

ORDINANCE 2024-24

AN ORDINANCE TO ADD A NEW CHAPTER 11 TO TITLE 5 OF THE FRANKLIN MUNICIPAL CODE TO CREATE A BILLING AND LICENSING DEPARTMENT AND AN OFFICE OF THE BILLING AND LICENSING DIRECTOR.

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to create a Billing and Licensing Department, required by Article V, Section 5 of the Charter for the City of Franklin, Tennessee to be created by ordinance; and

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to create the Billing and Licensing Director position within the Billing and Licensing Department as a department head, in accordance with Article VII, Sections 1 and 5 of the Charter; and

WHEREAS, the Board of Mayor and Aldermen find that this action to be in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF FRANKLIN BOARD OF MAYOR AND ALDERMEN, that the following new Chapter 11 be added to Title 5 of the Franklin Municipal Code as follows:

SECTION I.

TITLE 5

MUNICIPAL FINANCE AND TAXATION

CHAPTER 11

BILLING AND LICENSING DEPARTMENT

11-101. Establishment of the Billing and Licensing Department. There is hereby created the Billing and Licensing department of the City. This department shall consist of the Billing and Licensing Director and such other officers and employees as may be provided by the Board of Mayor and Aldermen. The Billing and Licensing Department shall be supported by appropriations by the Board of Mayor and Aldermen from both the general funds of the City and from special project funds as appropriate.

11-102. Office of the Billing and Licensing Director. There is hereby established the office of the Billing and Licensing Director who shall be appointed by the City Administrator. The Billing and Licensing Director shall have control and supervision over all employees assigned to the Billing and Licensing Department, subject to the supervision of the City Administrator. The office of the Billing and Licensing Director shall be a full-time salaried position and the Billing and Licensing Director shall be paid a salary in an amount approved by the board.

11-103. Duties and responsibilities. The Billing and Licensing Director shall have the following duties and responsibilities:

- (1) To direct professional and other employees in the Billing and Licensing Department;

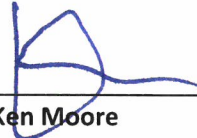
- (2) To provide for the timely collection and deposits of all utility account funds for the City as well as overseeing the recording, depositing, and auditing of all taxes, fees, utility payments, and miscellaneous receipts of the City;
- (3) To direct the business license administration and facilities tax and licensing compliance for the City;
- (4) To serve as administrative liaison to the Beer Board, attending board meetings, and overseeing the beer permitting administration for the City;
- (5) To serve as Clerk of the City Court as defined in Title 3, Chapter 2, Section 206 of the Franklin Municipal Code;
- (6) To assist in the development of financial policies, rules and regulations;
- (7) To prepare budgets;
- (8) To serve as the final escalation point for customer grievances within the department;
- (9) To perform other related duties as required.

SECTION II. BE IT FINALLY ORDAINED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that this Ordinance shall take effect from and after its passage on second and final reading, the health, safety, and welfare of the citizens of Franklin, Tennessee, requiring it.

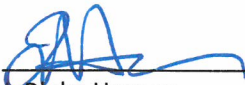
ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: 
Angie Skarp
 City Recorder

By: 
Dr. Ken Moore
 Mayor

Approved as to form by:


J. Blake Harper
 Staff Attorney

PASSED FIRST READING

6/11/24, 8-0

PASSED SECOND READING:

6/25/24, 8-0