ADMINISTRATION

Russell B. Truell Assistant City Administrator, CFO Finance



ITEM #4 FINANCE 10-24-12

Dr. Ken Moore Mayor

Eric S. Stuckey City Administrator

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.

ORDINANCE NO. 2012 - 56

WHEREAS, the City Charter, Article VIII, provides for adoption of an annual budget for departments of the City of Franklin, and

WHEREAS, an annual budget process appropriating funds to the various departments and divisions of the City government for the fiscal year beginning July 1, 2012 has been completed in accordance with state law and local ordinances,

NOW, THEREFORE BE IT ORDAINED, by the Board of Mayor and Aldermen of the City of Franklin, Tennessee:

SECTION I: That the annual budget for the City of Franklin for the Fiscal Year 2012-2013 shall be amended and does allocate and appropriate additional funding as follows:

GENERAL FUND REVENUE Additional Electrical and Building Inspection Revenue Increase \$86,186 **EXPENDITURES** Building & Neighborhood Services Staffing Changes Increase \$86,186 Streets-Maintenance Personnel Reclassifications No Change \$-0-MIT Personnel Reclassifications (Wages & Benefits from From Water Management) Increase \$57,850 Purchasing Personnel Reclassification (Reduction of Wages & FICA) Decrease (\$3,700)City's Share of Damages Awarded in Circuit Court Increase \$63,103 Net Increase (Decrease) to Total General Fund Balance (\$117,253)**FACILITIES TAX REVENUE** \$-0-**EXPENDITURES** Reappropriation for acquisition of fire ladder truck Increase \$70,000 Net Increase (Decrease) to Total Facilities Tax Fund Balance (\$70,000) SECTION II: That each department of the City shall limit its expenditures to the amount appropriated; that any changes or amendments to the appropriations set forth in the budget shall be made in accordance with the City Code, Article VIII. SECTION III: That this Ordinance shall take effect on September 30, 2012, from and after the passage on Second and Final Reading; the health, safety and welfare of the citizens of the City of Franklin requiring it. ATTEST: CITY OF FRANKLIN, TENNESSEE By: By: ____ **ERIC S. STUCKEY** DR. KEN MOORE City Administrator Mayor

PASSED FIRST READING:

PASSED SECOND READING:

PUBLIC HEARING: