



Meeting Agenda

Budget & Finance Committee

Thursday, February 15, 2024

3:00 PM

Board Room

CALL TO ORDER

SETTING OF AGENDA

1. Consideration Of Changes In Agenda And Setting The Agenda
 - A. Proposed Changes
 - B. Approval Of Agenda As Submitted Or Changed

Sponsors:

CITIZEN COMMENTS (Open for citizens to be heard on any issue or concern, including those related to items on the agenda. Please submit a Speaker Card at the beginning of the meeting if you would like to address the Board/Commission. If you would like to speak on an agenda item, the Chair will hold your comment until the public comment period associated with the item. As provided by law, Boards/Commissions shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the City Administrator/Staff for administrative consideration, or to a schedule the matter for consideration at a later date. Those addressing the Board/Commission are requested to come to the microphone and identify themselves by name and address for the official record. The Chair may restrict the period for public comment, including the length of the public comment period, the number of individuals who can speak and the length of time each individual may speak. When time allows, the standard individual public comment time is two minutes.)

Comments on agenda items may be made in person at City Hall or by emailing recorder@franklinton.gov before noon on the day of the meeting. Comments will be submitted for the record.

NEW BUSINESS

2. Budget Presentation - Governance & Management

Sponsors: Eric Stuckey, Michael Walters Young, Kevin Townsel

3. Budget Presentation - Finance & Administration

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

OTHER BUSINESS

ADJOURN

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



File #: 21-06045

DATE: February 8, 2024
TO: Budget & Finance Committee
FROM: Eric Stuckey, City Administrator
Michael Walters Young, Budget and Analytics Manager
Kevin Townsel, Director of Human Resources

SUBJECT:

Budget Presentation - Governance & Management

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the FY 2025 Budget Request for the Government & Management Program (Including the Human Resources Department).

BACKGROUND/STAFF COMMENTS:

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

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

FINANCIAL IMPACT:

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

RECOMMENDATION:

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



City of Franklin, Tennessee
FY 2025 Operating Budget Request

Government & Management

Elected Officials – Administration - Human Resources
Communications - Law

City of Franklin, Tennessee - FY 2025 Budget Request

Program: Governance & Management

Slide 2

Outline

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

**Budgets presented to
Budget & Finance Committee
on February 8th*





City of Franklin, Tennessee - FY 2025 Budget Request

Human Resources

Slide 3

Department Leadership

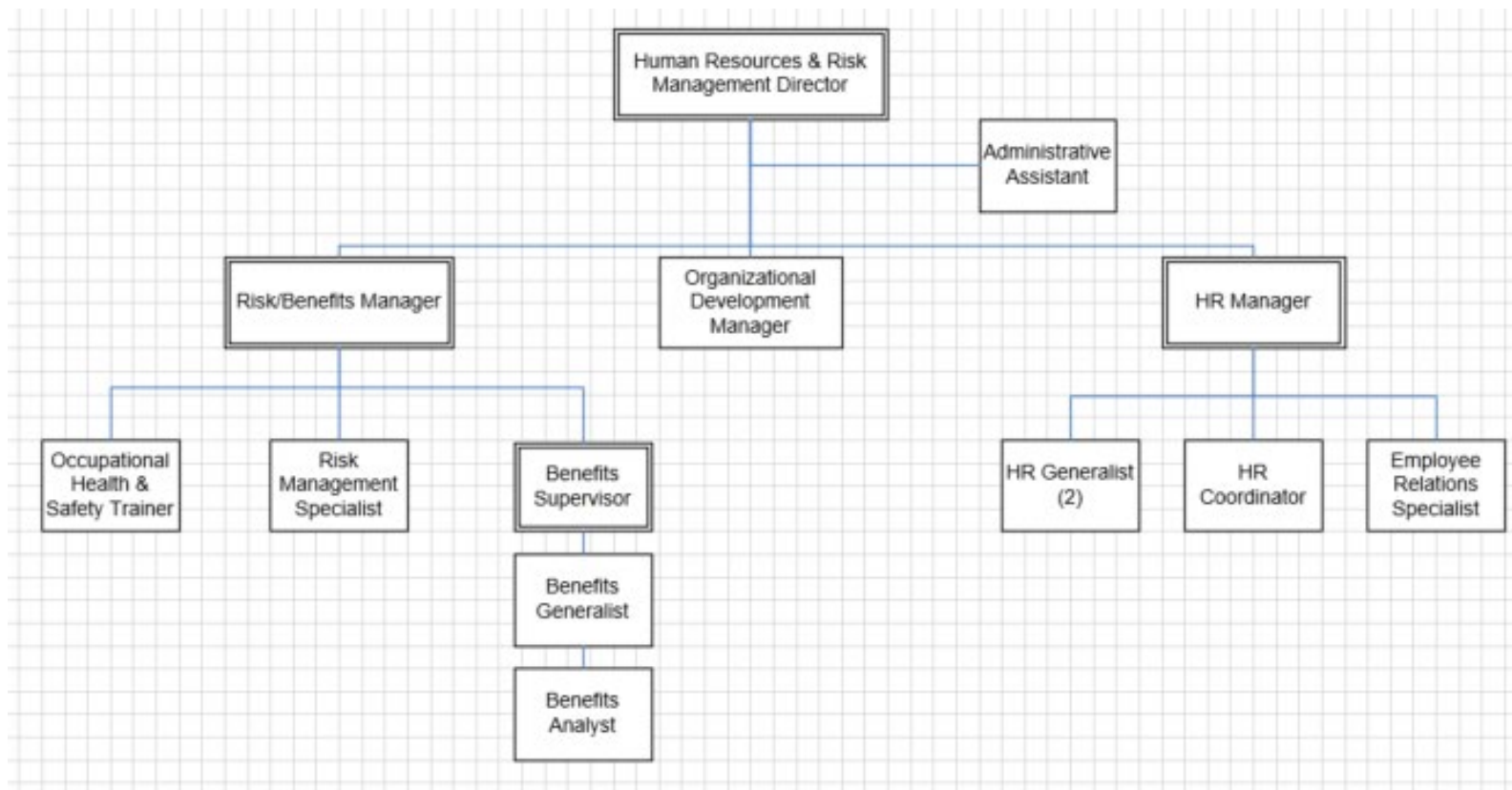
Kevin G. Townsel, J.D., Director

Purpose of Department

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

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

Organization Chart



City of Franklin, Tennessee - FY 2025 Budget Request

Human Resources

Base Budget

Budget Summary

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	1,284,332	1,510,790	1,570,007	1,658,297	1,697,492	127,485	8.1%
Operations	149,147	269,894	345,691	297,295	374,721	29,030	8.4%
Capital	0	0	0	0	0	0	0.0%
Total	1,433,479	1,780,684	1,915,698	1,955,592	2,072,213	156,515	8.2%

Personnel: Increases attributable largely to forecast higher medical premiums

Operations: Increases attributable additional staff training and appraisal costs of City buildings for risk insurance.

Note: Operations budget shown is NET of Interfund Transfer amount. Without transfer, Gross operations for FY 2025 forecast at \$776,576.



City of Franklin, Tennessee - FY 2025 Budget Request

Human Resources

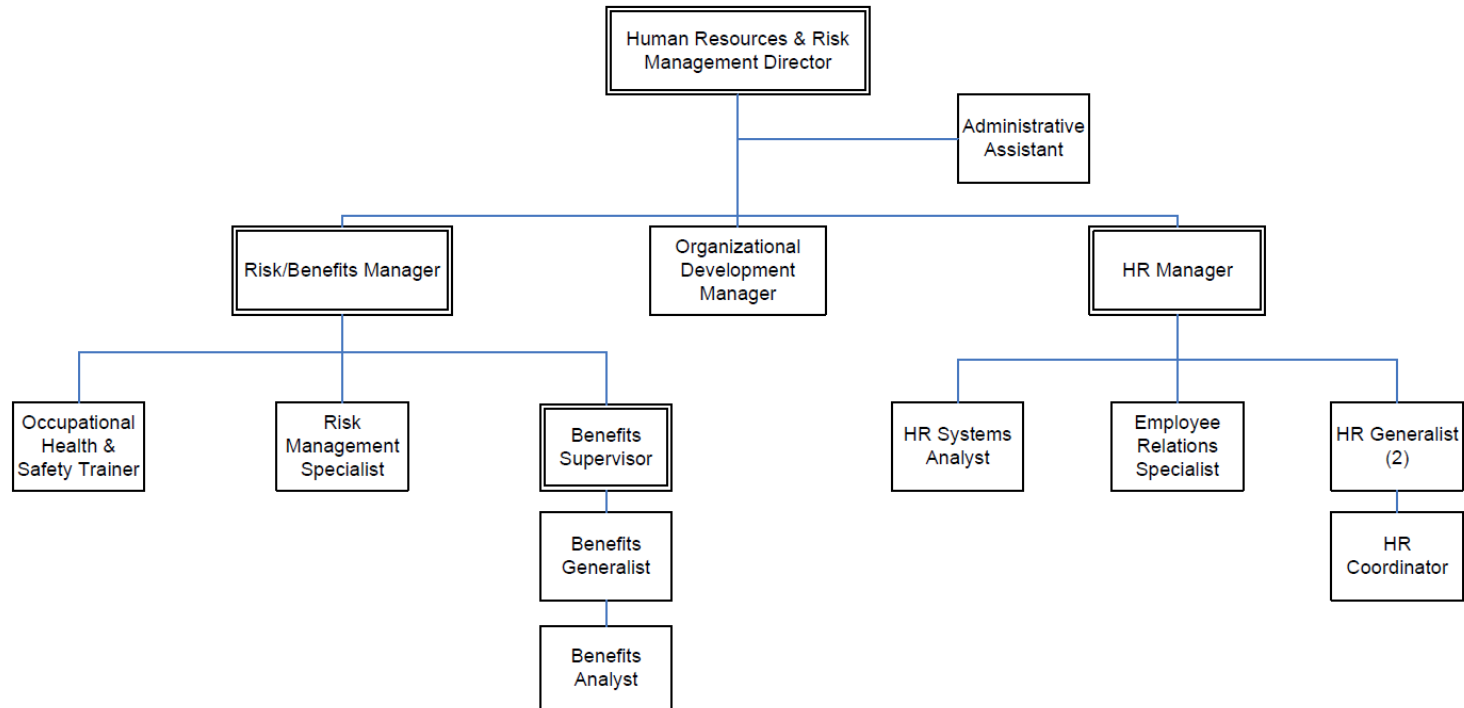
Slide 6

Program Enhancement Requests

The Human Resources Department has 1 program enhancement request in FY 2025:

Add 1 HR Systems Analyst	\$ 105,485
Total	\$ 105,485

Proposed Organization Chart



Summary

The Human Resources Department will continue the good work in FY 2025 serving our most important resource – our employees! Highlights of the last year included:

- Completed our first professionally administered employee survey, and responded in meaningful ways to the feedback received.
 - We achieved 92% participation and Top Workplace status, the only local government in the state to do so.
- Created new Risk Incident Form for employees and supervisors that is easier to use. We also included a QR code so employees can access the form while out in the field.
- Completed comprehensive HR Manual update, including adding new programs like Paid Family Leave, Vacation Buyback, and Sick Conversion as well as increasing vacation accruals for all employees.
- First set of all-staff meetings with Team Talks. We held 19 meetings in 7 days to communicate important information about the City, and also give staff an opportunity to provide feedback to City leaders.



City of Franklin, Tennessee - FY 2025 Budget Request

Human Resources

Slide 9

Summary

The Human Resources Department will continue the good work in FY 2025 serving our most important resource – our employees! Highlights of the last year included:

- Implemented new Interview Training program for all supervisors and above
- Created and implemented internal certificate of insurance program for departments to utilize during requisition/RFP processes.
- Revamped the Wellness Committee and have had numerous events throughout the year.
- Implemented new voluntary products vendor that lowered EE rates and increased benefits
- Excluding Police and Fire departments, over 4,268 online training courses were completed in TargetSolutions.



HISTORIC
FRANKLIN
TENNESSEE

FY 2025 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

Departmental Summary

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

Functions include:

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

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

FY2024 Accomplishments

- The Risk Management division created a new Risk Incident Form for employees and supervisors to use. Employees can scan a QR code in the field to report accidents.
- Revamped the City's Wellness Committee and had numerous events throughout the year.
- Excluding the Police and Fire Departments, over 4,268 online training courses were completed in TargetSolutions, the City's online training portal.
- Completed our first professionally administered employee survey, and responded in meaningful ways to the feedback received.
 - We achieved 92% participation and Top Workplace status, the only local government in the state to do so.

FY2024 Accomplishments (con't)

- Completed comprehensive HR Manual update, including adding new programs like Paid Family Leave, Vacation Buyback, and Sick Conversion as well as increasing vacation accruals for all employees.
- First set of all-staff meetings with Team Talks. We held 19 meetings in 7 days to communicate important information about the City, and also give staff an opportunity to provide feedback to City leaders.
- Implemented new Interview Training program for all supervisors and above
- Created and implemented internal certificate of insurance program for departments to utilize during requisition/RFP processes.

Performance Measures

The City of Franklin is a high performing organization that measures performance regularly to improve service delivery and ensure the most efficient expenditure of taxpayer dollars. We do this in a variety of different ways, but there are five main categories of performance measurement the City collects - Strategic Plan performance measures (both Financial and Non-Financial), General performance measures (both Financial and Non-Financial), and Citizen Survey data. The Human Resources Department has three of these categories - Strategic Plan measures (Non-Financial) and General performance measures (Financial and Non-Financial).

Strategic Plan Measures

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

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

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

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

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

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

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

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

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

Goal: To have a safe and healthy workplace.

- 69 Franklin employees had accidents in FY2013.
- Number of lost work days by employees in FY2013 was 158.

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

- Number of credit hours reimbursed for employees in FY2013 was 345.

Strategic Plan Measures

The tables below show important non-financial measures from **FranklinForward** and general financial and non-financial performance measures included in Human Resources.

HR FranklinForward Non-Financial Perf. Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Percent of the City of Franklin population that are female.	22.00	20.70	21.50	52.60	52.64
Percent of the City of Franklin employees that are part of a minority classification. Goal: Actively recruit and retain a workforce representative of the community.	15.70	22.70	22.70	7.80	9.60
Percent of City of Franklin Employees that are female. Goal: Actively recruit and retain a workforce representative of the community.	52.20	52.60	52.60	21.60	20.40
Number of lost work days by employees. Goal: Franklin Will develop a continuous improvement program using quantitative and qualitative methods to improve the effectiveness, efficiency, and safety of service delivery processes and systems.	40.00	283.00	150.00	70.00	209.00
Percent of the City of Franklin population that are a minority.	8.00	7.90	8.50	22.70	20.67
Number of credit hours reimbursed for employees. Goal: Franklin Will develop a continuous improvement program using quantitative and qualitative methods to improve the effectiveness, efficiency, and safety of service delivery processes and systems.	214.00	185.00	230.00	127.00	198.00
Number of employees who had accidents. Goal: Franklin Will develop a continuous improvement program using quantitative and qualitative methods to improve the effectiveness, efficiency, and safety of service delivery processes and systems.	128.00	74.00	70.00	89.00	74.00
City for Franklin's percentile of the equivalent job expectatins as reflected in the marketplace. Goal: Be in the 70th percentile	0.00	0.00	0.00	75.00	75.00
AMOUNT	479.90	645.90	555.30	465.70	659.31

General Performance Measures

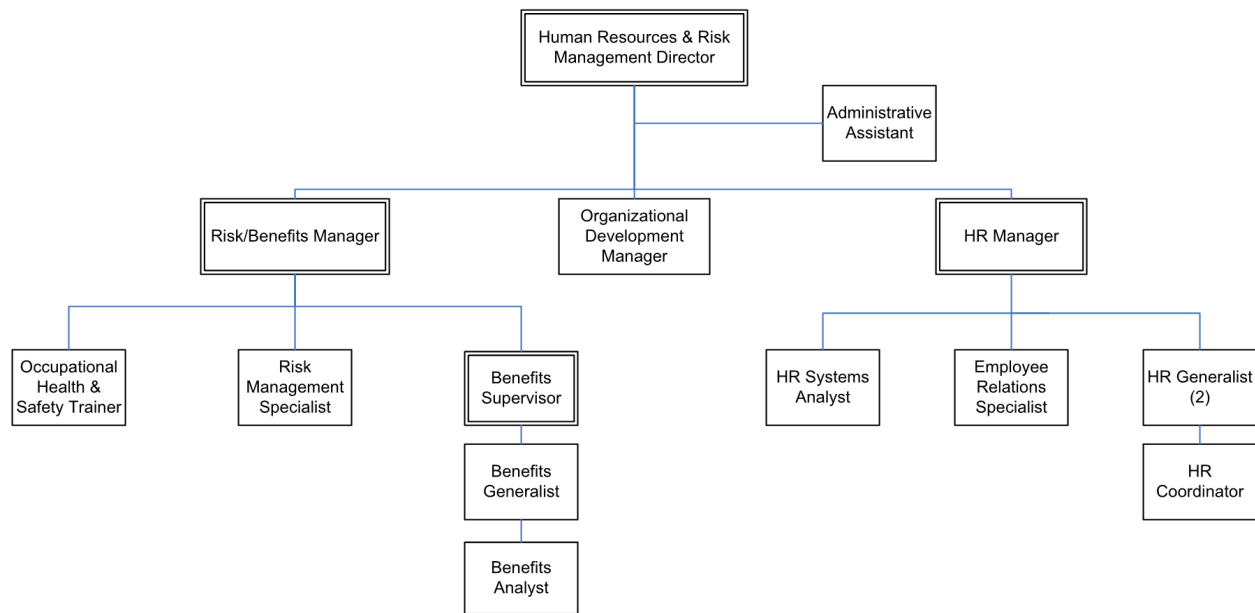
HR Financial Performance Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Human Resources cost per total FTE (city-wide).	\$1,497	\$1,629	\$1,519	\$1,843	\$1,835
Worker's compensation paid per policy year.	\$0	\$0	\$23,763	\$301,917	\$447,962
Total HR Department expenditures.	\$1,151,251	\$1,270,498	\$1,148,280	\$1,433,482	\$1,431,668
AMOUNT	\$1,152,748	\$1,272,127	\$1,173,562	\$1,737,242	\$1,881,465

HR Non-Financial Performance Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Number of externally advertised vacancies.	108.00	44.00	75.00	82.00	75.00
Number of budgeted full-time positions.	738.00	749.00	733.00	778.00	780.00
Number of budgeted part-time positions.	31.00	31.00	23.00	16.00	24.00
Total number of HR FTEs.	12.00	12.00	12.00	11.00	14.00
Number of new employees hired.	93.00	40.00	70.00	122.00	95.00
Number of OSHA 300 log recordable injuries or illnesses.	25.00	19.00	20.00	23.00	46.00
Average number of applications per advertised position.	80.00	57.36	53.33	44.03	43.60
Number of applications processed (internal and external).	4,500.00	2,692.00	4,200.00	3,611.00	3,270.00
Percentage of employee turnover for full-time positions (does not include retirees).	7.00	6.50	7.00	10.60	7.80
Number of Worker's Compensation claims.	54.00	53.00	53.00	50.00	74.00
Number of new hires that were from within ranks (promotions).	55.00	23.00	50.00	68.00	41.00
Average number of days to fill a position.	40.00	68.00	60.00	75.00	72.00
Number of processed external applications.	4,200.00	2,524.00	4,000.00	3,495.00	3,106.00
Number of requisitions approved (internal and external).	128.00	54.00	68.00	141.00	84.00
Number of HR Staff per 100 employees.	1.56	1.54	1.59	1.39	1.80
AMOUNT	10,072.56	6,374.40	9,425.92	8,528.02	7,734.20

Organizational Chart



Staffing by Position

Position	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
HR & Risk Management Director	N	1	0	1	0	1	0	1	0	1	0
Risk/Benefits Manager	K	1	0	1	0	1	0	1	0	1	0
Organizational Development Manager	J	0	0	0	0	1	0	1	0	1	0
HR Manager	J	1	0	1	0	1	0	1	0	1	0
Benefits Supervisor	I	0	0	0	0	1	0	1	0	1	0
Benefits Specialist	---	1	0	1	0	0	0	0	0	0	0
Risk Management Specialist	I	1	0	1	0	1	0	1	0	1	0
Occupational Health & Safety Trainer	H	1	0	1	0	1	0	1	0	1	0
Employee Relations Specialist	H	1	0	1	0	1	0	1	0	1	0
Risk/Benefits Analyst	H	0	0	0	0	1	0	1	0	1	0
Benefits Generalist	G	0	0	0	0	1	0	1	0	1	0
HR Generalist	G	3	0	3	0	2	0	2	0	2	0
Administrative Assistant	E	2	0	2	0	2	0	2	0	2	0
TOTALS		12	0	12	0	14	0	14	0	14	0

Budget Summary

Human Resources

	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	EOY 2024	BUDGET 2025		
	FY2022	FY2023	2024	2024	2025	24 v. 25 Difference \$	24 v. 25 Difference %
Expenses							
110 - GENERAL FUND							
PERSONNEL							
PERSONNEL (81000)	\$1,284,331	\$1,510,790	\$1,570,007	\$1,658,297	\$1,697,492	\$127,485	8.1%
PERSONNEL TOTAL	\$1,284,331	\$1,510,790	\$1,570,007	\$1,658,297	\$1,697,492	\$127,485	8.1%
OPERATIONS							
SERVICES (82000)	\$409,522	\$422,713	\$637,625	\$604,520	\$683,850	\$46,225	7.2%
SUPPLIES (83000)	\$33,197	\$54,202	\$86,200	\$71,200	\$68,700	(\$17,500)	(20.3%)
OPERATIONAL UNITS (84000)	–	–	–	\$0	\$0	\$0	–
BUSINESS EXPENSES (85000)	\$20,119	\$22,610	\$23,722	\$23,430	\$24,026	\$304	1.3%
DEBT SERVICE (86000)	–	–	–	\$0	\$0	\$0	–
REIMBURSEMENT OF EXPENDITURES (87500)	(\$313,690)	(\$229,631)	(\$401,855)	(\$401,855)	(\$401,855)	\$0	0.0%
OPERATIONS TOTAL	\$149,147	\$269,894	\$345,691	\$297,295	\$374,721	\$29,030	8.4%
CAPITAL	–	–	–	\$0	\$0	\$0	–
110 - GENERAL FUND TOTAL	\$1,433,479	\$1,780,684	\$1,915,698	\$1,955,592	\$2,072,213	\$156,515	8.2%
EXPENSES TOTAL	\$1,433,479	\$1,780,684	\$1,915,698	\$1,955,592	\$2,072,213	\$156,515	8.2%

For historic detail and forecasts, [please click here: FY 2021-2027 Line-Item Detail](#)

Program Enhancement Summary

[To review requests for new programs, personnel and equipment, please click here.](#)

LOGOTYPE

OpenGov

Add links

FY 2025 Human Resources Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Human Resources Personnel									
REGULAR PAY	110-81110-41650		\$949,768	\$1,096,866	\$1,222,949	\$1,239,049	\$1,245,296	\$1,306,911	\$1,371,606
ARPA - COVID19 LEAVE/ISOLATION	110-81112-41650		\$1,811	\$0	\$0	\$0	\$0	\$0	\$0
FAMILY LEAVE PAY	110-81113-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERTIME PAY	110-81120-41650		\$6,085	\$5,990	\$5,000	\$2,500	\$4,859	\$5,102	\$5,357
TEMPORARY WORK BY NON-CITY EMPLOYEES	110-81150-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VACANCY ADJUSTMENT	110-81199-41650		\$0	\$0	-\$40,459	-\$43,366	-\$43,585	-\$45,741	-\$48,006
FICA (EMPLOYER'S SHARE)	110-81410-41650		\$70,079	\$80,899	\$88,433	\$94,486	\$94,964	\$98,220	\$101,476
MEDICAL PREMIUMS	110-81420-41650		\$169,722	\$223,501	\$180,483	\$232,682	\$255,950	\$281,545	\$309,699
NEAR-SITE CLINIC (URGENT TEAM)	110-81422-41650		\$6,520	\$7,146	\$5,715	\$6,300	\$6,300	\$6,300	\$6,300
VISION PREMIUMS	110-81425-41650		\$1,164	\$1,441	\$1,540	\$1,450	\$1,522	\$1,598	\$1,678
DENTAL INSURANCE PREMIUMS	110-81430-41650		\$8,307	\$9,596	\$9,517	\$10,646	\$11,179	\$11,738	\$12,324
FSA ADMINISTRATION FEES	110-81431-41650		\$109	\$115	\$115	\$115	\$115	\$115	\$115
GROUP INSURANCE PREMIUMS	110-81433-41650		\$5,090	\$5,417	\$5,942	\$6,403	\$6,434	\$6,434	\$6,434
EE MEDICAL INSURANCE CONTRIBUTIONS	110-81440-41650		-\$27,807	-\$37,074	-\$44,592	-\$37,207	-\$40,928	-\$45,021	-\$49,523
CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	110-81441-41650		\$11,000	\$6,000	\$6,000	\$10,800	\$10,800	\$10,800	\$10,800
EE DENTAL INSURANCE CONTRIBUTIONS	110-81443-41650		-\$4,371	-\$1,839	-\$2,115	-\$2,081	-\$2,185	-\$2,294	-\$2,409
EE VISION INSURANCE CONTRIBUTIONS	110-81444-41650		-\$217	-\$269	-\$326	-\$282	-\$296	-\$311	-\$327
RETIREMENT HEALTH SAVINGS ACCOUNTS	110-81445-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIREMENT CONTRIBUTIONS	110-81450-41650		\$42,582	\$51,347	\$69,844	\$69,844	\$75,083	\$80,715	\$86,769
DEFINED CONTRIBUTION MATCH (CLOSED)	110-81455-41650		\$15,684	\$3,675	\$4,927	\$4,927	\$5,174	\$5,433	\$5,704
DEFINED CONTRIBUTION MATCH (TCRS)	110-81456-41650		\$25,886	\$53,785	\$53,951	\$58,948	\$63,572	\$63,572	\$63,572
UNEMPLOYMENT CLAIMS	110-81460-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
WORKERS COMPENSATION PREMIUMS	110-81470-41650		\$2,920	\$3,171	\$3,083	\$3,083	\$3,238	\$3,400	\$3,569
WORKERS COMPENSATION CLAIMS	110-81475-41650		\$0	\$1,025	\$0	\$0	\$0	\$0	\$0
CAR ALLOWANCE	110-81482-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel			\$1,284,332	\$1,510,790	\$1,570,007	\$1,658,297	\$1,697,492	\$1,788,516	\$1,885,138
Human Resources Operating									

FY 2025 Human Resources Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
MAILING & OUTBOUND SHIPPING SERVICES	110-82110-41650		\$1,837	\$2,605	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
FREIGHT FOR INBOUND PURCHASED ITEMS	110-82120-41650		\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
VEHICLE LICENSES & TITLES	110-82130-41650		\$0	\$21	\$100	\$100	\$100	\$100	\$100
PRINTING & COPYING SERVICES, OUTSOURCED	110-82210-41650		\$629	\$1,036	\$1,000	\$1,500	\$1,500	\$1,000	\$1,000
TRANSCRIPTION FEES	110-82240-41650		\$0	\$0	\$100	\$100	\$100	\$100	\$100
TESTING & PHYSICALS	110-82250-41650		\$25,010	\$471	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
UNIFORM RENTAL & SERVICES	110-82260-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER OPERATING SERVICES	110-82299-41650		\$1,715	\$2,311	\$16,800	\$16,800	\$16,800	\$1,800	\$1,800
OTHER OPERATING SERVICES	110-82299-41650	Base Amount				\$1,800	\$1,800	\$1,800	\$1,800
OTHER OPERATING SERVICES	110-82299-41650	FY 2024 PER - Certificate of Insurance Tracking System				\$15,000	\$15,000	\$0	\$0
LEGAL NOTICES	110-82310-41650		\$147	\$57	\$0	\$0	\$0	\$0	\$0
CITIZENS ACADEMIES	110-82330-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEADERSHIP RETREATS	110-82340-41650		\$0	\$0	\$7,500	\$7,500	\$12,000	\$7,500	\$7,500
DUES FOR MEMBERSHIPS	110-82350-41650		\$3,065	\$7,158	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
PROFESSIONAL STANDARDS / ACCREDITATION	110-82355-41650		\$0	\$87	\$5,000	\$7,000	\$7,000	\$5,000	\$5,000
PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	110-82360-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	110-82370-41650		\$2,719	\$0	\$3,500	\$3,500	\$3,500	\$4,000	\$4,500
EMERGENCY RELIEF	110-82371-41650		\$900	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
RECRUITMENT	110-82373-41650		\$8,865	\$7,022	\$25,000	\$25,000	\$25,000	\$12,000	\$12,000
RECRUITMENT	110-82373-41650	LinkedIn Recruiter				\$15,000	\$18,000	\$12,000	\$12,000
RECRUITMENT	110-82373-41650	Job Fairs & Public Outreach				\$5,000	\$4,000	\$0	\$0
RECRUITMENT	110-82373-41650	Miscellaneous				\$5,000	\$3,000	\$0	\$0
PUBLICATIONS, NON-TRAINING	110-82390-41650		\$61	\$235	\$250	\$250	\$250	\$250	\$250
TELEPHONE SERVICE	110-82450-41650		\$496	\$440	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
800 MHZ ACCESS LINE SERVICE	110-82451-41650		\$0	\$0	\$100	\$100	\$100	\$100	\$100
CELLULAR TELEPHONE SERVICE	110-82455-41650		\$5,426	\$6,447	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
INTERNET & RELATED SERVICES	110-82470-41650		\$2,680	\$6,814	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800
9-1-1 CHARGES	110-82480-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONNECTION CHARGES	110-82483-41650		\$149	\$56	\$0	\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41650		\$2,096	\$1,312	\$12,000	\$7,625	\$3,425	\$0	\$0
COMPUTER SERVICES	110-82510-41650	Canva				\$250	\$250	\$0	\$0
COMPUTER SERVICES	110-82510-41650	Survey Monkey				\$1,800	\$1,800	\$0	\$0
COMPUTER SERVICES	110-82510-41650	Doodle				\$575	\$575	\$0	\$0
COMPUTER SERVICES	110-82510-41650	Smartsheet				\$800	\$800	\$0	\$0

FY 2025 Human Resources Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
COMPUTER SERVICES	110-82510-41650	Adobe Acrobat				\$1,200	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41650	Miscellaneous				\$3,000	\$0	\$0	\$0
LEGAL SERVICES	110-82520-41650		\$0	\$0	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
LEGAL SERVICES	110-82520-41650	Attorney Services - Workplace Investigations				\$10,000	\$10,000	\$12,000	\$12,000
LEGAL SERVICES	110-82520-41650	Miscellaneous				\$2,000	\$2,000	\$0	\$0
CONSULTANT SERVICES	110-82560-41650		\$82,150	\$81,567	\$143,000	\$123,500	\$138,500	\$138,500	\$138,500
CONSULTANT SERVICES	110-82560-41650	Benefits Consultant				\$56,000	\$57,000	\$57,000	\$57,000
CONSULTANT SERVICES	110-82560-41650	Wage & Classification Consultant (Burris, & Thompson Associates)				\$30,000	\$30,000	\$30,000	\$30,000
CONSULTANT SERVICES	110-82560-41650	Energage Employee Survey				\$19,500	\$23,000	\$23,000	\$23,000
CONSULTANT SERVICES	110-82560-41650	Actuarial Services - WC Self-insured program				\$5,500	\$5,500	\$5,500	\$5,500
CONSULTANT SERVICES	110-82560-41650	Property Appraisals				\$9,500	\$20,000	\$20,000	\$20,000
CONSULTANT SERVICES	110-82560-41650	Miscellaneous				\$3,000	\$3,000	\$3,000	\$3,000
OTHER CONTRACTUAL SERVICES	110-82599-41650		\$8,812	\$0	\$9,000	\$10,000	\$20,000	\$9,002	\$9,000
OTHER CONTRACTUAL SERVICES	110-82599-41650	Quench (water cooler)				\$1,000	\$1,000	\$9,001	\$9,000
OTHER CONTRACTUAL SERVICES	110-82599-41650	Samba Safety - monthly MVR checks				\$9,000	\$19,000	\$1	\$0
VEHICLE REPAIR & MAINTENANCE SERVICES	110-82610-41650		\$2,845	\$2,857	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41650		\$2,820	\$2,360	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER REPAIR & MAINTENANCE SERVICES	110-82699-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIREMENT SERVICES	110-82710-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TUITION ASSISTANCE PROGRAM	110-82720-41650	22 Participants across 6 departments	\$109,275	\$119,547	\$125,000	\$135,000	\$145,000	\$125,000	\$125,000
TUITION ASSISTANCE PROGRAM	110-82720-41650	BNS -3				\$135,000	\$145,000	\$125,000	\$125,000
TUITION ASSISTANCE PROGRAM	110-82720-41650	Fire - 12				\$0	\$0	\$0	\$0
TUITION ASSISTANCE PROGRAM	110-82720-41650	Finance - 2				\$0	\$0	\$0	\$0
TUITION ASSISTANCE PROGRAM	110-82720-41650	Planning - 1				\$0	\$0	\$0	\$0
TUITION ASSISTANCE PROGRAM	110-82720-41650	Police - 3				\$0	\$0	\$0	\$0

FY 2025 Human Resources Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
TUITION ASSISTANCE PROGRAM	110-82720-41650	SES - 1				\$0	\$0	\$0	\$0
EMPLOYEE ASSISTANCE PROGRAM	110-82730-41650		\$17,064	\$18,579	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
EMPLOYEE ASSISTANCE PROGRAM	110-82730-41650	Ulliance - we pay per employee per month regardless of usage. Charged by quarters.				\$25,000	\$25,000	\$25,000	\$25,000
EMPLOYEE WELLNESS PROGRAM	110-82740-41650		\$35,561	\$15,824	\$38,250	\$38,250	\$38,250	\$38,250	\$38,250
EMPLOYEE WELLNESS PROGRAM	110-82740-41650	Retro Sno - month of July - Heat Awareness				\$1,500	\$1,500	\$1,500	\$1,500
EMPLOYEE WELLNESS PROGRAM	110-82740-41650	Food for Lunch & Learn meetings				\$1,000	\$1,000	\$1,000	\$1,000
EMPLOYEE WELLNESS PROGRAM	110-82740-41650	Door prizes for Walking Challenges, Hold it For the Holidays, Employee Benefits Day, etc				\$1,000	\$1,000	\$1,000	\$1,000
EMPLOYEE WELLNESS PROGRAM	110-82740-41650	Benefits Newsletter - annual				\$3,200	\$3,200	\$3,200	\$3,200
EMPLOYEE WELLNESS PROGRAM	110-82740-41650	Fitness Direct - preventative maintenance for City Hall and outlying gyms.				\$800	\$800	\$800	\$800
EMPLOYEE WELLNESS PROGRAM	110-82740-41650	Base				\$30,750	\$30,750	\$30,750	\$30,750
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650		\$23,118	\$44,554	\$50,000	\$49,000	\$58,800	\$58,800	\$58,800
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Holiday Breakfast				\$12,000	\$14,000	\$14,000	\$14,000
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Public Service Recognition Week				\$10,000	\$12,000	\$12,000	\$12,000
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Retirement Receptions				\$5,000	\$5,000	\$5,000	\$5,000
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Halloween Party				\$1,000	\$1,500	\$1,500	\$1,500
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Service Awards				\$14,000	\$9,800	\$9,800	\$9,800
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Employee of the Quarter				\$4,000	\$4,000	\$4,000	\$4,000
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Miscellaneous				\$3,000	\$5,000	\$5,000	\$5,000
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41650	Employee Survey Lunches				\$0	\$7,500	\$7,500	\$7,500
SAFETY PROGRAM	110-82760-41650		\$34,800	\$52,750	\$39,000	\$37,500	\$29,000	\$29,000	\$29,000

FY 2025 Human Resources Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
SAFETY PROGRAM	110-82760-41650	Retro Sno - Done in July for Heat Awareness Month				\$1,400	\$1,400	\$1,400	\$1,400
SAFETY PROGRAM	110-82760-41650	Health & Safety Fair - Rental Fee for location				\$2,100	\$2,100	\$2,100	\$2,100
SAFETY PROGRAM	110-82760-41650	Items for Health & Safety giveaways				\$5,000	\$5,000	\$5,000	\$5,000
SAFETY PROGRAM	110-82760-41650	Food for Health & Safety Fair				\$5,000	\$5,000	\$5,000	\$5,000
SAFETY PROGRAM	110-82760-41650	Safety Supplies for departments - quenchers, cooling towels, etc.				\$4,000	\$4,000	\$4,000	\$4,000
SAFETY PROGRAM	110-82760-41650	CPR Mannequin + Supplies				\$0	\$1,500	\$1,500	\$1,500
SAFETY PROGRAM	110-82760-41650	Base				\$20,000	\$10,000	\$10,000	\$10,000
TRAINING, OUTSIDE	110-82780-41650		\$9,908	\$4,789	\$30,000	\$9,770	\$47,500	\$47,500	\$47,500
TRAINING, OUTSIDE	110-82780-41650	Civil Treatment				\$4,770	\$5,000	\$5,000	\$5,000
TRAINING, OUTSIDE	110-82780-41650	Leadership Training & Development				\$5,000	\$20,000	\$20,000	\$20,000
TRAINING, OUTSIDE	110-82780-41650	Employee Training & Development				\$0	\$22,500	\$22,500	\$22,500
TRAINING, IN-HOUSE	110-82790-41650		\$16,941	\$12,221	\$15,000	\$15,000	\$20,000	\$25,000	\$25,000
TRAINING, IN-HOUSE	110-82790-41650	LinkedIn Learning				\$15,000	\$20,000	\$25,000	\$25,000
REGISTRATIONS	110-82810-41650		\$2,773	\$13,945	\$20,500	\$20,500	\$20,500	\$20,500	\$20,500
REGISTRATIONS	110-82810-41650	RIMS - The Risk Management Society National Conference - Risk Staff				\$3,175	\$3,175	\$3,175	\$3,175
REGISTRATIONS	110-82810-41650	SHRM - Society for Human Resource Management National Conference				\$6,300	\$6,300	\$6,300	\$6,300
REGISTRATIONS	110-82810-41650	TN SHRM - State Conference				\$900	\$900	\$900	\$900
REGISTRATIONS	110-82810-41650	Base				\$10,125	\$10,125	\$10,125	\$10,125
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41650		\$357	\$1,838	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
AIR TRAVEL	110-82830-41650		\$1,844	\$4,661	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
LODGING	110-82840-41650		\$4,413	\$9,695	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41650		\$1,021	\$1,364	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
OTHER TRAVEL EXPENSES	110-82890-41650		\$27	\$90	\$75	\$75	\$75	\$75	\$75
OFFICE SUPPLIES	110-83110-41650		\$5,416	\$9,983	\$9,500	\$10,000	\$10,000	\$9,500	\$9,500
OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	110-83120-41650		\$451	\$111	\$1,000	\$1,000	\$1,000	\$1,001	\$1,000
EMPLOYEE BENEVOLENCE ITEMS	110-83130-41650		\$0	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41650		\$14,333	\$12,590	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000

FY 2025 Human Resources Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
TRAINING SUPPLIES	110-83210-41650		\$449	\$427	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
MEDICAL SUPPLIES	110-83240-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAFETY SUPPLIES	110-83250-41650		\$0	\$242	\$0	\$0	\$0	\$0	\$0
UNIFORMS PURCHASED	110-83260-41650		\$728	\$3,080	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
OTHER OPERATING SUPPLIES	110-83299-41650		\$636	\$1,462	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	110-83310-41650		\$4,150	\$3,597	\$4,200	\$4,200	\$4,200	\$4,410	\$4,631
MILEAGE (INSIDE WILLIAMSON COUNTY)	110-83320-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE, FIXTURES (<\$50,000)	110-83510-41650		\$0	\$488	\$4,000	\$3,500	\$3,000	\$4,000	\$4,000
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41650		\$0	\$1,329	\$0	\$0	\$0	\$0	\$0
COMPUTER HARDWARE (<\$50,000)	110-83540-41650		\$6,792	\$18,496	\$10,000	\$12,000	\$10,000	\$10,000	\$10,000
COMPUTER SOFTWARE (<\$50,000)	110-83550-41650		\$100	\$1,302	\$32,000	\$15,000	\$15,000	\$32,000	\$32,000
EQUIPMENT PARTS & SUPPLIES	110-83620-41650		\$141	\$1,096	\$500	\$500	\$500	\$500	\$500
BUILDING MAINTENANCE SUPPLIES	110-83660-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	110-83699-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CITY SPONSORED TRAINING PROGRAM	110-84610-41650		\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000
PROPERTY INSURANCE	110-85110-41650		\$1,118	\$1,492	\$1,567	\$1,631	\$1,712	\$1,798	\$1,888
FRAUD INSURANCE	110-85111-41650		\$2,395	\$3,658	\$3,841	\$0	\$0	\$0	\$0
INLAND MARINE INSURANCE	110-85112-41650		\$717	\$812	\$853	\$846	\$888	\$933	\$979
AUTO PHYSICAL DAMAGE INSURANCE	110-85113-41650		\$154	\$171	\$180	\$162	\$171	\$179	\$188
LIABILITY INSURANCE	110-85115-41650		\$1,220	\$1,654	\$1,737	\$7,389	\$7,759	\$8,147	\$8,554
E&O LIABILITY INSURANCE	110-85116-41650		\$1,571	\$2,041	\$2,143	\$0	\$0	\$0	\$0
VEHICLE LIABILITY INSURANCE	110-85117-41650		\$1,654	\$1,637	\$1,719	\$1,450	\$1,523	\$1,599	\$1,679
LAW ENFORCEMENT LIABILITY INSURANCE	110-85118-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UMBRELLA LIABILITY INSURANCE	110-85119-41650		\$1,027	\$1,126	\$1,182	\$1,081	\$1,135	\$1,192	\$1,251
PROPERTY CLAIMS/DEDUCTIBLES	110-85120-41650		\$0	\$0	\$0	\$321	\$338	\$354	\$372
PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	110-85123-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	110-85127-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SURETY/NOTARY COSTS	110-85140-41650		\$10,068	\$10,000	\$10,000	\$10,050	\$10,000	\$10,000	\$10,000

FY 2025 Human Resources Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
SURETY/NOTARY COSTS	110-85140-41650	Annual surety bond renewal with State of TN for Self-Insured WC program				\$10,050	\$10,000	\$10,000	\$10,000
VEHICLE RENTAL (INSIDE WILLIAMSON COUNTY)	110-85260-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
STATE FEES	110-85320-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-COMMERCE FEES	110-85530-41650		\$0	\$19	\$0	\$0	\$0	\$0	\$0
LATE CHARGES	110-85580-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOND COMPLIANCE	110-85590-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	110-85990-41650		\$196	\$0	\$500	\$500	\$500	\$500	\$500
PRINCIPAL	110-86100-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST	110-86200-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEASE/LOAN PRINCIPAL	110-86600-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEASE/LOAN INTEREST	110-86700-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
REIMBURSEMENT OF INTERFUND SERVICES	110-87510-41650		-\$313,690	-\$229,631	-\$401,855	-\$401,855	-\$401,855	-\$421,948	-\$443,045
Total Operating			\$149,147	\$269,894	\$345,691	\$297,295	\$374,721	\$317,092	\$297,422
Human Resources Capital									
FURNITURE, FIXTURE (>\$50,000)	110-89510-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLES (>\$50,000)	110-89520-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MACHINERY & EQUIPMENT (>\$50,000)	110-89530-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER SOFTWARE (>\$50,000)	110-89550-41650		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Human Resources Budget			\$1,433,479	\$1,780,684	\$1,915,698	\$1,955,592	\$2,072,213	\$2,105,608	\$2,182,560



Department/Division: 41650 HUMAN RESOURCES

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Capital	Total	Funded
110	FY2025	1	New HRS Analyst Position	1	\$ 73,955.00	\$ 31,530.05	\$ -	\$ -	\$ 105,485.05	
110	FY2026	1	Add Administrative Assistant	1	\$ 47,729.00	\$ 27,576.82	\$ -	\$ -	\$ 75,305.82	
Totals				2	\$ 121,684.00	\$ 59,106.87	\$ -	\$ -	\$ 180,790.87	\$ -

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	\$ -
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 180,790.87
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Total Franklin Forward Allocations		\$ 180,790.87

Allocations for the Upcoming Budget Year

Fund		Function	Requested Amount	Funded
  	Personnel	\$ 180,790.87		
	Operations	\$ -		
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -		
Total			\$ 180,790.87	\$ -



Program Enhancement Request Form - Personnel (PER-P)

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Compensation				
81110 REGULAR PAY	\$73,955		\$ 73,955	\$ 73,955
			\$ -	\$ -
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 5,657.56		\$ 5,658	\$ 5,658
Pension (Current 7.35%)	\$ 5,435.69		\$ 5,436	\$ 5,436
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ 108.28		\$ 108	\$ 108
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)	\$ 84.00		\$ 84	\$ 84
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 54.52		\$ 55	\$ 55
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681 , New Emp.6 Month \$8,454)	\$ 20,190.00		\$ 20,190	\$ 20,190
Total Personnel			\$ 105,485	\$ 105,485

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

This request is for a new Human Resources Systems (HRS) Analyst. This position will be responsible for numerous functions, including, but not limited to, integrations between HR platforms (UKG, Cadient, and Trakstar), workflows and setups in those platforms, maintenance of those platforms as City needs evolve, user support and training for City staff, and research of industry standards and regulations for constant improvement of our systems.

This position is also requested for the purpose of succession planning within the department. The most experienced employee in HR systems is eligible to retire in less than 2 years. It is critical to the HR department's success (and the City's) to begin the search now for someone to absorb this institutional knowledge and who has knowledge of HR systems, industry trends, and optimized HR processes. Workloads have increased as the amount of City employees has increased and questions regarding employee benefits take more and more time as time to answer.

Without this addition, the HR department will be strained to provide support to City staff at the same level we currently are supporting them. Projects would be delayed as the HR team's focus in other areas of services (Benefits, Recruiting, Employee Relations, Employee Engagement, Compensation, etc.) would shift to maintain & manage various HR systems.



Program Enhancement Request Form - Personnel (PER-P)

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2026 Costs	Future FY Costs	Total FY2026	Total Impact
Compensation				
81110 REGULAR PAY	\$ 47,729.00		\$ 47,729	\$ 47,729
			\$ -	\$ -
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 3,651.27		\$ 3,651	\$ 3,651
Pension (Current 7.35%)	\$ 3,508.08		\$ 3,508	\$ 3,508
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ 108.28		\$ 108	\$ 108
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)	\$ 84.00		\$ 84	\$ 84
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 35.19		\$ 35	\$ 35
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681, New Emp. 6 Month \$8,454)	\$ 20,190.00		\$ 20,190	\$ 20,190
Operating Expenses				
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
Total Personnel			\$ 75,306	\$ 75,306

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

As the City grows, the responsibilities of the HR department also grow. We have functioned in the past with two Administrative Assistants (currently functioning with 1 due to reclassification of Administrative Assistant to HR Coordinator) that support the department in a variety of ways - scheduling interviews, office supplies, DPA for HR, managing all Personnel Files, answering FOIA requests (these have increased in the last 18-24 months), and ordering supplies for events (4-5 citywide events, 10+ retirement events, wellness events, etc.). As administrative tasks increase, the rest of the HR team is required to shift focus from our other goals to accomplish these tasks.



File #: 21-06046

DATE: February 8, 2024
TO: Budget & Finance Committee
FROM: Kristine Brock, Asst. City Administrator/CFO
Michael Walters Young, Budget and Analytics Manager
Mike Lowe, Comptroller
Brian Wilcox, Purchasing Manager
Jason Potts, Director of Information Technology
Brad Wilson, Facilities Project Manager
Jessica Davey, Revenue & Licensing Manager

SUBJECT:

Budget Presentation - Finance & Administration

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the FY 2025 Budget Request for the Finance & Administration Program (Including the Finance, Purchasing, Information Technology, Facilities, Revenue Management Departments & Municipal Court).

BACKGROUND/STAFF COMMENTS:

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

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

FINANCIAL IMPACT:

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

RECOMMENDATION:

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



City of Franklin, Tennessee

FY 2025 Operating Budget Request

Finance & Administration

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



City of Franklin, Tennessee - FY 2025 Budget Request

Program: Finance & Administration

Slide 2

Outline

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



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Slide 3

Department Leadership

Kristine Brock, Assistant City Administrator/CFO

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager

Margaret Wilson, Financial Manager

Purpose of Department

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



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Slide 4

Purpose of Department (con't)

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

Accomplishments

- Received no audit findings from the FY 2022 audit
- With Administration, responded to federal transit review to clarify grant roles of City/Franklin Transit and transit services contractor, The TMA Group.
- Implemented required lease accounting and reporting for the 2022 annual report.
- With Police, updated billing & receipting for extra duty pay.
- With HR, updated internal controls for reviewing insurance coverage and budgeting and focused on documentation of financial processes to ensure the documentation of financial processes to ensure the documentation was in place and current.
- Continued to spearhead new Statewide performance measurement initiative - the Benchmarking Alliance of Tennessee.



City of Franklin, Tennessee - FY 2025 Budget Request

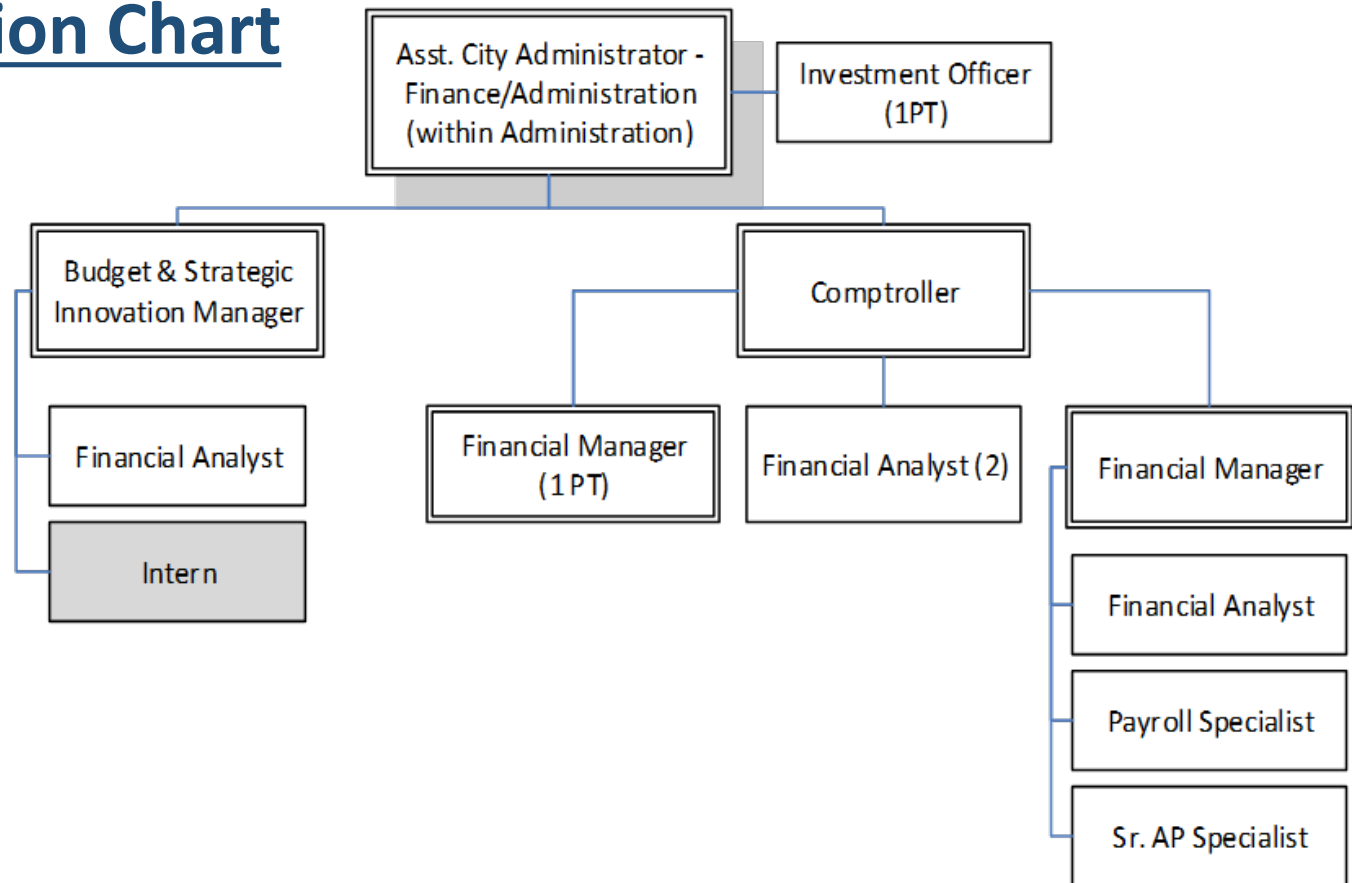
Finance

Slide 6

Accomplishments

- With the City Administrator, hosted and mentored City's third Management Fellow.
- Spearheaded and successfully developed FY 2024 Annual Operating Budget.
- Implemented new budget software & performance management system.
- Continued update of City's ten-year Capital Investment Program Financial Model and provided staff support for ongoing City Hall Project.
- With Administration and Communications, provided staff support for the third Franklin Citizens Survey in late 2022.
- With Administration and HR, provided critical support for implementation of comprehensive increase in City's Compensation Plan in mid 2022.

Organization Chart



Base Budget:

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	1,095,518	1,175,384	1,355,496	1,346,791	1,360,674	5,178	0.4%
Operations	35,507	58,641	-7,354	6,603	-76,582	-69,228	941.4%
Capital	0	0	0	0	0	0	0.0%
Total	1,131,025	1,234,025	1,348,142	1,353,394	1,284,092	-64,050	-4.8%

Personnel: Slight personnel cost increase in FY 2025 as a result of change in Medical Premiums and Retirement Benefit costs for Finance employees.

Operations: Overall, the Operations budget will decrease due to no scheduled equipment replacements and UKG Payroll having been implemented and ongoing cost expensed in the IT budget.



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Slide 9

Program Enhancement Requests

The department is requesting 1 program enhancement

- Lead Financial Analyst position	\$ 93,599
Total	\$ 93,599

Summary

The Finance department is poised in FY 2025 to continue its role in supporting the various boards and departments of the City to deliver the high quality of services our citizens have come to expect. We are proud of our accomplishments and will look to build upon them in the upcoming year.

32nd Consecutive Year



13 Years



FY 2023 Audit

0

**Audit
Findings**



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Slide 11

Department Leadership

Brian Wilcox, Purchasing Manager

Focus of Department

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

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

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

Mission of Department

The mission of the City of Franklin Purchasing Office is:

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

Values, Principles of Public Procurement

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



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

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

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

Purchasing supports other departments by ...

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

- Vehicles and off-road equipment

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

- Technology

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

Purchasing supports other departments by ...

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

- Professional, consulting and other services

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

Purchasing supports other departments by ...

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

- Facility and field equipment

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

- Supplies

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

Purchasing supports other departments by ...

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

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

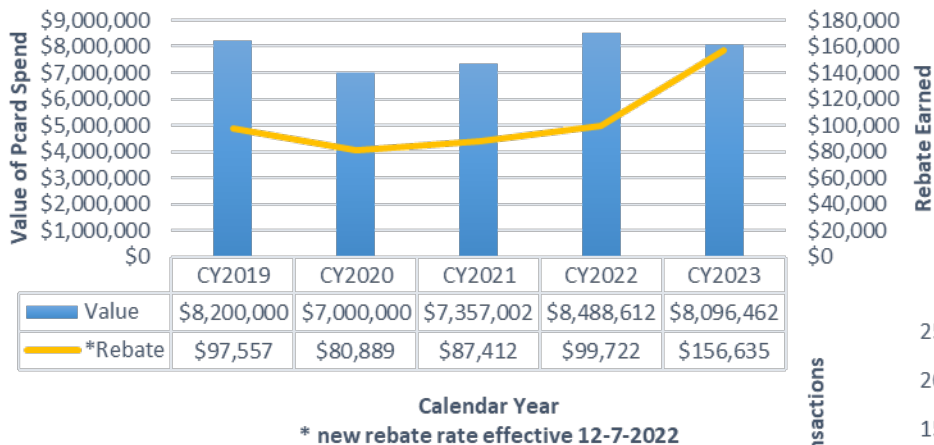
- > Representing the City at area vendor outreach events, and functioning as a centralized point of contact for suppliers, service providers and contractors that seek to do business with the City**

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

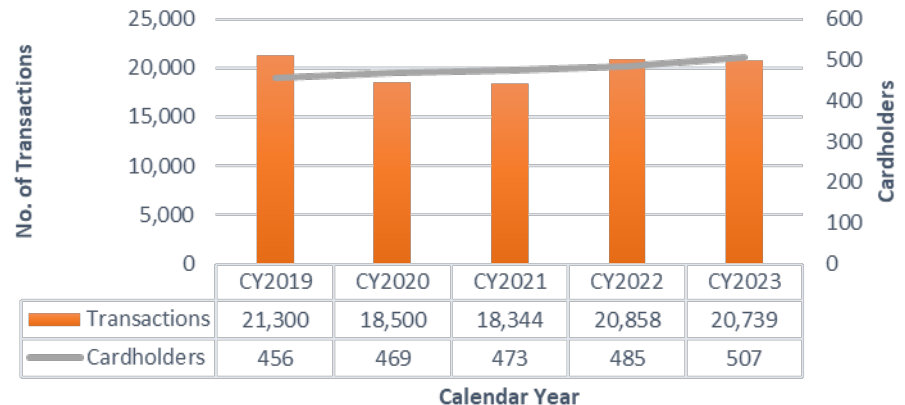
Purchasing supports other departments by ...

> Administering the City's purchasing card program

Purchasing Card Program

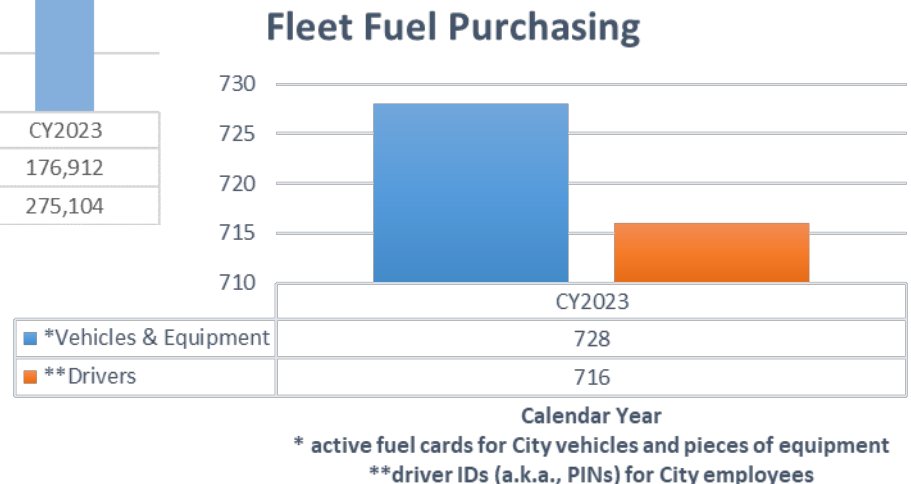
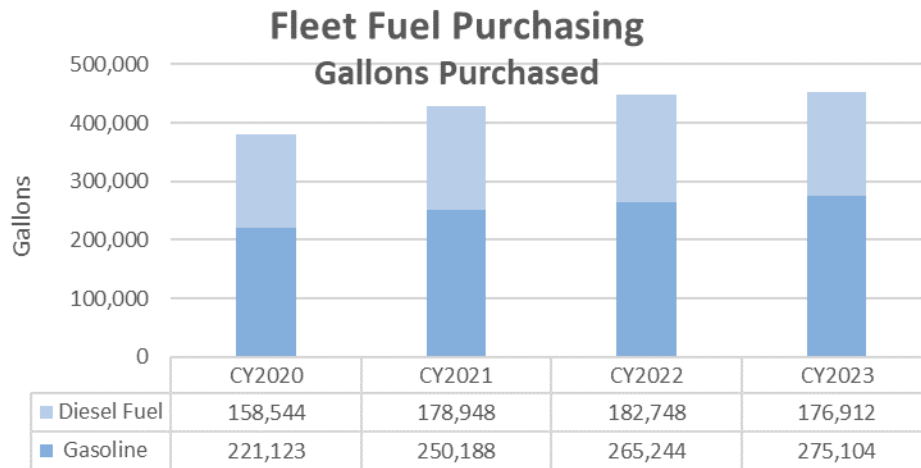


Purchasing Card Program



Purchasing supports other departments by ...

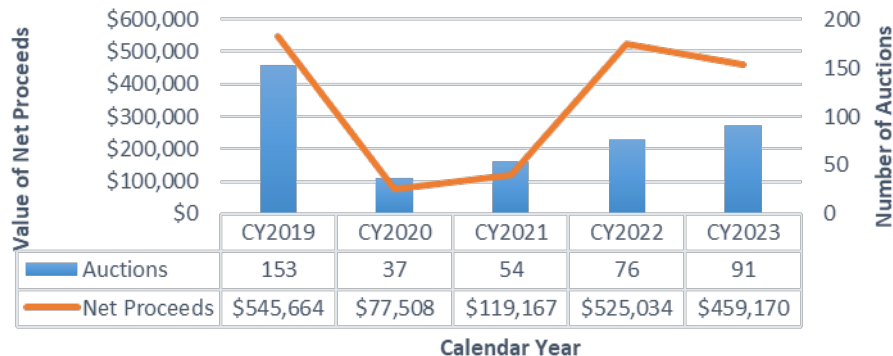
> Administering the acquisition of fuel for the City's fleet of vehicles and equipment



Purchasing supports other departments by ...

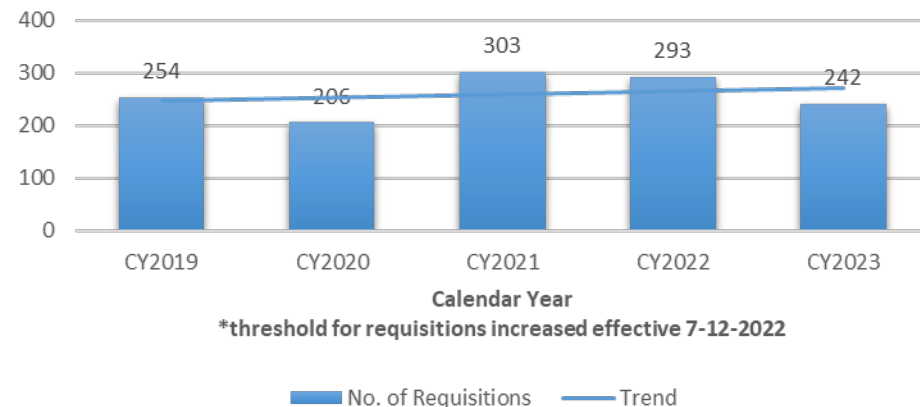
> Administering disposal of the City's surplus personal and seized property

Disposal of Surplus Personal and Seized Property

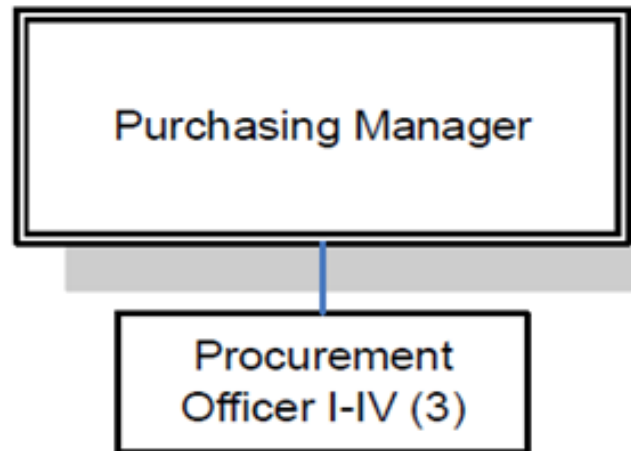


> Processing procurement requisitions

Number of Procurement Requisitions Processed*



Organization Chart



Total Personnel 4:

Purchasing Manager (incumbent: Brian Wilcox, since 2004)

Procurement Officer IV (incumbent: Suzanne Ward, since 2012)

Procurement Officer II (incumbent: Leslie Pewitt, since 2018)

Procurement Officer I (incumbent: Tabitha Amstutz, since 2023)

City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Slide 22

Base Budget:

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	349,960	432,093	439,999	440,627	449,149	9,150	2.1%
Operations	-32,643	-5,556	-28,187	-42,219	-43,192	-15,005	53.2%
Capital	0	85,618	0	0	0	0	0.0%
Total	317,318	512,155	411,811	398,408	405,957	-5,854	-1.4%

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

Operations: The operations budget will decrease due implementation of new door locks budgeted in FY 2024 will not carry forward.

Summary:

Public procurement is a team effort!

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

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

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



City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Slide 24

Department Leadership

Jason Potts, Director

Brandi Arnett, Assistant Director

Purpose of Department

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



City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Slide 25

Accomplishments 2023

- 6,745 technology tickets worked.
- Microsoft Power BI built to display real-time dashboards to identify and improve work process.
- Deprecation and upgrade of (43) 2012R2 virtual servers the were end of life to the latest operating systems to support all city department applications.
- Implementation of next generation security solutions, practices, and architecture to enhance the organizations cyber security footprint.
- Multiple apps developed to support other departments workflows by our IS Developer.



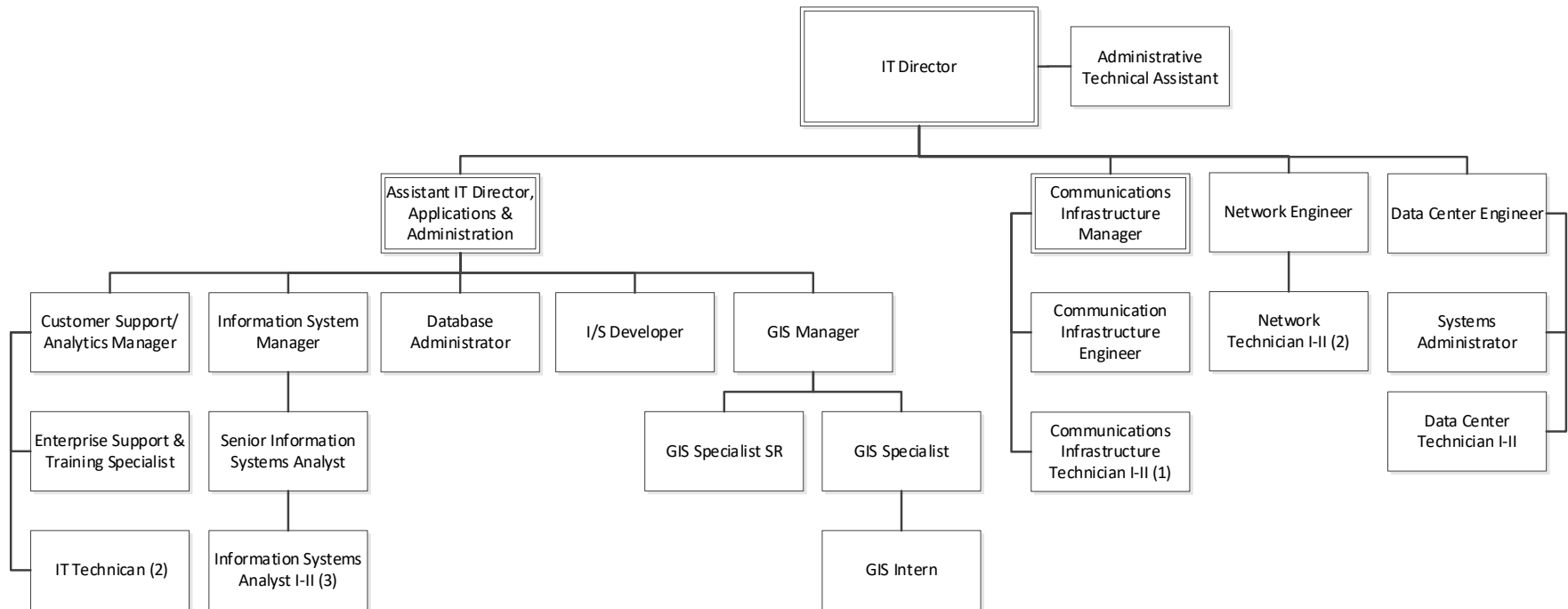
City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Accomplishments 2023

- **ESRI Special Achievement Award.** City of Franklin was chosen from over 100,000 organizations for a project completed to integrate portable radio locations into GIS map layers. This project was a joint effort between our own GIS, IS Developer, Communications, and Fire Department.
- **Implementation of an online portal payment option for citizens to make payment for extra duty for Police personnel.**
- **Scanning project completed for Engineering, Streets, Revenue Management, and phase 1 of our Planning Department.**
- **Implementation of redundant internet circuit with ISP to provide business continuity and communications in the event there is a failure with our primary ISP. Complex routing protocols were implemented to accomplish this task.**
- **Access control installed at all Fire Stations and the Water Reclamation Plant.**

Current Organization Chart



City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Slide 28

Base Budget

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,448,542	3,053,754	3,276,030	3,405,212	3,370,341	94,311	2.9%
Operations	1,600,440	2,113,370	2,191,488	2,100,492	2,609,221	417,733	19.1%
Capital	403,891	224,518	405,000	0	325,000	-80,000	-19.8%
Total	4,452,873	5,391,642	5,872,518	5,505,704	6,304,563	432,045	7.4%

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

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

Capital: Continued replacement of network hubs and cyber security.

Program Enhancement Requests

The department is requesting 6 program enhancements.

IS Developer I Position	\$ 69,434
Security SIEM (Security Information and Event Management)	\$ 75,000
Contracts Management Solution	\$ 50,000
EDGE Intelligence for Traffic Operations and Preemption	\$160,000
Electronic Access-Control Devices for the City's Stationary (remote dropship) fuel sites)	\$ 23,500
Managed Print Services (MPS) for Stand-Alone Printers	\$ 30,000
Total	\$363,922



***City of Franklin, Tennessee* - FY 2025 Budget Request**

Information Technology

Slide 30

Summary

We appreciate the Board of Mayor and Aldermen, the City Administrator, and our ACAs for your support to our department and the trust given to us to provide solid technology solutions to enhance the operating efficiency of all city departments.

Upcoming Forecast for FY25:

- LPR Grant Project completion, this includes 34 cameras at 17 intersections.**
- Implementation of new City Court Solution with online payment option for citizens.**
- IT Project tracking solution for reporting timelines, project status, and future decision making.**
- Contract Management Solution Project.**

Thank you all for your time. Jason & Brandi

Department Leadership

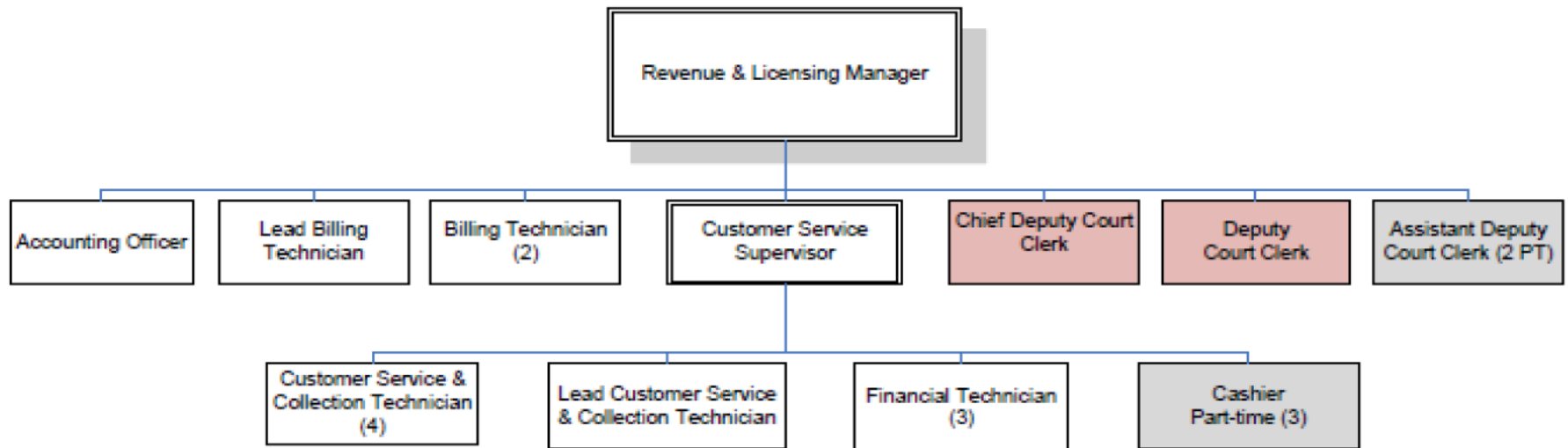
Jessica Davey, Revenue & Licensing Manager

Purpose of Department

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

Organization Chart

Revenue Management: Shaded in White



City of Franklin, Tennessee - FY 2025 Budget Request

Revenue Management

Base Budget

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	1,117,777	1,321,113	1,417,283	1,419,786	1,457,624	40,341	2.8%
Operations	-931,017	-411,067	-897,132	-919,668	-980,407	-83,275	9.3%
Capital	0	0	0	0	0	0	0.0%
Total	186,760	910,046	520,151	500,118	477,217	-42,934	-8.3%

Personnel: We currently have budgeted 14 full-time and 2 part-time employees. This year we hired and trained 2 full-time employees and we are fully staffed! In this year's budget we are not requesting any changes to personnel.

Operations: Costs are decreasing as the Interfund Transfers are set to increase. This will be reviewed and amended for the May budget submission.

With Interfund Transfers	Without Interfund Transfers
FY 2024: (\$897,132)	FY 2024: \$569,425
FY 2025: (\$980,407)	FY 2025: \$559,477



City of Franklin, Tennessee - FY 2025 Budget Request

Revenue Management

Slide 34

Program Enhancement Request:

1) Hotel/Motel Occupancy Tax Audit \$35,000

Purpose: Historically, the City of Franklin has partnered with Williamson County government to perform a hotel/motel occupancy tax audit every few years. The last audit was performed in 2018. This audit would be coordinated by Williamson County and their Commission will select the auditor. This request is to appropriate funding for our share of the expense for the audit of hotels located within our jurisdiction. Should this request go unfunded, the City could potentially miss collecting outstanding occupancy tax revenue discovered during the audit. If approved, funding should be allocated to Fund 150 - Hotel/Motel tax.

Summary

Revenue Management implemented a new bill printing system, InfoSend, in FY2024. The team is excited about the new features that have allowed us to better serve our customers. Not only is the new program more modern, but it is more efficient. Revenue Management looks forward to another year providing our customers with exceptional service and continuing to look for ways to be innovative.



City of Franklin, Tennessee - FY 2025 Budget Request

City Court

Slide 36

Department Leadership

Jessica Davey, City Court Clerk

Purpose of Department

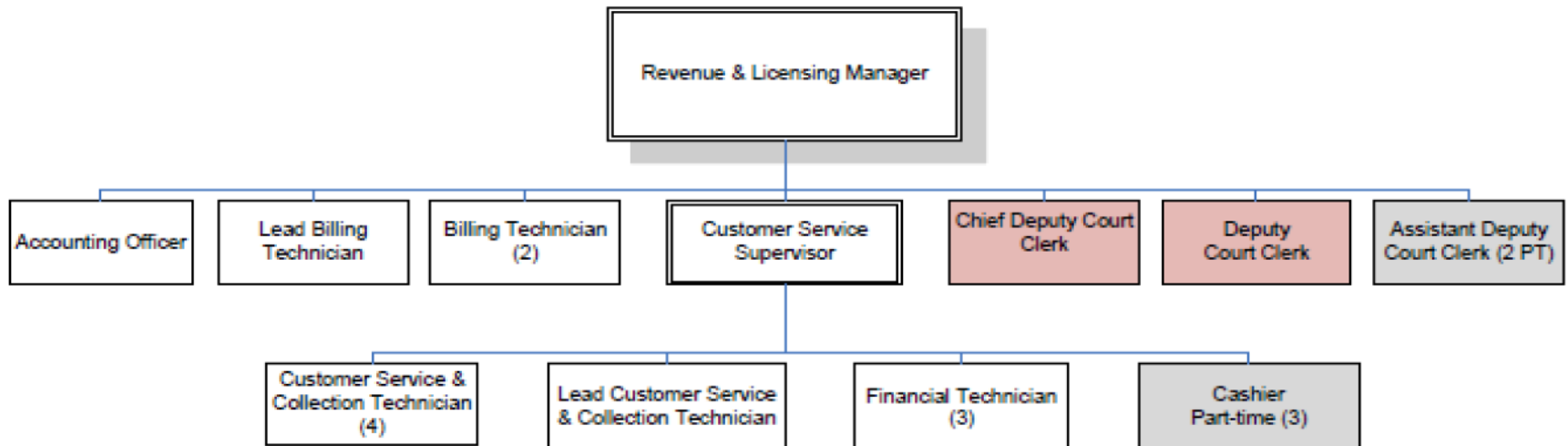
Our mission is to effectively, efficiently, and accurately process City ordinance violations, to create and sustain customer-oriented quality service that provides maximum access to the court, and to promote public confidence in the court system.

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

Jessica Borne continues to serve as City Court Judge for the second year.

Organization Chart

City Court Shaded in Red



City of Franklin, Tennessee - FY 2025 Budget Request

City Court

Slide 38

Base Budget

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	210,000	236,268	252,674	260,077	266,441	13,767	5.4%
Operations	39,765	32,378	334,212	318,018	54,514	-279,698	-83.7%
Capital	0	0	0	0	0	0	0.0%
Total	249,765	268,646	586,885	578,095	320,955	-265,930	-45.3%

Personnel: We currently have budgeted 2 full-time and 1 part-time employees. In this year's budget we are requesting to reclass one position. Increase due to medical premiums.

Operations: Large decrease result of implementation of purchase new Court reporting software (\$287,698 total cost) - should be complete in FY 2024.

Program Enhancement Request:

1) Reclass Chief Deputy Court Clerk (Grade G to Grade H) \$9,457

Purpose: To acknowledge the leadership of the Chief Deputy position and to enhance this position with supervisory duties.

- The Chief Deputy currently provides all technical training, coordinates with the Court Clerk to develop and implement new procedures, and serves as liaison to the numerous departments.**
- Addition of supervisory duties would empower the Chief Deputy to make and adjust staff schedules, provide direct feedback, training, or counseling to court staff as needed, and serve as back-up to the Court Clerk.**
- Allow for Chief Deputy to be co-project manager for new case management software implementation scheduled to begin soon.**

Summary

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



City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Slide 41

Department Leadership

Brad Wilson

Purpose of Department

Facilities Management mission is to consistently deliver effective programs and efficient facility services based on sustainable and collaborative outcomes aligned with the City of Franklin's core mission.

The COF Facilities Maintenance Department works to maintain the safety and cohesiveness regarding infrastructure for both staff and guest regarding all City Facilities.

Accomplishments

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

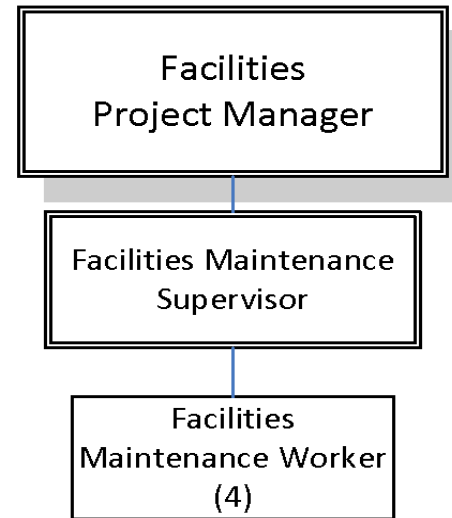
- New LED lighting systems at the PW Water Management Warehouse
- Completion of Fire Station 4 Kitchen Remodel
- Miscellaneous Roofing Projects Multiple Sites
- Installation of infrastructure at Sanitation and Environmental Services for the NEW Compactor unit located at the Transfer Station
- Weatherproofing of Second Parking Garage Deck Structure
- Roof replacement at Fire Station 5

City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Slide 43

Organization Chart



Position	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	J	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	G	1	0	1	0	1	0	1	0	1	0
Lead Facilities Maintenance Worker	E	0	0	0	0	1	0	0	0	0	0
Facilities Maintenance Worker	D	3	0	3	0	2	0	4	0	4	0
Custodian	D	2	0	1	0	1	0	0	0	0	0
Totals		7	0	6	0	6	0	6	0	6	0

City of Franklin, Tennessee - FY 2025 Budget Request

Project and Facilities Management

Base Budget

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	496,050	531,800	549,425	632,078	647,257	97,832	17.8%
Operations	1,110,687	1,943,628	956,349	1,074,542	1,044,751	88,402	9.2%
Capital	0	0	0	0	0	0	0.0%
Total	1,606,737	2,475,428	1,505,774	1,706,620	1,692,008	186,234	12.4%

Personnel: Increase due to benefit elections & forecast medical premium cost.

Operations: With rising cost over the last few years this year's budget will reflect changes that we see due to utilities, vendor increases, and additional facilities the department is maintaining. Challenges arise regarding about everything we purchase show due to increases petroleum, labor and inflation cost. We work with our supply chain vendors regarding purchases that we make and look for other suppliers as we can. Some of our current vendors continue to work with us and have not presented a price increase this past year. We purchase items for Fire Facilities, PD, Public Works, City Hall and misc. departments. We also handle all of the labor cost for departments as mentioned. This year's budget will reflect a higher change in multiple areas from utilities to everyday items to housekeeping type repairs needed at City facilities. We as other departments work hard to control spending as best, we can.

Program Enhancement Requests

The following are the Enhancement Requests for Facilities in order:

1) Painting Exterior of Five Points	\$ 14,000
2) Replace Interior Lights PD at Interior Stairs	\$ 14,000
3) Replace Bay Doors Station 4	\$ 178,000
4) Replace Station 4 Exterior Windows	\$ 18,500
5) Station 5 Restroom Remodel	\$ 35,000
6) Replace Roof Station 6	\$ 300,000
7) Upgrades to Waste Water Locker Rm	\$ 70,000
Total	\$ 664,500



City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Slide 46

Summary

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

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



HISTORIC
FRANKLIN
TENNESSEE

FY 2025 Operating Budget

Finance

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager

Departmental Summary

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

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

FY 2023 Accomplishments & FY 2024 Outlook

- Received no audit finding from the FY 2022 audit.
- With Administration, responded to federal transit review to clarify grant roles of City/Franklin Transit and transit services contractor, The TMA Group.
- Implemented required lease accounting and reporting for the 2022 annual report.
- With Police, updated billing and receipting process for extra duty pay.
- With HR, updated internal controls for reviewing insurance coverage and budgeting and focused on documentation of financial processes to ensure the documentation of financial processes to ensure the documentation was in place and current.
- Received the Certificate for Achievement of Excellence in Financial Reporting for the 32nd consecutive year and received the Distinguished Budget Presentation Award for the 14th year from the Government Finance Officers Association (GFOA).
- Continued to spearhead new Statewide performance measurement initiative - the Benchmarking Alliance of Tennessee.
- With the City Administrator, hosted and mentored City's third Management Fellow.
- Spearheaded and successfully developed FY 2024 Annual Operating Budget.
- Implemented new budget software & performance management system and will fully deploy for the FY 2024 Annual Operating Budget process.
- Updated City's ten-year Capital Investment Program Financial Model and provided staff support for ongoing City Hall Project.
- With Administration and Communications, provided staff support for the third Franklin Citizens Survey in late 2022. Results to be shared early in 2023.

Department Summary (con't)

For 2025, the department is focusing on the following financial best practices:

- With Administration and HR, provided critical support for implementation of comprehensive increase in City's Compensation Plan in mid 2022.
- The Budget and Analytics section is continuing work on refining the City's strategic planning and performance measurement systems, streamlining and organizing of the City's capital project accounting systems and making systemic improvements to the City's budget processes through implementation of new budget software,
- The Processing (including Payroll and AP) section is focusing on improving payment and scanning processes, and
- The Accounting and Reporting section will continue to work with departments on financial policies development and updates.

Performance Measures

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

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

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

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

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

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

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

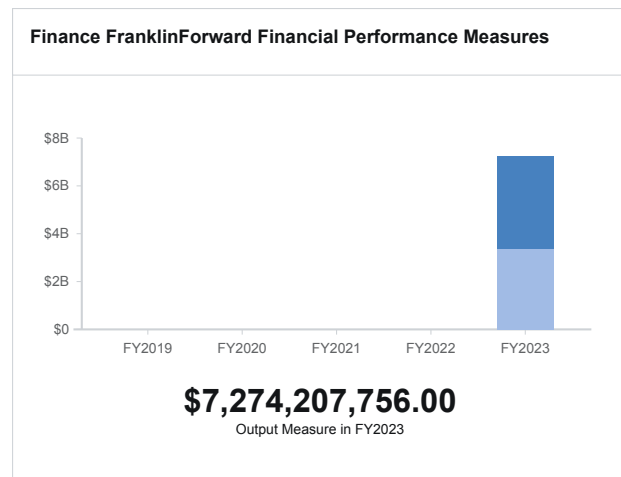
- Baseline: As of 2012, Moody's and Standard & Poor's have rated Franklin at AAA.

Strategic Plan Measures

The City of Franklin is a high performing organization that measures performance regularly to improve service delivery and ensure the most efficient expenditure of taxpayer dollars. We do this in a variety of different ways, but there are five main categories of performance measurement the City collects - Strategic Plan performance measures (both Financial and Non-Financial), General performance measures (both Financial and Non-Financial) and Citizen Survey data.

The Finance Department has three of these categories - Strategic Plan measures (Financial and Non-Financial) and General performance measures (Non-Financial)

To the right is shown one of the key financial indicators of **FranklinForward**, to create and maintain a climate for necessary taxes and fees by assuring an equitable and balanced commercial, industrial, and residential tax base without an over-dependence on a single dominant revenue source. Over the years, while the City funds most of its General Fund operations from the Local Option Sales Taxes and comparatively little from Property Taxes, the balance of valued property in the community between commercial/industrial and residential sources has remained relatively steady. This stability is good for the community and for financial planning.



The tables below show important non-financial measures from **FranklinForward** and general non-financial performance measures included in the Finance Department. Two credit rating agencies for over 23 years.

Finance FranklinForward Non-Financial Perf. Measures

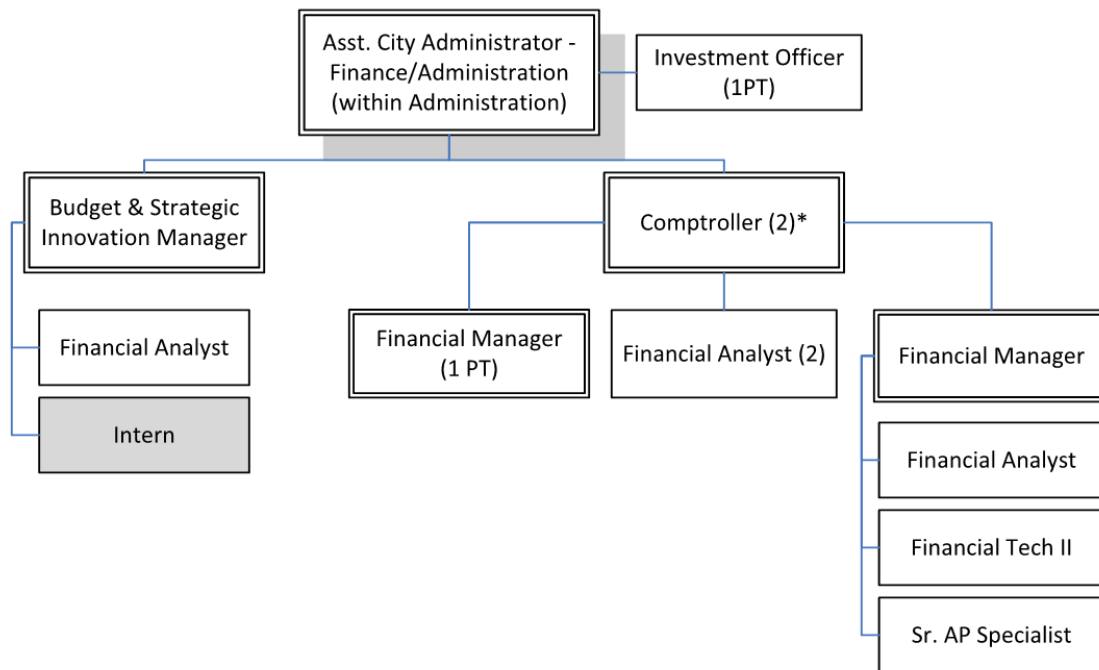
Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Percent of tax base that is industrial & commercial. Goal: equitable and balanced commercial, industrial, and residential tax base without an over-dependence on a single dominant.	51.90	52.30	52.50	53.70	53.90
Cumulative number of months that the City has retained the AAA rating that was earned in December 1998.	246.00	258.00	270.00	282.00	294.00
Percent of tax base that is residential and farm. Goal: Equitable and balanced commercial, industrial, and residential tax base without an over-dependence on a single dominant.	48.10	47.70	47.50	46.30	46.10
Number of agencies that have affirmed the City's rating (maximum 3).	2.00	2.00	2.00	2.00	2.00
Number of agencies that have rated Franklin with AAA. Goal: 2 of 3 (Moody's, Fitch, and S&P).	2.00	2.00	2.00	2.00	2.00
AMOUNT	350.00	362.00	374.00	386.00	398.00

General Performance Measures

Finance Non-Financial Performance Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Number of Payments issued.	3,184.00	3,323.00	2,932.00	2,574.00	2,853.00
Percent of payroll paid by ACH. Sustainable Franklin measure. Goal: Increase use to 100%.	100.00	100.00	100.00	100.00	100.00
Number of AP transactions processed.	5,748.00	6,391.00	6,328.00	3,737.00	3,339.00
Exced return on investments compared to BAML benchmark.	3.44	3.43	0.14	1.24	0.48
Achieve the GFOA Budget Report Award annually (shown as number of times awarded).	11.00	12.00	12.00	13.00	13.00
Achieve GFOA Annual Report Award for Financial Reporting annually (shown as number of consecutive years awarded).	28.00	29.00	30.00	31.00	32.00
Number of days to close fiscal year; not to exceed 60.	60.00	60.00	60.00	60.00	60.00
Percent of AP paid by ACH. Sustainable Franklin measure. Goal: Increase year over year.	55.00	61.00	64.00	67.00	66.00
Number of Non-Payroll checks issued.	1,429.00	1,283.00	1,051.00	836.00	993.00
Bank of America/Merrill Lynch return on investment benchmark.	3.53	3.48	0.10	1.20	1.18
AMOUNT	10,621.97	11,265.91	10,577.24	7,420.44	7,457.66

Organizational Chart



Staffing by Position

Staffing by Position

Budgeted Positions	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Asst. City Admin-Fin./Adm.	Grade N	0	0	0	0	0	0	0	0	0	0
Investment Officer	Grade M	0	1	0	1	0	1	0	1	0	1
Comptroller*	Grade L	1	0	1	0	1	0	1	0	1	0
Budget & Strat. Inn. Mgr.	Grade L	1	0	1	0	1	0	1	0	1	0
Business Process Imp. Mgr.	Grade I	0	0	0	0	0	0	0	0	0	0
Financial Manager	Grade J	1	1	1	1	1	1	1	1	1	1
Financial Analyst	Grade I	4	0	4	0	4	0	4	0	4	0
Payroll Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
Sr. AP Specialist	Grade F	1	0	1	0	1	0	1	0	1	0
Financial Technician 1	Grade E	0	0	0	0	0	0	0	0	0	0
Financial Technician 1/2/3	---	0	0	0	0	0	0	0	0	0	0
Administrative Assistant	Grade D	0	0	0	0	0	0	0	0	0	0
Intern	Intern	0	0	0	0	0	0	0	0	0	0
Sub-total - Budgeted Positions		9	2	9	2	9	2	9	2	9	2

Authorized, Unbudgeted Positions											
Intern	Intern	0	1	0	1	0	1	0	1	0	1
Sub-total - Unbudgeted Positions		0	1	0	1	0	1	0	1	0	1

Total Authorized Positions		9	3	9	3	9	3	9	3	9	3
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*Authorized overfill beginning January 2024

Budget Summary

Finance

	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	EOY 2024	BUDGET 2025		
	FY2022	FY2023	2024	2024	2025	24 v. 25 Difference \$	24 v. 25 Difference %
Expenses							
110 - GENERAL FUND							
PERSONNEL							
PERSONNEL (81000)	\$1,095,516	\$1,175,384	\$1,355,496	\$1,346,791	\$1,360,674	\$5,178	0.4%
PERSONNEL TOTAL	\$1,095,516	\$1,175,384	\$1,355,496	\$1,346,791	\$1,360,674	\$5,178	0.4%
OPERATIONS							
SERVICES (82000)	\$141,433	\$119,242	\$100,385	\$120,435	\$63,935	(\$36,450)	(36.3%)
SUPPLIES (83000)	\$36,900	\$12,853	\$66,500	\$60,300	\$43,500	(\$23,000)	(34.6%)
BUSINESS EXPENSES (85000)	\$96,860	\$95,467	\$121,373	\$121,480	\$126,376	\$5,003	4.1%
DEBT SERVICE (86000)	-	-	-	\$0	\$0	\$0	-
REIMBURSEMENT OF EXPENDITURES (87500)	(\$239,685)	(\$168,921)	(\$295,612)	(\$295,612)	(\$310,393)	(\$14,781)	5.0%
OPERATIONS TOTAL	\$35,509	\$58,641	(\$7,354)	\$6,603	(\$76,582)	(\$69,228)	941.4%
CAPITAL	-	-	-	\$0	\$0	\$0	-
110 - GENERAL FUND TOTAL	\$1,131,025	\$1,234,025	\$1,348,142	\$1,353,394	\$1,284,092	(\$64,050)	(4.8%)
EXPENSES TOTAL	\$1,131,025	\$1,234,025	\$1,348,142	\$1,353,394	\$1,284,092	(\$64,050)	(4.8%)

For historic detail and forecasts, [please click here: FY 2021-2027 Line-Item Detail](#)

Program Enhancement Summary

[To review requests for new programs, personnel and equipment, please click here.](#)

LOGOTYPE

OpenGov

Add links

FY 2025 Finance Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Finance Personnel									
REGULAR PAY	110-81110-41500		\$814,101	\$887,373	\$1,058,458	\$1,036,444	\$1,047,977	\$1,023,961	\$1,075,121
FAMILY LEAVE PAY	110-81113-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERTIME PAY	110-81120-41500		\$2,650	\$2,458	\$3,374	\$3,374	\$3,543	\$3,721	\$3,908
TEMPORARY WORK BY NON-CITY EMPLOYEES	110-81150-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VACANCY ADJUSTMENT	110-81199-41500		\$0	\$0	(\$35,773)	(\$35,773)	(\$35,773)	(\$35,773)	(\$35,773)
FICA (EMPLOYER'S SHARE)	110-81410-41500		\$58,844	\$64,981	\$78,189	\$79,288	\$80,171	\$77,533	\$80,273
MEDICAL PREMIUMS	110-81420-41500		\$164,386	\$146,972	\$173,124	\$170,874	\$166,434	\$159,399	\$175,338
NEAR-SITE CLINIC (URGENT TEAM)	110-81422-41500		\$4,858	\$4,283	\$4,554	\$3,960	\$3,540	\$3,120	\$3,120
VISION PREMIUMS	110-81425-41500		\$990	\$961	\$1,318	\$1,164	\$1,117	\$1,062	\$1,115
DENTAL INSURANCE PREMIUMS	110-81430-41500		\$6,559	\$5,340	\$8,049	\$6,403	\$6,467	\$6,217	\$6,528
FSA ADMINISTRATION FEES	110-81431-41500		\$115	\$115	\$134	\$134	\$134	\$134	\$134
GROUP INSURANCE PREMIUMS	110-81433-41500		\$3,867	\$3,949	\$4,188	\$4,778	\$4,748	\$4,309	\$4,309
EE MEDICAL INSURANCE CONTRIBUTIONS	110-81440-41500		(\$28,329)	(\$23,540)	(\$34,542)	(\$29,823)	(\$28,890)	(\$27,472)	(\$30,219)
CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	110-81441-41500		\$3,200	\$1,200	\$2,000	\$2,400	\$2,400	\$2,400	\$2,400
EE DENTAL INSURANCE CONTRIBUTIONS	110-81443-41500		(\$3,468)	(\$958)	(\$4,303)	(\$1,244)	(\$1,268)	(\$1,217)	(\$1,278)
EE VISION INSURANCE CONTRIBUTIONS	110-81444-41500		(\$197)	(\$179)	(\$245)	(\$227)	(\$218)	(\$206)	(\$217)
RETIREMENT HEALTH SAVINGS ACCOUNTS	110-81445-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIREMENT CONTRIBUTIONS	110-81450-41500		\$36,589	\$38,510	\$52,383	\$52,384	\$55,003	\$57,753	\$60,641
DEFINED CONTRIBUTION MATCH (CLOSED)	110-81455-41500		\$12,670	\$6,011	\$5,746	\$6,609	\$6,940	\$7,287	\$7,651
DEFINED CONTRIBUTION MATCH (TCRS)	110-81456-41500		\$16,472	\$35,532	\$36,476	\$43,680	\$45,864	\$48,158	\$50,566
UNEMPLOYMENT CLAIMS	110-81460-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
WORKERS COMPENSATION PREMIUMS	110-81470-41500		\$2,211	\$2,377	\$2,366	\$2,366	\$2,485	\$2,609	\$2,739
WORKERS COMPENSATION CLAIMS	110-81475-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAR ALLOWANCE	110-81482-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel			\$1,095,516	\$1,175,384	\$1,355,496	\$1,346,791	\$1,360,674	\$1,332,995	\$1,406,356
Finance Operating									
MAILING & OUTBOUND SHIPPING SERVICES	110-82110-41500		\$706	\$1,169	\$1,500	\$1,000	\$1,500	\$1,500	\$1,500
FREIGHT FOR INBOUND PURCHASED ITEMS	110-82120-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2025 Finance Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
PRINTING & COPYING SERVICES, OUTSOURCED	110-82210-41500		\$3,313	\$4,424	\$1,000	\$2,500	\$3,000	\$3,000	\$3,000
ARCHIVING/RECORDS MANAGEMENT SERVICES	110-82230-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TESTING & PHYSICALS	110-82250-41500		\$338	\$184	\$500	\$150	\$500	\$500	\$500
OTHER OPERATING SERVICES	110-82299-41500		\$61	\$61	\$250	\$250	\$250	\$250	\$250
LEGAL NOTICES	110-82310-41500		\$29	\$95	\$300	\$300	\$300	\$300	\$300
DUES FOR MEMBERSHIPS	110-82350-41500		\$3,239	\$2,411	\$4,400	\$4,400	\$5,000	\$4,400	\$4,400
PROFESSIONAL STANDARDS / ACCREDITATION	110-82355-41500		\$610	\$1,185	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
EMERGENCY RELIEF	110-82371-41500		\$600	\$0	\$0	\$0	\$0	\$0	\$0
PUBLICATIONS, NON-TRAINING	110-82390-41500		\$0	\$265	\$900	\$900	\$900	\$900	\$900
TELEPHONE SERVICE	110-82450-41500		\$568	\$440	\$1,510	\$1,510	\$1,510	\$1,510	\$1,510
CELLULAR TELEPHONE SERVICE	110-82455-41500		\$2,132	\$2,199	\$2,175	\$2,175	\$2,175	\$2,175	\$2,175
INTERNET & RELATED SERVICES	110-82470-41500		\$4,467	\$3,903	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100
CONNECTION CHARGES	110-82483-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41500		\$108,527	\$85,245	\$46,000	\$65,000	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41500	UKG Payroll				\$65,000	\$0	\$0	\$0
LEGAL SERVICES	110-82520-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
AUDIT SERVICES	110-82530-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSULTANT SERVICES	110-82560-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CONSULTANT/PASS THROUGH	110-82570-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CONTRACTUAL SERVICES	110-82599-41500		\$0	\$1,465	\$100	\$2,000	\$2,000	\$2,000	\$2,000
OTHER CONTRACTUAL SERVICES	110-82599-41500	Formax Maint				\$2,000	\$2,000	\$2,000	\$2,000
VEHICLE REPAIR & MAINTENANCE SERVICES	110-82610-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41500		\$0	\$84	\$3,000	\$1,500	\$3,000	\$3,000	\$3,000
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING, OUTSIDE	110-82780-41500		\$4,464	\$2,668	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
TRAINING, IN-HOUSE	110-82790-41500		\$18	\$0	\$0	\$0	\$0	\$0	\$0
REGISTRATIONS	110-82810-41500		\$2,967	\$3,814	\$10,000	\$10,000	\$13,000	\$10,000	\$10,000
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41500		\$1,231	\$1,609	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
AIR TRAVEL	110-82830-41500		\$1,624	\$1,998	\$6,000	\$6,000	\$6,500	\$6,500	\$6,500
LODGING	110-82840-41500		\$5,672	\$5,076	\$8,000	\$8,000	\$9,200	\$9,200	\$9,200
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41500		\$866	\$947	\$3,000	\$3,000	\$3,350	\$3,350	\$3,350

FY 2025 Finance Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
OTHER TRAVEL EXPENSES	110-82890-41500		\$0	\$0	\$150	\$150	\$150	\$150	\$150
OFFICE SUPPLIES	110-83110-41500		\$4,316	\$4,714	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200
OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	110-83120-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EMPLOYEE BENEVOLENCE ITEMS	110-83130-41500		\$70	\$49	\$100	\$100	\$100	\$100	\$100
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41500		\$2,126	\$2,156	\$2,000	\$3,000	\$3,500	\$3,500	\$3,500
TRAINING SUPPLIES	110-83210-41500		\$0	\$36	\$100	\$0	\$100	\$100	\$100
UNIFORMS PURCHASED	110-83260-41500		\$546	\$749	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500
OTHER OPERATING SUPPLIES	110-83299-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	110-83310-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MILEAGE (INSIDE WILLIAMSON COUNTY)	110-83320-41500		\$17	\$0	\$50	\$50	\$50	\$50	\$50
FURNITURE, FIXTURES (<\$50,000)	110-83510-41500		\$0	\$0	\$1,000	\$500	\$1,000	\$1,000	\$1,000
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41500		\$11,836	\$0	\$13,350	\$5,000	\$13,350	\$13,350	\$13,350
COMPUTER HARDWARE (<\$50,000)	110-83540-41500		\$17,854	\$3,658	\$10,000	\$12,000	\$10,000	\$16,000	\$16,000
COMPUTER SOFTWARE (<\$50,000)	110-83550-41500		\$0	\$1,490	\$33,000	\$33,000	\$8,000	\$8,000	\$8,000
COMPUTER SOFTWARE (<\$50,000)	110-83550-41500	Base Amount				\$8,000	\$8,000	\$8,000	\$8,000
COMPUTER SOFTWARE (<\$50,000)	110-83550-41500	FY 2024 PER - A/P Automation				\$25,000	\$0	\$0	\$0
EQUIPMENT PARTS & SUPPLIES	110-83620-41500		\$135	\$0	\$500	\$250	\$500	\$500	\$500
BUILDING MAINTENANCE SUPPLIES	110-83660-41500		\$0	\$0	\$200	\$200	\$200	\$200	\$200
PROPERTY INSURANCE	110-85110-41500		\$1,138	\$1,474	\$1,548	\$1,616	\$1,548	\$1,626	\$1,707
FRAUD INSURANCE	110-85111-41500		\$1,682	\$2,412	\$2,533	\$2,533	\$2,533	\$2,660	\$2,793
INLAND MARINE INSURANCE	110-85112-41500		\$66	\$72	\$76	\$75	\$76	\$80	\$84
AUTO PHYSICAL DAMAGE INSURANCE	110-85113-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY INSURANCE	110-85115-41500		\$857	\$1,090	\$1,145	\$1,174	\$1,145	\$1,202	\$1,262
E&O LIABILITY INSURANCE	110-85116-41500		\$1,103	\$1,345	\$1,412	\$1,412	\$1,413	\$1,483	\$1,558
VEHICLE LIABILITY INSURANCE	110-85117-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAW ENFORCEMENT LIABILITY INSURANCE	110-85118-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UMBRELLA LIABILITY INSURANCE	110-85119-41500		\$722	\$742	\$779	\$749	\$780	\$819	\$859
PROPERTY CLAIMS/DEDUCTIBLES	110-85120-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2025 Finance Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
SURETY/NOTARY COSTS	110-85140-41500		\$0	\$0	\$50	\$0	\$50	\$50	\$50
STATE FEES	110-85320-41500		\$0	\$0	\$800	\$800	\$800	\$800	\$800
BANKING FEES	110-85510-41500		\$18,448	\$18,552	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
BANKING FEES	110-85510-41500	PInnacle				\$24,000	\$24,000	\$24,000	\$24,000
INVESTMENT FEES	110-85520-41500		\$58,844	\$57,779	\$65,000	\$65,000	\$70,000	\$70,000	\$70,000
INVESTMENT FEES	110-85520-41500	GPA Advisors				\$65,000	\$70,000	\$70,000	\$70,000
FINANCIAL ADVISOR FEES	110-85525-41500		\$14,000	\$12,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
FINANCIAL ADVISOR FEES	110-85525-41500	PFM				\$24,000	\$24,000	\$24,000	\$24,000
E-COMMERCE FEES	110-85530-41500		\$0	\$0	\$20	\$20	\$20	\$20	\$20
CASH SHORT/OVER	110-85550-41500		\$0	\$0	\$1	\$1	\$1	\$1	\$1
LATE CHARGES	110-85580-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	110-85990-41500		\$0	\$0	\$10	\$100	\$10	\$10	\$10
LEASE/LOAN PRINCIPAL	110-86600-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
REIMBURSEMENT OF INTERFUND SERVICES	110-87510-41500		(\$239,685)	(\$168,921)	(\$295,612)	(\$295,612)	(\$310,393)	(\$325,912)	(\$342,208)
Comp Software-Leased (>\$50,000	110-89551-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating			\$35,509	\$58,641	(\$7,354)	\$6,603	(\$76,582)	(\$89,326)	(\$105,229)
Finance Capital									
COMPUTER HARDWARE (>\$50,000)	110-89540-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER SOFTWARE (>\$50,000)	110-89550-41500		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Finance Budget			\$1,131,025	\$1,234,025	\$1,348,142	\$1,353,394	\$1,284,092	\$1,243,669	\$1,301,127



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Program Enhancement Summary Form

Department/Division: 41500 FINANCE

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Total	Funded
110	FY2025	1	Lead Financial Analyst	1	\$ 93,599	\$ 29,423	\$ 855	\$ 123,877	
Totals				1	\$ 93,599	\$ 29,423	\$ 855	\$ 123,877	\$ -

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 123,877
	Quality Life Experiences	
	Sustainable Growth & Economic Prosperity	
Total Franklin Forward Allocations		\$ 123,877

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ 123,022	
	Operations	\$ 855	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
Total		\$ 123,877	\$ -



Program Enhancement Request Form - Personnel (PER-P)

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact

Compensation

81110 REGULAR PAY	\$ 93,599.00		\$ 93,599	\$ 93,599
			\$ -	\$ -
			\$ -	\$ -

Benefits

FICA/MEDI (7.65%)	\$ 7,160.32		\$ 7,160	\$ 7,160
Pension (Current 7.35%)	\$ 6,879.53		\$ 6,880	\$ 6,880
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ 108.28		\$ 108	\$ 108
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)	\$ 63.00		\$ 63	\$ 63
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 69.01		\$ 69	\$ 69
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681 , New Emp.6 Month \$8,454)	\$ 15,142.50		\$ 15,143	\$ 15,143

Operating Expenses

82350 DUES FOR MEMBERSH	\$ 230.00		\$ 230	\$ 230
82810 REGISTRATIONS	\$ 625.00		\$ 625	\$ 625

Capital Expenses

Total Personnel			\$ 123,877	\$ 123,877
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Purpose (Description) and Service Implication (if the request is not funded)

With the anticipation of the re-retirement of the current Part Time Financial Manager, it is being requested to replace the position at the time with a Full time Lead Financial Analyst. This will allow Finance to gain the benefits of a full time person who can aid in financial reporting, GASB statement implementations, and other financial analysis as requested.



HISTORIC
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TENNESSEE

FY 2025 Operating Budget

Purchasing

Brian Wilcox, Purchasing Manager

Departmental Summary

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

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

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

FY 2025 Outlook

The Purchasing Office anticipates continuing to focus on its mission:

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

Performance Measures

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

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

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

Strategic Plan Measures

The City of Franklin is a high performing organization that measures performance regularly to improve service delivery and ensure the most efficient expenditure of taxpayer dollars. We do this in a variety of different ways, but there are five main categories of performance measurement the City collects - Strategic Plan performance measures (both Financial and Non-Financial), General performance measures (both Financial and Non-Financial), and Citizen Survey data.

The Purchasing Office two of these categories - General performance measures (Financial and Non-Financial).

General Performance Measures

Purchasing Financial Performance Measures

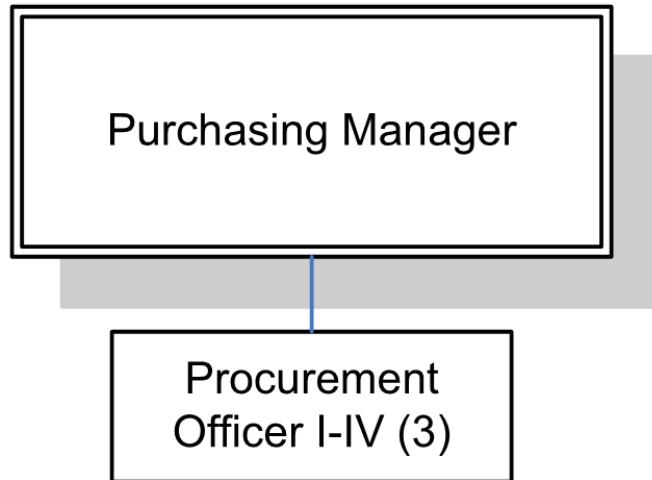
Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Total organization purchasing dollar volume.	\$74,131,240	\$118,607,334	\$126,049,000	\$105,544,142	\$90,373,493
Value of City's rebate received for total spend, net of credits (by calendar year).	\$97,557	\$80,889	\$87,412	\$92,460	\$156,635
Value of rolling stock6 items ordered in fiscal year.	\$0	\$4,160,075	\$752,093	\$25	\$4,998,905
Value of proceeds from electronic auctions of surplus property (before fee paid by City for electronic auction services).	\$323,377	\$391,642	\$186,087	\$584,884	\$263,368
Value of purchasing card transactions processed.1,2	\$7,718,273	\$7,747,624	\$6,739,793	\$7,969,331	\$7,109,698
Fee paid by the City for electronic auction services.	\$24,281	\$29,300	\$13,962	\$43,872	\$19,757
AMOUNT	\$82,294,729	\$131,016,864	\$133,828,347	\$114,234,714	\$102,921,857

Purchasing Non-Financial Performance Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Number of formal protests received.	1.00	0.00	0.00	1.00	0.00
Number of vendor outreach events attended.	1.00	0.00	0.00	0.00	0.00
Number of rolling stock6 items ordered in fiscal year.	0.00	36.00	3.00	25.00	0.00
Number of active vehicle cards at calendar-year-end (as of 12/27/2023)	0.00	0.00	0.00	0.00	728.00
Number of active purchasing cards at calendar-year-end (as of 12/27/2023)	0.00	0.00	0.00	0.00	507.00
Number of purchasing card transactions processed.	20,385.00	20,363.00	17,526.00	20,232.00	18,260.00
Number of formal procurement solicitations processed by the Purchasing office. 1,2	12.00	18.00	6.00	16.00	14.00
Number of City purchase orders prepared.	88.00	81.00	93.00	110.00	126.00
Number of active driver IDs (a.k.a. PINs) at calendar-year-end (as of 12/27/2023)	0.00	0.00	0.00	0.00	716.00

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Number of rolling stock6 items ordered in fiscal year (excluding reorders).	0.00	0.00	0.00	0.00	66.00
Number of procurement requisitions submitted during calendar year (as of 12/20/2023)	0.00	0.00	0.00	0.00	242.00
Number of sole-source4 purchases reported to BOMA.	10.00	12.00	4.00	8.00	5.00
Number of emergency3 purchases reported to BOMA.	1.00	1.00	6.00	3.00	2.00
Number electronic auctions of surplus property.	161.00	73.00	49.00	61.00	88.00
AMOUNT	20,659.00	20,584.00	17,687.00	20,456.00	20,754.00

Organizational Chart



Staffing by Position

Staffing by Position											
Budgeted Positions	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Purchasing Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Procurement Officer I-IV	Grade E-I	2	0	3	0	3	0	3	0	3	0
Sub-total - Budgeted Positions		3	0	4	0	4	0	4	0	4	0
Authorized, Unbudgeted Positions											
Procurement Officer I-IV	Grade E-I	1	0	0	0	0	0	0	0	0	0
Sub-Total - Unbudgeted Positions		1	0	0	0	0	0	0	0	0	0
Total Authorized Positions		4	0	4	0	4	0	4	0	4	0

Budget Summary

Purchasing

	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	EOY 2024	BUDGET 2025		
	FY2022	FY2023	2024	2024	2025	24 v. 25 Difference \$	24 v. 25 Difference %
Expenses							
110 - GENERAL FUND							
PERSONNEL							
PERSONNEL (81000)	\$349,960	\$432,093	\$439,999	\$440,627	\$449,149	\$9,150	2.1%
PERSONNEL TOTAL	\$349,960	\$432,093	\$439,999	\$440,627	\$449,149	\$9,150	2.1%
OPERATIONS							
SERVICES (82000)	\$22,731	\$25,439	\$54,401	\$37,300	\$47,140	(\$7,261)	(13.3%)
SUPPLIES (83000)	\$4,487	\$3,613	\$10,235	\$13,392	\$7,225	(\$3,010)	(29.4%)
BUSINESS EXPENSES (85000)	\$2,693	\$3,410	\$3,580	\$3,491	\$3,665	\$85	2.4%
DEBT SERVICE (86000)	–	\$17,070	–	\$0	\$0	\$0	–
REIMBURSEMENT OF EXPENDITURES (87500)	(\$62,553)	(\$55,087)	(\$96,403)	(\$96,402)	(\$101,222)	(\$4,819)	5.0%
OPERATIONS TOTAL	(\$32,643)	(\$5,556)	(\$28,187)	(\$42,219)	(\$43,192)	(\$15,005)	53.2%
CAPITAL	–	\$85,618	–	\$0	\$0	\$0	–
110 - GENERAL FUND TOTAL	\$317,318	\$512,156	\$411,812	\$398,408	\$405,957	(\$5,855)	(1.4%)
EXPENSES TOTAL	\$317,318	\$512,156	\$411,812	\$398,408	\$405,957	(\$5,855)	(1.4%)

For historic detail and forecasts, [please click here: FY 2021-2027 Line-Item Detail](#)

LOGOTYPE

OpenGov

Add links

FY 2025 Purchasing Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Purchasing Personnel									
REGULAR PAY	110-81110-41340		\$246,299	\$309,209	\$324,723	\$313,218	\$324,072	\$340,256	\$357,250
FAMILY LEAVE PAY	110-81113-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERTIME PAY	110-81120-41340		\$2,362	\$3,087	\$337	\$2,300	\$2,500	\$2,625	\$2,757
VACANCY ADJUSTMENT	110-81199-41340		\$0	\$0	(\$11,145)	\$0	(\$11,342)	(\$11,908)	(\$12,503)
FICA (EMPLOYER'S SHARE)	110-81410-41340		\$18,079	\$22,899	\$24,360	\$23,962	\$24,792	\$25,764	\$26,737
MEDICAL PREMIUMS	110-81420-41340		\$66,186	\$73,958	\$78,498	\$73,958	\$81,354	\$89,489	\$98,438
NEAR-SITE CLINIC (URGENT TEAM)	110-81422-41340		\$1,777	\$2,082	\$1,980	\$1,800	\$1,800	\$1,800	\$1,800
VISION PREMIUMS	110-81425-41340		\$502	\$499	\$633	\$472	\$496	\$520	\$546
DENTAL INSURANCE PREMIUMS	110-81430-41340		\$2,789	\$3,024	\$3,732	\$2,616	\$2,746	\$2,884	\$3,028
FSA ADMINISTRATION FEES	110-81431-41340		\$38	\$38	\$38	\$38	\$38	\$38	\$38
GROUP INSURANCE PREMIUMS	110-81433-41340		\$1,512	\$1,629	\$1,686	\$1,715	\$1,768	\$1,768	\$1,768
EE MEDICAL INSURANCE CONTRIBUTIONS	110-81440-41340		(\$11,158)	(\$13,137)	(\$14,528)	(\$13,011)	(\$14,312)	(\$15,744)	(\$17,318)
CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	110-81441-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EE DENTAL INSURANCE CONTRIBUTIONS	110-81443-41340		(\$1,678)	(\$568)	(\$2,151)	(\$511)	(\$536)	(\$563)	(\$591)
EE VISION INSURANCE CONTRIBUTIONS	110-81444-41340		(\$101)	(\$96)	(\$119)	(\$94)	(\$99)	(\$103)	(\$109)
RETIREMENT CONTRIBUTIONS	110-81450-41340		\$12,196	\$12,837	\$17,461	\$17,462	\$18,335	\$19,251	\$20,214
DEFINED CONTRIBUTION MATCH (CLOSED)	110-81455-41340		\$5,397	\$6,910	\$5,992	\$7,250	\$7,613	\$7,994	\$8,393
DEFINED CONTRIBUTION MATCH (TCRS)	110-81456-41340		\$5,037	\$8,897	\$8,451	\$8,452	\$8,874	\$9,318	\$9,784
UNEMPLOYMENT CLAIMS	110-81460-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
WORKERS COMPENSATION PREMIUMS	110-81470-41340		\$723	\$827	\$49	\$1,000	\$1,050	\$1,103	\$1,158
WORKERS COMPENSATION CLAIMS	110-81475-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAR ALLOWANCE	110-81482-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel			\$349,960	\$432,093	\$439,999	\$440,627	\$449,149	\$474,492	\$501,390
Purchasing Operating									
MAILING & OUTBOUND SHIPPING SERVICES	110-82110-41340		\$1	\$1	\$50	\$0	\$0	\$0	\$0
PRINTING & COPYING SERVICES, OUTSOURCED	110-82210-41340		\$62	\$206	\$200	\$200	\$200	\$200	\$200
TESTING & PHYSICALS	110-82250-41340		\$158	\$0	\$350	\$350	\$350	\$350	\$350
OTHER OPERATING SERVICES	110-82299-41340		\$13	\$32	\$0	\$50	\$50	\$50	\$50
LEGAL NOTICES	110-82310-41340		\$0	\$0	\$50	\$50	\$50	\$50	\$50
DUES FOR MEMBERSHIPS	110-82350-41340		\$1,314	\$1,397	\$3,300	\$1,990	\$3,960	\$3,640	\$3,570

FY 2025 Purchasing Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
DUES FOR MEMBERSHIPS	110-82350-41340	Amazon Prime				\$40	\$50	\$60	\$70
DUES FOR MEMBERSHIPS	110-82350-41340	Civic Organization				\$0	\$0	\$0	\$0
DUES FOR MEMBERSHIPS	110-82350-41340	NIGP				\$620	\$700	\$750	\$800
DUES FOR MEMBERSHIPS	110-82350-41340	TAPP				\$100	\$100	\$125	\$150
DUES FOR MEMBERSHIPS	110-82350-41340	MTPPA				\$100	\$100	\$125	\$150
DUES FOR MEMBERSHIPS	110-82350-41340	ICMA				\$800	\$900	\$1,000	\$1,100
DUES FOR MEMBERSHIPS	110-82350-41340	Certification Fees (UPPCC, NIGP-CPP)				\$0	\$1,200	\$1,250	\$1,300
DUES FOR MEMBERSHIPS	110-82350-41340	Recertification Fees (UPPCC, NIGP-CPP)				\$330	\$910	\$330	\$0
DUES FOR MEMBERSHIPS	110-82350-41340	FY 2020 PER - Procurement Officer IV				\$0	\$0	\$0	\$0
DUES FOR MEMBERSHIPS	110-82350-41340	CMFO certification fee				\$0	\$0	\$0	\$0
PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	110-82360-41340		\$25	\$0	\$0	\$0	\$0	\$0	\$0
PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	110-82370-41340		\$0	\$0	\$1,000	\$1,000	\$500	\$1,000	\$1,000
EMERGENCY RELIEF	110-82371-41340		\$200	\$0	\$0	\$0	\$0	\$0	\$0
RECRUITMENT	110-82373-41340		\$0	\$0	\$50	\$50	\$50	\$50	\$50
PUBLICATIONS, NON-TRAINING	110-82390-41340		\$554	\$576	\$580	\$610	\$630	\$650	\$670
PUBLICATIONS, NON-TRAINING	110-82390-41340	Various				\$0	\$0	\$0	\$0
PUBLICATIONS, NON-TRAINING	110-82390-41340	NIGP 5-digit commodity code annual license renewal				\$610	\$630	\$650	\$670
TELEPHONE SERVICE	110-82450-41340		\$710	\$659	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400
TELEPHONE SERVICE	110-82450-41340	desk phones				\$1,250	\$1,300	\$1,350	\$1,400
TELEPHONE SERVICE	110-82450-41340	cell phones				\$0	\$0	\$0	\$0
CELLULAR TELEPHONE SERVICE	110-82455-41340		\$0	\$0	\$600	\$600	\$600	\$600	\$600
INTERNET & RELATED SERVICES	110-82470-41340		\$893	\$781	\$860	\$860	\$880	\$900	\$920
COMPUTER SERVICES	110-82510-41340		\$13,603	\$14,299	\$16,215	\$15,500	\$15,825	\$16,250	\$16,675
COMPUTER SERVICES	110-82510-41340	various				\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41340	e-procurement software (IT budget?)				\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41340	spend analysis				\$15,000	\$15,300	\$15,700	\$16,100
COMPUTER SERVICES	110-82510-41340	Software for tracking Certificates of Insurance				\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41340	FY 2019 PER - Quarterly Updates of Spend Analysis				\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41340	Zoom				\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41340	FY 2020 PER - Paramount WorkPlace Setup				\$0	\$0	\$0	\$0

FY 2025 Purchasing Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
COMPUTER SERVICES	110-82510-41340	Adobe renewals				\$500	\$525	\$550	\$575
OTHER CONTRACTUAL SERVICES	110-82599-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41340		\$729	\$678	\$950	\$900	\$950	\$1,000	\$1,050
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41340	multi-function copier				\$900	\$950	\$1,000	\$1,050
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41340		\$0	\$0	\$5,000	\$2,105	\$0	\$0	\$0
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41340	FY 24 PER - Access-control locks for Purchasing Office				\$2,105	\$0	\$0	\$0
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41340		\$0	\$903	\$0	\$250	\$250	\$250	\$250
TRAINING, OUTSIDE	110-82780-41340		\$0	\$610	\$0	\$0	\$0	\$0	\$0
TRAINING, IN-HOUSE	110-82790-41340		\$1,669	\$1,392	\$100	\$500	\$500	\$500	\$500
REGISTRATIONS	110-82810-41340		\$2,346	\$2,269	\$8,725	\$4,875	\$8,925	\$12,325	\$14,175
REGISTRATIONS	110-82810-41340	CPPB Exam Fee				\$0	\$1,500	\$1,500	\$1,500
REGISTRATIONS	110-82810-41340	Adjustments from Workbooks				\$0	\$0	\$0	\$0
REGISTRATIONS	110-82810-41340	Annual NIGP Forum & Expo for 4 staff				\$2,000	\$3,200	\$4,000	\$4,500
REGISTRATIONS	110-82810-41340	Various NIGP seminars				\$1,000	\$2,000	\$3,000	\$3,500
REGISTRATIONS	110-82810-41340	Various NIGP webinars				\$750	\$1,000	\$2,000	\$2,500
REGISTRATIONS	110-82810-41340	Fall conference of TAPP for 4 staff				\$300	\$350	\$400	\$450
REGISTRATIONS	110-82810-41340	Spring conference of TAPP for 4 staff				\$300	\$350	\$400	\$450
REGISTRATIONS	110-82810-41340	Summary of Public Acts presented by UT-MTAS				\$25	\$25	\$25	\$25
REGISTRATIONS	110-82810-41340	Various SkillPath seminars, CEUs				\$500	\$500	\$1,000	\$1,250
REGISTRATIONS	110-82810-41340	FY 2020 PER - Procurement Officer IV				\$0	\$0	\$0	\$0
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340		\$0	\$79	\$2,700	\$1,150	\$2,300	\$2,300	\$2,300
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340	Annual NIGP Forum & Expo				\$250	\$500	\$500	\$500
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340	Various NIGP seminars				\$250	\$500	\$500	\$500
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340	Fall conference of TAPP				\$250	\$500	\$500	\$500

FY 2025 Purchasing Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340	Spring conference of TAPP				\$250	\$500	\$500	\$500
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340	Monthly MTPPA chapter meetings				\$50	\$100	\$100	\$100
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340	DBE Outreach Events				\$50	\$100	\$100	\$100
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41340	Various SkillPath seminars, CEUs				\$50	\$100	\$100	\$100
AIR TRAVEL	110-82830-41340		\$454	\$0	\$3,600	\$1,800	\$2,400	\$2,600	\$2,800
AIR TRAVEL	110-82830-41340	Annual NIGP Forum & Expo for 3 staff				\$1,200	\$1,800	\$2,000	\$2,200
AIR TRAVEL	110-82830-41340	Possible NIGP Committee Meetings				\$0	\$0	\$0	\$0
AIR TRAVEL	110-82830-41340	NIGP Seminar				\$600	\$600	\$600	\$600
AIR TRAVEL	110-82830-41340	FY 2020 PER - Procurement Officer IV				\$0	\$0	\$0	\$0
LODGING	110-82840-41340		\$0	\$1,513	\$5,900	\$2,300	\$5,600	\$5,950	\$6,300
LODGING	110-82840-41340	Annual NIGP Forum & Expo for 3 staff				\$1,200	\$3,600	\$3,800	\$4,000
LODGING	110-82840-41340	Various NIGP seminars				\$500	\$500	\$500	\$500
LODGING	110-82840-41340	Fall conference of TAPP for 3 staff				\$300	\$600	\$650	\$700
LODGING	110-82840-41340	Spring conference of TAPP for 3 staff				\$300	\$900	\$1,000	\$1,100
LODGING	110-82840-41340	Possible NIGP Committee Meetings				\$0	\$0	\$0	\$0
LODGING	110-82840-41340	FY 2020 PER - Procurement Officer IV				\$0	\$0	\$0	\$0
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340		\$0	\$44	\$2,850	\$810	\$1,720	\$2,300	\$2,600
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	Annual NIGP Forum & Expo for 3 staff				\$250	\$600	\$800	\$850
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	Various NIGP seminars				\$100	\$200	\$300	\$350
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	Fall conference of TAPP for 3 staff				\$50	\$100	\$150	\$200
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	Spring conference of TAPP for 3 staff				\$200	\$200	\$300	\$350
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	MTPPA annual banquet for 3 staff				\$0	\$200	\$250	\$250

FY 2025 Purchasing Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	Various SkillPath seminars, CEUs				\$50	\$100	\$150	\$200
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	MTPPA meetings for 4 staff				\$160	\$320	\$350	\$400
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41340	FY 2020 PER - Procurement Officer IV				\$0	\$0	\$0	\$0
OTHER TRAVEL EXPENSES	110-82890-41340		\$0	\$0	\$120	\$100	\$100	\$100	\$100
OFFICE SUPPLIES	110-83110-41340		\$1,040	\$894	\$1,000	\$1,000	\$1,200	\$1,400	\$1,600
OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	110-83120-41340		\$130	\$125	\$250	\$250	\$250	\$250	\$250
EMPLOYEE BENEVOLENCE ITEMS	110-83130-41340		\$165	\$0	\$100	\$100	\$100	\$100	\$100
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41340		\$0	\$832	\$575	\$775	\$1,325	\$1,325	\$1,325
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41340	refreshments for quarterly meetings of Departmental Purchasing Agents				\$400	\$800	\$800	\$800
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41340	Halloween Candy				\$25	\$25	\$25	\$25
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41340	Spring TAPP				\$200	\$200	\$200	\$200
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41340	DPA Appreciation for 12				\$150	\$300	\$300	\$300
OTHER OPERATING SUPPLIES	110-83299-41340		\$0	\$30	\$100	\$50	\$100	\$100	\$100
GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	110-83310-41340		\$0	\$53	\$100	\$100	\$200	\$200	\$200
MILEAGE (INSIDE WILLIAMSON COUNTY)	110-83320-41340		\$0	\$0	\$50	\$50	\$50	\$50	\$50
FURNITURE, FIXTURES (<\$50,000)	110-83510-41340		\$527	\$40	\$500	\$500	\$500	\$500	\$500
FURNITURE, FIXTURES (<\$50,000)	110-83510-41340	Contingency				\$500	\$500	\$500	\$500
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41340		\$0	\$0	\$1,000	\$5,779	\$1,000	\$1,000	\$1,000
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41340	various				\$5,779	\$1,000	\$1,000	\$1,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41340		\$2,625	\$1,334	\$6,500	\$4,444	\$2,000	\$1,000	\$5,500
COMPUTER HARDWARE (<\$50,000)	110-83540-41340	Monitors and scheduled replacement of laptops				\$4,444	\$2,000	\$1,000	\$5,500
COMPUTER SOFTWARE (<\$50,000)	110-83550-41340		\$0	\$307	\$60	\$344	\$500	\$500	\$500
PROPERTY INSURANCE	110-85110-41340		\$1,138	\$1,452	\$1,525	\$1,594	\$1,674	\$1,758	\$1,846
FRAUD INSURANCE	110-85111-41340		\$587	\$829	\$870	\$0	\$0	\$0	\$0

FY 2025 Purchasing Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
INLAND MARINE INSURANCE	110-85112-41340		\$32	\$36	\$38	\$38	\$40	\$42	\$44
AUTO PHYSICAL DAMAGE INSURANCE	110-85113-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY INSURANCE	110-85115-41340		\$299	\$375	\$394	\$1,621	\$1,702	\$1,787	\$1,877
E&O LIABILITY INSURANCE	110-85116-41340		\$385	\$462	\$485	\$0	\$0	\$0	\$0
VEHICLE LIABILITY INSURANCE	110-85117-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAW ENFORCEMENT LIABILITY INSURANCE	110-85118-41340		\$0	\$0	\$268	\$0	\$0	\$0	\$0
UMBRELLA LIABILITY INSURANCE	110-85119-41340		\$252	\$255	\$0	\$238	\$249	\$262	\$275
PROPERTY CLAIMS/DEDUCTIBLES	110-85120-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
POST OFFICE BOX RENTAL	110-85270-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-COMMERCE FEES	110-85530-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEASE/LOAN PRINCIPAL	110-86600-41340		\$0	\$17,070	\$0	\$0	\$0	\$0	\$0
REIMBURSEMENT OF INTERFUND SERVICES	110-87510-41340		(\$62,553)	(\$55,087)	(\$96,403)	(\$96,402)	(\$101,222)	(\$106,283)	(\$111,598)
Total Operating			(\$32,643)	(\$5,556)	(\$28,187)	(\$42,219)	(\$43,192)	(\$43,594)	(\$40,821)
Purchasing Capital									
COMPUTER HARDWARE (>\$50,000)	110-89540-41340		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comp Software-Leased (>\$50,000	110-89551-41340		\$0	\$85,618	\$0	\$0	\$0	\$0	\$0
Total Capital			\$0	\$85,618	\$0	\$0	\$0	\$0	\$0
Total Purchasing Budget			\$317,318	\$512,156	\$411,812	\$398,408	\$405,957	\$430,898	\$460,569



HISTORIC
FRANKLIN
TENNESSEE

FY 2025 Operating Budget

Information Technology

Jason Potts, Director

Departmental Summary

Departmental Mission:

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

Departmental Vision:

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

Departmental Summary:

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

Performance Measures

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

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

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

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

Citizens will have online access to city services.

Goal: To enhance online services for citizens.

- Baseline: Total Citizen interactions through online portal / fiscal year

Strategic Plan Measures

The City of Franklin is a high performing organization that measures performance regularly to improve service delivery and ensure the most efficient expenditure of taxpayer dollars. We do this in a variety of different ways, but there are five main categories of performance measurement the City collects - Strategic Plan performance measures (both Financial and Non-Financial), General performance measures (both Financial and Non-Financial), and Citizen Survey data.

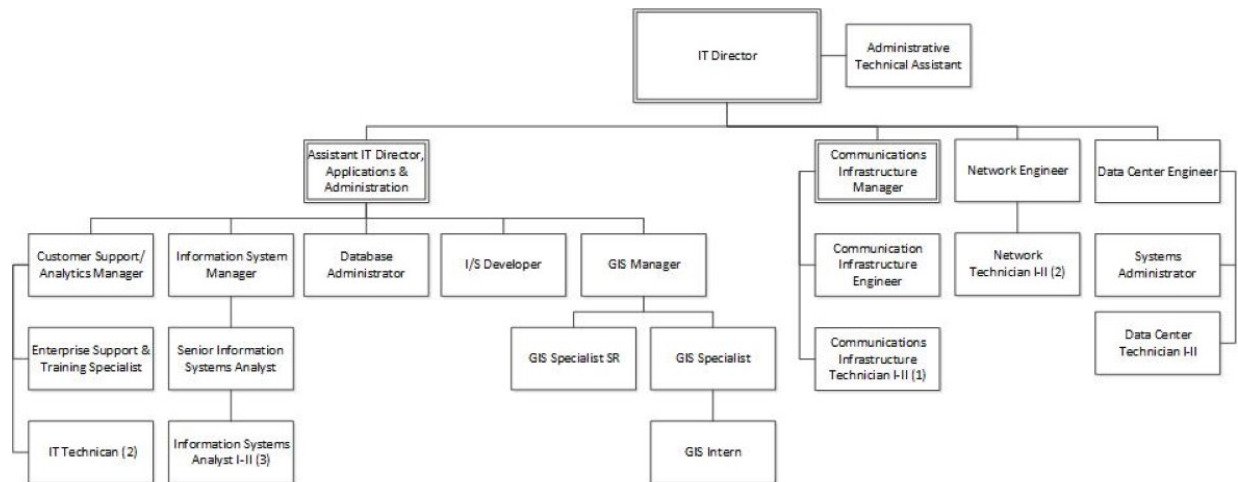
The Information Technology Department has one of these categories - General performance measures (Non-Financial).

General Performance Measures

IT Non-Financial Performance Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Number of supported technology devices & applications: desktops.	0.00	0.00	0.00	337.00	459.00
Number of supported network devices: wireless radios.	0.00	0.00	0.00	790.00	707.00
Number of supported network devices: wireless access points.	0.00	0.00	0.00	60.00	78.00
Number of supported network devices: door access.	0.00	0.00	0.00	200.00	232.00
Number of supported technology devices & applications: physical servers.	0.00	0.00	0.00	21.00	17.00
Number of supported technology devices & applications: virtual servers.	0.00	0.00	0.00	150.00	175.00
Number of supported network devices: radios.	0.00	0.00	0.00	790.00	707.00
Number of supported technology devices & applications: laptops.	0.00	0.00	0.00	425.00	578.00
Number of supported network devices: network switches.	0.00	0.00	0.00	125.00	0.00
Number of budgeted full time positions.	23.00	24.00	25.00	25.00	26.00
Number of supported infrastructure: intersections.	0.00	0.00	0.00	130.00	124.00
Number of supported infrastructure: radio towers.	0.00	0.00	0.00	3.00	3.00
Number of supported network devices: network switches/routers.	0.00	0.00	0.00	0.00	363.00
Number of supported infrastructure: City facilities (buildings).	0.00	0.00	0.00	35.00	37.00
Number of supported technology devices & applications: applications.	0.00	0.00	0.00	110.00	119.00
Number of supported technology devices & applications: cameras.	0.00	0.00	0.00	575.00	253.00
Number of supported network devices: cellphones.	0.00	0.00	0.00	387.00	422.00
Number of supported network devices: phones.	0.00	0.00	0.00	1,215.00	1,220.00
Number of technology service requests.	3,572.00	4,177.00	4,022.00	4,705.00	6,745.00
Number of supported technology devices & applications: mobile data terminals (MDT's).	0.00	0.00	0.00	170.00	237.00
Number of supported infrastructure: fiber (# of miles).	0.00	0.00	0.00	80.00	82.00
AMOUNT	3,595.00	4,201.00	4,047.00	10,333.00	12,584.00

Organizational Chart



Staffing by Position

Staffing by Position											
Budgeted Positions	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade N	1	0	1	0	1	0	1	0	1	0
Asst. IT Director, Applications & Admin.	Grade L	1	0	1	0	1	0	1	0	1	0
Asst. IT Director, Infrastructure & Admin	---	0	0	0	0	0	0	0	0	0	0
Asst. IT Director, Applications	---	0	0	0	0	0	0	0	0	0	0
Database Administrator	Grade K	1	0	1	0	1	0	1	0	1	0
Information Systems Manager	Grade K	1	0	1	0	1	0	1	0	1	0
Information Systems Developer	Grade K	0	0	1	0	1	0	1	0	1	0
Communications Infrastructure Manager	Grade K	1	0	1	0	1	0	1	0	1	0
Network Engineer	Grade K	1	0	1	0	1	0	1	0	1	0
Data Center Engineer	Grade K	1	0	1	0	1	0	1	0	1	0
Customer Support/Analytics Manager	Grade J	1	0	1	0	1	0	1	0	1	0
GIS Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Senior Information Systems Analyst	Grade I	1	0	1	0	1	0	1	0	1	0
Communication Infrastructure Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Enterprise Support & Training Specialist	Grade H	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst I-II	Grades G-H	3	0	3	0	3	0	3	0	3	0
Communications Infrastructure Tech I-II	Grades G-H	1	0	1	0	1	0	1	0	1	0
Data Center Technician I-II	Grades G-H	2	0	2	0	2	0	2	0	2	0
Network Technician I-II	Grades G-H	2	0	2	0	2	0	2	0	2	0
GIS Specialist Sr	Grade G	1	0	1	0	1	0	1	0	1	0
GIS Specialist	Grade F	2	0	1	0	1	0	1	0	1	0
Administrative Technical Assistant	Grade F	1	0	1	0	1	0	1	0	1	0
IT Technician	Grade E	1	0	1	0	2	0	2	0	2	0
GIS Intern	Intern	0	1	0	1	0	1	0	1	0	1
Sub-Total Budgeted Positions		25	1	25	1	26	1	26	1	26	1
Total Authorized Positions		25	1	25	1	26	1	26	1	26	1

Budget Summary

Information Technology

	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	EOY 2024	BUDGET 2025		
	FY2022	FY2023	2024	2024	2025	24 v. 25 Difference \$	24 v. 25 Difference %
Expenses							
110 - GENERAL FUND							
PERSONNEL							
PERSONNEL (81000)	\$2,448,542	\$3,053,754	\$3,276,030	\$3,405,212	\$3,370,341	\$94,311	2.9%
PERSONNEL TOTAL	\$2,448,542	\$3,053,754	\$3,276,030	\$3,405,212	\$3,370,341	\$94,311	2.9%
OPERATIONS							
SERVICES (82000)	\$2,382,928	\$2,373,067	\$2,884,922	\$2,803,922	\$3,414,354	\$529,432	18.4%
SUPPLIES (83000)	\$151,903	\$253,349	\$387,900	\$377,901	\$332,901	(\$54,999)	(14.2%)
BUSINESS EXPENSES (85000)	\$41,631	\$86,895	\$52,720	\$52,724	\$52,724	\$4	0.0%
DEBT SERVICE (86000)	-	\$48,089	-	\$0	\$0	\$0	-
REIMBURSEMENT OF EXPENDITURES (87500)	(\$976,022)	(\$648,031)	(\$1,134,055)	(\$1,134,055)	(\$1,190,758)	(\$56,703)	5.0%
OPERATIONS TOTAL	\$1,600,440	\$2,113,370	\$2,191,488	\$2,100,492	\$2,609,221	\$417,733	19.1%
CAPITAL	\$403,891	\$224,518	\$405,000	\$0	\$325,000	(\$80,000)	(19.8%)
110 - GENERAL FUND TOTAL	\$4,452,874	\$5,391,642	\$5,872,518	\$5,505,704	\$6,304,562	\$432,044	7.4%
EXPENSES TOTAL	\$4,452,874	\$5,391,642	\$5,872,518	\$5,505,704	\$6,304,562	\$432,044	7.4%

For historic detail and forecasts, [please click here: FY 2021-2027 Line-Item Detail](#)

Program Enhancement Summary

[To review requests for new programs, personnel and equipment, please click here.](#)

LOGOTYPE

OpenGov

Add links

FY 2025 Information Technology Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Information Technology Personnel									
REGULAR PAY	110-81110-41350		\$1,785,956	\$2,258,296	\$2,404,707	\$2,451,118	\$2,451,126	\$2,573,431	\$2,701,851
ARPA - COVID19 LEAVE/ISOLATION	110-81112-41350		\$7,048	\$0	\$0	\$0	\$0	\$0	\$0
FAMILY LEAVE PAY	110-81113-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERTIME PAY	110-81120-41350		\$44,387	\$43,333	\$21,366	\$44,000	\$46,200	\$48,510	\$50,936
TEMPORARY WORK BY NON-CITY EMPLOYEES	110-81150-41350		\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
VACANCY ADJUSTMENT	110-81199-41350		\$0	\$0	(\$79,980)	\$0	(\$85,789)	(\$90,070)	(\$94,564)
FICA (EMPLOYER'S SHARE)	110-81410-41350		\$135,826	\$170,833	\$174,814	\$186,785	\$186,785	\$193,639	\$200,493
MEDICAL PREMIUMS	110-81420-41350		\$295,126	\$369,310	\$452,522	\$396,333	\$435,966	\$479,563	\$527,519
NEAR-SITE CLINIC (URGENT TEAM)	110-81422-41350		\$8,536	\$9,521	\$10,098	\$9,540	\$9,540	\$9,540	\$9,540
VISION PREMIUMS	110-81425-41350		\$1,706	\$2,080	\$2,583	\$2,287	\$2,402	\$2,522	\$2,648
DENTAL INSURANCE PREMIUMS	110-81430-41350		\$13,795	\$14,804	\$20,122	\$15,852	\$16,645	\$17,477	\$18,351
FSA ADMINISTRATION FEES	110-81431-41350		\$202	\$211	\$192	\$192	\$192	\$192	\$192
GROUP INSURANCE PREMIUMS	110-81433-41350		\$10,034	\$11,226	\$11,608	\$12,256	\$12,256	\$12,256	\$12,256
EE MEDICAL INSURANCE CONTRIBUTIONS	110-81440-41350		(\$52,620)	(\$61,363)	(\$74,775)	(\$67,459)	(\$74,205)	(\$81,626)	(\$89,788)
CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	110-81441-41350		\$2,000	\$0	\$2,000	\$6,000	\$6,000	\$6,000	\$6,000
EE DENTAL INSURANCE CONTRIBUTIONS	110-81443-41350		(\$7,085)	(\$2,754)	(\$10,756)	(\$3,037)	(\$3,189)	(\$3,348)	(\$3,516)
EE VISION INSURANCE CONTRIBUTIONS	110-81444-41350		(\$334)	(\$382)	(\$481)	(\$435)	(\$457)	(\$479)	(\$503)
RETIREMENT HEALTH SAVINGS ACCOUNTS	110-81445-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIREMENT CONTRIBUTIONS	110-81450-41350		\$158,551	\$166,877	\$226,994	\$226,995	\$238,344	\$250,262	\$262,775
DEFINED CONTRIBUTION MATCH (CLOSED)	110-81455-41350		\$16,473	\$16,730	\$14,333	\$16,639	\$17,471	\$18,345	\$19,262
DEFINED CONTRIBUTION MATCH (TCRS)	110-81456-41350		\$22,935	\$48,189	\$49,952	\$52,146	\$54,754	\$57,491	\$60,366
WORKERS COMPENSATION PREMIUMS	110-81470-41350		\$6,009	\$6,842	\$730	\$6,000	\$6,300	\$6,615	\$6,946
WORKERS COMPENSATION CLAIMS	110-81475-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel			\$2,448,542	\$3,053,754	\$3,276,030	\$3,405,212	\$3,370,341	\$3,550,320	\$3,740,764
Information Technology Operating									
MAILING & OUTBOUND SHIPPING	110-82110-41350		\$230	\$445	\$775	\$775	\$775	\$810	\$850
FREIGHT FOR INBOUND PURCHASE	110-82120-41350		\$0	\$0	\$50	\$50	\$50	\$50	\$50
VEHICLE LICENSES & TITLES	110-82130-41350		\$0	\$42	\$0	\$0	\$0	\$0	\$0
PRINTING & COPYING SERVICES, O	110-82210-41350		\$56	\$394	\$130	\$130	\$130	\$130	\$130

FY 2025 Information Technology Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
TRANSCRIPTION FEES	110-82240-41350		\$50	\$0	\$0	\$0	\$0	\$0	\$0
FINGERPRINTING FEES	110-82245-41350		\$0	\$0	\$116	\$116	\$116	\$124	\$134
TESTING & PHYSICALS	110-82250-41350		\$863	\$322	\$589	\$589	\$589	\$618	\$649
OTHER OPERATING SERVICES	110-82299-41350		\$66	\$161	\$76	\$76	\$76	\$76	\$76
LEGAL NOTICES	110-82310-41350		\$0	\$0	\$150	\$150	\$150	\$150	\$150
DUES FOR MEMBERSHIPS	110-82350-41350		\$436	\$279	\$1,636	\$1,636	\$1,636	\$1,800	\$1,979
EMERGENCY RELIEF	110-82371-41350		\$800	\$0	\$0	\$0	\$0	\$0	\$0
PUBLICATIONS, NON-TRAINING	110-82390-41350		\$0	\$0	\$100	\$100	\$100	\$100	\$100
ELECTRIC SERVICE	110-82410-41350		\$28,323	\$33,623	\$25,137	\$25,137	\$25,137	\$26,394	\$27,714
SANITATION & ENVIR SERVICES	110-82435-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONE SERVICE	110-82450-41350		\$1,160	\$991	\$3,165	\$3,165	\$3,165	\$3,323	\$3,489
800 MHZ ACCESS LINE SERVICE	110-82451-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CELLULAR TELEPHONE SERVICE	110-82455-41350		\$21,266	\$17,796	\$16,642	\$16,642	\$16,642	\$17,058	\$17,484
INTERNET & RELATED SERVICES	110-82470-41350		\$19,341	\$21,692	\$20,000	\$20,000	\$40,000	\$20,000	\$20,000
INTERNET & RELATED SERVICES	110-82470-41350	External DNS				\$20,000	\$20,000	\$20,000	\$20,000
INTERNET & RELATED SERVICES	110-82470-41350	Various				\$0	\$20,000	\$0	\$0
CONNECTION CHARGES	110-82483-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41350		\$2,055,802	\$1,898,254	\$2,379,156	\$2,298,156	\$2,902,288	\$2,962,263	\$2,888,064
COMPUTER SERVICES	110-82510-41350	Infor Public Sector				\$315,000	\$330,000	\$330,750	\$347,288
COMPUTER SERVICES	110-82510-41350	Motorola				\$289,400	\$289,400	\$303,870	\$319,064
COMPUTER SERVICES	110-82510-41350	Microsoft Enterprise Application				\$383,000	\$383,000	\$402,150	\$422,258
COMPUTER SERVICES	110-82510-41350	SmartNet / Cisco UCCX				\$64,000	\$44,000	\$67,200	\$70,560
COMPUTER SERVICES	110-82510-41350	ESRI				\$60,500	\$60,500	\$63,525	\$66,702
COMPUTER SERVICES	110-82510-41350	Operative IQ				\$12,588	\$12,588	\$13,218	\$13,879
COMPUTER SERVICES	110-82510-41350	Brazos E-citation				\$38,000	\$38,000	\$39,900	\$41,895
COMPUTER SERVICES	110-82510-41350	ESO-Medical				\$13,656	\$13,656	\$14,339	\$15,056
COMPUTER SERVICES	110-82510-41350	Hiring Solution				\$17,000	\$22,000	\$17,850	\$18,743
COMPUTER SERVICES	110-82510-41350	Vailmail				\$20,769	\$20,769	\$21,808	\$22,898
COMPUTER SERVICES	110-82510-41350	Docusign				\$16,471	\$16,471	\$17,295	\$18,160
COMPUTER SERVICES	110-82510-41350	OnBase				\$50,000	\$51,000	\$52,500	\$55,125
COMPUTER SERVICES	110-82510-41350	Informacast Fusion				\$11,600	\$11,600	\$12,180	\$12,789
COMPUTER SERVICES	110-82510-41350	Locution - Fire Alert Software				\$30,000	\$30,000	\$31,500	\$33,075
COMPUTER SERVICES	110-82510-41350	Emergent LLC - Adobe				\$2,200	\$2,200	\$2,310	\$2,426
COMPUTER SERVICES	110-82510-41350	Crywolf				\$10,350	\$12,000	\$10,868	\$11,411
COMPUTER SERVICES	110-82510-41350	Genetec Video & Physical Security				\$14,980	\$15,200	\$15,729	\$16,516
COMPUTER SERVICES	110-82510-41350	LGA				\$20,000	\$25,000	\$21,000	\$22,050
COMPUTER SERVICES	110-82510-41350	VMWare				\$33,000	\$33,000	\$34,650	\$36,383
COMPUTER SERVICES	110-82510-41350	Helpdesk Solution				\$12,000	\$12,000	\$12,600	\$13,230
COMPUTER SERVICES	110-82510-41350	Xmedius				\$4,158	\$5,000	\$4,366	\$4,585
COMPUTER SERVICES	110-82510-41350	Quest Active Administrator & Security Explorer				\$5,400	\$5,000	\$5,670	\$5,954
COMPUTER SERVICES	110-82510-41350	APC Service Agreement (Mission Critical)				\$34,000	\$34,000	\$35,700	\$37,485
COMPUTER SERVICES	110-82510-41350	Metro E Internet Service				\$65,000	\$65,000	\$68,250	\$71,663
COMPUTER SERVICES	110-82510-41350	TriTech Software				\$85,598	\$94,000	\$95,000	\$95,000
COMPUTER SERVICES	110-82510-41350	PD Diverse				\$4,450	\$4,450	\$4,673	\$4,907

FY 2025 Information Technology Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
COMPUTER SERVICES	110-82510-41350	Crime Reports				\$3,588	\$3,588	\$3,768	\$3,956
COMPUTER SERVICES	110-82510-41350	Microsoft Tru-up				\$5,600	\$25,000	\$5,880	\$6,174
COMPUTER SERVICES	110-82510-41350	Solarwinds				\$23,700	\$20,000	\$21,000	\$22,000
COMPUTER SERVICES	110-82510-41350	Backup Software				\$41,000	\$41,000	\$43,050	\$45,203
COMPUTER SERVICES	110-82510-41350	Trellix (formerly FireEye)				\$23,500	\$45,000	\$24,675	\$25,909
COMPUTER SERVICES	110-82510-41350	Everbridge Notification System (reimburse Williamson CO)				\$16,547	\$15,400	\$17,375	\$18,244
COMPUTER SERVICES	110-82510-41350	Kronos				\$135,000	\$135,000	\$141,750	\$148,838
COMPUTER SERVICES	110-82510-41350	TrakStar				\$44,500	\$45,566	\$46,725	\$49,062
COMPUTER SERVICES	110-82510-41350	SSL Security Certificates				\$3,300	\$3,300	\$3,465	\$3,639
COMPUTER SERVICES	110-82510-41350	Syn-Apps				\$6,000	\$6,000	\$6,300	\$6,615
COMPUTER SERVICES	110-82510-41350	Tree Size Pro				\$1,500	\$1,500	\$1,575	\$1,654
COMPUTER SERVICES	110-82510-41350	Exagrid				\$14,500	\$14,500	\$15,225	\$15,987
COMPUTER SERVICES	110-82510-41350	.GOV Renewal				\$800	\$800	\$840	\$882
COMPUTER SERVICES	110-82510-41350	Plan Review Software Renewal (IDT)				\$31,500	\$31,500	\$33,075	\$34,729
COMPUTER SERVICES	110-82510-41350	RouteSmart				\$33,500	\$33,500	\$35,175	\$36,934
COMPUTER SERVICES	110-82510-41350	CAT Base License				\$540	\$540	\$567	\$596
COMPUTER SERVICES	110-82510-41350	CRI				\$51,000	\$51,000	\$53,550	\$56,228
COMPUTER SERVICES	110-82510-41350	GPSGate (MyCommerce Digital Rlver)				\$2,400	\$1,600	\$1,600	\$1,700
COMPUTER SERVICES	110-82510-41350	Patch MyPC				\$2,130	\$2,130	\$2,237	\$2,349
COMPUTER SERVICES	110-82510-41350	LOKI PPK DGPS Core & ASPsuite				\$1,500	\$1,500	\$1,575	\$1,654
COMPUTER SERVICES	110-82510-41350	Vector formally Target Solutions				\$15,938	\$38,000	\$39,500	\$41,000
COMPUTER SERVICES	110-82510-41350	GPS \ GEO Tab - Formerly Actsoft				\$14,400	\$14,400	\$15,120	\$15,876
COMPUTER SERVICES	110-82510-41350	ESO - Fire				\$12,663	\$12,663	\$13,297	\$13,961
COMPUTER SERVICES	110-82510-41350	Cradlepoint - Mobile Connectivity				\$35,560	\$35,560	\$37,338	\$39,205
COMPUTER SERVICES	110-82510-41350	Palo Alto				\$6,000	\$6,000	\$6,300	\$6,615
COMPUTER SERVICES	110-82510-41350	IP Cam Live (streaming service for TOC cameras)				\$8,000	\$8,000	\$8,400	\$8,820
COMPUTER SERVICES	110-82510-41350	HighQ				\$55,000	\$55,000	\$57,750	\$60,638
COMPUTER SERVICES	110-82510-41350	IONWave				\$17,470	\$17,470	\$17,995	\$18,533
COMPUTER SERVICES	110-82510-41350	UKG Payroll				\$25,000	\$25,000	\$25,750	\$26,522
COMPUTER SERVICES	110-82510-41350	Bentley Software				\$30,000	\$30,000	\$31,500	\$33,075
COMPUTER SERVICES	110-82510-41350	LP360				\$1,400	\$1,400	\$1,442	\$1,500
COMPUTER SERVICES	110-82510-41350	Twilio Sendgrid				\$1,500	\$1,500	\$1,545	\$1,600
COMPUTER SERVICES	110-82510-41350	Blue Beam Subscription				\$20,000	\$20,000	\$20,600	\$21,500
COMPUTER SERVICES	110-82510-41350	LogiKull				\$0	\$44,000	\$44,000	\$44,800
COMPUTER SERVICES	110-82510-41350	ESO Medical				\$0	\$13,656	\$14,100	\$14,500
COMPUTER SERVICES	110-82510-41350	FASTER Fleet Asset Solution				\$0	\$22,000	\$22,440	\$22,668
COMPUTER SERVICES	110-82510-41350	SketchUp Pro - Carahsoft				\$0	\$400	\$0	\$0
COMPUTER SERVICES	110-82510-41350	EMC Renewal - ISILON				\$0	\$12,000	\$0	\$0
COMPUTER SERVICES	110-82510-41350	LPR				\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41350	Falcon				\$0	\$104,377	\$109,000	\$113,000
COMPUTER SERVICES	110-82510-41350	Varonis				\$0	\$54,359	\$54,359	\$54,359
COMPUTER SERVICES	110-82510-41350	1Password				\$0	\$18,322	\$18,871	\$19,437
COMPUTER SERVICES	110-82510-41350	OpenGov				\$0	\$42,500	\$42,500	\$42,500
COMPUTER SERVICES	110-82510-41350	Extrahop				\$0	\$73,850	\$77,911	\$0

FY 2025 Information Technology Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
COMPUTER SERVICES	110-82510-41350	EMC Isilon				\$0	\$12,073	\$12,737	\$0
COMPUTER SERVICES	110-82510-41350	EVP Solution				\$0	\$105,000	\$105,000	\$0
COMPUTER SERVICES	110-82510-41350	Civic Plus				\$0	\$17,500	\$17,500	\$17,500
COMPUTER SERVICES	110-82510-41350	JustFoia				\$0	\$9,000	\$9,000	\$9,000
LEGAL SERVICES	110-82520-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENGINEERING SERVICES	110-82540-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
AERIAL PHOTOGRAPHY / MAPPING	110-82550-41350		\$0	\$25,276	\$27,000	\$53,000	\$27,000	\$21,100	\$21,800
AERIAL PHOTOGRAPHY / MAPPING	110-82550-41350	3DHP Project with State of TN				\$25,000	\$27,000	\$21,100	\$21,800
AERIAL PHOTOGRAPHY / MAPPING	110-82550-41350	NearMap				\$28,000	\$0	\$0	\$0
CONSULTANT SERVICES	110-82560-41350		\$185,561	\$294,953	\$307,800	\$307,800	\$297,800	\$307,800	\$307,800
CONSULTANT SERVICES	110-82560-41350	Enterprise Application				\$75,000	\$75,000	\$75,000	\$75,000
CONSULTANT SERVICES	110-82560-41350	Annual Technology Security Assessment				\$30,000	\$30,000	\$30,000	\$30,000
CONSULTANT SERVICES	110-82560-41350	Customer Support				\$5,000	\$5,000	\$5,000	\$5,000
CONSULTANT SERVICES	110-82560-41350	Application Development				\$15,000	\$5,000	\$15,000	\$15,000
CONSULTANT SERVICES	110-82560-41350	Infrastructure				\$15,000	\$15,000	\$15,000	\$15,000
CONSULTANT SERVICES	110-82560-41350	GIS				\$5,000	\$5,000	\$5,000	\$5,000
CONSULTANT SERVICES	110-82560-41350	IS				\$20,000	\$20,000	\$20,000	\$20,000
CONSULTANT SERVICES	110-82560-41350	Microsoft Technical Account Management				\$72,800	\$72,800	\$72,800	\$72,800
CONSULTANT SERVICES	110-82560-41350	City Wide Scanning Project				\$70,000	\$70,000	\$70,000	\$70,000
OTHER CONTRACTUAL SERVICES	110-82599-41350		\$15,356	\$23,121	\$21,500	\$21,500	\$21,500	\$21,500	\$2,150
OTHER CONTRACTUAL SERVICES	110-82599-41350	Middle TN Electric Wifi Pole rental				\$14,000	\$21,500	\$21,500	\$2,150
OTHER CONTRACTUAL SERVICES	110-82599-41350	Tower Maintenance				\$3,200	\$0	\$0	\$0
OTHER CONTRACTUAL SERVICES	110-82599-41350	Various				\$4,300	\$0	\$0	\$0
VEHICLE REPAIR & MAINTENANCE	110-82610-41350		\$1,449	\$361	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
EQUIPMENT REPAIR & MAINTENANCE	110-82620-41350		\$4,216	\$592	\$5,000	\$5,000	\$5,000	\$5,000	\$9,500
FIBER OPTIC SERVICE	110-82649-41350		\$2,750	\$0	\$0	\$0	\$0	\$0	\$0
GROUNDS MAINTENANCE SERVICES	110-82654-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
BUILDING REPAIR & MAINTENANCE	110-82660-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER REPAIR & MAINTENANCE SERVICES	110-82699-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TUITION ASSISTANCE PROGRAM	110-82720-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING, OUTSIDE	110-82780-41350		\$15,169	\$17,855	\$40,000	\$20,000	\$40,000	\$20,000	\$40,000
TRAINING, OUTSIDE	110-82780-41350	Application Training				\$10,000	\$20,000	\$20,000	\$40,000
TRAINING, OUTSIDE	110-82780-41350	Network Training				\$10,000	\$20,000	\$0	\$0
TRAINING, IN-HOUSE	110-82790-41350		\$27	\$0	\$200	\$200	\$200	\$200	\$200
REGISTRATIONS	110-82810-41350		\$14,437	\$8,562	\$15,500	\$9,500	\$10,000	\$9,500	\$9,500
REGISTRATIONS	110-82810-41350	TN GIS User Group Conf - 3 GIS Employees				\$1,500	\$1,500	\$1,500	\$1,500
REGISTRATIONS	110-82810-41350	APCO Conf				\$500	\$1,000	\$500	\$500
REGISTRATIONS	110-82810-41350	Asset Management Conf				\$2,000	\$2,000	\$2,000	\$2,000
REGISTRATIONS	110-82810-41350	OnBase Conf				\$3,000	\$3,000	\$3,000	\$3,000
REGISTRATIONS	110-82810-41350	GP Conf				\$2,500	\$2,500	\$2,500	\$2,500
GROUND TRANSPORTATION (OUTSIDE)	110-82820-41350		\$599	\$1,407	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
AIR TRAVEL	110-82830-41350		\$5,021	\$7,520	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
LODGING	110-82840-41350		\$9,155	\$16,554	\$9,000	\$9,000	\$10,000	\$10,000	\$10,000
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41350		\$790	\$1,720	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

FY 2025 Information Technology Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
OTHER TRAVEL EXPENSES	110-82890-41350		\$6	\$1,145	\$200	\$200	\$1,000	\$600	\$600
OFFICE SUPPLIES	110-83110-41350		\$7,553	\$6,407	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
OFFICE DÉCOR ITEMS (OTHER THAN	110-83120-41350		\$1,254	\$387	\$1,000	\$1,001	\$1,001	\$1,000	\$1,000
EMPLOYEE BENEVOLENCE ITEMS	110-83130-41350		\$0	\$84	\$200	\$200	\$200	\$200	\$200
MEALS & FOOD (INSIDE WILLIAMSON COLLEGE)	110-83140-41350		\$2,213	\$1,371	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
TRAINING SUPPLIES	110-83210-41350		\$0	\$0	\$500	\$500	\$500	\$500	\$500
SAFETY SUPPLIES	110-83250-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNIFORMS PURCHASED	110-83260-41350		\$114	\$2,355	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
OTHER OPERATING SUPPLIES	110-83299-41350		\$641	\$12	\$200	\$200	\$200	\$200	\$200
GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COLLEGE)	110-83310-41350		\$3,717	\$2,838	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
MILEAGE (INSIDE WILLIAMSON COLLEGE)	110-83320-41350		\$0	\$0	\$200	\$200	\$200	\$200	\$200
FURNITURE, FIXTURES (<\$50,000)	110-83510-41350		\$5,587	\$2,439	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
VEHICLES (<\$50,000)	110-83520-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41350		\$12,967	\$3,031	\$0	\$0	\$0	\$0	\$0
COMPUTER HARDWARE (<\$50,000)	110-83540-41350		\$94,173	\$208,725	\$245,000	\$235,000	\$190,000	\$190,000	\$235,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41350	Server Replacements				\$25,000	\$25,000	\$25,000	\$25,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41350	Network Gear				\$100,000	\$100,000	\$100,000	\$100,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41350	Computer Hardware Replacement				\$75,000	\$30,000	\$30,000	\$75,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41350	FY 2024 PER - Camera Replacement Budget				\$35,000	\$35,000	\$35,000	\$35,000
COMPUTER SOFTWARE (<\$50,000)	110-83550-41350		\$7,028	\$7,395	\$0	\$0	\$0	\$0	\$0
VEHICLE PARTS & SUPPLIES	110-83610-41350		\$0	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
EQUIPMENT PARTS & SUPPLIES	110-83620-41350		\$3,066	\$6,852	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
FIBER OPTIC SUPPLIES	110-83649-41350		\$13,590	\$11,454	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
BUILDING MAINTENANCE SUPPLIES	110-83660-41350		\$0	\$0	\$300	\$300	\$300	\$300	\$300
OTHER REPAIR & MAINTENANCE PARTS	110-83699-41350		\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
PROPERTY INSURANCE	110-85110-41350		\$1,138	\$1,586	\$1,665	\$1,666	\$1,666	\$1,749	\$1,836
FRAUD INSURANCE	110-85111-41350		\$7,121	\$10,352	\$10,870	\$10,870	\$10,870	\$11,414	\$11,984
INLAND MARINE INSURANCE	110-85112-41350		\$19,521	\$20,830	\$21,522	\$21,522	\$21,522	\$22,598	\$23,728
AUTO PHYSICAL DAMAGE INSURANCE	110-85113-41350		\$194	\$217	\$214	\$215	\$215	\$225	\$237
LIABILITY INSURANCE	110-85115-41350		\$4,180	\$16,150	\$4,001	\$4,001	\$4,001	\$4,201	\$4,411
E&O LIABILITY INSURANCE	110-85116-41350		\$4,670	\$5,775	\$5,149	\$5,150	\$5,150	\$5,407	\$5,677
VEHICLE LIABILITY INSURANCE	110-85117-41350		\$1,751	\$1,965	\$1,931	\$1,931	\$1,931	\$2,028	\$2,129
LAW ENFORCEMENT LIABILITY INSURANCE	110-85118-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UMBRELLA LIABILITY INSURANCE	110-85119-41350		\$3,055	\$6,369	\$3,368	\$3,369	\$3,369	\$3,537	\$3,714
PROPERTY CLAIMS/DEDUCTIBLES	110-85120-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	110-85123-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY CLAIMS/DEDUCTIBLES	110-85125-41350		\$0	\$4,597	\$0	\$0	\$0	\$0	\$0
E&O Settlements	110-85131-41350		\$0	\$18,428	\$0	\$0	\$0	\$0	\$0
EQUIPMENT RENTAL & LEASES	110-85240-41350		\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
STORAGE RENTAL	110-85250-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERMITS	110-85310-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
STATE FEES	110-85320-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	110-85990-41350		\$0	\$626	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
PRINCIPAL	110-86100-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2025 Information Technology Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
INTEREST	110-86200-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEASE/LOAN PRINCIPAL	110-86600-41350		\$0	\$46,889	\$0	\$0	\$0	\$0	\$0
LEASE/LOAN INTEREST	110-86700-41350		\$0	\$1,200	\$0	\$0	\$0	\$0	\$0
REIMBURSEMENT OF INTERFUND S	110-87510-41350		(\$976,022)	(\$648,031)	(\$1,134,055)	(\$1,134,055)	(\$1,190,758)	(\$1,250,295)	(\$1,312,810)
Total Operating			\$1,600,440	\$2,113,370	\$2,191,488	\$2,100,492	\$2,609,221	\$2,577,360	\$2,496,225
Information Technology Capital									
VEHICLES (>\$50,000)	110-89520-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MACHINERY & EQUIPMENT (>\$50,000)	110-89530-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41350		\$403,891	\$224,518	\$405,000	\$0	\$325,000	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41350	Network Switches & Routers				\$0	\$250,000	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41350	Cyber Security Tools				\$0	\$75,000	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41350					\$0	\$0	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41350					\$0	\$0	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41350					\$0	\$0	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41350					\$0	\$0	\$0	\$0
COMPUTER SOFTWARE (>\$50,000)	110-89550-41350		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital			\$403,891	\$224,518	\$405,000	\$0	\$325,000	\$0	\$0
Total Information Technology Budget			\$4,452,874	\$5,391,642	\$5,872,518	\$5,505,704	\$6,304,562	\$6,127,680	\$6,236,989



Program Enhancement Summary Form

Department/Division: 41350 INFORMATION TECHNOLOGY (IT)

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Capital	Total	Funded
110	FY2025	1	IS Developer I Position	1	\$ 60,407	\$ 9,027	\$ -	\$ -	\$ 69,434	
110	FY2025	2	Security SIEM (Security Information and Event Management)		\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	
110	FY2025	3	Contracts Management Solution		\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	
110	FY2025	4	EDGE Intelligence for Traffic Operations and Preemption		\$ -	\$ -	\$ 160,000	\$ -	\$ 160,000	
110	FY2025	5	Electronic Access-Control Devices for the City's Stationary (remote dropship) fuel sites)		\$ -	\$ -	\$ 23,500	\$ -	\$ 23,500	
110	FY2025	6	Managed Print Services (MPS) for Stand-Alone Printers		\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	
Totals				1	\$ 60,407	\$ 9,027	\$ 288,500	\$ 50,000	\$ 407,934	\$ -
Future FY Costs										
110	FY2025	3	Contracts Management Solution		\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
110	FY2025	4	EDGE Intelligence for Traffic Operations and Preemption		\$ -	\$ -	\$ 140,000	\$ -	\$ 140,000	
110	FY2025	6	Managed Print Services (MPS) for Stand-Alone Printers		\$ -	\$ -	\$ 29,000	\$ -	\$ 29,000	
Future FY Totals				0	\$ -	\$ -	\$ 169,000	\$ 10,000	\$ 179,000	\$ -
Totals + Future FY Totals				1	\$ 60,407	\$ 9,027	\$ 457,500	\$ 60,000	\$ 586,934	\$ -

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	\$ 285,000	\$ 435,000
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 122,934	\$ 151,934
	Quality Life Experiences		
	Sustainable Growth & Economic Prosperity		
Total Franklin Forward Allocations		\$ 407,934	\$ 586,934

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Requested + Future	Funded
	Personnel	\$ 69,434	\$ 69,434	
	Operations	\$ 288,500	\$ 457,500	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ 50,000	\$ 60,000	
	Total	\$ 407,934	\$ 586,934	\$ -



Program Enhancement Request Form - Personnel (PER-P)

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

		Requested Funding		
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Compensation				
81110 REGULAR PAY	\$ 60,407.00		\$ 60,407	\$ 60,407
			\$ -	\$ -
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 4,621.14		\$ 4,621	\$ 4,621
Pension (Current 7.22%)	\$ 4,361.39		\$ 4,361	\$ 4,361
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -		\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)			\$ -	\$ -
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 44.15		\$ 44	\$ 44
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681, New Emp.6 Month \$8,454)			\$ -	\$ -
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Personnel			\$ 69,434	\$ 69,434

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

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



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
83550 COMPUTER SOFTWARE (<\$	\$75,000	\$20,000	\$ 75,000	\$ 95,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operations			\$ 75,000	\$ 95,000

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

Security information and event management, SIEM for short, is a solution that helps organizations detect, analyze, and respond to security threats before they harm business operations. A SIEM, combines both security information management (SIM) and security event management (SEM) into one security management solution. SIEM technology collects event log data from a range of sources (other security platforms and tools), identifies activity that deviates from the norm with real-time analysis, and takes appropriate action. A SIEM works to collect, aggregate, and analyze volumes of data from an organization's applications, devices, servers, and users in real-time so security staff can detect and block attacks. SIEM tools use predetermined rules to help security teams define threats and generate alerts.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
89550 COMPUTER SOFTWARE (>\$	\$50,000	\$10,000	\$ 50,000	\$ 60,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 50,000	\$ 60,000

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

Contract Management Solution will provide efficiency and operating capacity to all that work with and utilize contracts. A single solution across all departments will allow sharing and reporting of all contracts that will help multiple departments in tracking and keeping up with renewals, COI's, etc.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
83540 COMPUTER HARDWARE (<\$	\$160,000	\$140,000	\$ 160,000	\$ 300,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operations			\$ 160,000	\$ 300,000

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

Edge Intelligence for traffic operations and preemption is a joint PER between Engineering, Fire and IT to provide smart traffic operating data for efficient traffic flow throughout the city. This technology is layered upon our fiber and physical network that is already in place.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
83530 MACHINERY & EQUIPMENT	\$ 15,000.00	\$ -	\$ 15,000	\$ 15,000
83530 MACHINERY & EQUIPMENT	\$ 1,000.00	\$ -	\$ 1,000	\$ 1,000
83530 MACHINERY & EQUIPMENT	\$ 7,500.00	\$ -	\$ 7,500	\$ 7,500
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operations			\$ 23,500	\$ 23,500

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

Allocations:

Line 1: 110-83530-45900

Line 2: 124-83530-46100

Line 3: 431-83530-52219

Purpose:

These electronic access-control devices (site and hardware locks) would be installed by IT at City's stationary fuel sites to facilitate easier access for the fuel truck driver, among others, for the following types of locations:

- (1) for two-way radio infrastructure sites with stationary generators (Q:3)
- (2) for General Fund facilities with stationary generators (Q:12)
- (3) for General Fund sites with off-road equipment (Q:5)
- (4) for Sanitation site with off-road equipment (Q:1)
- (5) for Water Management facilities with stationary generators (Q:8)



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding

Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
83530 MACHINERY & EQUIPMENT	\$ 25,000.00	\$ 4,000.00	\$ 25,000	\$ 29,000
82620 EQUIPMENT REPAIR & MAINT	\$ 5,000.00	\$ 25,000.00	\$ 5,000	\$ 30,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operations			\$ 30,000	\$ 59,000

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

Allocations:

Line 1: 110-83530-41350

Line 2: 110-82620-41350

Managed print services envisions (1) replacing nearly all (except a few that were recently purchased) the City's stand-alone printers (not multifunction copiers which already have associated service agreements) with new printers and (2) placing all the stand-alone printers, even those not replaced, under a service agreement for toner, parts and service for a fixed monthly fee for each printer. The MPS program being requested does not involve leasing; the City would continue to own the printers.

Line 1 above represents the non-recurring purchase price for the printers (\$25,000 in FY2025 to replace printers already in the City's "fleet" plus \$1,000 per year for the next four years to purchase printers to be added to the City's "fleet" each year).

Line 2 above represents the monthly service agreement fee for toner, parts and service for the printers (\$5,000 in FY2025 for printers already in the City's "fleet" plus \$5,000 per year for the next four years for those same printers, increased by \$500 per year for printers to be added to the City's "fleet" each year).



HISTORIC
FRANKLIN
TENNESSEE

FY 2025 Operating Budget

Revenue Management

Jessica Davey, Revenue & Licensing Manager

Departmental Summary

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

Performance Measures

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

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

Related Theme: All Four Themes

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

Strategic Plan Measures

The City of Franklin is a high performing organization that measures performance regularly to improve service delivery and ensure the most efficient expenditure of taxpayer dollars. We do this in a variety of different ways, but there are five main categories of performance measurement the City collects - Strategic Plan performance measures (both Financial and Non-Financial), General performance measures (both Financial and Non-Financial) and Citizen Survey data.

The Revenue Management Department has three of these categories - General performance measures (Financial and Non-Financial) and Citizen Survey data.

General Performance Measures

Revenue Management Financial Performance Measures

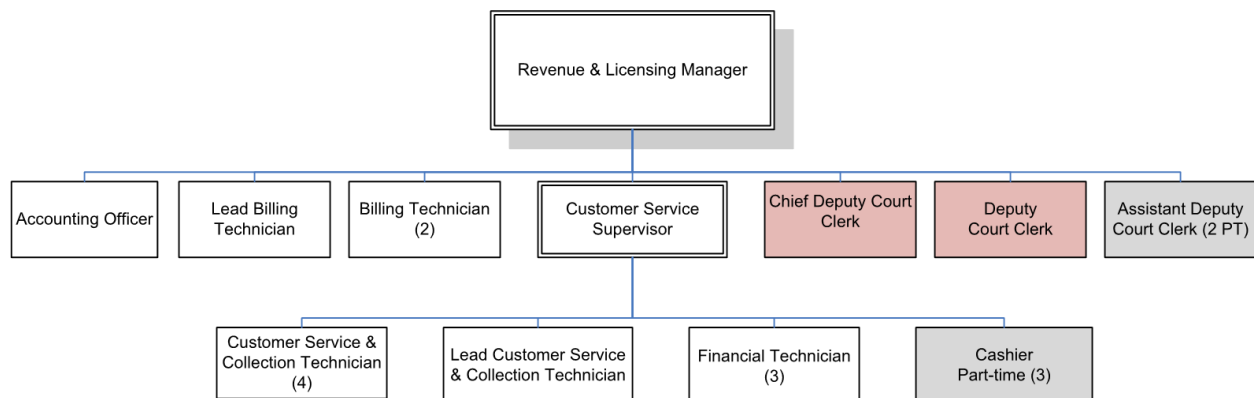
Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Average monthly irrigation bill.	\$250	\$222	\$213	\$193	\$287
Average monthly water bill.	\$51	\$50	\$52	\$55	\$61
Average monthly sewer bill.	\$59	\$66	\$68	\$71	\$77
AMOUNT	\$359	\$338	\$333	\$318	\$425

Citizens Survey

Revenue Management Department Citizen Survey Results

Measure	FY2016	FY2019
Amount		
Percent rating the quality of utility billing services as excellent/good	79.00	80.00
Percent rating the quality of utility billing services as fair/poor	21.00	20.00
AMOUNT	100.00	100.00

Organizational Chart



Notes:

Revenue Management Department shaded in **White**.

Municipal Court shaded in **Salmon/Peach**.

Unfunded positions shaded in **Gray**.

Staffing by Position

Staffing by Position											
Budget Positions	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Revenue & Licensing Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Customer Service Supervisor	Grade H	1	0	1	0	1	0	1	0	1	0
Account Mgmt Supervisor	---	0	0	0	0	0	0	0	0	0	0
Accounting Officer	Grade G	1	0	1	0	1	0	1	0	1	0
Lead Billing/Collections Technician	---	1	0	1	0	0	0	0	0	0	0
Lead Cust. Serv. & Coll. Technician	Grade F	0	0	0	0	1	0	1	0	1	0
Lead Billing Technician	Grade F	0	0	0	0	1	0	1	0	1	0
Financial Technician I	Grade E	2	0	3	0	3	0	3	0	3	0
Billing Technician	Grade E	0	0	0	0	2	0	2	0	2	0
Cust. Service & Collection Technician	Grade E	0	0	0	0	4	0	4	0	4	0
Billing/Collections Technician	---	7	0	7	0	0	0	0	0	0	0
Cashier Part-Time	Grade D	0	2	0	2	0	2	0	2	0	2
Sub-Total Budgeted Positions		13	2	14	2	14	2	14	2	14	2
Authorized, Unbudgeted Positions											
Financial Technician	Grade E	1	0	0	0	0	0	0	0	0	0
Cashier Part-Time	Grade D	0	1	0	1	0	1	0	1	0	1
Sub-Total Unbudgeted Positions		1	1	0	1	0	1	0	1	0	1
Total Authorized Positions		14	3	14	3	14	3	14	3	14	3

Budget Summary

Revenue Management

	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	EOY 2024	BUDGET 2025		
	FY2022	FY2023	2024	2024	2025	24 v. 25 Difference \$	24 v. 25 Difference %
Expenses							
110 - GENERAL FUND							
PERSONNEL							
PERSONNEL (81000)	\$1,117,777	\$1,321,113	\$1,417,283	\$1,419,786	\$1,457,624	\$40,341	2.8%
PERSONNEL TOTAL	\$1,117,777	\$1,321,113	\$1,417,283	\$1,419,786	\$1,457,624	\$40,341	2.8%
OPERATIONS							
SERVICES (82000)	\$54,755	\$23,864	\$36,050	\$21,257	\$36,040	(\$10)	(0.0%)
SUPPLIES (83000)	\$21,291	\$36,479	\$53,675	\$43,475	\$49,425	(\$4,250)	(7.9%)
BUSINESS EXPENSES (85000)	\$389,659	\$392,988	\$479,700	\$482,157	\$474,012	(\$5,688)	(1.2%)
REIMBURSEMENT OF EXPENDITURES (87500)	(\$1,396,721)	(\$864,398)	(\$1,466,557)	(\$1,466,557)	(\$1,539,884)	(\$73,327)	5.0%
OPERATIONS TOTAL	(\$931,017)	(\$411,067)	(\$897,132)	(\$919,668)	(\$980,407)	(\$83,275)	9.3%
CAPITAL	-	-	-	\$0	\$0	\$0	-
110 - GENERAL FUND TOTAL	\$186,760	\$910,046	\$520,151	\$500,118	\$477,217	(\$42,934)	(8.3%)
EXPENSES TOTAL	\$186,760	\$910,046	\$520,151	\$500,118	\$477,217	(\$42,934)	(8.3%)

For historic detail and forecasts, [please click here: FY 2021-2027 Line-Item Detail](#)

Program Enhancement Summary

To review requests for new programs, personnel and equipment, [please click here.](#)

FY 2025 Revenue Management Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Revenue Management Personnel									
REGULAR PAY	110-81110-41310		\$763,361	\$920,857	\$1,029,661	\$968,960	\$1,010,662	\$1,061,111	\$1,114,082
ARPA - PREMIUM PAY	110-81111-41310		\$17,058	\$0	\$0	\$0	\$0	\$0	\$0
ARPA - COVID19 LEAVE/ISOLATION	110-81112-41310		\$1,420	\$0	\$0	\$0	\$0	\$0	\$0
FAMILY LEAVE PAY	110-81113-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERTIME PAY	110-81120-41310		\$4,492	\$5,354	\$5,000	\$5,000	\$5,250	\$5,513	\$5,789
TEMPORARY WORK BY NON-CITY EMPLOYEES	110-81150-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VACANCY ADJUSTMENT	110-81199-41310		\$0	\$0	(\$33,079)	\$0	(\$35,373)	(\$37,138)	(\$38,992)
FICA (EMPLOYER'S SHARE)	110-81410-41310		\$55,457	\$67,599	\$72,302	\$74,126	\$77,316	\$80,348	\$83,380
ARPA - FICA PREMIUM PAY	110-81411-41310		\$1,305	\$0	\$0	\$0	\$0	\$0	\$0
MEDICAL PREMIUMS	110-81420-41310		\$199,006	\$228,366	\$216,070	\$242,190	\$266,409	\$293,050	\$322,355
NEAR-SITE CLINIC (URGENT TEAM)	110-81422-41310		\$5,420	\$6,773	\$5,742	\$5,820	\$5,820	\$5,820	\$5,820
VISION PREMIUMS	110-81425-41310		\$1,157	\$1,307	\$1,355	\$1,405	\$1,475	\$1,549	\$1,626
DENTAL INSURANCE PREMIUMS	110-81430-41310		\$8,647	\$9,435	\$9,696	\$9,952	\$10,450	\$10,973	\$11,521
FSA ADMINISTRATION FEES	110-81431-41310		\$134	\$141	\$115	\$116	\$116	\$116	\$116
GROUP INSURANCE PREMIUMS	110-81433-41310		\$4,726	\$4,629	\$5,101	\$5,378	\$5,583	\$5,583	\$5,583
EE MEDICAL INSURANCE CONTRIBUTIONS	110-81440-41310		(\$35,541)	(\$38,542)	(\$46,270)	(\$42,945)	(\$47,240)	(\$51,964)	(\$57,160)
CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	110-81441-41310		\$3,783	\$1,200	\$2,000	\$2,400	\$2,400	\$2,400	\$2,400
EE DENTAL INSURANCE CONTRIBUTIONS	110-81443-41310		(\$4,886)	(\$1,786)	(\$2,096)	(\$1,967)	(\$2,065)	(\$2,168)	(\$2,277)
EE VISION INSURANCE CONTRIBUTIONS	110-81444-41310		(\$232)	(\$245)	(\$295)	(\$276)	(\$289)	(\$304)	(\$319)
RETIREMENT HEALTH SAVINGS ACCOUNTS	110-81445-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIREMENT CONTRIBUTIONS	110-81450-41310		\$60,981	\$77,020	\$104,767	\$104,767	\$110,005	\$115,506	\$121,281
DEFINED CONTRIBUTION MATCH (CLOSED)	110-81455-41310		\$9,514	\$6,230	\$5,544	\$6,766	\$7,105	\$7,460	\$7,833
DEFINED CONTRIBUTION MATCH (TCRS)	110-81456-41310		\$18,730	\$30,610	\$37,181	\$33,604	\$35,285	\$37,049	\$38,901
ARPA-TCRS Contributions (City)	110-81457-41310		\$337	\$0	\$0	\$0	\$0	\$0	\$0
UNEMPLOYMENT CLAIMS	110-81460-41310		\$866	\$0	\$0	\$0	\$0	\$0	\$0
WORKERS COMPENSATION PREMIUMS	110-81470-41310		\$2,043	\$2,166	\$4,490	\$4,490	\$4,715	\$4,951	\$5,198
WORKERS COMPENSATION CLAIMS	110-81475-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel			\$1,117,777	\$1,321,113	\$1,417,283	\$1,419,786	\$1,457,624	\$1,539,855	\$1,627,137

FY 2025 Revenue Management Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Revenue Management Operating									
MAILING & OUTBOUND SHIPPING SERVICES	110-82110-41310		\$9,704	\$14,055	\$12,000	\$10,000	\$12,000	\$12,000	\$12,000
FREIGHT FOR INBOUND PURCHASED ITEMS	110-82120-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLE LICENSES & TITLES	110-82130-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PRINTING & COPYING SERVICES, OUTSOURCED	110-82210-41310		\$0	\$0	\$1,200	\$0	\$1,200	\$1,200	\$1,500
TRANSCRIPTION FEES	110-82240-41310		\$0	\$31	\$0	\$0	\$0	\$0	\$0
TESTING & PHYSICALS	110-82250-41310		\$736	\$761	\$500	\$400	\$500	\$500	\$500
UNIFORM RENTAL & SERVICES	110-82260-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER OPERATING SERVICES	110-82299-41310		\$1,000	\$1,025	\$1,000	\$1,000	\$1,000	\$0	\$0
LEGAL NOTICES	110-82310-41310		\$33	\$0	\$1,000	\$30	\$1,000	\$1,000	\$100
DUES FOR MEMBERSHIPS	110-82350-41310		\$528	\$100	\$750	\$715	\$740	\$750	\$870
DUES FOR MEMBERSHIPS	110-82350-41310	TGFOA x 3				\$90	\$90	\$90	\$120
DUES FOR MEMBERSHIPS	110-82350-41310	TN Bar Association				\$325	\$350	\$350	\$400
DUES FOR MEMBERSHIPS	110-82350-41310	GFOA				\$150	\$150	\$40	\$50
DUES FOR MEMBERSHIPS	110-82350-41310	Williamson Bar Association				\$150	\$150	\$270	\$300
PROFESSIONAL STANDARDS / ACCREDITATION	110-82355-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EMERGENCY RELIEF	110-82371-41310		\$400	\$0	\$0	\$0	\$0	\$0	\$0
RECRUITMENT	110-82373-41310		\$0	\$316	\$0	\$122	\$0	\$0	\$0
PUBLICATIONS, NON-TRAINING	110-82390-41310		\$0	\$0	\$500	\$200	\$500	\$500	\$500
WATER & SEWER SERVICE	110-82420-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONE SERVICE	110-82450-41310		\$1,589	\$1,564	\$2,400	\$1,800	\$2,400	\$2,500	\$2,500
CELLULAR TELEPHONE SERVICE	110-82455-41310		\$526	\$514	\$1,200	\$415	\$1,200	\$1,200	\$1,200
INTERNET & RELATED SERVICES	110-82470-41310		\$2,680	\$2,342	\$3,250	\$2,825	\$3,250	\$3,250	\$3,500
COMPUTER SERVICES	110-82510-41310		\$33,079	\$0	\$250	\$0	\$250	\$250	\$300
LEGAL SERVICES	110-82520-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
AUDIT SERVICES	110-82530-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CONTRACTUAL SERVICES	110-82599-41310		\$431	\$0	\$2,000	\$0	\$2,000	\$2,000	\$2,000
VEHICLE REPAIR & MAINTENANCE SERVICES	110-82610-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41310		\$582	\$0	\$1,300	\$0	\$1,300	\$1,300	\$1,350
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EMPLOYEE RECOGNITION/RECEPTIONS	110-82750-41310		\$0	\$0	\$1,000	\$500	\$1,000	\$1,000	\$1,000
TRAINING, OUTSIDE	110-82780-41310		\$660	\$50	\$1,200	\$0	\$1,200	\$1,200	\$1,200
TRAINING, IN-HOUSE	110-82790-41310		\$0	\$336	\$250	\$0	\$250	\$250	\$300
REGISTRATIONS	110-82810-41310		\$2,340	\$2,467	\$4,100	\$2,500	\$4,100	\$4,225	\$4,500

FY 2025 Revenue Management Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41310		\$232	\$168	\$250	\$200	\$250	\$255	\$275
AIR TRAVEL	110-82830-41310		\$0	\$0	\$750	\$0	\$750	\$775	\$800
LODGING	110-82840-41310		\$215	\$135	\$750	\$400	\$750	\$775	\$800
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41310		\$21	\$0	\$200	\$150	\$200	\$225	\$250
OTHER TRAVEL EXPENSES	110-82890-41310		\$0	\$0	\$200	\$0	\$200	\$225	\$250
OFFICE SUPPLIES	110-83110-41310		\$13,765	\$15,159	\$16,675	\$14,270	\$16,675	\$17,175	\$17,700
OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	110-83120-41310		\$214	\$94	\$1,050	\$210	\$1,000	\$1,100	\$1,125
EMPLOYEE BENEVOLENCE ITEMS	110-83130-41310		\$387	\$633	\$600	\$550	\$750	\$750	\$750
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41310		\$1,634	\$1,396	\$1,100	\$750	\$1,100	\$1,150	\$1,200
TRAINING SUPPLIES	110-83210-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAFETY SUPPLIES	110-83250-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNIFORMS PURCHASED	110-83260-41310		\$1,493	\$1,561	\$1,875	\$1,800	\$1,875	\$1,900	\$2,000
OTHER OPERATING SUPPLIES	110-83299-41310		\$127	\$143	\$160	\$155	\$160	\$160	\$175
GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	110-83310-41310		\$0	\$0	\$200	\$0	\$200	\$200	\$200
MILEAGE (INSIDE WILLIAMSON COUNTY)	110-83320-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE, FIXTURES (<\$50,000)	110-83510-41310		\$0	\$0	\$5,200	\$4,000	\$5,200	\$5,600	\$5,800
FURNITURE, FIXTURES (<\$50,000)	110-83510-41310	Replacement chairs and/or desks				\$3,000	\$5,000	\$5,400	\$5,600
FURNITURE, FIXTURES (<\$50,000)	110-83510-41310	Miscellaneous				\$1,000	\$200	\$200	\$200
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41310		\$518	\$1,666	\$2,000	\$500	\$2,000	\$2,000	\$2,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41310		\$2,527	\$15,282	\$24,350	\$21,000	\$20,000	\$22,000	\$22,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41310	New Monitors				\$21,000	\$10,000	\$5,000	\$5,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41310	Scheduled Computer Replacements				\$0	\$7,000	\$15,000	\$15,000
COMPUTER HARDWARE (<\$50,000)	110-83540-41310	Printers				\$0	\$3,000	\$2,000	\$2,000
COMPUTER SOFTWARE (<\$50,000)	110-83550-41310		\$300	\$230	\$300	\$240	\$300	\$325	\$350
EQUIPMENT PARTS & SUPPLIES	110-83620-41310		\$324	\$315	\$165	\$0	\$165	\$175	\$175
PROPERTY INSURANCE	110-85110-41310		\$1,138	\$1,448	\$0	\$1,595	\$1,675	\$1,759	\$1,847
FRAUD INSURANCE	110-85111-41310		\$343	\$545	\$0	\$0	\$0	\$0	\$0

FY 2025 Revenue Management Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
INLAND MARINE INSURANCE	110-85112-41310		\$32	\$36	\$0	\$38	\$40	\$42	\$44
AUTO PHYSICAL DAMAGE INSURANCE	110-85113-41310		\$17	\$19	\$0	\$0	\$0	\$0	\$0
LIABILITY INSURANCE	110-85115-41310		\$175	\$246	\$0	\$1,742	\$1,829	\$1,920	\$2,016
E&O LIABILITY INSURANCE	110-85116-41310		\$225	\$304	\$0	\$0	\$0	\$0	\$0
VEHICLE LIABILITY INSURANCE	110-85117-41310		\$280	\$327	\$0	\$0	\$0	\$0	\$0
LAW ENFORCEMENT LIABILITY INSURANCE	110-85118-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UMBRELLA LIABILITY INSURANCE	110-85119-41310		\$147	\$168	\$0	\$255	\$268	\$281	\$295
PROPERTY CLAIMS/DEDUCTIBLES	110-85120-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SURETY/NOTARY COSTS	110-85140-41310		\$0	\$100	\$0	\$0	\$0	\$0	\$0
STATE FEES	110-85320-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UTILITY DISTRICT FEES	110-85330-41310		\$12,000	\$16,200	\$16,200	\$14,000	\$16,200	\$16,200	\$16,200
RECORDING & FILING FEES	110-85340-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
BANKING FEES	110-85510-41310		\$18,367	\$18,554	\$24,000	\$15,000	\$24,000	\$24,000	\$24,000
E-COMMERCE FEES	110-85530-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
BILLING SERVICES	110-85540-41310		\$221,531	\$217,119	\$260,500	\$270,500	\$250,000	\$250,000	\$250,000
CASH SHORT/OVER	110-85550-41310		(\$22)	\$6	\$0	\$27	\$0	\$0	\$0
PROPERTY TAX BILLINGS SERVICES	110-85555-41310		\$135,428	\$137,916	\$179,000	\$179,000	\$180,000	\$180,000	\$180,000
BAD DEBT EXPENSE (NET OF RECOVERIES)	110-85570-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LATE CHARGES	110-85580-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	110-85990-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
REIMBURSEMENT OF INTERFUND SERVICES	110-87510-41310		(\$1,396,721)	(\$864,398)	(\$1,466,557)	(\$1,466,557)	(\$1,539,884)	(\$1,616,879)	(\$1,697,723)
Total Operating			(\$931,017)	(\$411,067)	(\$897,132)	(\$919,668)	(\$980,407)	(\$1,054,762)	(\$1,134,151)
Revenue Management Capital									
BUILDING DESIGN & CONSTRUCTION (>\$100,000)	110-89220-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MACHINERY & EQUIPMENT (>\$50,000)	110-89530-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41310		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue Management Budget			\$186,760	\$910,046	\$520,151	\$500,118	\$477,217	\$485,093	\$492,986



Program Enhancement Summary Form

Department/Division: 41310 REVENUE MANAGEMENT

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Total	Funded
110	FY2025	1	Hotel/Motel Occupancy Tax Audit		\$ -	\$ -	\$ 35,000	\$ 35,000	
Totals				0	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 35,000
	Quality Life Experiences	
	Sustainable Growth & Economic Prosperity	
Total Franklin Forward Allocations		\$ 35,000

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ -	
	Operations	\$ 35,000	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
Total		\$ 35,000	\$ -



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding

Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82530 AUDIT SERVICES	\$ 35,000.00		\$ 35,000	\$ 35,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Expenses			\$ 35,000	\$ 35,000

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

Historically, the City of Franklin has partnered with Williamson County government to perform a hotel/motel occupancy tax audit every few years. The last audit was performed in 2018. This audit would be coordinated by Williamson County and their Commission will select the auditor. This request is to appropriate funding for our share of the expense for the audit of hotels located within our jurisdiction. Should this request go unfunded, the City could potentially miss collecting outstanding occupancy tax revenue discovered during the audit. If approved, funding should be allocated to Fund 150 - Hotel/Motel tax.



HISTORIC
FRANKLIN
TENNESSEE

FY 2025 Operating Budget

Municipal Court

Jessica Davey, Revenue & Licensing Manager

Departmental Summary

Department Mission

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

Department Vision

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

Performance Measures

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

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

Related Theme: All Four Themes

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

Strategic Plan Measures

The City of Franklin is a high performing organization that measures performance regularly to improve service delivery and ensure the most efficient expenditure of taxpayer dollars. We do this in a variety of different ways, but there are five main categories of performance measurement the City collects - Strategic Plan performance measures (both Financial and Non-Financial), General performance measures (both Financial and Non-Financial) and Citizen Survey data.

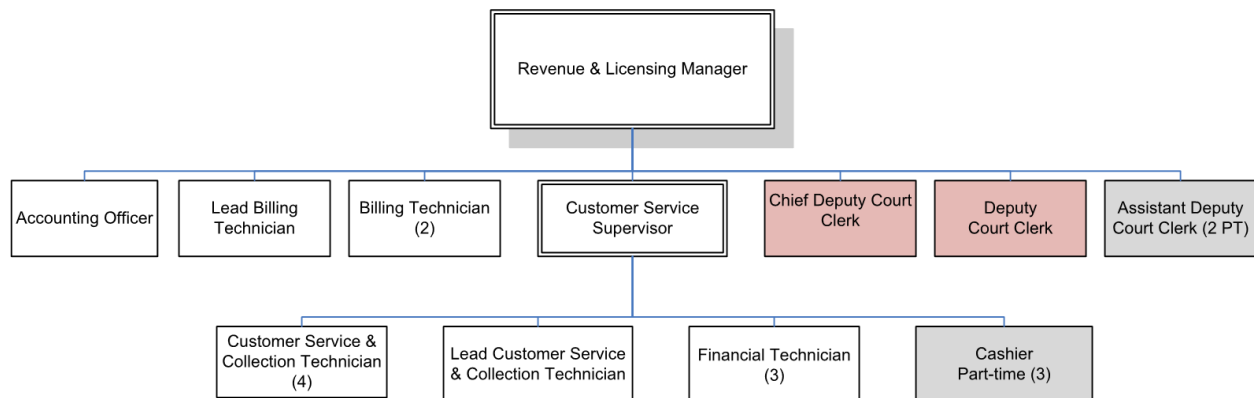
The Municipal Court has one of these categories - General Performance Measures (Non-Financial).

General Performance Measures

Court Non-Financial Performance Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Average number of days from issuance of a citation to resolution (non-traffic school).	39.00	43.00	41.00	40.00	40.00
Number of moving violation cases.	4,650.00	1,524.00	1,650.00	1,514.00	3,406.00
Sustainable Franklin Metric: Percentage of customer inquiries responded to within 2 business days.	100.00	100.00	100.00	100.00	100.00
Number of parking violations - cited cases.	1,800.00	3,863.00	1,930.00	1,009.00	2,053.00
Municipal Court collections as a percentatge of municipal obligations billed.	90.00	89.00	88.00	90.00	90.00
Number of financial responsibility cases.	325.00	290.00	297.00	277.00	254.00
Number of seat belt cases.	20.00	39.00	28.00	46.00	42.00
Number of codes enforcement cases.	120.00	57.00	86.00	41.00	85.00
Number of license and registration cases.	600.00	511.00	570.00	578.00	716.00
Number of failure to appear cases.	281.00	256.00	188.00	133.00	169.00
Number of parking violations - warning cases.	633.00	547.00	392.00	750.00	3,161.00
Total cases filed.	5,429.00	7,087.00	5,141.00	3,886.00	5,543.00
AMOUNT	14,087.00	14,406.00	10,511.00	8,464.00	15,659.00

Organizational Chart



Notes:

Revenue Management Department shaded in **White**.

Municipal Court shaded in **Salmon/Peach**.

Unfunded positions shaded in **Gray**.

Staffing by Position

Staffing by Position

Budget Positions	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade G	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade F	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk/Cashier	---	0	1	0	0	0	0	0	0	0	0
Assistant Deputy Court Clerk	Grade D	0	0	0	1	0	1	0	1	0	1
Court Security and Parking Enforcement Officer	---	1	0	0	0	0	0	0	0	0	0
Sub-Total Budgeted Positions		3	1	2	1	2	1	2	1	2	1

Authorized, Unbudgeted Positions											
Deputy Court Clerk	Grade E	0	1	0	0	0	0	0	0	0	0
Assistant Deputy Court Clerk	Grade D	0	1	0	1	0	1	0	1	0	1
Sub-Total Unbudgeted Positions		0	1	0	0	0	0	0	0	0	1

Total Authorized Positions	3	2	2	1	2	1	2	1	2	2	
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Budget Summary

Court

	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	EOY 2024	BUDGET 2025		
	FY2022	FY2023	2024	2024	2025	24 v. 25 Difference \$	24 v. 25 Difference %
Expenses							
110 - GENERAL FUND							
PERSONNEL							
PERSONNEL (81000)	\$210,000	\$236,268	\$252,674	\$260,077	\$266,441	\$13,767	5.4%
PERSONNEL TOTAL	\$210,000	\$236,268	\$252,674	\$260,077	\$266,441	\$13,767	5.4%
OPERATIONS							
SERVICES (82000)	\$15,535	\$12,154	\$313,362	\$299,338	\$26,934	(\$286,428)	(91.4%)
SUPPLIES (83000)	\$16,006	\$9,574	\$14,850	\$8,175	\$16,850	\$2,000	13.5%
BUSINESS EXPENSES (85000)	\$8,224	\$10,650	\$6,000	\$10,505	\$10,730	\$4,730	78.8%
DEBT SERVICE (86000)	-	-	-	\$0	\$0	\$0	-
OPERATIONS TOTAL	\$39,766	\$32,378	\$334,212	\$318,018	\$54,514	(\$279,698)	(83.7%)
110 - GENERAL FUND TOTAL	\$249,765	\$268,646	\$586,886	\$578,095	\$320,955	(\$265,931)	(45.3%)
EXPENSES TOTAL	\$249,765	\$268,646	\$586,886	\$578,095	\$320,955	(\$265,931)	(45.3%)

For historic detail and forecasts, [please click here: FY 2021-2027 Line-Item Detail](#)

Program Enhancement Summary

[To review requests for new programs, personnel and equipment, please click here.](#)

FY 2025 Municipal Court Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Municipal Court Personnel									
REGULAR PAY	110-81110-41200		\$123,075	\$147,470	\$166,174	\$166,200	\$174,510	\$183,236	\$192,398
FAMILY LEAVE PAY	110-81113-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERTIME PAY	110-81120-41200		\$1,461	\$2,102	\$449	\$1,500	\$1,575	\$1,654	\$1,737
VACANCY ADJUSTMENT	110-81199-41200		\$0	\$0	(\$5,407)	\$0	(\$6,107)	(\$6,413)	(\$6,733)
CITY JUDGE	110-81220-41200		\$25,000	\$22,917	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
JUDICIAL COMMISSION- WARRANTS	110-81250-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA (EMPLOYER'S SHARE)	110-81410-41200		\$10,903	\$12,527	\$11,819	\$14,627	\$14,627	\$15,201	\$15,775
MEDICAL PREMIUMS	110-81420-41200		\$32,229	\$37,193	\$37,192	\$37,193	\$40,913	\$45,004	\$49,504
NEAR-SITE CLINIC (URGENT TEAM)	110-81422-41200		\$790	\$840	\$924	\$840	\$840	\$840	\$840
VISION PREMIUMS	110-81425-41200		\$211	\$216	\$238	\$216	\$227	\$238	\$250
DENTAL INSURANCE PREMIUMS	110-81430-41200		\$1,406	\$1,374	\$1,443	\$1,374	\$1,443	\$1,515	\$1,591
FSA ADMINISTRATION FEES	110-81431-41200		\$38	\$38	\$38	\$38	\$38	\$38	\$38
GROUP INSURANCE PREMIUMS	110-81433-41200		\$607	\$680	\$686	\$1,054	\$1,054	\$1,054	\$1,054
EE MEDICAL INSURANCE CONTRIBUTIONS	110-81440-41200		(\$4,842)	(\$6,066)	(\$7,542)	(\$6,329)	(\$6,962)	(\$7,658)	(\$8,424)
CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	110-81441-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EE DENTAL INSURANCE CONTRIBUTIONS	110-81443-41200		(\$483)	(\$252)	(\$298)	(\$262)	(\$275)	(\$289)	(\$303)
EE VISION INSURANCE CONTRIBUTIONS	110-81444-41200		(\$32)	(\$39)	(\$48)	(\$40)	(\$42)	(\$44)	(\$47)
RETIREMENT HEALTH SAVINGS ACCOUNTS	110-81445-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIREMENT CONTRIBUTIONS	110-81450-41200		\$18,190	\$12,837	\$17,461	\$14,122	\$14,828	\$15,569	\$16,347
DEFINED CONTRIBUTION MATCH (CLOSED)	110-81455-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEFINED CONTRIBUTION MATCH (TCRS)	110-81456-41200		\$926	\$3,844	\$4,012	\$4,012	\$4,213	\$4,424	\$4,645
WORKERS COMPENSATION PREMIUMS	110-81470-41200		\$520	\$587	\$532	\$532	\$559	\$587	\$616
WORKERS COMPENSATION CLAIMS	110-81475-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel			\$210,000	\$236,268	\$252,674	\$260,077	\$266,441	\$279,956	\$294,288
Municipal Court Operating									
MAILING & OUTBOUND SHIPPING SERVICES	110-82110-41200		\$2,827	\$514	\$4,650	\$525	\$4,650	\$4,800	\$4,800
PRINTING & COPYING SERVICES, OUTSOURCED	110-82210-41200		\$235	\$252	\$2,200	\$250	\$2,200	\$2,200	\$220

FY 2025 Municipal Court Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
FINGERPRINTING FEES	110-82245-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TESTING & PHYSICALS	110-82250-41200		\$0	\$0	\$250	\$0	\$250	\$250	\$350
OTHER OPERATING SERVICES	110-82299-41200		\$13	\$32	\$0	\$35	\$50	\$0	\$0
LEGAL NOTICES	110-82310-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUES FOR MEMBERSHIPS	110-82350-41200		\$0	\$0	\$234	\$0	\$234	\$234	\$234
DUES FOR MEMBERSHIPS	110-82350-41200	Various				\$0	\$200	\$200	\$200
DUES FOR MEMBERSHIPS	110-82350-41200	Amazon Prime				\$0	\$34	\$34	\$34
EMERGENCY RELIEF	110-82371-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLICATIONS, NON-TRAINING	110-82390-41200		\$364	\$93	\$400	\$0	\$400	\$425	\$425
TELEPHONE SERVICE	110-82450-41200		\$165	\$97	\$400	\$300	\$400	\$425	\$425
INTERNET & RELATED SERVICES	110-82470-41200		\$893	\$781	\$850	\$800	\$850	\$875	\$875
COMPUTER SERVICES	110-82510-41200		\$435	\$359	\$287,698	\$287,698	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41200	New Ticketing Software				\$287,698	\$0	\$0	\$0
LEGAL SERVICES	110-82520-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CONTRACTUAL SERVICES	110-82599-41200		\$9,890	\$8,840	\$12,500	\$6,500	\$12,500	\$12,500	\$12,500
OTHER CONTRACTUAL SERVICES	110-82599-41200	Onsite Security				\$6,500	\$12,500	\$12,500	\$12,500
VEHICLE REPAIR & MAINTENANCE SERVICES	110-82610-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41200		\$149	\$282	\$550	\$480	\$550	\$600	\$600
OTHER REPAIR & MAINTENANCE SERVICES	110-82699-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING, OUTSIDE	110-82780-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING, IN-HOUSE	110-82790-41200		\$0	\$0	\$500	\$0	\$500	\$500	\$500
REGISTRATIONS	110-82810-41200		\$40	\$40	\$450	\$900	\$500	\$450	\$450
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41200		\$242	\$410	\$900	\$450	\$900	\$900	\$900
AIR TRAVEL	110-82830-41200		\$0	\$0	\$0	\$0	\$600	\$0	\$0
LODGING	110-82840-41200		\$213	\$343	\$1,330	\$1,100	\$1,400	\$1,400	\$1,400
MEALS (OUTSIDE WILLIAMSON COUNTY)	110-82850-41200		\$68	\$109	\$450	\$300	\$450	\$475	\$500
OTHER TRAVEL EXPENSES	110-82890-41200		\$0	\$0	\$0	\$0	\$500	\$0	\$0
OFFICE SUPPLIES	110-83110-41200		\$2,087	\$1,967	\$3,000	\$2,500	\$3,000	\$3,200	\$3,500
OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	110-83120-41200		\$453	\$0	\$150	\$75	\$150	\$175	\$175
EMPLOYEE BENEVOLENCE ITEMS	110-83130-41200		\$0	\$32	\$200	\$50	\$200	\$200	\$200
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41200		\$0	\$438	\$500	\$250	\$500	\$500	\$500
UNIFORMS PURCHASED	110-83260-41200		\$201	\$472	\$300	\$300	\$300	\$300	\$300

FY 2025 Municipal Court Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
UNIFORMS, SPECIALIZED	110-83265-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSUMABLE TOOLS	110-83270-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	110-83299-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	110-83310-41200		\$0	\$0	\$600	\$0	\$600	\$600	\$600
MILEAGE (INSIDE WILLIAMSON COUNTY)	110-83320-41200		\$0	\$0	\$100	\$0	\$100	\$100	\$100
FURNITURE, FIXTURES (<\$50,000)	110-83510-41200		\$563	\$0	\$3,000	\$1,000	\$3,000	\$3,000	\$3,000
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41200		\$6,681	\$0	\$0	\$0	\$1,500	\$0	\$0
COMPUTER HARDWARE (<\$50,000)	110-83540-41200		\$6,021	\$6,665	\$6,500	\$4,000	\$7,000	\$6,500	\$6,500
COMPUTER SOFTWARE (<\$50,000)	110-83550-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT PARTS & SUPPLIES	110-83620-41200		\$0	\$0	\$500	\$0	\$500	\$500	\$500
PROPERTY INSURANCE	110-85110-41200		\$1,138	\$1,456	\$0	\$1,599	\$1,679	\$1,763	\$1,851
FRAUD INSURANCE	110-85111-41200		\$444	\$1,145	\$0	\$0	\$0	\$0	\$0
INLAND MARINE INSURANCE	110-85112-41200		\$228	\$259	\$0	\$270	\$284	\$298	\$313
AUTO PHYSICAL DAMAGE INSURANCE	110-85113-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY INSURANCE	110-85115-41200		\$226	\$518	\$0	\$2,299	\$2,414	\$2,535	\$2,662
E&O LIABILITY INSURANCE	110-85116-41200		\$291	\$639	\$0	\$0	\$0	\$0	\$0
VEHICLE LIABILITY INSURANCE	110-85117-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAW ENFORCEMENT LIABILITY INSURANCE	110-85118-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UMBRELLA LIABILITY INSURANCE	110-85119-41200		\$191	\$353	\$0	\$337	\$353	\$371	\$390
PROPERTY CLAIMS/DEDUCTIBLES	110-85120-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	110-85127-41200		\$192	\$0	\$0	\$0	\$0	\$0	\$0
STATE FEES	110-85320-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECORDING & FILING FEES	110-85340-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-COMMERCE FEES	110-85530-41200		\$5,514	\$6,280	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
CASH SHORT/OVER	110-85550-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
BAD DEBT EXPENSE (NET OF RECOVERIES)	110-85570-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	110-85990-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PRINCIPAL	110-86100-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST	110-86200-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEASE/LOAN PRINCIPAL	110-86600-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEASE/LOAN INTEREST	110-86700-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating			\$39,766	\$32,378	\$334,212	\$318,018	\$54,514	\$52,076	\$50,770

FY 2025 Municipal Court Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Municipal Court Capital									
VEHICLES (>\$50,000)	110-89520-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MACHINERY & EQUIPMENT (>\$50,000)	110-89530-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER HARDWARE (>\$50,000)	110-89540-41200		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Municipal Court Budget			\$249,765	\$268,646	\$586,886	\$578,095	\$320,955	\$332,032	\$345,058



Program Enhancement Summary Form

Department/Division: 41200 COURT

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Total	Funded
110	FY2025	1	Reclass Chief Deputy Court Clerk		\$ 8,218	\$ 1,239	\$ -	\$ 9,457	
Totals				0	\$ 8,218	\$ 1,239	\$ -	\$ 9,457	\$ -

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	\$ -
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 9,457
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Total Franklin Forward Allocations		\$ 9,457

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ 9,457	
	Operations	\$ -	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
	Total	\$ 9,457	\$ -



Program Enhancement Request Form - Personnel (PER-P)

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Compensation				
81110 REGULAR PAY	\$ 8,218		\$ 8,218	\$ 8,218
			\$ -	\$ -
			\$ -	\$ -
Benefits				
FICA/MEDI (7.65%)	\$ 629		\$ 629	\$ 629
Pension (Current 7.35%)	\$ 604		\$ 604	\$ 604
Holiday (Yes 108.28 for FY and 9 Month, No for ineligible, existing, or 6 Month)	\$ -		\$ -	\$ -
Supplemental Life (Existing Emp \$0, New Emp FY \$84, New Empl 9 Month \$63, New Empl 6 \$42)			\$ -	\$ -
Basic (.001575/ AD&D .0003/ DISAB .00304)	\$ 6		\$ 6	\$ 6
MED/DNT/VIS (Existing Emp. Reclass \$0, New Emp. FY \$16,908, New Emp. 9 Month \$12,681 , New Emp.6 Month \$8,454)			\$ -	\$ -
Operating Expenses				
Capital Expenses				
Total Personnel			\$ 9,457	\$ 9,457

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

This request would reclassify the Chief Deputy Court Clerk (Pay Grade G) to supervisory position (Pay Grade H) in the office of the City Court Clerk. The purpose of this reclassification is to acknowledge the leadership of the Chief Deputy position and to enhance this position with supervisory duties. The Chief Deputy currently provides all technical training, coordinates with the Court Clerk to develop and implement new procedures, and serves as liaison to the Law, Police, and Building and Neighborhood Services departments. The addition of supervisory duties would empower the Chief Deputy to make and adjust staff schedules, provide direct feedback, training, or counseling to court staff as needed, and serve as back-up to the Court Clerk. Further, with a new case management software implementation scheduled to begin soon, this reclass would allow the Chief Deputy to serve as co-project manager alongside the Court Clerk. If the reclassification is not improved, office efficiencies and breakthroughs in innovation will be hindered.



HISTORIC
FRANKLIN
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FY 2025 Operating Budget

Project & Facilities Management

Brad Wilson, Director

Departmental Summary

Department Goals

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

FY 2025 Outlook

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

Projects

Team meetings will continue on the development of a new City Hall located Downtown on the site of the current facility. The Facilities Department will continue to react daily to any and all assistance that is requested from outlying offices. Facilities is working with Engineering and Parks for the new park to be located off Carothers in regards to pavilions and structures.

Performance Measures

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

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

Related Theme: A Safe, Clean, and Livable City

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

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

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

Strategic Plan Measures

The City of Franklin is a high performing organization that measures performance regularly to improve service delivery and ensure the most efficient expenditure of taxpayer dollars. We do this in a variety of different ways, but there are five main categories of performance measurement the City collects - Strategic Plan performance measures (both Financial and Non-Financial), General performance measures (both Financial and Non-Financial) and Citizen Survey data.

The Facilities Department has three of these categories - Strategic Plan measures (Non-Financial) and General performance measures (Financial and Non-Financial).

Fac. & Maint. FranklinForward Non-Financial Perf. Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Government Agency use of electricity. Goal: Reduce use by 20% by 2020	25,041,728.00	24,705,955.00	24,307,916.00	24,537,753.00	0.00
AMOUNT	25,041,728.00	24,705,955.00	24,307,916.00	24,537,753.00	0.00

General Performance Measures

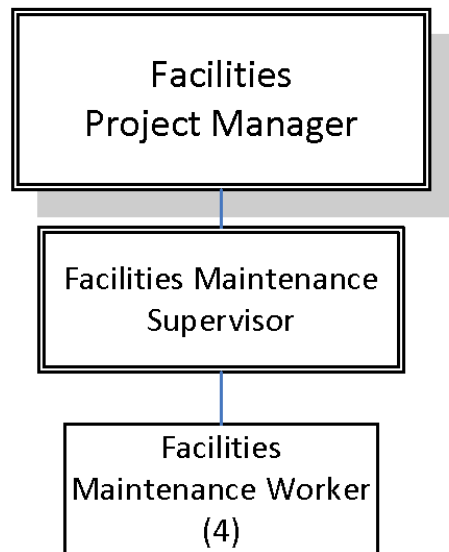
Facilities and Maintenance Financial Performance Measures

Output Measure	Empty Values
Amount	
AMOUNT	\$0

Fac. & Maint. Non-Financial Performance Measures

Output Measure	FY2019	FY2020	FY2021	FY2022	FY2023
Amount					
Amount of G.S.F./average daily # of people.	0.00	0.00	0.00	0.00	65,600.00
Average daytime number of people in buildings.	390.00	390.00	390.00	350.00	656.00
Number of buildings/structures maintained.	18.00	18.00	18.00	31.00	33.00
Number of employee hours served.	10,700.00	10,700.00	10,700.00	10,700.00	0.00
Gross square footage of municipal buildings (general fund).	720,077.00	720,077.00	720,077.00	744,466.00	772,723.00
Amount of gas used.	94,819.00	95,958.00	98,421.00	99,253.00	1,056.00
Average time to complete a routine request.	4.00	4.00	4.00	6.00	6.00
Amount of people served to Facilities staff FTE.	0.00	0.00	0.00	0.00	0.00
Number of contractor hours served.	24.00	24.00	24.00	24.00	0.00
Number of requests taken.	557.00	557.00	557.00	557.00	948.00
Sustainable Franklin Measurement: Government agency use of electricity. Goal: Reduce use by 20% by 2020.	25,041,728.00	24,705,955.00	24,307,916.00	14,167,011.00	0.00
Amount of electricity (kW) used.	25,041,728.00	24,705,955.00	24,307,916.00	24,537,753.00	0.00
AMOUNT	50,910,045.00	50,239,638.00	49,446,023.00	39,560,151.00	841,022.00

Organizational Chart



Staffing by Position

Position	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	J	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvrs	G	1	0	1	0	1	0	1	0	1	0
Lead Facilities Maintenance Worker	E	0	0	0	0	1	0	0	0	0	0
Facilities Maintenance Worker	D	3	0	3	0	2	0	4	0	4	0
Custodian	D	2	0	1	0	1	0	0	0	0	0
Totals		7	0	6	0	6	0	6	0	6	0

Budget Summary

Project & Facilities Management

	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	EOY 2024	BUDGET 2025		
	FY2022	FY2023	2024	2024	2025	24 v. 25 Difference \$	24 v. 25 Difference %
Expenses							
110 - GENERAL FUND							
PERSONNEL							
PERSONNEL (81000)	\$496,050	\$531,800	\$549,425	\$632,078	\$647,257	\$97,832	17.8%
PERSONNEL TOTAL	\$496,050	\$531,800	\$549,425	\$632,078	\$647,257	\$97,832	17.8%
OPERATIONS							
SERVICES (82000)	\$1,319,985	\$1,995,566	\$1,202,057	\$1,306,484	\$1,316,253	\$114,196	9.5%
SUPPLIES (83000)	\$104,834	\$117,420	\$84,000	\$100,297	\$77,397	(\$6,603)	(7.9%)
OPERATIONAL UNITS (84000)	–	–	–	\$0	\$0	\$0	–
BUSINESS EXPENSES (85000)	\$30,242	\$39,149	\$35,181	\$32,650	\$34,234	(\$947)	(2.7%)
REIMBURSEMENT OF EXPENDITURES (87500)	(\$344,374)	(\$208,508)	(\$364,889)	(\$364,889)	(\$383,133)	(\$18,244)	5.0%
OPERATIONS TOTAL	\$1,110,687	\$1,943,628	\$956,349	\$1,074,542	\$1,044,751	\$88,402	9.2%
CAPITAL	–	–	–	\$0	\$0	\$0	–
110 - GENERAL FUND TOTAL	\$1,606,737	\$2,475,428	\$1,505,774	\$1,706,620	\$1,692,008	\$186,234	12.4%
EXPENSES TOTAL	\$1,606,737	\$2,475,428	\$1,505,774	\$1,706,620	\$1,692,008	\$186,234	12.4%

For historic detail and forecasts, [please click here: FY 2021-2027 Line-Item Detail](#)

Program Enhancement Summary

[To review requests for new programs, personnel and equipment, please click here.](#)

LOGOTYPE

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FY 2025 Projects and Facilities Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
Projects and Facilities Personnel									
REGULAR PAY	110-81110-41320		\$348,658	\$371,428	\$385,175	\$385,175	\$397,233	\$415,481	\$434,640
ARPA - COVID19 LEAVE/ISOLATION	110-81112-41320		\$2,663	\$0	\$0	\$0	\$0	\$0	\$0
FAMILY LEAVE PAY	110-81113-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OVERTIME PAY	110-81120-41320		\$9,207	\$14,347	\$11,595	\$15,000	\$15,000	\$15,750	\$16,538
TEMPORARY WORK BY NON-CITY EMPLOYEES	110-81150-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VACANCY ADJUSTMENT	110-81199-41320		\$0	\$0	-\$13,481	\$0	-\$12,878	-\$13,517	-\$14,188
FICA (EMPLOYER'S SHARE)	110-81410-41320		\$26,748	\$28,758	\$29,466	\$27,228	\$28,150	\$29,254	\$30,358
MEDICAL PREMIUMS	110-81420-41320		\$54,000	\$56,830	\$55,948	\$125,287	\$137,815	\$151,597	\$166,756
NEAR-SITE CLINIC (URGENT TEAM)	110-81422-41320		\$660	\$915	\$1,452	\$2,880	\$2,880	\$2,880	\$2,880
VISION PREMIUMS	110-81425-41320		\$512	\$450	\$550	\$748	\$785	\$824	\$866
DENTAL INSURANCE PREMIUMS	110-81430-41320		\$4,598	\$3,296	\$5,171	\$3,544	\$3,721	\$3,907	\$4,103
FSA ADMINISTRATION FEES	110-81431-41320		\$38	\$13	\$77	\$77	\$77	\$77	\$77
GROUP INSURANCE PREMIUMS	110-81433-41320		\$2,246	\$2,854	\$2,179	\$2,115	\$2,174	\$2,174	\$2,174
EE MEDICAL INSURANCE CONTRIBUTIONS	110-81440-41320		-\$8,894	-\$10,749	-\$14,117	-\$22,104	-\$24,315	-\$26,746	-\$29,421
CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	110-81441-41320		\$1,600	\$1,200	\$1,000	\$2,400	\$2,400	\$2,400	\$2,400
EE DENTAL INSURANCE CONTRIBUTIONS	110-81443-41320		-\$2,534	-\$605	-\$2,869	-\$696	-\$731	-\$768	-\$806
EE VISION INSURANCE CONTRIBUTIONS	110-81444-41320		-\$96	-\$80	-\$106	-\$147	-\$154	-\$162	-\$170
RETIREMENT HEALTH SAVINGS ACCOUNTS	110-81445-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIREMENT CONTRIBUTIONS	110-81450-41320		\$48,785	\$51,347	\$69,844	\$69,845	\$73,337	\$77,004	\$80,854
DEFINED CONTRIBUTION MATCH (CLOSED)	110-81455-41320		\$866	\$0	\$0	\$0	\$0	\$0	\$0
DEFINED CONTRIBUTION MATCH (TCRS)	110-81456-41320		\$5,513	\$10,330	\$10,003	\$13,187	\$13,847	\$14,539	\$15,266
WORKERS COMPENSATION PREMIUMS	110-81470-41320		\$1,478	\$1,467	\$7,539	\$7,539	\$7,916	\$8,312	\$8,728
WORKERS COMPENSATION CLAIMS	110-81475-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel			\$496,050	\$531,800	\$549,425	\$632,078	\$647,257	\$683,006	\$721,055
Projects and Facilities Operating									
MAILING & OUTBOUND SHIPPING SERVICES	110-82110-41320		\$228	\$417	\$20	\$0	\$20	\$20	\$40
FREIGHT FOR INBOUND PURCHASED ITEMS	110-82120-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2025 Projects and Facilities Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
VEHICLE LICENSES & TITLES	110-82130-41320		\$0	\$21	\$100	\$100	\$100	\$100	\$100
PRINTING & COPYING SERVICES, OUTSOURCED	110-82210-41320		\$0	\$7	\$250	\$950	\$500	\$250	\$250
PRINTING & COPYING SERVICES, OUTSOURCED	110-82210-41320	Plan Copying and scanning for misc. projects				\$950	\$500	\$250	\$250
ARCHIVING/RECORDS MANAGEMENT SERVICES	110-82230-41320		\$5,041	\$8,074	\$4,000	\$8,000	\$8,000	\$2,000	\$2,000
ARCHIVING/RECORDS MANAGEMENT SERVICES	110-82230-41320	Shredding Services				\$8,000	\$8,000	\$2,000	\$2,000
TRANSCRIPTION FEES	110-82240-41320		\$0	\$37	\$0	\$0	\$0	\$0	\$0
FINGERPRINTING FEES	110-82245-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TESTING & PHYSICALS	110-82250-41320		\$0	\$0	\$150	\$150	\$150	\$150	\$150
UNIFORM RENTAL & SERVICES	110-82260-41320		\$0	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500
OTHER OPERATING SERVICES	110-82299-41320		\$26	\$64	\$1,500	\$500	\$1,500	\$1,500	\$1,500
LEGAL NOTICES	110-82310-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUES FOR MEMBERSHIPS	110-82350-41320		\$120	\$15	\$120	\$120	\$120	\$120	\$120
PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	110-82360-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EMERGENCY RELIEF	110-82371-41320		\$100	\$0	\$7,140	\$0	\$0	\$0	\$0
PUBLICATIONS, NON-TRAINING	110-82390-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
ELECTRIC SERVICE	110-82410-41320		\$127,576	\$170,241	\$144,700	\$82,000	\$85,000	\$85,000	\$85,000
ELECTRIC SERVICE	110-82410-41320	MTEMC				\$82,000	\$85,000	\$85,000	\$85,000
WATER & SEWER SERVICE	110-82420-41320		\$10,755	\$12,005	\$17,000	\$13,500	\$13,500	\$13,500	\$13,500
WATER & SEWER SERVICE	110-82420-41320	Water and Sewer				\$13,500	\$13,500	\$13,500	\$13,500
STORMWATER SERVICE	110-82430-41320		\$3,301	\$3,353	\$6,200	\$3,000	\$3,000	\$3,000	\$3,000
STORMWATER SERVICE	110-82430-41320	Stormwater				\$3,000	\$3,000	\$3,000	\$3,000
SANITATION & ENVIR SERVICES	110-82435-41320		\$14,369	\$14,839	\$33,500	\$9,500	\$9,500	\$9,500	\$9,500
SANITATION & ENVIR SERVICES	110-82435-41320	SES				\$9,500	\$9,500	\$9,500	\$9,500
NATURAL GAS SERVICE	110-82440-41320		\$29,230	\$30,805	\$26,100	\$6,000	\$6,000	\$6,000	\$6,000
NATURAL GAS SERVICE	110-82440-41320	Natural Gas				\$6,000	\$6,000	\$6,000	\$6,000
TELEPHONE SERVICE	110-82450-41320		\$2,266	\$2,268	\$6,650	\$2,600	\$2,600	\$2,600	\$2,600
TELEPHONE SERVICE	110-82450-41320	Telephone Service				\$2,600	\$2,600	\$2,600	\$2,600
800 MHZ ACCESS LINE SERVICE	110-82451-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
CELLULAR TELEPHONE SERVICE	110-82455-41320		\$4,726	\$5,460	\$11,500	\$4,000	\$11,500	\$11,500	\$11,500
CELLULAR TELEPHONE SERVICE	110-82455-41320	Facilities Staff				\$4,000	\$4,000	\$4,000	\$4,000
CELLULAR TELEPHONE SERVICE	110-82455-41320	Fire Alarm				\$0	\$7,500	\$7,500	\$7,500
INTERNET & RELATED SERVICES	110-82470-41320		\$2,594	\$2,581	\$2,820	\$2,600	\$2,600	\$2,600	\$2,600
INTERNET & RELATED SERVICES	110-82470-41320	Internet				\$2,600	\$2,600	\$2,600	\$2,600
CONNECTION CHARGES	110-82483-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPUTER SERVICES	110-82510-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2025 Projects and Facilities Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
ENGINEERING SERVICES	110-82540-41320		\$0	\$0	\$0	\$2,500	\$0	\$0	\$0
CONSULTANT SERVICES	110-82560-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CONTRACTUAL SERVICES	110-82599-41320		\$233,375	\$312,240	\$300,250	\$331,609	\$331,609	\$331,609	\$331,609
OTHER CONTRACTUAL SERVICES	110-82599-41320	Public Restroom Heavy Cleaning PD, City Hall, PW, SES, WWP, WW				\$6,300	\$6,300	\$6,300	\$6,300
OTHER CONTRACTUAL SERVICES	110-82599-41320	Cinas Knockdown Floor Mats City Hall, Public Works				\$9,450	\$9,450	\$9,450	\$9,450
OTHER CONTRACTUAL SERVICES	110-82599-41320	Fire Systems Testing City Hall, PD				\$15,625	\$15,625	\$15,625	\$15,625
OTHER CONTRACTUAL SERVICES	110-82599-41320	Air Filter Changes				\$9,534	\$9,534	\$9,534	\$9,534
OTHER CONTRACTUAL SERVICES	110-82599-41320	Testing of Fire Extinguishers				\$2,100	\$2,100	\$2,100	\$2,100
OTHER CONTRACTUAL SERVICES	110-82599-41320	Pest Contol Services PD, PW, CH				\$16,100	\$16,100	\$16,100	\$16,100
OTHER CONTRACTUAL SERVICES	110-82599-41320	Station 8 Daikin Maintenance Agreement				\$7,000	\$7,000	\$7,000	\$7,000
OTHER CONTRACTUAL SERVICES	110-82599-41320	Alarm Monitoring and Repairs				\$9,800	\$9,800	\$9,800	\$9,800
OTHER CONTRACTUAL SERVICES	110-82599-41320	Grease Drainage Treatment at Fire Halls				\$10,000	\$10,000	\$10,000	\$10,000
OTHER CONTRACTUAL SERVICES	110-82599-41320	REA Maintenance at PD Fresh Air Handlers				\$7,500	\$7,500	\$7,500	\$7,500
OTHER CONTRACTUAL SERVICES	110-82599-41320	Turf Management				\$127,400	\$127,400	\$127,400	\$127,400
OTHER CONTRACTUAL SERVICES	110-82599-41320	Generator Maintenance Agreement				\$85,000	\$85,000	\$85,000	\$85,000
OTHER CONTRACTUAL SERVICES	110-82599-41320	PD Geothermal Maintenance				\$4,300	\$4,300	\$4,300	\$4,300
OTHER CONTRACTUAL SERVICES	110-82599-41320	Elevator Maintenance				\$10,500	\$10,500	\$10,500	\$10,500
OTHER CONTRACTUAL SERVICES	110-82599-41320	PD Speed Gates Maintenance Agreement				\$7,500	\$7,500	\$7,500	\$7,500
OTHER CONTRACTUAL SERVICES	110-82599-41320	SES, PW Gate Repairs				\$3,500	\$3,500	\$3,500	\$3,500
VEHICLE REPAIR & MAINTENANCE SERVICES	110-82610-41320		\$4,016	\$3,352	\$250	\$3,500	\$3,500	\$3,500	\$3,500
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320		\$181,465	\$472,463	\$138,000	\$410,000	\$410,000	\$208,500	\$208,500
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320	Unforseen Mechanical Issues				\$175,000	\$175,000	\$175,000	\$175,000

FY 2025 Projects and Facilities Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320	PD Green Roof Planting and Cleanup				\$9,500	\$9,500	\$9,500	\$9,500
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320	City Window Cleaning PD and Parking Garage				\$11,000	\$11,000	\$11,000	\$11,000
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320	Parking Garage Maintenance				\$6,000	\$6,000	\$6,000	\$6,000
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320	Updating Equipment City Hall regarding blower equipment and alarm systems.				\$1,500	\$1,500	\$0	\$0
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320	City Hall Roof Repairs				\$200,000	\$200,000	\$0	\$0
EQUIPMENT REPAIR & MAINTENANCE SERVICES	110-82620-41320	General Parking Maintenance Parking Garages				\$7,000	\$7,000	\$7,000	\$7,000
PAVING & REPAIR SERVICES	110-82640-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PARK & FIELD MAINTENANCE SERVICES	110-82650-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
LANDSCAPING SERVICES	110-82652-41320		\$57,538	\$16,351	\$85,000	\$16,351	\$0	\$0	\$0
IRRIGATION SERVICES	110-82653-41320		\$8,533	\$11,003	\$4,500	\$11,004	\$11,554	\$12,132	\$12,738
GROUNDS MAINTENANCE SERVICES	110-82654-41320		\$0	\$0	\$0	\$0	\$17,000	\$17,000	\$17,000
GROUNDS MAINTENANCE SERVICES	110-82654-41320	Turf Management				\$0	\$17,000	\$17,000	\$17,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320		\$634,620	\$925,534	\$408,806	\$392,000	\$392,000	\$392,000	\$392,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	Parking Garage Repairs				\$10,000	\$10,000	\$10,000	\$10,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	Pressure Washing Parking Garage Stairwells				\$14,000	\$14,000	\$14,000	\$14,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	Floor Scrubbing PD, PW				\$8,000	\$8,000	\$8,000	\$8,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	Roof Repairs PW, Fire				\$100,000	\$100,000	\$100,000	\$100,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	Public Works Cleaning Agreement				\$70,000	\$70,000	\$70,000	\$70,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	City Hall Cleaning Agreement				\$67,000	\$67,000	\$67,000	\$67,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	PD Cleaning Agreement				\$73,000	\$73,000	\$73,000	\$73,000
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	Cleaning at WWTP and Water Plant				\$0	\$0	\$0	\$0
BUILDING REPAIR & MAINTENANCE SERVICES	110-82660-41320	City Hall Misc. Repairs				\$50,000	\$50,000	\$50,000	\$50,000
WATER TANK MAINTENANCE SERVICES	110-82683-41320		\$0	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500

FY 2025 Projects and Facilities Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
WATER TANK MAINTENANCE SERVICES	110-82683-41320	PD Cistern Tank Maintenance				\$1,500	\$1,500	\$1,500	\$1,500
OTHER REPAIR & MAINTENANCE SERVICES	110-82699-41320		\$108	\$4,387	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
TUITION ASSISTANCE PROGRAM	110-82720-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	110-82820-41320		\$0	\$48	\$0	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	110-83110-41320		\$420	\$25,189	\$500	\$5,897	\$5,897	\$2,500	\$2,500
OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	110-83120-41320		\$713	\$1,014	\$0	\$0	\$0	\$0	\$0
EMPLOYEE BENEVOLENCE ITEMS	110-83130-41320		\$0	\$33	\$0	\$0	\$0	\$0	\$0
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	110-83140-41320		\$654	\$2,143	\$500	\$2,500	\$2,500	\$2,500	\$2,500
MEDICAL SUPPLIES	110-83240-41320		\$220	\$0	\$0	\$0	\$0	\$0	\$0
SAFETY SUPPLIES	110-83250-41320		\$313	\$0	\$100	\$500	\$500	\$500	\$500
UNIFORMS PURCHASED	110-83260-41320		\$1,264	\$2,504	\$2,000	\$1,500	\$1,500	\$1,500	\$1,500
UNIFORMS PURCHASED	110-83260-41320	Miscellaneous Pants, Shirts, Jackets, Boots				\$1,500	\$1,500	\$1,500	\$1,500
CONSUMABLE TOOLS	110-83270-41320		\$3,134	\$3,915	\$2,900	\$0	\$0	\$0	\$0
OTHER OPERATING SUPPLIES	110-83299-41320		\$2,151	\$8,923	\$0	\$12,000	\$10,000	\$0	\$0
GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	110-83310-41320		\$2,220	\$3,580	\$5,800	\$2,000	\$2,000	\$2,000	\$2,000
FURNITURE, FIXTURES (<\$50,000)	110-83510-41320		\$8,976	\$2,586	\$0	\$5,500	\$0	\$0	\$0
FURNITURE, FIXTURES (<\$50,000)	110-83510-41320	BOMA Chair Repairs, Department Repairs/Replacements				\$5,500	\$0	\$0	\$0
MACHINERY & EQUIPMENT (<\$50,000)	110-83530-41320		\$400	\$6,414	\$2,500	\$3,900	\$2,500	\$2,500	\$2,500
COMPUTER HARDWARE (<\$50,000)	110-83540-41320		\$1,049	\$2,189	\$7,000	\$5,000	\$5,000	\$5,000	\$5,000
COMPUTER SOFTWARE (<\$50,000)	110-83550-41320		\$0	\$77	\$0	\$0	\$0	\$0	\$0
VEHICLE PARTS & SUPPLIES	110-83610-41320		\$0	\$357	\$0	\$500	\$500	\$500	\$500
EQUIPMENT PARTS & SUPPLIES	110-83620-41320		\$416	\$2,309	\$500	\$3,500	\$3,500	\$3,500	\$3,500
LANDSCAPING SUPPLIES	110-83652-41320		\$0	\$38	\$0	\$800	\$800	\$800	\$800
IRRIGATION SUPPLIES	110-83653-41320		\$0	\$25	\$400	\$0	\$0	\$0	\$0
GROUNDS MAINTENANCE SUPPLIES	110-83654-41320		\$10	\$0	\$200	\$0	\$0	\$0	\$0
BUILDING MAINTENANCE SUPPLIES	110-83660-41320		\$82,322	\$55,914	\$61,600	\$56,700	\$42,700	\$42,700	\$42,700

FY 2025 Projects and Facilities Personnel, Operating, and Capital Budgets

Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
BUILDING MAINTENANCE SUPPLIES	110-83660-41320	Air and Water Filters PD, PW, CH				\$10,500	\$10,500	\$10,500	\$10,500
BUILDING MAINTENANCE SUPPLIES	110-83660-41320	House Keeping Equipment				\$2,100	\$2,100	\$2,100	\$2,100
BUILDING MAINTENANCE SUPPLIES	110-83660-41320	Cleaning Products				\$21,000	\$21,000	\$21,000	\$21,000
BUILDING MAINTENANCE SUPPLIES	110-83660-41320	LED Lights and Supplies				\$17,500	\$3,500	\$3,500	\$3,500
BUILDING MAINTENANCE SUPPLIES	110-83660-41320	City Flags				\$2,100	\$2,100	\$2,100	\$2,100
BUILDING MAINTENANCE SUPPLIES	110-83660-41320	PD Cistern Filters and Repairs				\$3,500	\$3,500	\$3,500	\$3,500
OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	110-83699-41320		\$571	\$209	\$0	\$0	\$0	\$0	\$0
2ND AVE PARKING GARAGE OPERATIONS	110-84920-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
4TH AVE PARKING GARAGE OPERATIONS	110-84930-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPERTY INSURANCE	110-85110-41320		\$16,862	\$20,328	\$21,344	\$22,497	\$23,622	\$24,803	\$26,043
FRAUD INSURANCE	110-85111-41320		\$1,968	\$3,248	\$3,410	\$0	\$0	\$0	\$0
INLAND MARINE INSURANCE	110-85112-41320		\$177	\$188	\$197	\$196	\$206	\$216	\$227
AUTO PHYSICAL DAMAGE INSURANCE	110-85113-41320		\$121	\$132	\$139	\$244	\$257	\$269	\$283
LIABILITY INSURANCE	110-85115-41320		\$1,003	\$1,469	\$1,542	\$6,019	\$6,320	\$6,636	\$6,967
E&O LIABILITY INSURANCE	110-85116-41320		\$1,291	\$1,812	\$1,903	\$0	\$0	\$0	\$0
VEHICLE LIABILITY INSURANCE	110-85117-41320		\$1,176	\$1,310	\$1,376	\$1,813	\$1,904	\$1,999	\$2,099
LAW ENFORCEMENT LIABILITY INSURANCE	110-85118-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
UMBRELLA LIABILITY INSURANCE	110-85119-41320		\$844	\$1,000	\$1,050	\$881	\$925	\$971	\$1,019
PROPERTY CLAIMS/DEDUCTIBLES	110-85120-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	110-85127-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPERTY TAX-RENTAL PROPERTY	110-85220-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT RENTAL & LEASES	110-85240-41320		\$4,992	\$9,197	\$3,000	\$500	\$500	\$500	\$500
PERMITS	110-85310-41320		\$1,411	\$290	\$1,220	\$500	\$500	\$500	\$500
STATE FEES	110-85320-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECORDING & FILING FEES	110-85340-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-COMMERCE FEES	110-85530-41320		\$219	\$176	\$0	\$0	\$0	\$0	\$0
LATE CHARGES	110-85580-41320		\$178	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	110-85990-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2025 Projects and Facilities Personnel, Operating, and Capital Budgets									
Account Name	Account String	Itemizations	FY22 Actual	FY23 Actual	FY24 Budget	FY2024 EOY	FY2025 Budget	FY2026 Forecast	FY2027 Forecast
REIMBURSEMENT OF INTERFUND SERVICES	110-87510-41320		-\$344,374	-\$208,508	-\$364,889	-\$364,889	-\$383,133	-\$402,290	-\$422,405
Total Operating			\$1,110,687	\$1,943,628	\$956,349	\$1,074,542	\$1,044,751	\$806,685	\$788,940
Projects and Facilities Capital									
BUILDING DESIGN & CONSTRUCTION (>\$100,000)	110-89220-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
BUILDING IMPROVEMENTS (>\$100,000)	110-89230-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
DISTRIBUTION SYSTEMS (>\$100,000)	110-89320-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE, FIXTURE (>\$50,000)	110-89510-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLES (>\$50,000)	110-89520-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MACHINERY & EQUIPMENT (>\$50,000)	110-89530-41320		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Projects and Facilities Budget			\$1,606,737	\$2,475,428	\$1,505,774	\$1,706,620	\$1,692,008	\$1,489,691	\$1,509,995



Program Enhancement Summary Form

Department/Division: 41320 PROJECT AND FACILITIES MANAGEMENT

Fund	Fiscal Year	Priority	Title	FTE	Comp.	Benefits	Operating	Total	Funded
110		1	Painting of Exterior of Five Points Post Office		\$ -	\$ -	\$ 14,000	\$ 14,000	
110	FY2025	2	Replacement of Interior Lights PD at the Grand Staircase where existing lights have reached end of life		\$ -	\$ -	\$ 14,000	\$ 14,000	
110	FY2025	3	Replacement of Bay Doors Station 3		\$ -	\$ -	\$ 178,000	\$ 178,000	
110	FY2025	4	Replacement of Exterior Windows Station 4 due to Rot		\$ -	\$ -	\$ 18,500	\$ 18,500	
110	FY2025	5	Station 5 Men's and Women's Locker Room Renovations		\$ -	\$ -	\$ 70,000	\$ 70,000	
110	FY2025	6	Replacement of COF Fire Station 6 Roof		\$ -	\$ -	\$ 300,000	\$ 300,000	
110	FY2025	7	Rework of Locker/Shower's Waste Water Treatment Plant		\$ -	\$ -	\$ 70,000	\$ 70,000	
Totals				0	\$ -	\$ -	\$ 664,500	\$ 664,500	\$ -

FranklinForward Requested Allocations for the Upcoming Budget Year

	A Safe, Clean Livable City	
	An Effective and Fiscally Sound City Government Providing High Quality Services	\$ 664,500
	Quality Life Experiences	
	Sustainable Growth & Economic Prosperity	
Total Franklin Forward Allocations		\$ 664,500

Allocations for the Upcoming Budget Year

Fund	Function	Requested Amount	Funded
	Personnel	\$ -	
	Operations	\$ 664,500	
	Capital (Vehicles, Equipment, Buildings, etc.)	\$ -	
Total		\$ 664,500	\$ -



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 14,000.00		\$ 14,000	\$ 14,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 14,000	\$ 14,000

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

Exterior of the Five Points post office is starting to show extreme wear regarding the exterior paint. Paint is peeling off the gutters to the metal along down to some bare wood around the building. Paint requested to help prevent rust on gutter system and eventually rust and rot on wood.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 14,000.00		\$ 14,000	\$ 14,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 14,000	\$ 14,000

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

Interior Lights at the interior grand staircase have reached end of life. Only 2 of 6 units are functioning and the units cannot be repaired any further due to obsolete parts.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 178,000.00		\$ 178,000	\$ 178,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 178,000	\$ 178,000

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

Station 4 was opened in 1997 with over sized doors with glass in the frames causing them to be the heaviest set of doors within the organization. They are now 26 years and are showing excess wear. We have spent some money on them this year regarding bracing, etc. I would like to look at restoring the openings to allow for bypass doors but that could push the cost up to 200K.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 18,500.00		\$ 18,500	\$ 18,500
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 18,500	\$ 18,500

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

Replacement of exterior windows of Fire Station 4 as the station is 26 years old the windows are rotten and can no longer be repaired. Lewis Glass and Facilities have both tried to repair at times but the windows are now rotted to a point that they need to be replaced with storefront units.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 70,000.00		\$ 70,000	\$ 70,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 70,000	\$ 70,000

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

This would be the last of three poorly designed restroom facilities within the COF Fire Department. As my daughter likes to call them would be the replacement of the camp showers. The showers are terribly undersized for bathing and there is no private area for drying and dressing after you step out of the shower. New non slip flooring would replace the tile along with paint and a new vanity top and lavatories.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 300,000.00		\$ 300,000	\$ 300,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 300,000	\$ 300,000

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

Station 6 was opened in 2008 and was designed under certain guidelines from the developer of the area. The roof leaks and as it does repairs are made. The roof is a system that is very heavy in weight and was to my understanding a late change in the project or after the structure was designed. The request is made not to just make the leak repairs but to help remove weight from the structure that could be causing some of the current structural problems and cracks the building is currently suffering.



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

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

Budget Year Intended Year Priority of

Department-Division

FranklinForward Theme:

Title of Request:

Requested Funding				
Account Description	FY2025 Costs	Future FY Costs	Total FY2025	Total Impact
Operating Expenses				
82660 BUILDING REPAIR & MAINT	\$ 70,000.00		\$ 70,000	\$ 70,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Capital Expenses				
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Operating			\$ 70,000	\$ 70,000

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

I had a conversation regarding the waste water treatment plant and how some of the employees had been on site since Sunday with the weather and being short staffed. Today, I believe those employees were able to leave to go home and have a SHOWER to clean up and relax. Facilities has been able along with fire to work and get some of their staff restroom areas including showers remodeled over the past few years. The shower/locker room area is exactly the way it was when it was originally built. Existing conditions are drains that won't drain, broken tiles on floor and walls, plumbing fixtures that do not function property and to my eye general drity conditions. I would ask for approval to get the facilities up and functioning correctly for anyone that needs to shower after an exposure or required to be on site for possible multiple days.