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**MEETING MINUTES**  
**BUDGET & FINANCE COMMITTEE**  
**CITY OF FRANKLIN, TENNESSEE**  
**CITY HALL BOARDROOM**  
**WEDNESDAY, DECEMBER 16, 2010 @ 5:00 P.M.**

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**Committee Members**

Alderman Ann Petersen, Chair P  
Alderman Ken Moore, Vice Chair P  
Alderman Beverly Burger P  
Alderman Michael Skinner P

**Other Attendees**

Eric Stuckey, City Administrator P  
Russell Truell, ACA Finance & Administration P  
Mike Lowe, Controller P  
Becky Caldwell, Solid Waste Director P  
Mark Hilty, Water Management Director P  
Brian Wilcox, Purchasing Manager P  
Mayor John Schroer P  
Alderman Clyde Barnhill P  
Alderman Margaret Martin P  
Linda Fulwider, Board Recording Secretary P

**1. Call to Order**

Alderman Petersen called the meeting to order at 5:04 p.m.

**2. Approval of the Minutes**

*Alderman Burger moved to approve the November 17, 2010 meeting minutes as presented. Seconded by Alderman Moore. Motion carried unanimously.*

**3. Acknowledgment of Receipt of Comprehensive Annual Financial Report**

**Mike Lowe, Controller**

Copies of the Annual Financial Report distributed to the aldermen. Mike Lowe indicated he had highlighted and made notes of items of interest. The Auditors will attend the next Committee meeting to review the report. Committee members should contact the Finance Department with questions; staff can answer routine questions. Those best answered by the Auditors will be given to them.

Alderman Skinner had questions about expenditures from the May flood as not all reimbursements have been received. Mr. Stuckey advised \$85,000 was received last week from FEMA. It is expected FEMA will reimburse in excess of \$600,000; however, the payments will be handled in the fiscal year they are received. Eligible expenses have been tracked along with the FEMA reimbursement requests. Mr. Stuckey noted the Report is a draft as it is a work in progress. One or two items are still in discussion. The Report will be further finalized between now and the January meeting.

*Alderman Moore moved to accept the draft of the Annual Financial Report. Seconded by Alderman Burger. Motion carried unanimously.*

**4. Purchasing Items**

**Brian Wilcox, Purchasing Manager**

## Consideration of Bid Procedures for Disposal of Bio-Solids

Brian Wilcox and Mark Hilty addressed this issue. Currently sludge is hauled to Camden at a rate that is the result of a bid process. The contract is about to expire but can be extended for three months to give staff time to bid out the tipping fee for biosolids. They are asking to extend the contract for three months at a rate that was part of the bid process and is adjusted each year.

They are talking about in-house hauling vs. contracted hauling going forward and doing two competitive processes for tipping fees and to explore the option of having a contractor provide transportation. Other methods of disposal are being researched as well. This is a significant issue in the Integrated Water Plan.

*Alderman Burger moved to bid both scenarios, first for the landfill, followed by a bid for transportation with recommendation forwarded to BOMA. Seconded by Alderman Moore. Motion carried unanimously.*

## 5. Discussion of Change in Organizational Charts

**Becky Caldwell, Solid Waste Director**

**Mark Hilty, Water**

### ◇ Solid Waste Department

Reclassification of Refuse Collector. The full time Refuse Collector retired this month. They are asking to reclassify this position from grade 6 to Solid Waste Driver/Operator, grade 11. The goal is to hire a full time person to fulfill these duties in addition to having the required qualifications to drive and operate vehicles and equipment assigned to the Collection Division. This provides more flexibility in cross training.

Solid Waste Technician. Request reclassification of grade 9 position to Solid Waste Driver/Operator, grade 11. The goal is to hire a full time person to fulfill these duties in addition to the required qualifications to drive and operate vehicles and equipment assigned to the Collection Division. This would provide more flexibility in daily operations assignments. Cross training will provide more flexibility.

### ◇ Water Department

Cross Connection Control Senior. Request is to change this grade 17 position to Administrative Assistant, grade 12. The position had become more of an office position.

Supervisory Personnel for the Water Distribution and Wastewater Collection Divisions.

- Reclassification of the Water Distribution Superintendent to Service Division Superintendent (maintain pay grade 20)
- Remove Wastewater Collection Superintendent position (pay grade 20)
- Create 2 new positions: Water Distribution Assistant Superintendent and Wastewater Collection Assistant Superintendent (estimated pay grades of 19, consistent with other assistant superintendent positions within the department)

These changes would reduce redundancy in the department. They already do a lot of cross training. Immediate hiring of all the positions is unnecessary.

*Alderman Skinner moved to recommend to the Board approval of all staffing changes as recommended by the Solid Waste Director and Water Management Director. Seconded by Alderman Burger. Motion carried unanimously.*

**6. Monthly Reports (Information Only)**

**a) Sales Tax Report – October Sales**

YTD the City received \$7.19 million compared to \$6.64 million in the previous year, a difference of \$556,813 or 8.4%. State numbers were up as well. National figures for November substantially up from last year

**b) Fuel Hedging Report – November Utilization**

Recovering 60% of fuel increases through fuel hedging

**c) Conference Center Report – November**

Two good months in a row

**d) Transit System Report – November**

**e) Pension Committee Report – Third Quarter**

Summary provided by Pension Trustee SunTrust Bank

**f) Online Shopping Effect on Sales Tax Collection**

There was discussion regarding the low percentage of Tennessee sales tax being collected through internet and catalog purchases.

**g) Construction Activities Report – November**

This report is focused on building permits and shows where impact fees are month to month. Ahead of what was budgeted this year. All numbers are posted on the website with the meeting agenda.

**7. Establish Date for January Meeting (Currently set for January 20, 2011)**

**Eric Stuckey, City Administrator**

Russ Truell will be out of town that week and with the auditors coming, it is important he be present. It was decided to meet Wednesday, January 26, 2011 at 5:00 p.m. Staff will confirm with the auditors.

**ADJOURN**

*Alderman Moore moved to adjourn. Seconded by Alderman Skinner. Motion carried unanimously.*

Meeting adjourned 5:45 p.m.

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Ann Petersen, Chair

Minutes prepared by Linda Fulwider, Board Recording Secretary, City Administrator's Office – 12/14/2010 9:21 AM