



*City of Franklin, Tennessee*  
**FY 2025 Operating Budget Request**

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# Government & Management

Elected Officials – Administration - Human Resources  
Communications - Law



# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Program: Governance & Management

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### Outline

- Law
- Communications
- Elected Officials
- Administration
- Human Resources\*



*\*To be presented on February 15th*



# *City of Franklin, Tennessee*

## **FY 2025 Operating Budget Request**

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# LAW DEPARTMENT

Shauna R. Billingsley, City Attorney

The Law Department serves the City of Franklin's elected and appointed officials and staff by providing consistent, effective, and informed legal advice and representation.





# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Law Department

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## Purpose of Law Department

Pursuant to Franklin Municipal Code, Title 1, Chapter 7, the Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other City officials. These duties include:

- 1) to direct professional and other employees in the Law Department in the provision of legal services to the City;
- 2) to supervise preparation and review of contracts, deeds, bonds, ordinances, resolutions, real estate transactions and agreements for the City by rendering opinions relative to substance, form, and propriety of such documents;
- 3) to attend and provide legal counsel to Board of Mayor and Aldermen meetings and committee meetings as may be required;
- 4) to direct the management of all litigation in which the City is a party or is interested, including the functions of prosecuting attorney in City Court appeals;
- 5) to apply in the name of the City for injunctive or other extraordinary relief as authorized by law;
- 6) to assist in development of administrative policies, rules, and regulations;
- 7) to represent the City in legal issues at administrative hearings, in meetings with government officials, and in professional educational organizations; and
- 8) to recommend and arrange for retention of special counsel in cases involving extensive or specialized litigation.



# City of Franklin, Tennessee - FY 2025 Budget Request

## Law Department

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### Accomplishments of Law Department

\*The Law department now has one full fiscal year in the new software, which allows us to accurately track and report individual tasks as well as overall matters.

Number of ordinances drafted/reviewed.	56
Number of resolutions drafted/reviewed.	97
Number of contracts drafted/reviewed.	401
Total number of litigation cases opened.	171
Total number of litigation cases closed.	156
Number of tasks created.	*4388
Number of tasks completed.	*4006

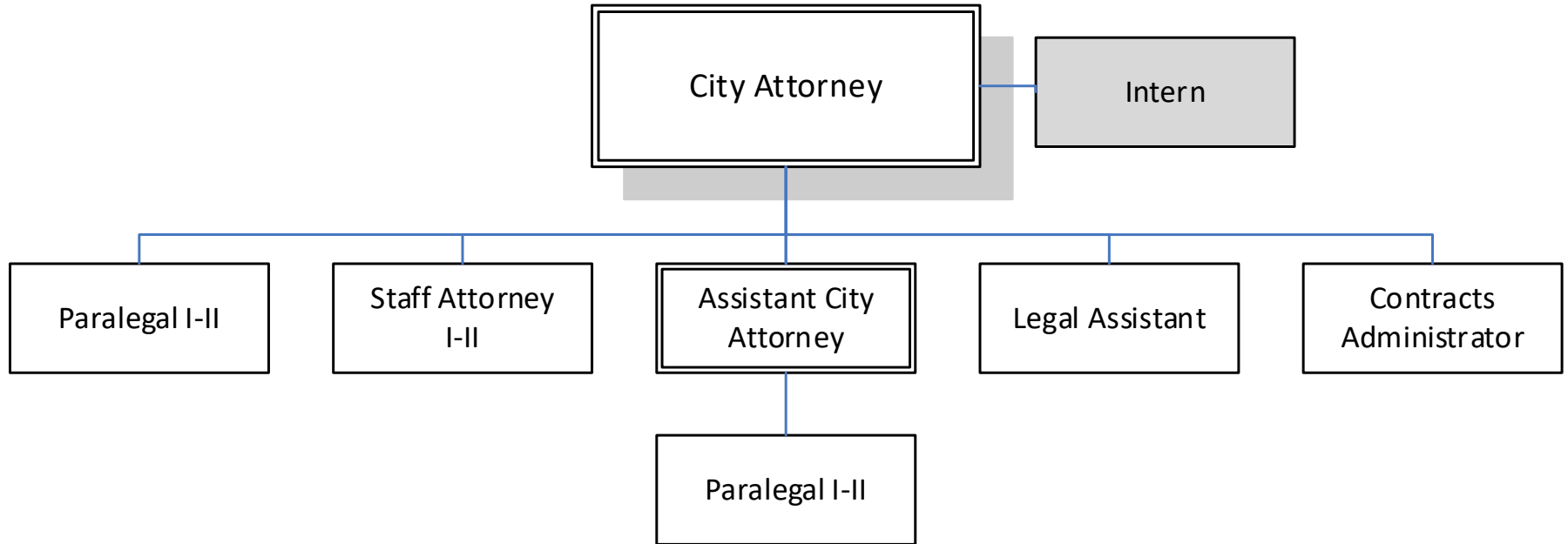


# City of Franklin, Tennessee - FY 2025 Budget Request

## Law Department

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### Organizational Chart





# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Law Department

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### Base Budget Request: Personnel

**FY 2024 Budget: \$839,076**

**FY 2025 Budget: \$952,635**

**Difference: \$113,559 or 13.5% increase**

The Law Department currently consists of 7 positions:

Shauna Billingsley, City Attorney

Bill Squires, Assistant City Attorney

Blake Harper, Staff Attorney

Tabitha Langley, Paralegal

Stephanie Veillette, Paralegal

(vacant), Contracts Administrator (transferred from Administration)

AmySue Benker, Legal Assistant

There are no additional requests for personnel.





# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Law Department

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### Base Budget Request: Operations

**FY 2024 Budget: \$98,139 (net – w/o Interfund Transfers \$295,094)**

**FY 2025 Budget: \$107,059 (net – w/o Interfund Transfers \$309,922)**

**Difference: \$8,920 or 8.1% Increase**

**The Law Department is tasked with providing training to elected and appointed officials and City staff.**

**The Attorneys are required to obtain hours of continuing education annually. Further, in order to be up to date with current law, the Attorneys attend seminars and conferences directly related to the practice of municipal law. The paralegals also attend conferences to obtain education hours.**

**The Budget contains a line item for consultant services, which is used generally for the City's lobbyists as well as a line item for legal services, if needed. The Law Department also pays for any transcriptions needed throughout the City.**



# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Law Department

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## Summary

**The Law Department appreciates your careful consideration of this budget proposal.**



# *City of Franklin, Tennessee*

## **FY 2025 Operating Budget Request**

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# Communications Division

Milissa Reierson



# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Communications

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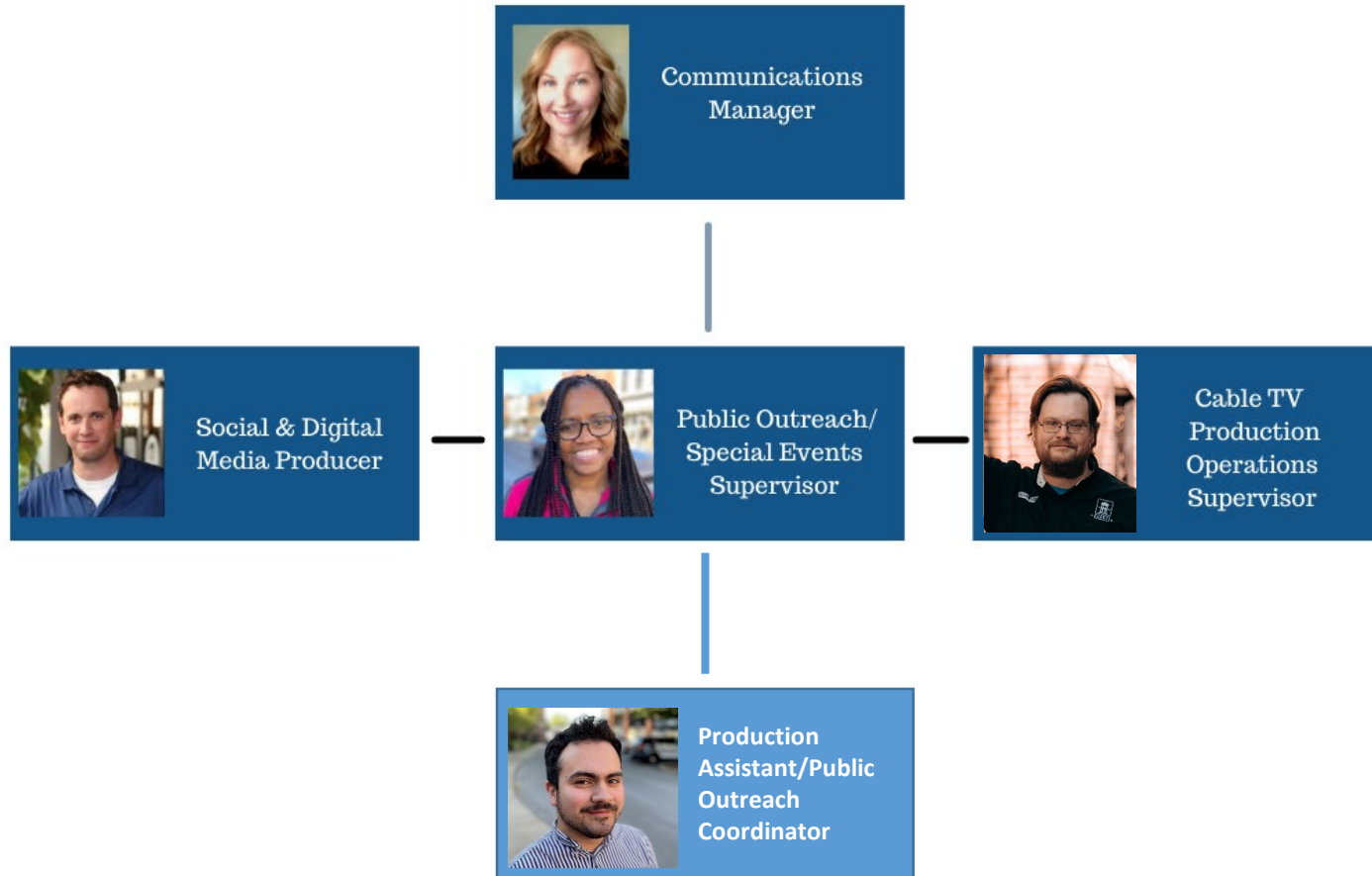
### Purpose of Department

The Communications Division was created in December 2008 to develop internal and external communications and citizen participation initiatives. The Division also handles all media relations for the City and manages the City's Government Access Channel, Franklin TV and all social media.



# City of Franklin, Tennessee - FY 2025 Budget Request Communications

## Organization Chart





# *City of Franklin, Tennessee* - FY 2025 Budget Request Communications

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## Base Budget Request: Personnel

**FY2024 Budget: \$572,272**

**FY2025 Budget Request: \$593,487**

**Difference: \$21,215 or 3.7% Increase**

**Increase attributable to forecasted higher medical premiums.**



# *City of Franklin, Tennessee* - FY 2025 Budget Request Communications

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## Base Budget Request: Operations

**FY2024 Budget: \$42,087**

**FY2025 Budget Request: \$49,593**

**Difference: \$7,506 or 17.8% increase**

**Increase attributable to inflationary increases.**

***Note: Operations budget shown is NET of Interfund Transfer amount. Without transfer, Gross operations for FY 2025 forecast at \$175,945.***



# *City of Franklin, Tennessee* - FY 2025 Budget Request **Communications**

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## Summary

### **We had many accomplishments in 2023:**

Assisted Planning with many social media surveys new city hall  
Worked with the community on the first Hanukkah Menorah Lighting event  
Produced a very successful Tree Lighting event with an estimated 15,000 attendees  
Produced a successful State of the City event featuring the voice of the Tennessee Titans.  
Assisted the Police Department while in transition with PIO retirement  
Worked with the Water Department to educate about the Water Purification Demo Facility  
Partnered with the Gary Sinise Foundation to have the Lt. Dan Band play at Family Day at The Park at Harlinsdale Farm  
Partnered with the Parks Department on many projects including the bridge at Harlinsdale, Bicentennial Park, Inclusive Playground  
Helped to promote Best Workplace Award and Voice of the People  
Worked on a fall safety campaign with Franklin Fire  
32 special events, 7 public expression events and 6 film permits issued





# *City of Franklin, Tennessee* - FY 2025 Budget Request **Communications**

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## Summary

### **On the horizon for 2024:**

Continuing to promote the many Parks projects

Ribbon Cutting for Water Reclamation Plant

Celebrating Harlinsdale Park's 20<sup>th</sup> Birthday

Celebrating Franklin's 225 Birthday at Family Day-Concert along with activities

Updating Franklin History Book with last 25 years

Collaborate with Police Department on new Recruit video

Government Social Media Conference



# *City of Franklin, Tennessee*

## **FY 2025 Operating Budget Request**

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# Elected Officials & Administration

Dr. Ken Moore, Mayor

Eric Stuckey, City Administrator

Angie Skarp, City Recorder



# *City of Franklin, Tennessee* - FY 2025 Budget Request Elected Officials and Administration

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## Outline

- Elected Officials Division
- Administration Division
- Organization Chart
- Base Budget Request
  - Personnel
  - Operations
- Summary



# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Elected Officials

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### Purpose of Department

The City of Franklin is governed by its elected officials, the Board of Mayor and Aldermen. The Board



is comprised of the Mayor and eight Aldermen. Four aldermen are elected from the four political divisions of the City called wards; four are elected at-large. This governing board is responsible for deciding on the city's policies and procedures by passing Resolutions, Ordinances and the Municipal Code.

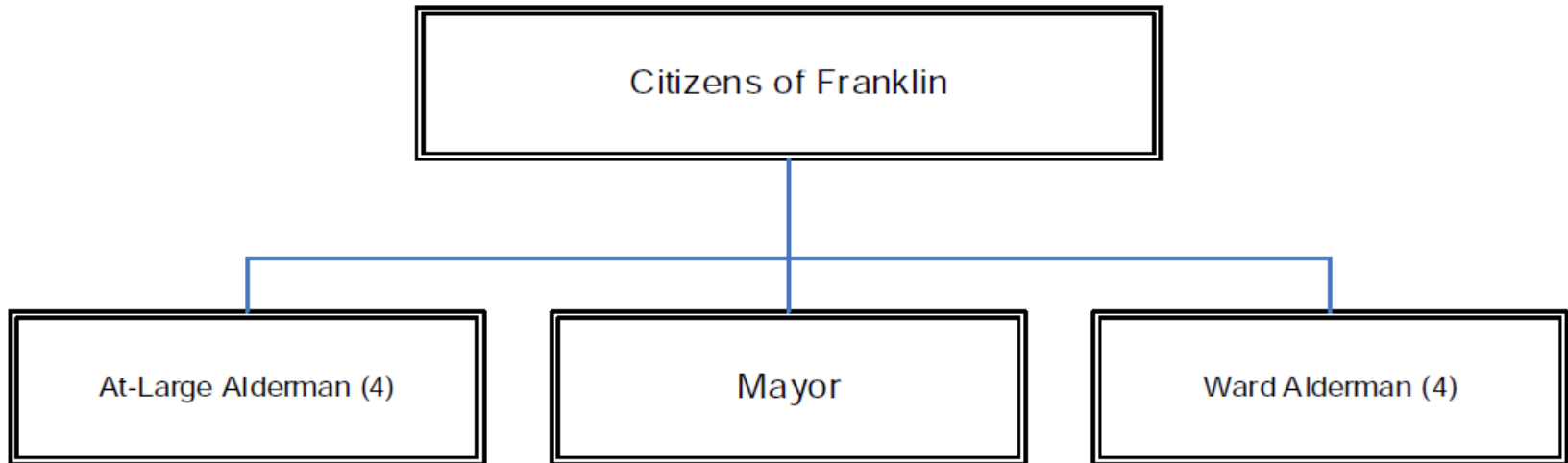


# City of Franklin, Tennessee - FY 2025 Budget Request

## Elected Officials

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### Organization Chart





# City of Franklin, Tennessee - FY 2025 Budget Request

## Elected Officials

### Base Budget

#### Budget Summary

	2022 Actual	2023 Actual	2024		2025 Budget	2024 vs. 2025	
			Budget	EOY		\$	%
<b>Personnel</b>	256,864	254,666	264,047	285,144	300,188	36,141	13.7%
<b>Operations</b>	136,751	53,017	164,151	176,590	100,945	-63,206	-38.5%
<b>Capital</b>	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>393,615</b>	<b>307,683</b>	<b>428,198</b>	<b>461,734</b>	<b>401,133</b>	<b>-27,065</b>	<b>-6.3%</b>

**Elected Officials budget decreasing in FY 2025 because of no municipal election. Personnel increases attributable to forecast higher medical premiums.**



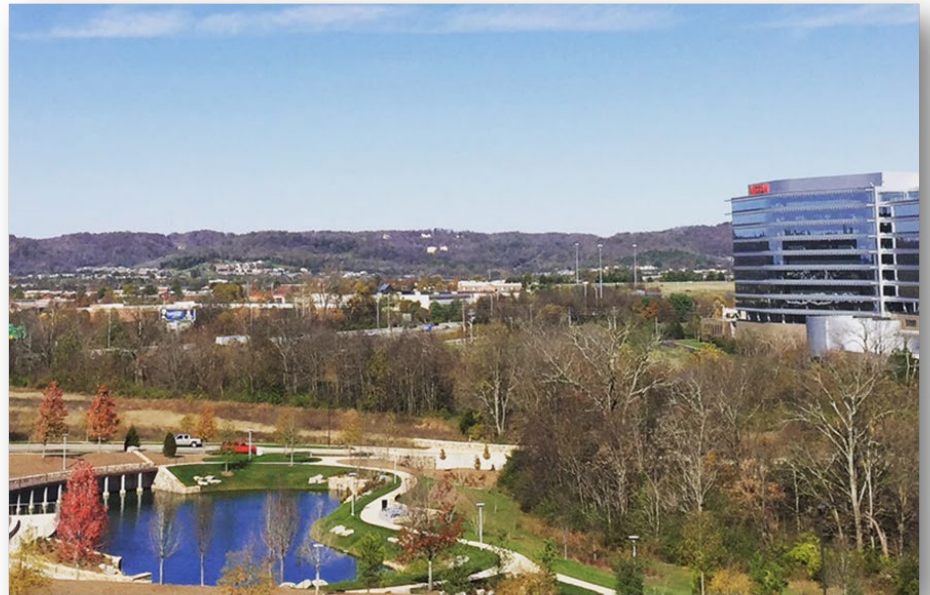
# *City of Franklin, Tennessee* - FY 2025 Budget Request

## Elected Officials

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## Summary

**Continued work on plans for a new City Hall, an updated Capital Improvements Plan and other various projects will allow for the Board with its new members to cast their vision for the community while planning for the future.**





# *City of Franklin, Tennessee* - FY 2025 Budget Request Administration

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## Purpose of Department – Administration

**The Administration Office handles the general administration of the City and executes the policies and objectives of the Board of Mayor and Aldermen.**

**In addition to overseeing the day to day operations of the City, the City Administrator works closely with the Board and professional staff to chart the strategic direction of the City.**

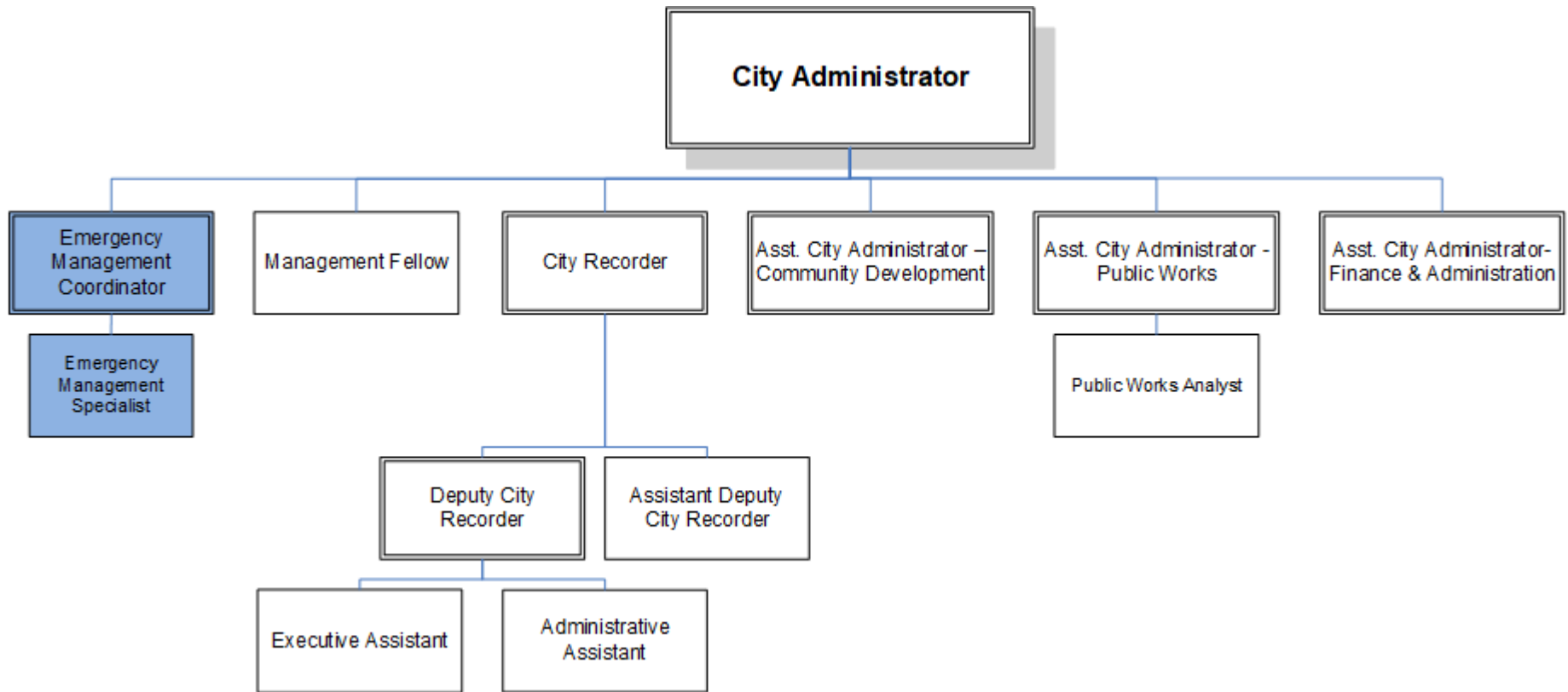






# City of Franklin, Tennessee - FY 2025 Budget Request Administration

## Current Organization Chart





# City of Franklin, Tennessee - FY 2025 Budget Request Administration

## Base Budget

### Budget Summary

	2022 Actual	2023 Actual	2024		2025 Budget	2024 v. 2025	
			Budget	EOY		\$	%
<b>Personnel</b>	1,652,994	1,796,337	1,808,916	1,744,830	1,701,251	-107,665	-6.0%
<b>Operations</b>	-60,962	8,389	-131,275	-106,995	-134,806	-3,531	2.7%
<b>Capital</b>	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>1,592,032</b>	<b>1,804,726</b>	<b>1,677,641</b>	<b>1,637,835</b>	<b>1,566,446</b>	<b>-111,196</b>	<b>-6.6%</b>

**Decrease attributable to movement of Contracts Administrator to the Law Department.**

***Note: Operations budget shown is NET of Interfund Transfer amount. Without transfer, Gross operations for FY 2025 forecast at \$271,390.***



# *City of Franklin, Tennessee* - FY 2025 Budget Request Administration

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## Summary

**The Administration team will continue to support the Elected Officials and the City organization in daily operations, strategic management and leadership.**

**Our City team will continue to operate focused on our five key principles:**

*Excellence – Innovation – Teamwork  
Integrity – Action-oriented*

