



HISTORIC
FRANKLIN
TENNESSEE

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.

FINANCE DEPARTMENT PERFORMANCE MEASURES						
Measurement/Goal	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Goal
1. 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 LGIP's .14%	Exceed LGIP average by minimum 1%
2. 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 attained 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.

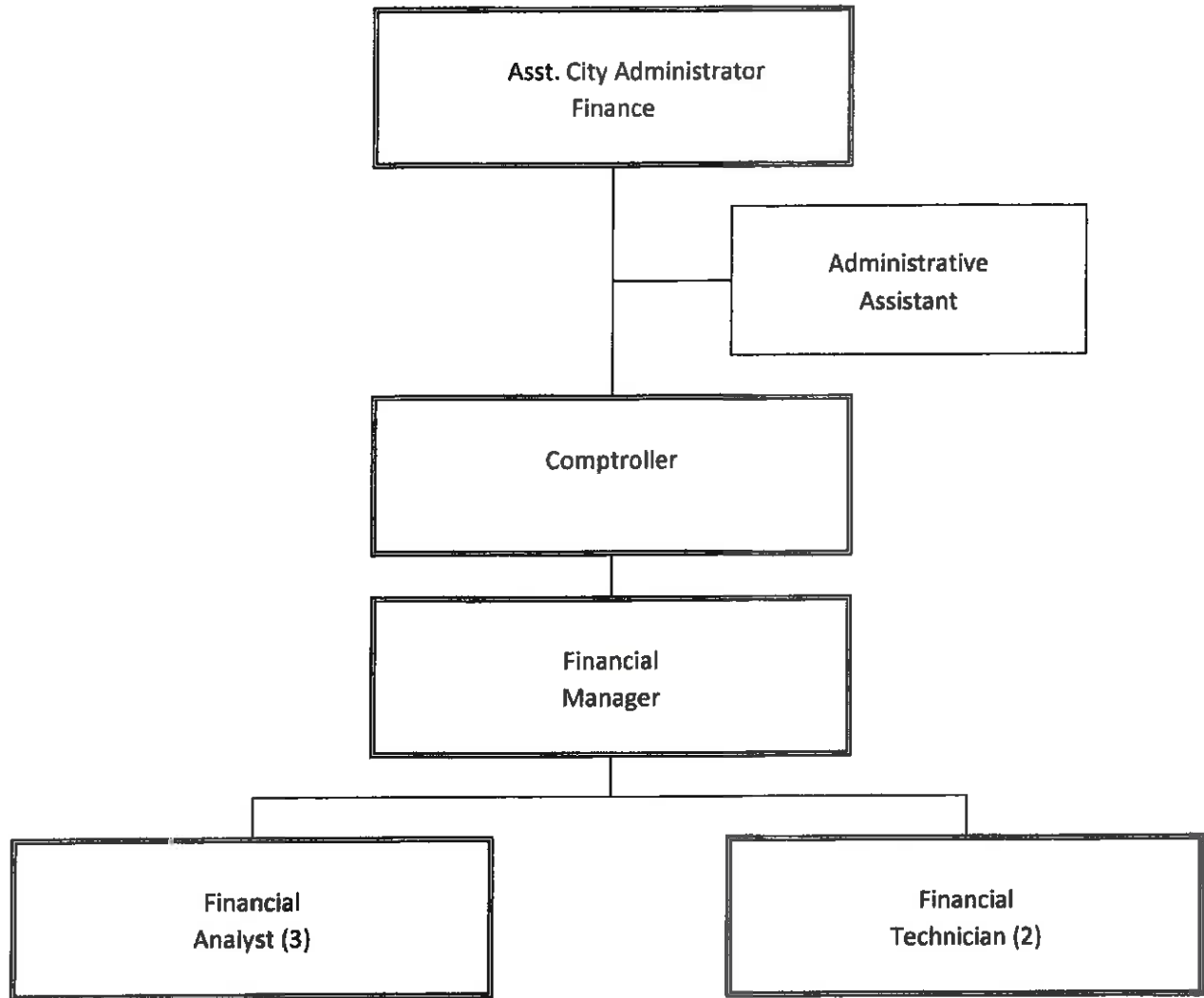
2013-2014 Outlook

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 Chart



* 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

Position	Pay Grade	FY 2013		Not Funded	FY 2014		Not Funded
		Full-Time	Part-Time		Full-Time	Part-Time	
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	0	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	0	0
TOTALS		9	1	0	10	1	0

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Pay Grade (if reclassification creates new job title)
Business Process Improvement Mgr & City Court Clerk transferred from Revenue Mgmt					

Departmental Career Development Path	Pay Grade	Requirements		
		Degree	Experience	Certifications
ACA Finance	26			
Comptroller	23			
Financial Manager	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.

Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
	Personnel							
=	REGULAR PAY	521,130	495,814	519,882	501,000	399,209	606,885	625,882
	OVERTIME PAY	1,920	3,371	2,000	3,000	3,000	3,000	3,000
	TEMPORARY WORK BY NON-CITY EMPLOYEES		12,780		21,808			
	VACANCY ADJUSTMENT			(18,196)		(20,622)	(21,241)	(21,876)
=	TOTAL WAGES	523,050	511,965	503,686	525,808	571,587	588,644	606,214
	FICA (EMPLOYER'S SHARE)							
=	MEDICAL PREMIUMS	38,004	35,779	38,564	36,150	43,717	45,029	46,379
=	GROUP INSURANCE PREMIUMS	97,397	103,152	100,400	93,908	105,420	108,583	111,840
=	EMPLOYEE INSURANCE CONTRIBUTIONS	7,356	7,767	8,241	7,687	9,453	9,737	10,029
=	RETIREMENT CONTRIBUTIONS	(15,727)	(18,669)	(19,722)	(19,675)	(22,215)	(22,881)	(23,568)
	DEFERRED COMP MATCH	84,688	56,628	60,000	55,272	53,226	54,823	56,468
	UNEMPLOYMENT CLAIMS		1,288	2,480	2,150	2,173	2,238	2,305
	WORKERS COMPENSATION PREMIUMS	(6)	551		150			
	WORKERS COMPENSATION CLAIMS	348	119	1,082	758	4,980	4,980	4,980
	CAR ALLOWANCE	2,446	2,446	2,400	2,400	2,400	2,400	2,400
=	TOTAL BENEFITS	214,516	189,069	193,535	178,798	199,154	204,909	210,833
=	TOTAL PERSONNEL	737,566	701,034	697,221	704,606	770,741	793,553	817,047
	Operations							
+ 82110	MAILING & OUTBOUND SHIPPING SERVICES	2,314	2,754	2,000	2,846	2,986	3,011	3,036
1	VARIOUS		2,598	2,000				
2	UPS STORE MISC	2,219	70		2,514	2,200	2,200	2,200
3	PO BOX RENEWAL	70	38		86	86	86	86
4	0205		21					
5	1714		28					
6	FEDERAL EXPRESS							
7	W2 Mailing				646	700	725	750
*	Amount missing from detail							
+ 82120	FREIGHT FOR INBOUND PURCHASED ITEMS	334	16					
1	VARIOUS							
2	SHIPPING FOR PRINTER	334	16					
*	Amount missing from detail							
=	TOTAL TRANSPORTATION CHARGES	2,648	2,770	2,000	2,846	2,986	3,011	3,036
+ 82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,666	1,675	1,500				
1	VARIOUS	1,198	1,176	1,500				
2	ENVELOPES		478					
3	ENVELOPES-PAYROL		180					
4	4092-BUSINESS CARDS		51					
5	1714-BUSINESS CARDS		51					
6	0205-BUSINESS CARDS		59					
7	NOVA COPY (COPIES 9 MONTHS) ALSO SEE 62820	487						

2014 Budget - 11041500 FINANCE
4/16/2013 7:48:44 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
8	CHECKS		378					
	Amount missing from detail							
+	ARCHIVING/RECORDS MANAGEMENT SERVICES	8			995	995	995	995
1	Greenleafes Play History Archival				995	995	995	995
2	CINTAS-DOCUMENT SHREDDING	8						
	Amount missing from detail							
+	TESTING & PHYSICALS	45	241	250	185	250	250	250
1	VARIOUS			250		250		
2	KROLL BACKGROUND		51	250	140	250	250	250
3	WALK IN MEDICAL CTR: PHYSICALS/TESTING	45	190		45			
	Amount missing from detail							
82298	OTHER OPERATING SERVICES							
=	XOPSV	1,719	1,916	1,750	1,180	1,245	1,245	1,245
+	LEGAL NOTICES	3,463	467	100	100	100	106	110
1	VARIOUS			100		100		
2	WILLIAMSON HERALD-NON-DISCRETIONARY INVEST ADVISORY		38		100		108	110
3	WILLIAMSON HERALD-NON-PENSION INVESTMENT ADVISORY		38					
4	ADVERTISEMENT FOR WORKSHOP	114						
5	ADVERTISEMENT FOR FINANCIAL TECH	527						
6	MISC ADVERTISING	2,822						
7	ADVERTISEMENT FOR FINANCIAL ANALYST	391						
	Amount missing from detail							
+	DUES FOR MEMBERSHIPS	1,274	1,050	1,000	1,280	1,620	1,645	1,670
1	VARIOUS			1,000				
10	AGA			1,000				
11	AWWA					125	125	125
2	GFOA MEMBERSHIP RENEWAL 0230 0205 0911	305	305			165	165	165
3	1921-KIWANIS CLUB OF FRANKLIN	300			595	595	595	595
4	SAM'S CLUB	85	35			150	150	150
5	AMERICAN PAYROLL ASSOC 10/0 17/1	499	535		50	535	535	535
6	0119-TN ASSOC OF MUNICIPAL CLERKS	15				25	25	25
7	MSC	50						
8	0119-INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS		100					
9	TGFOA MEMBERSHIP 0162 0205 0220		75		100	125	150	175
	Amount missing from detail							
+	PROFESSIONAL STANDARDS / ACCREDITATION	992	1,005	1,000	1,015	1,015	1,015	1,015
1	VARIOUS			1,000				
2	GFOA APPLICATIONS FINISHED BUDGET	425	425	1,000				
3	0119-NOTARY	62			425	425	425	425
5	APPL FOR CERTIFICATE OF ACHIEVEMENT FINANCIAL REPORT	505	580		590	590	590	590
	Amount missing from detail							
+	PUBLICATIONS, NON-TRAINING	990	1,530	1,000	1,700	1,700	1,700	1,700
1	VARIOUS			1,000				
10	0230-GAHER		275		1,100	1,100	1,100	1,100
2	THE TENNESSEAN (July-Sept)	64	159					
3	0205-MONEY MAGAZINE	33	11					
4	0205-NY TIMES DIGITAL	48	195					
5	0205-THE ECONOMIST NEWSPAPER	109	109					

2014 Budget - 11041500 FINANCE
4/16/2013 7:48:44 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
6	0205-MISC PUBLICATIONS	472	176					
7	GANNETT TENNESSEE	60						
8	0230-GASB & GFOA	151	570		545	545	545	
9	0205-GFOA	55	55		55	55	55	
*	Amount missing from detail							
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	6,719	4,052	3,100	4,095	4,435	4,466	4,495
+	82450 TELEPHONE SERVICE	1,242	1,479	1,400	1,560	1,575	1,575	1,575
1	VARIOUS			1,400				
2	AT&T (July-Feb)	1,242	1,479		1,560	1,575	1,575	1,575
*	Amount missing from detail							
+	82455 CELLULAR TELEPHONE SERVICE	1,147	971	1,100	925	925	925	925
1	VARIOUS			1,100				
2	VERIZON WIRELESS	1,327	1,058		925	925	925	925
3	0205-REIMBURSEMENT	(120)	(59)					
4	0119-REIMBURSEMENT	(60)	(18)					
*	Amount missing from detail							
+	82470 INTERNET & RELATED SERVICES	1,261	1,385	1,300	1,430	1,430	1,430	1,430
1	VARIOUS			1,300	1,430	1,430	1,430	1,430
2	AT&T (July-Jan)	1,261	1,385					
*	Amount missing from detail							
=	XUTIL TOTAL UTILITIES	3,650	3,835	3,800	3,915	3,930	3,930	3,930
+	82510 COMPUTER SERVICES	2,224	22,555	10,000	26,065	27,425	27,450	27,475
1	VARIOUS		1,080	10,000				
2	ACCTG SERVICES TELEPHONE SUPPORT (COMP RESOURCES)		20,026		9,197	10,000	10,000	10,000
3	ACCTG SERVICES FOR TAX UPDATE & GPICOMP RESOURCES)	2,325						
4	GREENSHADES SOFTWARE FEDERAL FILE REPORTS	199	199		200	200	200	200
5	GREENSHADES-401K REPORTING		1,250		1,250	1,250	1,250	1,250
6	GPUG Membership Renewal				700	700	700	700
7	ADDITIONAL COSTS-COMPUTER RESOURCES				14,453	15,000	15,000	15,000
8	Greenshades: Tax Form Upload				275	275	300	300
*	Amount missing from detail							
82530	AUDIT SERVICES		500					
+	82560 CONSULTANT SERVICES		9,619					
1	VARIOUS		9,619					
2	INVESTMENT POLICY/ADVISORY SERVICES (BFT DEVELOPMENT)		9,619					
*	Amount missing from detail							
=	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	2,000	2,000	2,000
1	VARIOUS			1,000				
2	NOVA COPY	705	1,154	1,000	2,000	2,000	2,000	2,000
3	MAILSHIP TECHNOLOGY		675					
*	Amount missing from detail							
=	XRMV TOTAL REPAIR & MAINTENANCE SERVICES	705	1,829	1,000	2,000	2,000	2,000	2,000
+	82750 EMPLOYEE RECOGNITION/RECEPTIONS		28					
1	VARIOUS		28					

2014 Budget - 11041500 FINANCE
4/16/2013 7:48:44 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
2	1610		14					
	Amount missing from detail							
+	82780	2,400	618					
1	VARIOUS		75					
2	0205-ECONOMIC OUTLOOK CONFERENCE		50					
3	1810-CMFO IIE		(75)					
4	21ST CENTURY LEADERSHIP INSTITUTE	2,400						
5	0230-NEW HORIZONS		368					
*	Amount missing from detail							
=	XEPG TOTAL EMPLOYEE PROGRAMS	2,400	646					
+	82810	3,195	4,337	4,500	4,500	5,125	4,725	5,325
01	REGISTRATIONS			500	1,980	2,000	2,000	2,000
02	4092-TGFOA		175	175	175	175	175	175
03	0230-TGFOA	250	175	175	175	175	175	175
04	0205-TGFOA	175	175	175	175	175	175	175
05	0211-TGFOA	175	175	175	175	175	175	175
06	0210-TGFOA			175	175	175	175	175
07	1610-CMFO	150	225					
08	0210-CMFO	225	650	225	200			
09	0211-CMFO	225	450	225	150			
10	4092-CMFO		375	225	150			
11	1921-CMFO	225						
12	1714-ROCKHURST UNIVER		198					
13	0211-GPUG SUMMIT		803	703		800	800	800
14	1714-ACCTG BASICS		25					
15	0119-TN ASSOC OF MUNICIPAL CLERKS & RECORDERS	320						
16	EMILY TGFOA	175						
17	0230-GFOA CONFERENCE	370	380	400	342	400	450	500
18	0205-GFOA CONFERENCE	370	380	400	342	400	450	500
19	0211-GFOA CONFERENCE				317			
20	0220-ETHICS TRAINING	100						
21	CMFO Beginning January 2013-1 Attendee	410		450				
22	0218-AP Certification			500				
23	TGFOA SPRING CONFERENCE 0230 0205		150		150	150	150	150
24	0119-Municipal Clerk Academy				160			
25	Wensoft-0230							
26	0218-ACCTG BASICS	25						
27	Prof Dev Seminar					500		500
*	Amount missing from detail							
+	82820	958	1,883	1,500	1,500	1,700	1,700	1,700
1	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)							
10	VARIOUS	11	8	1,500	1,500	1,700	1,500	1,500
11	0205-MILEAGE	30	40					
12	0230-PARKING GAE	23						
13	0218-MILEAGE	45						
14	UT-CMFO							
15	PARKING-0211 (0092-0210)		52					
16	0230-MILEAGE		146					
17	Prof Dev					200	200	200

2014 Budget - 11041500 FINANCE
4/16/2013 7:48:44 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
2	0211-MILEAGE	44	380					
3	1610-MILEAGE	158	152					
4	0210-MILEAGE	248	498					
5	1714-MILEAGE		36					
6	0205-PARKING CAB	42	168					
7	4082-MILEAGE		480					
8	0119-MILEAGE	193						
9	1821-MILEAGE	157						
*	Amount missing from detail							
+ 82830	AIR TRAVEL	725	1,104	1,500	1,500	2,225	1,850	2,400
1	VARIOUS			300	142			
2	0211		374	400	460	450	500	500
3	0205	507	494	400	530	550	600	600
4	0230	218	236	400	378	725	750	800
5	Prof Dev Seminar					500		500
*	Amount missing from detail							
+ 82840	LODGING	3,005	3,651	2,400	2,400	4,400	4,250	4,900
1	VARIOUS			800	800	1,000		
2	0205	2,122	2,077	800	800	1,800		
4	0230	883	973	800	800	1,200		
5	Prof Dev Seminar					400		400
*	Amount missing from detail							
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	364	552	450	450	675	500	725
1	VARIOUS		26	450	450	475	500	525
2	0205	282	474					
3	JE NEEDED		176					
4	0119	11						
5	0230	91	70					
6	0211		169					
7	Prof Dev Seminar					200		200
*	Amount missing from detail							
82890	OTHER TRAVEL EXPENSES	8	10	20	20	20	20	20
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	8,256	11,537	10,370	10,370	14,145	13,045	15,070
+ 83110	OFFICE SUPPLIES	5,269	5,185	4,400	6,400	4,600	4,800	5,000
1	VARIOUS			4,000	4,000	4,600	4,800	5,000
2	MISC OFFICE SUPPLIES	1,199	4,409		4,000			
3	GREENS HAWES	911	376		2,000			
4	CHECKS	300						
5	Envelopes-Payroll				400			
*	Amount missing from detail							
+ 83120	OFFICE DECOR ITEMS (OTHER THAN FURNITURE)		176					
1	VARIOUS							
2	MISC		176					
3	Like Item 3							
*	Amount missing from detail							
83130	EMPLOYEE BENEVOLENCE ITEMS		51		146			
+ 83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	317	238	300	400	300	300	300

2014 Budget - 11041500 FINANCE
4/16/2013 7:48:44 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
1	VARIOUS		57	300	(400)	300	300	300
2	0205	261	171					
3	0211	44						
4	1610	12						
5	Misc							
*	Amount missing from detail							
=	TOTAL OFFICE SUPPLIES	5,586	5,650	4,700	6,946	4,900	5,100	5,300
+	83210							
1	TRAINING SUPPLIES	15	87					
2	VARIOUS							
3	0205	15						
*	AUDIT TRAINING		87					
*	Amount missing from detail							
+	83289	47						
1	OTHER OPERATING SUPPLIES							
2	VARIOUS							
*	MISC OPERATING SUPPLIES	47						
*	Amount missing from detail							
=	TOTAL OPERATING SUPPLIES	62	87					
+	83310							
1	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		127					
2	VARIOUS		127					
*	4035-GAS							
*	Amount missing from detail							
=	TOTAL FUEL & MILEAGE		127					
+	83530							
1	MACHINERY & EQUIPMENT (-\$25,000)		16,242	5,000	115			
2	VARIOUS			5,000				
3	COPIER		11,032					
4	SURGE		115		115			
*	PS40 FOLER & INSERTER		4,665					
*	Amount missing from detail							
+	83540	7,758	5,763	5,000	3,599	5,000	5,000	5,000
1	VARIOUS			5,000		3,000		
2	HP LASER JET PRINTER		621					
3	0218-KEYBOARD & MOUSE		61					
4	POMEROY COMPUTER	1,918						
5	HP PRINTER & MEDIA TRAY	5,764						
6	MISC SUPPLIES	56	722					
7	COMPUTERS & MONITORS REPLACEMENTS		3,815		3,599	2,000	5,000	5,000
8	0206-LENOVO THINKPAD		1,044					
*	Amount missing from detail							
+	83550	9,800	7,115	10,000	2,325	5,000	5,000	5,000
1	VARIOUS			10,000		5,000		
2	COMPUTER RESOURCES-REP ADVANCED PAYROLL	9,800		10,000		5,000	5,000	5,000
3	FORECASTER LICENSE-3		1,540					
4	GREENSHADE REPORTING FOR ADK		605					
5	COMPUTER RESOURCES- NEGATIVE PR TRANSACTION		2,950					
6	COMPUTER RESOURCES-INTEGRITY DATA				2,325			

2014 Budget - 11041500 FINANCE
4/16/2013 7:48:44 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
	Amount missing from detail							
=	XMEU TOTAL MACHINERY & EQUIPMENT (-\$25,000)	17,558	29,120	20,000	6,039	10,000	10,000	10,000
+	EQUIPMENT PARTS & SUPPLIES	171		250				
1	VARIOUS			250				
2	MISC SUPPLIES	171						
	Amount missing from detail							
+	83660 BUILDING MAINTENANCE SUPPLIES		118	200	42			
1	VARIOUS	77		200				
2	SAMS (MISC SUPPLIES)	77	118		42			
	Amount missing from detail							
=	XRMS TOTAL REPAIR & MAINTENANCE SUPPLIES	248	118	450	42			
85110	PROPERTY INSURANCE							
85111	FRAUD INSURANCE	3,742	3,970	1,327	906	776	776	776
85112	INLAND MARINE INSURANCE				28			
85113	AUTO PHYSICAL DAMAGE				404	44	44	44
85115	LIABILITY INSURANCE							
				3,284	766			
85116	E&O LIABILITY INSURANCE				595	624	624	624
85119	UMBRELLA LIABILITY				286	1,101	1,101	1,101
=	X-PLC TOTAL PROPERTY & LIABILITY COSTS	3,742	3,970	4,611	2,985	2,545	2,545	2,545
+	85320 STATE FEES	400	400					
1	VARIOUS							
2	TN DEPT OF REVENUE-PROFESSIONAL PRIVILEGE TAX	400	400					
	Amount missing from detail							
=	XPERM TOTAL PERMITS	400	400					
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				
2	FIFTH THIRD-MARKET VALUE FEES	1,220	5,448		5,000	5,000	5,000	5,000
3	PUBLIC FINANCIAL MGMT-FINANCIAL ADVISORY SERVICES	4,000	4,000					
4	BUREAU OF PUBLIC DEBT	100	100					
5	PORTFOLIO SERVICES		5,167					
6	DAVIDSON FIXED INCOME MANAGEMENT		12,580		25,000	25,000	25,000	25,000
7	TRACKER		3,395					
	Amount missing from detail							
+	85525 FINANCIAL ADVISOR FEES	9,475	12,471	15,000	16,000	16,000	16,000	16,000
1	VARIOUS		5,401	15,000				
2	ANALYSIS ON IMPACT FEES JE		(5,401)					
3	PUBLIC FINANCIAL MANAGEMENT, INC	9,475	12,471		16,000	16,000	16,000	16,000
	Amount missing from detail							
+	85580 LATE CHARGES	227	5,615		(5,651)			
1	VARIOUS				(5,651)			
2	AT&T	227						
3	Tex Penalty		5,615					

2014 Budget - 11041500 FINANCE
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Account	Label	Actual 2011	Actual 2012	Budget 2013	Estid 2013	Budget 2014	Forecast 2015	Forecast 2016
*	Amount missing from detail							
= XFLF	TOTAL FINANCIAL FEES	43,489	77,486	68,000	69,799	76,000	76,900	77,900
85980	MISCELLANEOUS		220					
= X0BE	TOTAL OTHER BUSINESS EXPENSES		220					
= XOP	TOTAL OPERATIONS	99,406	176,437	129,781	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

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.

Measure		Actual FY2012	Projected FY2013	Proposed FY2014
Number per year of formal procurement solicitations ¹² processed by the Purchasing Office		27	25	25
Average number of calendar days from date of requisition to award of procurement for formal procurement solicitations ¹² processed by the Purchasing Office		88	90	90
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)		17,426	18,800	19,000
		\$5,096,480	\$5,800,000	\$6,000,000
		\$37,449	\$54,997	\$57,000
Average number of calendar days (from receipt of card request to receipt of delivered card) for...	... purchasing card	6	6	6
	... fleet fuel pin number	1	1	1
	... fleet fuel vehicle card	5	5	5
Number and value of proceeds (before fee paid by City for electronic auction services) from electronic auctions of surplus personal property, and fee paid by City for electronic auction services		76	40	60
		\$207,129.50	\$100,000	\$150,000
		\$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.

² The City's public advertisement / sealed submittal threshold is currently \$25,000, pursuant to Ordinance No. 2010-72.



Sustainable Franklin

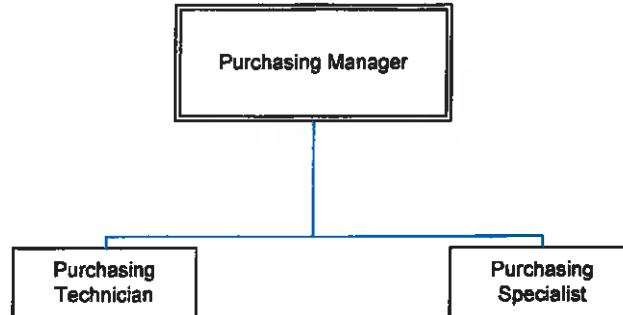
1. To promote the responsible stewardship of the City's financial and environmental resources, the City of Franklin Purchasing Office encourages its client departments of the City to consider the life-cycle cost and environmental implications of their product selections. For example, in addition to purchase 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.
3. For the economical and eco-friendly disposal of used ink cartridges for table-top 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.

Organizational Chart



Staffing by Position

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

Position	Pay Grade	FY 2013		FY 2014	
		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

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Pay Grade (if reclassification creates new job title)
None					

Departmental Career Development Path	Pay Grade	Requirements		
		Degree	Experience	Certifications
Purchasing Manager	21	Yes	5 yrs	CPPD 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
 - 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 [searchable online database of its spend data](#) by way of its website.

2014 Budget - 11041340 PURCHASING
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Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
	Personnel							
=	81110 REGULAR PAY	52,376	100,619	138,847	120,000	139,701	143,882	148,209
	81120 OVERTIME PAY	198	43	260	130	260	270	280
=	81199 VACANCY ADJUSTMENT			(4,860)		(4,860)	(5,036)	(5,187)
=	XWAGE TOTAL WAGES	92,576	100,662	134,247	120,130	135,071	139,126	143,302
=	81410 FICA (EMPLOYER'S SHARE)	6,724	7,374	10,322	9,500	12,887	11,008	11,338
=	81420 MEDICAL PREMIUMS	20,614	21,373	27,870	26,000	28,264	30,142	31,046
=	81430 GROUP INSURANCE PREMIUMS	1,694	1,823	2,440	2,200	2,444	2,517	2,593
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(3,891)	(4,105)	(4,832)	(4,500)	(4,833)	(4,978)	(5,127)
81450 RETIREMENT CONTRIBUTIONS	15,400	18,876	7,920	8,504	11,828	12,183	12,548	
81455 DEFERRED COMP MATCH	1,358	2,511	2,700	2,700	1,799	1,853	1,909	
81470 WORKERS COMPENSATION PREMIUMS		30	271	190		20	20	
81475 WORKERS COMPENSATION CLAIMS								
=	XBEN TOTAL BENEFITS	41,797	47,963	46,991	44,594	51,210	52,745	54,327
=	XPER TOTAL PERSONNEL	134,373	148,625	181,238	164,724	186,281	191,871	197,629
	Operations							
=	82110 MAILING & OUTBOUND SHIPPING SERVICES	22	34	50	50	50	50	50
=	XTRC TOTAL TRANSPORTATION CHARGES	22	34	50	50	50	50	50
82210 PRINTING & COPYING SERVICES, OUTSOURCED	102		75	250	250	250	260	270
82250 TESTING & PHYSICALS	126		212	150	150	150	150	150
=	XOPSV TOTAL OPERATING SERVICES	228	212	225	400	400	410	420
82310 LEGAL NOTICES	548		770	770	770	770	790	820
+	82350 DUES FOR MEMBERSHIPS	1,410	1,926	2,240	1,795	1,815	1,830	2,340
1	Various	1,410						
2	Civic organization		540	720	720	720	720	720
3	NGP		331	350	405	425	445	450
4	TAPP		40	60	60	60	60	60
5	MTPPA		40	60	60	60	60	60
6	ICMA		473	550	550	550	550	550
7	JPBCC certification fees			500				500
8	JPBCC certification fees							
	Amount missing from detail		528					
82370 PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)								
82373 RECRUITMENT								
+	82390 PUBLICATIONS, NON-TRAINING	178	151	175	18	250	260	260
1	Various	178				25	25	25
2	NGP 3-digit commodity code annual license renewal			175	175	175	175	175
	Amount missing from detail		151					
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	2,136	2,278	3,185	3,008	3,035	3,080	3,620

2014 Budget - 11041340 PURCHASING
4/16/2013 7:31:59 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
82450	TELEPHONE SERVICE	174	206	310	250	310	320	320
82470	INTERNET & RELATED SERVICES	252	277	460	300	460	470	470
=	TOTAL UTILITIES	426	483	770	550	770	790	790
+ 82510	COMPUTER SERVICES							
1	Various		68	20,100	100	100	20,100	20,100
2	consulting services for Great Plains							
3	e-procurement software, annual licensing fee for core system		68	100	100	100	100	100
4	e-procurement software, one-time implementation fee							
5	Spend analysis			20,000			20,000	20,000
*	Amount missing from detail							
=	TOTAL CONTRACTUAL SERVICES		68	20,100	100	100	20,100	20,100
+ 82810	REGISTRATIONS							
1	Various	985	850	4,725	2,134	4,725	4,725	4,725
2	Annual NIGP Forum & Expo	985		2,200	874	2,200	2,200	2,200
3	Various NIGP seminars			1,500	510	1,500	1,500	1,500
4	Various NIGP webinars		200	500	500	500	500	500
5	Fall conference of TAPP			200		200	200	200
6	Spring conference of TAPP			300	225	300	300	300
7	Summary of Public Acts presented by UT-MTAS			25	25	25	25	25
*	Amount missing from detail		650					
+ 82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)							
1	Various	207	118	1,100	383	1,190	1,190	1,190
2	Annual NIGP Forum & Expo	207		500	3	500	500	500
3	Various NIGP seminars			50	50	50	50	50
4	Fall conference of TAPP		44	150	150	150	150	150
5	Spring conference of TAPP			100	100	100	100	100
6	Monthly MTPPA chapter meetings		27	300	150	300	300	300
7	D&E Outreach Events				90	90	90	90
*	Amount missing from detail		47					
+ 82830	AIR TRAVEL							
1	Various		476	1,000	1,000	1,500	1,500	1,500
2	Annual NIGP Forum & Expo			1,000	1,000	1,000	1,000	1,000
3	Possible NIGP Committee Meetings					500	500	500
*	Amount missing from detail		476					
+ 82840	LODGING							
1	Various	182	182	3,400	929	3,900	3,900	3,900
2	Annual NIGP Forum & Expo	182	182	2,400	929	2,400	2,400	2,400
3	Various NIGP seminars			200	200	200	200	200
4	Fall conference of TAPP			400	400	400	400	400
5	Spring conference of TAPP			400	400	400	400	400
6	Possible NIGP Committee Meetings					500	500	500
*	Amount missing from detail							
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)							
1	Various	117	50	950	251	1,050	1,050	1,050
2	Annual NIGP Forum & Expo	117	50	400	400	400	400	400
3	Various NIGP seminars			200	50	200	200	200

2014 Budget - 11041340 PURCHASING
4/16/2013 7:31:59 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estid 2013	Budget 2014	Forecast 2015	Forecast 2016
4	Fall conference of TAPP			100		200	200	200
5	Spring conference of TAPP			150	150	150	150	150
6	MIPPA annual banquet			100	50	100	100	100
	Amount missing from detail							
=	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,491	1,676	11,175	4,707	12,365	12,365	12,365
83110	OFFICE SUPPLIES	305	213	500	300	500	500	500
83120	OFFICE DECOR ITEMS (OTHER THAN FURNITURE)		25	250	250	250	250	250
83130	EMPLOYEE BENEVOLENCE ITEMS			50	50	50	50	50
+ 83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)		69	120	120	150	150	150
1	Various		97					
2	refreshments for quarterly meetings of Departmental Purchasing A body			120	120	125	125	125
3	Halloween Party				25	25	25	25
*	Amount missing from detail		27					
=	TOTAL OFFICE SUPPLIES	305	307	920	720	950	950	950
83289	OTHER OPERATING SUPPLIES							
=	XOPS	5		100	100	100	100	100
	TOTAL OPERATING SUPPLIES	5		100	100	100	100	100
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)			250	250	250	260	270
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			50	50	50	50	50
=	XFUEL			300	300	300	310	320
83510	FURNITURE, FIXTURES (<\$25,000)			500	500	500	500	500
83530	MACHINERY & EQUIPMENT (<\$25,000)		270	500	500	500	500	500
83540	COMPUTER HARDWARE (<\$25,000)	1,042	1,992	1,000		1,000	1,000	1,000
83550	COMPUTER SOFTWARE (<\$25,000)							
=	XMELU	1,042	2,262	2,000	500	2,000	2,000	2,000
85110	PROPERTY INSURANCE			265	181	776	776	776
85111	FRAUD INSURANCE	748	794					
85112	INLAND MARINE INSURANCE			6	6			
85113	AUTO PHYSICAL DAMAGE				81	36	35	35
85115	LIABILITY INSURANCE			657	32			
85116	E&O LIABILITY INSURANCE				153			
85117	VEHICLE LIABILITY INSURANCE				119	167	187	187
85119	UMBRELLA LIABILITY				188			
=	TOTAL PROPERTY & LIABILITY COSTS	748	794	922	817	1,274	1,274	1,274

2014 Budget - 11041340 PURCHASING
4/16/2013 7:31:59 AM

Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
= XOP	TOTAL OPERATIONS	6,403	8,114	39,747	11,252	21,344	41,429	41,989
	Capital							
= XTOT	TOTAL EXPENDITURES	140,776	156,739	220,985	175,976	207,625	233,300	239,618

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 Actual	FY 12 Actual	FY 13 Goal	FY 13 Projected	FY 14 Proposed
Citations Processed per Employee (<i>per month</i>)	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.

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

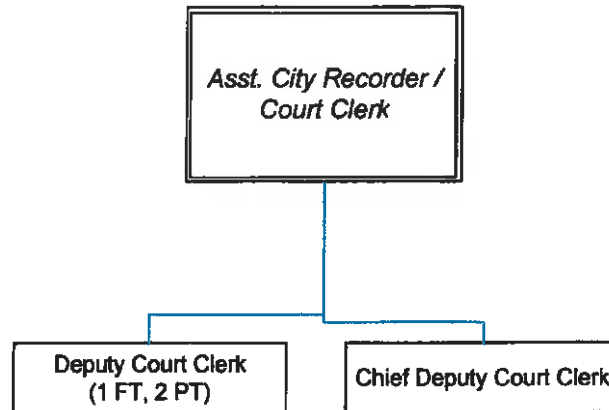
This measures effectiveness. Prior year data is not available due to deficiencies in the prior court case management software. The goal is being established without benchmarks or comparisons but as a target for attainment. Although we cannot require payment, we can ensure that we take actions to encourage 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 Chart



Staffing by Position

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

Position	Pay	FY 2013		FY 2014	
	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.

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

Departmental Career Development Path	Pay Grade	Requirements		
		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.

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
	Personnel							
+ 81110	REGULAR PAY	105,243	113,204	113,943	112,558	130,504	134,419	138,452
2	FULL TIME SALARY POLICY			79,272	79,558	80,915	83,342	85,739
4	Sims - allocation charge for court time					16,908	16,900	17,408
6	PART TIME HOURLY			36,711	34,300	33,191	34,177	35,305
7	Part Time hourly - vacancy adjustment			3,890				
9	Underhead Details							
*	Amount missing from detail	105,243	113,204					
81120	OVERTIME PAY	1,153	840	820	400	400	400	400
81199	VACANCY ADJUSTMENT			(3,988)		(4,568)	(4,705)	(4,846)
= XWAGE	TOTAL WAGES	107,396	114,044	110,775	112,958	126,336	130,114	134,006
= 81220	CITY JUDGE	26,160	26,160	26,160	26,160	26,160	26,160	26,160
= XOFF	TOTAL OFFICIALS FEES	26,160	26,160	26,160	26,160	26,160	26,160	26,160
= 81410	FICA (EMPLOYER'S SHARE)	9,889	10,421	10,718	10,718	11,985	12,345	12,715
= 81420	MEDICAL PREMIUMS	33,389	30,078	27,870	27,870	29,264	30,142	31,046
= 81430	GROUP INSURANCE PREMIUMS	2,025	2,063	2,052	2,052	2,048	2,105	2,173
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(4,748)	(4,517)	(4,833)	(4,833)	(4,833)	(4,978)	(5,127)
81450	RETIREMENT CONTRIBUTIONS	23,089	12,584	15,830	17,008	11,828	12,183	12,548
81470	WORKERS COMPENSATION PREMIUMS	(1)	30	271	190	65	65	65
81475	WORKERS COMPENSATION CLAIMS							
= XBEN	TOTAL BENEFITS	63,653	50,259	51,908	53,005	50,356	51,866	53,420
= XPER	TOTAL PERSONNEL	197,209	190,463	188,843	192,123	202,852	208,140	213,586
	Operations							
+ 82110	MAILING & OUTBOUND SHIPPING SERVICES	9,589	11,842	10,500	10,500	11,000	11,500	11,500
1	Mail (takeover)			10,500	10,500	11,000	11,500	11,500
3	Various	9,589	11,842					
*	Amount missing from detail							
= XTRC	TOTAL TRANSPORTATION CHARGES	9,589	11,842	10,500	10,500	11,000	11,500	11,500
+ 82210	PRINTING & COPYING SERVICES, OUTSOURCED							
1	Print Information Sheets for PD		2,500	2,500	2,600	3,000	3,200	3,400
2	Print forms for court		1,500	1,500	2,650	3,000	3,200	3,400
*	Amount missing from detail							
82245	FINGERPRINTING FEES							
82250	TESTING & PHYSICALS	76	76		60	60	60	60
= XOPSV	TOTAL OPERATING SERVICES	76	76	2,600	40	40	40	40
	LEGAL NOTICES							
82310	DUES FOR MEMBERSHIPS		38					
+ 82350	Net Assoc of Court Managers (NACM)		125	125	125	125	125	125
1	Net Assoc of Court Managers (NACM)		125	125	125	125	125	125
*	Amount missing from detail							

Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
82390	PUBLICATIONS, NON-TRAINING	247	178	450	450	450	450	450
=	XNSP	247	341	575	575	575	575	575
82450	TELEPHONE SERVICE	323	338	325	325	325	325	325
82470	INTERNET & RELATED SERVICES	292	277	260	275	275	275	275
=	XUTIL	575	615	585	600	600	600	600
82510	COMPUTER SERVICES		36	50	500	500	500	500
+ 82599	OTHER CONTRACTUAL SERVICES	8		4,000	500	15,740	2,240	2,240
2	Support for Court Software conversion (SQL)		(36)					
3	Collections Contract Agent							
4	SQL programming for online payments	8	36		500	500		
5	SQL programming for PD interface			4,000	2,000	2,000		
6	SQL programming for citation scanning interface				1,000	1,000		
7	TBI - access to TUIS				2,240	2,240	2,240	2,240
8	File Maintenance - General Sessions Records				10,000	10,000		
*	Amount missing from detail							
=	XCTS	8	36	4,050	1,000	16,240	2,740	2,740
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		238	600	1,200			
1	Copier maintenance/repair		49	600	1,200			
2	Line Item 2		189					
*	Amount missing from detail							
82699	OTHER REPAIR & MAINTENANCE SERVICES		238	500	1,200			
=	XRM/SV		238	1,100	1,200			
82810	REGISTRATIONS	155	65	190	190	690	190	690
1	TIES (TAC Conference - 2 Year - REQUIRED)			40	40	40	40	40
2	MTAS - continuing education			150	150	150	150	150
3	Various							
4	NACM Conference	155	65			500		500
*	Amount missing from detail							
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)			500	500	500	450	450
1	TIES (instate travel)			350	400	450	300	300
2	MTAS (mostly in Middle TN)			150	100	100	150	150
*	Amount missing from detail							
82840	LODGING	367	252	300	400	850	300	600
1	TIES			300	400	550	300	300
2	Various	167	252					
3	NACM Conference							
*	Amount missing from detail							
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	173	143	350	300	600	150	450
1	TIES			150	300	300	150	150
2	Various	173	143					
3	NACM Conference							
*	Amount missing from detail							
82890	OTHER TRAVEL EXPENSES			100		600	100	600

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estd 2013	Budget 2014	Forecast 2015	Forecast 2016
=	XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	695	460	1,440	1,390	3,340	1,190	2,790
+	83110 OFFICE SUPPLIES							
1	Recurring office supplies	3,615	6,948	4,650	4,500	4,500	4,800	4,800
*	Amount missing from detail	3,615	6,948	4,650	4,500	4,500	4,800	4,800
=	83130 EMPLOYEE BENEVOLENCE ITEMS							
	TOTAL OFFICE SUPPLIES	50	50					
	XOFS	3,665	6,998	4,650	4,500	4,500	4,800	4,800
+	83260 UNIFORMS PURCHASED							
1	GOP attire for staff (6 @ \$30 each)	218	220	150	180	180	180	180
2	Various	218	220	150	180	180	180	180
*	Amount missing from detail							
=	83289 OTHER OPERATING SUPPLIES	9						
=	XOPS	227	220	150	180	180	180	180
+	83320 MILEAGE (INSIDE WILLIAMSON COUNTY)							
1	Message reimbursement for MTAS in 82820 above	328	592	300	300	300	300	300
2	Line Item 2	328	279	300	300	300	300	300
*	Amount missing from detail		313					
=	XFUEL TOTAL FUEL & MILEAGE	328	592	300	300	300	300	300
+	83510 FURNITURE, FIXTURES (<\$25,000)							
1	Chairs		706	200			200	
2	Line Item 2		706	200			200	
*	Amount missing from detail							
+	83540 COMPUTER HARDWARE (<\$25,000)							
1	Desktop (computer monitor, keyboard)		1,545	2,500	7,500	9,000	1,400	700
2	Printers			1,000	900		900	
3	Court Software Server			500	750		750	
4	Cashiering Equipment			1,000	4,800			
5	Scanner				900			
6	Copyer Replacement					9,000		
7	Line Item 7		1,045					
*	Amount missing from detail							
+	83550 COMPUTER SOFTWARE (<\$25,000)							
1	INFORM Cashiering License	867	293	500	500			
2	CTRIS (ongoing maintenance support in MT)			500	500			
3	Court Judicial Payments Application	487						
4	Line Item 4		203					
*	Amount missing from detail							
=	XMEU TOTAL MACHINERY & EQUIPMENT (<\$25,000)	867	2,544	3,200	8,000	9,000	1,600	700
85110	PROPERTY INSURANCE							
85111	FRAUD INSURANCE	2,152	2,294	767	767	776	776	776
85112	INLAND MARINE INSURANCE							
						35	35	35

Account	Label	Actual 2011	Actual 2012	Budget 2013	Estid 2013	Budget 2014	Forecast 2015	Forecast 2016
85113	AUTO PHYSICAL DAMAGE							
85115	LIABILITY INSURANCE			1,897	1,897			
85116	E&O LIABILITY INSURANCE					215	215	215
85119	UMBRELLA LIABILITY					380	380	380
=	XPLC TOTAL PROPERTY & LIABILITY COSTS	2,152	2,294	2,664	2,664	1,406	1,406	1,406
85320	STATE FEES							
85340	RECORDING & FILING FEES	27,858	62,776	75,000				
=	XPERM TOTAL PERMITS	27,957	62,776	75,000				
85530	E-COMMERCE FEES	3,981	2,472	6,000	6,000	6,500	6,500	6,500
85550	CASH SHORT/OVER	(1)						
=	XFLF TOTAL FINANCIAL FEES	3,980	2,472	6,000	6,000	6,500	6,500	6,500
=	XOP TOTAL OPERATIONS	50,366	91,504	112,714	39,809	56,741	34,691	35,591
	Capital							
=	XTOT TOTAL EXPENDITURES	247,575	281,967	301,557	231,932	259,593	242,831	249,177