



*City of Franklin, Tennessee*  
**FY 2016 Operating Budget Request**

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# Building and Neighborhood Services

Chris Bridgewater, Director



# *City of Franklin, Tennessee - FY 2016 Budget Request*

## **Building and Neighborhood Services**

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# *City of Franklin, Tennessee* - FY 2016 Budget Request **Building and Neighborhood Services**

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## **Purpose of Department**

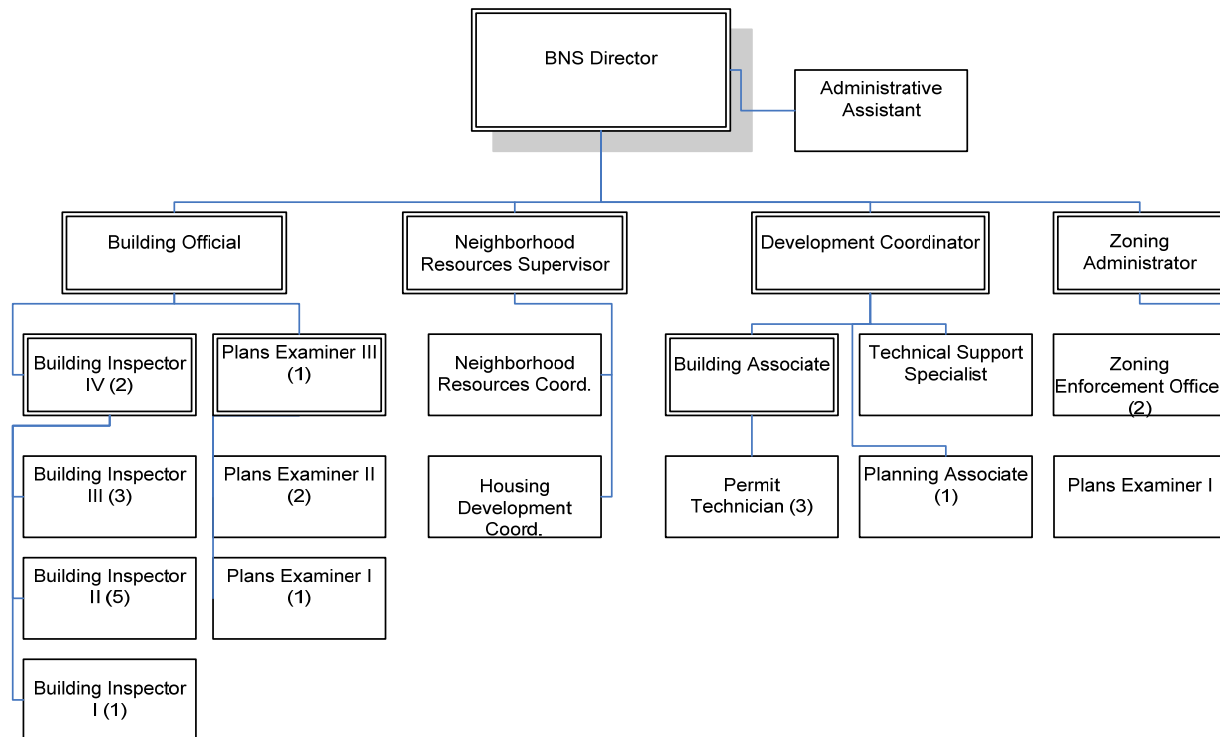
**The Building and Neighborhood Services Department supports the safety and quality of life for the residents and visitors of the City of Franklin. The department has multiple responsibilities including: plan review of construction documents, issuing permits (building, sign, driveway, and tree removal), construction inspections, property maintenance violation enforcement, and enforcement of other standards and regulations found in the Franklin Municipal Code and Zoning Ordinance. There are four divisions within this department: 1) Building Codes Review and Inspections, 2) Development Services and Permitting, 3) Zoning Administration and Inspections and 4) Neighborhood Resources and Housing.**



# City of Franklin, Tennessee - FY 2016 Budget Request

## Building and Neighborhood Services

### Organization Chart





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### **Base Budget Request: Personnel**

**BNS currently has a strength of 30 out of 32 personnel in 4 sections. The vacant Plans Examiner II – Electrical position has been posted and the Building Associate position will be posted soon.**

**Although it is anticipated that there will be a growth in development applications, the current staffing level in the Inspection, Permitting, and Construction Plan Review section will be sufficient to maintain the current level of service commitments. The overtime budget has been increased slightly to account for unanticipated workloads. The Zoning section will need additional support to meet level of service for residential reviews and to accommodate new processes related to Flood and Historic applications.**



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## **Base Budget Request: Operations**

**The base budget request for BNS is expected to go down slightly as one time program enhancements have been implemented. These enhancements included purchase of a copier and scanning equipment and money for electronic archival of some paper documents that will be retained indefinitely.**



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## **Base Budget Request: Capital**

**BNS does not have any anticipated Capital expenditures in the base budget. One of the proposed program enhancements includes a furniture purchase for the One Stop Shop.**



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## **Program Enhancement Requests**

**BNS has proposed five program enhancement requests in order of priority:**

- 1) Routine vehicle replacement of aging vehicles (3 Chevy Equinoxes).**
- 2) New Position – Plans Examiner I intended to focus on Residential Zoning Reviews.**
- 3) Software Consulting – Use of Technology Fee to adapt and upgrade Infor to deliver more services online.**
- 4) One Stop Shop – Phase II. Additional furniture purchases to accommodate more departments.**
- 5) New Position – PT Administrative Assistant to process development related records requests.**





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## **Summary**

**The focus for the Department in the coming year will be to continue to provide new and improved services online as well as in person here at City Hall. The funds gathered from the new Technology Fee will be used to implement these online services.**