

Capital Investment Planning

David Parker, City Engineer / CIP Executive

The CIP Division of the Administration Department coordinates and manages the current and future infrastructure capital projects' needs of the City of Franklin and prepares and presents the Capital Investment Program for approval by the Board of Mayor and Aldermen. We work with the other City Departments, elected officials, and the citizens of Franklin to ensure that our water, sanitary sewer, reclaimed (reuse) water, stormwater, streets and transportation, parks, public buildings, etc. infrastructure is designed and constructed properly and that it meets all local, state and federal standards and guidelines.

In addition, the CIP Division;

1. Works with the Law Department in the preparation and review of contracts/agreements, bonds, deeds, ordinances, resolutions, construction documents, assessment districts, and franchise agreements for the City.
2. Provides oversight of the Stormwater Management Program (Ordinance) and the Transportation and Street Technical Standards for the City.
3. Fulfills the role of Road Impact Fee Administrator as outlined in the Road Impact Fee Ordinance.
4. Provides professional engineering assistance and advice to City departments and the Board of Mayor and Aldermen and is responsible for liaison with other municipal, county, state, and federal government entities and regulatory agencies.
5. Provides State Approval for water and wastewater development projects for the Tennessee Department of Environment and Conservation (TDEC).
6. Provides Project Management for some of the City's major water and wastewater infrastructure improvements (i.e. Water Reclamation Facility & Water Treatment Plant Modifications and Expansions).

Sustainable Franklin

The CIP Division aims to decrease the number of hard/paper copies used in day to day file management and increase the number of digital files used. Also aim to convert to digital plan reviews when appropriate. The CIP Division recycles paper, plastic bottles, Aluminum cans and toner cartridges. The CIP Division turns off all lights at night and when not in use. In addition, the CIP Division utilizes the only hybrid City fleet vehicle.



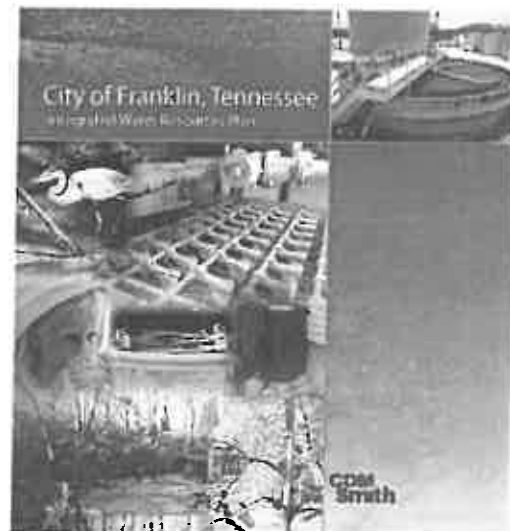
2014-2015 Outlook

One of the main goals of the CIP Division is to prepare and present the proposed annual 5-year CIP Program to the Board of Mayor and Aldermen in a timely manner with the necessary information for the Board to make the hard decisions as to prioritization and funding for the City's infrastructure capital investments. After funding of a project, it is a part of the City Engineer's responsibilities to ensure the project is properly contracted for design and construction and is successfully completed.

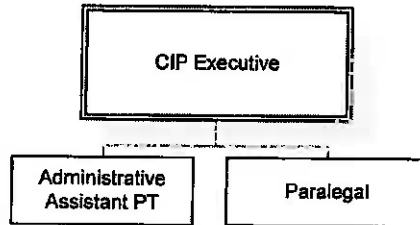
For this and the next several years the CIP Division (City Engineer) has been assigned the duties of Project Management for the various projects to be developed and constructed as a result of the City's Integrated Water Resources Plan (IWRP). This includes the designs for a modifications/upgrade to the City's Water Treatment Plant and the City's Water Reclamation Facility (Wastewater Treatment Plant). There are also several sanitary sewer drainage basin studies being conducted and/or updated in order to facilitate the planning for future sanitary sewer infrastructure to handle approved and anticipated developments. It has become necessary to accelerate a part of the needed upgrades to the Water Treatment Plant (interim ultraviolet (UV) disinfection installation) in order to meet the Environmental Protection Agency's (EPA) Long Term Surface Treatment Rule (LT2) by September 30, 2014 and we are on track to meet this requirement.

In conjunction with the Water Management Department, the City Engineer anticipates completing the TDEC process of obtaining a new National Pollution Discharge Elimination System (NPDES) Permit for the City's Water Reclamation Facility's discharge to the Harpeth River. Also anticipate the completion of the TDEC process to obtain a new Aquatic Resource Alteration Permit (ARAP) for the City's Water Treatment Plant's withdrawal from the Harpeth River.

The responsibilities of the CIP Division are continually being refined and as additional responsibilities are assigned, the Division will define necessary procedures and leverage the latest available technology resources to complete the tasks to increase the efficiency of staff.



Organizational Chart



Staffing by Position

City of Franklin
 2014-2015 Fiscal Year Budget
 General Fund-Capital Investment Planning
 Personnel by Position

Position	Pay Grade	FY 2014		FY 2015	
		Full-Time	Part-Time	Full-Time	Part-Time
City Engineer/CIP Executive	M	1	0	1	0
Paralegal	F	1	0	1	0
Administrative Assistant	D	0	0	0	1
TOTALS		2	0	2	1

Narrative of Personnel Changes	New Position		Reclassification		Pay Grade (if reclassification creates new job title)
	Title	Pay Grade	From Job Title	To Job Title	
Administrative Assistant Part-Time - proposed to have this position very limited; used only as needed.	Administrative Assistant	D			

Departmental Career Development Path	Pay Grade	Requirements		
		Degree	Experience	Certifications

Budget Notes/Objectives

Capital Investment Planning

The total CIP Division FY 2014-2015 proposed budget is \$7,830 more than the FY 2013-2014 budget which is an increase of only 4%. The majority of this increase (\$6,891) is in Personnel with \$1,376 being requested for a Part-time Administrative Assistant position within the Division Organization.

Personnel:

For the FY 2013-2014 budget year, the CIP Division altered the personnel make-up of the Division by changing the Administrative Assistant position to a Paralegal position. The Paralegal position has been filled and is to be funded for an entire year. Request to allow for keeping an Administrative Assistant position in the budget to allow for use of the position on a part time basis if needed. The person that has filled this position has indicated that she can, and is willing, to do some on-call part-time work as needed.

Operations:

AS in previous budgets it is proposed to budget \$10,000 for Contractual Services for FY 2015 (also proposed for each subsequent year's budget for the CIP Division) to be able to contract for work that comes up during the year, but is not anticipated for a particular project. In the past we have used the Consultant Services line item to pay for the services provided by CDM for assistance in the mitigation of the May 2010 Flood and have in the FY 2014 proposed to transfer the entire \$10,000 from Consultant Services to Legal Services to help pay for Waller Lansden Dortch & Davis for their work in preparing the City's standard front-end documents for construction projects.

Under the Computer Hardware line item (Various) are requesting to purchase a large monitor and associated equipment in order to better facilitate plan reviews digitally. The City is working towards being able to provide digital reviews for those plans submitted for development and other projects. This is in order to reduce time and paper.

Capital:

No capital costs are shown for the new budget year.



Account	Label	Actual 2012	Actual 2013	Budget 2014	Estid 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2018
	Personnel								
=	81110 REGULAR PAY	153,840	149,252	168,757	168,720	174,836	180,079	185,481	191,046
+	81120 OVERTIME PAY	466	466	466	260	1,946	1,970	1,970	1,970
	1 Administrative Assistant Part-time- 80 hours @ \$17.20 per hour	466			260	1,376	1,400	1,400	1,400
	2 Steinhilber overtime- anticipate 20 hours @ \$28.50 per hour		104	480	260	570	570	570	570
	* Amount missing from detail								
	81199 VACANCY ADJUSTMENT		104	15,307		(6,119)	(6,303)	(6,492)	(6,687)
=	TOTAL WAGES	154,306	149,356	163,330	168,980	170,663	175,746	180,959	186,329
=	81410 FICA (EMPLOYER'S SHARE)	10,407	10,554	12,027	11,869	12,333	12,703	13,084	13,477
=	81420 MEDICAL PREMIUMS	18,673	12,088	21,299	13,514	18,756	19,319	19,898	20,495
=	81430 GROUP INSURANCE PREMIUMS	1,806	1,256	2,013	1,222	1,501	1,546	1,592	1,640
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(3,747)	(2,344)	(4,683)	(2,223)	(2,814)	(2,888)	(2,985)	(3,075)
	81450 RETIREMENT CONTRIBUTIONS	12,584	17,008	11,828	11,828	12,254	12,622	13,000	13,390
	81455 DEFERRED COMP MATCH			1,622					
	81470 WORKERS COMPENSATION PREMIUMS	30	189	228	33	239	247	254	262
	81475 WORKERS COMPENSATION CLAIMS								
=	TOTAL BENEFITS	39,753	38,751	42,712	37,865	42,270	43,539	44,843	46,199
=	XPEN TOTAL PERSONNEL	194,059	188,107	206,042	206,845	212,933	219,285	225,802	232,518
	Operations								
	82110 MAILING & OUTBOUND SHIPPING SERVICES		46	200	200	200	200	200	200
	82130 VEHICLE LICENSES & TITLES		10	10	10	10	10	10	10
=	XTRC TOTAL TRANSPORTATION CHARGES		56	210	210	210	210	210	210
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	13		100		100	150	200	200
	82250 TESTING & PHYSICALS			100	80	100	100	100	100
=	XOPSV TOTAL OPERATING SERVICES	13	200	200	80	200	250	300	300
	82310 LEGAL NOTICES		500	500		500	500	500	500
+	82350 DUES FOR MEMBERSHIPS	1,368	2,226	1,700	2,030	1,565	1,580	1,605	1,620
	1 Chamber of Commerce	175							
	2 American Water Works Association (AWWA)	182		195	187	195	200	205	205
	3 American Society of Civil Engineers (ASCE)- Lifetime Membership 2014	230		245	500				
	4 American Public Works Association (APWA)	160		180	184	190	195	200	205
	5 International Transportation Engineers (ITE)	270		280	280	290	290	300	300
	6 National Society of Professional Engineers (NSPE)	250		266	258	265	265	270	275
	7 US Green Building Council (USGBC)			500	500	500	500	500	500
	8 Water Environment Federal (WEF)	108		115	121	125	130	130	136
	9 Various		1,566						
	* Amount missing from detail	13	663						
	82371 EMERGENCY RELIEF		1,190						
+	82390 PUBLICATIONS, NON-TRAINING	212	86	180	140	140	140	140	145
	1 Tennessee News paper	138		160	140	140	140	140	145
	* Amount missing from detail	74	86						
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,600	3,505	2,440	2,170	2,205	2,220	2,245	2,265
	82450 TELEPHONE SERVICE	765	(1,447)	840		850	850	850	850

2015 Budget - 11041305 CAPITAL INVESTMENT PLANNING
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Account	Label	Actual 2012	Actual 2013	Budget 2014	Estd 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2018
82455	CELLULAR TELEPHONE SERVICE	664	658	550	650	650	650	650	650
82470	INTERNET & RELATED SERVICES			250	250	250	250	250	250
=	XUTIL	1,429	(789)	1,640	900	1,750	1,750	1,750	1,750
82520	LEGAL SERVICES								
82560	CONSULTANT SERVICES			10,000	10,000	10,000	10,000	10,000	10,000
82599	OTHER CONTRACTUAL SERVICES	2,180							
=	XCTS	2,180		10,000	10,000	10,000	10,000	10,000	10,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	62	82	150	142	150	150	160	160
=	XRMSV	62	82	150	142	150	150	160	160
82810	REGISTRATIONS	1,125	820	2,700	2,550	3,000	3,250	2,660	2,660
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	144	290	500	200	500	500	500	500
82830	AIR TRAVEL	25	1,570	1,500	1,425	1,500	1,500	1,500	1,500
82840	LODGING	1,969	3,950	3,000	2,500	3,500	3,500	3,500	3,500
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	226		520	150	540	540	540	540
82890	OTHER TRAVEL EXPENSES	15	323	210	18	100	100	100	100
=	XPDT	3,494	6,853	8,430	6,843	9,140	9,390	8,800	8,800
83110	OFFICE SUPPLIES	775	915	900	775	900	900	790	790
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	70		100	150	50	50	50	50
83130	EMPLOYEE BENEVOLENCE ITEMS			100	50	100	100	100	100
+ 83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	111	212	450	700	620	620	620	620
1	Chamber Luncheons @ \$35.00 per meeting			420	350	420	420	420	420
2	Allowance for other meals			30	350	200	200	200	200
*	Amount missing from detail	111	212						
=	XOFS	958	1,127	1,450	1,875	1,670	1,670	1,590	1,590
83260	UNIFORMS PURCHASED			100	100	100	100	100	100
83299	OTHER OPERATING SUPPLIES			200	200	200	200	200	200
=	XOPS			300	300	300	300	300	300
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	940	850	800	850	900	920	920	920
=	XFUEL	940	850	800	850	900	920	920	920
83530	MACHINERY & EQUIPMENT (<\$25,000)	23							
+ 83540	COMPUTER HARDWARE (<\$25,000)	43		1,000	1,797	1,500	1,000	1,000	1,000
1	Laptop Computer for DP			1,000	1,100				
2	Various	1,724		697	697	1,500	1,000	1,000	1,000
*	Amount missing from detail	(1,679)							
+ 83550	COMPUTER SOFTWARE (<\$25,000)	19		280		1,200			
1	OnBase OCR Software			280		1,200			
*	Amount missing from detail	19							
=	XMEU	97		1,280	1,797	2,700	1,000	1,000	1,000
83620	EQUIPMENT PARTS & SUPPLIES		25						
=	XRMS		25						
85110	PROPERTY INSURANCE	1,096	260	776	746	783	822	864	907

2015 Budget - 11041305 CAPITAL INVESTMENT PLANNING
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Account	Label	Actual 2012	Actual 2013	Budget 2014	Est'd 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2018
85111	FRAUD INSURANCE		8						
85112	INLAND MARINE INSURANCE		116	36	6	6	7	7	7
85113	AUTO PHYSICAL DAMAGE LIABILITY INSURANCE		45		51	54	56	59	62
85115	E&O LIABILITY INSURANCE		220		284	298	313	329	345
85116	VEHICLE LIABILITY INSURANCE		171	179	168	176	185	194	204
85117	UMBRELLA LIABILITY		274		241	253	254	267	280
85119	SURETY/NOTARY BONDS		82	317					
85140	TOTAL PROPERTY & LIABILITY COSTS	50	1,176	1,358	1,496	1,620	1,687	1,770	1,855
+	STATE FEES	409	515						
1	DP State License (Due 6/2012; 6/2014; 6/2016; etc.)			550	550	400	550	400	550
2	DP State Privilege Tax			150	150	150	150	150	150
3	Various			400	400	400	400	400	400
	* Amount missing from detail								
85340	RECORDING & FILING FEES	400	645						
		51	274			220	220	220	220
=	TOTAL PERMITS	451	831	550	870	620	770	620	770
87510	REIMB OF INTERFUND SERVICES		(42,671)	(46,966)	(46,966)	(48,704)	(49,640)	(50,607)	(52,002)
=	TOTAL INTERFUND SERVICES REIMBURSEMENTS		(42,671)	(46,966)	(46,966)	(48,704)	(49,640)	(50,607)	(52,002)
=	TOTAL OPERATIONS	12,358	(28,955)	(18,178)	(19,633)	(17,239)	(19,323)	(20,972)	(22,112)
	Capital								
=	TOTAL EXPENDITURES	206,417	159,152	187,864	187,212	195,694	199,962	204,830	210,406