
MEETING MINUTES
BUDGET & FINANCE COMMITTEE
CITY OF FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
THURSDAY, FEBRUARY 16, 2012 @ 4:00 P.M.

Committee Members

Alderman Ann Petersen, Chair P
Alderman Beverly Burger, Vice Chair P
Alderman Brandy Blanton P
Alderman Michael Skinner P

Other Attendees

Eric Stuckey, City Administrator P
Russell Truell, ACA Finance & Administration P
Mike Lowe, Controller P
Lisa Clayton, Parks Director P
Rocky Garzarek, Fire Chief P
Todd Horton, Assistant Fire Chief P
David Rahinsky, Police Chief P
Mayor Ken Moore P
Lanaii Benne, Assistant City Recorder P
Linda Fulwider, Board Recording Secretary P

1. Call to Order

Alderman Petersen, Chair, called the meeting to order at 4:00 p.m.

2. Approval of the Minutes

Alderman Skinner moved to approve the January 19, 2012 minutes as presented. Seconded by Alderman Burger. Motion carried unanimously.

3. Consideration of Agreement with RMS Timber for Pension Investment

The Pension Committee learned the allocation to timber had slipped from 5% to 2% and subsequently approved adding RMS Timber as a new timber manager with an investment of \$1.4 million. Not all legal issues have been resolved but the Pension Committee recommends approval of the agreement, subject to modifications recommended by the City Attorney and counsel to the Pension Plan.

Alderman Skinner moved to approve and forward to BOMA recommendation to approve the agreement with RMS Timber, subject to modifications recommend by the City Attorney and the counsel to the Pension Plan. Seconded by Alderman Burger. Motion carried unanimously.

4. Consideration of Quarter 2 Budget Amendments

Mike Lowe explained the amendments:

- Down payment on acquisition of a fire ladder truck in the Fire Department from the General Fund to the Facilities Tax Fund. When the 2012 budget was approved funds for this acquisition were not available in the Facilities Tax Fund. Amount \$70,000.

Alderman Burger moved to approve Second Quarter Budget Amendment and forward recommendation to BOMA. Seconded by Alderman Blanton. Motion carried unanimously.

5. **Presentation of Second Quarter Financial Report**

Mike Lowe presented the report and advised no action is required.

Highlights:

- Acquisition of new public works facility
- Lower debt service costs with current interest rates and recovery program rebates
- Make capital acquisitions through the use of lease/purchasing options
- Experienced savings on fuel due to participation in a fuel hedging program
- Provided a 2% across the board raise to employees at mid-year
- At mid-year, City revenues exceeded last year by 6%, while expenditures (excluding the public works facility acquisition) have increased only 1.3%
- Expenditures (including the acquisition cost of \$2.4 million) exceed revenues at mid-year by \$606,406, which is slightly higher than the original budgeted draw from fund balance of \$568,856

There was some discussion on the budget for the public works facility project and property on the hill becoming surplus. Alderman Petersen had questions on capital projects and why the numbers for contractual services are higher than last year. Mr. Lowe will research and provide additional information.

6. **Budget Presentation – Police - David Rahinsky, Police Chief**

- Personnel costs comprise 81% of the budget. Request 3 new positions, 2 patrol officers and 1 dispatcher. There are 13 unfunded but authorized positions.
- 14 Dodge Chargers @ \$23,966 requested to keep to the 5-6 year cycle for vehicle replacement.
- In 2011 continued to reduce crime overall – 2010 – 2,781 offenses vs. 2011 with 2,564 offenses. Clearance Rate at 45%
- 2011 accomplishments include the addition of the mounted patrol, officer assigned as a dedicated School Resource Officer at Freedom Intermediate School, began regular downtown area walking patrols as well as in some other commercial areas
- 2012 goals include: Continue to be fiscally responsible, Be proactive with grants, Sustainability
- Both the Police and Fire Departments are looking into filling some previously unfilled vacancies with safety grants. These grants would fund the first three years of salary.

Alderman Petersen asked the effect of a 2% raise in January and if it would be part of the estimated 2012-2013 full fiscal year. Mr. Stuckey advised an additional 2% pay raise is not included in the FY 2013 budget. Those decisions are made later in the process.

Overtime reduced every year for the last three years; however, the vacancy in Dispatch has generated overtime.

7. **Budget Presentation – Fire-Rocky Garzarek, Fire Chief/Todd Horton, Assistant Fire Chief**

- Goal – to maintain an average first unit response time (from receipt of dispatch to arrival) of four minutes or less to 90% of all emergency incidents
- Goal FY12 Average Response Time 4:00 minutes. FY11 was 4:47 minutes.
- Goal FY12 In-house continuing education 100%. FY11 was at 100%.

- Goal FY12 to maintain an Insurance Services Rating of Class 2 or better. FY11 – Class 2
- EMS Board will review presentation by the City's EMS Consultant on the delivery of services overall and if the City has the capability to provide a higher level of service, including transport. This is a long term goal.
- 2012 Medical Certification: 70 EMT IV's, 32 Paramedics, 24 First Responders, 19 EMTs.
- 70% of calls for service were for emergency medical service
- Budget requests reflect a 3.71% increase, primarily within personnel costs.
- Seek to defund 2 vacant firefighter positions as opposed to 5 in the previous year, while continuing to eliminate funding for an Accreditation Manager (part-time) and an intern.
- Request addition of a Fire Inspector, a full time Administrative Assistant, and the reclassification of a Training Captain to Training Chief.
- Operational requests reflect an increase of \$40,116; not attributed to any one area but due to slight increases and some decreases in all operational areas.
- Capital requests increased by \$34,200 and include a down payment of \$60,000 on a replacement Heavy Rescue Truck.
- 45% increase in fleet maintenance from budgeted amount due to current Fleet Maintenance facility not having the capability or staff to service the fire fleet. New Public Works Facility will be able to handle the fleet.
- Department continues to promote sustainability

Alderman Burger commented there is insufficient outside lighting at Cool Springs Fire Station #6, and requested landscape lighting and/or other measures be taken to make the station identifiable at night.

8. Budget Presentation – Parks - Lisa Clayton, Parks Director

- Many Parks projects are in the CIP.
- General Fund Revenues totaled \$50,405, a 63% increase over what was budgeted for FY2011-12. The majority of revenue comes from special event/athletic rentals and lease agreements.
 - ♦ Recommend current park projects be funded by several sources to complete projects needed for the citizens of Franklin and tourism.
 - ♦ One would be Hotel/Motel tax when appropriate.
 - ♦ Continue to utilize grants and alternative funding sources when opportunities arise such as partnering with the newly formed Friends of Franklin Parks non-profit and other businesses within the City.
- General Fund Expenditures budgeted at \$3,497,755, a 33% increase from the current fiscal year due to the number of grants inserted in the capital budget hoping for projects such as canoe launches at Pinkerton Park and Harlinsdale Farm as well as greenway projects within the park system.
 - ♦ Current budget reflects a large increase due to replacement equipment and utility services.
 - ♦ Six unfunded positions budgeted as well as funding for two new positions, Parks Programming Coordinator and a Landscape Worker position. In addition, 15 part-time (seasonal) employees that will work throughout all Parks divisions.

- Capital Budget includes building improvements for the Historic Hayes Home at Harlinsdale, and additional design work to begin restoration of the main barn at Harlinsdale.
 - ♦ Three-plank fencing for Harlinsdale
 - ♦ Fencing for Eastern Flank along Lewisburg Pike.
 - ♦ Funding includes Historical Cemeteries, new to the Department.
 - ♦ Much needed scoreboards for existing programs at Fieldstone Farms Parks.
 - ♦ Replace one existing vehicle by adding a SUV to be shared throughout the department and transferring an existing vehicle to another division.
 - ♦ Replace a 3-gang reel mower for all athletic fields with a trade-in of a 5-gag reel mower.
- Incorporating more Blue Bags within the Parks.
- Several grants located
- Many more acres have been added to the Parks system.

9. **Monthly Reports (Information Only)**

- a) **Sales Tax Report – December 2011**
- b) **Property Tax Report – Month of December**
- c) **Construction Activities Report – Month of December**
- d) **Transit System Report – Month of January**
- e) **Conference Center Report – Month of January**
- f) **Fuel Hedging Report – January 2012**
- g) **Preliminary Revenue Forecast for FY 2013**

Reports filed with the minutes

ADJOURN

Aldermen Blanton and Burger moved and seconded to adjourn. Motion carried unanimously.

Meeting adjourned 6:17 PM

Ann Petersen, Chair

Minutes prepared by Linda Fulwider, Board Recording Secretary, City Administrator's Office - 4/23/2012 1:20 PM