

11041500

FINANCE

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	Actual 2009	Actual 2010	Budget 2011	Estd 2011	Budget 2012
Personnel					
REGULAR PAY	612,085	555,310	525,487	516,135	500,933
OVERTIME PAY	5,095	1,030	1,000	2,500	2,000
VACANCY ADJUSTMENT	0	0	(15,765)	0	(15,765)
TOTAL WAGES	617,181	556,340	510,722	518,635	487,168
FICA (EMPLOYER'S SHARE)	43,071	40,253	40,276	37,180	37,207
MEDICAL PREMIUMS	97,943	97,593	92,006	93,675	93,908
GROUP INSURANCE PREMIUMS	8,449	7,683	7,589	7,322	7,830
EMPLOYEE INSURANCE CONTRIBUTIONS	(17,349)	(15,245)	(16,448)	(15,505)	(18,942)
RETIREMENT CONTRIBUTIONS	72,140	91,360	85,886	84,696	85,886
WORKERS COMPENSATION PREMIUMS	2,225	1,796	1,424	(6)	1,424
WORKERS COMPENSATION CLAIMS	0	0	0	350	350
CAR ALLOWANCE	2,400	2,400	2,400	2,400	2,400
TOTAL BENEFITS	208,878	225,841	213,133	210,112	210,063

TOTAL PERSONNEL

826,058	782,180	723,855	728,747	697,231
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Operations

MAILING & OUTBOUND SHIPPING SERVICES	3,121	2,859	3,000	2,000	2,000
FREIGHT FOR INBOUND PURCHASED ITEMS	0	37	0	0	0
TOTAL TRANSPORTATION CHARGES	3,121	2,896	3,000	2,000	2,000
PRINTING & COPYING SERVICES, OUTSOURCED	957	1,249	700	1,470	1,500
ARCHIVING/RECORDS MANAGEMENT SERVICES	0	0	0	25	0
TESTING & PHYSICALS	160	67	100	0	0
TOTAL OPERATING SERVICES	1,117	1,316	800	1,495	1,500
LEGAL NOTICES	92	67	0	3,421	0
DUES FOR MEMBERSHIPS	1,549	1,442	1,400	810	1,000
PROFESSIONAL STANDARDS / ACCREDITATION	1,705	2,002	1,600	1,000	1,000
PUBLICATIONS, NON-TRAINING	846	683	1,000	920	1,000
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	4,191	4,194	4,000	6,151	3,000

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FINANCE

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	Actual 2009	Actual 2010	Budget 2011	Estd 2011	Budget 2012
TELEPHONE SERVICE	4,354	1,616	1,520	1,250	1,250
CELLULAR TELEPHONE SERVICE	712	836	558	1,080	1,100
INTERNET & RELATED SERVICES	1,049	1,145	1,144	1,415	1,415
TOTAL UTILITIES	6,115	3,597	3,222	3,745	3,765
COMPUTER SERVICES	11,562	8,140	10,000	1,500	5,000
TOTAL CONTRACTUAL SERVICES	11,562	8,140	10,000	1,500	5,000
VEHICLE REPAIR & MAINTENANCE SERVICES	26	0	0	0	0
EQUIPMENT REPAIR & MAINTENANCE SERVICES	1,577	1,625	0	880	400
TOTAL REPAIR & MAINTENANCE SERVICES	1,603	1,625	0	880	400
EMPLOYEE RECOGNITION/RECEPTIONS	62	0	0	0	0
TRAINING, OUTSIDE	2,272	0	0	2,400	0
TRAINING, IN-HOUSE	75	0	0	0	0
TOTAL EMPLOYEE PROGRAMS	2,409	0	0	2,400	0
REGISTRATIONS	2,639	1,383	1,300	4,000	4,500
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	721	405	100	1,000	750
AIR TRAVEL	1,394	1,031	2,000	2,000	2,100
LODGING	4,161	2,849	2,100	2,100	2,100
MEALS (OUTSIDE WILLIAMSON COUNTY)	394	251	0	200	100
OTHER TRAVEL EXPENSES	48	115	20	20	20
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	9,357	6,034	5,520	9,320	9,570
OFFICE SUPPLIES	5,725	4,799	3,500	4,000	3,500
OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	56	0	0	0	0
EMPLOYEE BENEVOLENCE ITEMS	74	0	0	0	0
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	537	501	300	250	300
TOTAL OFFICE SUPPLIES	6,393	5,300	3,800	4,250	3,800
TRAINING SUPPLIES	169	0	0	0	0
OTHER OPERATING SUPPLIES	0	33	0	75	0
TOTAL OPERATING SUPPLIES	169	33	0	75	0

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FINANCE

	Actual 2009	Actual 2010	Budget 2011	Estd 2011	Budget 2012
MILEAGE (INSIDE WILLIAMSON COUNTY)	61	0	0	0	0
TOTAL FUEL & MILEAGE	61	0	0	0	0
FURNITURE, FIXTURES (<\$25,000)	701	0	0	0	0
MACHINERY & EQUIPMENT (<\$25,000)	432	0	2,500	4,600	15,000
COMPUTER HARDWARE (<\$25,000)	5,815	1,130	2,000	2,000	5,000
COMPUTER SOFTWARE (<\$25,000)	10,135	46	0	0	10,000
TOTAL MACHINERY & EQUIPMENT (<\$25,000)	17,082	1,176	4,500	6,600	30,000
EQUIPMENT PARTS & SUPPLIES	0	234	250	0	250
BUILDING MAINTENANCE SUPPLIES	0	0	0	100	150
TOTAL REPAIR & MAINTENANCE SUPPLIES	0	234	250	100	400
PROPERTY & LIABILITY INSURANCE	3,804	2,587	3,721	3,740	3,721
TOTAL PROPERTY & LIABILITY COSTS	3,804	2,587	3,721	3,740	3,721
BANKING FEES	58,785	48,174	25,000	27,620	28,000
INVESTMENT FEES	24,546	2,698	10,000	5,000	5,000
FINANCIAL ADVISOR FEES	0	30,862	10,000	13,200	15,000
LATE CHARGES	0	0	0	450	0
TOTAL FINANCIAL FEES	83,331	81,735	45,000	46,270	48,000
MISCELLANEOUS	(288)	(24)	0	0	0
TOTAL OTHER BUSINESS EXPENSES	(288)	(24)	0	0	0
TOTAL OPERATIONS	150,028	118,841	83,813	88,526	111,156
Capital					
COMPUTER SOFTWARE (>\$25,000)	9,295	20,000	10,000	0	0
TOTAL MACHINERY & EQUIPMENT (>\$25,000)	9,295	20,000	10,000	0	0
TOTAL CAPITAL	9,295	20,000	10,000	0	0

	Actual 2009	Actual 2010	Budget 2011	Estd 2011	Budget 2012
TOTAL EXPENDITURES	985,382	921,021	817,668	817,273	808,387

Finance

Russell Truell, Assistant City Administrator

Mike Lowe, Comptroller

The Finance Department oversees the security and management of the City's financial and property interests. The Department helps the City Administrator prepare, implement and monitor the City's annual capital and operating budgets. The department also plans and executes the issuance of bonds and other financing mechanisms available to municipalities.

The Finance Department provides financial services for the City of Franklin. These include: (1) Financial Accounting and Reporting, (2) Investment of Temporarily Idle Funds, (3) Maintaining and Reconciling City Bank Accounts, (4) Issuing Employee Payroll, (5) Issuing Vendor Payments, (6) Internal Audits, and (7) Ensuring that the Annual External Financial Audit is Conducted.

FINANCE DEPARTMENT PERFORMANCE MEASURES						
Measurement/Goal	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 (Goal)	FY 2011 (Projected)	FY 2012 (Goal)
1. To exceed the return on investments of the LGIP.	4.91% annual average to LGIP's 3.83%	3.75% annual average to LGIP's 1.61%	2.08% average to LGIP's .39%	Exceed LGIP average by minimum 1%	1.79% average to LGIP's .22%	Exceed LGIP average by minimum 1%
2. To pay average interest rate on debt below rate on 20-year Treasury notes.	3.40% annual average to Treasury's 4.36%	3.84% annual average to Treasury's 4.11%	1.73% through March 2010 to Treasury's 4.35% (primarily due to variable rate on TN Bond Fund, currently at .41% for April)	Continue annual average below Treasury's by minimum .25%	2.63% through March 2011 to Treasury's 4.03% (primarily due to variable rate on TN Bond Fund, currently at .41% for April)	Continue annual average below Treasury's by minimum .25%
3. To retain the City's Triple AAA rating (for consecutive months)	90 months since attained December 1999	102 months since attained December 1999	114 months since attained December 1999	126 months since attained December 1999	Achieved Goal	138 months since attained December 1999
4. To have City's rating affirmed by multiple rating agencies (maximum = 3).	1	1	2	2	2	2
5. To achieve the GFOA Annual Report award for financial reporting annually.	16th consecutive (for FY 2006)	17th consecutive (for FY 2007)	18th consecutive (for FY 2008)	19th consecutive (for FY 2009)	Achieved Goal	20th consecutive (for FY 2010)
6. To achieve the GFOA Budget Report award annually.	no submittal	1st award (for FY 2009 budget)	2nd award (for FY 2010 budget)	3rd award (for FY 2011 budget)	Achieved Goal	4th award (for FY 2012 budget)
7. To increase use of electronic payments for payroll (number and percent by ACH and check)	not measured	88%	91%	93%	96%	97%
8. To increase use of electronic payments for AP (number and percent by ACH, purchasing card, and check)	not measured	10%	18%	20%	14%	20%

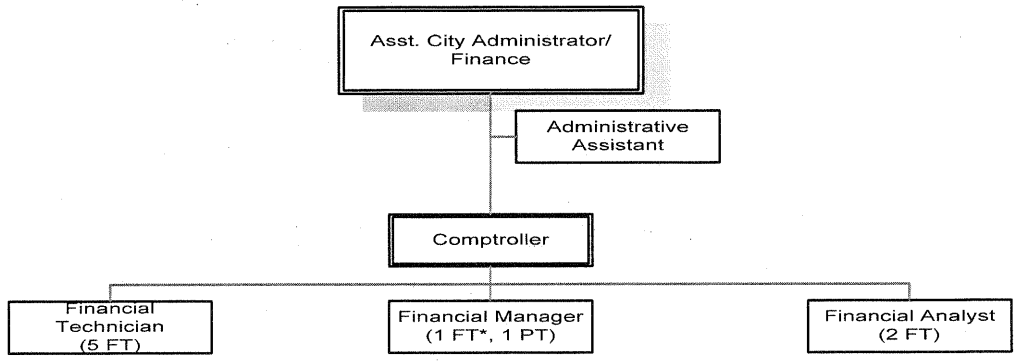


Sustainable Franklin

In 2009, the Finance Department began utilizing Employee Desk, software that allows employees to view their paystubs online, eliminating the need for paper stubs and envelopes. We have continued our efforts to encourage employees to use Employee Desk. This continued effort has resulted in an increase of 73 employees who opt to receive their paystubs via electronically which has amounts to 7,358 paper paystubs and 7,358 envelopes saved each year!

Other "Green" Initiatives include reducing paper usage by dedicating a printer to use reuse paper already printed on one side and to reduce waste by recycling paper, newspaper, plastic bottles, and aluminum cans.

Organizational Chart



* = Unfunded

Staffing by Position

City of Franklin
 2011-2012 Fiscal Year Budget
 General Fund - Finance
 Personnel by Position

Position	Pay Grade	FY 2011		Not Funded	FY 2012		Not Funded
		Full-Time	Part-Time		Full-Time	Part-Time	
ACA Finance	26	1	0	0	1	0	0
Comptroller	23	1	0	0	1	0	0
Financial Manager 1 / 2 / 3	19	1	1	1	1	1	0
Financial Analyst 1 / 2 / 3	16	2	0	0	2	0	0
Financial Technician 1 / 2 / 3	12/TBD/TBD	5	0	0	3	0	0
Administrative Assistant	12	1	0	0	1	0	0
TOTALS		11	1	1	9	1	0

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Pay Grade (if reclassification creates new job title)
2 full-time positions are eliminated in 2012.					
2 full-time positions are eliminated. Anticipate potential promotional opportunities for 2 current Technicians to Analyst positions in 2012. (4 staff members are currently pursuing State's Certified Municipal Finance Officer (CMFO) certification). Promotion to levels 2 and 3 of the Technician level are anticipated as they progress through the certification.					

Budget Notes/Objectives

Finance

Personnel:

The Finance Department has vacancies in its two (2) Financial Analyst positions. In 2012, the department will leave these positions unfilled for the first half of the fiscal year. Also, the department will fill the previously unfunded Financial Manager position. These personnel changes allow for a 4% decrease in personnel costs.

Operations:

Operating costs are increased by 33% in 2012 which includes increases in registrations, machinery and equipment and computer software. The increase in registrations is a result of the City having four (4) Finance employees enrolled in MTAS' Certified Municipal Finance Officer training. The rise in machinery and equipment is due to the department's need for a new copier to replace the copier received in 2004 from Administration. Lastly, the increase in computer software is due to a growth in demand for licenses for Great Plains, Forecaster and FRX.

Capital:

There are no capital costs.

Department Objectives:

The department is striving to achieve efficiencies in processing Accounts Payable, Payroll and recording of Fixed Assets through training, reconciliations, and cost control initiatives. To help achieve those goals, cross-training on a variety of tasks is planned for everyone in the Department.

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PURCHASING

	Actual 2009	Actual 2010	Budget 2011	Estd 2011	Budget 2012
Personnel					
REGULAR PAY	76,592	96,817	96,702	83,200	136,892
OVERTIME PAY	169	113	250	300	250
VACANCY ADJUSTMENT	0	0	(2,901)	0	(2,901)
TOTAL WAGES	76,761	96,930	94,051	83,500	134,241
FICA (EMPLOYER'S SHARE)	5,505	6,866	7,417	6,010	10,472
MEDICAL PREMIUMS	21,089	29,773	25,813	19,850	27,870
GROUP INSURANCE PREMIUMS	1,679	2,337	2,338	1,640	2,429
EMPLOYEE INSURANCE CONTRIBUTIONS	(4,636)	(6,545)	(6,545)	(4,070)	(4,833)
RETIREMENT CONTRIBUTIONS	13,116	16,612	15,616	15,400	15,616
UNEMPLOYMENT CLAIMS	0	3,012	0	0	0
WORKERS COMPENSATION PREMIUMS	172	136	108	0	108
TOTAL BENEFITS	36,925	52,190	44,747	38,830	51,663

TOTAL PERSONNEL 113,686 149,121 138,798 122,330 185,904

Operations

MAILING & OUTBOUND SHIPPING SERVICES	33	3	50	50	50
TOTAL TRANSPORTATION CHARGES	33	3	50	50	50
PRINTING & COPYING SERVICES, OUTSOURCED	0	0	0	102	75
TESTING & PHYSICALS	0	0	0	46	75
TOTAL OPERATING SERVICES	0	0	0	148	150
LEGAL NOTICES	281	0	0	548	750
DUES FOR MEMBERSHIPS	1,536	1,811	1,636	1,410	1,740
PUBLICATIONS, NON-TRAINING	153	203	175	153	175
TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,970	2,014	1,811	2,111	2,665
TELEPHONE SERVICE	259	251	300	200	300
INTERNET & RELATED SERVICES	210	229	250	300	450
TOTAL UTILITIES	469	480	550	500	750

11041340

PURCHASING

	Actual 2009	Actual 2010	Budget 2011	Estd 2011	Budget 2012
COMPUTER SERVICES	0	0	0	0	20,000
TOTAL CONTRACTUAL SERVICES	0	0	0	0	20,000
REGISTRATIONS	125	458	675	400	2,125
GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	484	284	700	220	950
AIR TRAVEL	0	0	0	0	600
LODGING	778	550	400	182	1,700
MEALS (OUTSIDE WILLIAMSON COUNTY)	134	146	150	117	775
TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,521	1,438	1,925	919	6,150
OFFICE SUPPLIES	1,034	84	250	400	500
MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	126	52	0	0	100
TOTAL OFFICE SUPPLIES	1,160	136	250	400	600
OTHER OPERATING SUPPLIES	0	0	0	5	50
TOTAL OPERATING SUPPLIES	0	0	0	5	50
FURNITURE, FIXTURES (<\$25,000)	1,379	0	500	0	500
MACHINERY & EQUIPMENT (<\$25,000)	0	0	1,000	0	500
COMPUTER HARDWARE (<\$25,000)	0	0	0	1,250	1,000
TOTAL MACHINERY & EQUIPMENT (<\$25,000)	1,379	0	1,500	1,250	2,000
PROPERTY & LIABILITY INSURANCE	777	517	744	750	744
TOTAL PROPERTY & LIABILITY COSTS	777	517	744	750	744
TOTAL OPERATIONS	7,310	4,589	6,830	6,133	33,159

Capital

TOTAL EXPENDITURES	120,996	153,710	145,628	128,463	219,063
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Purchasing Office

Brian Wilcox, Purchasing Manager

Procurement of goods and services not related to construction that is valued at or above the public advertisement / sealed submittal threshold, \$25,000 effective July 1, 2011, is normally facilitated by the Purchasing Office, along with some procurements that are common to multiple departments. In addition, the Purchasing Office: administers the City's purchasing card program, which allows, within card-specific spending limits, for purchases to be made by departmental staff by means of City-issued credit cards; administers fuel purchasing for the City's vehicle and equipment fleet; and facilitates on an as-needed basis the lawful disposal of surplus property, including both real and personal property of the City, and, at the discretion of the department, any lost or stolen property recovered by or turned over to the City.

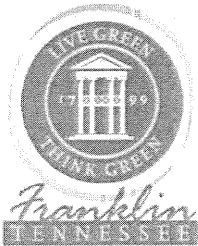
Measure		Actual FY2010	Projected FY2011	Proposed FY2012
Number and value per year of formal procurement solicitations ¹² processed by the Purchasing Office		39	29 ³	35
		\$3,313,770	\$1,073,450 ³	\$2,500,000
Average number of calendar days from date of requisition to award of procurement for formal procurement solicitations ¹² processed by the Purchasing Office		80	70 ³	70
Number and value of purchasing card transactions processed (by fiscal year), and value of City's rebate earned for total spend, net of credits (by calendar year)		13,720	14,500	14,500
		\$3,106,077	\$3,200,000	\$3,200,000
		\$25,511	\$29,572	\$25,000
Average number of calendar days (from receipt of card request to receipt of delivered card) for...	... purchasing card	5	4	4
	... fleet fuel driver card	6	5	5
	... fleet fuel vehicle card	6	5	5

¹ Involving sealed submittals (i.e., bids, proposals, and statements of qualifications) received pursuant to published legal notice.

² Effective with the fiscal year beginning July 1, 2011, the City's public advertisement / sealed submittal threshold is scheduled to increase from \$10,000 to \$25,000, pursuant to Ordinance No. 2010-72.

³ Year to date.

Measure	Actual FY2010	Projected FY2011	Proposed FY2012
Number and value of electronic auctions of surplus personal property initiated by the Purchasing Office	51	33 ³	50
	\$158,558.26	\$87,176.04 ³	\$100,000
Number and value of items listed in the capital equipment ¹ portion of the annual operating budget for all funds, and percent (of number) that are processed by the Purchasing Office if purchased	78	31	To be determined
	\$2,835,198	\$683,300	To be determined
	100%	100%	100%



Sustainable Franklin

- To promote the responsible stewardship of the City's financial and environmental resources, the City of Franklin Purchasing Office encourages its client departments of the City to consider the life-cycle cost and environmental implications of their product selections. For example, in addition to purchase price, consider:

- Operational and maintenance costs
- Residual value
- Disposal costs
- The time value of money
- Recycled content
- Energy and/or fuel efficiency
- Whether it comes with minimal and recyclable packaging
- Whether it is readily reusable and/or refillable
- Whether it is readily recyclable
- Whether it is less or non-toxic both during and after its service life

A focus on such "sustainable purchasing" not only has environmental benefits but also will be of economic value to the City (by yielding better resale values and lower disposal costs, for example).

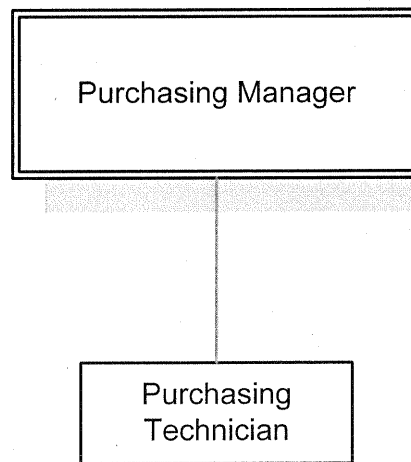
- For the economical and eco-friendly disposal of used ink cartridges for table-top printers, copiers and fax machines, the Purchasing Office

¹ Includes furniture, fixtures, vehicles, machinery, equipment, computer hardware and computer software, the unit pricing for which exceeds the City's public advertisement / sealed submittal threshold.

promotes the use of a collection and reuse service offered by one of the City's office supplies vendors.

3. The Purchasing Office has had half of the fluorescent light bulbs in the office ceiling fixtures disconnected, and turns off all of its office lights whenever the office is empty for more than a few minutes.

Organizational Chart



Staffing by Position

City of Franklin
2010-2011 Fiscal Year Budget
General Fund - Purchasing
Personnel by Position

Position	Pay Grade	FY 2010		FY 2011	
		Full-Time	Part-Time	Full-Time	Part-Time
Purchasing Manager	21	1	0	1	0
Purchasing Analyst (proposed)	TBD	0	0	1	0
Purchasing Technician	12	1	0	1	0
	TOTALS	2	0	3	0

Budget Notes/Objectives

Purchasing

The Purchasing Office budget for FY2012 proposes:

- to increase by one (1), from two (2) to three (3), the number of budgeted positions assigned to Purchasing by adding the new position of purchasing analyst;
- to provide funding for the purchasing manager to attend a national professional development conference; and
- to purchase or acquire a license to use purchasing software.