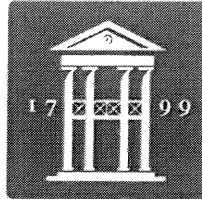


ADMINISTRATION

Russell B. Truell
Assistant City Administrator, CFO
Finance



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

November 15, 2012

TO: Members of the Budget & Finance Committee
FROM: Eric Stuckey, City Administrator
Russ Truell, ACA/CFO
Mike Lowe, Comptroller
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 November 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 requested to be reclassified to full-time administrative secretary. At this time, current budgeted funds are anticipated to cover these reclassifications.
 - c. **MIT reclassifications:** Two (2) positions submitted for review of responsibilities resulted in reclassifications: Administrative Assistant (PG 12) to Help Desk Technician (PG 13), and Asset Analyst I (TBD) to Application Support Analyst (PG 16). At this time, current budgeted funds are anticipated to cover these reclassifications.
 - d. **Purchasing reclassification:** The vacant position submitted for review of responsibilities was reclassified. Purchasing Analyst (TBD) was evaluated as a Purchasing Specialist (PG 14).
2. **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. No effect in the fund balance of the General Fund,
- b. Reduction in the fund balance of the Facilities Tax Fund of \$70,000.



HISTORIC
FRANKLIN
TENNESSEE

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 |
|---|----------|----------|

| | | |
|--|--|--------------|
| Net Increase (Decrease) to Total General Fund Balance | | -\$0- |
|--|--|--------------|

**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: _____
ERIC S. STUCKEY
City Administrator

By: _____
DR. KEN MOORE
Mayor

PASSED FIRST READING: _____
PUBLIC HEARING: _____
PASSED SECOND READING: _____



November 16, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Shirley Harmon, Human Resources Director
Candace Connell, Assistant Human Resources Director

SUBJECT: Fiscal Year 2013 Tuition Assistance Program Budget Amendment

Purpose

The purpose of this item is to amend the Fiscal Year 2013 tuition assistance program for Spring and Summer semesters to increase the program budget by \$35,000

Background

Since the 1990's, the City has provided tuition assistance to employees enrolled in a degree granting program. In fiscal year 2009, the tuition assistance program was transferred from the Administration budget to the Human Resources budget. At that time \$85,000 was budgeted for the program. In fiscal year 2011 the program was suspended for one year due to budget constraints.

The tuition assistance program was reinstated in fiscal year 2012 with a budget of \$60,000. At the same time, the tuition policy was rewritten. Significant changes in the new policy include stricter accreditation and grade standards as well as changing the program to a true reimbursement program where no funds are paid until the class is completed and a final grade is received. Also, all participants must sign an agreement that requires them to reimburse the City should they leave within one year after receiving an Associate's degree, two years after receiving a Bachelor's degree, and three years after receiving a Master's degree or juris doctorate.

The current fiscal year budget includes \$60,000 for the tuition assistance program. To date, we have spent \$24,108.60 for late Summer and Fall classes. However, another \$35,433.43 has been reserved for outstanding classes for a total of \$59,542.03. Without a budget amendment, we will not be able to approve additional requests including requests for Spring and early Summer classes.

There are currently 25 employees participating in the tuition assistance program representing multiple departments (Fire, Police, Parks, BNS, MIT, and Streets). This has increased from 20 participants in FY2012. Many of these employees would not be able to afford college tuition without assistance from the City.

Financial Impact

The tuition assistance program budget would increase \$35,000.

Options

1. Approve the amendment
2. Make changes to the amendment as desired
3. Reject the amendment

Recommendation

Staff recommends approval of the amendment to continue funding the tuition assistance program.

