











**City of Franklin, Tennessee**  
**FY 2021 Operating Budget Request**

**Program Enhancement Summary**

| Priority                  | Request                         | Compensation        | Benefits         | Expenses         | Total             | Funded      |
|---------------------------|---------------------------------|---------------------|------------------|------------------|-------------------|-------------|
| <b>Finance</b>            |                                 |                     |                  |                  |                   |             |
| 1                         | Replace Budget Software         | \$ -                | \$ -             | \$ 25,000        | \$ 25,000         |             |
| 2                         | Advance Data Capture for OnBase | \$ -                | \$ -             | \$ 10,000        | \$ 10,000         |             |
| 3                         | Succession Planning             | \$ 40,000           | \$ 12,000        | \$ -             | \$ 52,000         |             |
| 4                         | Data Analyst                    | \$ 61,640           | \$ 18,492        | \$ 2,200         | \$ 82,332         |             |
| <b>Total</b>              |                                 | <b>\$ 101,640</b>   | <b>\$ 30,492</b> | <b>\$ 37,200</b> | <b>\$ 169,332</b> | <b>\$ -</b> |
|                           |                                 | <b>Compensation</b> | <b>Benefits</b>  | <b>Expenses</b>  | <b>Total</b>      |             |
| <b>Total G/F Requests</b> |                                 | <b>\$ 101,640</b>   | <b>\$ 30,492</b> | <b>\$ 37,200</b> | <b>\$ 169,332</b> | <b>\$ -</b> |

**FranklinForward Allocations**

**Traditional Allocations**

|   |  |                   |  |  |            |                   |
|---|--|-------------------|--|--|------------|-------------------|
|    | A Safe, Clean, Livable City  | \$ -              |  |   | Personnel  | \$ 134,332        |
|    | A Effective and Fiscally Sound City Government<br>Providing High Quality Service | \$ 169,332        |  |   | Operations | \$ 35,000         |
|   | Quality Life Experiences   | \$ -              |  |   | Equipment  | \$ -              |
|  | Sustainable Growth & Economic Prosperity   | \$ -              |  |  | Capital    | \$ -              |
|   |  |                   |  | <b>Total</b>   |            | <b>\$ 169,332</b> |
| <b>Totals</b>   |  | <b>\$ 169,332</b> |  |  |            |                   |

# FY 2021 Program Enhancement Request Form



Department Priority: 1 of 4

Department: 41500 FINANCE  
 Division:   
**FranklinForward** Theme: A Effective and Fiscally Sound City Government Providing High Quality Service  
 Title: Replace Budget Software

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

| Account Description   | One-Time Cost (FY21 Only)   | Ongoing Annual Cost (FY21 & Future)                                       | TOTAL<br>FY21 Request |
|---|---|---|-----------------------|
| <b>Compensation</b>   |   |   |                       |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <b>Benefits</b>   |   |   |                       |
| <i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i> |   |   |                       |
| <span style="border: 1px solid black; height: 20px;"></span>      | \$0   | \$0   | \$0                   |
| <b>Expenses</b>   |   |   |                       |
| 83550 COMPUTER SOFTWARE (<\$25,000)                               | \$20,000  | \$5,000   | \$25,000              |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                   |
| <b>TOTAL</b>  | <b>\$20,000</b>   | <b>\$5,000</b>  | <b>\$25,000</b>       |

## PURPOSE / DESCRIPTION OF REQUEST

Microsoft Forecaster has served as the City's front line budget collection software since 2012. It has been discontinued by Microsoft for several years, leaving the database without the ability to be enhanced, supported or upgraded. In addition, the presentation ready materials with which the community and BOMA have become accustomed to require tremendous amounts of manual entry and double checking, leading to a thoughtful albeit slow and duplicative work effort. The current system also does not allow for real-time connection into the G/L, thus delaying monitoring of budget line-items.

Staff is researching multiple alternatives which work first and foremost with our existing G/L system - Microsoft Great Plains and enhance automation of our budget process. The range of these estimates currently is between \$10,000-\$25,000. The high-end is shown herein.

## SERVICE IMPLICATION

Failure to upgrade this important tool in the building of our annual budget will lead to continued duplication of effort and possibly the complete de-automation of budgeting should the current system no longer be able to be maintained.

# FY 2021 Program Enhancement Request Form



Department Priority: 2 of 4

Department: 41500 FINANCE  
 Division:   
**FranklinForward** Theme: A Effective and Fiscally Sound City Government Providing High Quality Service  
 Title: Advanced Data Capture for OnBase

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

| Account Description   | One-Time Cost (FY21 Only)   | Ongoing Annual Cost (FY21 & Future)                                       | TOTAL FY21 Request |
|---|---|---|--------------------|
| <b>Compensation</b>   |   |   |                    |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <b>Benefits</b>   |   |   |                    |
| <i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i> |   |   |                    |
| <span style="border: 1px solid black; height: 20px;"></span>      | \$0   | \$0   | \$0                |
| <b>Expenses</b>   |   |   |                    |
| 83540 COMPUTER HARDWARE (<\$25,000)                               | \$10,000  |   | \$10,000           |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <span style="border: 1px solid black; height: 20px;"></span>      | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | <span style="border: 1px solid black; width: 100%; height: 20px;"></span> | \$0                |
| <b>TOTAL</b>  | <b>\$10,000</b>   | <b>\$0</b>  | <b>\$10,000</b>    |

## PURPOSE / DESCRIPTION OF REQUEST

With the number of invoices and other documents growing, there is a need to incorporate data capture automation in our document management system, OnBase.

## SERVICE IMPLICATION

The addition of data capture capabilities will reduce the amount of time staff currently spends manually indexing documents in OnBase. This automation should also reduce keying errors in the indexing process.

# FY 2021 Program Enhancement Request Form



Department Priority: 3 of 4

Department: 41500 FINANCE

Division:

**FranklinForward** Theme: A Effective and Fiscally Sound City Government Providing High Quality Service

Title: Succession Planning

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

| Account Description   | One-Time Cost (FY21 Only) | Ongoing Annual Cost (FY21 & Future) | TOTAL<br>FY21 Request |
|---|---------------------------|-------------------------------------|-----------------------|
| <b>Compensation</b>   |                           |                                     |                       |
| 81110 REGULAR PAY   | \$15,000                  | \$25,000                            | \$40,000              |
|   |                           |                                     | \$0                   |
| <b>Benefits</b>   |                           |                                     |                       |
| <i>Benefits auto-calculated at 30% of compensation --&gt;</i> | \$4,500                   | \$7,500                             | \$12,000              |
| <b>Expenses</b>   |                           |                                     |                       |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
|   |                           |                                     | \$0                   |
| <b>TOTAL</b>  | <b>\$19,500</b>           | <b>\$32,500</b>                     | <b>\$52,000</b>       |

## PURPOSE / DESCRIPTION OF REQUEST

As of November 2019, I have been part of the City team for 20 years. I am part of the group eligible for full retirement after 25 years. To begin to build a continuation plan after my retirement, I propose in the 2021 or 2022 budget year to convert a financial analyst to a financial manager position (PG I) to supervise accounting and reporting. The position along with other financial managers would report to me as Comptroller.

In budget year 2023 or 2024, I anticipate the position would attain additional responsibilities as Assistant Comptroller. The position would oversee financial managers and other team members. The position would report directly to me as Comptroller.

Budget year 2025 would be the first year I would be eligible for retirement.

## SERVICE IMPLICATION

The position from Financial Manager to Assistant Comptroller is recommended to provide a continuation plan after my anticipated retirement.

# FY 2021 Program Enhancement Request Form



Department Priority: 4 of 4

Department: 41500 FINANCE  
 Division: Budget & Analytics  
 FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service  
 Title: Data Analyst

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

| Account Description   | One-Time Cost (FY21 Only) | Ongoing Annual Cost (FY21 & Future) | TOTAL FY21 Request |
|---|---------------------------|-------------------------------------|--------------------|
| <b>Compensation</b>   |                           |                                     |                    |
| 81110 REGULAR PAY   |                           | \$61,640                            | \$61,640           |
|   |                           |                                     | \$0                |
| <b>Benefits</b>   |                           |                                     |                    |
| <i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i> |                           | \$0                                 | \$18,492           |
| <b>Expenses</b>   |                           |                                     |                    |
| 82350 DUES FOR MEMBERSHIPS  |                           | \$1,000                             | \$1,000            |
| 82355 PROFESSIONAL STANDARDS / ACCREDITATION                      |                           | \$350                               | \$350              |
| 82390 PUBLICATIONS, NON-TRAINING                                  |                           | \$200                               | \$200              |
| 82800 PROFESSIONAL DEVELOPMENT/TRAVEL                             |                           | \$400                               | \$400              |
| 82810 REGISTRATIONS   |                           | \$250                               | \$250              |
|   |                           |                                     | \$0                |
|   |                           |                                     | \$0                |
|   |                           |                                     | \$0                |
|   |                           |                                     | \$0                |
|   |                           |                                     | \$0                |
|   |                           |                                     | \$0                |
|   |                           |                                     | \$0                |
| <b>TOTAL</b>  | <b>\$0</b>                | <b>\$82,332</b>                     | <b>\$82,332</b>    |

## PURPOSE / DESCRIPTION OF REQUEST

This City of Franklin has begun to develop its Data Analytics Program. The creation of the Data Analytics Team between IT/Finance in 2015 has allowed the City to begin to organize its data and develop a five-year Analytics Plan to promote the broader application and usage of data within all aspects of government organization and customer service.

The next step in that evolution is the hiring of a Data Scientist/Analyst who can be the go to person to "make it happen" While we want to have the departments and individuals unlock the power of data for themselves, it is clear through our initial research that a dedicated person is needed who can "mine" complex data sources for trends and provide that feedback to department heads and City administration. This person would work with the Budget & Strategic Innovation Manager to prepare findings and reports for all departments.

This position is asked as a Grade H, however, a job description and banding would need to occur.

## SERVICE IMPLICATION

Failure to hire this position would limit our continued efforts to harness the true power of data and analytics in the organization.