 days in 2012 (126 cases cleared out of 179 total) (Neighborhood Resources & Property Maintenance).

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.

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

2014 2015 2016 2017* 2018*

Workload (Output) Measures

Vegetation/Tree Problem	\$ 91	\$ 92	\$ 94	\$ 95	\$ 95
Zoning Violation	\$ 94	\$ 70	\$ 75	\$ 76	\$ 76
Total value of building and development	\$ 568,207,950	\$ 402,254,930	\$ 494,367,542	\$ 425,000,000	\$ 425,000,000
Total revenue	\$ 2,332,672	\$ 2,046,200	\$ 1,543,550	\$ 2,200,000	\$ 2,200,000
Total permits	8,472	7,658	5,130	8,000	8,000



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

	Tennessee Statewide Benchmarking Average	2,322	2,402	TBD	TBD	TBD
	Total construction plans reviewed	896	1,384	3820	1500	1500
	Tennessee Statewide Benchmarking Average	483	533	868	TBD	TBD
	Total certificates of occupancy issued	428	777	611	1000	1000
	Building inspections performed	23,991	28,687	24,202	32,000	32,000
	Tennessee Statewide Benchmarking Average	9,914	10,221	12,211	TBD	TBD
	Building code violations	5,388	4,200	5,127	5,100	5,100
	Property Maintenance code inspections	566	473	655	520	520
	Total property maintenance code violations	566	473	486	520	520
	Inoperable auto violations	97	123	68	110	110
	Overgrown lot violations	88	98	103	91	91
	Dilapidated structure violations	29	N/A	N/A	N/A	N/A
	Property Parcels	21,591	22,307	23,522	23,522	23,522
	Number of building inspector / certified plan reviewer FTEs	15	18	18	18	18
	Tennessee Statewide Benchmarking Average	6	6	7	TBD	TBD
	Number of permit technician / administrative / support FTEs	7	8	9	9	9
	Total number of building code FTEs	25	26	27	27	27
	Tennessee Statewide Benchmarking Average	7	7	9	TBD	TBD
	Property maintenance code enforcement FTE's	2	2	2	2	2
	Property maintenance administrative and support FTEs	0	0	0	0	0
	Number of Construction Plans Reviewed per FTE (Inspectors/Reviewer FTEs Only)	59.7	76.9	212.2	83	83
	Tennessee Statewide Benchmarking Average	93.2	95.3	109.6	TBD	TBD
	Building Inspections per FTE (Inspectors FTEs Only)	1,599	1,594	1,345	1,778	1,778
	Tennessee Statewide Benchmarking Average	1,208	1,238	2,267	TBD	TBD

*FY 2017 & 2018 data is estimated.

Efficiency Measures

		2014	2015	2016	2017*	2018*
	Building Code Inspectors/Certified Plan Reviewer FTE per 1,000 Population	0.22	0.27	0.27	0.26	0.26
	Tennessee Statewide Benchmarking Average	0.11	0.11	0.11	TBD	TBD
	Revenue per Permit Issued	\$ 372.02	\$ 383.52	\$ 503.61	\$ 275	\$ 275
	Tennessee Statewide Benchmarking Average	\$ 159.24	\$ 201.86	\$ 189.66	TBD	TBD
	Building Code Enforcement cost per permit issued	\$ 419.49	\$ 380.43	\$ 454.26	TBD	TBD
	Tennessee Statewide Benchmarking Average	\$ 431.54	\$ 427.26	\$ 261.83	TBD	TBD
	Total building code enforcement cost per building inspection	\$ 83.95	\$ 70.34	\$ 88.63	\$ 65.63	\$ 65.63
	Tennessee Statewide Benchmarking Average	\$ 184.15	\$ 206.97	\$ 101.98	TBD	TBD

*FY 2017 & 2018 data estimated.



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

Outcome (Effectiveness) Measures

		2014	2015	2016	2017*	2018*
	Reduce the number of cases and days it takes to resolve identified property maintenance violations.					
	# of cases reported for property maintenance violations	566	473	655	520	520
	Average number of days from complaint to first inspection	2	1	1	2	2
	Average number of days to resolve violation	21	18	17	17	17
	Cases brought into compliance	580	473	131	520	520
	% of all Property Maintenance Violations Brought into Compliance	102.5%	98.9%	141.0%	100%	100%
	Tennessee Statewide Benchmarking Average	91.7%	94.9%	96.1%	TBD	TBD

*FY 2017 & 2018 data estimated.

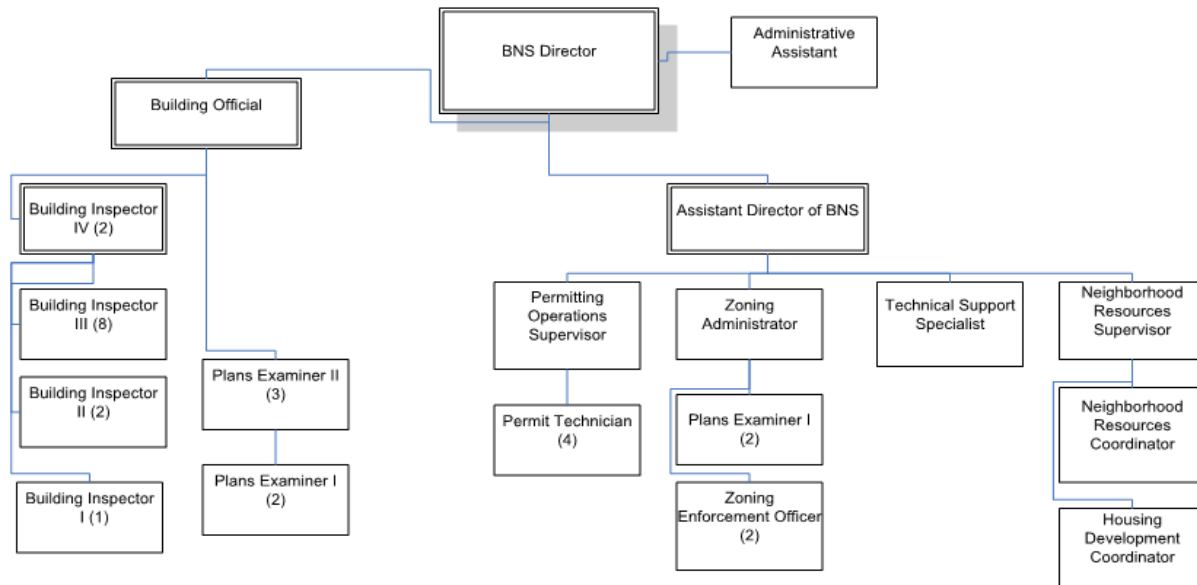
Revenue and value of building estimates for FY 2016 are estimates year to date and require further refinement.



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



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



City of Franklin, Tennessee

FY 2018 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Building & Neigh. Svcs. Director	Grade K	1	0	1	0	1	0	1	0	1	0
Assistant Building and Neigh. Services Department Director	Grade J	0	0	0	0	0	0	0	0	1	0
Building Official	Grade I	1	0	1	0	1	0	1	0	1	0
Development Services Coordinator	Grade H	1	0	1	0	1	0	1	0	0	0
Plans Examiner III	Grade H	1	0	1	0	0	0	0	0	0	0
Building Inspector IV	Grade G	2	0	2	0	2	0	2	0	2	0
Plans Examiner II	Grade G	2	0	2	0	3	0	3	0	3	0
Zoning Administrator	Grade G	1	0	1	0	1	0	1	0	1	0
Neighborhood Resources Super.	Grade F	1	0	1	0	1	0	1	0	1	0
Housing Development Coord.	Grade F	1	0	1	0	1	0	1	0	1	0
Plans Examiner I	Grade F	2	0	2	0	3	0	3	0	3	0
Permitting Operations Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Building Inspector III	Grade F	3	0	3	0	6	0	8	0	8	0
Building Inspector II	Grade E	4	0	5	0	2	0	2	0	2	0
Technical Support Specialist	Grade E	1	0	1	0	1	0	1	0	1	0
Zoning Enforcement Officer	Grade E	2	0	2	0	2	0	2	0	2	0
Signs/Design Standards Admin.	Grade E	0	0	0	0	0	0	0	0	0	0
Neighborhood Resources Coord.	Grade E	1	0	1	0	1	0	1	0	1	0
Building Inspector I	Grade D	1	0	1	0	1	0	1	0	1	0
Permit Technician	Grade D	3	0	3	0	4	0	4	0	4	0
Planning Associate	Grade D	1	0	1	0	0	0	0	0	0	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Total		31	0	32	0	33	0	35	0	35	0



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget							
	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	1,474,843	1,551,931	1,733,768	1,717,050	1,733,240	(528)	0.0%
Employee Benefits	542,860	606,312	727,342	703,177	789,587	62,245	8.6%
Total Personnel	2,017,703	2,158,243	2,461,110	2,420,227	2,522,827	61,717	2.5%
Operations							
Transportation Services	3,139	1,992	2,537	2,722	2,779	242	9.5%
Operating Services	2,817	7,435	5,556	3,816	5,667	111	2.0%
Notices, Subscriptions, etc.	25,845	18,768	17,260	18,160	43,150	25,890	150.0%
Utilities	25,999	24,213	28,915	26,275	29,101	186	0.6%
Contractual Services	28,164	18,345	72,950	65,000	49,900	(23,050)	-31.6%
Repair & Maintenance Services	9,782	14,761	16,250	12,000	16,500	250	1.5%
Employee programs	4,147	3,282	4,300	4,300	14,325	10,025	233.1%
Professional Development/Travel	19,236	15,923	28,150	25,150	32,870	4,720	16.8%
Office Supplies	14,982	11,118	10,640	13,740	11,550	910	8.6%
Operating Supplies	6,016	8,414	6,190	5,465	6,380	190	3.1%
Fuel & Mileage	15,857	10,607	14,000	12,000	16,000	2,000	14.3%
Machinery & Equipment (<\$25,000)	88,782	34,867	71,900	83,100	33,100	(38,800)	-54.0%
Repair & Maintenance Supplies	7,063	588	-	694	700	700	100.0%
Operational Units	54,635	62,319	59,515	59,515	59,515	-	0.0%
Property & Liability Costs	11,869	14,812	15,535	21,746	22,833	7,298	47.0%
Permits	1,213	800	250	250	250	-	0.0%
Financial Fees	-	2,783	2,000	2,000	2,100	100	5.0%
Debt Service and Lease Payments	14,285	14,270	21,551	21,551	7,751	(13,800)	-64.0%
Total Operations	339,107	265,297	377,499	377,484	354,473	(23,026)	-6.1%
Capital	-	-	63,300	63,300	-	(63,300)	-100.0%
Total BNS Department	2,356,810	2,423,540	2,901,909	2,861,011	2,877,300	(24,609)	-0.8%

Personnel

A Building Inspector and an Electrical Inspector were added as a budget amendment mid-fiscal year to meet level of service commitments. Several positions are proposed as Program Enhancements.

Operations

Calendar Year 2016 has seen a record amount of development investment in our community at \$774 million. Inspections performed also increased to 33,000.

The Development Services One Stop has continued to be very successful and routinely has between 15 and 25 applicants at each twice weekly session.

Usage of the Online inspection scheduling website has increased from 43% to 86%.

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
I= 81110	REGULAR PAY	1,444,966	1,528,970	1,751,115	1,024,800	1,665,300	1,749,471	1,819,450	1,892,228
81120	OVERTIME PAY	29,877	22,961	40,000	31,846	51,750	45,000	47,000	49,000
81199	VACANCY ADJUSTMENT			(57,347)			(61,231)	(63,681)	(66,228)
= XWAGE	TOTAL WAGES	1,474,843	1,551,931	1,733,768	1,056,646	1,717,050	1,733,240	1,802,769	1,875,000
= 81410	FICA (EMPLOYER'S SHARE)	108,642	111,415	125,343	75,671	122,965	133,835	139,188	144,755
= 81420	MEDICAL PREMIUMS	376,235	411,593	475,978	237,629	475,258	504,144	554,558	610,014
= 81430	GROUP INSURANCE PREMIUMS	30,322	31,633	32,447	16,848	33,696	33,883	35,577	37,356
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(84,617)	(93,552)	(104,672)	(65,795)	(131,590)	(109,323)	(120,255)	(132,281)
I 81450	RETIREMENT CONTRIBUTIONS	102,213	124,544	177,129	85,064	170,128	195,647	215,212	236,733
81455	DEFERRED COMP MATCH	10,161	12,622	15,750	12,326	24,652	25,885	27,179	28,538
81460	UNEMPLOYMENT CLAIMS								
81470	WORKERS COMPENSATION PREMIUMS	2,705	4,741	2,967	5,668	5,668	3,116	3,272	3,435
81475	WORKERS COMPENSATION CLAIMS	(5,201)	916						
81482	CAR ALLOWANCE	2,400	2,400	2,400	1,477	2,400	2,400	2,400	2,400
= XBEN	TOTAL BENEFITS	542,860	606,312	727,342	368,888	703,177	789,587	857,131	930,950
= XPER	TOTAL PERSONNEL	2,017,703	2,158,243	2,461,110	1,425,534	2,420,227	2,522,827	2,659,900	2,805,950
	Operations								
I 82110	MAILING & OUTBOUND SHIPPING SERVICES	2,794	1,771	2,122	1,357	2,122	2,164	2,207	2,122
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	156	50						
82130	VEHICLE LICENSES & TITLES	189	171	200		600	400	400	400
82140	VEHICLE TOW-IN SERVICES			215			215	215	226
= XTRC	TOTAL TRANSPORTATION CHARGES	3,139	1,992	2,537	1,357	2,722	2,779	2,822	2,748
82210	PRINTING & COPYING SERVICES, OUTSOURCED	2,195	5,831	4,240	1,628	3,000	4,325	4,412	4,240
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES			500			510	525	1,030
82240	TRANSCRIPTION FEES	113							
82250	TESTING & PHYSICALS	509	1,604	816	612	816	832	849	1,030
= XOPSV	TOTAL OPERATING SERVICES	2,817	7,435	5,556	2,240	3,816	5,667	5,785	6,300
I 82310	LEGAL NOTICES	1,286	1,546	1,500	1,047	1,500	1,530	1,560	1,590
+ 82350	DUES FOR MEMBERSHIPS	2,531	2,223	4,285		4,460	5,990	5,990	5,990
1	Tennessee building Officials Association (TBOA)			100		100	100	100	100
11	National Fire Protection Association (NFPA)					175	175	175	175
12	ACCA								
13	Various		2,223						
14	Permit Tech Membership Fees	2,531		200		200	200	200	200
15	Neighborhood Resource Coordinator Membership Fees			150		150	150	150	150
16	ASFPM			225		225	450	450	450
2	Middle Tennessee Code Officials Association (MTCOA)			100		100	100	100	100
3	International Code Council (ICC)			1,240		1,240	1,240	1,240	1,240
4	International Association of Electrical Inspectors (IAEI)			720		720	840	840	840
5	TN Plumbing & Mechanical Inspectors Association (TPMIA)			50		50	50	50	50
6	Wholesale Business Membership (Sam's Club)			35		35	35	35	35
7	American Society of Landscape Architects (ASLA)			435		435	450	450	450
8	American Planning Association (APA - Marsh & Pike)			1,030		1,030	800	800	800
9	Rotary						1,400	1,400	1,400
*	Amount missing from detail								
+ 82390	PROFESSIONAL STANDARDS / ACCREDITATION	6,557	8,637	7,275		7,000	10,380	7,930	7,930

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Budget 2018	Forecast 2019	Forecast 2020
1	IOC Testing			5,450		8,200	5,750	5,750
2	State Certification Fees for Inspectors			270		900	900	900
4	Various		8,637					
6	Council of Landscape Architects Registration Board	6,557		175		200	200	200
7	State of Tennessee - Molly			320		400	400	400
8	Tennessee Professional Privilege Tax			1,060		680	680	680
9	ASFPM Testing							
*	Amount missing from detail							
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	48	766	250	1,500	2,000	2,500	2,500
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	10,050		250		250	250	250
82390	PUBLICATIONS, NON-TRAINING	5,373	5,596	3,700	2,364	23,000	4,500	5,000
1	Adopt 2018 IOC - Manuals					16,100		
2	Routine Manual Purchases	5,373	5,596	3,700	2,364	3,700	4,500	5,000
3	Adopt NEC 2017					3,200		
*	Amount missing from detail							
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	25,845	18,768	17,260	3,411	43,150	22,730	23,260
82435	SOLID WASTE SERVICE	47	73	60	40	60	60	60
82450	TELEPHONE SERVICE	3,732	3,428	4,250	1,956	4,500	4,750	5,000
82451	800 MHZ ACCESS LINE SERVICE	1,406	1,414	1,225	809	1,250	1,275	1,300
82455	CELLULAR TELEPHONE SERVICE	16,429	14,938	19,200	5,943	18,800	19,200	19,620
82470	INTERNET & RELATED SERVICES	4,385	4,360	4,180	3,335	4,491	4,626	4,765
=	XUTIL TOTAL UTILITIES	25,999	24,213	28,915	12,083	29,101	29,911	30,745
82510	COMPUTER SERVICES	8,906		45,000		27,000	29,300	31,600
2	Various	8,906						
3	IDT			20,000		22,000	24,000	26,000
4	2017 PER - Tehcnology Fee Enhancements			25,000				
5	Infor Mobile App Annual Support (+6%/yr)					5,000	5,300	5,600
6	Line Item 6							
*	Amount missing from detail							
82560	CONSULTANT SERVICES	8,123	18,345	7,500		2,000		
1	Housing Study	8,123						
2	ICMA Local Government Customer Service Workshop							
3	Infor Consulting							
4	Technology Fee Services		18,345					
5	CDBG Consulting Assistance			7,500				
6	ISO Trip Fees and Consult					2,000		
*	Amount missing from detail							
82580	OTHER CONSULTANT / PASS THROUGH							
82590	OTHER CONTRACTUAL SERVICES	11,135		20,450		20,900	21,350	21,800
1	Property Maintenance			8,200		8,400	8,600	8,800
2	Demolition of structures			12,250		12,500	12,750	13,000
3	Various	11,135						
*	Amount missing from detail							
=	XCTR TOTAL CONTRACTUAL SERVICES	28,164	18,345	72,950		49,900	50,650	53,400
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	5,839	12,285	10,250	4,578	10,500	10,750	11,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	3,943	2,476	6,000	1,269	6,000	6,000	6,540
82660	BUILDING REPAIR & MAINTENANCE SERVICES							
82680	OTHER REPAIR & MAINTENANCE SERVICES							
=	XRMV TOTAL REPAIR & MAINTENANCE SERVICES	9,782	14,761	16,250	5,847	16,500	16,750	17,540
82750	EMPLOYEE RECOGNITION/RECEPTIONS	8	613	1,300	413	1,325	1,350	1,400
82780	TRAINING, OUTSIDE	4,139	2,642	3,000	2,065	13,000	13,000	13,000
82790	TRAINING, IN-HOUSE		27					
=	XEMP TOTAL EMPLOYEE PROGRAMS	4,147	3,282	4,300	2,478	14,325	14,350	14,400

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
+ 82810	REGISTRATIONS								
1	ICC National Conference	7,010	9,860	8,920		8,920	13,355	13,925	14,495
10	Various	7,010	9,860	2,050		2,050	3,200	3,300	3,400
11	IAEI Regional Conference			1,250		1,250	1,750	1,750	1,750
12	Operations Analyst Registrations						1,500	1,600	1,700
2	TBOA Regional Conference			1,200		1,200	1,500	1,500	1,500
3	Local Training Opportunities - Continuing Education			2,120		2,120	2,430	2,500	2,570
4	APA National conf x1								
5	ASLA National Conference			500		500	875	875	875
6	TSLA conf x1			500		500	500	500	500
8	NRC Conference			300		300	400	500	600
9	Permit Tech trng conf - 1			1,000		1,000	1,200	1,400	1,600
*	Amount missing from detail								
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	532	196	500	384	500	500	500	500
+ 82830	AIR TRAVEL	3628	1,433	6,000		3,000	6,000	6,000	6,000
1	ICC National Conference			2,000			2,000	2,000	2,000
2	APA National Conf - LA								
3	ASLA Conference - Molly			500		500	500	500	500
4	Permit Tech Conference			1,000			1,000	1,000	1,000
5	Various	3628	1,433						
6	IAEI Regional conference			2,500		2,500	2,500	2,500	2,500
7	Trips to Communities - Continuous Improvement Program								
*	Amount missing from detail								
+ 82840	LODGING	6,511	3,612	10,550		10,550	10,775	11,000	11,000
1	Various	6,511	3,612						
10	Line Item 10								
11	Line Item 11								
2	ASLA National Conference			1,500		1,500	1,550	1,600	1,600
3	ICC National Conference			2,650		2,650	2,725	2,800	2,800
4	IAEI Regional Conference			2,550		2,550	2,600	2,650	2,650
5	Permit Tech Conference			1,200		1,200	1,200	1,200	1,200
6	NRC Conference			500		500	500	500	500
7	TBOA Regional Conference			1,350		1,350	1,400	1,450	1,450
8	TSLA Regional Conference			800		800	800	800	800
9	Trips to Communities - Continuous Improvement Program								
*	Amount missing from detail								
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,464	803	2,180	716	2,180	2,240	2,300	2,300
+ 82860	OTHER TRAVEL EXPENSES	91	19						
2	Various	91	19						
3	Line Item 3								
*	Amount missing from detail								
= XPE	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	19,236	15,923	28,150	1,100	25,150	32,870	33,725	34,295
83110	OFFICE SUPPLIES	4,724	4,038	6,200	4,792	6,200	7,000	7,100	7,200
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	256		1,000	359	1,000	1,000	1,000	1,090
83130	EMPLOYEE BENEVOLENCE ITEMS		377	540	381	540	550	560	560
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	10,002	6,703	2,900	4,648	6,000	3,000	3,100	3,200
= XOF	TOTAL OFFICE SUPPLIES	14,982	11,118	10,640	10,180	13,740	11,550	11,760	12,050
83220	TRAINING SUPPLIES			2,240		1,500	2,280	2,320	2,332
83230	SAFETY SUPPLIES		179		15	15			
83240	UNIFORMS PURCHASED	4,832	5,126	3,350	656	3,350	3,400	3,450	3,500
+ 83250	CONSUMABLE TOOLS	1,184	2,917	600		600	700	800	900
1	Inspector Equipment - Replacement			600		600	700	800	900
2	Inspector Equipment - New								
3	Various	1,184	2,917						

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
*	Amount missing from detail								
83299	OTHER OPERATING SUPPLIES		192		362				
=	XOPS TOTAL OPERATING SUPPLIES	6,016	8,414	6,190	1,033	5,465	6,380	6,570	6,732
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	15,857	10,571	14,000	5,416	12,000	16,000	16,500	17,000
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		36						
=	XFUEL TOTAL FUEL & MILEAGE	15,857	10,607	14,000	5,416	12,000	16,000	16,500	17,000
+	FURNITURE, FIXTURES (<\$25,000)	1,516	4,782	1,500		1,500	1,500	1,500	1,500
1	Cubicle purchase for Plans Examiner area								
2	Various	1,516	4,782	1,500		1,500	1,500	1,500	1,500
3	Furniture Associated with One Stop								
*	Amount missing from detail								
+	VEHICLES (<\$25,000)	42,877							
1	Equinox 32 MPG Replacement Inspector Vehicles (\$40,458 to lease)								
2	2015 - Equinox (2 Vehicles) (move to lease)	42,877							
*	Amount missing from detail								
+	MACHINERY & EQUIPMENT (<\$25,000)	12,766	1,397			8,000	13,000	13,000	13,000
3	Various	12,766	1,397			8,000	13,000	13,000	13,000
4	Copier Replacement (move to lease)								
*	Amount missing from detail								
+	COMPUTER HARDWARE (<\$25,000)	31,623	26,564	19,100		22,300	17,200	17,700	18,200
1	Computer Replacements (move to lease in 2015)			15,500		18,700	16,000	16,500	17,000
2	Laptop Replacements								
3	Various	31,623	26,564						
4	32 in. Monitors for personnel looking at digital plans								
5	Conference Room Displays - from previous budget								
6	Computers - New Personnel (move to lease)								
7	2017 PER - Technology Fee Enhancements			3,600		3,600	1,200	1,200	1,200
*	Amount missing from detail								
+	COMPUTER SOFTWARE (<\$25,000)		2,124	51,300		51,300	1,400	1,500	1,600
1	2017 PER - Technology Fee Enhancements			50,000		50,000			
2	Various		2,124	1,300		1,300	1,400	1,500	1,600
*	Amount missing from detail								
=	XMEU TOTAL MACHINERY & EQUIPMENT (<\$25,000)	88,782	34,867	71,900		83,100	33,100	33,700	34,300
83610	VEHICLE PARTS & SUPPLIES								
83620	EQUIPMENT PARTS & SUPPLIES	7,063	628		694	694	700	725	750
83660	BUILDING MAINTENANCE SUPPLIES		(40)						
=	XRMIS TOTAL REPAIR & MAINTENANCE SUPPLIES	7,063	588		694	694	700	725	750
+	GRANT PROGRAMS	54,635	62,319	59,515		59,515	59,515	59,515	59,515
1	Emergency Shelter Grant			59,515		59,515	59,515	59,515	59,515
2	Hazard Mitigation Program, Ph 1	54,635	62,319	59,515		59,515	59,515	59,515	59,515
3	Hazard Mitigation Program, Ph 2								
*	Amount missing from detail								
=	XOPU TOTAL OPERATIONAL UNITS	54,635	62,319	59,515		59,515	59,515	59,515	59,515
85110	PROPERTY INSURANCE	923	1,223	1,284	955	955	1,003	1,053	1,106
85113	FRAUD INSURANCE								
85117	INLAND MARINE INSURANCE	274			274	274	288	302	317
85119	AUTO PHYSICAL DAMAGE	231	115	261	470	470	494	518	544
85120	LIABILITY INSURANCE	4,581	6,248	6,560	8,610	8,610	9,041	9,493	9,967
85121	E&O LIABILITY INSURANCE	1,977							
85117	VEHICLE LIABILITY INSURANCE	5,057	5,594	5,874	9,759	9,759	10,247	10,759	11,297
85119	LAW ENFORCEMENT LIABILITY INSURANCE								
85119	UMBRELLA LIABILITY		1,482	1,556	1,628	1,628	1,709	1,795	1,885

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
85120	PROPERTY DAMAGE COSTS								
85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	(1,224)							
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES								
85140	SURETY/NOTARY BONDS	50	150		50	50	53	55	58
=	XPLC TOTAL PROPERTY & LIABILITY COSTS	11,869	14,812	15,535	21,746	21,746	22,835	23,975	25,174
85210	BUILDING & OFFICE RENTAL	5,276							
=	XRENT TOTAL RENTALS	5,276							
85320	STATE FEES	1,200	800	250		250	250	250	250
85340	RECORDING & FILING FEES	13							
=	XPERM TOTAL PERMITS	1,213	800	250		250	250	250	250
85530	E-COMMERCE FEES		2,783	2,000	1,295	2,000	2,100	2,200	2,300
85550	CASH SHORT/OVER								
=	XFLF TOTAL FINANCIAL FEES		2,783	2,000	1,295	2,000	2,100	2,200	2,300
86600	LEASE/LOAN PRINCIPAL	13,895	14,044	21,138	17,508	21,138	7,525	7,525	
1	2014 - Equinox 32 MPG Inspector Replacement Vehicles	13,895	14,044	13,613					
2	2015 - Equinox (2 Vehicles) (\$44,200)								
3	2015 - Copier Replacement (\$16,000)								
4	2015 - Desktop Scanners (\$4,200)								
5	2015 - computer replacements (\$11,000)								
6	2015 - computers - new personnel (\$9,600)								
7	2017 - PER - Replacement Vehicle			7,525	17,508	21,138	7,525	7,525	
*	Amount missing from detail								
+	LEASE/LOAN INTEREST	390	226	413	221	413	226	113	
1	2014 - Equinox 32 MPG Inspector Replacement Vehicles	390	226	74					
2	2015 - Equinox (2 Vehicles) (\$44,200)								
3	2015 - Copier Replacement (\$16,000)								
4	2015 - Desktop Scanners (\$4,200)								
5	2015 - computer replacements (\$11,000)								
6	2015 - computers - new personnel (\$9,600)			339	221	413	226	113	
7	2017 - PER - Replacement Vehicle								
*	Amount missing from detail								
=	XDSV TOTAL DEBT SERVICE	14,285	14,270	21,551	17,729	21,551	7,751	7,638	
=	XOPS TOTAL OPERATIONS	339,107	265,297	377,499	86,609	377,484	354,473	339,556	340,759
+	Capital								
89115	LAND ACQUIRED								
1	Hazard Mitigation, Phase 1								
2	Hazard Mitigation, Phase 2								
*	Amount missing from detail								
=	89525 VEHICLES (>\$25,000)			63,300		63,300			
=	XMLE TOTAL MACHINERY & EQUIPMENT (>\$25,000)			63,300		63,300			
=	XCCP TOTAL CAPITAL			63,300		63,300			
=	XTOT TOTAL EXPENDITURES	2,356,810	2,423,540	2,901,909	1,512,143	2,861,011	2,877,300	2,999,456	3,146,709



City of Franklin, Tennessee

FY 2018 Operating Budget

Community Development Block Grant Fund

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Beginning Fund Balance	23,717	21,513	86,487	86,487	50,287		
Revenues	448,200	330,297	280,560	250,300	250,300	-30,260	-10.79%
Expenditures	451,705	265,323	286,975	286,500	284,000	-2,975	-1.04%
Ending Balance	20,212	86,487	80,072	50,287	16,587		

Fund Summary

The Community Development Block Grant is funded by the Department of Housing and Urban Development based on an annual formula provided by HUD. Under the formula guideline the City receives about Two-Hundred and Fifty Thousand Dollars annually (\$250,000). To date the City of Franklin has received approximately Two-Million Dollars (\$2,000,000) which has been used for emergency rehabilitation of about 66 homes within the City of Franklin for our elderly and low income residents, furthering Fair Housing education, new construction of single family homes within the Hard Bargain and Natchez neighborhoods and administrating homeless assistance on an as-needed basis.

Fund Goals

Acting within the HUD guidelines the City prepares an Annual Action Plan and a Consolidated Annual Performance Evaluation Report that reflect the goals of the coming year and the completion of projects from the previous fiscal year. These plans are presented in public meetings for review and comment by the public and ultimately presented and approved by the Board of Mayor and Alderman.

Using the CDBG funds the City will continue to further our partnership with the development community and non-profits toward providing improvement within our community for a variety of different needs. These may include concentrated rehabilitation of homes, new construction, neighborhood signs and land acquisition for the purpose of building affordable single family homes.



City of Franklin, Tennessee **FY 2018 Operating Budget**

Organizational Chart

There is no organization chart associated with the Community Development Block Grant Fund. It is supervised by personnel in the Building & Neighborhood Services Department.

Staffing by Position

There are no staff formally budgeted within the CDBG Fund. Operations of the fund are maintained by the City's Housing Development Coordinator. That position is budgeted within the Building and Neighborhood Services department.



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference	
						\$	%
Beginning Fund Balance	23,717	21,513	86,487	86,487	50,287		
Revenues							
DEPT OF HOUSING AND URBAN DEV(FEDI	223,787	329,866	280,410	250,000	250,000	(30,410)	-10.8%
INTEREST INCOME	251	431	150	300	300	150	100.0%
OTHER REVENUES	224,162	-	-	-	-	-	
CONTRIBUTIONS - OTHERS	-	-	-	-	-	-	
Total Available Funds	448,200	330,297	280,560	250,300	250,300	(30,260)	-10.8%
Expenses (Operations)							
MAILING & OUTBOUND SHIPPING SERVIC	-	-	175	-	-	(175)	-100.0%
PRINTING & COPYING SERVICES, OUTSOU	-	-	100	-	-	(100)	-100.0%
LEGAL NOTICES	-	-	200	-	-	(200)	-100.0%
CONSULTANT SERVICES	44,540	76,425	5,000	5,000	7,500	2,500	50.0%
OTHER CONTRACTUAL SERVICES	50,339	68,898	160,000	160,000	155,000	(5,000)	-3.1%
BUILDING REPAIR & MAINTENANCE SERV	94,878	120,000	120,000	120,000	120,000	-	0.0%
TRAINING, OUTSIDE	326	-	1,500	1,500	1,500	-	0.0%
IN LIEU OF AFFORDABLE HOUSING COSTS	224,162	-	-	-	-	-	0.0%
GRANT PROGRAMS	37,460	-	-	-	-	-	0.0%
Total Expenditures	451,705	265,323	286,975	286,500	284,000	(2,975)	0.0%
Ending Fund Balance	20,212	86,487	80,072	50,287	16,587		

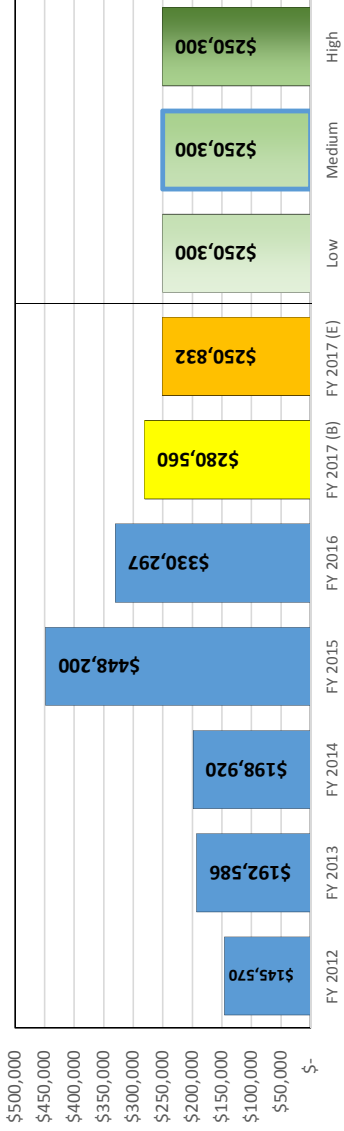


City of Franklin
Revenue Model

Fund:	Community Development Block Grant Fund	Percent of All Revenues	0.2%
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CDBG Fund: The Community Development Block Grant is funded by the Department of Housing and Urban Development based on an annual formula provided by HUD. Under the formula guideline the City receives about Two-Hundred and Fifty Thousand Dollars annually (\$250,000). To date the City of Franklin has received approximately Two-Million Dollars (\$2,000,000) which has been used for emergency rehabilitation of about 62 homes within the City of Franklin for our elderly and low income residents, furthering Fair Housing education, new construction of single family homes within the Hard Bargain and Natchez neighborhoods and administering homeless assistance on an as-needed basis.

CDBG Fund - FY 2012-2018



	Actual				Budget			Forecast (FY 2018)			Averages	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 (B)	FY 2017 (E)	Low	Medium	High	3-yr Average	5-Yr Average
CDBG GRANT (FEDERAL)	141,492	192,385	198,747	223,787	329,866	280,410	250,000	250,000	250,000	250,000	\$ 325,806	12.5%
IN LIEU OF AFFORDABLE HOUSING FEES				224,162	0	0	0	-	-	-		
INTEREST INCOME	709	201	173	251	431	150	832	300	300	300		
CONTRIBUTIONS - OTHERS	3,369	0	0	0	0	0	0	-	-	-	\$ 263,115	14.1%
Totals	\$ 145,570	\$ 192,586	\$ 198,920	\$ 448,200	\$ 330,297	\$ 280,560	\$ 250,832	\$ 250,300	\$ 250,300	\$ 250,300		

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2016 & Estimates from Finance & Revenue Management Departments.

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES			175					
=	XTRC			175					
	TOTAL TRANSPORTATION CHARGES								
82210	PRINTING & COPYING SERVICES, OUTSOURCED			100					
=	XOPSV			100					
	TOTAL OPERATING SERVICES								
82310	LEGAL NOTICES			200					
=	XNSP			200					
	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY								
82560	CONSULTANT SERVICES	44,540	76,425	5,000	17,794	5,000	7,500	7,500	7,500
!	82599	50,339	68,898	160,000	46,689	160,000	155,000	135,000	125,000
=	XCTS	94,879	145,323	165,000	64,483	165,000	162,500	142,500	132,500
	TOTAL CONTRACTUAL SERVICES								
!	82660	94,878	120,000	120,000	70,000	120,000	120,000	120,000	120,000
=	XRMSV	94,878	120,000	120,000	70,000	120,000	120,000	120,000	120,000
	TOTAL REPAIR & MAINTENANCE SERVICES								
+	82780	326		1,500		1,500	1,500	1,500	1,500
	TRAINING, OUTSIDE								
1	Regional Training Opportunities			1,500		1,500	1,500	1,500	1,500
2	NeighborWorks conference with no scholarship award								
3	Various	326							
*	Amount missing from detail								
=	XEPG	326		1,500		1,500	1,500	1,500	1,500
	TOTAL EMPLOYEE PROGRAMS								
84640	IN LIEU OF AFFORDABLE HOUSING COSTS	224,162							
84950	GRANT PROGRAMS	37,460							
=	XOP	190,083	265,323	286,975	134,483	286,500	284,000	264,000	254,000
	TOTAL OPERATIONS								
=	XTOT	190,083	265,323	286,975	134,483	286,500	284,000	264,000	254,000
	TOTAL EXPENDITURES								



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Engineering						
1	Technology Fee Enhancements	\$ 25,000	\$ -	\$ 60,000	\$ 85,000	
2	Routine Vehicle Replacement x2 (Mid-sized SUV)	\$ -	\$ -	\$ 45,150	\$ 45,150	
3	Housing Planner PT	\$ 44,211	\$ -	\$ 4,500	\$ 48,711	
4	Development Services Review Analyst	\$ 42,828	\$ 12,848	\$ 5,000	\$ 60,676	
5	ISO Training Requirement	\$ -	\$ -	\$ 23,500	\$ 23,500	
Total		\$ 112,039	\$ 12,848	\$ 138,150	\$ 263,037	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ 112,039	\$ 12,848	\$ 138,150	\$ 263,037	\$ -
<i>(+1.7 FTE)</i>						

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ 23,500
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 190,826
	Quality Life Experiences	\$ 48,711
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 263,037

Traditional Allocations

	Personnel	\$ 134,387
	Operations	\$ 83,500
	Equipment	\$ 45,150
	Capital	\$ -
Total		\$ 263,037

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 5

Department: **41900 BUILDING & NEIGHBORHOOD SERVICES**
 Division:
FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Technology Fee Enhancements**

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81150 TEMPORARY WORK BY NON-CITY EMPLOYEES	\$25,000		\$25,000
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
Expenses			
82560 CONSULTANT SERVICES	\$60,000		\$60,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$85,000	\$0	\$85,000

PURPOSE / DESCRIPTION OF REQUEST

Building and Neighborhood Services collects a fee of \$10 per permit issued. During CY 2016, BNS collected \$88,330 and during FY 2015-2016 \$86,550 was collected. A total of \$169,070 has been collected as of 12/31/2016. The funds are deposited in the General Fund and are allocated each year to make improvements using technology that are related to improving the customer and applicant experience.

This year BNS proposes to utilize funds to improve the IDT Electronic Plan Review interface and take the initial steps to provide availability of common development documents via a website. The first step in providing common development documents online is to take the documents from all storage media - paper and electronic - and get them into Onbase with the proper indexing reference for all parcels within corporate limits. A part-time position (1000 hours at \$25/hour from Randstad) will be used to organize Certificates of Occupancy, Plats, and Plot Plans. These documents are regularly requested and are stored in a variety of filing systems and methods.

IDT Projects

- Develop capability for IDT to update Infor database fields
- Develop an inspection request portal that communicates with the Infor city management database
- Add Valet Parking, Street Closure, and Zoning Certification applications to IDT
- Add Inspection and Plan Review checklist capability to IDT. This will help us document checklist activity for ISO audits.

SERVICE IMPLICATION

Many times a property owner, realtor, or developer needs to obtain Certificates of Occupancy, Plats, or Plot Plans on a very short timeline. Currently this process has a 7 working day level of service through a manual records request. Providing these documents on a website would allow convenient access by the public and reduce staff workloads.

The IDT upgrades would impact almost every permit applicant by providing interfaces that are easier to use and understand. This would build on the success of our Online Inspection Scheduling program (over 86% usage) by providing a more usable and customizable interface. Currently, we use Dynamic Portal by Infor and it is not customizable and is no longer supported. The checklists would allow builders to conduct punch lists from their phones before inspections and anticipate the most commonly cited building inspection violations.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 5

Department: **41900 BUILDING & NEIGHBORHOOD SERVICES**
 Division:
 FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Routine Vehicle Replacement x2 (Mid-sized SUV)**

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
83520 VEHICLES (<\$25,000)	\$45,150		\$45,150
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$45,150	\$0	\$45,150

PURPOSE / DESCRIPTION OF REQUEST

This request is for routine replacement of two vehicles in the BNS fleet. The price as of a procurement requisition signed in November was \$22,575 for a Chevy Equinox mid-sized SUV. Currently, we have 19 vehicles with a planned replacement time period of eight years. Currently, there are three vehicles being procured. One was a replacement in last year's budget. Two were vehicles for two field personnel for new positions in the organizational chart.

The vehicles scheduled for replacement are listed below:

2003 Chevy P/U	14 Years	Engine replaced last year
2004 Chevy P/U	13 years	

SERVICE IMPLICATION

Failure to approve this request may require an increased number of vehicles to be purchased in future budget years. Twelve out of 19 vehicles are older than the target eight years. The current schedule provides predictability in budgeting and prevents an overwhelming request from being made in any one budget year. As the vehicles age, they become less reliable, cost more to maintain, and prevent services from being delivered when they are down for repair.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 5

Department:	41900 BUILDING & NEIGHBORHOOD SERVICES
Division:	
FranklinForward Theme:	Quality Life Experiences
Title:	Housing Planner PT

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$44,211	\$44,211
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
83540 COMPUTER HARDWARE (<\$25,000)	\$2,000		\$2,000
83510 FURNITURE, FIXTURES (<\$25,000)	\$2,500		\$2,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$4,500	\$44,211	\$48,711

PURPOSE / DESCRIPTION OF REQUEST

This request is for a regular, part-time (29 hours/week avg.) position at pay grade H (identical to the Principal Planner job description). This position is requested to focus directly on housing issues and will serve as the primary interface with the Housing Commission in order to capture and translate their ideas into beneficial action for improving housing outcomes in the City of Franklin. The likelihood of obtaining large scale funding sources to accomplish affordable housing objectives is low. This position will work to identify programs that can be accomplished utilizing existing resources that are in keeping with the high level of development standards in the City of Franklin. These measures could include researching adjustment of development and construction standards, researching the possibility of truncated application and inspection processes, deploying programs through the Neighborhood Resources section, organizing and supporting private funding sources, and working with developers and builders to highlight ways to collaborate on housing built at price points affordable by most Tennesseans.

SERVICE IMPLICATION

The ability to more effectively utilize the Housing Commission and to implement more complex, development-based programs that integrate with the City's Long Range Planning initiatives will pay dividends in a financially austere environment.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 4 of 5

Department:

41900 BUILDING & NEIGHBORHOOD SERVICES

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Development Services Review Analyst

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81110 REGULAR PAY	\$0	\$42,828	\$42,828
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$12,848	\$12,848
Expenses			
82390 PUBLICATIONS, NON-TRAINING	\$500		\$500
83540 COMPUTER HARDWARE (<\$25,000)	\$2,000		\$2,000
83510 FURNITURE, FIXTURES (<\$25,000)	\$2,500		\$2,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$5,000	\$55,676	\$60,676

PURPOSE / DESCRIPTION OF REQUEST

This request is for a new, full-time regular position anticipated to be pay grade E. This position will operate in tandem with the Operations Analyst position. The primary purpose of the position is to track and monitor progress in implementing improvements to the ISO Building Code Effectiveness Grading Schedule and the ISO Community Rating Service (Flood). Additionally, this position will actively work to determine which statistics and benchmarks need to be tracked, act as liaison to the MTAS Benchmarking program, and to the Socrata software system. These benchmarks and statistics will be used to actively influence the direction of the work effort of Building and Neighborhood Services to meet level of service guidelines, strategic plan benchmarks, and ISO requirements. This position will also serve to provide information to the ACA - CED when investigating complaints and other quality control issues within this Department.

SERVICE IMPLICATION

With the current pace of development, it will be beneficial to have a position that can devote time managing the various ISO programs, attainment of accreditation, and direct application of benchmarking and statistical data to improve the work product of BNS.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 5 of 5

Department: **41900 BUILDING & NEIGHBORHOOD SERVICES**
 Division:
 FranklinForward Theme: **A Safe, Clean, Livable City**
 Title: **ISO Training and Public Awareness Requirements**

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
82780 TRAINING, OUTSIDE	\$0	\$21,000	\$21,000
82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORE	\$0	\$2,500	\$2,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$23,500	\$23,500

PURPOSE / DESCRIPTION OF REQUEST

There are several point categories in the ISO Building Code Effectiveness Grading System that are directly related to budget expenditures. There are a total of 100 points attainable.

Item 115 - Training

A. Amount of Expenditures for training equaling at least 2 percent of the annual operating budget for all building department related activities (3 points)

C. Incentives provided by the jurisdiction for continuing education, outside training, certification, and certification maintenance. (1.5 points)

Item 155 - Public Awareness Programs

A. The amount of expenditures for public awareness programs equaling a minimum of 0.5 percent of the annual operating budget for all building-department related activities (1.25 points)

Higher ISO scores allow homeowners and businesses to claim reduced insurance rates for construction that occurs after a score is issued. In the past calendar year, the City had \$774 million in construction valuation on permit starts. Focusing on success in ISO will be a priority for BNS in the coming years.

SERVICE IMPLICATION

Our current level of expenditures for public awareness programs is \$250 or 0.06% of the operations budget. There are three different areas where public awareness programs would be useful: ISO BCEGS (building department operations), ISO CRS (Floodplain Management), and Housing Development program education. It is anticipated to have all 3 programs set up information booths at 2 high volume community events.

It is proposed that incentives are provided to BNS employees for meeting continuing education, outside training, certification, and certification maintenance as follows:

- \$600 maximum per calendar year (similar to Fire Dept. training stipend) for 35 employees (possible total of \$21,000)
- \$300 for completing 96 hours of training per year, 60 hours must be technical
- \$150 for passing a certification test related to department functions (\$300 maximum per year)
- \$150 for meeting requirements to maintain certifications



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Department of Planning & Sustainability

Emily Hunter, Director



City of Franklin, Tennessee - FY 2018 Budget Request

Planning & Sustainability Department

Outline

- **Purpose of Department**
- **FY 2017 Accomplishments**
- **FY 2018 Goals**
- **Organization Chart**
- **Budget Summary**
- **Base Budget Request**
 - **Personnel**
 - **Operations**
- **Program Enhancements**
- **Summary**



City of Franklin, Tennessee - FY 2018 Budget Request

Planning & Sustainability Department

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.

- Works with the Planning Commission to identify and complete long range planning initiatives**
- Processes current development applications in order to continue quality growth**
- Provides assistance to Historic Zoning Commission, the Franklin Battlefield Commission, the Board of Zoning Appeals, the Sustainability Commission, and several other entities**



City of Franklin, Tennessee - FY 2018 Budget Request

Planning & Sustainability Department

FY 2017 ACCOMPLISHMENTS

- **Increased emphasis on Long Range Planning**
 - On-going and Completed Projects include: Envision Franklin, Height Overlay Study, Columbia Avenue Overlay Update, 5th Avenue North Zoning Update, Accessory Dwelling Ordinance, Zoning Updates for Fuel Stations and Self-Storage Facilities, Riverfront Planning Study, and Infill/Transitional Features Study
- **Held a series of workshops for members of the Board of Mayor and Aldermen, Planning Commission, development community, and staff**
- **Received TVA Platinum Designation for Sustainable Communities and constructed 1MW Solar Array**
- **Facilitated the adoption of new FEMA maps and vesting legislation**
- **Integrated Board of Zoning Appeals applications into the Electronic Review System**
- **Awarded two Preservation Grants**
- **Updated the Historic District Guidelines**
- **Increased involvement with the MPO, Franklin Tomorrow, Williamson, Inc., and other community organizations**
- **Began the process of revising the Zoning Ordinance to make it an effective implementation tool for Envision Franklin**



City of Franklin, Tennessee - **FY 2018 Budget Request** **Planning & Sustainability Department**

FY 2018 GOALS

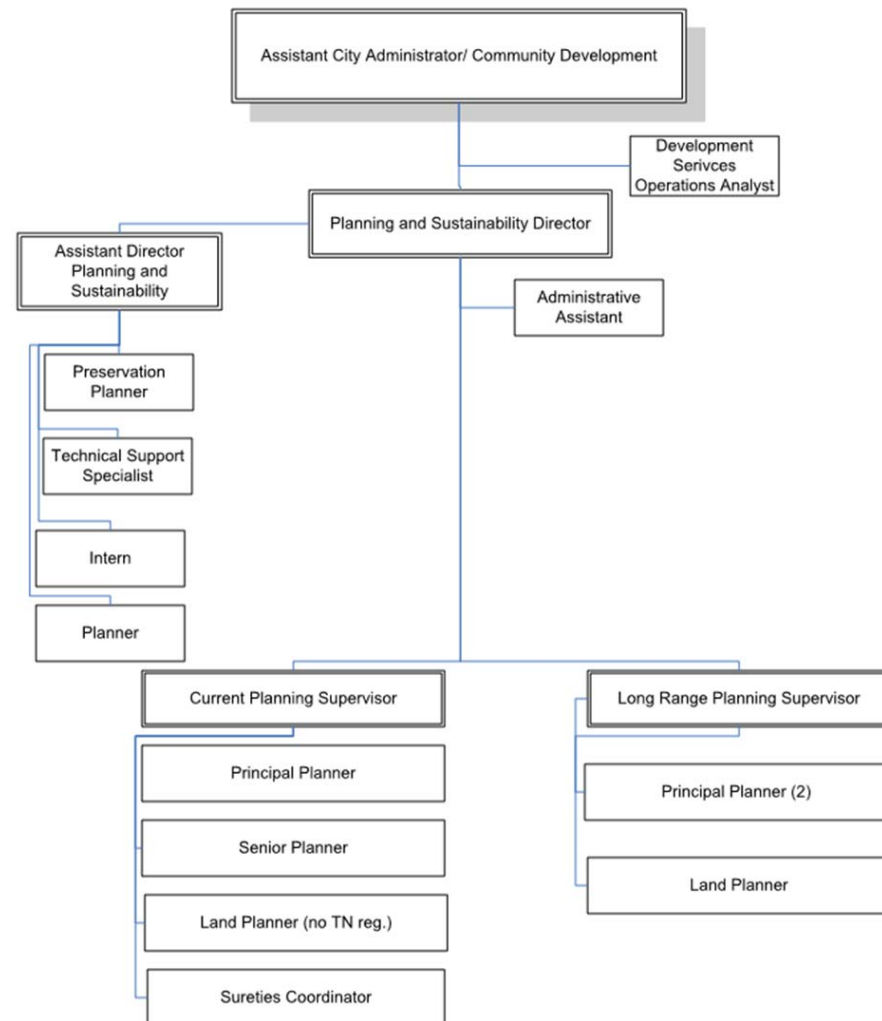
- **Prepare a new Zoning Ordinance as an implementation tool for Envision Franklin**
- **Concentrate on continuing education for City officials and City staff regarding urban design, transportation, and other planning-related issues**
- **Improve workspace and technology in the P&SD**
- **Update the Subdivision Regulations**
- **Create and Implement a Battlefield Commission Action Plan**
- **Update the Preservation Plan**
- **Continue to work on creation of a Public Art Program**
- **Long Range projects to include:**
 - **Design of a riverfront trail system and potential riverfront land use updates based on the 2017 Riverfront Planning Study (currently underway)**
 - **Preliminary Analysis of the City Hall Site redevelopment alternatives**
 - **Murfreesboro Road Corridor Redevelopment Plan**



City of Franklin, Tennessee - FY 2018 Budget Request

Planning & Sustainability Department

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request

Planning & Sustainability Department

Budget Summary

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	1,265,077	1,322,047	1,397,426	1,359,668	1,400,089	2,663	0.2%
Operations	141,450	315,480	189,573	168,230	193,380	3,807	2.0%
Capital	0	0	0	0	0	0	0.0%
Total	1,406,527	1,637,527	1,586,999	1,527,898	1,593,469	6,470	0.4%



City of Franklin, Tennessee - FY 2018 Budget Request **Planning & Sustainability Department**

Base Budget Request: Personnel

No changes to personnel in the base budget.

One Program Enhancement Request related to personnel (to be discussed a few slides later).



City of Franklin, Tennessee - FY 2018 Budget Request **Planning & Sustainability Department**

Base Budget Request: Operations

Increase in Computer Hardware of \$21,530 to cover new purchases due to expiring warranties on current hardware

Professional Development funds continued for (1) education and maintenance of credits for certified staff, and (2) some Planning Commissioners and members of BOMA to travel and attend the City Building Exchange, which was organized to bring community decision-makers together to share best practices and important outcomes of city-building decisions.



City of Franklin, Tennessee - FY 2018 Budget Request **Planning & Sustainability Department**

Program Enhancement Requests

There are four (4) Program Enhancements proposed (in order of priority).

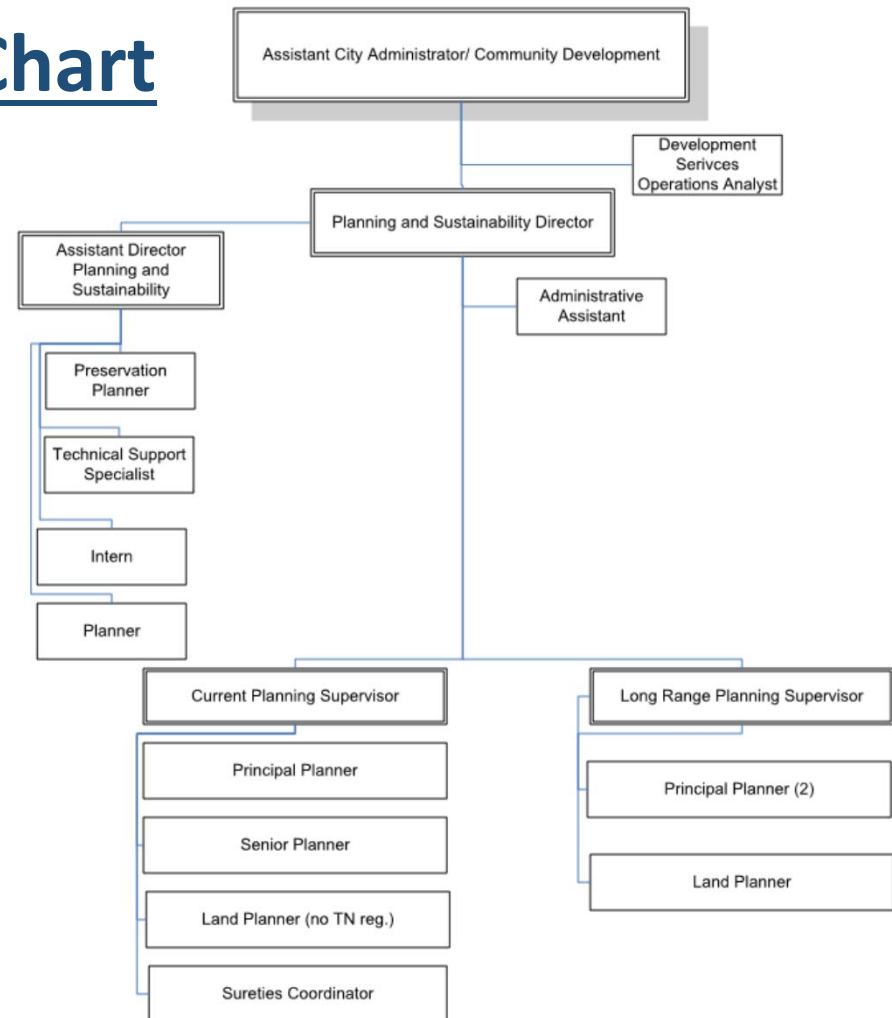
1. Addition of Assistant Director/Elimination of Part-time Principal Planner	\$ 46,357
2. Strategic Planning Session for BPC	\$ 1,500
3. New Vehicle	\$ 25,500
4. Conference Room Technology/Furniture	\$ 15,700
Total	\$ 89,057



City of Franklin, Tennessee - FY 2018 Budget Request

Planning & Sustainability Department

Proposed Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request

Planning & Sustainability Department

Summary

It continues to be a busy and exciting time for the Department of Planning and Sustainability. Community vision, long-term economic health, and quality of place are at the forefront of our minds, and we strive to foster and achieve a mix of uses and an urban design that enhances the lives of both new and existing citizens.

A small increase in funding for a new position and some technology and workspace upgrades will go far in expanding and enhancing the department's services and impact on continued development in Franklin.

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



City of Franklin, Tennessee

FY 2018 Operating Budget

Planning & Sustainability

Vernon Gerth, Assistant City Administrator

Emily Hunter, Planning & Sustainability Director

Budget Summary

	2015	2016	2017		2018	2017 v. 2018	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Personnel	1,265,077	1,322,047	1,397,426	1,359,668	1,400,089	2,663	0.2%
Operations	141,450	315,480	189,573	168,230	193,380	3,807	2.0%
Capital	0	0	0	0	0	0	0.0%
Total	1,406,527	1,637,527	1,586,999	1,527,898	1,593,469	6,470	0.4%

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, technical assistance, and staff support to the Planning Commission, the Board of Zoning Appeals, the Historic Zoning Commission, the Battlefield Commission, the Sustainability Commission, the Franklin Tree Commission, and various ad-hoc committees.
- Long-range planning initiatives to analyze, forecast, and guide future development.
- A leadership role in sustainability efforts for the City and the region.
- Administration and Maintenance of the Land Use Plan and the Zoning Ordinance in order to provide policies and regulations that continually strive to improve the built environment while protecting the City's natural and historic resources.
- Long-range planning initiatives to analyze, forecast, and guide future development.
- Implementation of processes in order to provide effective and efficient 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.
- 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.



City of Franklin, Tennessee

FY 2018 Operating Budget

Planning & Sustainability

Vernon Gerth, Assistant City Administrator

Emily Hunter, Planning & Sustainability Director

Fiscal Year 2018 Outlook

The update to the Land Use Plan, Envision Franklin, will be adopted, and work will commence to transfer the policies of the plan into a new Zoning Map and Ordinance. Regular meetings will be held to present and discuss the new Zoning Ordinance during its preparation. An update to the Subdivision Regulations will be prepared and presented, as well.

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 continues to be an increasing land-use issue that needs to be addressed. Discussions will continue with the Infill Working Group to identify standards and districts for the new Zoning Ordinance that support and strengthen downtown neighborhoods.

Long-range planning efforts will continue to be an increasing priority in the P&SD, specifically with the commencement of the Downtown Riverfront Planning Study and Murfreesboro Road Redevelopment Plan.

Increased involvement with the Nashville Area MPO will continue. The P&SD will continue to consider the importance of regional transportation for Franklin and how to plan and design land uses that support sustainable local and regional transportation.

An update to the Downtown National Register Listing is underway and anticipated to be finalized in September 2017.

Funds have been requested to facilitate and establish an action plan for the Battlefield Commission.

The P&SD will continue to facilitate and engage the community in efforts to establish a Public Art Commission and guidelines.

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.

The P&SD anticipates another year of increasing development demand and annexation requests. Non-contiguous annexation and its opportunities and challenges will be evaluated by staff as these types of annexation requests are likely to increase.



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

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

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.



City of Franklin, Tennessee

FY 2018 Operating Budget

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: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

	2014	2015	2016	2017*	2018*
Net Acreage Changes	61	88	218	TBD	TBD
Base Zoning Changes					
Acreage Zoned Due to Annexation	61	88	218	TBD	TBD
Acreage Rezoned	119	296	351	TBD	TBD
Development Process Approval Measures					
Development Plans	26	21	16	24	22
Site Plans	70	82	80	74	77
Plats	65	71	67	68	68
Residential Approvals					
Total Units	1424	TBD	2527	2996	2762
Cases heard by BOZA	20	19	21	31	23
Residential site plans reviewed	87	110	50	52	51
Preliminary plats reviewed	4	3	7	8	6
Final plats reviewed	61	70	84	104	80
Municipal planner FTEs	9	8	8	8	8



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

Planning and zoning administrative and support FTEs	4	5	5	5	5
Engineering FTEs	2	3	3	3	3
Total planning and zoning revenues	\$ 182,046	\$ 177,932	\$ 122,734	\$ 182,697	\$ 166,352

Efficiency Measures

	2014	2015	2016	2017	2018
Average number of days for preliminary plat review	47	55	55	55	55

Outcome (Effectiveness) Measures

	2014	2015	2016	2017*	2018*
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 survey					
Baseline established?	No	No	Yes	Yes	Yes
Survey Conducted?	No	No	Yes	Yes	TBD
Target: 93%	TBD	TBD	93.0%	93.0%	TBD
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	11	12	18	18	18
Target (Source: www.usgbc.org)	10	11	11	12	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 community survey					
Baseline: Data to be collected in next community survey.	N/A	N/A	93%	93%	TBD
Meets Target?	N/A	N/A	Yes	Yes	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.					



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

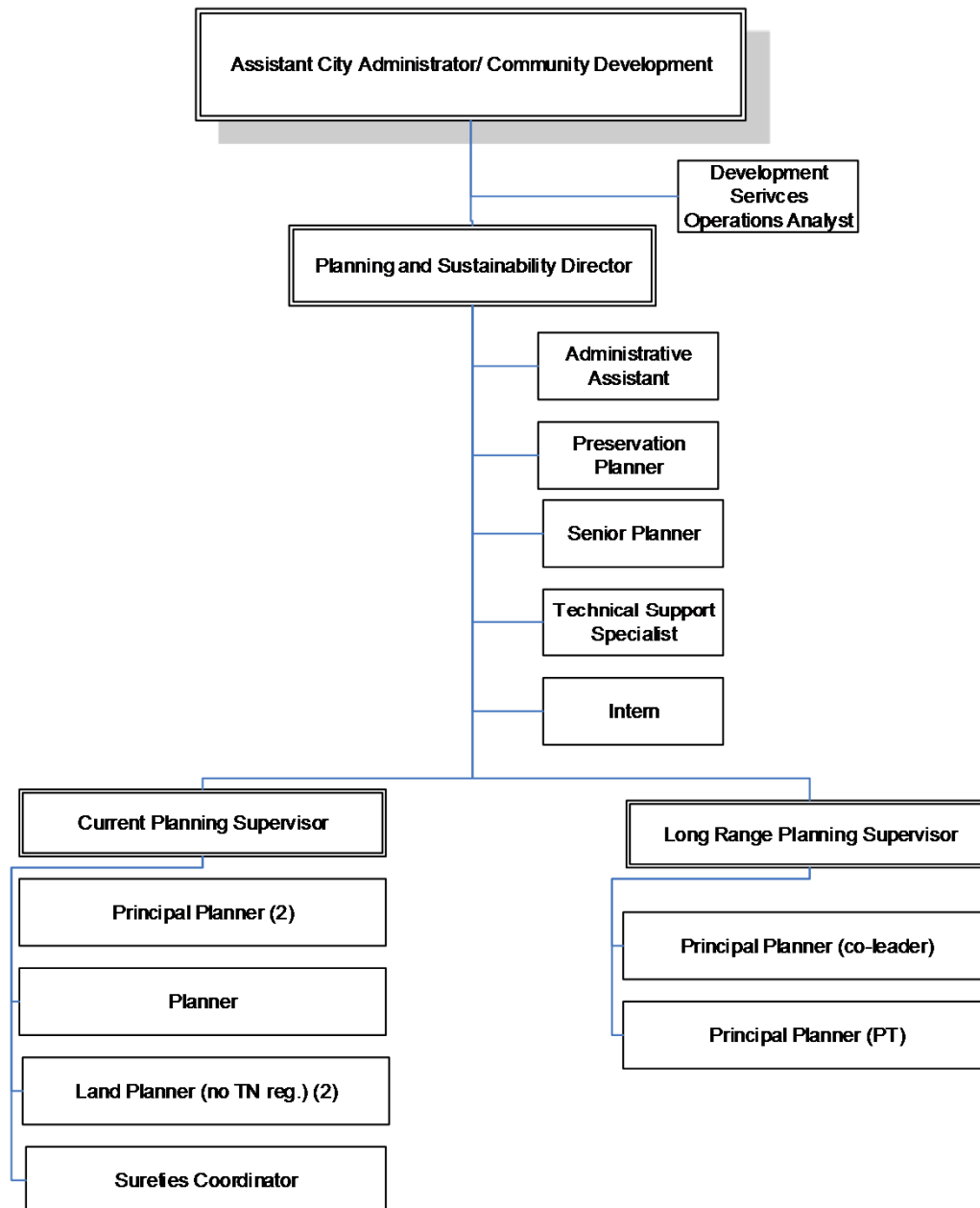
	To be a community that promotes walking, jogging, and cycling.					
	Increase the Walkability Index Score for Franklin.	TBD	TBD	TBD Score: 23	TBD	TBD
	Meets Target?	TBD	TBD	TBD	TBD	TBD
	Become a more bicycle friendly community.					
	Baseline: To become a bicycle-friendly designated community through 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	TBD	TBD
	Meets Target?	Yes	Yes	Yes	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 top 10 communities providing for historic preservation in the U.S.					
	Current Ranking	4	4	4	TBD	TBD
	Target	4	4	4	TBD	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	1	All Areas Updating	TBD	TBD	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	6.7%	6.9%	TBD	TBD	TBD
	State Poverty Rate	13.3%	16.9%	TBD	TBD	TBD
	Target	6.7%	8.5%	TBD	TBD	TBD
	Increase the assessed valuation per square mile for land in City of Franklin					
	Current Assessed Value	\$ 3,440,062,708	\$ 3,576,977,148	\$ 4,638,233,867	TBD	TBD
	Square Miles	41.53	41.53	41.78	TBD	TBD
	Target	\$ 80,000,000	\$ 82,000,000	\$ 105,000,000	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	68	47	106	70	72
	Value of investment dollars from COA's	\$ 11,751,522	\$ 6,425,809	\$ 20,688,515	\$ 7,000,000	\$ 7,000,000
	Meets Target?	Yes	No	Yes	TBD	TBD

Performance Measures

*Includes Residential and Commercial site plans.

**City engineers who are involved in development plan review but are housed in the Engineering Department.

Organizational Chart



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



City of Franklin, Tennessee

FY 2018 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		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
Planning Supervisor	Grade I	2	0	2	0	2	0	2	0	2	0
Principal Planner/ Co-Leader	Grade H	2	1	2	1	2	1	3	1	3	1
Preservation Planner	Grade G	0	0	0	0	0	0	1	0	1	0
Land Planner (TN Reg)	Grade G	0	0	1	0	0	0	0	0	0	0
Planning Senior	Grade G	2	0	2	0	2	0	1	0	1	0
Dev. Serv. Oper. Analyst	Grade G	1	0	0	0	1	0	1	0	1	0
Planner	Grade F	1	0	1	0	1	0	1	0	1	0
Land Planner	Grade F	0	0	0	0	2	0	2	0	2	0
Sureties Coordinator	Grade F	1	0	1	0	1	0	1	0	1	0
Technical Support Specialist	Grade E	1	0	1	0	1	0	1	0	1	0
Planning Assistant	Grade E	1	0	1	0	1	0	0	0	0	0
Planning Associate	Grade D	2	0	2	0	0	0	0	0	0	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Administrative Secretary	Grade B	0	0	0	1	0	1	0	0	0	0
Intern	---	0	1	0	1	0	1	0	1	0	1
Total Authorized Staffing		16	2	16	3	16	3	16	2	16	2



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	987,807	1,035,553	1,070,036	1,062,246	1,041,359	(28,677)	-2.7%
Officials Fees	9,650	9,800	14,708	14,708	14,708	-	0.0%
Employee Benefits	267,620	276,694	312,682	282,714	344,022	31,340	10.0%
Total Personnel	1,265,077	1,322,047	1,397,426	1,359,668	1,400,089	2,663	0.2%
Operations							
Transportation Services	1,762	2,376	3,100	2,250	3,100	-	0.0%
Operating Services	4,241	5,323	9,500	7,500	9,500	-	0.0%
Notices, Subscriptions, etc.	23,661	38,649	34,050	29,055	30,900	(3,150)	-9.3%
Utilities	6,204	5,458	7,000	6,250	7,000	-	0.0%
Contractual Services	9,110	174,717	23,800	22,500	22,600	(1,200)	-5.0%
Repair & Maintenance Services	5,615	3,676	6,500	3,750	6,500	-	0.0%
Employee programs	1,859	425	3,500	1,300	3,500	-	0.0%
Professional Development/Travel	35,208	54,590	53,200	51,750	46,400	(6,800)	-12.8%
Office Supplies	12,626	10,991	14,300	11,850	14,800	500	3.5%
Operating Supplies	1,367	377	400	1,221	400	-	0.0%
Fuel & Mileage	516	577	2,200	675	1,700	(500)	-22.7%
Machinery & Equipment (<\$25,000)	33,726	11,597	6,800	11,254	26,785	19,985	293.9%
Repair & Maintenance Supplies	6	236	-	-	-	-	-
Operational Units	-	-	10,850	4,000	4,000	(6,850)	-63.1%
Property & Liability Costs	5,485	6,488	13,873	14,875	15,695	1,822	13.1%
Permits	64	-	400	-	400	-	0.0%
Other Business Expenses	-	-	100	-	100	-	0.0%
Total Operations	141,450	315,480	189,573	168,230	193,380	3,807	2.0%
Capital	-	-	-	-	-	-	-
Total Planning & Sustain.	1,406,527	1,637,527	1,586,999	1,527,898	1,593,469	6,470	0.4%

Notes & Objectives

- Draft a new Zoning Ordinance to implement Envision Franklin, with input from the FMPC and BOMA.
- Create and implement a Battlefield Commission Action Plan.
- Continue to work on creation of a Public Art Program.
- Design a riverfront trail system based on the results of the 2017 Riverfront Planning Study.
- Update the Preservation Plan.
- Incorporate education opportunities for members of the Planning Commission and BOMA.
- Update the Subdivision Regulations.
- Improve workspace and technology in the P&SD.

	Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estid 2017	Budget 2018	Forecast 2019	Forecast 2020
		Personnel								
=	81110	REGULAR PAY	984,498	1,034,015	1,102,326	649,490	1,057,446	1,073,693	1,102,536	1,146,637
	81120	OVERTIME PAY	3,309	1,538	4,800	3,632	4,800	5,245	5,350	5,457
	81160	CENSUS WORKERS				23,712				
	81199	VACANCY ADJUSTMENT			(37,090)			(37,579)	(38,589)	(40,132)
=	XWAGE	TOTAL WAGES	987,807	1,035,553	1,070,036	676,834	1,062,246	1,041,359	1,069,297	1,111,962
=	81230	PLANNING COMMISSION & BOZA	9,650	9,800	14,708	6,400	14,708	14,708	14,708	15,298
=	XOFF	TOTAL OFFICIALS FEES	9,650	9,800	14,708	6,400	14,708	14,708	14,708	15,298
=	81410	FICA (EMPLOYER'S SHARE)	73,246	76,774	79,487	50,052	80,796	80,624	84,344	87,718
=	81420	MEDICAL PREMIUMS	145,592	139,962	153,755	73,910	128,111	182,895	201,185	221,303
=	81430	GROUP INSURANCE PREMIUMS	12,559	12,982	13,863	6,912	11,981	13,602	14,282	14,996
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(29,653)	(28,575)	(31,127)	(18,462)	(29,685)	(37,162)	(40,878)	(44,966)
=	81450	RETIREMENT CONTRIBUTIONS	42,295	53,376	72,911	36,456	63,190	78,375	86,213	94,834
	81455	DEFERRED COMP MATCH	16,541	17,659	18,686	12,364	20,011	20,554	22,610	23,741
	81460	UNEMPLOYMENT CLAIMS	2,230							
	81470	WORKERS COMPENSATION PREMIUMS	287	1,193	307	510	510	334	351	368
	81475	WORKERS COMPENSATION CLAIMS								
	81482	CAR ALLOWANCE	4,523	3,323	4,800	1,661	4,800	4,800	4,800	4,800
	81490	MOVING EXPENSES				3,000	3,000			
=	XBEN	TOTAL BENEFITS	267,620	276,694	312,682	166,403	282,714	344,022	372,907	402,794
=	XPER	TOTAL PERSONNEL	1,265,077	1,322,047	1,397,426	849,637	1,359,668	1,400,089	1,456,912	1,530,054
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	1,750	2,367	3,000	889	2,250	3,000	3,050	3,100
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	3		100			100	125	150
	82130	VEHICLE LICENSES & TITLES	9	9						
=	XTRC	TOTAL TRANSPORTATION CHARGES	1,762	2,376	3,100	889	2,250	3,100	3,175	3,250
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	3,033	3,073	8,500	472	6,500	8,500	8,500	8,500
	82250	TESTING & PHYSICALS	1,208	2,250	1,000	561	1,000	1,000	1,000	1,000
=	XORV	TOTAL OPERATING SERVICES	4,241	5,323	9,500	1,033	7,500	9,500	9,500	9,500
	82310	LEGAL NOTICES	8,821	8,626	10,000	4,297	8,500	10,000	10,250	10,500
	82350	DUES FOR MEMBERSHIPS	8,649	10,831	10,000	3,193	10,000	10,150	10,300	10,450
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	6,038	2,709	10,000	3,751	7,500	10,000	10,000	10,000
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		8						
	82370	RECRUITMENT		15,995	3,300	2,555	2,555			
	82380	SPECIAL CENSUS		(55)						
	82390	PUBLICATIONS, NON-TRAINING	153	535	750		500	750	750	750
=	XNS	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	23,661	38,649	34,050	13,796	29,055	30,900	31,300	31,700
	82450	TELEPHONE SERVICE	1,679	1,519	2,000	888	1,550	2,000	2,500	2,500
	82450	CELLULAR TELEPHONE SERVICE	2,501	1,927	3,000	1,690	2,700	3,000	3,500	3,500
	82470	INTERNET & RELATED SERVICES	2,024	2,012	2,000	1,539	2,000	2,000	2,500	2,500
=	XUTL	TOTAL UTILITIES	6,204	5,458	7,000	4,117	6,250	7,000	8,500	8,500
	82510	COMPUTER SERVICES		1,417	2,600		1,500	2,600	2,800	3,000
=	82560	CONSULTANT SERVICES	9,110	173,199	21,200	11,970	21,000	20,000	25,000	25,000
	82560	OTHER CONTRACTUAL SERVICES		101						

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
= XCTS	TOTAL CONTRACTUAL SERVICES	9,110	174,717	23,800	11,970	22,500	22,600	27,800	28,000
	VEHICLE REPAIR & MAINTENANCE SERVICES	1,318	277	1,500	116	250	1,500	1,500	1,500
82610	EQUIPMENT REPAIR & MAINTENANCE SERVICES	4,297	3,399	5,000	1,756	3,500	5,000	5,000	5,000
= XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	5,615	3,676	6,500	1,872	3,750	6,500	6,500	6,500
	EMPLOYEE RECOGNITION/RECEPTIONS	62	290	500	493	300	500	515	530
82750	TRAINING, OUTSIDE	13							
82780	TRAINING, IN-HOUSE	1,784	135	3,000		1,000	3,000	3,000	3,000
= XEPG	TOTAL EMPLOYEE PROGRAMS	1,859	425	3,500	493	1,300	3,500	3,515	3,530
	REGISTRATIONS	16,362	17,569	12,000	4,043	12,000	13,000	13,500	13,500
+ 82810	various	16,362	17,569	12,000	4,043	12,000	13,000	13,500	13,500
*	Amount missing from detail								
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	2,274	2,711	3,250	1,342	3,250	4,200	4,500	4,500
82830	AIR TRAVEL	4,745	8,763	5,000	781	3,500	6,000	6,500	6,500
82840	LODGING	9,670	18,381	10,000	2,530	12,000	15,000	15,000	15,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	2,133	7,127	7,000	1,605	6,000	8,000	8,000	8,000
82890	OTHER TRAVEL EXPENSES	24	39	15,950	18	15,000	200	200	200
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	35,208	54,590	53,200	10,319	51,750	46,400	47,700	47,700
	OFFICE SUPPLIES	4,944	4,135	5,000	1,546	5,000	5,000	5,000	5,000
83110	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			100	41	100	600	100	100
83120	EMPLOYEE BENEVOLENCE ITEMS	62	159	200	180	250	200	200	200
83130	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	7,620	6,697	9,000	3,399	6,500	9,000	9,000	9,000
= XOFS	TOTAL OFFICE SUPPLIES	12,626	10,991	14,300	5,166	11,850	14,800	14,300	14,300
	UNIFORMS PURCHASED	1,367	377	400	1,221	1,221	400	600	600
83260	TOTAL OPERATING SUPPLIES	1,367	377	400	1,221	1,221	400	600	600
	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	468	536	2,000	172	550	1,500	1,500	1,500
83310	MILEAGE (INSIDE WILLIAMSON COUNTY)	48	41	200	22	125	200	200	200
= XFUEL	TOTAL FUEL & MILEAGE	516	577	2,200	194	675	1,700	1,700	1,700
	FURNITURE, FIXTURES (<\$25,000)	2,007	1,452	1,000		1,500	755	1,500	1,500
+ 83510	MACHINERY & EQUIPMENT (<\$25,000)	8,269	772						
83530	Various	8,269	572						
1	Smartboard - CDCR								
2	Smartboard - PCR								
3	Amount missing from detail								
*	COMPUTER HARDWARE (<\$25,000)	17,270	7,273	4,700	5,204	6,754	21,530	6,500	6,500
+ 83540	Various	17,270	7,273	4,700	5,204	6,754	21,530	6,500	6,500
1	2 Desktops		826				1,880		
2	7 Standard Laptops with Docking Stations		3,874			5,204	10,850		
3	4 Specialty Laptops with Docking Stations					1,550	8,800		
4	Conference Room Technology								
5	Amount missing from detail								
*	COMPUTER SOFTWARE (<\$25,000)	6,180	2,100	1,100	1,899	3,000	4,500	4,500	4,500
+ 83550	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	33,726	11,597	6,800	7,103	11,254	26,785	12,500	12,500
= XMEQ									
	EQUIPMENT PARTS & SUPPLIES	6	236						
83620	BUILDING MAINTENANCE SUPPLIES								
83680	TOTAL REPAIR & MAINTENANCE SUPPLIES	6	236						
= XRMS									
	GRANT PROGRAMS			10,850		4,000	4,000		
+ 84050	TOTAL OPERATIONAL UNITS			10,850		4,000	4,000		
= XOJU									

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
85110	PROPERTY INSURANCE	923	1,033	2,603	955	2,603	2,730	2,800	2,800
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	85			85	85	85	90	95
85113	AUTO PHYSICAL DAMAGE	10	5	13	19	19	20	25	30
85115	LIABILITY INSURANCE	2,911	4,143	10,440	5,714	10,440	11,000	11,500	12,000
85116	E&O LIABILITY INSURANCE	1,257							
85117	VEHICLE LIABILITY INSURANCE	249	257	648	514	648	680	715	750
85119	UMBRELLA LIABILITY		983		1,080	1,080	1,080	2,000	2,000
85120	PROPERTY DAMAGE COSTS								
85140	SURETY/NOTARY BONDS	50	67	169			100	100	100
=	XPLC TOTAL PROPERTY & LIABILITY COSTS	5,485	6,488	13,873	8,367	14,875	15,695	17,230	17,775
85340	RECORDING & FILING FEES	64		400			400	400	400
=	XPERM TOTAL PERMITS	64		400			400	400	400
85990	MISCELLANEOUS			100			100	100	100
=	XOBE TOTAL OTHER BUSINESS EXPENSES			100			100	100	100
=	XOP TOTAL OPERATIONS	141,450	315,480	189,573	66,540	168,230	193,380	184,820	186,055
	Capital								
=	XTOT TOTAL EXPENDITURES	1,406,527	1,637,527	1,586,999	916,177	1,527,898	1,593,469	1,641,732	1,716,109



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Planning & Sustainability						
1	Addition of Assistant Director/Elimination of Part-time Principal Planner	\$ 42,357	\$ 24,848	\$ -	\$ 67,205	
2	Strategic Planning Session for Battlefield Preservation Commission	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -
3	New Vehicle	\$ -	\$ -	\$ 28,225	\$ 28,225	\$ -
4	Office Furniture and Conference Room Technology	\$ -	\$ -	\$ 15,700	\$ 15,700	\$ -
Total		\$ 42,357	\$ 24,848	\$ 45,425	\$ 112,630	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ 42,357	\$ 24,848	\$ 45,425	\$ 112,630	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 111,130
	Quality Life Experiences	\$ 1,500
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 112,630

Traditional Allocations

	Personnel	\$ 67,205
	Operations	\$ 17,200
	Equipment	\$ 28,225
	Capital	\$ -
Total		\$ 112,630

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 4

Department: 41700 PLANNING & SUSTAINABILITY Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Addition of Assistant Director/Elimination of Part-time 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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$82,827	\$82,827
81110 REGULAR PAY		-\$40,470	-\$40,470
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$24,848	\$24,848
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$67,205	\$67,205

PURPOSE / DESCRIPTION OF REQUEST

This request would add an Assistant Director in the Planning & Sustainability Department and eliminate a part-time Principal Planner position. Dues for memberships, professional development/travel, and registrations would not be an added expense due to eliminating one planning position and adding another. The difference in budget would be solely for the difference in salary and benefits.

Justification for the new position are as follows:

- 1) The Director currently supervises eight positions directly, which places significant strain on some areas, specifically Preservation Planning, Board of Zoning Appeals, and technical support. Current and Long-Range Planning tend to require the majority of the Director's resources, under current operations.
- 2) The Director should be available to be well-involved in regional, state, and national planning initiatives. Creation of an Assistant Director would maintain levels of service and support when the Director is engaged in such initiatives.
- 3) Commission meetings should be attended by the Director or a supervisor; however, the sheer number of commissions (6 commissions with multiple meetings each month, plus ad-hoc committees and neighborhood meetings) makes this a difficult for a single leadership position.

SERVICE IMPLICATION

Failure to approve this change in positions will result in continued strain on the operations and services of the Planning & Sustainability Department, particularly those linked to the Board of Zoning Appeals and Preservation Planning. Failure to approve the changes, as proposed, will likely produce delays in the production of the new Zoning Ordinance, as well.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 4

Department: 41700 PLANNING & SUSTAINABILITY Division: Historic Preservation FranklinForward Theme: Quality Life Experiences Title: Strategic Planning Session for Battlefield Preservation Commission
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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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
			\$0
Expenses			
82560 CONSULTANT SERVICES	\$1,500		\$1,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$1,500	\$0	\$1,500

PURPOSE / DESCRIPTION OF REQUEST

A half-day strategic planning session is requested to assist the Battlefield Preservation Commission (BPC) in developing a 5-year action plan. The BPC was created in 2010 and serves as an advisory body to the Board of Mayor and Aldermen, City Administration, and the Parks Department in the identification, preservation, interpretation, and maintenance of Civil War heritage sites in Franklin, specifically those maintained as City parks. The City maintains over 450 acres of historic parkland at nine different sites, and the BPC "brain trust" has greatly contributed to the creation and maintenance of historically accurate, educational, and welcoming citizen and visitor experiences within our community. The BPC does not currently have an action plan.

SERVICE IMPLICATION

The BPC is composed of eighteen members, ten of which serve as formal representatives of local heritage and preservation-minded non-profit organizations. The purpose of the proposed strategic planning session is to help align the missions and long-range visions of these many representative organizations and at-large citizen appointees--as related to City parks with ties to the Battle of Franklin--in order to inform the overall BPC--and, by extension, the City--with realistic objectives that complement the mission and vision. Creating an action plan for the BPC will allow the Commission to better and more effectively serve the City and its goals for Battlefield Preservation.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 4

Department:	41700 PLANNING & SUSTAINABILITY
Division:	
FranklinForward Theme:	A Effective and Fiscally Sound City Government Providing High Quality Service
Title:	New Vehicle

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
			\$0
Expenses			
89520 VEHICLES (>\$25,000)	\$25,500		\$25,500
82130 VEHICLE LICENSES & TITLES	\$25		\$25
82610 VEHICLE REPAIR & MAINTENANCE SERVICES		\$1,200	\$1,200
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		\$1,500	\$1,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$25,525	\$2,700	\$28,225

PURPOSE / DESCRIPTION OF REQUEST

The Department of Planning and Sustainability provides services in the field, including landscape inspections, field reviews, and site visits. The Department has had one vehicle (Chevrolet Suburban) that is over 10 years old. This vehicle is very accommodating and effective for field reviews with a large number of staff, but it is not as effective or efficient when sending one employee to a meeting in Nashville or another nearby location. Additionally, the P&SD staff have to use personal vehicles frequently for meetings and site visits when the Suburban is commonly being used for landscape inspections and when the City pool vehicle is signed out.

The P&SD is requesting a Chevrolet Equinox, similar in model to many other City vehicles. The average cost of Equinoxes purchased by the City last year was \$23,300. This request is for \$25,500 for a similar model Equinox and to account for annual price increases.

SERVICE IMPLICATION

Funding a second vehicle for the P&SD will allow more thorough, efficient, and cost-effective service to the development community, applicants, and citizens. Cost savings will result from mileage payments and liability associated with personal vehicle use. With two vehicles, the department will be able to provide more extensive field services, as well.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 4 of 4

Department: **41700 PLANNING & SUSTAINABILITY**
 Division:
FranklinForward Theme:
 Title:

41700 PLANNING & SUSTAINABILITY
A Effective and Fiscally Sound City Government Providing High Quality Service
Office Furniture and Conference Room Technology

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
			\$0
Expenses			
83510 FURNITURE, FIXTURES (<\$25,000)	\$13,500		\$13,500
83540 COMPUTER HARDWARE (<\$25,000)	\$2,200		\$2,200
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$15,700	\$0	\$15,700

PURPOSE / DESCRIPTION OF REQUEST

If remodeled in FY2017, as planned, the Planning and Sustainability Department (P&SD) requests funds to cover some new office furniture for 4 employees (\$9,000 for appropriately sized desks, bookshelves, small tables or chairs, etc.) and for two small conference spaces (\$4,000 for a conference table and chairs), as layout and space changes occur. The existing Planning Conference room furniture is continually experiencing damage, due to age. It is overdue for an update, particularly since it is used throughout each day for meetings with citizens and applicants. The request also includes \$500 for office decor for the new entrance area, which will a shared entrance with the Engineering Department.

Additionally, the P&SD requests \$2,200 to fund the purchase of a large wall monitor/TV, computer, wall mount, wireless transmitter, keyboard, and mouse for the Planning Conference Room. These technology upgrades would be similar to what is currently found in the Development Services Conference Room.

SERVICE IMPLICATION

Because P&SD staff need to regularly reference online map information, Google street view, etc., these technology upgrades would allow staff to better serve and more effectively communicate with applicants, citizens, developers, and other staff. Using such technology has become commonplace for P&SD meetings, but due to high demand for the Development Services Conference Room, we must often use other conference spaces, mainly the Planning Conference Room, which is not equipped with the needed technology.

New office furniture that better fits a new space and allows staff to more effectively accomplish their daily tasks would result in better provision of services to our community. This, in addition, to updated decor, would create a working P&SD environment that better inspires employees and our applicants to be creative in their design work.



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Law Department

Shauna Billingsley



City of Franklin, Tennessee - FY 2018 Budget Request

Law Department

Outline

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



City of Franklin, Tennessee - FY 2018 Budget Request **Law Department**

Purpose of Department

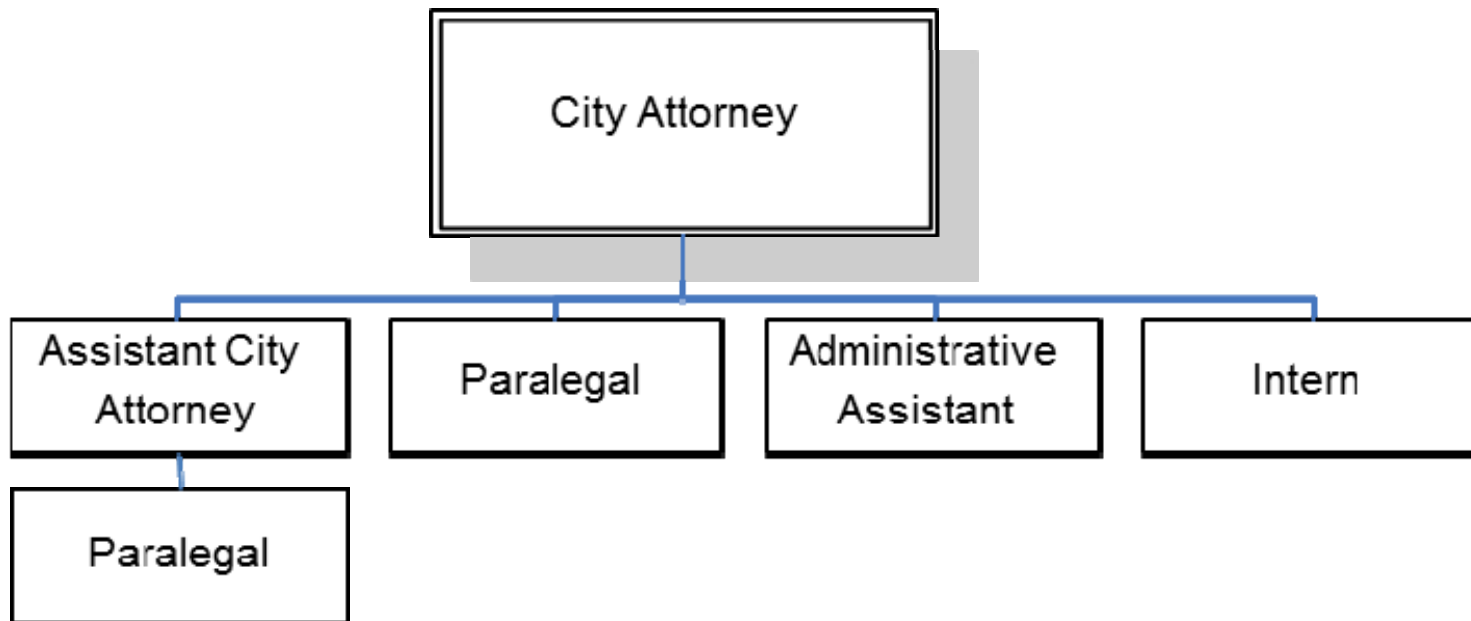
The Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other city officials.



City of Franklin, Tennessee - FY 2018 Budget Request

Law Department

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request

Law Department

Base Budget Request: Personnel **\$472,226**

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



City of Franklin, Tennessee - FY 2018 Budget Request **Law Department**

Base Budget Request: Operations **\$57,201**

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, which has been used for legislation and litigation.



City of Franklin, Tennessee - FY 2018 Budget Request **Law Department**

Program Enhancement Requests

Reclassify Paralegal to Staff Attorney I

\$23,391



City of Franklin, Tennessee - FY 2018 Budget Request **Law Department**

Summary

The Law Department appreciates your careful consideration of this budget.



City of Franklin, Tennessee

FY 2018 Operating Budget

Law

Shauna R. Billingsley, City Attorney

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	347,789	378,088	474,389	472,395	472,226	-2,163	-0.5%
Operations	-5,296	-44,822	51,150	62,531	57,201	6,051	11.8%
Capital	0	0	0	0	0	0	0.0%
Total	342,493	333,266	525,539	534,926	529,428	3,889	0.7%

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.



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

Theme:

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

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		FY 2014 3/1/2013 - 3/1/2014	FY 2015 3/1/2014 to 3/1/2015	CY 2015 01/01/2015 - 12/21/2015	2017*	2018*
	Number of Ordinances Drafted/Reviewed	29	28	35	45	all
	Number of Resolutions Drafted/Reviewed	59	67	66	85	all
	Number of Contracts Drafted/Reviewed	197	259	269	299	all
	Legal Opinions Distributed (<i>Goal : Distribute 1 every month</i>)	9	12	11	12	12
	Total Number of Litigation Cases Opened/Closed	154	120/104	125/114	109/91	as many as needed
	Number of Other Tasks Created/Completed	607/540	665/666	995/974	1075/1037	as many as needed

Efficiency Measures

		2014	2015	2016*	2017*	2018*
	TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

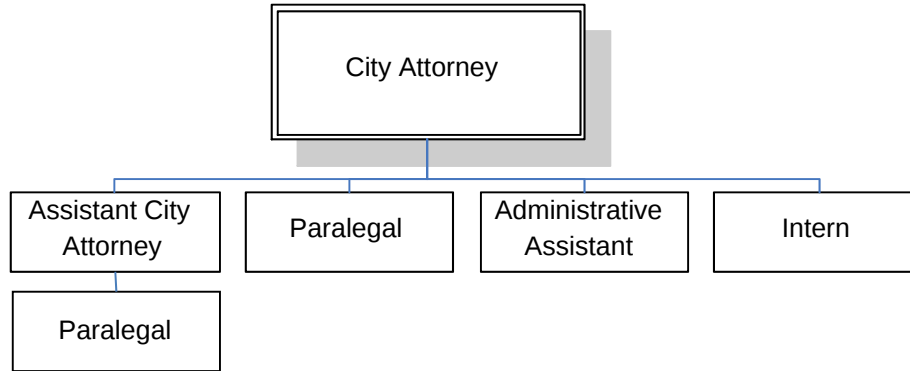
		2014	2015	2016*	2017*	2018*
	TBD	TBD	TBD	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



Note: For detailed counts and authorized positions, please see table below entitled

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		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	1	0	1	0	1	0
Paralegal	Grade F	1	0	1	0	1	0	2	0	2	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Intern	---	0	1	0	0	0	1	0	1	0	1
TOTALS		4	1	4	0	4	1	5	1	5	1



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference	
						\$	%
Personnel							
Salaries & Wages	263,592	289,874	351,713	373,411	353,301	1,588	0.5%
Officials Fees	-	56	56	-	56	-	0.0%
Employee Benefits	84,197	88,158	122,620	98,984	118,869	(3,751)	-3.1%
Total Personnel	347,789	378,088	474,389	472,395	472,226	(2,163)	-0.5%
Operations							
Transportation Services	906	798	1,430	1,430	1,450	20	1.4%
Operating Services	6,042	6,941	9,850	10,250	10,250	400	4.1%
Notices, Subscriptions, etc.	15,861	15,423	18,520	18,770	20,280	1,760	9.5%
Utilities	2,285	2,689	4,160	4,190	4,250	90	2.2%
Contractual Services	42,970	9,214	98,530	98,530	101,240	2,710	2.8%
Employee programs	2,897	2,746	4,350	4,410	4,460	110	2.5%
Professional Development/Travel	9,265	10,239	11,950	11,900	12,560	610	5.1%
Office Supplies	3,191	4,039	4,630	4,630	5,040	410	8.9%
Operating Supplies	150	158	725	725	750	25	3.4%
Fuel & Mileage	-	-	420	420	420	-	0.0%
Machinery & Equipment (<\$25,000)	4,620	5,471	10,480	20,800	16,250	5,770	55.1%
Repair & Maintenance Supplies	-	-	150	150	150	-	0.0%
Property & Liability Costs	2,902	2,821	2,945	3,316	3,482	537	18.2%
Financial Fees	-	-	500	500	500	-	0.0%
Permits	1,882	928	5,775	5,775	5,880	105	1.8%
Interfund Services Reimbursements	(98,267)	(106,289)	(123,265)	(123,265)	(129,761)	(6,496)	5.3%
Total Operations	(5,296)	(44,822)	51,150	62,531	57,201	6,051	11.8%
Capital	-	-	-	-	-	-	0.0%
Total Law Department	342,493	333,266	525,539	534,926	529,428	3,889	0.7%

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
I= 81110	REGULAR PAY	263,532	289,751	359,928	222,577	359,211	362,737	377,246	392,336
81120	OVERTIME PAY	60	123	2,200	1,439	2,200	2,200	2,200	2,200
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES			1,060		12,000	1,060	1,060	1,060
81199	VACANCY ADJUSTMENT			(11,475)			(12,696)	(13,204)	(13,732)
= XWAGE	TOTAL WAGES	263,592	289,874	351,713	224,016	373,411	353,301	367,302	381,864
81250	JUDICIAL COMMISSION-WARRANTS		56	56			56	56	56
= XOFF	TOTAL OFFICIALS FEES		56	56			56	56	56
= 81410	FICA (EMPLOYER'S SHARE)	18,027	19,842	25,082	15,554	27,480	26,530	28,859	30,014
= 81420	MEDICAL PREMIUMS	53,789	57,367	83,544	34,596	60,590	78,134	85,947	94,542
= 81430	GROUP INSURANCE PREMIUMS	4,029	4,063	4,989	2,630	2,621	4,912	5,158	5,415
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(11,766)	(13,197)	(17,772)	(9,180)	(14,858)	(16,380)	(18,018)	(19,820)
! 81450	RETIREMENT CONTRIBUTIONS	14,098	13,344	18,230	13,671	15,798	18,168	19,984	21,983
81455	DEFERRED COMP MATCH	3,567	4,272	6,092	2,830	4,808	5,048	5,301	5,566
81470	WORKERS COMPENSATION PREMIUMS	53	67	55	145	145	57	60	65
81475	WORKERS COMPENSATION CLAIMS								
81482	CAR ALLOWANCE	2,400	2,400	2,400	1,477	2,400	2,400	2,400	2,400
= XBEN	TOTAL BENEFITS	84,197	88,158	122,620	61,723	98,984	118,870	129,691	140,165
= XPER	TOTAL PERSONNEL	347,789	378,088	474,389	285,739	472,395	472,227	497,049	522,085
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	846	798	1,430	329	1,430	1,450	1,500	1,500
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	60							
= XTRC	TOTAL TRANSPORTATION CHARGES	906	798	1,430	329	1,430	1,450	1,500	1,500
82210	PRINTING & COPYING SERVICES, OUTSOURCED	506	2,168	2,000		2,000	2,000	2,100	2,100
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	(15)	1,721	600		1,000	1,000	1,000	1,000
! 82240	TRANSCRIPTION FEES	5,551	3,052	7,000	374	7,000	7,000	7,000	7,000
82250	TESTING & PHYSICALS			250	133	250	250	250	250
= XOPSV	TOTAL OPERATING SERVICES	6,042	6,941	9,850	507	10,250	10,250	10,350	10,350
82310	LEGAL NOTICES	28		1,000	170	1,000	1,000	1,000	1,000
82320	DUES FOR MEMBERSHIPS	4,771	4,489	4,000	689	4,000	4,000	4,400	4,800
82330	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	53		270	8	270	280	300	350
82340	PUBLICATIONS, NON-TRAINING	11,009	10,934	13,250	5,759	13,500	15,000	15,000	15,000
= XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	15,861	15,423	18,520	6,626	18,770	20,280	20,700	21,150
82450	TELEPHONE SERVICE	233	221	330	130	330	350	360	370
82455	CELLULAR TELEPHONE SERVICE	1,715	2,133	3,500	1,845	3,500	3,500	3,700	3,900
82460	INTERNET & RELATED SERVICES	337	335	330	257	360	400	425	450
= XUTL	TOTAL UTILITIES	2,285	2,689	4,160	2,232	4,190	4,250	4,485	4,720
82510	COMPUTER SERVICES			430		430	440	460	470
82520	LEGAL SERVICES	42,970	7,114	62,000	6,172	62,000	64,000	67,200	70,000
82530	CONSULTANT SERVICES		2,100	30,600		30,600	31,300	32,800	34,000

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
82599	OTHER CONTRACTUAL SERVICES			5,500		5,500	5,500	5,500	5,500
=	XCTS	42,970	9,214	98,530	6,172	98,530	101,240	105,960	109,970
82740	EMPLOYEE WELLNESS PROGRAM				33	60	100	100	100
82750	EMPLOYEE RECOGNITION/RECEPTIONS	330	48	350	(26)	350	360	380	400
82780	TRAINING, OUTSIDE	2,099	2,698	3,000		3,000	3,000	3,300	3,500
82790	TRAINING, IN-HOUSE	468		1,000	54	1,000	1,000	1,100	1,200
=	XEPG	2,897	2,746	4,350	61	4,410	4,460	4,880	5,200
82810	REGISTRATIONS	2,933	2,295	4,300	2,374	4,300	4,500	4,600	4,700
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	469	629	510	257	510	520	550	575
82830	AIR TRAVEL	1,692	2,833	2,550	271	2,500	2,500	2,800	3,000
82840	LODGING	3,654	4,035	3,570	1,101	3,570	4,000	4,000	4,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	517	447	1,020	494	1,020	1,040	1,100	1,200
=	XPDT	9,265	10,239	11,950	4,497	11,900	12,560	13,050	13,475
83110	OFFICE SUPPLIES	2,595	1,757	3,500	819	3,500	3,600	3,800	4,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	25	1,282	250	19	250	500	250	250
83130	EMPLOYEE BENEVOLENCE ITEMS	159	109	410	82	410	420	440	460
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	412	891	470	264	470	520	550	600
=	XOFS	3,191	4,039	4,630	1,184	4,630	5,040	5,040	5,310
83210	TRAINING SUPPLIES			500		500	500	500	500
83260	UNIFORMS PURCHASED	150	158	225		225	250	270	300
=	XOPS	150	158	725		725	750	770	800
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			420		420	420	420	420
=	XFUEL			420		420	420	420	420
83510	FURNITURE, FIXTURES (<\$25,000)	375	1,423	3,180	11,075	12,000	6,000	3,300	3,300
83530	MACHINERY & EQUIPMENT (<\$25,000)	1,847	58	2,100	2,595	3,000	3,250	3,500	3,750
83540	COMPUTER HARDWARE (<\$25,000)	1,300	3,864	5,000	4,100	5,000	6,000	6,000	6,000
83550	COMPUTER SOFTWARE (<\$25,000)	1,098	126	200	766	800	1,000	1,200	1,400
=	XMUJ	4,620	5,471	10,480	18,536	20,800	16,250	14,000	14,450
83620	EQUIPMENT PARTS & SUPPLIES			150		150	150	150	150
=	XRMS			150		150	150	150	150
85110	PROPERTY INSURANCE	923	979	1,028	955	955	1,003	1,053	1,106
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	30		36	30	30	32	33	35
85113	AUTO PHYSICAL DAMAGE								
85115	LIABILITY INSURANCE	942	1,044	1,096	1,519	1,519	1,595	1,675	1,758
85116	E&O LIABILITY INSURANCE	407							
85118	UMBRELLA LIABILITY		248	260	287	287	301	316	332
85119	PROPERTY DAMAGE COSTS								
85120	SURETY/NOTARY BONDS	600	550	525		525	551	579	608
=	XPLC	2,902	2,821	2,945	2,791	3,316	3,482	3,656	3,839

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
85320	STATE FEES	1,307	818	1,200	800	1,200	1,200	1,200	1,200
85325	FEDERAL FEES	252		275		275	280	285	300
85340	RECORDING & FILING FEES	323	110	4,300		4,300	4,400	4,600	4,700
=	XPERM TOTAL PERMITS	1,882	928	5,775	800	5,775	5,880	6,085	6,200
85590	BOND COMPLIANCE			500	500	500	500	500	500
=	XELF TOTAL FINANCIAL FEES			500	500	500	500	500	500
87510	REIMB OF INTERFUND SERVICES	(98,267)	(106,289)	(123,265)	(82,177)	(123,265)	(129,761)	(132,356)	(135,003)
=	XREIMB TOTAL INTERFUND SERVICES REIMBURSEMENTS	(98,267)	(106,289)	(123,265)	(82,177)	(123,265)	(129,761)	(132,356)	(135,003)
=	XOP TOTAL OPERATIONS	(5,296)	(44,822)	51,150	(37,942)	62,531	57,201	59,190	63,031
	Capital								
=	XTOT TOTAL EXPENDITURES	342,493	333,266	525,539	247,797	534,926	529,428	556,239	585,116
=	PRHCT PART-TIME REGULAR HEADCOUNT								



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Communications						
1	Reclassify Paralegal to Staff Attorney I	\$ 22,727	\$ -	\$ 1,204	\$ 23,931	
Total		\$ 22,727	\$ -	\$ 1,204	\$ 23,931	\$ -
Total G/F Requests						
		\$ 22,727	\$ -	\$ 1,204	\$ 23,931	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 23,931
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -

Totals \$ 23,931

Traditional Allocations

	Personnel	\$ 22,727
	Operations	\$ 1,204
	Equipment	\$ -
	Capital	\$ -
Total		\$ 23,931

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



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

Department:

41400 LAW

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Reclassify Paralegal to Staff Attorney I

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
Compensation			
81110 REGULAR PAY		\$22,727	\$22,727
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
82350 DUES FOR MEMBERSHIPS		\$430	\$430
85320 STATE FEES		\$574	\$574
83500 EQUIPMENT (<\$25,000)		\$200	\$200
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$23,931	\$23,931

PURPOSE / DESCRIPTION OF REQUEST

Tiffani Pope is currently a paralegal within the Law Department. She has been with us since March 2014. She has recently graduated from law school and is sitting for the bar in February 2017. She should know her results in April 2017. We fully expect her to be successful and as such would like to reclassify her position from a Paralegal to a Staff Attorney I. She currently makes \$23.17/hour, which is roughly \$48,193.60/year without overtime. The minimum Staff Attorney I is \$70,921.00. The difference between the two is \$22,727.40 annually. Additionally, Tiffani is currently reimbursed for some of her law classes annually, roughly \$2,000 per year. Since she is no longer in school, those dollars can be absorbed in other places.

In the reclassification to Staff Attorney I, we will need to cover her license fee, professional tax, Tennessee Bar and Tennessee Municipal Attorney dues annually. She will also need a cell phone.

SERVICE IMPLICATION



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Communications Division

Milissa Reiersen



City of Franklin, Tennessee - FY 2018 Budget Request **Communications**

Outline

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



City of Franklin, Tennessee - FY 2018 Budget Request **Communications**

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.

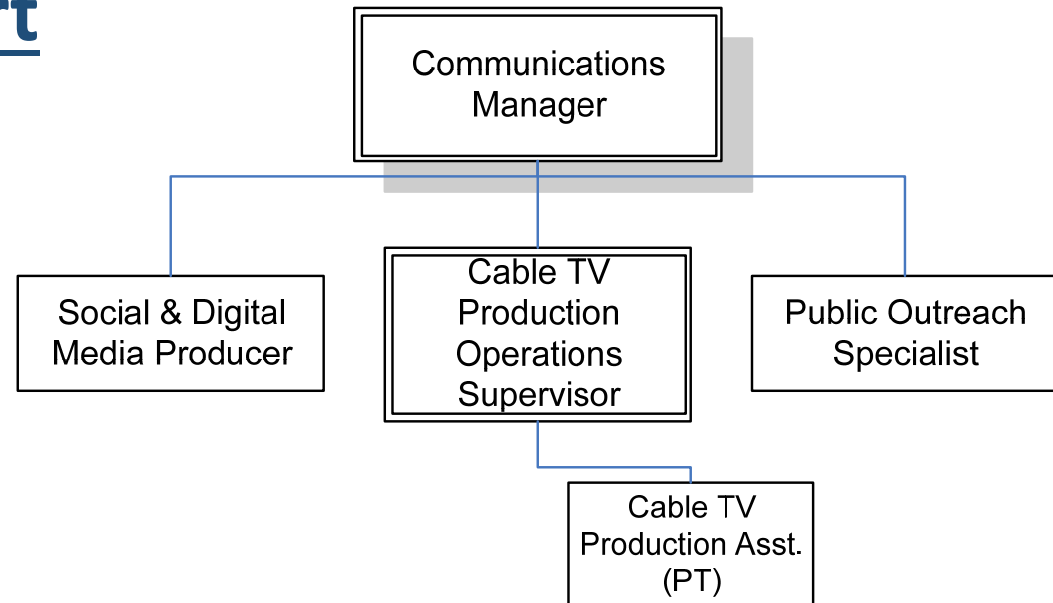




City of Franklin, Tennessee - FY 2018 Budget Request

Communications

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request **Communications**

Base Budget Request: Personnel

Communication Division \$383,808

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



City of Franklin, Tennessee - FY 2018 Budget Request **Communications**

Base Budget Request: Operations

Communication Division (\$14,722)

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.

The reduction from FY 2017 is a result of one-time expenses for the switch to HD being removed.



City of Franklin, Tennessee - FY 2018 Budget Request **Communications**

Program Enhancement Requests

1. Replacement Vehicle (\$35,000) - This request would replace an early 2000 minivan which is the primary vehicle used by the Communications Division. For the last 8 years we drove an even older van, and although we recently changed out to a newer model, our current vehicle issues with cooling and heating. With the recent hiring of the Cable Operations Supervisor we will have more of a need to get out into the community in all types of weather and a safe reliable vehicle would be a necessary addition for our team.



City of Franklin, Tennessee

FY 2018 Operating Budget

Communications

Milissa Reiersen, Communications Manager

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	301,490	356,559	381,125	436,216	383,808	2,683	0.7%
Operations	11,776	-4,128	107,927	99,818	-14,722	-122,649	-113.6%
Capital	0	0	0	0	0	0	0.0%
Total	313,266	352,431	489,052	536,034	369,087	-119,965	-24.5%

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.



FY 2018 Outlook

The Communications Division continues to work on transforming Franklin TV to a High Definition station in order to provide better quality video services with compatible equipment. 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.

The Division continues to look for new and creative ways to inform and engage our residents.



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

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: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2014	2015	2016*	2017*	2018*
	Average Page views to City website	149,882	160,000	176,538	190,000	190,000
	Special Events Processed by City	55	55	47	55	55
	Film Permits Processed by the City	25	22	12	22	22
	Goal: Provide proactive and timely information					
	Number of Press Releases (excluding Police & Fire)	43	40	28	30	30
	Goal: Produce informative programming for Franklin TV					



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

Local programming produced for Franklin TV (not including meetings)	43	45	33	40	40
Produced programming for YouTube (Social Media Program titled Franklin Insider)	23	45	72	75	80

Efficiency Measures

	2014	2015	2016*	2017*	2018*
Social Media interaction/capita	Measure under development				
Social Media interaction/week	Measure under development				

Outcome (Effectiveness) Measures

	2014	2015	2016*	2017*	2018*
 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	149,882	160,000	176,538	190,000	190,000
Target	50,000	160,000	175,000	190,000	190,000
Meets Target?	Yes	Yes	Yes	TBD	TBD
Facebook (number of followers)	14,224	18,076	27,661	30,000	35,000
Target	9,450	15,646	17,211	30,000	35,000
Meets Target?	Yes	Yes	Yes	TBD	TBD
Twitter (number of followers)	10,300	11,330	22,100	26,000	30,000
Target	6,690	11,330	12,500	26,000	30,000
Meets Target?	Yes	Yes	Yes	TBD	TBD
YouTube (upload views)	198,377	217,225	259,420	265,000	270,000
Target	112,420	217,225	240,000	265,000	270,000
Meets Target?	Yes	Yes	Yes	TBD	TBD
 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.					
<i>Baseline: The total estimated attendance at City of Franklin events. Track annually the estimated number of attendees at BOMA permitted events.</i>	<i>Baseline to be established</i>				
Meets Target?	TBD	TBD	TBD	TBD	TBD
 Increase annually the number of events that satisfy all the criteria identified on the application for permit.					
<i>Baseline: To be established from those applicants that meet all criteria identified on the application for permit. (Special Events Committee applications).</i>	<i>Baseline to be established</i>				
Meets Target?	TBD	TBD	TBD	TBD	TBD

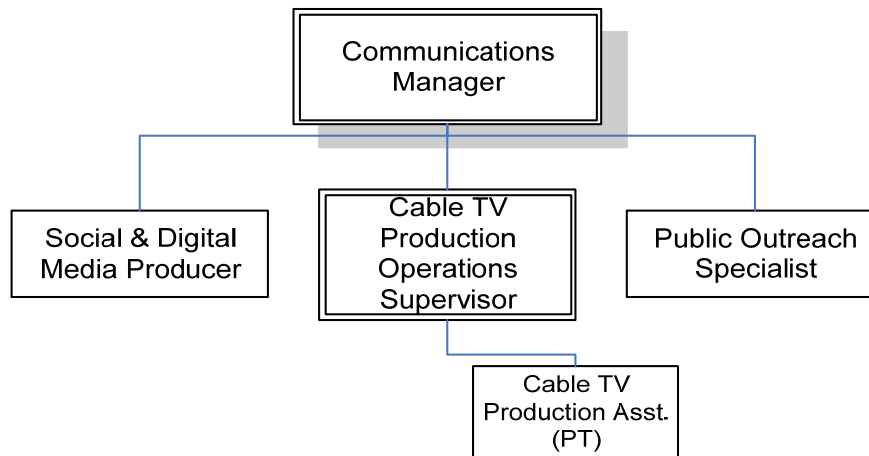
*2017 and 2018 estimated.



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



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

Staffing History

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		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	1	0	1	1	0	1	0	1	0
Video/Production Assistant	Grade B	0	1	0	1	0	1	0	1	0	1
Intern	---	0	2	0	2	0	0	0	0	0	0
TOTALS		3	4	3	4	4	1	4	1	4	1



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference \$	%
Personnel							
Salaries & Wages	237,892	271,288	294,074	325,550	275,750	(18,324)	-6.2%
Employee Benefits	63,598	85,271	87,051	110,666	108,059	21,008	24.1%
Total Personnel	301,490	356,559	381,125	436,216	383,808	2,683	0.7%
Operations							
Transportation Services	462	-	640	600	655	15	2.3%
Operating Services	-	194	225	225	230	5	2.2%
Notices, Subscriptions, etc.	21,473	20,559	21,380	26,549	23,420	2,040	9.5%
Utilities	2,283	3,629	2,905	3,555	3,665	760	26.2%
Contractual Services	18,735	1,000	19,600	19,500	20,100	500	2.6%
Repair & Maintenance Services	388	1,326	2,330	3,080	3,180	850	36.5%
Employee programs	341	150	500	450	500	-	0.0%
Professional Development/Travel	4,336	2,623	10,365	10,305	10,710	345	3.3%
Office Supplies	2,696	3,697	3,150	3,200	3,300	150	4.8%
Operating Supplies	18,382	15,367	29,728	15,000	11,065	(18,663)	-62.8%
Fuel & Mileage	151	238	365	300	370	5	1.4%
Machinery & Equipment (<\$25,000)	19,549	21,205	126,399	125,680	19,500	(106,899)	-84.6%
Repair & Maintenance Supplies	99	330	300	100	300	-	0.0%
Operational Units	165	3,961	4,200	5,000	4,400	200	4.8%
Property & Liability Costs	4,757	4,561	4,788	5,222	5,483	695	14.5%
Other Business Expenses	46	22	-	-	-	-	0.0%
Interfund Service Reimbursements	(82,087)	(82,990)	(118,948)	(118,948)	(121,600)	(2,652)	2.2%
Total Operations	11,776	(4,128)	107,927	99,818	(14,722)	(122,649)	-113.6%
Capital	-	-	-	-	-	-	0.0%
Total Communications Departme	313,266	352,431	489,052	536,034	369,087	(119,965)	-24.5%

Notes:

Personnel: The Communications Office has no requests for additional personnel in FY2018

Operations: In FY2017, Franklin TV was upgraded to HD. While this transition will continue in FY2018, there are no major expenses attributed to the transition.

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@12/09/2016	Estid 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
I= 81110	REGULAR PAY	237,742	271,288	303,650	215,550	325,550	285,751	297,181	309,068
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	150							
81199	VACANCY ADJUSTMENT			(9,576)			(10,001)	(10,401)	(10,817)
= XWAGE	TOTAL WAGES	237,892	271,288	294,074	215,550	325,550	275,750	286,780	298,251
= 81410	FICA (EMPLOYER'S SHARE)	17,470	19,718	22,257	15,806	24,905	21,860	22,734	23,644
= 81420	MEDICAL PREMIUMS	40,053	50,874	45,797	32,402	64,804	60,121	66,133	72,746
= 81430	GROUP INSURANCE PREMIUMS	3,598	4,866	4,663	2,958	5,916	3,247	3,409	3,580
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(8,361)	(12,435)	(14,528)	(7,942)	(15,884)	(12,071)	(13,278)	(14,606)
! 81450	RETIREMENT CONTRIBUTIONS	10,574	17,792	24,304	12,152	24,304	27,950	30,745	33,819
81455	DEFERRED COMP MATCH		4,093	4,201	3,132	6,264	6,577	6,906	7,251
81470	WORKERS COMPENSATION PREMIUMS	264	363	357	201	357	375	394	414
81475	WORKERS COMPENSATION CLAIMS								
= XBEN	TOTAL BENEFITS	63,598	85,271	87,051	58,709	110,666	108,058	117,043	126,848
= XPER	TOTAL PERSONNEL	301,490	356,559	381,125	274,259	436,216	383,808	403,823	425,099
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	263		430	58	400	440	450	465
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	190		210		200	215	220	225
82130	VEHICLE LICENSES & TITLES	9							
= XTRC	TOTAL TRANSPORTATION CHARGES	462		640	58	600	655	670	690
82210	PRINTING & COPYING SERVICES, OUTSOURCED								
82250	TESTING & PHYSICALS		194	225		225	230	235	245
82260	UNIFORM RENTAL & SERVICES								
= XOPSV	TOTAL OPERATING SERVICES		194	225		225	230	235	245
82310	LEGAL NOTICES	333							
! 82350	CITIZENS ACADEMIES	4,021	5,498	5,100	6,284	6,284	6,500	6,700	6,900
+ 82390	DUES FOR MEMBERSHIPS	2,644	795	4,200	15	4,200	4,380	4,450	4,580
1	Organization Dues			2,700			2,780	2,800	2,880
2	Subscription for TV Eyes			1,500			1,600	1,650	1,700
3	Various	2,644	795			4,200			
*	Amount missing from detail				15				
+ 82390	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	9,318	11,166	9,000	13,065	13,065	9,400	9,685	9,975
1	Various	9,318	11,166		13,065				
10	United Way			500			300	310	320
11	BMI license			600			700	720	740
12	ASCAP/SESAC license			800			900	930	960
2	State of the City			1,100			1,200	1,235	1,275
3	Tree Lighting			1,200			1,500	1,545	1,590
4	Promo Items			2,000			2,000	2,060	2,120
5	Advertising			1,000			1,000	1,030	1,060
6	Social Media (FB, Hootsuite, etc.)			1,500			1,500	1,545	1,590
7	EMMA								

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@12/09/2016	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
8	Fotolia, Graphic River, etc.			300			300	310	320
*	Amount missing from detail								
+ 82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	1,630	2,618	2,540	137	2,500	2,580	2,660	2,700
5	Various	1,630	2,618	2,540	137	2,500	2,580	2,660	2,700
*	Amount missing from detail								
82390	PUBLICATIONS, NON-TRAINING	3,527	482	540	60	500	560	580	600
= XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	21,473	20,559	21,380	19,561	26,549	23,420	24,075	24,755
82450	TELEPHONE SERVICE	101	67	55	38	55	60	60	60
82455	CELLULAR TELEPHONE SERVICE	2,182	3,562	2,850	2,396	3,500	3,605	3,700	3,800
+ 82470	INTERNET & RELATED SERVICES								
3	Various								
*	Amount missing from detail								
= XUTIL	TOTAL UTILITIES	2,283	3,629	2,905	2,434	3,555	3,665	3,760	3,860
+ 82510	COMPUTER SERVICES	17,935		7,400	7,277	7,300	7,500	7,800	8,000
! 2	Visions service contract			7,400		7,300	7,500	7,800	8,000
3	Various	17,935							
*	Amount missing from detail				7,277				
+ 82560	CONSULTANT SERVICES		800	10,200	750	10,200	10,500	10,800	11,000
1	various projects		800	10,200	750	10,200	10,500	10,800	11,000
*	Amount missing from detail								
+ 82599	OTHER CONTRACTUAL SERVICES	800	200	2,000		2,000	2,100	2,200	2,300
1	NAXOS and Killer Tracks Music Library			2,000					
3	Various	800	200			2,000	2,100	2,200	2,300
*	Amount missing from detail								
= XCTS	TOTAL CONTRACTUAL SERVICES	18,735	1,000	19,600	8,027	19,500	20,100	20,800	21,300
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	19	825	200	892	950	980	1,000	1,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	369	501	2,130		2,130	2,200	2,300	2,400
= XRMVS	TOTAL REPAIR & MAINTENANCE SERVICES	388	1,326	2,330	892	3,080	3,180	3,300	3,400
+ 82750	EMPLOYEE RECOGNITION/RECEPTIONS	200	150	500		450	500	500	500
1	Trophies for contests, certificates, framing, etc.			500					
2	Various	200	150			450	500	500	500
*	Amount missing from detail								
82780	TRAINING, OUTSIDE								
82790	TRAINING, IN-HOUSE	141							
= XECS	TOTAL EMPLOYEE PROGRAMS	341	150	500		450	500	500	500
+ 82840	REGISTRATIONS	3,305		3,150		3,150	3,200	3,300	3,400
1	Various	3,305		3,150		3,150	3,200	3,300	3,400
*	Amount missing from detail								
82880	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	52	211	305	208	305	320	330	340
+ 82890	AIR TRAVEL	475	903	2,640		2,600	2,700	2,800	2,900
1	Various	475	903	2,640		2,600	2,700	2,800	2,900
*	Amount missing from detail								
+ 82840	LODGING	448	1,437	3,150	280	3,150	3,350	3,400	3,500
1	Various	448	1,437	3,150	280	3,150	3,350	3,400	3,500
*	Amount missing from detail								
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	56	72	1,120	7	1,100	1,140	1,170	1,200
4	Various	56	72	1,120	7	1,100	1,140	1,170	1,200

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@12/09/2016	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
*	Amount missing from detail								
=	XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	4,336	2,623	10,365	495	10,305	10,710	11,000	11,340
83110	OFFICE SUPPLIES	737	2,380	1,525	1,065	1,500	1,550	1,600	1,650
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			100		100	100	100	100
83130	EMPLOYEE BENEVOLENCE ITEMS				49	100	100	100	100
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,959	1,317	1,525	675	1,500	1,550	1,600	1,650
=	XOFS TOTAL OFFICE SUPPLIES	2,696	3,697	3,150	1,789	3,200	3,300	3,400	3,500
83210	TRAINING SUPPLIES		49	220		200	240	250	260
83260	UNIFORMS PURCHASED								
83265	UNIFORMS, SPECIALIZED	1,059	861	820	320	800	825	850	875
+	OTHER OPERATING SUPPLIES	17,323	14,457	28,688	4,380	14,000	10,000	10,300	10,600
1	Tapes stock			16,545					
2	various		14,457		4,380	14,000			
4	Misc operating supplies						10,000	10,300	10,600
5	HD Enhancements for Franklin TV			12,143					
*	Amount missing from detail								
=	XOPS TOTAL OPERATING SUPPLIES	18,382	15,367	29,728	4,700	15,000	11,065	11,400	11,735
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	151	238	365	68	300	370	375	380
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)								
=	XFUEL TOTAL FUEL & MILEAGE	151	238	365	68	300	370	375	380
+	FURNITURE, FIXTURES (<\$25,000)		740	18,980	13,377	18,980	5,000	5,150	5,300
1	HD Enhancements for Franklin TV			18,980		18,980	5,000	5,150	5,300
2	Misc		740		13,377				
*	Amount missing from detail								
+	MACHINERY & EQUIPMENT (<\$25,000)	18,883	16,570	8,300	78,168	8,300	8,500	8,700	8,900
1	Misc equipment	18,883	16,570		78,168	8,300	8,500	8,700	8,900
15	2015 equipment								
4	2016 Equipment								
5	2017 Equipment			8,300					
*	Amount missing from detail								
+	COMPUTER HARDWARE (<\$25,000)	615	2,449	90,711	6,851	90,000	3,000	3,100	3,200
10	Replacement laptop for Monique						1,290		
13	Replacement laptop for Milissa								
5	Replacement desktop for Ray			1,050					
6	Replacement production computer			1,050					
7	HD Enhancements for Franklin TV			87,361					
9	Various	615	2,449	1,250	6,851	90,000	1,710	3,100	3,200
*	Amount missing from detail								
+	COMPUTER SOFTWARE (<\$25,000)	51	1,446	8,408		8,400	3,000	3,100	3,200
1	Various					8,400			
3	Misc software	51	1,446	1,220			3,000	3,100	3,200
4	HD Enhancements for Franklin TV			7,188					
*	Amount missing from detail								
=	XMEJ TOTAL MACHINERY & EQUIPMENT (<\$25,000)	19,549	21,205	126,399	98,396	125,680	19,500	20,050	20,600
83620	EQUIPMENT PARTS & SUPPLIES	33	330	100		100	100	100	100
83630	BUILDING MAINTENANCE SUPPLIES	66		200			200	200	200

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@12/09/2016	Estid 2017	Budget 2018	Forecast 2019	Forecast 2020
84550	STUDIO PRODUCTION	165	3,961	4,200		5,000	4,400	4,500	4,700
=	XOPU TOTAL OPERATIONAL UNITS	165	3,961	4,200		5,000	4,400	4,500	4,700
85110	PROPERTY INSURANCE	923	1,064	1,117	3,110	3,110	3,266	3,429	3,600
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	116			116	116	122	128	134
85113	AUTO PHYSICAL DAMAGE	10	5	5	25	25	26	28	29
85115	LIABILITY INSURANCE	3,066	3,028	3,179	1,225	1,225	1,286	1,351	1,418
85116	E&O LIABILITY INSURANCE	393							
85117	VEHICLE LIABILITY INSURANCE	249	257	270	514	514	540	567	595
85119	UMBRELLA LIABILITY		207	217	232	232	244	256	269
85120	PROPERTY DAMAGE COSTS								
85990	MISCELLANEOUS	4,902	4,913	5,088		5,322	5,784	6,059	6,347
85999	COST CONTAINMENT MEASURES	46	22						
=	XOBE TOTAL OTHER BUSINESS EXPENSES	4,902	4,913	5,088		5,322	5,784	6,059	6,347
87510	REIMB OF INTERFUND SERVICES	(82,087)	(82,990)	(118,948)	(79,299)	(118,948)	(121,600)	(124,032)	(126,513)
=	XREIMB TOTAL INTERFUND SERVICES REIMBURSEMENTS	(82,087)	(82,990)	(118,948)	(79,299)	(118,948)	(121,600)	(124,032)	(126,513)
=	XOP TOTAL OPERATIONS	11,776	(4,128)	107,927	57,121	99,818	(14,721)	(13,908)	(13,161)
	Capital								
=	XTOT TOTAL EXPENDITURES	313,266	352,431	489,052	331,380	536,034	369,087	389,915	411,938



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Communications						
1	Replacement Vehicle	\$ -	\$ -	\$ 35,000	\$ 35,000	
Total		\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -
Total G/F Requests						
		\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ -
	Quality Life Experiences	\$ 35,000
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 35,000

Traditional Allocations

	Personnel	\$ -
	Operations	\$ -
	Equipment	\$ 35,000
	Capital	\$ -
Total		\$ 35,000

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 1

Department:	41300 ADMINISTRATION
Division:	Communications
FranklinForward Theme:	Quality Life Experiences
Title:	Replacement Vehicle

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
<u>Expenses</u>			
89520 VEHICLES (>\$25,000)	\$35,000		\$35,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$35,000	\$0	\$35,000

PURPOSE / DESCRIPTION OF REQUEST

The Communications Division is out and about in our city on a daily basis. For the last 8 years we have driven a very older model van, we recently changed out to a newer model, but that van has issues with cooling and heating. With the recent hiring of the Cable Operations Supervisor we will have more of a need to get out into the community in all types of weather and a safe reliable vehicle would be a necessary addition for our team.

SERVICE IMPLICATION

Having a safe reliable vehicle for the Communications Division would help us to provide more video services out in the field. A four-wheel-drive vehicle with flashers would also help us to get to the scene of a crisis or drive in ice or snow when we need to report to our citizens on road conditions. It would also help to have working heat and air for our team members.



City of Franklin, Tennessee
FY 2018 Operating Budget

Economic Development

Eric Stuckey, City Administrator



City of Franklin, Tennessee - FY 2018 Budget Request Economic Development

Outline

- Purpose of Fund
- Performance Measures
- Summary



City of Franklin, Tennessee - FY 2018 Budget Request **Economic Development**

Purpose of Department

This department is used to identify payments specifically related to economic development. An allocation is made for economic development of \$25,000 plus an additional amount for the Greater Nashville Regional Council of \$14,700. Membership to the Nashville Area Chamber of Commerce is \$3,000 and the Metropolitan Planning Organization is budgeted at \$9,000. \$20,000 is included for continued funding of the business retention program being conducted by the Economic Development Office with the new Chamber of Commerce.

An additional allocation for the Williamson County Convention and Visitors Bureau is budgeted in the Hotel Tax Fund.



City of Franklin, Tennessee - FY 2018 Budget Request

Economic Development

Performance Measures

Summary of Performance Measures

Economic Development activities are important in two of the four (4) themes of the strategic plan



Quality Life Experiences



Sustainable Growth & Economic Prosperity

Of note:

- Tourist Visits increased by 90,000 from 2014 to 2015.
- Cost of Living remained below National Average (third consecutive year)
- Local Sales Tax growth outpaced State-wide Sales Tax growth (sixth consecutive year)
- Number of New Business Licenses (493 in FY 2016) & Total Business Licenses (6,617) increased (third consecutive year)
- Retail and Commercial Vacancy rates in Franklin were 30% (or lower) than Nashville MSA rate (second consecutive year). *Cool Spring Vacancy rate for FY 2016 was .90%.*
- 2016 Citizens Survey: *Franklin ranked #1 in the nation (compared to all other cities in the survey) for Employment Opportunities and as a Place to Work.*



City of Franklin, Tennessee - FY 2018 Budget Request

Economic Development

Budget

	Actual 2015	Actual 2016	Budget 2017	Est 2017	Budget 2018	Difference	
						\$	%
Economic Development / Chamber Support	25,000	18,750	25,000	25,000	25,000	-	0.0%
Greater Nashville Regional Council	-	-	14,400	14,400	14,700	300	2.1%
Nashville Area Chamber of Commerce	-	-	3,000	3,000	3,000	-	0.0%
Nashville Area MPO	7,811	7,811	7,811	8,592	9,000	1,189	15.2%
Williamson Chamber - Business Retention / Development	-	15,000	20,000	20,000	20,000	-	0.0%
Total Expenditures	32,811	41,561	70,211	70,992	71,700	1,489	2.1%

Note: Budget may be modified slightly moving forward.



City of Franklin, Tennessee

FY 2018 Operating Budget

Economic Development

Eric Stuckey, City Administrator

Budget Summary

	2015	2016	2017		2018	2017 v. 2018	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Expenditures	32,811	41,561	70,211	70,992	71,700	1,489	2.1%
Economic Development	32,811	41,561	70,211	70,992	71,700	1,489	2.1%

Department Summary

This department is used to identify payments specifically related to economic development. An allocation is made for economic development of \$25,000 plus an additional amount for the Greater Nashville Regional Council of \$14,700. Membership to the Nashville Area Chamber of Commerce is \$3,000 and the Metropolitan Planning Organization is budgeted at \$9,000. \$20,000 is included for continued funding of the business retention program being conducted by the Economic Development Office with the new Chamber of Commerce.

An additional allocation for the Williamson County Convention and Visitors Bureau is budgeted in the Hotel Tax Fund.



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

Quality of Life Experiences



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 remain below the national Cost of Living Index of 100.

Baseline: 89 on index of 100 (Williamson County Chamber of Commerce).

Goal: To improve ranking as one of the best cities for start-up businesses in the United States.

Baseline: Ranked top 50 in the nation (http://images.businessweek.com/ss/09/03/0327_smallcity_startups/43.htm).

Sustainable Growth & Economic Prosperity



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

Opportunities for increasing tourism experiences.

Goal: To increase tourist visits to Franklin.

Baseline: Carnton Plantation, Carter House and Lotz House had 80,000 visitors in 2012 (www.carnton.org).

Goal: To increase the number of participants in conventions, conferences, and meetings in the Conference Center

Baseline: [Need 2012 fiscal year data on number of participants or equivalent proxy]

Opportunities for revenue enhancements through tourism and sales revenues.

Goal: To increase the revenue generated from Hotel/Motel taxes.

Baseline: Franklin received \$2,193,109.16 in Hotel/Motel Tax for the 2012 Fiscal Year (Department of Finance)

Goal: To increase sales tax revenue money greater than the annual state-wide sales tax growth.

Baseline: \$24.197 million in sales tax revenues were collected by the City of Franklin in 2012. (Financial Reports from City Finance Department)

Goal: Franklin will increase revenue over expenditures from conventions, meetings, and trade shows at the Conference Center

Baseline: [Review Conference Center data for appropriate metrics]

Franklin will expand and retain business and job opportunities within the community as well as the county.

Encourage job growth and retention within the city.

Goal: To increase the number of jobs in the city over the previous year.

Baseline: Franklin reported 33,750 total employment in June 2013. [Civilian Labor Force Summary, Labor Monthly Report, July 2013].



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

Goal: To decrease the unemployment rate within the city over the previous year below the county and state levels.

Baseline: Franklin's unemployment rate for 2013 was 5.5%. County rate for same period was 5.8% and state rate was 8.5% (both of which included Franklin rate) (Source: Civilian Labor Force Summary, Labor Monthly Report, July 2013).

Encourage expansion and retention of business opportunities in the City of Franklin.

Goal: To increase the net number of business licenses within the city over the previous year.

Baseline: Franklin issued 427 new business licenses in FY2012 (Revenue Management)

Baseline: Franklin has 5,302 total active business licenses in 2012 (2012 Development Report).

Goal: To increase the number of small businesses over the previous year.

Baseline: Franklin has X number of small businesses. Williamson County has 5,910 businesses with <100 employees. (2010 Census for Williamson County)

Goal: To increase the number of businesses with more than 100 employees over the previous year.

Baseline: Franklin has 50 businesses with more than 100 employees (Williamson County Chamber of Commerce).

Goal: To increase the success of Fortune 1000 companies located in Franklin over the previous year.

Baseline: The number of local people employed by Fortune 1000 companies in Franklin was 11,971 (2012).

Goal: To reduce retail and commercial vacancy rates within Franklin to 30% or less than Nashville MSA rate.

Baseline: Franklin retail and commercial vacancy rate for 3rd Q 2013 was 3.8%. Nashville MSA rate was 9.4%.

Target of 30% of Nashville rate is 6.58% (Source: Cassidy Turley Office Market Snapshot, @WilliamsonProsper.com)

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Outcome (Effectiveness) Measures

		2014	2015	2016	2017*	2018*
Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.						
	Remain below the national Cost of Living Index of 100.					
	Current Rating	88.1	95.5	95.7	TBD	TBD
	Target	< 100	< 100	< 100	< 100	< 100
	Meets Target?	Yes	Yes	Yes	TBD	TBD
	Improve ranking as one of the best cities for start-up businesses in the United States.					
	Current Rating	43	TBD	TBD	TBD	TBD
	Target	Top 50	N/A	N/A	N/A	N/A
	Meets Target?	Yes	TBD	TBD	TBD	TBD
Franklin will pursue growth and development that embraces its historic context and encourages revenue generation.						
	Opportunities for increasing tourism experiences.					
	Increase tourist visits to Franklin.					
	Overall Tourist visits to Williamson County	1,220,000	1,310,000	N/A	N/A	N/A
	Target	1,150,000	1,250,000	1,350,000	1,450,000	1,600,000
	Meets Target?	Yes	Yes	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

		2014	2015	2016	2017*	2018*
	Increase the number of participants in conventions, conferences, and meetings in the Conference Center					
	Baseline: [TBD from FY 2012 data on # of participants or equivalent proxy]					
	Target					
	Meets Target?	TBD	TBD	TBD	TBD	TBD
	Opportunities for revenue enhancements through tourism and sales revenues.					
	Increase the revenue generated from Hotel/Motel taxes.	\$ 2,764,802	\$ 3,291,019	\$ 3,557,971	\$ 3,600,000	\$ 3,750,000
	Target (more than previous year)	\$ 2,403,775	\$ 2,764,802	\$ 3,291,019	\$ 3,557,971	\$ 3,600,000
	Meets Target?	Yes	Yes	Yes	TBD	TBD
	Increase sales tax revenue money greater than the annual state-wide sales tax growth.					
	Franklin Collections (in \$ millions)	\$27.254	\$28.944	\$31.309	\$32.561	\$33.864
	Franklin Collection Increase	4.8%	6.2%	8.2%	4.0%	4.0%
	State Collections (in \$ billions)	\$7.29	\$7.678	\$8.269	\$8.60	\$8.944
	State Collection Increase	3.9%	5.4%	7.7%	4.0%	4.0%
	Meets Target?	Yes	Yes	Yes	TBD	TBD
	Increase revenue over expenditures from conventions, meetings, and trade shows at the Conference Center					
	Baseline: [Review Conference Center data for appropriate metrics]					
	Annual Net Income for Conference Center	-\$156,381	-\$114,223	\$72,835	\$125,000	\$150,000
	Target	\$208,181	-\$156,381	-\$114,223	\$72,835	\$125,000
	Meets Target?	No	Yes	Yes	TBD	TBD
Franklin will expand and retain business and job opportunities within the community as well as the county.						
	Encourage job growth and retention within the city.					
	Increase the number of jobs in the city over the previous year.	36,050	37,440	39,150	Data to be collected	
	Target	34,500	35,500	37,440	39,150	39,150
	Meets Target?	Yes	Yes	Yes	TBD	TBD
	Decrease the unemployment rate within the city over the previous year below the county and state levels.					
	Franklin's Unemployment Rate	4.8%	4.2%	3.5%	TBD	TBD
	Williamson County Unemployment Rate	5.7%	4.6%	3.8%	TBD	TBD
	Tennessee's Unemployment Rate	7.4%	6.2%	5.0%	TBD	TBD
	Target (Franklin's U/I for preceding year)	5.5%	4.8%	4.2%	3.5%	3.5%
	Meets Target(s)?	Yes	Yes	Yes	TBD	TBD
	Encourage expansion and retention of business opportunities in the City of Franklin.					
	Increase the net number of business licenses within the city over the previous year.					
	New business licenses	406	404	493	400	400
	Total Active business licenses	5711	6182	6617	7000	7400
	Meets Target(s)?	Yes	Yes	Yes	TBD	TBD
	Increase the number of small businesses over the previous year.					
	Baseline: Franklin has X number of small businesses. Williamson County has 5,910 businesses with <100 employees. (2010 Census for Williamson County)					
	# of Small Businesses in Franklin	3,377	TBD	TBD	TBD	TBD
	Target	3,200	TBD	TBD	TBD	TBD
	Meets Target?	Yes	TBD	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures

	Increase the number of businesses with more than 100 employees over the previous year.					
	# of businesses in Franklin with more than 100 employees	109	TBD	TBD	TBD	TBD
	Target	125	TBD	TBD	TBD	TBD
	Meets Target?	No	TBD	TBD	TBD	TBD
	Increase the success of Fortune 1000 companies located in Franklin over the previous year.					
	# of local people employed by Fortune 1000 companies in Franklin	Data to be collected				
	Target	Data to be collected				
	Meets Target?	TBD	TBD	TBD	TBD	TBD
	Reduce retail and commercial vacancy rates within Franklin to 30% or less than Nashville MSA rate.					
	Franklin Retail & Commercial Vacancy Rate	3.30%	1.10%	0.90%	Data to be collected	
	Nashville MSA Retail & Commercial Vacancy Rates	7.60%	6.90%	4.70%	Data to be collected	
	Target	2.28%	2.07%	1.41%	Data to be collected	
	Meets Target?	No	Yes	Yes	TBD	TBD

Organizational Chart

There is no organization chart associated with Economic Development. It is supported by personnel within Administration.

Staffing by Position

There are no staff formally associated with Economic Development. It is supported by personnel within Administration.



City of Franklin, Tennessee **FY 2017 Operating Budget**

Organizational Chart

There is no organization chart associated with Economic Development. It is supported by personnel within Administration.

Staffing by Position

There are no staff formally associated with Economic Development. It is supported by personnel within Administration.



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Est 2017	Budget 2018	Difference \$ %	
Economic Development / Chamber Support	25,000	18,750	25,000	25,000	25,000	-	0.0%
Greater Nashville Regional Council	-	-	14,400	14,400	14,700	300	2.1%
Nashville Area Chamber of Commerce	-	-	3,000	3,000	3,000	-	0.0%
Nashville Area MPO	7,811	7,811	7,811	8,592	9,000	1,189	15.2%
Williamson Chamber - Business Retention / Development	-	15,000	20,000	20,000	20,000	-	0.0%
Total Expenditures	32,811	41,561	70,211	70,992	71,700	1,489	2.1%
Ending Fund Balance	32,811	41,561	70,211	70,992	71,700	1,489	2.1%

Notes & Objectives

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Operations								
+	87110 CONTRACTED SERVICES	32,811	67,277	70,211	42,342	70,992	71,700	72,000	72,300
1	Williamson Chamber of Commerce-Econ Dev	25,000	25,000	25,000	18,750	25,000	25,000	25,000	25,000
2	Greater Nashville Regional Council		14,466	14,400		14,400	14,700	15,000	15,300
3	Nashville Area Chamber of Commerce			3,000		3,000	3,000	3,000	3,000
4	Nashville Area Metropolitan Planning Org	7,811	7,811	7,811	8,592	8,592	9,000	9,000	9,000
5	Special Event Grant Expenditures								
6	Williamson Chamber Econ Dev - Business Retention Efforts		20,000	20,000	15,000	20,000	20,000	20,000	20,000
*	Amount missing from detail								
=	XAPP TOTAL APPROPRIATIONS	32,811	67,277	70,211	42,342	70,992	71,700	72,000	72,300
=	XOP TOTAL OPERATIONS	32,811	67,277	70,211	42,342	70,992	71,700	72,000	72,300
=	XTOT TOTAL EXPENDITURES	32,811	67,277	70,211	42,342	70,992	71,700	72,000	72,300



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Elected Officials & Administration

Dr. Ken Moore, Mayor

Eric Stuckey, City Administrator

Lanaii Benne, Assistant City Recorder



City of Franklin, Tennessee - FY 2018 Budget Request Elected Officials & Administration

Outline

- Elected Officials Division
- Administration Division
- Program Enhancement Requests
- Summary



City of Franklin, Tennessee - FY 2018 Budget Request Elected Officials

Purpose of Department

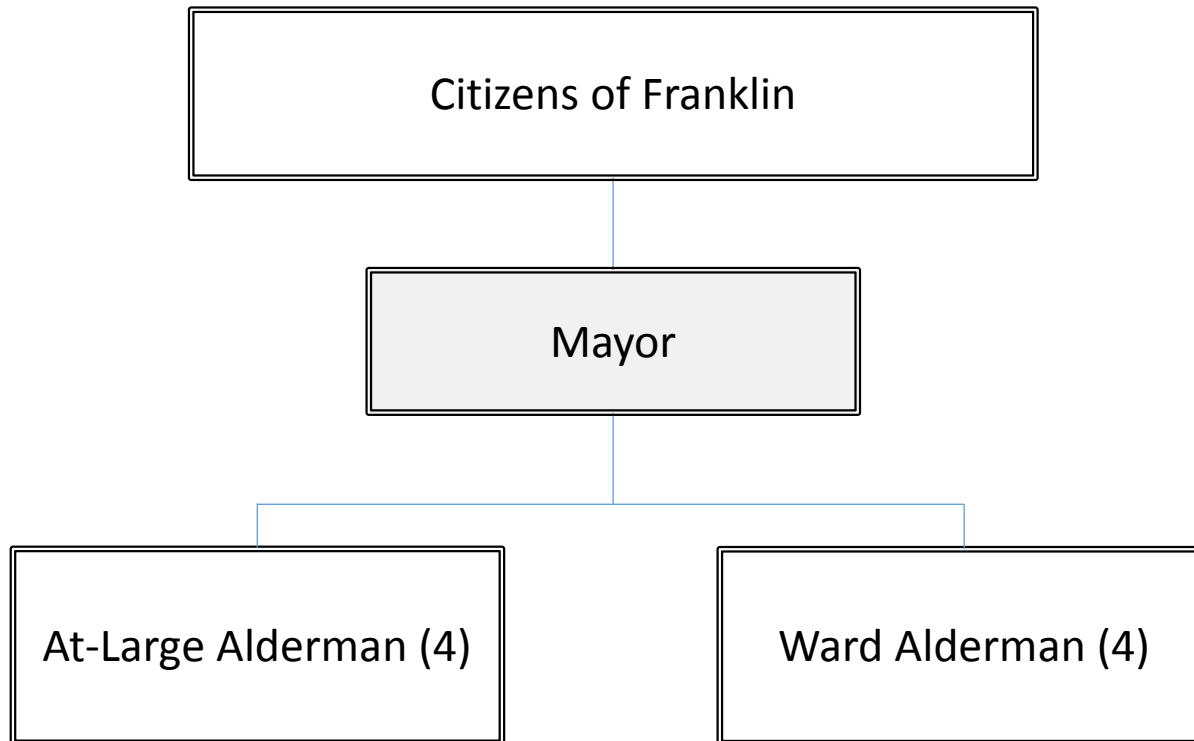
The City of Franklin is governed by its elected officials, the Board of Mayor and Aldermen. The Board is comprised of the Mayor and eight Aldermen. Four aldermen are elected from the four political divisions of the City called wards; four are elected at-large. This governing board is responsible for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



City of Franklin, Tennessee - FY 2018 Budget Request

Elected Officials

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request

Elected Officials

Base Budget Request:

Budget Summary

	2015	2016	2017		2018	2017 v. 2018	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Personnel	231,342	245,071	259,925	230,150	243,738	-16,187	-6.2%
Operations	43,908	98,113	63,436	64,022	137,547	74,112	116.8%
Capital	0	0	0	0	0	-	0.0%
Total	275,250	343,184	323,361	294,172	381,285	57,925	17.9%

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 increase is occurring in expenses as the City will hold a municipal election October 24, 2017 for the offices of Ward Aldermen. The following City election for the offices of Mayor and Aldermen at Large will be in October of 2019 (FY 2020).



City of Franklin, Tennessee - FY 2018 Budget Request Administration

Purpose of Department

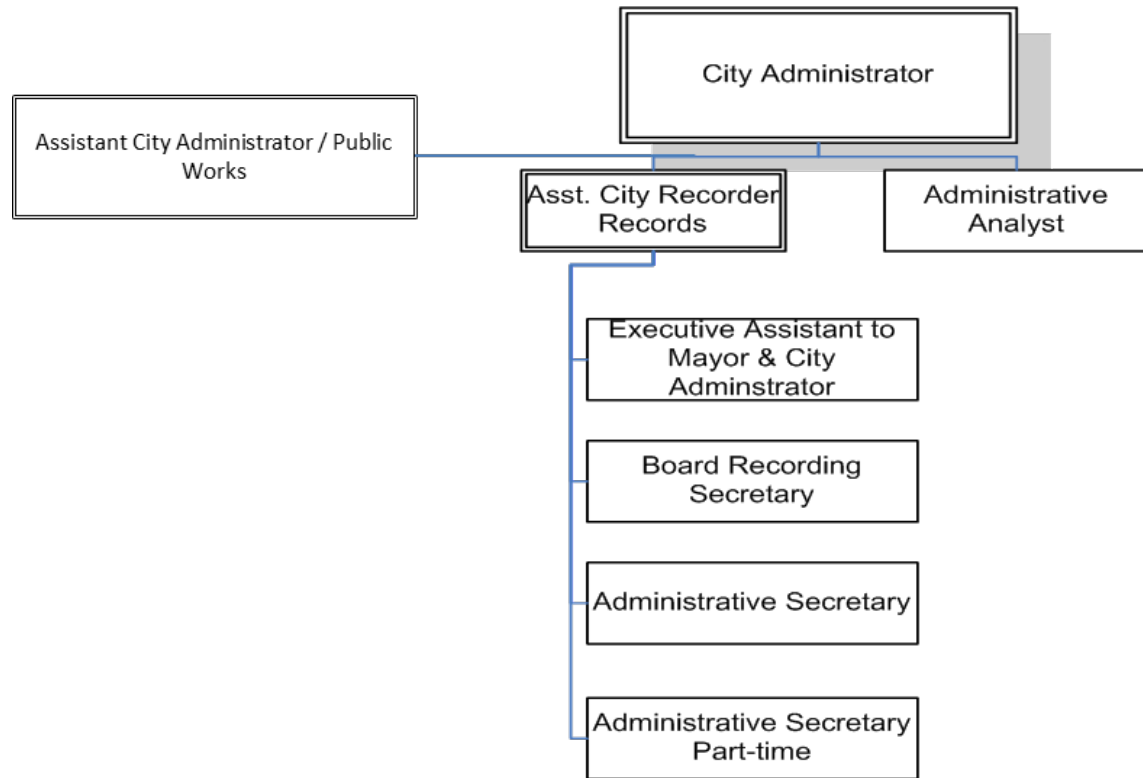
The Administration Office handles the general administration of the City and executes the policies and objectives of the Board of Mayor and Aldermen.

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.



City of Franklin, Tennessee - FY 2018 Budget Request Administration

Organization Chart





City of Franklin, Tennessee - FY 2018 Budget Request Administration

Base Budget Request: Administration

Budget Summary

	2015	2016	2017		2018	2017 v. 2018	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Personnel	483,569	510,140	604,393	553,762	659,257	54,864	9.1%
Operations	54	-17,958	33,869	42,752	23,591	-10,278	-30.3%
Capital	0	0	0	0	0	-	0.0%
Total	483,623	492,182	638,263	596,514	682,848	44,586	7.0%

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

Although essentially level-funded, the large personnel increase is a result of budgeting for a full-time Assistant City Administrator for Public Works. *(Further reorganization is likely as part of the final budget which will affect this budget request)*



City of Franklin, Tennessee - FY 2018 Budget Request

Administration

Program Enhancement Requests

Elected Officials

Computer setup for Admin small conference room	\$1,300
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Administration

Reclassification of FT Admin Secretary to FT Admin Assistant	\$10,372
PT Admin Secretary to FT Admin Secretary	\$21,305
Administrative Assistant for Administration	\$49,490
Replacement Photo Copier	\$13,000

Total	\$95,467
--------------	-----------------



City of Franklin, Tennessee - FY 2018 Budget Request **Elected Officials & Administration**

Summary

The Administration team will continue to support the Elected Officials & 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



City of Franklin, Tennessee

FY 2018 Operating Budget

Elected Officials

Dr. Ken Moore, Mayor

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	231,342	245,071	259,925	230,150	243,738	-16,187	-6.2%
Operations	43,908	98,113	63,436	64,022	137,547	74,112	116.8%
Capital	0	0	0	0	0	-	0.0%
Total	275,250	343,184	323,361	294,172	381,285	57,925	17.9%

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 2018 Outlook

The City will hold a municipal election October 24, 2017 for the offices of Ward Aldermen. the following City election for the offices of Mayor and Aldermen at Large will be in October of 2019.



City of Franklin, Tennessee

FY 2018 Operating Budget

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

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



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

Theme:

Elected Officials support all four themes of the Strategic Plan.

Key:	Strategic Plan: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2014	2015	2016	2017*	2018*
	Number of Resolutions Passed	30	111	75	100	100
	Number of Ordinances Passed	55	36	59	30	30
	Meetings Held					
	- Work Sessions	22	22	22	20	20
	- Regular Meetings	11	12	12	12	12
	- Special Meetings	11	10	14	10	10

Efficiency Measures

		2014	2015	2016	2017*	2018*
	TBD					

Outcome (Effectiveness) Measures

		2014	2015	2016	2017*	2018*
	Percent of BOMA Meetings with Perfect attendance (9 of 9)	71%	75%	61%	80%	80%
	Percent of BOMA Meetings with eight of nine members in attendance (8 of 9)	80%	85%	97%	85%	85%

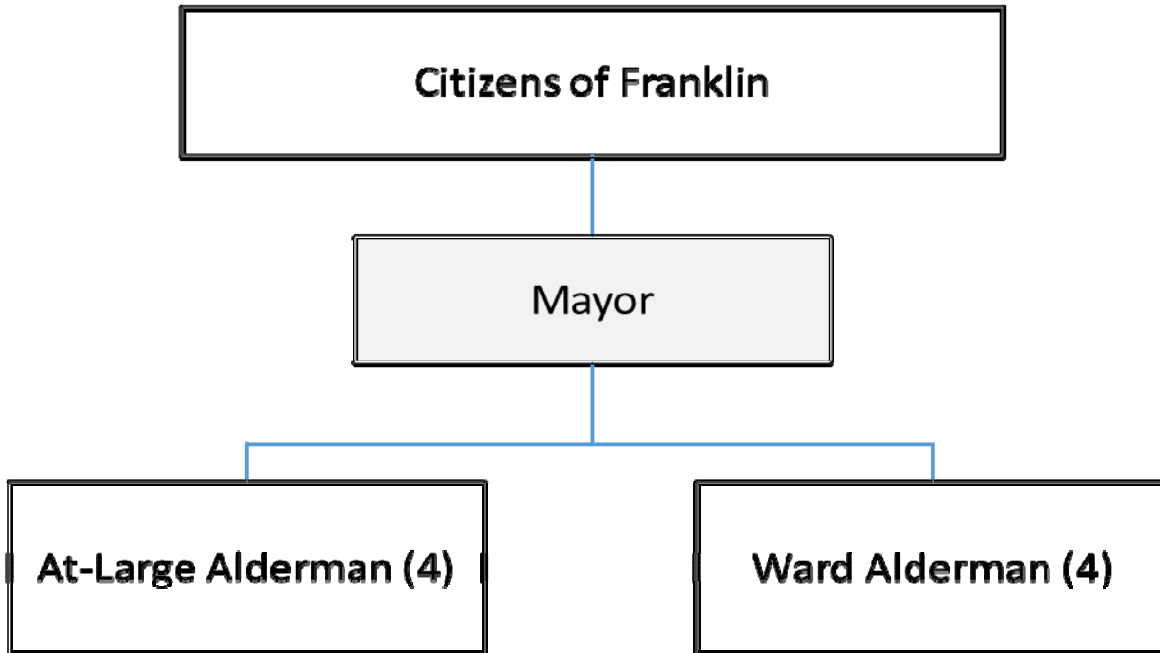
*2017 and 2018 data estimated.



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		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



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference	
						\$	%
PeSsonnel							
Officials Fees	129,160	129,227	129,267	129,267	129,267	-	0.0%
Employee Benefits	102,182	115,844	130,658	100,883	114,471	(16,187)	-12.4%
Total Personnel	231,342	245,071	259,925	230,150	243,738	(16,187)	-6.2%
Operations							
Transportation Services	18	26	200	100	200	-	0.0%
Operating Services	-	-	620	600	630	10	1.6%
Notices, Subscriptions, etc.	22,290	75,065	28,257	29,457	82,475	54,218	191.9%
Utilities	1,630	1,734	1,709	1,710	1,750	41	2.4%
Contractual Services	-	-	-	-	-	-	0.0%
Professional Development/Travel	9,308	10,621	20,320	20,120	21,525	1,205	5.9%
Office Supplies	9,586	8,402	8,000	8,000	8,250	250	3.1%
Operating Supplies	-	-	550	550	600	50	9.1%
Fuel & Mileage	287	1,275	1,200	1,000	1,000	(200)	-16.7%
Machinery & Equipment (<\$25,000)	-	-	1,540	1,000	19,560	18,020	1170.1%
Property & Liability Costs	789	990	1,040	1,485	1,557	518	49.8%
Total Operations	43,908	98,113	63,436	64,022	137,547	74,112	116.8%
Capital	-	-	-	-	-	-	0.0%
Total Elected Officials	275,250	343,184	323,361	294,172	381,285	57,925	17.9%

Account	Label		Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel									
= 81210	MAYOR & ALDERMEN		129,160	129,227	129,267	75,027	129,267	129,267	129,267	129,267
= XOFF	TOTAL OFFICIALS FEES		129,160	129,227	129,267	75,027	129,267	129,267	129,267	129,267
= 81410	FICA (EMPLOYER'S SHARE)		8,038	7,970	9,889	4,851	9,889	9,889	9,889	9,889
= 81420	MEDICAL PREMIUMS		115,964	130,590	146,849	56,787	113,574	125,857	138,443	152,287
= 81430	GROUP INSURANCE PREMIUMS		5,793	5,869	6,483	2,539	5,056	6,148	6,455	6,778
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS		(27,623)	(28,618)	(32,578)	(13,854)	(27,708)	(27,438)	(30,182)	(33,200)
	WORKERS COMPENSATION PREMIUMS		10	33	15	72	72	15	15	15
= XBEN	TOTAL BENEFITS		102,182	115,844	130,658	50,395	100,883	114,471	124,620	135,769
= XPER	TOTAL PERSONNEL		231,342	245,071	259,925	125,422	230,150	243,738	253,887	265,036
	Operations									
82110	MAILING & OUTBOUND SHIPPING SERVICES		18	26	200	10	100	200	200	200
= XTRC	TOTAL TRANSPORTATION CHARGES		18	26	200	10	100	200	200	200
82210	PRINTING & COPYING SERVICES, OUTSOURCED				620		600	630	640	660
= XOPSV	TOTAL OPERATING SERVICES				620		600	630	640	660
82310	LEGAL NOTICES		18,992	29,987	18,207	10,051	18,207	25,000	25,000	25,000
82320	CITY ELECTIONS			43,342				46,000		47,000
82340	LEADERSHIP RETREATS				8,000	2,500	8,000	8,200	8,400	8,600
82350	DUES FOR MEMBERSHIPS		2,625	700	1,000	175	1,000	1,000	1,000	1,000
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)		673	711	800	932	2,000	2,000	2,000	2,000
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)			325						
82390	PUBLICATIONS, NON-TRAINING				250		250	275	300	350
= XNBP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		22,290	75,065	28,257	13,658	29,457	82,475	36,700	83,950
82455	CELLULAR TELEPHONE SERVICE		1,630	1,734	1,709	897	1,710	1,750	1,775	1,800
= XUTL	TOTAL UTILITIES		1,630	1,734	1,709	897	1,710	1,750	1,775	1,800
+ 82510	CONSULTANT SERVICES									
1	Strategic Plan Consultant									
2	Various									
*	Amount missing from detail									
82510	OTHER CONTRACTUAL SERVICES									
+ 82810	REGISTRATIONS		7,817	9,600	13,600		13,600	14,100	14,100	14,600
2	TML conferences (approx. 6 delegates)				2,600	2,600	2,600	2,600	2,600	2,600
3	Franklin Tomorrow Site Visits				8,000	8,000	8,000	8,500	8,500	9,000
4	Chamber visits				3,000	3,000	3,000	3,000	3,000	3,000
5	Various		7,817	9,600						
*	Amount missing from detail									
+ 82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)		734	136	1,320		1,320	1,900	1,900	2,000
1	TML Conference 2018 Knoxville				820		820	1,400	1,400	1,500
2	various		734	136	500		500	500	500	500

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Est'd 2017	Budget 2018	Forecast 2019	Forecast 2020
*	Amount missing from detail								
82830	AIR TRAVEL	366	838	1,850		1,850	1,900	1,950	2,000
+ 82840	LODGING	380		2,250		2,250	2,300	2,400	2,500
1	TML Conference			2,250		2,250	2,300	2,400	2,500
2	various	380							
*	Amount missing from detail								
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	11	47	1,100		1,100	1,100	1,100	1,100
82890	OTHER TRAVEL EXPENSES			200			225	250	320
=	XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	9,308	10,621	20,320		20,120	21,525	21,700	22,520
83110	OFFICE SUPPLIES	1,088	641	550	60	550	575	600	625
83120	OFFICE DECOR ITEMS (OTHER THAN FURNITURE)	157	185	650	236	650	675	700	725
83130	EMPLOYEE BENEVOLENCE ITEMS			300	49	300	300	300	300
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	8,341	7,576	6,500	3,621	6,500	6,700	6,800	6,900
=	XOFS TOTAL OFFICE SUPPLIES	9,586	8,402	8,000	3,966	8,000	8,250	8,400	8,550
83260	UNIFORMS PURCHASED			550		550	600	650	650
1	City Logo Shirt for each Board member @ \$40 pp			550		550	600	650	650
*	Amount missing from detail								
=	XOPS TOTAL OPERATING SUPPLIES			550		550	600	650	650
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	287	1,275	1,200	74	1,000	1,000	1,000	1,000
=	XFUEL TOTAL FUEL & MILEAGE	287	1,275	1,200	74	1,000	1,000	1,000	1,000
83510	FURNITURE, FIXTURES (<\$25,000)			540			560	580	600
+ 83540	COMPUTER HARDWARE (<\$25,000)			1,000		1,000	19,000	1,000	1,000
1	Misc			1,000			1,000	1,000	1,000
2	Replacement of individual tablets or laptops					1,000	18,000		
*	Amount missing from detail								
=	XMEU TOTAL MACHINERY & EQUIPMENT (<\$25,000)			1,540		1,000	19,560	1,580	1,600
85100	PROPERTY INSURANCE		37	39		39	41	43	45
85101	FRAUD INSURANCE								
85102	INLAND MARINE INSURANCE	30			37	37	37	37	37
85103	AUTO PHYSICAL DAMAGE								
85105	LIABILITY INSURANCE	530	770	809	1,185	1,185	1,244	1,306	1,372
85106	E&O LIABILITY INSURANCE	229							
85109	UMBRELLA LIABILITY		183	192	224	224	235	247	259
=	XPC TOTAL PROPERTY & LIABILITY COSTS	789	990	1,040	1,446	1,485	1,557	1,633	1,713
85110									
85111									
85112									
85113									
=	XOP TOTAL OPERATIONS	43,908	98,113	63,436	20,051	64,022	137,547	74,278	122,643
	Capital								
=	XTOT TOTAL EXPENDITURES	275,250	343,184	323,361	145,473	294,172	381,285	328,165	387,679



City of Franklin, Tennessee

FY 2018 Operating Budget

Administration

Eric S. Stuckey, City Administrator

Budget Summary

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Personnel	483,569	510,140	604,393	553,762	659,257	54,864	9.1%
Operations	54	-17,958	33,869	42,752	23,591	-10,278	-30.3%
Capital	0	0	0	0	0	-	0.0%
Total	483,623	492,182	638,263	596,514	682,848	44,586	7.0%

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 via an 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 able to access current and past meeting agendas, supporting documents, and minutes 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.

The offices of the Mayor and Administration (along with Communications and Law) were renovated in FY 2016 and began to be utilized in FY 2017. We believe this improvement has been beneficial 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. This continuing practice has eliminated a number of file cabinets, thereby saving departments valuable storage area space.

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

Effective January 1, 2017, the search began to fulfill the FY2017 budgeted position for a third Assistant City Administrator. This position is essentially the reclassification of the former CIP Executive position and will oversee Public Works functions. A fuller reorganization will be brought forward later in FY 2017.



City of Franklin, Tennessee

FY 2018 Operating Budget

Administration

Eric S. Stuckey, City Administrator

FY 2018 Outlook

The Administration Department will continue to process the Board's agendas using an agenda management system. After system users monitored the Granicus product for efficiency and support, we reached out to other vendors to compare the product. Similar products are on the market with enhanced features and additional amenities at a comparable price. Therefore, we are proposing a different vendor in FY2018 that would exceed the current program's services at a comparable price.

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.

To meet the State's requirement for the City to have a public records policy in effect by July 1, 2017, staff is researching a software program to process these requests for public records. We believe we will be able to process these requests for records more efficiently and expediently while maintaining the integrity of the

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

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



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

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)



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures (con't)

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 Growth & 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: FranklinForward	
	Sustainable Franklin	
	Tennessee Municipal Benchmarking Project	

Workload (Output) Measures

		2014	2015	2016	2017*	2018*
	Number of Agenda Packets reviewed	30	44	57	40	40
	Number of Sets of Minutes Produced	61	88	57	80	80
	Number of documents scanned into OnBase:					
	Resolutions	58	111	70	100	100
	Ordinances	31	36	54	30	30
	Sets of Minutes	58	55	57	60	60



City of Franklin, Tennessee

FY 2018 Operating Budget

Performance Measures (con't)

Efficiency Measures

	2014	2015	2016	2017*	2018*
Distribute Agenda Packets to Board of Mayor and Aldermen on Thursday prior to the meeting date.					
Percentage of time target met	85%	90%	90%	90%	90%

Outcome (Effectiveness) Measures

	2014	2015	2016	2017*	2018*
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.				
	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%	97%	TBD
	Target	90%	90%	90%	90%
	Meets Target?	Yes	Yes	Yes	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
	Meets Target?	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	42	42	42	TBD
	Target (Baseline 60 in 2010, Money Magazine)	52	42	42	42
	Meets Target?	Yes	Yes	Yes	TBD
	Improve ranking as one of the top business-friendly cities in Tennessee.				
	Franklin Ranking	3	2	2	TBD
	Target (Baseline from Beacon Center of Tennessee)	1	2	2	2
	Meets Target?	No	Yes	Yes	TBD
	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
	Target (Baseline from: http://the-aarc.org)	Yes	Yes	Yes	Yes
	Meets Target?	No	No	No	TBD



City of Franklin, Tennessee

FY 2018 Operating Budget

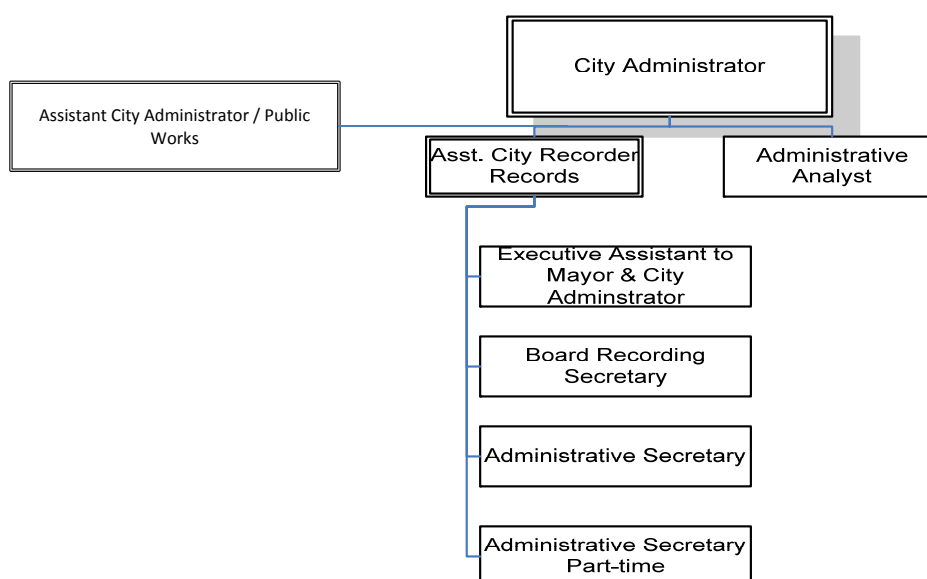
Performance Measures (con't)

Outcome (Effectiveness) Measures

	2014	2015	2016	2017*	2018*
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 community.					
Franklin Baseline: Citizen Perception reported through community survey; survey to be developed.					
Target	80%	80%	84%	84%	TBD
Meets Target?	TBD	TBD	Yes	Yes	TBD

* 2017 and 2018 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 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		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 Admin / Public Works	Grade N	0	0	0	0	0	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)	---	1	0	1	0	1	0	0	1	0	1
TOTALS		6	1	6	1	6	1	6	2	6	2

*Note: Assistant City Administrator/Public Works only funded for six months in 2017. Fully funded in FY 2018.



City of Franklin, Tennessee

FY 2018 Operating Budget

Budget

	Actual 2015	Actual 2016	Budget 2017	Estd 2017	Budget 2018	Difference	
						\$	%
Personnel							
Salaries & Wages	371,478	380,494	444,727	422,646	508,699	63,972	14.4%
Employee Benefits	112,091	129,646	159,666	131,116	150,558	(9,109)	-5.7%
Total Personnel	483,569	510,140	604,393	553,762	659,257	54,864	9.1%
Operations							
Transportation Services	760	429	940	790	850	(90)	-9.6%
Operating Services	5,975	3,791	17,900	18,025	17,900	-	0.0%
Notices, Subscriptions, etc.	12,172	15,842	7,270	21,702	7,305	35	0.5%
Utilities	11,807	10,171	11,985	11,985	12,315	330	2.8%
Contractual Services	-	32	11,410	11,410	11,465	55	0.5%
Repair & Maintenance Services	5,285	2,982	5,680	5,180	5,515	(165)	-2.9%
Employee programs	9,190	5,008	24,800	24,072	26,100	1,300	5.2%
Professional Development/Travel	9,281	10,041	17,940	17,340	17,960	20	0.1%
Office Supplies	14,374	13,635	15,360	17,600	16,200	840	5.5%
Operating Supplies	675	683	2,770	2,520	2,565	(205)	-7.4%
Fuel & Mileage	86	640	4,200	550	600	(3,600)	-85.7%
Machinery & Equipment (<\$25,000)	51,680	43,935	31,300	31,300	44,300	13,000	41.5%
Repair & Maintenance Supplies	1,949	-	1,200	-	-	(1,200)	-100.0%
Property & Liability Costs	6,709	7,200	7,557	10,531	11,055	3,498	46.3%
Permits	-	-	4,900	4,900	4,910	10	0.2%
Other Business Expenses	45	-	-	10	-	-	0.0%
Debt Service	-	7,640	7,640	3,820	-	(7,640)	-100.0%
Interfund Reimbursements	(129,936)	(139,987)	(138,983)	(138,983)	(155,449)	(16,466)	11.8%
Total Operations	53	(17,958)	33,869	42,752	23,591	(10,278)	-30.3%
Capital	-	-	-	-	-	-	0.0%
Total Administration	483,622	492,182	638,263	596,514	682,848	44,586	7.0%

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
	Personnel								
81110	REGULAR PAY	365,375	371,718	454,384	237,555	416,027	520,932	541,769	563,440
81120	OVERTIME PAY	6,103	6,879	6,000	5,240	4,000	6,000	6,000	6,000
81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		1,897		2,619	2,619			
81199	VACANCY ADJUSTMENT			(15,657)			(18,233)	(18,962)	(19,720)
XWAGE	TOTAL WAGES	371,478	380,494	444,727	245,414	422,646	508,699	528,807	549,720
81410	FICA (EMPLOYER'S SHARE)	24,394	24,732	30,743	14,768	31,826	35,173	41,445	43,103
81420	MEDICAL PREMIUMS	73,791	77,446	101,903	35,608	71,216	82,033	90,236	99,260
81430	GROUP INSURANCE PREMIUMS	5,830	5,903	7,029	2,861	5,392	6,369	6,687	7,022
81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(17,074)	(17,628)	(22,255)	(9,099)	(18,198)	(17,933)	(19,726)	(21,699)
81450	RETIREMENT CONTRIBUTIONS	14,098	24,150	26,753	18,228	24,304	27,950	30,745	33,819
81455	DEFERRED COMP MATCH	6,167	10,147	10,603	5,746	11,492	12,066	12,670	13,302
81470	WORKERS COMPENSATION PREMIUMS	85	96	90	284	284	100	100	100
81482	CAR ALLOWANCE	4,800	4,800	4,800	2,954	4,800	4,800	4,800	4,800
XBEN	TOTAL BENEFITS	112,091	129,646	159,666	71,350	131,116	150,558	166,957	179,707
XPER	TOTAL PERSONNEL	483,569	510,140	604,393	316,764	553,762	659,257	695,764	729,427
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	506	411	650	21	500	550	600	650
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	200		270		270	280	290	300
82130	VEHICLE LICENSES & TITLES	54	18	20		20	20	20	20
XTRC	TOTAL TRANSPORTATION CHARGES	760	429	940	21	790	850	910	970
82210	PRINTING & COPYING SERVICES, OUTSOURCED			2,000		2,000	2,000	2,000	2,000
82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	5,975	3,653	15,000		15,000	15,000	15,000	15,000
1	Holding		650	1,000		1,000	1,000	1,000	1,000
2	Additional supplement to Municode published 4/2011 approximately \$6,000	5,975	3,003						
3	Archiving - Municode updates			9,000		9,000	9,000	9,000	9,000
4	Archiving - digitize historical minutes books			5,000		5,000	5,000	5,000	5,000
*	Amount missing from detail								
82240	TRANSCRIPTION FEES				70	70			
82250	TESTING & PHYSICALS		138	900	688	900	900	900	900
82260	UNIFORM RENTAL & SERVICE S				55	55			
XOBV	TOTAL OPERATING SERVICES	5,975	3,791	17,900	813	18,025	17,900	17,900	17,900
82310	LEGAL NOTICES	267	182	200	1,564	2,000	200	200	200
1	various	267	182	200	1,564	2,000	200	200	200
2	Legal notices are to be sharged to 41100. Elected officials								
*	Amount missing from detail								
82330	LEADERSHIP RE TREATS			520		520	530	540	550
1	DUES FOR MEMBERSHIPS	10,265	14,794	4,350	9,392	9,392	4,375	4,400	4,400
2	Various	10,265	14,794	600	9,392	9,392	625	650	650
3	Eric's TCMA			400			400	400	400
4	Eric's ICMA			1,305			1,305	1,305	1,305
5	Lanail's TAMCAR			35			35	35	35
6	Lanail's IIMC			210			210	210	210
	Lanail's ARMA			175			175	175	175

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
7	ICMA Performance Measurement Service			1,625			1,625	1,625	1,625
*	Amount missing from detail								
+	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)								
1	Various	314	128	1,500		1,500	1,500	1,500	1,500
3	BMI Music licensing for 2014	314	128	1,500		1,500	1,500	1,500	1,500
*	Amount missing from detail								
1	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	943	387		7,439	7,439			
1	RECRUITMENT				151	151			
82390	PUBLICATIONS, NON-TRAINING	383	351	700	231	700	700	700	700
=	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	12,172	15,842	7,270	18,777	21,702	7,305	7,340	7,350
82410	ELECTRIC SERVICE	1,409	946	625	432	625	650	675	700
82450	TELEPHONE SERVICE	5,489	4,700	6,400	2,789	6,400	6,425	6,450	6,475
82451	800 MHZ ACCESS LINE SERVICE	143	144	140	82	140	140	140	140
82455	CELLULAR TELEPHONE SERVICE	1,730	1,362	2,160	856	2,160	2,300	2,450	2,450
82470	INTERNET & RELATED SERVICES	3,036	3,019	2,660	2,309	2,660	2,800	2,900	2,900
=	TOTAL UTILITIES	11,807	10,171	11,985	6,468	11,985	12,315	12,615	12,665
82510	COMPUTER SERVICES		32	2,660		2,660	2,690	2,730	2,730
+	CONSULTANT SERVICES			5,550		5,550	5,550	5,550	5,550
1	Various			5,550		5,550	5,550	5,550	5,550
4	Various								
*	Amount missing from detail								
82599	OTHER CONTRACTUAL SERVICES			3,200		3,200	3,225	3,250	3,250
=	TOTAL CONTRACTUAL SERVICES		32	11,410		11,410	11,465	11,530	11,530
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	536	370	1,500	103	1,000	1,250	1,500	1,500
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	4,749	2,612	3,120	13,259	3,120	3,180	3,220	3,250
82660	BUILDING REPAIR & MAINTENANCE SERVICES			1,060		1,060	1,085	1,100	1,100
=	TOTAL REPAIR & MAINTENANCE SERVICES	5,285	2,982	5,680	13,362	5,180	5,515	5,820	5,850
82750	EMPLOYEE RECOGNITION/RECEPTIONS	4,150	4,911	5,800	4,829	5,072	6,100	6,200	6,200
1	Various	4,150	4,911	600	4,829	600	600	600	600
2	Holiday Breakfast for COF Employees			5,200		4,472	5,500	5,600	5,600
*	Amount missing from detail								
	TRAINING, OUTSIDE	840	70	5,000		5,000	5,000	5,000	5,000
+	TRAINING, IN-HOUSE	4,200	27	14,000	70	14,000	15,000	15,000	15,000
1	Consultant TBD								
2	Consultant TBD								
3	various	4,200	27	14,000	70	14,000	15,000	15,000	15,000
*	Amount missing from detail								
=	TOTAL EMPLOYEE PROGRAMS	9,190	5,008	24,800	4,899	24,072	26,100	26,200	26,200
82850	REGISTRATIONS	3,489	4,744	4,550	1,275	4,550	4,550	4,550	4,550
1	various	3,489	4,744	2,000	1,275	2,000	2,000	2,000	2,000
2	Eric ICMA			330		330	330	330	330
3	Eric TCMA			250		250	250	250	250
4	Lanai TAMCAR			320		320	320	320	320
5	Lanai IIMC			600		600	600	600	600
6	TML Eric, Lanai, and Vicki			1,050		1,050	1,050	1,050	1,050
*	Amount missing from detail								
	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,914	643	2,040	1,124	2,040	2,060	2,060	2,060
+	AIR TRAVEL	907	644	3,900		3,300	3,700	3,800	3,800
1	various	907	644	2,000		2,000	2,000	2,000	2,000

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Estd 2017	Budget 2018	Forecast 2019	Forecast 2020
2	Eric - ICMA			700		700	800	900	900
3	Lanai - IIMC			1,200		600	900	900	900
4	Leadership Retreat Travel								
*	Amount missing from detail								
82840	LODGING	2,708	3,288	6,100	2,109	6,100	6,250	6,250	6,250
1	various	2,708	3,288	2,500	2,109	2,500	2,500	2,500	2,500
2	Eric - ICMA			1,500		1,500	1,500	1,500	1,500
3	Lanai - IIMC			1,200		1,200	1,200	1,200	1,200
4	Eric - TML			300		300	350	350	350
5	Lanai - TML			300		300	350	350	350
6	Vicki - TML			300		300	350	350	350
*	Amount missing from detail								
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	255	722	1,350	37	1,350	1,400	1,450	1,450
82890	OTHER TRAVEL EXPENSES	8							
=	XPD	9,281	10,041	17,940	4,545	17,340	17,960	18,110	18,110
	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL								
83110	OFFICE SUPPLIES	4,604	2,329	5,600	3,644	5,600	5,700	5,800	5,900
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	153		360	2,512	2,600	1,000	1,000	1,000
83130	EMPLOYEE BENEVOLENCE ITEMS		187	300	49	300	300	300	300
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	9,617	11,119	9,100	3,113	9,100	9,200	9,300	9,300
=	XOPS	14,374	13,635	15,360	9,318	17,600	16,200	16,400	16,500
	TOTAL OFFICE SUPPLIES								
83210	TRAINING SUPPLIES	35	10	750		500	500	500	500
83240	MEDICAL SUPPLIES	3		150	325	150	150	150	150
1	Various	3		150	325	150	150	150	150
2									
*	Amount missing from detail								
83260	UNIFORMS PURCHASED	626	673	850	(104)	850	875	900	900
83299	OTHER OPERATING SUPPLIES	11		1,020		1,020	1,040	1,060	1,060
=	XOPS	675	683	2,770	221	2,520	2,565	2,610	2,610
	TOTAL OPERATING SUPPLIES								
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	27	331	4,100	101	300	300	300	300
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	59	309	100	212	250	300	300	300
=	XOPS	86	640	4,200	313	550	600	600	600
	TOTAL FUEL & MILEAGE								
83510	FURNITURE, FIXTURES (<\$25,000)	6,120	21,945	8,000	6,136	8,000	12,000	5,000	5,000
83520	MACHINERY & EQUIPMENT (<\$25,000)		2,039	1,100		1,100	1,200	1,300	1,300
2	Various		2,039	1,100		1,100	1,200	1,300	1,300
*	Amount missing from detail								
83530	COMPUTER HARDWARE (<\$25,000)	7,998	3,104	5,200	918	5,200	6,100	8,300	2,000
1	Various	7,998	3,104	2,000	918	2,000	2,000	2,000	2,000
10	Admin Secty desktop						1,200		
11	Board Room Laptop							1,200	
2	Linda Fulwider Desktop change to dockport in FY 2015							1,200	
3	Vicki Parr Desktop							1,200	
4	Lanai Benne Desktop change to dockport in FY 2015						1,300	1,500	
5	lap top for Running Granicus in Board Room								
6	Angela Jackson / Information Desk desktop							1,200	
7	Eric Laptop			1,200		1,200			
8	Encoder Upgrade for Granicus and Cable Channel 10			2,000		2,000			
9	ipad upgrades						1,600		
*	Amount missing from detail								
83590	COMPUTER SOFTWARE (<\$25,000)	37,562	16,847	17,000		17,000	25,000	25,000	25,000

Account	Label	Actual 2015	Actual 2016	Budget 2017	YTD@2/17/2017	Esid 2017	Budget 2018	Forecast 2019	Forecast 2020
1	Agenda Management Software annual fee for monthly maintenance	37,562	16,847	17,000		17,000	25,000	25,000	25,000
*	Amount missing from detail								
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	51,680	43,935	31,300	7,054	31,300	44,300	39,600	33,300
83620	EQUIPMENT PARTS & SUPPLIES	1,299		450					
83643	SIGN SUPPLIES			200					
83660	BUILDING MAINTENANCE SUPPLIES	650		550					
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	1,949		1,200					
85110	PROPERTY INSURANCE	4,438	4,806	5,046	6,596	6,596	6,926	7,272	7,636
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	135			261	261	274	288	302
85113	AUTO PHYSICAL DAMAGE	12	307	322	46	46	48	51	53
85115	LIABILITY INSURANCE	1,312	1,380	1,449	2,577	2,577	2,706	2,841	2,983
85116	E&O LIABILITY INSURANCE	566							
85117	VEHICLE LIABILITY INSURANCE	249	330	347	514	514	540	567	595
85119	UMBRELLA LIABILITY		327	343	487	487	511	537	564
85120	PROPERTY DAMAGE COSTS	(3)							
85140	SURETY/NOTARY BONDS		50	50	17	50	50	50	50
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	6,709	7,200	7,557	10,498	10,531	11,055	11,606	12,183
85320	STATE FEES			4,780		4,780	4,790	4,800	4,810
85340	RECORDING & FILING FEES			120		120	120	120	120
= XPERM	TOTAL PERMITS			4,900		4,900	4,910	4,920	4,930
85990	MISCELLANEOUS	45			10	10			
= XOBE	TOTAL OTHER BUSINESS EXPENSES	45			10	10			
86600	LEASE/LOAN PRINCIPAL		7,389	7,434	3,728	3,728			
86700	LEASE/LOAN INTEREST		251	206	92	92			
= XDDB	TOTAL DEBT SERVICE		7,640	7,640	3,820	3,820			
87500	REIMB OF INTERFUND SERVICES	(129,935)	(139,987)	(138,983)	(92,655)	(138,983)	(155,449)	(158,558)	(161,729)
= XRMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(129,935)	(139,987)	(138,983)	(92,655)	(138,983)	(155,449)	(158,558)	(161,729)
= XOP	TOTAL OPERATIONS	53	(17,958)	33,869	(12,536)	42,752	23,591	17,603	8,969
	Capital								
= XTOT	TOTAL EXPENDITURES	483,622	492,182	638,262	304,228	596,514	682,848	713,367	738,396



City of Franklin, Tennessee

FY 2018 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Elected Officials						
1	Computer setup for Admin small conference room	\$ -	\$ -	\$ 1,300	\$ 1,300	
Total		\$ -	\$ -	\$ 1,300	\$ 1,300	\$ -

Administration

1	Reclassification of FT Admin Secretary to FT Admin Assistant	\$ 10,372	\$ -	\$ -	\$ 10,372	
2	PT Admin Secretary to FT Admin Secretary	\$ 10,161	\$ 11,144	\$ -	\$ 21,305	
3	Administrative Assistant for Administration	\$ 38,069	\$ 11,421	\$ -	\$ 49,490	
4	Replacement Photo Copier	\$ -	\$ -	\$ 13,000	\$ 13,000	
Total		\$ 58,602	\$ 22,565	\$ 13,000	\$ 94,167	\$ -

(+1.5 FTE)

	Compensation	Benefits	Expenses	Total	
Total G/F Requests	\$ 58,602	\$ 22,565	\$ 14,300	\$ 95,467	\$ -

(+1.5 FTE)

FranklinForward Allocations



A Safe, Clean, Livable City

\$ -



A Effective and Fiscally Sound City Government
Providing High Quality Service

\$ 95,467



Quality Life Experiences

\$ -



Sustainable Growth & Economic Prosperity

\$ -

Totals

\$ 95,467

Traditional Allocations



Personnel \$ 81,167



Operations \$ 14,300



Equipment \$ -



Capital \$ -

Total \$ 95,467

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 1

Department:

41100 ELECTED OFFICIALS

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Computer setup for Admin small conference room

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
83540 COMPUTER HARDWARE (<\$25,000)		\$1,300	\$1,300
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$1,300	\$1,300

PURPOSE / DESCRIPTION OF REQUEST

Computer for small admin conference room. This computer will be used to project onto the existing overhead monitor. It is required to get connectivity to the monitor.

SERVICE IMPLICATION

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 4

Department: 41300 ADMINISTRATION Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Reclassification of FT Admin Secretary to FT Admin Assistant
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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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$10,372	\$10,372
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$10,372	\$10,372

PURPOSE / DESCRIPTION OF REQUEST

Reclassification of Full Time Administrative Secretary to Full Time Administrative Assistant. (Grade B to Grade D).

SERVICE IMPLICATION

This position has been delegated more Administrative Assistant duties including assisting the Assistant City Recorder in the preparation and operation of the agenda management software system. This position is also assisting an Assistant City Administrator with administrative tasks. When the vacancy is filled for the 3rd Assistant City Administrator, this position will support him/her as well.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 4

Department:	41300 ADMINISTRATION
Division:	
FranklinForward Theme:	A Effective and Fiscally Sound City Government Providing High Quality Service
Title:	PT Admin Secretary to FT Admin Secretary

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$10,161	\$10,161
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$11,144
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$21,305	\$21,305

PURPOSE / DESCRIPTION OF REQUEST

Part Time Administrative Secretary to Full Time Administrative Secretary

SERVICE IMPLICATION

This change from part time to full time will allow for full coverage of the information desk in City Hall. Since the part time position allowed partial coverage, it left a vacancy in assisting guests and visitors. The Full time position would be helpful for assisting guests as well as additional staff coverage for vacations/absences.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 4

Department: 41300 ADMINISTRATION Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Administrative Assistant for Administration

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
81110 REGULAR PAY		\$38,069	\$38,069
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$11,421
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$49,490	\$49,490

PURPOSE / DESCRIPTION OF REQUEST

This request is for a Full Time Administrative Assistant for Administration to include the administrative support for ACA - Finance / CFO.

SERVICE IMPLICATION

With the retirement of the prior ACA (Finance / CFO)'s administrative assistant, and the relocation of the ACA (Finance / CFO) to the Administration Department, an additional Administrative Assistant would be assigned to this ACA position in the Administration office. The Administrative Assistant would also be responsible for office support including answering phones, greeting and directing guests, mail room and copy room maintenance, and other routine administrative responsibilities.

FY2018 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 4 of 4

Department:

41300 ADMINISTRATION

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Replacement of Photocopier

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 (FY18 Only)	Ongoing Annual Cost (FY18 & Future)	TOTAL FY18 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
83530 MACHINERY & EQUIPMENT (<\$25,000)	\$13,000		\$13,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$13,000	\$0	\$13,000

PURPOSE / DESCRIPTION OF REQUEST

The photocopier is on schedule for replacement this fiscal year. Since the department reorganization last year, we have added more users of the machine and therefore, more wear and tear on it.

SERVICE IMPLICATION

**CONTRACT TO AUDIT ACCOUNTS
OF
City of Franklin**

FROM July 01, 2016 TO June 30, 2017

This agreement made this 2nd day of March 2017, by and between Crosslin and Associates, 3803 Bedford Avenue, Suite 103, Nashville, TN 37215, hereinafter referred to as the "auditor" and City of Franklin, of PO Box 305, 109 Third Avenue South, Franklin, TN 37065, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2016 and ending June 30, 2017 with the exceptions listed below:

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and U.S. Office of Management and Budget (OMB) *Circular A-133* for fiscal years ending prior to December 25, 2015 and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for fiscal years ending December 25, 2015 or later. The audit is also to be conducted in accordance with any other applicable federal management circulars. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unqualified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB *Circular A-133* or the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* shall include the additional report required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on corrective action taken or planned, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report).

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to December 31, 2017, but in no case, shall be filed later than six (6) months following the period to be audited, without explanation to the Comptroller of the Treasury, State of Tennessee and the organization. Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in *Tennessee Code Annotated*, § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management and those charged with governance and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8, relate exclusively to contracts to audit components of a group under SAS 122, Section AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g. a fund, component unit, or other component) of a county government that is audited by the Division of Local Government Audit (LGA). Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 9 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov <<http://www.comptroller.tn.gov>>. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e. group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C, 25 (b) and AU-C, 905.
- k) Sections 1-7 and Sections 9-13 of this contract are also applicable to the component auditor during the performance of the component audit.

9. (Special Provisions)

10. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor a fee of (Fees may be fixed amounts or estimated.) (Fixed Amount: **48,500**) or (Estimated gross fee:)

(If not fixed amount, an estimated gross fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

11. As the authorized representative of the firm, I do hereby affirm that:

- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
- our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
- all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
- all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

12. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 9 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

13. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did

Crosslin and Associates

Audit firms

Governmental Unit or Organization

 **Daniel Miller**

By

Signature

By

Signature

Title/Position:

Principal

Title/Position:

E-mail address

dell.crosslin@crosslinpc.com

E-mail address

Date:

March 02, 2017

Date:

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:

RESOLUTION 2016-08

A RESOLUTION TO PROVIDE AUTHORITY TO CITY ADMINISTRATOR TO EXECUTE AUDIT CONTRACTS FOR THE CITY TO BE IN FINAL FORM ONCE SIGNED BY CITY ADMINISTRATOR

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to authorize the City Administrator to execute audit contracts on behalf of the City; and

WHEREAS, the State has a standard audit contract that approvals must be entered online within its electronic Contract and Report System (CARS). As with prior years, the 3-part approval process has been for the audit firm to perform the initial approval, then the local government, and finally the State.

WHEREAS, the procedure for approval of the City's audit contracts is as follows:

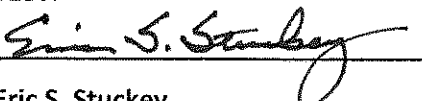
1. Audit firm creates contract in CARS system indicating its approval,
2. Finance prints a copy of the contract to present to the Finance Committee for its recommendation, The State's system continues to print "Draft" on the contract pages until the end of the approval process.
3. Upon the Committee's recommendation, it continues to the Board with each page indicating "draft", a copy of which is attached as Exhibit A.
4. Upon the Board's approval, the City Administrator keys the City's approval into the CARS system,
5. The State reviews the contract and keys its approval into the CARS system.
6. With all 3 approvals in place, Finance prints from the CARS system the final (non-draft) version of the contract and provides to the Law Department verifying the terms are the same as the previously approved version.
7. If the State were to change any of the terms approved by the audit firm and the Board, Finance would re-submit the changes to the Board for its approval.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen for the City of Franklin as follows:

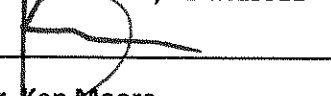
The City Administrator is permitted to execute audit contracts for the City in the State's online audit contract system and be in final form once signed by the City Administrator.

IT IS SO RESOLVED AND DONE on this 23rd day of February, 2016.

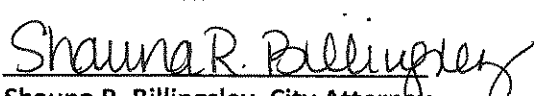
ATTEST:

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

CONTRACT TO AUDIT ACCOUNTS

OF

COF Contract No 2016-0025

City of Franklin

FROM July 01, 2015 TO June 30, 2016

This agreement made this 1st day of February 2016, by and between Crosslin and Associates, 3803 Bedford Avenue, Suite 103, Nashville, TN 37215, hereinafter referred to as the "auditor" and City of Franklin, of PO Box 305, 109 Third Avenue South, Franklin, TN 37065, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2015, and ending June 30, 2016 with the exceptions listed below:

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and U.S. Office of Management and Budget (OMB) *Circular A-133* for fiscal years ending prior to December 25, 2015 and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for fiscal years ending December 25, 2015 or later. The audit is also to be conducted in accordance with any other applicable federal management circulars. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unqualified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB *Circular A-133* or the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* shall include the additional report required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on corrective action taken or planned, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report).

5. The auditor shall file one (1) electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish 25 printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to December 31, 2016, but in no case, shall be filed later than six (6) months following the period to be audited, without explanation to the Comptroller of the Treasury, State of Tennessee and the organization. Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in *Tennessee Code Annotated*, § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management and those charged with governance and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8, relate exclusively to contracts to audit components of a group under SAS 122, Section AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g. a fund, component unit, or other component) of a county government that is audited by the Division of Local Government Audit (LGA). Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 9 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov <<http://www.comptroller.tn.gov>>. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e. group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C, 25 (b) and AU-C, 905.
- k) Sections 1-7 and Sections 9-13 of this contract are also applicable to the component auditor during the performance of the component audit.

9. (Special Provisions)

10. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor a fee of (Fees may be fixed amounts or estimated.) (Fixed Amount: **48,000**) or (Estimated gross fee:)

(If not fixed amount, an estimated gross fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

11. As the authorized representative of the firm, I do hereby affirm that:
- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
 - our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
 - all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
 - all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

12. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 9 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

13. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did

Crosslin and Associates

Audit firms

 **Daniel Miller**

By _____

Signature _____

Title/Position: **Principal**

E-mail address: **dell.crosslin@crosslinpc.com**

Date: **February 01, 2016**

Governmental Unit or Organization

By _____

Signature _____

Title/Position: _____

E-mail address _____

Date: _____

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:

**CONTRACT TO AUDIT ACCOUNTS
OF
Cool Springs Conference Center**

FROM July 01, 2016 TO June 30, 2017

This agreement made this 2nd day of March 2017, by and between Crosslin and Associates, 3803 Bedford Avenue, Suite 103, Nashville, TN 37215, hereinafter referred to as the "auditor" and Cool Springs Conference Center, of 700 Cool Springs Boulevard, Franklin, TN 37067, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2016 and ending June 30, 2017 with the exceptions listed below:

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and U.S. Office of Management and Budget (OMB) *Circular A-133* for fiscal years ending prior to December 25, 2015 and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for fiscal years ending December 25, 2015 or later. The audit is also to be conducted in accordance with any other applicable federal management circulars. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unqualified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB *Circular A-133* or the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* shall include the additional report required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on corrective action taken or planned, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report).

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to **December 31, 2017**, but in no case, shall be filed later than **six (6) months following the period to be audited, without explanation to the Comptroller of the Treasury, State of Tennessee and the organization**. Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in *Tennessee Code Annotated*, § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management and those charged with governance and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8, relate exclusively to contracts to audit components of a group under SAS 122, Section AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g. a fund, component unit, or other component) of a county government that is audited by the Division of Local Government Audit (LGA). Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 9 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year finding in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov <<http://www.comptroller.tn.gov>>. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e. group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C, 25 (b) and AU-C, 905.
- k) Sections 1-7 and Sections 9-13 of this contract are also applicable to the component auditor during the performance of the component audit.

9. (Special Provisions)

10. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor a fee of (Fees may be fixed amounts or estimated.) (Fixed Amount: **13,400**) or (Estimated gross fee:)

(If not fixed amount, an estimated gross fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

11. As the authorized representative of the firm, I do hereby affirm that:

- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
- our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
- all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
- all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

12. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 9 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

13. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did

Crosslin and Associates

Audit firms

Governmental Unit or Organization



Daniel Miller

By

Signature

By

Signature

Title/Position:

Principal

Title/Position:

E-mail address

dell.crosslin@crosslinpc.com

E-mail address

Date:

March 02, 2017

Date:

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:

RESOLUTION 2016-09

A RESOLUTION TO PROVIDE AUTHORITY TO CITY ADMINISTRATOR TO EXECUTE AUDIT CONTRACTS FOR THE COOL SPRINGS CONFERENCE CENTER TO BE IN FINAL FORM ONCE SIGNED BY CITY ADMINISTRATOR

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to authorize the City Administrator to execute audit contracts on behalf of the Cool Springs Conference Center; and

WHEREAS, the State has a standard audit contract that approvals must be entered online within its electronic Contract and Report System (CARS). As with prior years, the 3-part approval process has been for the audit firm to perform the initial approval, then the local government, and finally the State.

WHEREAS, the procedure for approval of and Conference Center's audit contracts is as follows:

1. Audit firm creates contract in CARS system indicating its approval,
2. Finance prints a copy of the contract to present to the Finance Committee for its recommendation, The State's system continues to print "Draft" on the contract pages until the end of the approval process.
3. Upon the Committee's recommendation, it continues to the Board with each page indicating "draft", a copy of which is attached as Exhibit A.
4. Upon the Board's approval, the City Administrator keys the City's approval into the CARS system,
5. The State reviews the contract and keys its approval into the CARS system.
6. With all 3 approvals in place, Finance prints from the CARS system the final (non-draft) version of the contract and provides to the Law Department verifying the terms are the same as the previously approved version.
7. If the State were to change any of the terms approved by the audit firm and the Board, Finance would re-submit the changes to the Board for its approval.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen for the City of Franklin as follows:

The City Administrator is permitted to execute audit contracts for the Cool Springs Conference Center in the State's online audit contract system and be in final form once signed by the City Administrator.

IT IS SO RESOLVED AND DONE on this 23rd day of February, 2016.

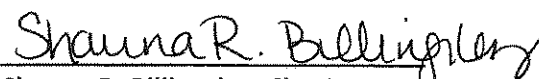
ATTEST:

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

**CONTRACT TO AUDIT ACCOUNTS
OF
Cool Springs Conference Center**

COF Contract No 2016-0026

FROM July 01, 2015 TO June 30, 2016

This agreement made this 1st day of February 2016, by and between Crosslin and Associates, 3803 Bedford Avenue, Suite 103, Nashville, TN 37215, hereinafter referred to as the "auditor" and Cool Springs Conference Center, of 700 Cool Springs Boulevard, Franklin, TN 37067, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2015, and ending June 30, 2016 with the exceptions listed below:

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and U.S. Office of Management and Budget (OMB) *Circular A-133* for fiscal years ending prior to December 25, 2015 and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for fiscal years ending December 25, 2015 or later. The audit is also to be conducted in accordance with any other applicable federal management circulars. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unqualified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB *Circular A-133* or the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* shall include the additional report required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on corrective action taken or planned, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report).

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish **25** printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to **December 31, 2016**, but in no case, shall be filed later than **six (6) months following the period to be audited, without explanation to the Comptroller of the Treasury, State of Tennessee and the organization**. Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in *Tennessee Code Annotated*, § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management and those charged with governance and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8, relate exclusively to contracts to audit components of a group under SAS 122, Section AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g. a fund, component unit, or other component) of a county government that is audited by the Division of Local Government Audit (LGA). Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 9 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov <<http://www.comptroller.tn.gov>>. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e. group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C, 25 (b) and AU-C, 905.
- k) Sections 1-7 and Sections 9-13 of this contract are also applicable to the component auditor during the performance of the component audit.

9. (Special Provisions)

10. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor a fee of (Fees may be fixed amounts or estimated.) (Fixed Amount: **12,950**) or (Estimated gross fee:)

(If not fixed amount, an estimated gross fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

11. As the authorized representative of the firm, I do hereby affirm that:
- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
 - our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
 - all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
 - all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

12. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 9 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

13. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did

Crosslin and Associates

Audit firms

 **Daniel Miller**

By _____

Signature _____

Title/Position: **Principal**

E-mail address: **dell.crosslin@crosslinpc.com**

Date: **February 01, 2016**

Governmental Unit or Organization

By _____

Signature _____

Title/Position: _____

E-mail address _____

Date: _____

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By _____ Date: _____



City of Franklin
Finance Department - Monthly Reports for March 2017
EXECUTIVE SUMMARY

Schedule 1: Local Sales Tax

For budget comparisons, the City originally anticipated collections of \$17.1 million through four months of the fiscal year. Through the month of December, the City is \$36,402, or 0.2%, below budgeted collections. As a further comparison, the December collection of \$3.87 million compares to \$2.48 million in 2010, \$2.67 million in 2011, \$2.90 million in 2012, \$3.01 million in 2013 and \$3.10 million in 2014.

Schedule 2: Building Permits

Following a high level of collection in 2016, 2017 year-to-date compared to 2016 actual is 8.2% higher, and compared to 2017 budget is 39.2% higher.

Schedule 3: Road Impact Fees

Following the highest year of collection in 2016, 2017 year-to-date compared to 2016 actual is 11.2% lower, and compared to 2017 budget is slightly higher by 2.4%.

Schedule 4: Facilities Tax (City)

Following the highest year of collection in 2016, 2017 year-to-date compared to 2016 actual is 18.6% lower, and compared to 2017 budget is 35.4% higher.

Schedule 5: Facilities Tax (County)

Following the highest year of receipt from the County in 2016, 2017 year-to-date compared to 2016 actual is 15.7% lower, and compared to 2017 budget is 8.4% lower. Please note, the new County Education Impact Fee starting in March 2017 is different than the County Adequate School Facilities Tax in Schedule 5 as cities do not receive a portion of the new fee.

Schedule 6: Conference Center

The City's ½ share of loss for January 2017 is (\$59,537).



City of Franklin
Finance Department - Monthly Reports

Schedule 1:		Local Sales Tax	Fund	General Fund	Account:
					110-31300-00000

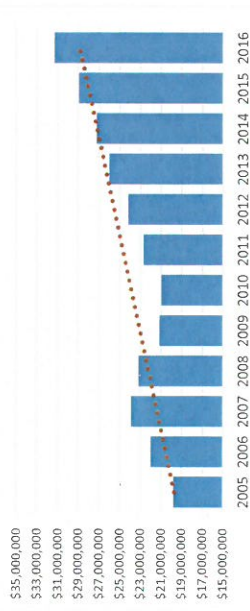
Summary: Tennessee Code Annotated 67-6-702 authorizes the levy of a local sales tax. The maximum rate authorized is 2.75%. The current rate is 2.25%. The tax is applied only to the first \$1,600 of any single article of personal property. The City receives 1/2 of the 2.25% rate collected within the City. Williamson County receives the other 1/2, plus an administrative fee of 1% of the City's 1/2 of the tax.

Monthly Report for March 2017: The local sales tax remittance from the State of Tennessee for February was \$3,870,492 compared to \$3,752,983 for the same month in 2015, an increase of \$117,509 or 3.1%. [The February remittance is for sales tax collected during the month of December, representing the fourth month of the fiscal year on an accrual basis.] During the same period, the State of Tennessee sales tax collections were up 3.4% from the prior year.

Year-to-date, the City has received \$17.1 million compared to \$16.3 million in the previous year, a difference of \$777,977 or 4.8%. The State of Tennessee sales tax collections, year-to-date, are \$3.46 billion compared to \$3.34 billion in the prior year, a difference of \$131 million or 3.6%.

For budget comparisons, the City originally anticipated collections of \$17.1 million through four months of the fiscal year. Through the month of December, the City is \$36,402, or 0.2%, below budgeted collections. As a further comparison, the December collection of \$3.87 million compares to \$2.48 million in 2010, \$2.67 million in 2011, \$2.90 million in 2012, \$3.01 million in 2013 and \$3.10 million in 2014.

Yearly Summary



Fiscal Year	Amount	\$ Inc/ (Dec) from Prior Year	% Inc/ (Dec) from Prior Year
2005	\$19,786,230	\$1,489,548	8.1%
2006	\$22,005,703	\$2,219,473	11.2%
2007	\$23,885,264	\$1,879,561	8.5%
2008	\$23,185,434	(\$699,830)	-2.9%
2009	\$21,152,554	(\$2,032,880)	-8.8%
2010	\$20,969,821	(\$182,733)	-0.9%
2011	\$22,720,666	\$1,750,845	8.3%
2012	\$24,197,413	\$1,476,747	6.5%
2013	\$25,995,733	\$1,798,320	7.4%
2014	\$27,254,742	\$1,259,009	4.8%
2015	\$28,943,994	\$1,689,252	6.2%
2016	\$31,309,366	\$2,365,372	8.2%

Average Increase (Decrease) \$ 13,012,684 4.7%

2017 Month by Month Summary



Month	2016 Actual	2017 Budget	2017 Year-to-Date	\$ Inc/ (Dec) from 2016 Actual	% Inc/ (Dec) from 2016 Actual	\$ Inc/ (Dec) from 2017 Budget	% Inc/ (Dec) from 2017 Budget
July	\$2,477,647	\$2,601,530	\$2,546,087	\$68,440	2.8%	(\$55,443)	-2.1%
August	\$2,420,111	\$2,541,118	\$2,547,776	\$127,665	5.3%	\$6,658	0.3%
September	\$2,571,550	\$2,700,129	\$2,817,429	\$245,879	9.6%	\$117,300	4.3%
October	\$2,485,463	\$2,609,736	\$2,616,784	\$131,321	5.3%	\$7,048	0.3%
November	\$2,579,786	\$2,708,774	\$2,666,949	\$87,163	3.4%	(\$41,825)	-1.5%
December	\$3,752,983	\$3,940,632	\$3,870,492	\$117,509	3.1%	(\$70,140)	-1.8%
YTD Totals	\$16,287,540	\$17,101,919	\$17,065,517	\$777,977	4.8%	(\$36,402)	-0.2%
January	\$2,151,378	\$2,258,947					
February	\$2,181,227	\$2,086,164					
March	\$2,689,471	\$3,093,119					
April	\$2,611,014	\$2,678,614					
May	\$2,559,116	\$2,808,100					
June	\$2,829,620	\$3,156,915					
Total	\$31,309,366	\$33,183,778	\$17,065,517	\$777,977	4.8%	(\$36,402)	-0.2%

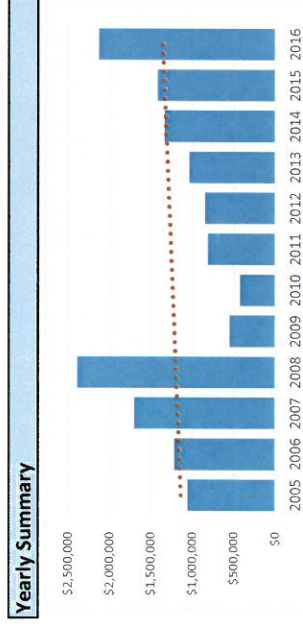


City of Franklin
Finance Department - Monthly Reports

Schedule 2:		Building Permits	Fund	General Fund	Account:
					110-32120-00000

Summary: A part of General Fund Revenues, these fees are paid to the City to offset and pay for the staffing costs borne by the City to extend services due to construction growth. There has been growth in both residential and commercial sides of development. This revenue has been difficult to predict by month because permits are often obtained and fees paid in advance of construction.

Monthly Report for March 2017: Following a high level of collection in 2016, 2017 year-to-date compared to 2016 actual is 8.2% higher, and compared to 2017 budget is 39.2% higher.





City of Franklin Finance Department - Monthly Reports

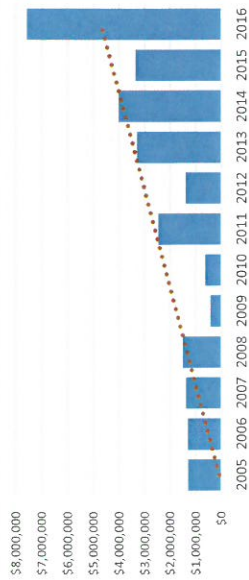
Schedule 3:	Road Impact Fees	Fund	Road Impact	Account:	128-32800-00000
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Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011.

Monthly Report for March 2017: Following the highest level of collection in 2016, 2017 year-to-date compared to 2016 actual is 11.2% lower, and compared to 2017 budget is slightly higher by 2.4%.

Note: Revenues net of credits. Seasonality based on last year's results

Yearly Summary



2017 Month by Month Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2005	\$1,300,285	\$137,115	11.8%
2006	\$1,309,544	\$9,259	0.7%
2007	\$1,381,660	\$72,116	5.5%
2008	\$1,509,963	\$128,303	9.3%
2009	\$426,916	(\$1,083,047)	-71.7%
2010	\$629,194	\$202,278	47.4%
2011	\$2,466,846	\$1,837,652	297.1%
2012	\$1,391,645	(\$1,075,201)	-43.6%
2013	\$3,306,075	\$1,914,430	137.6%
2014	\$4,021,752	\$715,677	21.6%
2015	\$3,358,431	(\$663,321)	-16.5%
2016	\$7,586,724	\$4,228,293	125.9%
Average Increase (Decrease)	\$	\$535,296	43.3%

Month	2016 Actual	2017 Budget	2017 Year-to-Date	\$ Inc./ (Dec.) from 2016 Actual	% Inc./ (Dec.) from 2016 Actual	\$ Inc./ (Dec.) from 2017 Budget	% Inc./ (Dec.) from 2017 Budget
July	\$733,816	\$636,327	\$243,473	(\$490,343)	-66.8%	(\$392,854)	-61.7%
August	\$215,478	\$186,851	\$555,634	\$340,156	157.9%	\$368,783	197.4%
September	\$500,364	\$433,890	\$296,383	(\$203,981)	-40.8%	(\$137,507)	-31.7%
October	\$956,474	\$829,405	\$1,292,910	\$336,436	35.2%	\$463,505	55.9%
November	\$1,438,657	\$1,247,529	\$235,324	(\$1,203,333)	-83.6%	(\$1,012,205)	-81.1%
December	\$367,975	\$319,089	\$1,031,651	\$663,676	180.4%	\$712,562	223.3%
January	\$273,088	\$236,808	\$327,710	\$54,622	20.0%	\$90,902	38.4%
YTD Totals	\$4,485,852	\$3,889,899	\$3,983,085	(\$502,767)	-11.2%	\$93,186	2.4%
February	\$1,652,231	\$1,432,729					
March	\$454,061	\$393,738					
April	\$357,387	\$309,908					
May	\$469,946	\$407,513					
June	\$167,247	\$377,548					
Total	\$7,859,812	\$7,048,142	\$3,983,085	(\$502,767)	-11.2%	\$93,186	2.4%
Total	\$7,859,812	\$7,048,142	\$3,983,085	(\$502,767)	-11.2%	\$93,186	2.4%



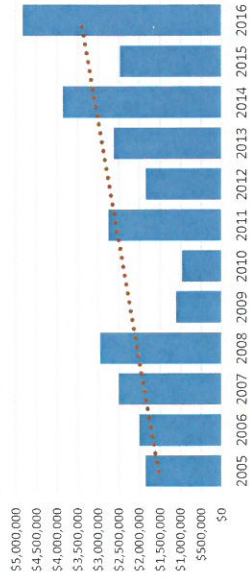
City of Franklin
Finance Department - Monthly Reports

Schedule 4:		Facilities Tax (City)	Fund	Facilities Tax	Account:	130-31600-00000
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Summary: 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** on police, fire, sanitation, and parks and recreation.

Monthly Report for March 2017: Following the highest level of collection in 2016, 2017 year-to-date compared to 2016 actual is 18.6% lower, and compared to 2017 budget is 35.4% higher.

Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2005	\$1,854,164	\$794,164	74.9%
2006	\$2,000,000	\$145,836	7.9%
2007	\$2,500,000	\$500,000	25.0%
2008	\$2,956,284	\$456,284	18.3%
2009	\$1,115,914	(\$1,840,370)	-62.3%
2010	\$963,748	(\$152,166)	-13.6%
2011	\$2,748,927	\$1,785,179	185.2%
2012	\$1,845,690	(\$903,237)	-32.9%
2013	\$2,617,339	\$771,649	41.8%
2014	\$3,848,783	\$1,231,444	47.0%
2015	\$2,468,473	(\$1,380,310)	-35.9%
2016	\$4,827,968	\$2,359,495	95.6%
Average Increase (Decrease)		\$313,997	29.3%

2017 Month by Month Summary



Month	2016 Actual	2017 Budget	2017 Year-to-Date	\$ Inc./ (Dec.) from 2016 Actual	% Inc./ (Dec.) from 2016 Actual	\$ Inc./ (Dec.) from 2017 Budget	% Inc./ (Dec.) from 2017 Budget
July	\$460,763	\$278,520	\$221,540	(\$239,223)	-51.9%	(\$56,980)	-20.5%
August	\$138,739	\$83,864	\$299,262	\$160,523	115.7%	\$215,398	256.8%
September	\$405,920	\$236,984	\$242,795	(\$163,125)	-40.2%	\$5,811	2.5%
October	\$693,869	\$419,426	\$663,512	(\$30,357)	-4.4%	\$244,086	58.2%
November	\$561,169	\$339,212	\$176,544	(\$384,625)	-68.5%	(\$162,668)	-48.0%
December	\$235,832	\$142,554	\$432,916	\$197,084	83.6%	\$290,362	203.7%
January	\$227,208	\$137,341	\$180,975	(\$46,233)	-20.3%	\$43,634	31.8%
YTD Totals	\$2,723,500	\$1,637,903	\$2,217,544	(\$505,956)	-18.6%	\$579,641	35.4%
February	\$575,877	\$348,103					
March	\$302,406	\$182,797					
April	\$336,678	\$203,513					
May	\$325,313	\$196,643					
June	\$564,194	\$341,041					
Total	\$5,055,176	\$3,047,341	\$2,217,544	(\$505,956)	-18.6%	\$579,641	35.4%
Total		YTD Total		YTD Amount		Pct Inc(Dec)	
						Pct Inc(Dec)	



City of Franklin

Finance Department - Monthly Reports

Schedule 5:

Facilities Tax (County)

Fund

Capital Projects

Account:

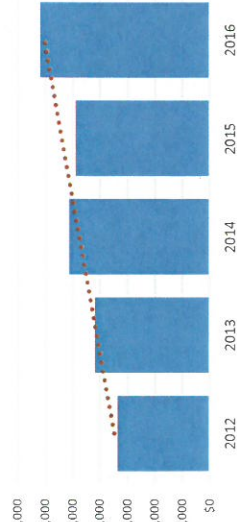
310-31600-00000

Summary: City's share of Williamson County's Adequate School Facilities Tax. 30% of the proceeds are distributed to the incorporated cities within the county, and an additional 30% is divided pro rata among the incorporated cities based on the population in the last decennial census. All funds are to be used for the purpose of providing public facilities, the need for which is reasonably related to new development. The County uses 100% of its amount for public school purposes.

Monthly Report for March 2017: Following the highest level of receipt from the County in 2016, 2017 year-to-date compared to 2016 actual is 15.7% lower, and compared to 2017 budget is 8.4% lower.

budgeted in Capital Projects Fund beginning with FY11(as per Resolution 2010-69)

Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2005			
2006			
2007			
2008			
2009			
2010			
2011			
2012	\$672,961	\$672,961	100.0%
2013	\$838,523	\$165,562	24.6%
2014	\$1,026,933	\$188,410	22.5%
2015	\$982,605	(\$44,328)	-4.3%
2016	\$1,241,241	\$258,636	26.3%
Average Increase (Decrease)	\$ 248,248		33.8%

County Facilities Tax receipts began effective FY 2012.

2017 Month by Month Summary



Month	2016 Actual	2017 Budget	2017 Year-to-Date	\$ Inc./ (Dec.) from 2016 Actual	% Inc./ (Dec.) from 2016 Actual	\$ Inc./ (Dec.) from 2017 Budget	% Inc./ (Dec.) from 2017 Budget
July	\$143,941	\$144,956	\$105,603	(\$38,338)	-26.6%	(\$39,354)	-27.1%
August	\$101,030	\$37,500	\$81,772	(\$19,258)	-19.1%	\$44,272	118.1%
September	\$89,284	\$89,914	\$99,841	\$10,557	11.8%	\$9,927	11.0%
October	\$100,660	\$100,660	\$86,075	(\$14,585)	-14.5%	(\$14,585)	-14.5%
November	\$101,862	\$102,581	\$72,223	(\$29,639)	-29.1%	(\$30,358)	-29.6%
December	\$137,145	\$138,113	\$84,727	(\$52,418)	-38.2%	(\$53,386)	-38.7%
January	\$78,117	\$78,668	\$103,741	\$25,624	32.8%	\$25,073	31.9%
YTD Totals	\$752,038	\$692,392	\$633,982	(\$118,057)	-15.7%	(\$58,410)	-8.4%
February	\$79,539	\$80,100					
March	\$81,274	\$81,848					
April	\$129,225	\$130,137					
May	\$98,950	\$99,648					
June	\$100,215	\$100,922					
Total	\$1,319,358	\$1,263,715	\$633,982	(\$118,057)	-15.7%	(\$58,410)	-8.4%
Total				YTD Amount	Pct Inc(Dec)	YTD Amount	Pct Inc(Dec)

February 15, 2017

Kristine Tallent ACA/CFO
 City of Franklin, Tennessee
 109 Third Avenue South
 Franklin, TN 37064

Schedule 6: Conference Center

Dear Ms. Tallent

Please find enclosed the Consolidated Profit and Loss Statement for the Cool Springs Conference Center for period end January 31, 2017.

A summary of the financial and distribution date is as follows:

COOL SPRINGS CONFERENCE CENTER
 January, 2017

	CURRENT MONTH			YEAR-TO-DATE		
	ACTUAL	BUDGET	LAST YR	ACTUAL	BUDGET	LAST YR
GROSS REVENUE	333,279	510,349	510,443	3,866,484	4,229,781	3,816,482
HOUSE PROFIT	(84,752)	(6,896)	5,372	313,704	433,695	386,384
Less: FIXED EXPENSES	17,658	18,658	11,767	127,139	130,603	120,384
NET INCOME	(102,410)	(25,554)	(6,395)	186,565	303,092	266,000
Less: FF&E RESERVE 5%	16,664	25,517	25,522	193,324	211,489	190,836
NET CASH FLOW	(119,074)	(51,071)	(31,917)	(6,759)	91,603	75,164

TOTAL CURRENT BALANCE DUE TO OWNERS (119,074.00)

TOTAL DUE TO/(FROM) CITY OF FRANKLIN (59,537.00)

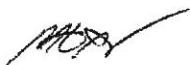
TOTAL DUE TO/(FROM) WILLIAMSON COUNTY (59,537.00)

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

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 700 COOL SPRINGS BLVD
 FRANKLIN, TENNESSEE 37067 USA
 T: 615.261.6100
 MARRIOTT.COM/BNACS