



City of Franklin, Tennessee
FY 2025 Operating Budget Request

Finance & Administration

Finance – Purchasing – Information Technology

Revenue Management – Municipal Court

Project & Facilities Management



City of Franklin, Tennessee - FY 2025 Budget Request

Program: Finance & Administration

Outline

- Finance
- Purchasing
- Information Technology
- Revenue Management & Municipal Court
- Project & Facilities Management



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Department Leadership

Kristine Brock, Assistant City Administrator/CFO

Mike Lowe, Comptroller

Michael Walters Young, Budget & Strategic Innovation Manager

Margaret Wilson, Financial Manager

Purpose of Department

The Finance department oversees the security and management of the City's financial interests. The department helps the City Administrator prepare, implement and monitor the City's annual operating and capital budgets. The department also plans and executes the issuance of short-term and long-term borrowing.



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Purpose of Department (con't)

The Finance department provides a variety of financial services for the City of Franklin. These include: (1) financial accounting and reporting, (2) budgeting and analytics, (3) investment of temporarily idle funds, (4) maintaining and reconciling City bank accounts, (5) issuing employee payroll, (6) issuing vendor payments, (7) internal audits, and (8) ensuring that the annual external financial audit is conducted.



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Accomplishments

- Received no audit findings from the FY 2022 audit
- With Administration, responded to federal transit review to clarify grant roles of City/Franklin Transit and transit services contractor, The TMA Group.
- Implemented required lease accounting and reporting for the 2022 annual report.
- With Police, updated billing & receipting for extra duty pay.
- With HR, updated internal controls for reviewing insurance coverage and budgeting and focused on documentation of financial processes to ensure the documentation of financial processes to ensure the documentation was in place and current.
- Continued to spearhead new Statewide performance measurement initiative - the Benchmarking Alliance of Tennessee.



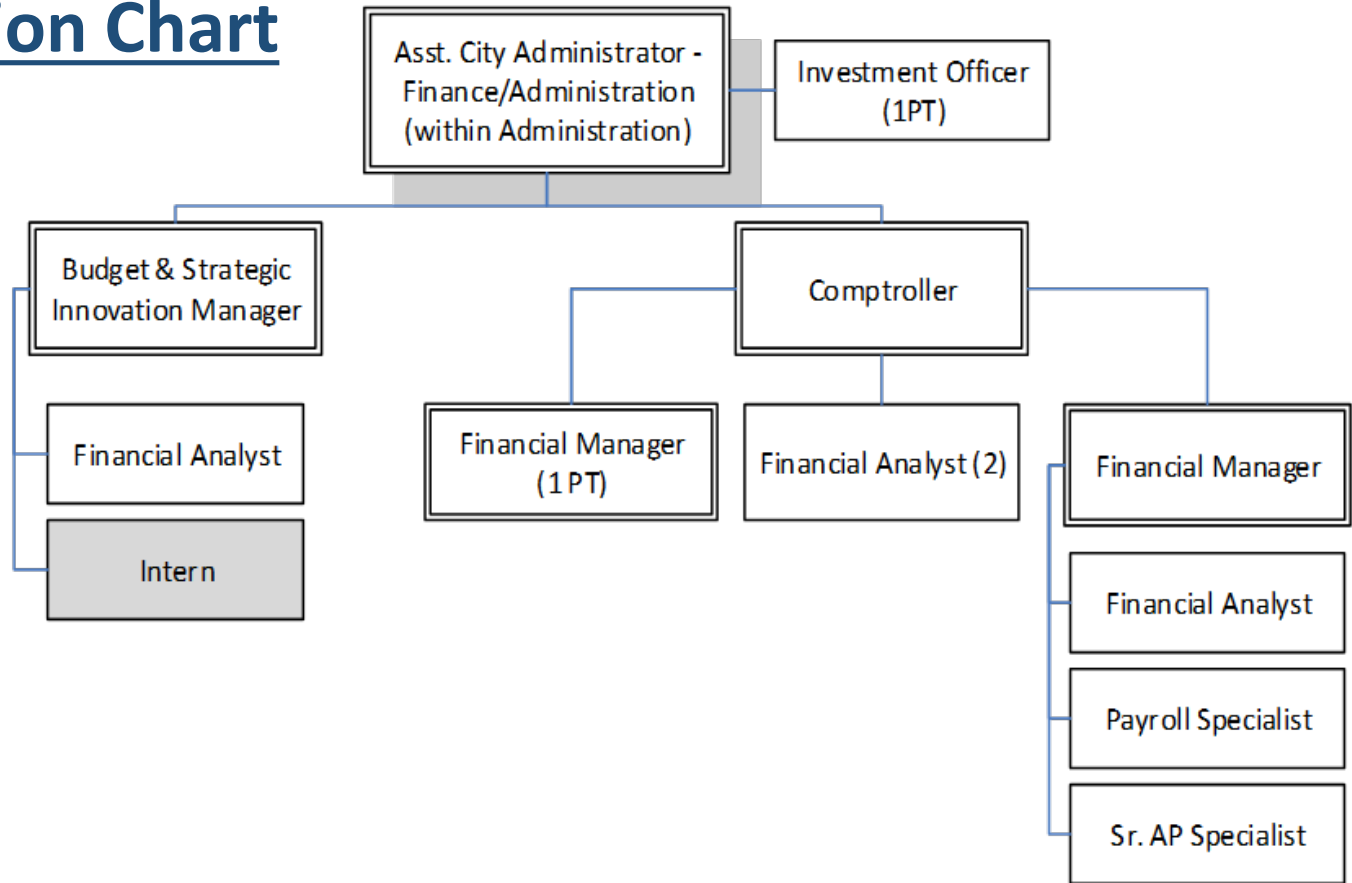
City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Accomplishments

- **With the City Administrator, hosted and mentored City's third Management Fellow.**
- **Spearheaded and successfully developed FY 2024 Annual Operating Budget.**
- **Implemented new budget software & performance management system.**
- **Continued update of City's ten-year Capital Investment Program Financial Model and provided staff support for ongoing City Hall Project.**
- **With Administration and Communications, provided staff support for the third Franklin Citizens Survey in late 2022.**
- **With Administration and HR, provided critical support for implementation of comprehensive increase in City's Compensation Plan in mid 2022.**

Organization Chart





City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Base Budget:

	2022 Actual	2023 Actual	2024		2025 Budget	2024 v. 2025	
			Budget	EOY		\$	%
Personnel	1,095,518	1,175,384	1,355,496	1,346,791	1,360,674	5,178	0.4%
Operations	35,507	58,641	-7,354	6,603	-76,582	-69,228	941.4%
Capital	0	0	0	0	0	0	0.0%
Total	1,131,025	1,234,025	1,348,142	1,353,394	1,284,092	-64,050	-4.8%

Personnel: Slight personnel cost increase in FY 2025 as a result of change in Medical Premiums and Retirement Benefit costs for Finance employees.

Operations: Overall, the Operations budget will decrease due to no scheduled equipment replacements and UKG Payroll having been implemented and ongoing cost expensed in the IT budget.



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Program Enhancement Requests

The department is requesting 1 program enhancement

- Lead Financial Analyst position	\$ 93,599
Total	\$ 93,599



City of Franklin, Tennessee - FY 2025 Budget Request

Finance

Summary

The Finance department is poised in FY 2025 to continue its role in supporting the various boards and departments of the City to deliver the high quality of services our citizens have come to expect. We are proud of our accomplishments and will look to build upon them in the upcoming year.

32nd Consecutive Year



13 Years



FY 2023 Audit

0

Audit Findings



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Department Leadership

Brian Wilcox, Purchasing Manager

Focus of Department

The City of Franklin divides the purchasing function into two broad categories:

- > that which pertains to the design and/or construction of new infrastructure and facilities; and**
- > that which does not.**

The Purchasing Office focuses its attention on the purchase of goods and services that do not pertain to new construction and leaves to the Engineering Department and the Facilities Office purchasing that does pertain to new construction.



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Mission of Department

The mission of the City of Franklin Purchasing Office is:

- > to support the City's end-user departments in the policy-compliant procurement of non-construction-related products and services so that the City may fulfill its mission;
- > to strive for the City to receive maximum value for every non-construction-related purchase of the City; and
- > to strive to preserve and enhance the public trust in the manner in which the City conducts its non-construction-related purchasing.



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Values, Principles of Public Procurement

As part of its vision to help create a world in which public procurement practitioners are highly regarded members of a respected professional order, NIGP – The Institute for Public Procurement has embarked on the development of Public Procurement Principles and Practices (represented by the 4-P logo to the right).



NIGP has identified three pillars by which six values of public procurement should be directed: *public trust*; *public service*; and *justice*.

The values, listed in alphabetical order, are: accountability; ethics; impartiality; professionalism; service; and transparency.

On March 13, 2012, the City of Franklin Board of Mayor and Aldermen adopted (by Resolution No. 2012-15) the Values and Guiding Principles of the Public Procurement Profession.



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Purchasing supports other departments by ...

> Helping the departments procure the products and services they need to achieve their mission and goals, including:

- Vehicles and off-road equipment

fire apparatus	police vehicles	dump trucks	refuse collection trucks
backhoes	front-end loaders	excavators	utility tractors
pick-up trucks	SUVs	sedans	grass mowers

- Technology

multifunction copiers	computer hardware
computer software	software support
user licenses	data storage



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Purchasing supports other departments by ...

> Helping the departments procure the products and services they need to achieve their mission and goals, including:

- Professional, consulting and other services

banking and other financial services	insurance and other risk management products and services	employee benefits
physical medical exam services	police and fire promotional process assessment services	grass mowing services
tennis instructional and programming services	skilled facility trades	fleet and field equipment repair services
emergency debris clearing and removal services	monitoring of emergency debris clearing and removal services	spill remediation services
water and wastewater sampling, testing and identification lab services	sanitary landfill disposal of biosolid sludge	document shredding services



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Purchasing supports other departments by ...

> Helping the departments procure the products and services they need to achieve their mission and goals, including:

- Facility and field equipment

vehicle exhaust extraction system	self-contained breathing apparatus
two-way radio hardware	traffic signal controllers and other hardware
wheeled roll-out containers for trash (black bins) and recycling (blue bins)	algae control equipment for the City's raw water reservoir
water meters and transceivers	cardiac monitors and defibrillators

- Supplies

road salt	pine straw mulch	office supplies
fleet parts and supplies	PVC pipe and ductile iron fittings	trees, vegetation and other landscaping supplies
water and wastewater treatment chemicals	UV lamps and accessories for effluent disinfection	thermoplastic for pavement marking



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Purchasing supports other departments by ...

- > Promoting and maintaining open lines of communication with designated representatives of each department

- > Identifying, describing and promoting the use of best purchasing practices to be followed by City departments

- > Representing the City at area vendor outreach events, and functioning as a centralized point of contact for suppliers, service providers and contractors that seek to do business with the City

- > In the field of public procurement:
 - Staying abreast of new laws and evolving best practices
 - Pursuing professional development
 - Promoting and supporting the profession



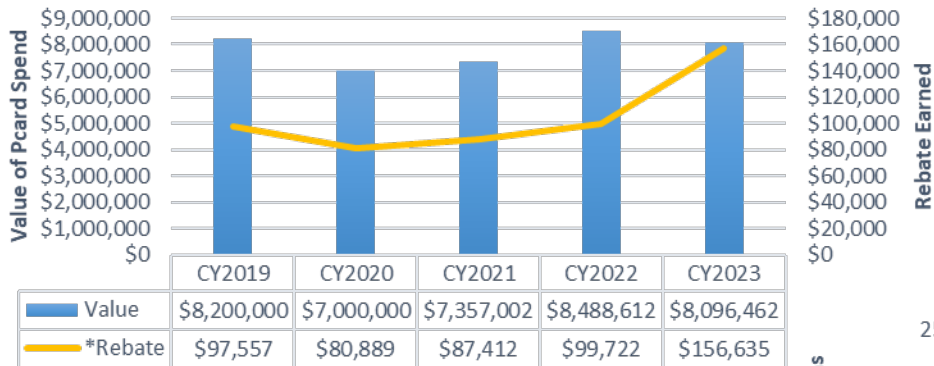
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Purchasing

Purchasing supports other departments by ...

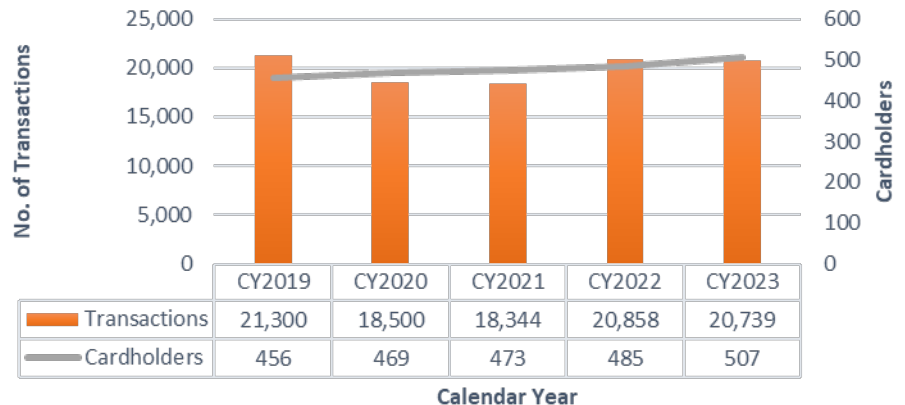
> Administering the City's purchasing card program

Purchasing Card Program



Calendar Year
* new rebate rate effective 12-7-2022

Purchasing Card Program



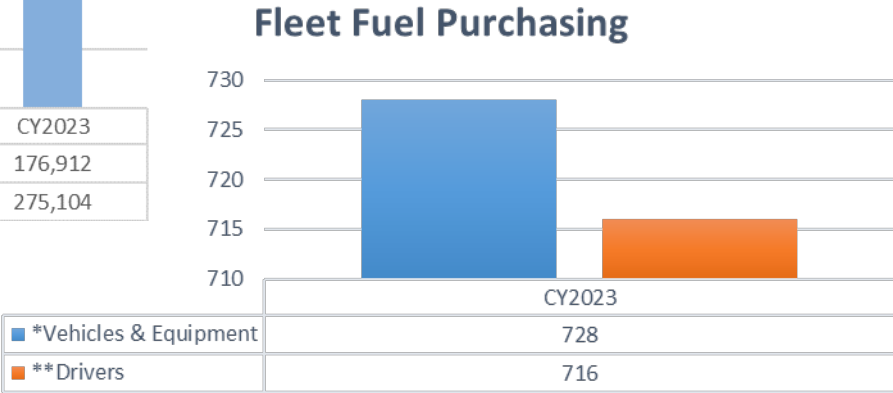
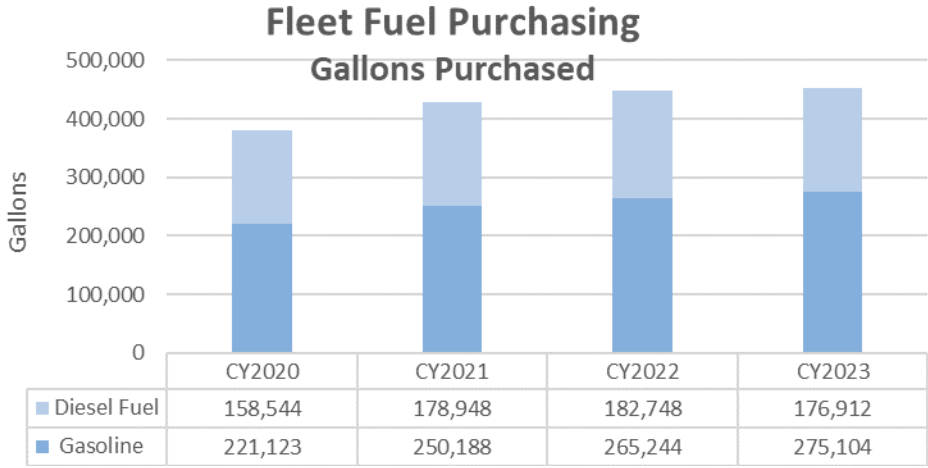


City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Purchasing supports other departments by ...

> Administering the acquisition of fuel for the City’s fleet of vehicles and equipment



* active fuel cards for City vehicles and pieces of equipment
 **driver IDs (a.k.a., PINs) for City employees



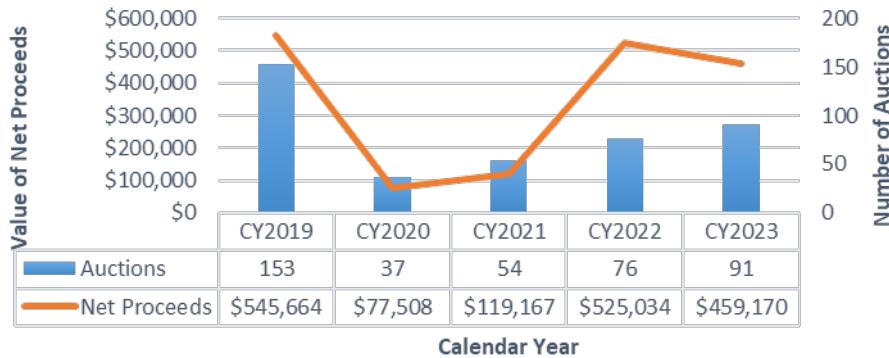
City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Purchasing supports other departments by ...

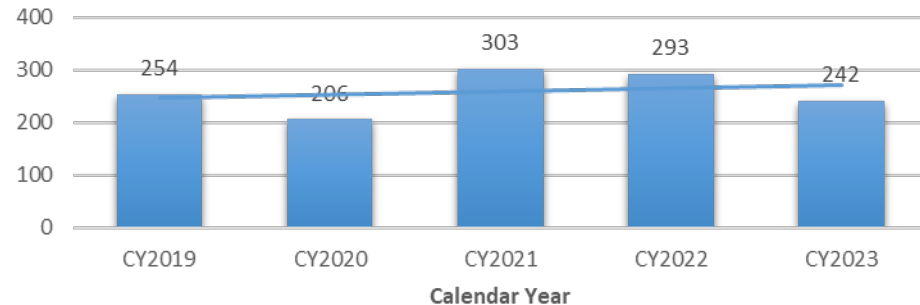
> Administering disposal of the City's surplus personal and seized property

Disposal of Surplus Personal and Seized Property



> Processing procurement requisitions

Number of Procurement Requisitions Processed*



*threshold for requisitions increased effective 7-12-2022

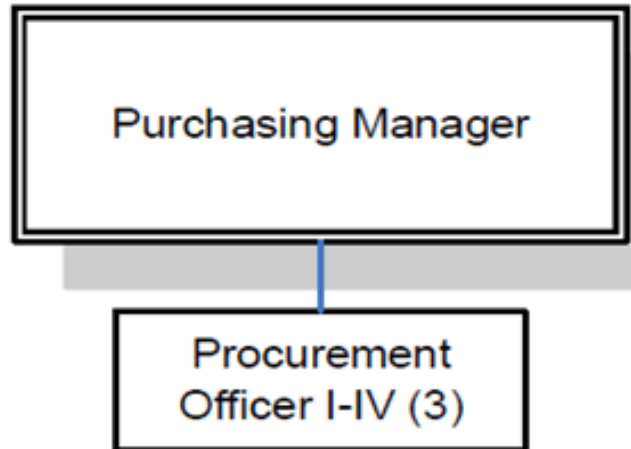
■ No. of Requisitions — Trend



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Organization Chart



Total Personnel 4:

Purchasing Manager (incumbent: Brian Wilcox, since 2004)

Procurement Officer IV (incumbent: Suzanne Ward, since 2012)

Procurement Officer II (incumbent: Leslie Pewitt, since 2018)

Procurement Officer I (incumbent: Tabitha Amstutz, since 2023)



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Base Budget:

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	349,960	432,093	439,999	440,627	449,149	9,150	2.1%
Operations	-32,643	-5,556	-28,187	-42,219	-43,192	-15,005	53.2%
Capital	0	85,618	0	0	0	0	0.0%
Total	317,318	512,155	411,811	398,408	405,957	-5,854	-1.4%

Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs for Purchasing employees.

Operations: The operations budget will decrease due implementation of new door locks budgeted in FY 2024 will not carry forward.



City of Franklin, Tennessee - FY 2025 Budget Request

Purchasing

Summary:

Public procurement is a team effort!

Each year, the Purchasing Office asks the City to observe the month of March as “Procurement Month” and Mayor Moore is kind enough to proclaim it so. Following is an excerpt from that proclamation:

WHEREAS, the procurement function for the City of Franklin is a team effort whereby its success depends upon the efforts, support and cooperation of the City’s elected and appointed officials, department heads, departmental purchasing agents, staff of the City’s Engineering, Facilities, Fleet, Law and Purchasing departments, the Tennessee Department of General Services Central Procurement Office, and the community of suppliers, service providers and contractors that seek to do business with the City.

On behalf of the Purchasing Office staff, thank you to each member of the team that strives to make public procurement successful for the City of Franklin!



City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Department Leadership

Jason Potts, Director

Brandi Arnett, Assistant Director

Purpose of Department

To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance city services. Information Technology (IT) is focused on providing professional and prompt service to our community by strengthening the City of Franklin's technology infrastructure and delivering innovative solutions that meet our city's needs and goals.



City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Accomplishments 2023

- **6,745 technology tickets worked.**
- **Microsoft Power BI built to display real-time dashboards to identify and improve work process.**
- **Deprecation and upgrade of (43) 2012R2 virtual servers the were end of life to the latest operating systems to support all city department applications.**
- **Implementation of next generation security solutions, practices, and architecture to enhance the organizations cyber security footprint.**
- **Multiple apps developed to support other departments workflows by our IS Developer.**



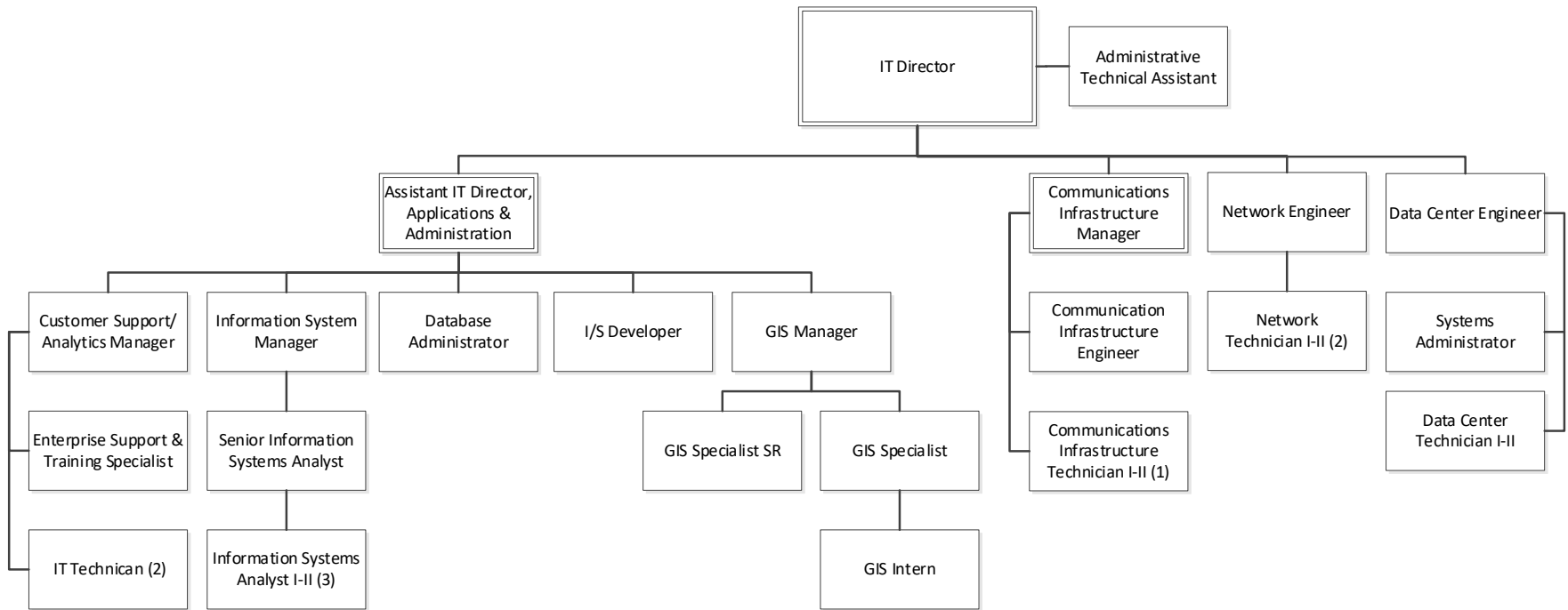
City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Accomplishments 2023

- **ESRI Special Achievement Award.** City of Franklin was chosen from over 100,000 organizations for a project completed to integrate portable radio locations into GIS map layers. This project was a joint effort between our own GIS, IS Developer, Communications, and Fire Department.
- **Implementation of an online portal payment option for citizens to make payment for extra duty for Police personnel.**
- **Scanning project completed for Engineering, Streets, Revenue Management, and phase 1 of our Planning Department.**
- **Implementation of redundant internet circuit with ISP to provide business continuity and communications in the event there is a failure with our primary ISP. Complex routing protocols were implemented to accomplish this task.**
- **Access control installed at all Fire Stations and the Water Reclamation Plant.**

Current Organization Chart





City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Base Budget

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,448,542	3,053,754	3,276,030	3,405,212	3,370,341	94,311	2.9%
Operations	1,600,440	2,113,370	2,191,488	2,100,492	2,609,221	417,733	19.1%
Capital	403,891	224,518	405,000	0	325,000	-80,000	-19.8%
Total	4,452,873	5,391,642	5,872,518	5,505,704	6,304,563	432,045	7.4%

Personnel: Slight increase due to assumed Medical Premiums and Retirement Benefit costs.

Operations: Increases due primarily to taking on additional software maintenance for department programs and inflationary adjustments of existing contracts.

Capital: Continued replacement of network hubs and cyber security.



City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Program Enhancement Requests

The department is requesting 6 program enhancements.

IS Developer I Position	\$ 69,434
Security SIEM (Security Information and Event Management)	\$ 75,000
Contracts Management Solution	\$ 50,000
EDGE Intelligence for Traffic Operations and Preemption	\$160,000
Electronic Access-Control Devices for the City's Stationary (remote dropship) fuel sites)	\$ 23,500
Managed Print Services (MPS) for Stand-Alone Printers	\$ 30,000
Total	\$363,922



City of Franklin, Tennessee - FY 2025 Budget Request

Information Technology

Summary

We appreciate the Board of Mayor and Aldermen, the City Administrator, and our ACAs for your support to our department and the trust given to us to provide solid technology solutions to enhance the operating efficiency of all city departments.

Upcoming Forecast for FY25:

- LPR Grant Project completion, this includes 34 cameras at 17 intersections.**
- Implementation of new City Court Solution with online payment option for citizens.**
- IT Project tracking solution for reporting timelines, project status, and future decision making.**
- Contract Management Solution Project.**

Thank you all for your time. Jason & Brandi



City of Franklin, Tennessee - FY 2025 Budget Request

Revenue Management

Department Leadership

Jessica Davey, Revenue & Licensing Manager

Purpose of Department

The Revenue Management department performs billing services, collection services, and provides customer service for the City of Franklin Utility Department (water and wastewater), Stormwater Division, and the Sanitation & Environmental Services Department. The department collects and processes business taxes, alcohol taxes, state shared taxes, and hotel/motel taxes. In addition, Revenue Management processes numerous permits for our citizens.

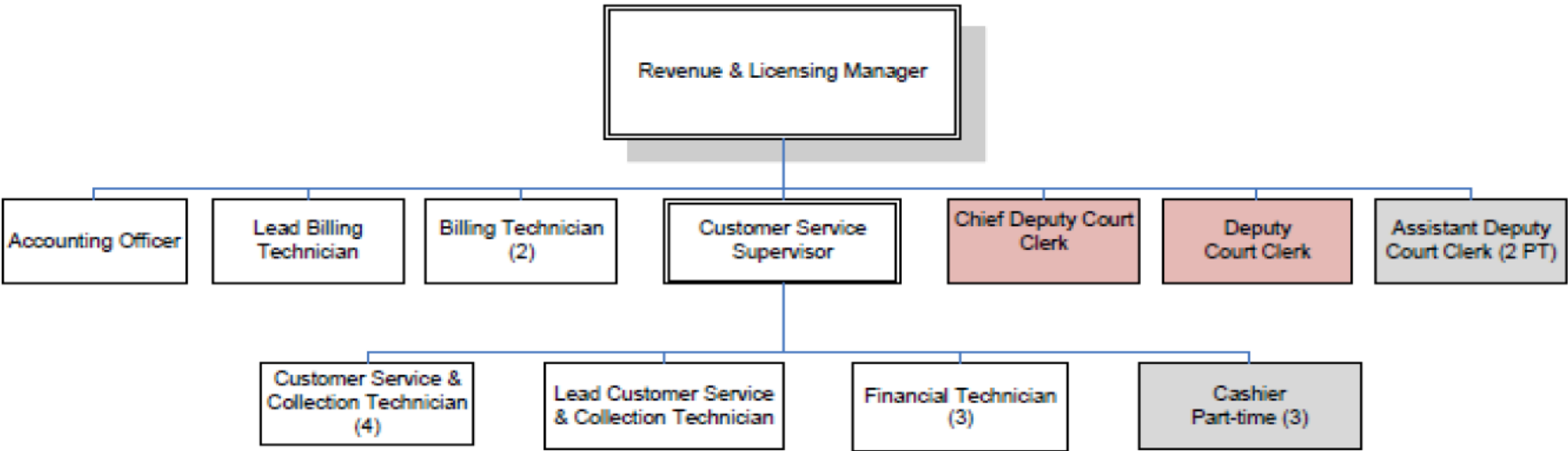


City of Franklin, Tennessee - FY 2025 Budget Request

Revenue Management

Organization Chart

Revenue Management: Shaded in White





City of Franklin, Tennessee - FY 2025 Budget Request

Revenue Management

Base Budget

	2022 Actual	2023 Actual	2024		2025 Budget	2024 v. 2025	
			Budget	EOY		\$	%
Personnel	1,117,777	1,321,113	1,417,283	1,419,786	1,457,624	40,341	2.8%
Operations	-931,017	-411,067	-897,132	-919,668	-980,407	-83,275	9.3%
Capital	0	0	0	0	0	0	0.0%
Total	186,760	910,046	520,151	500,118	477,217	-42,934	-8.3%

Personnel: We currently have budgeted 14 full-time and 2 part-time employees. This year we hired and trained 2 full-time employees and we are fully staffed! In this year’s budget we are not requesting any changes to personnel.

Operations: Costs are decreasing as the Interfund Transfers are set to increase. This will be reviewed and amended for the May budget submission.

With Interfund Transfers	Without Interfund Transfers
FY 2024: (\$897,132)	FY 2024: \$569,425
FY 2025: (\$980,407)	FY 2025: \$559,477



City of Franklin, Tennessee - FY 2025 Budget Request

Revenue Management

Program Enhancement Request:

1) Hotel/Motel Occupancy Tax Audit \$35,000

Purpose: Historically, the City of Franklin has partnered with Williamson County government to perform a hotel/motel occupancy tax audit every few years. The last audit was performed in 2018. This audit would be coordinated by Williamson County and their Commission will select the auditor. This request is to appropriate funding for our share of the expense for the audit of hotels located within our jurisdiction. Should this request go unfunded, the City could potentially miss collecting outstanding occupancy tax revenue discovered during the audit. If approved, funding should be allocated to Fund 150 - Hotel/Motel tax.



City of Franklin, Tennessee - FY 2025 Budget Request

Revenue Management

Summary

Revenue Management implemented a new bill printing system, InfoSend, in FY2024. The team is excited about the new features that have allowed us to better serve our customers. Not only is the new program more modern, but it is more efficient. Revenue Management looks forward to another year providing our customers with exceptional service and continuing to look for ways to be innovative.



City of Franklin, Tennessee - FY 2025 Budget Request

City Court

Department Leadership

Jessica Davey, City Court Clerk

Purpose of Department

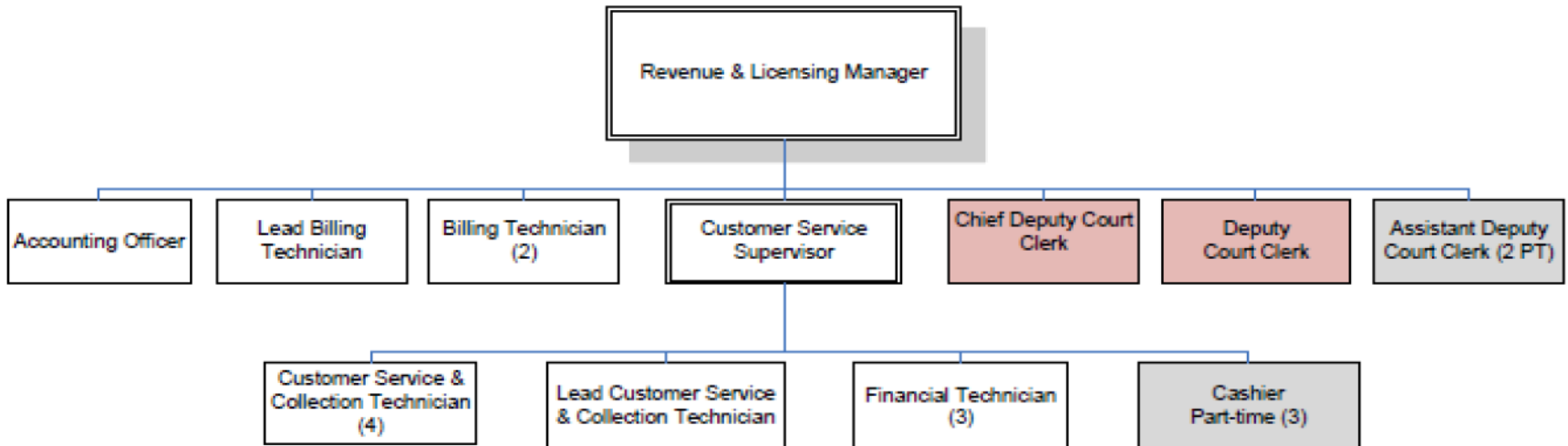
Our mission is to effectively, efficiently, and accurately process City ordinance violations, to create and sustain customer-oriented quality service that provides maximum access to the court, and to promote public confidence in the court system.

Our vision is to provide those appearing and practicing before the court with fair, efficient, and expeditious means of proceeding with their business. We achieve our vision with competent, professional employees, continuing advancements in technology, and process improvement measures.

Jessica Borne continues to serve as City Court Judge for the second year.

Organization Chart

City Court Shaded in Red





City of Franklin, Tennessee - FY 2025 Budget Request

City Court

Base Budget

	2022 Actual	2023 Actual	2024		2025 Budget	2024 v. 2025	
			Budget	EOY		\$	%
Personnel	210,000	236,268	252,674	260,077	266,441	13,767	5.4%
Operations	39,765	32,378	334,212	318,018	54,514	-279,698	-83.7%
Capital	0	0	0	0	0	0	0.0%
Total	249,765	268,646	586,885	578,095	320,955	-265,930	-45.3%

Personnel: We currently have budgeted 2 full-time and 1 part-time employees. In this year's budget we are requesting to reclass one position. Increase due to medical premiums.

Operations: Large decrease result of implementation of purchase new Court reporting software (\$287,698 total cost) - should be complete in FY 2024.



City of Franklin, Tennessee - FY 2025 Budget Request

City Court

Slide 39

Program Enhancement Request:

1) Reclass Chief Deputy Court Clerk (Grade G to Grade H) \$9,457

Purpose: To acknowledge the leadership of the Chief Deputy position and to enhance this position with supervisory duties.

- The Chief Deputy currently provides all technical training, coordinates with the Court Clerk to develop and implement new procedures, and serves as liaison to the numerous departments.**
- Addition of supervisory duties would empower the Chief Deputy to make and adjust staff schedules, provide direct feedback, training, or counseling to court staff as needed, and serve as back-up to the Court Clerk.**
- Allow for Chief Deputy to be co-project manager for new case management software implementation scheduled to begin soon.**



City of Franklin, Tennessee - FY 2025 Budget Request

City Court

Slide 40

Summary

City Court plans to implement new technology upgrades this year. While these enhancements will improve efficiency and customer service in many ways, a primary goal is to offer online citation payment for our defendants. The team will continue to review processes and look for ways to streamline and improve productivity.



City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Department Leadership

Brad Wilson

Purpose of Department

Facilities Management mission is to consistently deliver effective programs and efficient facility services based on sustainable and collaborative outcomes aligned with the City of Franklin's core mission.

The COF Facilities Maintenance Department works to maintain the safety and cohesiveness regarding infrastructure for both staff and guest regarding all City Facilities.



City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Accomplishments

Some of the items that we completed this budget year are the following:

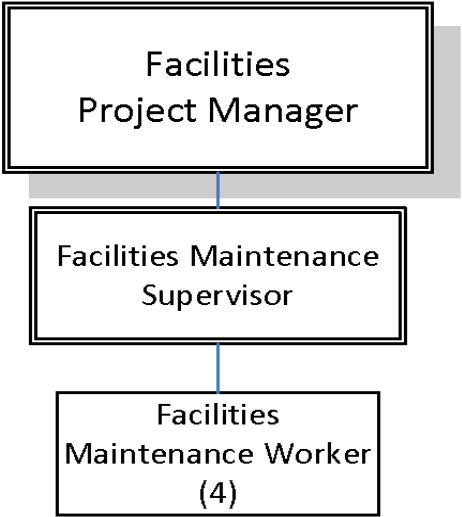
- New LED lighting systems at the PW Water Management Warehouse
- Completion of Fire Station 4 Kitchen Remodel
- Miscellaneous Roofing Projects Multiple Sites
- Installation of infrastructure at Sanitation and Environmental Services for the NEW Compactor unit located at the Transfer Station
- Weatherproofing of Second Parking Garage Deck Structure
- Roof replacement at Fire Station 5



City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Organization Chart



Position	Pay Grade	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	J	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	G	1	0	1	0	1	0	1	0	1	0
Lead Facilities Maintenance Worker	E	0	0	0	0	1	0	0	0	0	0
Facilities Maintenance Worker	D	3	0	3	0	2	0	4	0	4	0
Custodian	D	2	0	1	0	1	0	0	0	0	0
Totals		7	0	6	0	6	0	6	0	6	0



City of Franklin, Tennessee - FY 2025 Budget Request

Project and Facilities Management

Base Budget

	2022	2023	2024		2025	2024 v. 2025	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	496,050	531,800	549,425	632,078	647,257	97,832	17.8%
Operations	1,110,687	1,943,628	956,349	1,074,542	1,044,751	88,402	9.2%
Capital	0	0	0	0	0	0	0.0%
Total	1,606,737	2,475,428	1,505,774	1,706,620	1,692,008	186,234	12.4%

Personnel: Increase due to benefit elections & forecast medical premium cost.

Operations: With rising cost over the last few years this year’s budget will reflect changes that we see due to utilities, vendor increases, and additional facilities the department is maintaining. Challenges arise regarding about everything we purchase show due to increases petroleum, labor and inflation cost. We work with our supply chain vendors regarding purchases that we make and look for other suppliers as we can. Some of our current vendors continue to work with us and have not presented a price increase this past year. We purchase items for Fire Facilities, PD, Public Works, City Hall and misc. departments. We also handle all of the labor cost for departments as mentioned. This year's budget will reflect a higher change in multiple areas from utilities to everyday items to housekeeping type repairs needed at City facilities. We as other departments work hard to control spending as best, we can.



City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Program Enhancement Requests

The following are the Enhancement Requests for Facilities in order:

1) Painting Exterior of Five Points	\$ 14,000
2) Replace Interior Lights PD at Interior Stairs	\$ 14,000
3) Replace Bay Doors Station 4	\$ 178,000
4) Replace Station 4 Exterior Windows	\$ 18,500
5) Station 5 Restroom Remodel	\$ 35,000
6) Replace Roof Station 6	\$ 300,000
7) Upgrades to Waste Water Locker Rm	\$ 70,000
Total	\$ 664,500



City of Franklin, Tennessee - FY 2025 Budget Request

Projects and Facilities Management

Summary

In summary it is always our intention to keep our budget as close to the prior year as possible. With rising vendor supply cost and inflation over the last few years this years budget definitely reflects changes. Challenges will continue to arise within facilities regarding cost impacts that we cannot control based on contracts, materials and today's marketplace. Facilities continues to replace when needed older appliances regarding lighting etc. with energy saving devices. We continue when needed or able at our older facilities made a significant amount of lighting changes throughout. Current COF building infrastructures such as PD with lighting, Fire Station 6 roofing and stonework along with and other halls are starting to require more work regarding protection from the elements of weather etc. As always and stated in the past we will continue to take the funds provided and use them in the very wisest way possible while working to save funds however and wherever possible.

My Thanks to the Board of Mayor and Aldermen along with City Administration.