
MEETING MINUTES
BUDGET & FINANCE COMMITTEE
CITY OF FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
THURSDAY, APRIL 19, 2012 @ 4:00 P.M.

Committee Members

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

Other Attendees

Eric Stuckey, City Administrator
Russell Truell, ACA Finance & Administration
Mike Lowe, Controller
David Parker
Becky Caldwell, Solid Waste Director
Milissa Reiersen, Communications Manager
Monique McCullough, Public Outreach Specialist

Other Attendees (continued)

A	Brad Wilson, Facilities Project Manager	P
P	Shauna Billingsley, City Attorney	P
P	Kristen Corn, Staff Attorney	P
P	Steve Sims, Assistant City Recorder	P
	Clay Matthews, Assistant City Recorder	P
	Fred Banner, MIT Director	P
P	Brian Wilcox, Purchasing Manager	P
P	Joe York, Streets Director	P
P	Mayor Ken Moore	P
P	Alderman Pearl Bransford	P
P	Alderman Margaret Martin	P
P	Lanaii Benne, Assistant City Recorder	P
P	Linda Fulwider, Board Recording Secretary	P

1. Call to Order

Vice Chair Beverly Burger, called the meeting to order at 4:00 p.m.

2. Approval of the Minutes

Alderman Blanton moved to approve the March 15, 2012 minutes as presented. Seconded by Alderman Skinner. Motion carried unanimously.

3. Consideration of Contract with Crosslin and Associates, PC of Nashville, TN, to Audit Accounts of The City of Franklin for the Period Beginning July 1, 2011 and Ending June 30, 2012 in an Amount Not to Exceed \$48,000

Russ Truell, ACA Finance & Administration

Second year of contract; routine approval to send to the state.

Alderman Blanton moved to approve contract and forward recommendation to BOMA. Seconded by Alderman Skinner. Motion carried unanimously.

4. Consideration of Contract with Crosslin and Associates, PC of Nashville, TN, to Audit Accounts of The Cool Springs Conference Center for the Period Beginning July 1, 2011 and Ending June 30, 2012, in an Amount Not to Exceed \$12,950

Russ Truell, ACA Finance & Administration

Alderman Skinner moved to approve contract and forward recommendation to BOMA. Seconded by Alderman Blanton. Motion carried unanimously.

5. Review of Budget Goals/Status

Eric Stuckey, City Administrator

These goals have been in place the last two years. Mr. Stuckey asked committee members if they wanted to add or tweak any goals. He referred to the FY 2013 initiatives list and the goal regarding the public works consolidation; since the City is into implementation of the public works facility that goal will be revised.

Alderman Blanton asked about a specific fiscal year for a new City Hall. The current building is in need of upgrades and is not on the CIP list. Mr. Stuckey responded a staff team is working on options for City Hall and it is an open issue. There are long term implications and costs involved and the project was delayed because of economic conditions. Further review and discussion required. Alderman Burger pointed out issues with the aging building and likened putting more money into renovating this building to throwing money down the drain. That money could be used toward a new City Hall.

Alderman Blanton moved to approve 2012-2013 Budget Goals and forward recommendation to BOMA. Seconded by Alderman Skinner. Motion carried unanimously.

6. Budget Presentation: Solid Waste Fund

Becky Caldwell, Solid Waste Director

Ms. Caldwell called this a middle of the road budget because of the delay in making a decision on the proposal from Bi-County Waste Management and waiting on bids from haulers who said they could do the job for less money. Eric Stuckey indicated the bids should be ready for BOMA by the May 8 BOMA meeting.

Administration Division:

- ▲ Reclassify Administrative Assistant to Office Manager. Assistant Director position remains vacant and unfunded.
- ▲ Request replacement copier and additional funds for building improvements in main building

Collection Division:

- ▲ Fund 1 unfunded Solid Waste Worker and the addition of 3 Solid Waste Driver/Operators to assist in daily collection operations.
- ▲ Request Automatic Vehicle Locators (AVL) for 15 units of the fleet
- ▲ Request The Bulb Eater to properly process compact fluorescent (CFL) bulbs
- ▲ Capital Requests:
 - Replace 1 sport utility vehicle (SUV) with Crew Cab Pick-up
 - Replacement of Rollout Container Delivery Pick-up
 - Replacement of 2 Side Loading Trucks
 - Replacement of 1 Dumpster Delivery Truck with a Used Unit
 - Addition of 1 New Split-Body Rear Load Truck
- ▲ Included 20% match for grant monies to purchase Big Belly units for downtown
- ▲ Routing Software

Disposal Division:

- ▲ One unfunded Tractor-Trailer Driver reduces overall number of Tractor-Trailer Drivers to 4, dependent on the final decision for contracting hauling function to another entity.
- ▲ Request funds to install Bay Doors at each entrance into transfer station tunnel.
- ▲ Decrease in operations expenses, including uniforms, vehicle repair and maintenance services, operating supplies and fuel are a direct result of support for an alternative hauling option.
- ▲ No Capital Requests

Recycling Division:

- ▲ FY 2012 - average diversion 15%, average participation 47%. The most successful week since the beginning of the service was the week after Christmas 2011 (week 77) with 61% participation and 22% diversion.
- ▲ FY 2013 Goal is 50% participation and 18% diversion

Questions were asked and answered and there was some discussion regarding the disposal of mercury bulbs, the inter-governmental agreement vs. bids for hauling to save on costs. Alderman Burger asked to see the cost per month per household to pick up trash; real costs for comparison.

7. **Budget Presentation: Elected Officials & Management (Elected Officials, Administration, CIP, Communications, Project & Facilities Management, Law, Revenue Management)**

Eric Stuckey, City Administrator

Elected Officials:

- ▲ Budgeted fees increased to cover current monthly meeting schedule of one regular board meeting, at least one scheduled special meeting, and committee meetings
- ▲ Operating costs decreased by approximately \$40,000 primarily because it is not an election year
- ▲ No capital costs budgeted

Administration:

- ▲ Eliminate unfunded, vacant Administrative Assistant position
- ▲ Replace with fund, part-time Administrative Secretary position
- ▲ Operating costs increased by \$4,059 (3.29%)
- ▲ No capital costs budgeted

Capital Investment Planning:

- ▲ Personnel costs reduced by \$3,621 due to change of Administrative Assistant from full-time to part-time
- ▲ Consultant Services \$10,000
- ▲ No capital costs budgeted

Communications:

- ▲ New position – Digital Media Specialist
- ▲ Plan modifications to audio system in the Board Room
- ▲ Plan to further equip the new studio
- ▲ No capital costs budgeted

Alderman Skinner asked about funds budgeted for the illumination ceremony and was informed \$5,000 was split between the Administration and Communications budgets.

Project & Facilities Management:

- ▲ No changes in Personnel budget
- ▲ Costs of facilities increased approximately 5.8% attributed to equipment and item needs at Police Headquarters, City Hall and the upcoming Public Works site.
- ▲ Green roof maintenance at Police Headquarters - \$11,500
- ▲ Under Capital Improvements \$22,000 included to paint the exterior of the Five Points facility

Alderman Burger requested new chairs for the Board Room and was told that would be from the Elected Officials budget.

Law Department:

- ▲ Request a paid summer intern
- ▲ Budget for contractual services remain the same

- ▲ Professional Development conferences are essential to the practice of municipal attorneys

Revenue Management:

- ▲ Due to the dramatic change in job requirements anticipate 6 positions will upgrade from Salary Grade 10 to Salary Grade 12. Budget increased \$19,000 to support change.
- ▲ Operating costs reduced by \$21,525 (4.8%) primarily due to efficiency improvements and not providing billing services in the Meadowview area in the County
- ▲ Capital budget - \$70,000 to support City-wide enhancement to telephone system to improve customer service

Discussion ensued on maintenance in the city parking garages, in particular the cleanliness of the Fourth Avenue Garage. Upkeep on the garages is shared by Streets and Facilities. More than one walk through is done daily. New flooring will be installed in the elevators and it was suggested the ceiling on the first level be painted white or to install more lighting.

**8. Budget Presentation: Finance & Administration (Court, Finance, MIT, Purchasing)
Russ Truell, ACA Finance & Administration**

Municipal Court:

- ▲ Continuation of part-time support to meet fluctuations in workload resulting from changes in the number of citations issued by the Police Department
- ▲ Operating costs increased by \$22,435 due to increased fees paid to the State as offset by reductions in other operating expenses. Fees are collected for the State from those paying fees and fines to the court and remitted to the State monthly. The State continues to add additional fees which are passed on.
- ▲ No capital costs budgeted

Finance:

- ▲ No changes in personnel proposed (one current vacancy).
- ▲ Operating costs increased primarily due to a full year of investment advisory services (investment fees) that began in 2012
- ▲ No capital costs budgeted

Municipal Information Technology:

- ▲ Two unfunded positions – Enterprise Applications Manager and Application Development Manager. The Application Development Manager will assume the title of the Financial Manager. The Database Manager position frozen in 2012 will be an active position in 2013. Part-time position for Data Base eliminated in 2013. Will continue contract programming position in 2013
- ▲ Request another Intern with a limit of 1,000 hours for each. Another position - Communication Technician requested due to increased workload in that area.
- ▲ New position of Asset Analyst I requested for Enterprise area and needed for continued asset management in ERP system.
- ▲ Maintenance costs increased around 25% partly due to the age of some of the equipment, and system support fees.
- ▲ The remaining portion, \$36,000, of aerial fly for Pictometry data budgeted in 2013
- ▲ Other projects to be addressed 2013: begin planning for desktop virtualization; complete fiber redundant ring for Wi-Fi and VOIP phone system; continue virtualization of server environment; plan for server farm move to Police Department; plan for 800MHz radio system upgrade; submit three year organization staffing request; update job descriptions; update internet and social media policies and catch up on education and training for staff that was not available in the past three budgets.
- ▲ Capital budget funds for additional disk storage needs for IT (data storage). Total for 2013 is

\$60,000. Since these components are each less than \$25,000 this cost appears in equipment less the \$25,000.

- ▲ There may be additional modules for the Enterprise System added in 2013

Purchasing Office:

- ▲ Hiring in 2012 new position tentatively referred to as Purchasing Specialist
- ▲ Propose to purchase or acquire a license to use purchasing software

Discussion:

- ▲ Need to budget for education and certifications since budget cuts over the last three years have caused delays
- ▲ Compensation and salary grades for those becoming certified, etc., and differentiate between non-meaningful and meaningful educational endeavors

9. **Monthly Reports (Information Only)**
 - a) **Transit System Report – Month of March**
 - b) **Conference Center Report – Month of March**
 - c) **Fuel Hedging Report – March 2012**

Eric Stuckey reported February Sales Tax collections showed a 6.2% growth from last year.

Reports filed with the minutes

10. **Other Business**
 - Budget wrap-up session scheduled Thursday, April 26, 2012 @ 1:00 p.m.

ADJOURN

Alderman Blanton moved to adjourn. Seconded by Alderman Skinner. Motion carried unanimously.

Meeting adjourned @ 5:40 p.m.

Beverly Burger, Vice Chair

Minutes prepared by Linda Fulwider, Board Recording Secretary, City Administrator's Office - 6/1/2012 10:23 AM