
MEETING MINUTES
SPECIAL BUDGET & FINANCE COMMITTEE
 CITY OF FRANKLIN, TENNESSEE
 CITY HALL BOARDROOM
 THURSDAY, APRIL 26, 2012 @ 1:00 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
 Shirley Harmon, Human Resources Director P
 Candace Connell, Assistant HR Director P
 Tammie Pitts, Benefits Manager P
 Sara Sylvis, Risk Analyst P
 Kevin Comstock, ITS Project Manager P
 Steve Sims, Assistant City Recorder P
 Joe York, Streets Director P
 Alderman Pearl Bransford P
 Alderman Margaret Martin P
 Debbie Henry, TMA P
 Jim Keller, Cool Springs Marriott P
 Lanaii Benne, Assistant City Recorder P
 Linda Fulwider, Board Recording Secretary P

1. Call to Order

Alderman Petersen, Chair, called the special meeting to order at 1:07 p.m.

2. Budget Presentation : Transit System Fund

Debbie Henry & Calveta Burger, TMA

The amount requested from the General Fund is \$54,008 less due to additional grant funding, efficiencies, sale of transit equipment, rental income, etc.

Operational:

- 11% Annual Increase Fixed Route
- 47% of Annual Trips – Employment
- 25% of Annual Trips – Medical
- Expanded Fixed Route Service – Southbound
- Significant growth of Niche Market Service
- Market Segmentation Study and Community Outreach (Federal Grant 5307)
- Researching Options for Projected Expansion of Service Areas

Federal funds were used to install security cameras in all transit buses. Online ticket purchase is now available. Capital costs include the purchase of one 12 passenger vehicle with a regular engine. They cannot take advantage of fuel hedging because it would

eliminate some of the Federal funding they receive.

Alderman Burger voiced concerns regarding grants with strings attached and referred to problems that occurred in 2005 and 2006. Calveta Berger said the strings are getting tighter every year and went on to explain the thorough process she goes through in securing grants. Debbie Henry added that the process is more specific than before. Discussion ensued on other aspects of Federal grants.

Ms. Henry noted that Staff Attorney Kristen Corn regularly attends their meetings and Kevin Comstock is the City Liaison.

The new southbound route was implemented through grant funding. No City money involved. They now offer route-match services to avoid making trips with just one rider. Alderman Petersen asked for the actual number of trips made instead of percentages.

3. Budget Presentation: Cool Springs Conference Center

Jim Keller, General Manager Cool Springs Marriott

Mr. Keller commented that many hotel guests use the trolley service

- The Conference Center continued to make money during the lean years
- May marks the 13th year of partnership with the City and County
- Revenues up 7.5%
- Project \$7 million in revenue
- Corporate travel, group room nights, meetings, upgraded meals are on the upswing
- Continue to host high profile events and meetings
- Excellent sales and service – Best in Class top 20% of all Marriott Hotels
- Tenured staff
- Working with Mark Shore and the CVB regarding tourism
- Conference Center has capital reserves to use for renovations as needed

4. Budget Presentation: Appropriations to Non Profit and Governmental Organizations and Economic Development

Eric Stuckey, City Administrator

Allocation requests were included in the agenda packets comparing 2011 allocations with 2012-2013 requested allocations. The aldermen were given a proposal to review as well.

The requests are mainly the same as what they received last year with some small increases.

- Animal Control is a required obligation- 2011-2012 - \$52,480 and 2012-2013 - \$53,690
- Franklin Tomorrow proposed 2012-2013 - \$30,000 plus \$17,000 for a survey measuring public perception. 2011-2012 allocation was \$29,610
- Allocations held steady in the last two budgets with no increases
- Mid-Cumberland Human Resource Agency requests a \$2,000 increase to \$6,873 for

2012-2013 vs. \$4,700 allocated in 2011-2012.

- Alderman Burger thought the committee should look at needs instead of wants and suggested the list of those receiving allocations be accepted as is.
- Mr. Stuckey related the purpose of the list is to show what was given in the past and what is requested. There was no intent to get a funding motion today. That will be part of the Budget.

5. **Budget Presentation: Human Resources Department (consideration for personnel/compensation)**

Shirley Harmon, HR Director

Budget Notes/Objectives:

- Personnel - Addition of one part-time Administrative Assistant: Last year eliminated the full-time Administrative Secretary position and reclassified an HR Technician to Benefits Analyst. Part-time assistant would help with filing, scheduling, special projects and be available when short-staffed in the front office.
- Consultant Services – In the current fiscal year funds were budgeted for a compensation study. RFP prepared and waiting for release. The FY2013 budget does not include funds for the compensation study since anticipate funds will carry over.
- Tuition Assistance Program – Recommend continuing the current funding level of \$60,000
- Wellness – total of \$23,000 budgeted for wellness programs including flu shots, health screenings, health fair, fitness center, and other programs/events.
- Safety Programs - \$50,000 budgeted for safety awards, posters, safety training programs and license verifications.
- Training - \$47,000 budgeted for Inside and Outside training (plus \$8,000 in training supplies). Anticipated training programs include Civil Treatment, Supervisor Training, Business Skills Training, and Franklin Leadership University.
- Vehicles - \$24,669 has been budgeted for a 4WD Explorer for the Risk Division for Emergency Management response/Employee Injury Responses/Visitors and Vendors.
- Computer Software (>\$25,000) – HR and MIT staff are preparing RFP for an HRIS system. Exact cost of system unknown, but anticipate it will be over \$100,000. For this reason budgeted \$200,000.

So far this year spent approximately \$45,000 for Tuition Assistance Program with more requests for the Spring Semester. Rules – must be an accredited school, limited to 7 semester hours, and must be job related. Program more clearly defined. Required sign off by Department Director, Human Resources Director and City Administrator.

Franklin Leadership University is held every other year whereby HR and the City partner with 25 potential leaders within the City. Over 50% of those attending have been promoted; however, this does not guarantee promotion.

Extra funds were budgeted for a time system. A lease/purchase may be done over a three-year period. Applicant tracking pc purchased earlier.

Self-insured Workers' Comp – spent \$49,000 on claims this year. Flat on claims. A trainer is in the budget. Cost and days off way down.

Employee recognition – longevity awards and gift cards at Christmas

**6. Budget Presentation: Street Aid Fund/Road Impact Fee Fund/Facilities Tax Fund
Russ Truell, ACA Finance & Administration**

Street Aid Fund:

- Revenue from Gasoline Tax (State) - \$1,767,500.
- Expenditures – Paving & Repair Services \$1,667,500 and Sidewalk Repair \$100,000.
- Eric Stuckey noted an additional \$1 million would be needed to maintain a 12-13 year paving schedule. Budgeted \$1.5 million in 2010 but because of the flood it was put in the 2011 budget. The \$1 million requested is not available in this fund.

Road Impact Fee Fund and Facilities Tax Fund:

- Mr. Truell explained in detail how these funds work and touched on Debt Service as well.

**7. Budget Presentation: Inter-Fund Transfers/General Expenses
Russ Truell, ACA Finance & Administration**

Mr. Truell explained this is a catch-all for expenses that cannot be attributed to any department.

**8. Budget Presentation: Debt Service Fund/Property Tax Allocation
Russ Truell, ACA Finance & Administration**

Property Tax Allocation – 37 cents of property tax is split between the General Fund and the Debt Service Fund with Debt Service receiving 16 cents.

9. Monthly Reports (Information Only)

- a) Sales Tax Report – February 2012**
Sales tax up 6%
- b) Property Tax Report – Month of March**
- c) Revenue Forecast for FY 2012-2013**
- d) Construction Activity Report – March 2012**

Reports filed with minutes

10. Discussion Regarding May Budget Meeting Schedule and Other Business

Mr. Stuckey said the Proposed Budget would be released on Friday, May 4. Budget hearings could be done during the regular meeting time should the committee want to bring anyone in for discussion.

It was decided to schedule a special meeting on Monday, May 14 @ 4:00 p.m. in addition to the regular meeting scheduled on Thursday, May 17 @ **3:00 p.m.**

ADJOURN

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

Meeting adjourned @ 3:51 p.m.

Ann Petersen, Chair

Minutes prepared by Linda Fulwider, Board Recording Secretary, City Administrator's Office - 7/20/2012 9:28 AM