

FINANCE & ADMINISTRATION

Finance & Administration comprises Finance, Municipal Information Technology, Purchasing, City Court, Solid Waste and Transit. (It also includes Water & Wastewater which is included in a separate budget document).

In addition to providing effective stewardship over public funds and assets, this part of City government provides financial management leadership and legislative support to the Board of Mayor and Aldermen.

Recognitions and Awards:

- Government Finance Officers Association (GFOA) award for the City's 2011 Comprehensive Annual Financial Report (21st year). [The 2012 report has been submitted for the award.]
- Government Finance Officers Association (GFOA) award for budget presentation for the City's 2013 budget document (5th year).
- Established Fuel Hedging initiative with Davidson County. City has saved over \$500,000 in its fuel costs between 2009 and 2012.
- Completed the 2012 annual audit with no findings.

Finance

Russell Truell, Assistant City Administrator Mike Lowe, Comptroller

The Finance Department oversees the security and management of the City's financial and property interests. The Department helps the City Administrator prepare, implement and monitor the City's annual capital and operating budgets. The department also plans and executes the issuance of bonds and other financing mechanisms available to municipalities.

The Finance Department provides financial services for the City of Franklin. These include: (1) Financial Accounting and Reporting, (2) Investment of Temporarily Idle Funds, (3) Maintaining and Reconciling City Bank Accounts, (4) Issuing Employee Payroll, (5) Issuing Vendor Payments, (6) Internal Audits, and (7) Ensuring that the Annual External Financial Audit is Conducted.

FINA	NCE DEPART	MENT PERFO	RMANCE ME	ASURES		·
Measurement/Goal	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Goal
To exceed the return on investments of the LGIP	3.75% average to LGIP's 1.61%	2,08% average to LGIP's .39%	1.79% average to LGIP's .22%	1.47% average to LGIP's .12%	1.40% average to IGIP's .14%	Exceed LGIP average by minimum 1%
To pay average interest rate on debt below rate on 20-year Treasury notes	3.84% annual average to Treasury's 4.11%	1.73% annual average to Treasury's 4.03% (primarily due to variable rate on TN Bond Fund)	2.63% annual average to Treasury's 3.62% (primarily due to variable rate on TN Bond Fund)	1.72% annual average to Treasury's (estimated) 3.62% (primarily due to variable rate on TN Bond Fund)	Continue annual average below Treasury's by minimum 25%	Continue annual average below Treasury's by minimum .25%
3. To retain the City's Triple AAA rating (for consecutive months)	102 months since attained December 1999	114 months since attained December 1999	126 months since ettained December 1999	138 months since attained December 1999	150 months since attained December 1999	162 months since attained December 1999
4. To have City's rating affirmed by multiple rating agencies (maximum = 3)	1	2	2	2	2	2
5. To achieve the GFOA Annual Report award for financial reporting annually	17th consecutive (for FY 2007)	18th consecutive (for FY 2008)	19th consecutive (for FY 2009)	20th consecutive (for FY 2010)	21st consecutive (for FY 2011)	22nd consecutive (for FY 2012)
6. To achieve the GFOA Budget Report award annually	1st award (for FY 2009 budget)	2nd award (for FY 2010 budget)	3rd award (for FY 2011 budget)	4th award (for FY 2012 budget)	5th award (for FY 2013 budget)	6th award (for FY 2014 budget)
7. To increase use of electronic payments for payroll (percent paid by ACH)	88%	91%	93%	97%	98%	98-100%
8. To increase use of electronic payments for AP (percent paid by ACH/EFT)	10%	18%	20%	22%	33%	40%



Sustainable Franklin

Four years ago, the Finance Department began utilizing GreenEmployee (formerly Employee Desk), software that allows employees to view their paystubs online, eliminating the need for paper stubs and envelopes. We have continued our efforts to encourage employees to use GreenEmployee. This continued effort has resulted in 374 employees utilizing GreenEmployee and a reduction of paper and envelopes by 57%!

In the same spirit of saving both paper and money, the Finance Department is being proactive in setting up vendors to be paid by ACH. Additionally, if vendors are found to accept purchasing cards, invoices are to be paid by that method.

The Finance Department has also sought to reduce paper use by changing printing habits. This has been done by installing software that allows documents to be printed to a file rather than paper. Additionally, the department has worked to limit the printing of reports that can be reproduced later if needed.

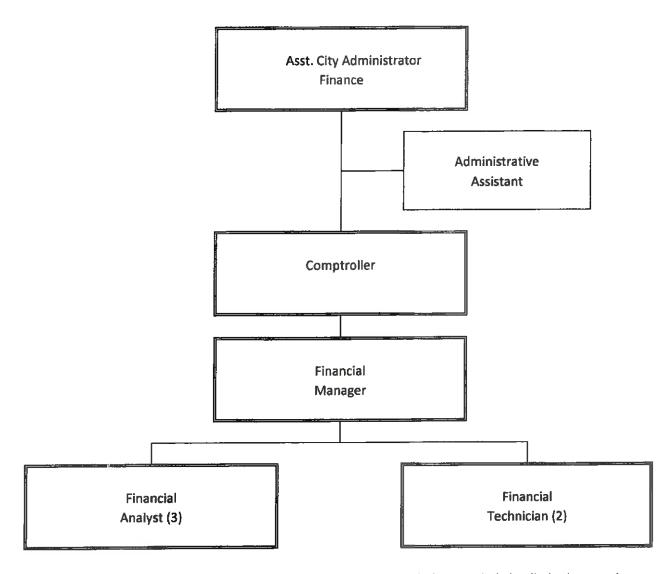
2013-2014 Outlook

Goals:

As the Finance Department continues to encourage all employees to receive their bi-weekly paystubs electronically via GreenEmployee, the goal has been set to discontinue printing paper checks for payroll. The use of direct deposit and the availability of payroll cards will reduce the use of expensive check stock, envelopes and postage, as well as the manpower required to investigate and report outstanding payroll checks.

The Finance Department will continue to require ACH information for new vendors, allowing the further reduction of office supplies, postage and manpower. Along with this requirement, ACH remittances could be emailed rather than mailed. Doing this will increase savings on paper products and postage.

Organizational Char



^{*} One additional position is approved on a part-time basis to assist in busy periods (audit, budget, etc.)

Staffing by Position

City of Franklin 2013-2014 Fiscal Year Budget General Fund - Finance Personnel by Position

PW	Pay	FY	2013	Not	FY.	2014	Not
Position	Grade	Full-Time	Part-Time	Funded	Full-Time	Part-Time	Funded
ACA Finance	26	1	0	.0	1	0	0
Comptroller	23	1	0	0	1	0	0
Business Process Improvement Mgr & City Court	21	0	Ó	0	1	0	0
Financial Manager	19	1	1	0	1	1	0
Financial Analyst	17	3	0	0	3	0	0
Financial Technician	12	2	0	. 0	2	0	0
Administrative Assistant	12	1	0	0	1	٥	0
	TOTALS	9	1	0	10	1	0

	New F	osition		Reclassificatio	П
Narrative of Personnel Changes	Title	Pay Grade	From Job Title	To Job Title	Pay Grade (if reclassificat on creates new job title
Business Process Improvement Mgr & City Court Clerk transferred from Revenue Momt					

			Requirements	
Departmental Career Development Path	Pay Grade	Degree	Experience	Certifications
ACA Finance	26			
Comptroller	23			
Financial Menager	19			
Financial Analyst	17			
Financial Technician or Administrative Assistant	12			

Budget Notes/Objectives Finance

Department Objectives:

The department is striving to achieve efficiencies in processing Accounts Payable, Payroll and recording of Fixed Assets through training, reconciliations, and cost control initiatives. To help achieve those goals, cross-training on a variety of tasks is planned for everyone in the Department.

Personnel:

There are no changes in personnel proposed. (The department has one current vacancy).

Operations:

Operating costs are increased primarily due to a full year of investment advisory services (investment fees) that began in 2012.

(Note: The department's 2012 estimated actual exceeds budget 2012 due to investment related costs incurred for both assistance with selecting the city's investment advisor (consultant services) and the start of the advisory services (investment fees) in November. The department began the services earlier than anticipated in the budget due to the vacancy mentioned above that handled investments).

Capital:

There are no capital costs proposed.

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	OCLUS	TEMPORARY WORK BYNON-CITY EMPLOYEES		12,780		21,808			
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	= 81430	GROUP INSURANCE PREMIUMS	7,356	7,767	8,241	7.687	9.453	9 737	10.030
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1456 DIETERRED DOLE MATCH 1500 DIETERRED DOLE MATCH 1470	81450	RETIREMENT CONTRIBUTIONS	84,698	56,626	60,000	55,272	53,226	54.823	56.468
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147.0 Winderest Comments 246 240	81470	WORKERS COMPENSATION PREMIUMS	(9)	119	1,082	756	4,980	4,980	4,980
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+	82450	TELEPHONE SERVICE	1,242	1,479	1,400	1,560	1,575	1,575	1,575
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	4 4	And (July-190)	1,242	1,479		1,580	1,575	3,575	1,575
+	82455	CELLULAR TELEPHONE SERVICE	1 147	074	5	3600	900		
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	CA.	VERIZON WIRELESS	1.327	1.058	3	929	925	926	925
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+	82470	INTERNET & RELATED SERVICES	1,261	1,385	1,300	1,430	1,430	1,430	1,430
		VARIOUS			1,300	1,430	1,430	3 430	1,430
	7 *	Aid (July-Jan)	1261	1,386					
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	7	CONFICIEN	3,650	3,835	3,800	3,915	3,930	3,930	3,930
+	82510	COMPUTER SERVICES	2 224	22.555	10.000	26.085	27 425	27 450	27 475
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	2	ACCTG SERVICES TELEPHONE SUPPORT (COMP RESQUECES)		20.026		9.187	10,000	16,000	10,000
	m	ACCTG SERVICES FOR TAX LINDATE & GP.COMP PESBURGEST	2005						
	4	GREENSHADES SOFTWARE FEDERALE FILE REPORTS	100	1961		5002	200	260	200
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		ADDITIONAL DUSTS COMPLIEN HESOURCES				14,453	15,000	15,000	15,000
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	82530	AUDIT SERVICES		2009					
+	82560	CONSULTANT SERVICES		9,619					
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	2	INVESTMENT POLICY ADVISORY SERVICES (11FP DEVELOPMENT)		9 619					
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"	XCTS	TOTAL CONTRACTUAL SERVICES	2,224	32,674	10,000	26,065	27,425	27,450	27,475
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	705	1.829	1.000	2.000	2000	2,000	2,000
	g de la constant de l	VARIOUS							2005
	2	NOVACOPY	2	1,154	0021	2,000	2,000	2000	2.000
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11	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	705	1,829	1,000	2,000	2,000	2,000	2,000
+	82750	EMPLOYEE RECOGNITION/RECEPTIONS		28					
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0220-MILE AGE Prof Dev
Prof Dev

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7 4022-JMLE AGE 8 1019-JMLE AGE 9	200	200					
8 0195-MILEAGE 82830 ANTERAGE 82830 ANTERAGE 1 2015-MILEAGE 2 2015-MILEAGE 2 2015-MILEAGE 2 2015-MILEAGE 2 2015-MILEAGE 2 2015-MILEAGE 2 2015		00)					
9 SPZ-IGALLE-GE	1100	400					
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3 9205 4 9230 5 Prof Dev Semrer 5 Prof Dev Semrer 6 Amount missing from detail 82850 MERDIS 1 VARIOUS 2 0220 3 JE NEEDE D 9 0211 9 0220 1 Amount missing from detail 1 VARIOUS 2 Amount missing from detail 82800 OTHER TRAVEL EXPENSES 1 VARIOUS 2 Amount missing from detail 82800 OTHER TRAVEL EXPENSES 1 VARIOUS 2 Amount missing from detail 3 CHECKS 4 OFFICE SUPPLIES 5 CHECKS 5 CHECKS 6 CHECKS 7 CHECKS 8 CHECKS 8 CHECKS 9 CHECKS 1 VARIOUS 1 VARIOUS 2 MISC 3 CHECKS 4 WISC 5 MISC 5 Amount missing fram details 6 Amount missing fram details 8 83130 EMPLOYEE BENEVOLENCE ITEMS 8 Amount missing fram details 8 Amount missing fram details 9 Amount missing fram details 1 WISC 2 WISC 3 Amount missing fram details 6 Amount missing fram details 8 RMPLOYEE BENEVOLENCE ITEMS		100	9008	800	1,000		
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5 Prof Dev Semnar	883	973	900	ROF	1,200		
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3 JE NEEDE D 4 0.19 5 (0.20) 6 0.211 7 Prof Dev Sennar 8.2890 OTHER TRAVEL EXPENSES 8.2890 OTHER TRAVEL EXPENSES 8.2890 OTHER TRAVEL EXPENSES 8.2890 OTHER TRAVEL EXPENSES 9 Amount massing from detail 1 VARIOUS 2 Amount massing from detail 5 Envelopes - Payroll 6 Envelopes - Payroll 8.3120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE) 1 VARIOUS 2 Amount massing from detail 3 Una free DÉCOR ITEMS (OTHER THAN FURNITURE) 4 Amount massing from detail 5 Amount massing from detail 6 Amount massing from detail 8.3130 EMPLOYEE BENEVOLENCE ITEMS	CH.	624					
4 0119 5 0220 6 0211 7 Prof Dev Sernar 1 Prof Dev Sernar 2 Amount massing from detail 82890 OTHER TRAVEL EXPENSES XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL 8310 OFFICE SUPPLIES 1 VARIOUS 2 MISC OFFICE SUPPLIES 4 CHECKS 5 Envelopes-Perphil 6 Envelopes-Perphil 83120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE) 1 VARIOUG 2 MISC 3 UVARIOUG 4 CHECKS 5 MISC 2 MISC 3 UVARIOUG 4 Amount mass lid from detail 5 Amount mass lid from detail 6 Amount mass lid from detail 7 Amount mass lid from detail 83130 EMPLOYEE BENEVOLENCE ITEMS		(30)					
5 0220 6 0211 7 Prof Dev Sernow 82890 OTHER TRAVEL EXPENSES XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL 8.2 83110 OFFICE SUPPLIES 5. 1 VARIOUS 5. 2 MISC OFFICE SUPPLIES 6. 4 CHECKS 5 Fineloges-Payoll 6 Envelopes-Payoll 8 Amount missing from detail 1 VARIOUG 2 MISC 3 Unaligned 4 Amount missing from detail 2 MISC 3 Long from 3 4 Amount missing from detail 83130 EMPLOYEE BENEVOLENCE ITEMS							
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2 Prof. Dev. Semnar		g					
Amount missing from detail 82890 OTHER TRAVEL EXPENSES					UNIC		900
82890 OTHER TRAVEL EXPENSES XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL 8,7 83110 OFFICE SUPPLIES 5,6 1 WARIOUS 5,6 2 MASC OFFICE SUPPLIES 6,7 3 CREENS HATHES 6,7 4 CHECKS 6,7 5 Envelopes Flavfull 6,7 6 FINCHICLE DECORITIONS (OTHER THAN FURNITURE) 7 4 VARIOUG 6 2 MISC 3 UVARIOUG 4 Amount mass lid from details 9 Amount mass lid from details 83130 EMPLOYEE BENEVOLENCE ITEMS					3		000
XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL 8,7 83110 OFFICE SUPPLIES 5,5 1 VARIOUS 5,5 2 MASC OFFICE SUPPLIES 6,6 3 CREENSHAMES 6,6 4 CHECKS 6,6 5 Envelopes-Fayroll 6,7 6 Fine logs-Fayroll 6,7 7 Amount missing from details 7 83120 OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE) 7 1 VARIOUG 7 2 MISC 8 3 UVARIOUG 6 4 Amount missing from details 6 83130 EMPLOYEE BENEVOLENCE ITEMS	oc.	10	20	20	20	8	000
83110 OFFICE SUPPLIES 5. 1		11 537	10 370	10 370	14 145	12045	15.070
83110 OFFICE SUPPLIES 1			2	200	21.1	240,01	0.000
1 VARIOUS 2 MISC OFFICE SUPPLIES 3 GREENSHAMES 4 CHECKS 5 Envelopes-Peypol 5 Envelopes-Peypol 6 Amount misturing from detail 83120 OFFICE DECOR ITEMS (OTHER THAN FURNITURE) 1 VARIOUS 2 WISC 3 Unalternial 4 Amount missing from detail	5,269	5,185	4,400	6,400	4,600	4,800	5,000
MISC OFFICE SUPPLIES A MISC OFFICE SUPPLIES A			4, 400		4,600	4,800	8,200
3 CREENSHAMES 4 CHECKS 5	66011	4.409		4.000			
4 CHECKS 5 Envelopes - Payroll 2 Amount in string from detail 3 Unaffeed 5 Amount in string from detail 3 Unaffeed 5 Amount in string from detail 5 Amount in s	4.6	me		2,000			
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1 VARIOUS 2 WMSC 3 Unaltern 3 6 Amount massing from delap 83330 EMPLOYEE BENEVOLENCE ITEMS	URE)	176					
2 MASC 3 Lyo Rem 3 6 Amount mass ing from delane 83130 EMPLOYEE BENEVOLENCE ITEMS							
3 Los frem 3 * Amount mass hig from delaw 83130 EMPLOYEE BENEVOLENCE ITEMS		175					
83130 EMPLOYEE BENEVOLENCE ITEMS							
83130 EMPLOYEE BENEVOLENCE ITEMS							
The state of the s		ν. 1.		146			
* (83140) [MEALS & FOOD (INSIDE WILLAMSON COUNTY)	317	238	300	400	300	300	300

	Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Rudnet 2014	Erron set 2015	Charles of Party
	_	VARIOUS		200	300	(W)	U.UE	SUCCESSION OF THE PROPERTY OF	TURCASI AUTO
	2	0208	; \$	144				3	
	3	150	44						
	4	1610	6						
	5	W/8c							
		Amount missing from detail							
н	XOFS	TOTAL OFFICE SUPPLIES	5,586	5.650	4,700	6,946	4.900	5.100	5,300
1	00000	THE AMERICA OF THE PARTY OF THE							
	200	WADDON'S SOFFICES	15	87					
		COOK COOK	1						
	4 6	AUDIT TRAINING	(12)	86					
		Amount massing from detail		ō					
+	83299	OTHER OPERATING SUPPLIES	47						
	F	VARIOUS							
	2	MISC OPERATING SUPPLIES	ΔŢ				V e		
	4	Amount missing from detail	The same of the sa						
ti	XOPS	TOTAL OPERATING SUPPLIES	62	87					
	The state of the s	10, 100							
+	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLAMSON COUNTY)		127					
	4-	VARIOUS		127					
	0	4035-GAS							
	*	Amount missing from detail							
в	XFUEL	TOTAL FUEL & MILEAGE		127					
+	83530	MACHINERY & FOUIPMENT (<\$25 mm)		0,000	200	4			
	-	VARIOUS		10,646	00000	0	9		
	2	COPIER		61.439	200				
	8	SURGE		12		115			
	4	PS40 FOLER & INSERTER		4.695					
		Amount missing from detail							
+	83540	COMPUTER HARDWARE (<\$25,000)	7,758	5,763	5,000	3,599	5,000	5,000	5,000
		VARIOUS			2,000		3,000		
	2	HP LASER JET PRINTER		28					
	77)	0218-KEYBOARD & MOUSE		64					
	4	POWEROY COMPUTER	1,918						
	0	HP PRINTER & MEDIA TRAY	5.784						
	2	MASC SUPPLIES	8	322					
	7	COMPUTERS & MONITORS REPUACEMENTS		3,815		3,599	2 000	5,300	5,000
	ත් ;	0205-LENOVO THINKPAD		104					
		Amount mosting from detail							
+	83550	COMPUTER SOFTWARE (<\$25,000)	9,800	7,115	10,000	2,325	5,000	2,000	5,000
		VARIOUS		+	10000		5 000	2005	
	2	COMPUTER RESCURCES OF ADVANCED PAYROLL	9,800						1
	70	FORECAS I ERRIFGENSE -		3500	1				
	# M	MOLECULARIA SECULARIA DE LA SE			Ī				
	a	COMPLETE RESOURCES INTEGRAL VINCENTALIA		nero .		2000			
	2			rage o		2757			to the same of the

×	Account	Labei	Actual 2011	Actual 2012	Budget 2013	Feld 2012	Budget 2011	2000	
- 1		Amount missing from delait				CIONEN	Panager AV14	rorecast 2015	Forecast 2016
JI	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	17,558	29,120	20,000	6,039	10,000	10,000	10,000
+	83620	EQUIPMENT PARTS & SUPPLIES			- † 				
<u>.</u>		WRIGHS	5		250				
2	*	ARSC SUPPLIES	17.		8		*		
5	1	Amount meaning from detail							
+	83660	BUILDING MAINTENANCE SUPPLIES	77	118	200	CF			
4		VARIOUS			200				
CI		SAMS (MISC SUPPLIES)	77	118		67			
		Amount missing from detail							
ı ı	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	248	118	450	42			
a	05440	DDANGE INTERIOR							
1 2	R5111	FRAID INCIDANCE	3,742	3,970	1,327	906	776	776	776
1 86	85112	IN AND MARINE INSTRANCE				28			
1 20	85113	AUTO PHYSICAL DAMAGE				404	44	44	44
86	85115	LIABILITY INSURANCE			2 204	995			
ಹ	85116	E&O LIABILITY INSURANCE			2,204	000	100		
జర	85119	UMBRELLA LIABILITY				300	1 104	624	624
11	XPLC	TOTAL PROPERTY & LIABILITY COSTS	3,742	3,970	4.611	2.985	2 545	701,r	7,101
+									
+	85320	STATE FEES	908						
		VARIOUS	460	400					
2		TN DEPT OF REVENUE-PROFESSIONAL PRIVILEGE TAX	100	907					湖 湖
34.1		Amount missing from detail	3						
ıı	XPERM	TOTAL PERMITS	400	400					
1	ļ				- 				
- 1	85510	BANKING FEES	28,467	28,850	28,000	29,450	30,000	30.900	31 900
÷	85520	INVESTMENT FEES	5,320	30,550	25,000	30,000	30,000	30,000	30.000
- 1		VARIOUS			25,000				200
CV I		FIFTH THIRD-WARKET VALUE FFES	1,220	5,448		000 9	8,000	5,000	2,000
72		PUBLIC FINANCIAL MOUT FINANCIAL ADVISORY SERVICES	4,000	4,000					
er i		BUREAU OF PUBLIC DEBT	9	100					
0		PORTIFOLIO SERVICES		5,167					
(0)		DAVIDSON FIXED INCOME MANAGEMENT		12,500		25,000	25,000	25,000	25,000
<u>-</u>		TRACKER		3.336					2
- 1		Amount missing from detail							
+	85525	FINANCIAL ADVISOR FEES	9,475	12,471	15,000	16,000	16.000	16,000	18 000
=		VARIOUS		5,401	15,000			Popular	000
CV		ANALYSIS ON IMPACT FEES JE		((5,461))					
mi	1	PUBLIC FINANCIAL MANAGEMENT, INC	STE D	12.471		16.000	000/94	nen at	48,000
*		Amountmissing from detail							None in
+	85580	LATE CHARGES	722	5,615		(12.651)			
-		WARIOUS				(5,851)			
Cv.		AT&T	222						
cro.		Tex Penalty		5615				\$	

Account	Label	Actual 2011	Actual 2012	Endest 2012	0000			
	Amount missing from detail		7 2 1	COORELEDIO	5 ms =	Sugget 2014	Forecast 2015	Forecast 2016
= XFLF	TOTAL FINANCIAL FEES	43.489	77 486	000 88	202.00			And the second s
			3	200,000	200,000	000'9/	76,900	77,900
85990	MISCELLANEOUS		1000			-		
= XOBE	TOTAL OTHER BUSINESS EXPENSES		220					
11								
_								
= XOP	TOTAL OPERATIONS	00 400	107 077					
		33,400	170,437	129,/81	136,282	149,611	149,692	152,996
	Capital							
+								
= XTOT	TOTAL EXPENDITURES	836,972	877,471	827,002	840.888	920.352	943 245	970 043
_						10010	2,0	2,00

Purchasing Office

Brian Wilcox, Purchasing Manager

Procurement of goods and services not related to construction that is valued at or above the public advertisement / sealed submittal threshold, currently \$25,000, is normally facilitated by the Purchasing Office, along with some procurements that are common to multiple departments. In addition, the Purchasing Office: administers the City's purchasing card program, which allows, within card-specific spending limits, for purchases to be made by departmental staff by means of City-issued credit cards; administers fuel purchasing for the City's vehicle and equipment fleet; and facilitates on an as-needed basis the lawful disposal of surplus property, including both real and personal property of the City, and, at the discretion of the department, any lost or stolen property recovered by or turned over to the City. More information about the Purchasing Office may be found on the City's website (http://www.franklintn.gov/) by browsing to Your Government > Finance & Administration > Purchasing Office.

Me	asure	Actual FY2012	Projected FY2013	Proposed FY2014
	l procurement solicitations ¹² Purchasing Office	27	25	25
requisition to award of procurement solicitations ¹²	lendar days from date of procurement for formal processed by the Purchasing fice	88	90	90
		17,426	18,800	19,000
Number and value of purchasing card transactions processed (by fiscal year), and value of City's rebate earned for total spend, net of credits (by calendar year)		\$5,096,480	\$5,800,000	\$6,000,000
		\$37,449	\$54,997	\$57,000
Average number of	purchasing card	6	6	6
calendar days (from receipt of card request to receipt of delivered card)	fleet fuel pin number	1	1	1
for	fleet fuel vehicle card	5	5	5
	eeds (before fee paid by City	76	40	60
of surplus personal proper	res) from electronic auctions ty, and fee paid by City for	\$207,129.50	\$100,000	\$150,000
electronic au	ction services	\$15,552.27	\$7,500	\$11,250

¹ Involving sealed submittals (i.e., bids, proposals, and statements of qualifications) received pursuant to published legal notice.

The City's public advertisement / sealed submittal threshold is currently \$25,000, pursuant to Ordinance No. 2010-72.



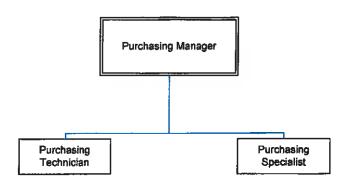
Sustainable Franklin

- 1. To promote the responsible stewardship of the City's financial and environmental resources, the City of Franklin Purchasing Office encourages its client departments of the City to consider the life-cycle cost and environmental implications of their product selections. For example, in addition to purchase price, consider:
 - Operational and maintenance costs
 - Residual value
 - Disposal costs
 - The time value of money
 - Recycled content
 - Energy and/or fuel efficiency
 - Whether it comes with minimal and recyclable packaging
 - Whether it is readily reusable and/or refillable
 - Whether it is readily recyclable
 - Whether it is less or non-toxic both during and after its service life

A focus on such "sustainable purchasing" not only has environmental benefits but also will be of economic value to the City (by yielding better resale values and lower disposal costs, for example).

- 2. Promote practice of the adage, "Reduce, reuse, recycle." Within the context of disposal of the City's surplus personal property (e.g., vehicles, equipment, furniture), the Purchasing Office first seeks to reallocate such surplus property to another department or office of the City that has need for it. Most surplus property for which no department or office of the City has further need but which has any value is sold by means of electronic auction and thus is at least temporarily diverted from the waste stream and landfill disposal.
- For the economical and eco-friendly disposal of used ink cartridges for tabletop printers, copiers and fax machines, the Purchasing Office promotes the use of a collection and reuse service offered by one of the City's office supplies vendors.
- 4. The Purchasing Office turns off all of its office lights whenever the office is empty for more than a few minutes.

Organi**z**ational Charl



Staffing by Positi**o**n

City of Franklin 2013-2014 Fiscal Year Budget General Fund - Purchasing Personnel by Position

IAI	Pay	FY:	2013	FY	2014
Position	Grade	Full-Time	Part-Time	Full-Time	Part-Time
Purchasing Manager	21	1	0	1	0
Purchasing Specialist	14	1	0	1	0
Purchasing Technician	12	1	0	1	0
	TOTALS	3	0	3	0

	New Po	sition	F	Reclassification	on
Narrative of Personnel Changes	Title	Pay Grade	From Job Title	To Job Title	Pay Grade (if reclassifica tion creates new job title)
None		Ĭ .			

			Requirement	S
Departmental Career Development Path	Pay Grade	Degree	Experience	Certifica- tions
Purchasing Manager	21	Yes	5 yrs	CPP0 within 2 yrs if not an MPA
Purchasing Specialist	14	Preferred	3 yrs	CPPB within 4 yrs
Purchasing Technician	12	No	2 yrs	No

Budget Notes/Objectives Purchasing

The Purchasing Office budget request for FY2014 anticipates:

- · No funding for the purchase or acquisition of a license to use purchasing software.
 - For the last few years, the Purchasing Office has been considering the options available from the private sector to automate some of the purchasing functions including:
 - Online requisition entry, online routing of approval and online status inquiries
 - o Online vendor registration
 - Automated notification and distribution of procurement solicitations, both formal and informal, to vendors who
 have registered their interest in doing business with the City of Franklin and/or local government generally, by
 subject
 - Acceptance of online submittals in response to procurement solicitations, both formal and informal
 - Ability to conduct online reverse auctions

Up until recently, while Purchasing has been aware of systems that offer some or all of these features, these systems have been relatively expensive, especially given the City's current volume of need. More recently, Purchasing has become aware of some low or no-cost options available on the marketplace that may meet some of the aspirations listed above. Therefore, no money is being requested in the FY2014 budget for purchasing software.

Funding in FY2015 to purchase spend analysis services.

The Purchasing Office proposes that the City of Franklin offer any interested party the ability to search an online database of City procurement spend for transactions (i.e., expenditures involving third-party vendors; could be a subset, e.g., non-construction-related spend), starting with a date of the City's choosing, that:

- Promotes financial transparency by ...
 - ... being comprehensive across all methods of payment (e.g., conventional check, direct deposit, wire transfers, bank card)
 - ... being easy to access and intuitive for the typical citizen to use
 - providing easy-to-understand charts and tables, as well as drill-down features to get to transaction-level detail, including date, invoice number, vendor and department
 - ... letting users search payments by vendor, zip code and category of spend
 - allowing information to be downloaded;
 - ... while ...
 - ... not demanding an inordinate amount of staff time
 - ... not violating privacy law (e.g., HIPAA) and policy (e.g., employee social security numbers)
 - ... not requiring any City IT infrastructure purchase, lease or maintenance
- Provides City management another tool by which to ...
 - manage "maverick" spend (spend that is not pursuant to competitive purchasing policy and procedures)
 - ... identify priorities for aggregating spend across the organization with the expectation that lower unit
 pricing would result
 - ... identify opportunities for efficiencies in accounts payable
 - ... measure and improve supplier performance
 - ... more easily identify disadvantaged business expenditures
 - ... compare City spend data with data of other local governments

The Purchasing Office budget for FY2015 includes \$20,000 for spend analysis services which would include transforming (cleanse, redact, classify) City-supplied data into a searchable and publishable electronic database that could be updated annually, quarterly or monthly.

The City of Naperville, Illinois is an example of a local government that provides a <u>searchable online database of</u> <u>its spend data</u> by way of its website.

ALCOUNT	- Canada	Actual 2011	Actual 2012	Budget 2013	Feth 2013	Budget 2014	TACC 40000001	C100
	Personnel					T ON INCOME.	CI OZ (GEZA)	rorecast 2016
= 81770	REGULAR PAY	\$2,378	100,619	138,847	120,000	139,701	143,892	148.209
021120	OVERTIME PAY	198	43	260	130	260	270	280
$\neg \vdash$	VACANCY ADJUSTMENT			(4,860)		(4,890)	(5.036)	(5.187)
- AWAGE	IOIAL WAGES	92,576	100,662	134,247	120,130	135,071	139,126	143,302
= 81410	FICA (EMPLOYER'S SHARE)	BC7.8	7 374	10 300	009 0			
= 81420	MEDICAL PREMIUNS	20.814	20 373	27 870	OOC'E	70000	20,000	11,338
= 81430	GROUP INSURANCE PREMIUMS	1 694	0 00	2.440	00000	50 YEAR	36,142	31,046
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(3.991)	(4,105)	(4 R32)	(4 500)	125377	71077	2,593
81450	RETIREMENT CONTRIBUTIONS	15.400	18.876	7 920	8 504	44 000	43 400	(12,12)
81455	DEFERRED COMP MATCH	1.356	2511	002.6	2 700	700	4 959	12,346
81470	WORKERS COMPENSATION PREMIUMS		88	27.1	190	967	000'1	BOR'I
81475	WORKERS COMPENSATION CLAIMS				3	28	8	R
XBGN	TOTAL BENEFITS	41,797	47,963	46,991	44 594	51,210	52,745	54.327
- 1							The state of the s	
* XPER	TOTAL PERSONNEL	134,373	148,625	181,238	164,724	186,281	191,871	197,629
	Operations							
R2110	MAN & OUTBOIND CHIDDING SCOUNCE							
Т	TOTAL THE PROPERTY OF THE PROP	77	34	22	20	8	20	20
X KC	OTAL ! KANSPORTATION CHARGES	22	34	250	20	- 20	20	50
82210	PRINTING & COPYING SERVICES, OUTSOURCED	102		77	250	250	090	VALUE OF THE PROPERTY OF THE P
82250	TESTING & PHYSICALS	123	212	150	160	250	007	077
= XOPSV	TOTAL OPERATING SERVICES	228	212	225	400	400	8 047	8
						201	2	777 AZU
	LEGAL NOTICES	548	201	220	770	770	790	820
+ 82350	DUES FOR MEMBERSHIPS	1,410	1,926	2,240	1,795	1,815	1,830	2,340
	Venous	1,416						
2	Civic organization		37%	720	720	022	720	720
0	(A)CP		150	980	405	425	440	750
4 1	ridge.		99	98	60	8	8	90
O (Ş	60	88	\$	8	60
0 1				85	250	550	S	920
9 0	UPPICIONAL TORS		4775	900				200
3 4	A mount mixed of from All		5					
82370	PROMOTIONS & SPECIAL EVENTS INOTICITY SPONSORED!		220		CHO	970	400	
82373	RECRUITMENT				81	96	1007 HG	7,60
+ 82390	PUBLICATIONS, NON-TRAINING	173	151	175	175	175	175	54 F
-	Vencus	震						2
2	NIGP 5-digit commodity, core lithing in entermental			100	521	22	173	175
Т	Ameunt missing from detail		183			STATE OF THE PERSON NAMED IN		
= XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	2,136	2,278	3,185	3,008	3,035	3,080	3,620
-								

	Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Foromet 2046
	82450	TELEPHONE SERVICE	174	206	310	250	310	330	200
	82470	INTERNET & RELATED SERVICES	252	77.7	460	300	480	720	350
н	XOTIL	TOTAL UTILITIES	426	483	770	550	770	790	790
#	R2540	COMPUTED SEDVICES			,				
1	1	Vadore Various		88	20,100	100	100	20,100	20,100
	0	posterily on the fact that the							
		Purch Memori schools for Creat Plains		8	00)	100	1001	100	100
	4	E-procedure in software one-time implementation lee							
	5	Spend enalysis			DOM DE		-	80000	
		Amount masking from detail						nairez	22),000
11	XCTS	TOTAL CONTRACTUAL SERVICES		99	20,100	100	100	20,100	20.100
			200						
+	82810	REGISTRATIONS	986	659	4775	2 434	205.4		
		Various	28		2016	4,134	4,723	4'(2)	4,725
	2	Amissi NiGP Forum & Expo			2.200	47.0	State o	0000	4
	m	Various NIGP seminars			1 500	200	4 500	4 500	2,200
	4	Various NIGP webmars		300	009	005	ON S	DAG:	000
	10	Fall conference of TAPP			200		300	000	000
	9	Spring conference of TAPP			300	725	2000	300	90.00
	7	Summary of Public Acts presented by UT-MTAS			×	ų,	*	200	28
		Amount missing from detax!		ASD		G	8	S	8
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	207	118	1.100	393	1 10n	1100	1 400
	_	Various	207				2011	1,180	1,180
\int	2	Annual NIGP Forum & Expo			200	er:	200	600	600
	9	Various NiGP seminars			36	2	9	8	9
	4	Fell conference of TAPP		4.5	061		US.	3	8 3
	2	Spring conference of TAPP			202	1001	(8)	3	800
	9	Morthly MTPPA chapter meetings		27	300	150	S	3 6	OC.
	7	DBE Outreach Events				08	3	8	8
- 1		Amount missing from delail		47		}		3	8
+	82830	AIR TRAVEL		476	1,000	1,000	1,500	1.500	1 500
	-	Varous							
\prod	2	Annual NiGP Forum & Expo			1,200	1,000	1,000	1,000	1,000
	0	Possible NIGP Committee Meetings					005	9009	902
		Amount missing from detail		476					
+	82840	LODGING	182	182	3.400	828	3.900	3 900	3 000
	-	Verious	182	182				Occio	0,900
	2	Annual NIGP Forum & Expo			2.400	628	2 400	2 ANS	2 400
	9	Various NIGP seminers			ucc		OUL 4	2000	2,400
	T)	Fall conference of TAPF			000		C (4)	ADD.	002
	10	Spang conference of TAPP			3007		000	900	400
	9	Possible NIGP Committee Meetings					902	200	Origo
	4	Amount missing from defail					eva.	(C	OOC.
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	111	20	950	251	1050	1 050	1 050
	_	Various	487	05				000,1	OCO.
	2	Annual NIGP Forum & Expo			009		405	2007	400
	3	Vancus NIGP seminars			2002	S	82	200	5000
				206				30	CON

250		Account	[BS6]	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
1970 1970		t u	ran complete of leaver			(00)		200	2002	200
Part		0.0	Action (a) assessment of the control			061	S	2	5	8
1971 1070AL PROCESSINANAL DE CEL CHRISTITINANTI 1971			A mountain from dans			300.	480	Ball	1001	100
STATE STAT	Н	т	TOTAL PROFESSIONAL DEVEL ODMENT/TDAVEL							
STATE OF PRICE DECORPTISES (CHERNICATION) CHERNICATION CHERN			THE WILL TO LEGISLATE OF A CLOT MILK WITH WILLIAM CE.	1,491		11,175	4,707	12,365	12,365	12,365
Strict Chief December Strict St		83110	OFFICE SUPPLIES	305	213	500 i	300	2009	COL	000
State Property State Pro		83120	OFFICE DECOR ITEMS (OTHER THAN FURNITURE)		25	250	250	250	250	250
State Stat	1.	- T-	EMPLOYEE BENEVOLENCE ITEMS			50	S	20	96	202
1	+		MEALS & FOOD (INSIDE WILLIAMSON COUNTY)		69	120	120	150	150	150
100 100			Various		62					
CORREST CONTROL OFFICE SUPPLIES STATE O	L	N C	retresponents for quarterly meetings of Departmental Purchasing Americ			120	88	123	125	125
KOPS TOTAL OFFICE SUPPLIES 305 307 920 720 960 960 KQPS OTALEN OFFERTING SUPPLIES 5 100 100 100 100 100 KQPS TOTAL PUEL SAFET HOS SUPPLIES 5 100 100 100 100 100 KSSDD MILE AGE INREIDE WILLIAMSON COUNTY 5 20 20 20 30<	L	7 4	Amount means from dated				al.	20	35	X 3.
R2299 OTHER OPERATING SUPPLES 920 720 920 950 950 XOPS TOTAL OPTER/TANNES SUPPLES 5 100 <td>l Ir</td> <td></td> <td>TOTAL OFFICE SUPPLIES</td> <td>100</td> <td>72</td> <td></td> <td></td> <td></td> <td></td> <td></td>	l Ir		TOTAL OFFICE SUPPLIES	100	72					
KOPPER OTHER OPERATING SUPPLIES 6 100 100 100 KOPPER OTHER OPERATING SUPPLIES 5 100 100 100 100 KOPPER OSASOLINE SUPPLIES 5 70 250				Eng	30%	026	720	950	950	950
X/OPS TOTAL OPERATIVO SUPPLIES 5 100 100 100 85210 GA-SOLNIE & DIESEE FOR FLEET (INSIDE WILLIAMSON COUNTY) 250 <		83299	OTHER OPERATING SUPPLIES	5		100	90	100	000	400
SS201 GASOLINE & DIESELE FOR FLEET (NISIDE WILLIAMSON COLNYTY) SS20 29	"		TOTAL OPERATING SUPPLIES	ı		1001	100	1001	201	100
SESSION CANOLUMEN CANOLU		1	The contract of the contract o		,	-				3
SECTION MILEAGE COMPUTING COUNTY COUNT		83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)			250	250	250	260	270
TOTAL FUEL & MILENAGE CASCADO SSO	1	- 1	MILEAGE (INSIDE WILLIAMSON COUNTY)	i		20	20	20	20	50
SEGO COMPUTER FATURES (+SEG.000) 1,042 1,982 1,000		- 1	IDIAL FUEL & MILEAGE			300	300	300	310	320
Session Furbinture Entrures Casage Cas							1			
MACHINERY & EQUIPMENT (\$425,000) 1,042 1,982 1,000 1		83510	FURNITURE, FIXTURES (<\$25,000)			2005	200	200	- YOU	003
1,002		83530	MACHINERY & EQUIPMENT (<\$25,000)		270	200		2002	200	500
Session Computition Solution Computitio		83540	COMPUTER HARDWARE (<\$25,000)	1,042	1.992	1,000		1000	1000	7 200
TOTAL MACHINERY & EQUIPMENT (<\$25,000) 1,042 2,162 2,000 2,0			COMPUTER SOFTWARE (<\$25,000)					000	0001	DDD/L
86/10 PROPERTY INSURANCE 7/8 7/8 7/8 7/76 86/11 FRAUD INSURANCE 6 6 7/8 7/8 7/76 86/12 INLAND MARINE INSURANCE 8/1 32 38 38 86/13 AUND PHYSICAL DARMGE 8/1 32 38 36 86/13 LABILITY INSURANCE 6/2 1/53 1/67 1/67 86/17 VEHICLE LUBBILITY INSURANCE 6/2 1/67 1/67 1/67 86/17 VEHICLE LUBBILITY INSURANCE 6/2 8/1 1/67 1/67 86/17 VEHICLE LUBBILITY 6/2 8/1 1/67 1/274 1/274 XPLC TOTAL PROPERTY & LIBBILITY COSTS 7/8 7/8 8/1 1/274 1/274 1/274	"	1 7	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	1,042	2,262	2,000	200	2,000	2,000	2,000
65110 PROPERTY INSURANCE 748 784 265 181 776 776 85111 FRAUD INSURANCE 6 6 81 35 35 85112 INTO PHYSICAL DAMAGE 81 36 36 36 85113 LIABILITY INSURANCE 657 153 167 187 85119 LIABILITY INSURANCE 661 118 167 187 85119 LIABILITY INSURANCE 667 178 167 187 85119 LIABILITY INSURANCE 188 167 187 85119 LIABILITY INSURANCE 188 167 1274 1,274										
Seiti Fraud Insurance Seiti Fraud Insurance Seiti		85110	PROPERTY INSURANCE	748	794	264	707	344	V6-4	
Sefit INLAND MARINE INSURANCE Sefit Se		85111	FRAUD INSURANCE				9	2/10	8	(/0
S613 AUTO PHYSICAL DANAGE S67 153 167 187		85112	INLAND MARINE INSURANCE		7		92	35	188	38
85115 LIABILITY INSURANCE 85116 E&O LIABILITY INSURANCE 85117 VEHICLE LIABILITY COSTS 118		85113	AUTO PHYSICAL DA MAGE				32			8
85176 E&O LABILITY INSURANCE 167 167 167 167 167 167 167 167 167 167 167 168 <td></td> <td>85115</td> <td>LIABILITYINSURANCE</td> <td></td> <td></td> <td>657</td> <td>153</td> <td></td> <td></td> <td></td>		85115	LIABILITYINSURANCE			657	153			
8519 UMBRELLA LIABILITY COSTS 748 794 922 817 1,274 1,		85116	E&O LIABILITY INSURANCE				119	167	187	167
XPLC TOTAL PROPERTY & LIABILITY COSTS 748 7794 922 817 1,274	1	02117	VEHICLE LIABILITY INSURANCE				188			
748 794 922 817 1,274 1,] n	1	TOTAL DESCRIPTION OF TABLE TO SOCIAL				22	296	296	296
			יטיבר הערבו וא באסוניו הספוס	748	794	922	817	1,274	1,274	1,274
		19								
			The state of the s							
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	L									
			The state of the s							

Page 3

	Account	Label	Actual 2011	Achiel 2012	Rindont 2012	C + 00 P + 0	D. 14-14 004 K	1000	
1	200	(:*(:L::C):*(:+(:L::C):*(:-(:L		TOWNER TO IE	בו האחמם כה ום	ESID ZUIS	Proget 2014	Forecast 2015	Forecast 2016
.	707	IOIAL OPERATIONS	6,403	8,114	39.747	11.252	21 344	41 420	A1 090
								07111	1,300
		Capital		5					
						-			
1						-			
-	-								
			Company of the compan					and the same of th	-
				1					
1									
11	XTOT	= XTOT TOTAL EXPENDITURES	140,776	156.739	220 985	175 976	207 828	233 300	220 848
				2011	0000	2	201,102	200,000	0,000

Municipal Court

Steve Sims, Business Process Improvement Manager & City Court Clerk

Mission: Our mission is to effectively, efficiently and accurately process city ordinance violations; to create and sustain customer oriented quality service that provides maximum access to the court and promotes public confidence in the court system.

Vision: Our vision is to provide those appearing and practicing before the court with fair, efficient and expeditious means of proceeding with their business. This is done by competent, professional employees, technology and process improvement measures.

Performance Measures:

The court implemented a customer feedback tool in FY 2013. Customers can now respond with comment cards and we are soliciting feedback to improve performance. This will be moved to an online tool in FY 2014. Data will be gathered to improve our operations.

Goal: Deliver customer oriented quality service

	FY 11 Actual	FY 12 Actual	FY 13 Goal	FY 13 Projected	FY 14 Proposed
Deploy tool for online payments	NA	NA	NA	NO	YES
Customer feedback tool deployed and responding within 2 business days 100% of the time to those needing responses	NA	NA	NA	100%	100%

This is a satisfaction measure. This metric will expand to a Customer Satisfaction Measure as data is developed and the measurement tool is enhanced.

Goal: Administer the Operations of City Court in an effective manner

	FY 11	FY 12	FY 13	FY 13	FY 14
	Actual	Actual	Goal	Projected	Proposed
Citations Processed per Employee (per month)	434	375	400	375	400

This measures efficiency. The drop in performance for the FY 13 Projected is due to the reduction in the number of citations issued and received by the court. The FY 14 Proposed assumes citations issued by the PD will return to more historical levels.

Goal: Collect the monies owed the City of Franklin by taking actions to pursue obligations in accordance with State and City requirements.

William Park	FY 11	FY 12	FY 13	FY 13	FY 14
	Actual	Actual	Goal	Projected	Proposed
Actions taken due to citations not satisfied (% that Meet Follow Up Criteria)	Data Not Available (DNA)	DNA	NA	95%	95%

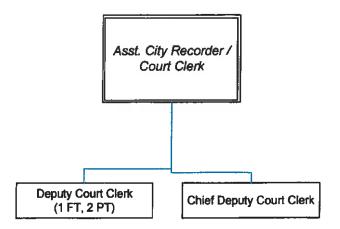
This measures effectiveness. Prior year data is not available due to deficiencies in the prior court case management software. The goal is being established without benchmarks or comparisons but as a target for attainment. Although we cannot require payment, we can ensure that we take actions to encourage payment of monies due. Those actions include notification to the State Dept. of Safety to suspend their driving privileges and/or transfer to the collections agent. During FY 2013, the Court transferred past due accounts to a Collections Agent. Collections success will be measured and included on internal metrics.



Sustainable Franklin

- Reduce our traffic impact by deploying tools to allow customer choice for payments; we have seen success as about 20% of all court revenues come from customers choosing to pay by phone with a credit/debit card. This payment method continues to grow and in March saw 23.9% of monies received be paid remotely. The change in software this year will allow us to deploy an online payment application in FY 2014.
- Reduce reliance on paper by deploying tools targeted at reducing the amount
 of stored citations; success as we are now deploying OnBase for satisfied
 citations. It is desired to expand this in the future to allow electronic
 transmittal of citations from the Police Department to improve accuracy and
 timeliness.
- Reduce amount of paper mail generated by City staff by deploying tools aimed at use of electronic applications for conducting business. We submit about 400 documents monthly to the State and all but a few reports are submitted electronically.

Organizational Char



Staffing by Position

City of Franklin 2013-2014 Fiscal Year Budget General Fund - Court Personnel by Position

**	Pay	FY	2013	FY	2014
Position	Grade	Full-Time	Part-Time	Full-Time	Part-Time
Chief Deputy Court Clerk	12	1	0	1	0
Deputy Court Clerk	10	1	2	1	2
TOTAL	_	2	2	2	2

Note: The City Judge Is also paid from within this department.

	New	Position		Reclassification	
Narrative of Personnel Changes	Title	Pay Grade	From Job Title	To Job Title	Pay Grade (if reclassification creates new job title)
NO CHANGES PROPOSED					

Departmental Corner Development Both	Pau Crade		Requirements	
Departmental Career Development Path	Pay Grade	Degree	Experience	Certifications

Budget Notes/Objectives Municipal Court

Personnel:

This budget reflects no change in personnel and includes part-time support to meet fluctuations in workload resulting from changes in the number of citations issued by the Police Department. Part time personnel allow us more flexibility in meeting workload fluctuations.

Operations:

Operating costs are decreasing by from FY 2013 budgeted to FY 2014 budgeted due to change in accounting for fees paid to the State as offset by some programmatic increases. We implemented a new court case management software which allows better audit controls and accounting for operations. These fees collected on behalf of the State are now shown as a liability to revenue instead of an operating expense. However, this resulted in a reduction to reported revenue. Those fees were budgeted at \$75,000. The FY 2014 proposed budget includes the replacement of the current multifunction device.

Capital:

No capital costs are budgeted in FY 2014.

Personnel Pers	Account	Label	Actual 2011	Actual 2012	Budget 2013	Fetd 2013	Budges 2014	2000	
		Personnel				CIO MENTO	ounger zu 14	rorecast 2015	Forecast 2016
	- 1	DECEIL AD DAY							
Processor Proc	9	Ţ	106,243	113,204	113,943	112,558	130,504	134.419	138 459
	i l	T			19.272	78 558	80 918	83 W2	85.739
	le le	A TOTAL TIME TO THE TOTAL TOTA					16 40k	16,900	17,408
Filtred Control Cont) n	The best of the state of the st			2C 704	34 300	33 191	13.82	35,305
Fig. Overview of the control of	6	Undefined Details	400		3,890	e			
11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00	1	Amount meson from detail	12/41	80% CA1	-	7.2			
STATE CTOTAL UNIQUES CTOTAL UNIQUE	81120	OVERTIME PAY	4 453	47.0			(6)		g
NAMAGE TOTAL VAÇES 107.396 114.044 107.75 17.2569 1.04.05 91.70 CITY JADOR 107.40 110.77 110.77 117.2569 1.04.05 1.07.05 1.00.00 26.160	81199	VACANCYADIUSTMENT	1,103	840	820	400	400	400	400
10 10 10 10 10 10 10 10	П	TOTAL WAGES	000000		(3,988)		(4,568)	(4,705)	(4.846)
100 100			107,396	114,044	110,775	112,958	126,336	130,114	134,006
NOPE TOTAL PERGLAS FEES 26,100 <		CITY JUDGE	26 160	26 600	70 400	000			7.5
State Pick/BarkovPers State Stat		TOTAL OFFICIALS FEES	28 160	28 180	26 460	26,160	26,160	26,160	26,160
STATE CATALOL PASIDANCE PREMIUNE 10.216		the state of the s	001,01	2001,02	70,100	70,100	26,160	26,160	26,160
STATE CONTRIBUTION PERMISSES STATE STA		FICA (EMPLOYER'S SHARE)	9.889	10.421	10 718	40 712	14 005	076	
Strict S		MEDICAL PREMIUMS	33,389	30.078	27.8.70	07 070	1000	2,2%	12,715
Str40 SHR4DOYEL INSURANCE CONTRIBUTIONS (4,744) (4,171) (4,824)		GROUP INSURANCE PREMIUMS	2,025	2 063	0.000	27,010	20,204	30,142	31,046
State Medical Countries Medical Countrie		EMPLOYEE INSURANCE CONTRIBUTIONS	(akz k)	Z,042)	2,000	2,032	2,048	2, 08	2,173
State WOONGERS COMPENSATION PREMIUNS CT CT CT CT CT CT CT C	81450	RETIREMENT CONTRIBUTIONS	22 000	40 504	(4,833)	(4,833)	(4,833)	(4,978)	(5,127)
SIATE WOONGERS COMPENSATION CLAMMS 63.863 \$50.269 \$19.08 \$271 190 65 65 65 XPER TOTAL BENEFITS 63.863 \$50.269 \$190,463 190,463 192,123 \$50.365 \$1.866 XPER TOTAL BENEFITS 190,463 190,463 190,463 192,123 \$202,852 \$208,140 27 SPER TOTAL BENEFITS 190,463 190,463 190,463 190,200 11,000 11,500 11,500 21,500 21,500 21,500 21,500 21,500 21,500 21,500 21,500 21,500 21,500 22,500 <td>81470</td> <td>WORKERS COMPENSATION PREMILIAS</td> <td>Sentor</td> <td>12,304</td> <td>068,61</td> <td>17,008</td> <td>11,828</td> <td>12,183</td> <td>12,548</td>	81470	WORKERS COMPENSATION PREMILIAS	Sentor	12,304	068,61	17,008	11,828	12,183	12,548
XPER TOTAL BENEFITS 63.863 50.299 51.909 55.005 50.356 51.866 27.866 XPER TOTAL PERSONNEL 187.209 190,463 188,643 192,123 202,852 208,140 27.866 R2110 MALING & OUTBOUND SHIPPING SERVICES 8,689 11,842 10,500 11,000 11,500 R2110 MALING & OUTBOUND SHIPPING SERVICES 8,689 11,842 10,500 11,000 11,500 R2110 MALING & OUTBOUND SHIPPING SERVICES 9,589 11,842 10,500 11,000 11,500 R2110 MALING ROPING SERVICES 9,589 11,842 10,500 11,000 11,500 R2210 PROVINCE SERVICES PROVINCE SERVICES 9,589 11,842 10,500 11,500 11,500 R2210 PROVINCE SERVICES RANGOLING SERVICES RANGOL	81475	WORKERS COMPENSATION CLAIMS		3	27.1	190	65	58	65
XPER TOTAL PERSONNEL 187,209 190,463 186,843 192,123 202,652 208,140 2/1,866 2210 MALLING & OUTBOUND SHIPPING SERVICES 8,569 11,842 10,500 10,500 11,000 11,500	= XBEN	TOTAL BENEFITS	63.653	10 250	000 72	1000			
XPER TOTAL PERSONNEL 197,209 190,463 188,843 192,123 202,852 208,140 213 STIO MALING & OUTBOUND SHIPPING SERVICES 9,599 11,842 10,500 11,000 11,500			000,00	807'00	206,10	53,005	50,356	51,866	53,420
Coperations		TOTAL PERSONNEL	197,209	190,463	188,843	192,123	202,852	208,140	213,586
SETTO MALLING & OUTBOUND SHIPPING SERVICES 9,589 11,842 10,500 10,500 11,000 11,500		Operations							
Marchine at OLD SOUND STRIPTING SERVICES 1,500 11,5	T	MAII RIC O OUTDOUR CUINCING COMMON							
Amount Treatment Treatme		MANIETH & COLEDONO STIPPING SERVICES	9,589	11,842	10,500	10,500	11,000	11,500	11,500
Amount message from detail		West (COOKADD)			10.800	10,500	008'11	10,500	11,500
Table Total Transportation Charges 9,589 11,842 10,500 10,500 11,500	2 +	Validates Amount this conferenciational	Q 580	11,842	 			0.00	
SEZTO PRINTING & COPTING SERVICES, OUTSOURCED 1,500 11,500		TOTAL TO ANODOLOGICAL CALLOS CONTRACTOR AND							
82210 PRINTING & COPYING SERVICES, OUTSOURCED 3,000 3,200 3,200 1 2		CAST AND CHARGES	9,589	11,842	10,500	10,500	11,000	11,500	11,500
1 Print Unformation Sheets for PD 3,000 3,200		PRINTING & COPYING SERVICES, OUTSOURCED			503.0	400.0	0000		
2 Pmilores for configuration 3 200	-	Prot Information Sheets for 20			Part of the last o	0092	3,000	3,200	3,400
Amount massing from clear Am	Di	Paniforms for south			1,000	260	3,700	3.200	3 400
822265 FINGERPRINTING FEES 60 60 60 60 60 60 60 80 60 80 80 40 80		Amount massing from detail			00000				
S2250 TESTING & PHYSICALS FOR A PHYSICALS FOR A PHYSICALS FOR A PHYSICALS FOR A PHYSICAL SERVICES FOR A PHYS	82245	FINGERPRINTING FEES							
XOPSV TOTAL OPERATING SERVICES 76 76 76 2,500 2,500 3,100 3,300 3,50 82310 LEGAL NOTICES 38 125	82250	TESTING & PHYSICALS	ar.	SE		8	9	9	09
State Control of State Con	ASGUX. =	TOTAL OBEDATING SEBUICES	0)	9		8	40	9	40
LEGAL NOTICES 38 125 1		CONT OTHER SHEET	76	76	2,500	2,900	3,100	3.300	3,500
82350 DUES FOR MEMBERSHIPS 125 12	82310	LEGAL NOTICES		38					
Mathason of Court Managers (MACIN) Annount material final fi		DUES FOR MEMBERSHIPS		125	125	125	125	125	100
	T	Wat Associatioun Managers MAGNI)		東		100	2	23	27
		Amount meaning from detail					9	9	52

Page 1

Account			Actual 2011	Actual 2012	Budget 2013	Eefel 2013	Dark 2004	1000	1
	D.	PUBLICATIONS, NON-TRAINING	247	178	450	450	AEO AEO	LUI CCASI ZU IO	FOREcast 2016
= XNSP	-	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	247	341	575	575	575	450	450
82450	T	TELEBHONE SERVICE							
82470		INTERNET & RELATED SERVICES	323	338	325	325	325	325	325
XIII		TOTAL LITE TICE	707	277	260	275	275	275	275
Т	-		575	615	585	600	009	009	009
82510		COMPUTER SERVICES		8					
+ 82599		OTHER CONTRACTUM SERVICES		30	8	200	200	200	200
2		Support for Court Software conversion (SOL)	0		4,000	200	15,740	2,240	2,240
on	Collection	Collections Contract Angel		698)					
¥	SOUTH DATE	Commence for contract of							
14	100	CONTRACTOR TO COMMUNICATION OF THE CONTRACTOR OF	90	98		800	200		
0 0	0.00	Constitution of the property o			4,000		2000		
9 6	Tel Ser pro	Out a constant will be called a carried when see					0001		
. 0	28 - 01	Line access to Line					2,240	2,246	2,240
0 +	- No War	THE MERICANCE - General Sessions Records					10,000		
		Amount this and from detail							
= XCTS		TOTAL CONTRACTUAL SERVICES	8	36	4,050	1,000	16.240	2.740	2 740
- 1					v1 w		al		25,15
+ 82620		EQUIPMENT REPAIR & MAINTENANCE SERVICES		238	009	1.200			
-	Copier	Copier mantenance/recer		90	909	120			
7	Line Item 2	10		189					
×	Amount	Amount missing from detail							
82699	0	OTHER REPAIR & MAINTENANCE SERVICES			200				
= XRMSV		TOTAL REPAIR & MAINTENANCE SERVICES		938	1 100	4 200			
		NATURAL DESCRIPTION OF THE PROPERTY OF THE PRO			200	002			
+ 82810		REGISTRATIONS	155	65	190	130	Gan	190	000
-	TIJES (TA	TIES (TAC Conference - Ziveer - REQUIRED)			9	97	8	8	080
CV)	MTAS - C	MTAS - continuing education			Ş	Ş	3		3
er;	Warlous		3	***					i Cel
4	NACMO	NACM Conference					and the second		
9	Amount	Amount mesung from detail					2000		200
+ 82820		GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)			200	500	800	460	450
-	TIES (ms	TIES (ristate travel)			1980	UCIV	90	300	430
EVI	MTAS (rt.	MTAS (mostly in Middle Tin)			(8)	9311	8	3	3
	Amount	Amount masing from deast					B	Ĝ.	DC:
+ 82840		9	787	252	WO.	400	000	000	
-	TIES				200	3	000	300	909
N	(V)		15	949	e i	200	nos	300	300
ღ	NACMIC	NACM Conference		47.4			200		
i.	Amount	Amount missing from detail							000
+ 82850		MEALS (OUTSIDE WILLIAMSON COLINTY)	173	143	350	300	900	160	AEO.
*-	TIES				190	- June	Amb	8	2
2	Verous		242	36762				200	2
673	NACHIC	NACHI Conference					in the second		OO.
		Amount missing from detail							ON THE PROPERTY OF THE PROPERT
82890		OTHER TRAVEL EXPENSES	14		1001		009	100	600
									-

	Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Burdnet 2014	Enrocest 2048	
T	APDI	I O LAL PROFESSIONAL DEVELOPMENT/TRAVEL	695	460	1,440	1.390	3.340	1 100	7 700
	82410	OCIOCI MAIN INC.						061,1	7,790
	2	OTTICE SOUTH IES	3,615	6,948	4,650	4,500	4,500	4.800	4 800
		Accultary of the Supplement	3.675	6,948	4,650	4,500	4 500	4,800	4 800
T	00700	Amount assembling the delay							200
T	83130	EMPLOYEE BENEVOLENCE ITEMS	20	50					
	SCI	IOTAL OFFICE SUPPLIES	3,665	866'9	4,650	4,500	4,500	4,800	4,800
	83260	UNIFORMS PURCHASED	0.00						
100	- Spring	COF after for staff (6 th \$20 moch)	218	220	150	180	180	180	180
	0	(aris a			150	08	180	180	180
	1	Amount missing from detail	612	022					
	83299	OTHER OPERATING SUPPLIES	o						
	XOPS	TOTAL OPERATING SUPPLIES	766	000	- L	3	all years	-	
			L. A.	022	000	080	180	180	180
T	63320	MILEAGE (INSIDE WILLIAMSON COUNTY)	32R	592	300	00%	COR	0000	1
	-	Mileage rambursement for MITAS in 82820 above	328	272	300	300	30	300	300
T	2	Line frem 2		318					200
T		Amount missing from detail							
T	XFUEL	TOTAL FUEL & MILEAGE	328	265	300	300	300	300	300
	83510	FURNITURE, FIXTURES (<\$25,000)		708	000				
	2	Chars			000			200	
T	2, *	Line hem 2	<u> </u>	2002				200	
\Box		Amount missing from detail							
T	83540	COMPUTER HARDWARE (<\$25,000)		1,545	2.500	7.500	0006	1 400	002
1	40	Desktop (comuner montor heytosard)			1,000	1950		143p	2
T		Parties				Đ			1
T	23	Court Software Servay							
T	4 6	Casher ng Fquinnen			1,000	4,990			
T	0.0	Ccancel				006			
T	2	Control of the last of					0000		
T		Amenical		1962					
1	83550	COMPUTER SOFTWARE (<\$25,000)	500	0000	000				
		INFOR Destrained tearlue	8	3	2000	000			
	2	GTRIS (ongoing maintenance appoint m M/T).			995	300			
T	3	Count Guilne Payments April mon	## ## ## ## ## ## ## ## ## ## ## ## ##						
T	4	Line lies A		2002					
		Amount messing from detail							
T	XMED	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	867	2,544	3,200	8,000	000'6	1.600	700
П									
	200	The second secon							
1	85110	PROPERTY INSURANCE	2,152	2,294	787	767	776	776	77.8
1	95413	INTERNATION OF THE PROPERTY AND STATEMENT AN							
1	3	HALAND MANINE INSURAINCE					35	35	35

Page 3

Account	Label	Achiel 2014	Anti-int 2040	0,00				
85113	AUTO PHYSICAL DAMAGE	1007 1000100	ACTUAL ZUTZ	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
85115	LIABILITY INSURANCE			1				
85116	E&O LIABILITY INSURANCE			1887	1,897			
85119	UMBRELLALIABILITY					215	215	215
XPLC	TOTAL PROPERTY & HARII ITY COSTS					380	380	380
		2,152	2,294	2,664	2,664	1,406	1,406	1,406
85320	STATE FEES							
85340	RECORDING & SILING EGES	27,858	62,776	75,000				
XPFRM	TOTAL DEDMITE	96						
		27,957	62,776	75,000				
85530	E-COMMERCE FEES	1001		400				
85550	CASH SHORT/OVER	(1)	7,412	0000	9,000	6,500	005'9	6,500
XFLF	TOTAL FINANCIAL FEES	3,980	2,472	6,000	6.000	6 500	8 500	000
1			Property and the State of Stat					1
	Training to the state of the st							
1								
L OK	TOTAL OPERATIONS	50,366	91,504	112,714	39,809	56,741	34,691	35,591
	Capital							
					J			
XTOT	TOTAL EXPENDITURES	247,575	281,967	301,557	231,932	259,593	242.831	249 177