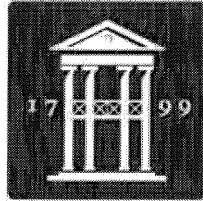


ADMINISTRATION

Russell B. Truell  
Assistant City Administrator, CFO  
Finance



ITEM #4  
FINANCE  
10-24-12

Dr. Ken Moore  
Mayor

Eric S. Stuckey  
City Administrator

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HISTORIC  
FRANKLIN  
TENNESSEE

October 17, 2012

TO: Members of the Budget & Finance Committee  
FROM: Eric Stuckey, City Administrator  
Russ Truell, ACA/CFO  
RE: Budget Amendments based on Fiscal Year 2013 First Quarter Activity

**Purpose**

The purpose of this item is to amend the Fiscal Year 2013 Budget to account for activities or conditions arising since passage of the original budget.

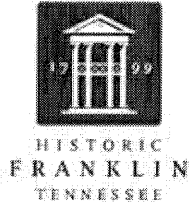
**Background**

Rather than bringing a myriad of budget amendments at numerous Board meetings, staff recommended that we bring possible budget amendment to the Budget & Finance Committee on a quarterly basis. Budget amendments for July through September will be presented here at the October 2012 meeting; October through December in February 2013; January through March in May 2013; and April through June in September 2013.

The attached page contains the proposed amendment(s) arising from the July through September time frame.

The amendments are as follows:

1. **Changes to Organization Chart in General Fund since passage of budget.**
  - a. **Building and Neighborhood Services staffing changes:** Conversion of two (2) existing part-time inspection positions (electrical inspector and building inspector) to full-time and the creation of an administrative assistant position. These changes are needed to support increased inspection services demand. The anticipated cost for the remainder of 2013 is \$86,186. Additional electrical and building inspection revenue is anticipated to cover the increased expenditure.
  - b. **Streets-Maintenance reclassifications:** Two (2) positions submitted for review of responsibilities resulted in reclassifications: Administrative Secretary (PG 10) to Technical Support Analyst (PG 15), and Landscape Maintenance Worker Sr. (PG 12) to Compost Facility Manager (PG 16). A budgeted part-time secretary position is eliminated to fund these changes.
  - c. **MIT reclassifications (including a transfer from Water Management to MIT):** Two (2) positions submitted for review of responsibilities resulted in reclassifications: Administrative Assistant (PG 12) to Help Desk Technician (PG 13), and Stockroom Supervisor (PG 12) in the Water Management Department to Application Support Analyst (PG 16) in MIT.
  - d. **Purchasing reclassification:** The vacant position submitted for review of responsibilities was reclassified. Purchasing Analyst (estimated PG 16) was evaluated as a Purchasing Specialist (PG 14).
2. **City's share of damages awarded in Circuit Court on September 20, 2012.** This was a personal injury case with Franklin Police Department as defendant.
3. **Re-appropriation of \$70,000 in Facilities Tax Fund.** Along with \$680,000 already budgeted in 2013, this will provide total funding of \$750,000 for acquisition of the Custom-Built, Quintuple-Function Fire Aerial Ladder Truck For the Fire Department approved by the Board of Mayor & Aldermen in August 2012.



### **Financial Impact**

The amendments, as proposed, would result in:

- a. Reduction in the fund balance of the General Fund of \$117,253,
- b. Reduction in the fund balance of the Facilities Tax Fund of \$70,000.

### **Options**

1. Approve amendment(s) as proposed and forward to BOMA.
2. Make changes to the amendment(s) where desired and forward to BOMA.

### **Recommendation**

Staff recommends approval of the amendments.

