



City of Franklin, Tennessee

FY 2021 Operating Budget

Purchasing

Brian Wilcox, Purchasing Manager

Budget Summary

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Personnel	242,492	256,361	344,373	293,273	347,347	2,973	0.9%
Operations	-20,231	-31,589	24,277	-13,252	4,772	-19,505	-80.3%
Capital	0	0	0	0	0	0	0.0%
Total	222,261	224,772	368,651	280,022	352,119	-16,532	-4.5%

Departmental Summary

Procurement of goods and services not pertaining to the design and/or construction of new infrastructure and facilities but that is valued at or above the public advertisement / sealed submittal threshold, currently \$25,000, is normally facilitated by the Purchasing Office, along with some procurements that are common to multiple departments. (Since 2013, the Engineering Department and the Purchasing Office have consolidated to one web page, we now call the “Business Opportunities” page, on the City’s public website where both construction-related and non-construction-related formal procurement solicitations, including invitations to bid, requests for proposals and requests for qualifications, are posted.) In addition, among other tasks, the Purchasing Office:

- administers the City’s purchasing card program, which allows, within card-specific spending limits, for authorized purchases to be made by departmental staff by means of City-issued credit cards;
 - administers, with support from Fleet Maintenance, fuel purchasing for the City’s vehicle and equipment fleet; and
 - facilitates, with support from Fleet Maintenance and Police, on an as-needed basis the lawful disposal of surplus personal property of the City, and, at the discretion of the department, any unclaimed lost, stolen or seized personal property of others recovered by or turned over to the City.
- More information about the Purchasing Office may be found on the City's website.

FY 2021 Outlook

The Purchasing Office anticipates continuing to focus on its mission:

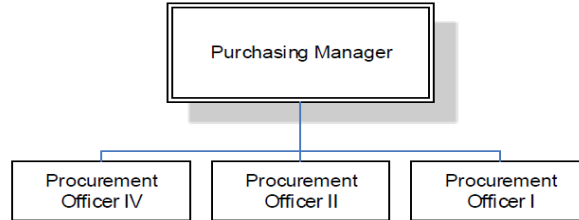
- to support the City's end-user departments in the policy-compliant procurement of non-construction-related products and services so that the City may fulfill its mission;
- to strive for the City to receive maximum value for every non-construction-related purchase of the City; and
- to strive to preserve and enhance the public trust in the manner in which the City conducts its non-construction-related purchasing.



City of Franklin, Tennessee

FY 2021 Operating Budget

Organizational Chart



Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Purchasing Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Procurement Officer IV	Grade H	0	0	0	0	0	0	1	0	1	0
Purchasing Analyst	Grade F	1	0	1	0	1	0	0	0	0	0
Procurement Officer II	Grade F	0	0	0	0	0	0	1	0	1	0
Procurement Officer I	Grade E	0	0	0	0	0	0	1	0	1	0
Purchasing Technician	Grade D	1	0	1	0	1	0	0	0	0	0
Totals		3	0	3	0	3	0	4	0	4	0



City of Franklin, Tennessee

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Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

Key:

Benchmarking Alliance of Tennessee



Workload (Output) Measures

	2017	2018	2019	2020*	2021*
Number of formal procurement solicitations processed by the Purchasing Office ^{1,2}	12	10	12	18	18
Number of City purchase orders prepared	65	76	88	90	95
Number of purchasing card transactions processed	20,877	21,363	20,385	21,000	21,500
Value of purchasing card transactions processed	\$ 8,196,464	\$ 8,313,466	\$ 7,718,273	\$ 8,000,000	\$ 8,100,000
Total organization purchasing dollar volume	\$ 79,142,015	\$ 82,160,081	\$ 74,131,240	\$ 78,000,000	\$ 79,000,000
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Value of City's rebate received for total spend, net of credits (by calendar year)	\$ 62,940	\$ 68,125	\$ 97,557	\$ 100,000	\$ 103,000
Number electronic auctions of surplus property	73	132	161	170	170
Value of proceeds from electronic auctions of surplus property (before fee paid by City for electronic auction services)	\$ 345,512	\$ 114,417	\$ 323,377	\$ 450,000	\$ 350,000
Fee paid by City for electronic auction services	\$ 25,920	\$ 8,611	\$ 24,281	\$ 33,750	\$ 26,250
Number of formal protests received	0	0	1	0	0
Number of vendor outreach events attended	0	1	1	1	1
# of emergency ³ purchases known to Purchasing	4	2	4	4	4
# of sole-source ⁴ purchases known to Purchasing	6	9	9	12	12



City of Franklin, Tennessee
FY 2021 Operating Budget

Performance Measures continued

Efficiency Measures

	2017	2018	2019	2020*	2021*
Average number of calendar days (from receipt of card request to receipt of delivered card) for...					
... purchasing card	4	7	7	7	7
... fleet fuel driver number	1	1	1	1	1
... fleet fuel vehicle card	7	8	8	8	8
P-Card Purchasing Dollar Volume as a % of Total Purchasing Dollar Volume	10.36%	10.12%	10.41%	10.26%	10.25%
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2017	2018	2019	2020*	2021*
Average number of calendar days from date of requisition to award of procurement for formal procurement solicitations ^{1,2} processed by the Purchasing Office	110	120	123	90	90
Target (90 Days)	90	90	90	90	90
Meets Target?	No	No	No	TBD	TBD

Notes

- 1 Involving sealed submittals (i.e., bids, proposals, and statements of qualifications) received pursuant to published legal notice.
- 2 The City's public advertisement / sealed submittal threshold is currently \$25,000, pursuant to Ordinance No. 2010-72.
- 3 Defined as impinging on public health, safety or welfare and valued at or greater than \$10,000.
- 4 Defined as valued at or greater than \$25,000.
- 5 (*) FY 2020 and FY 2021 data are estimates



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	165,036	170,160	256,391	213,312	240,496	(15,895)	-6.2%
Employee Benefits	77,456	86,201	87,982	79,961	106,851	18,870	21.4%
Total Personnel	242,492	256,361	344,373	293,273	347,347	2,973	0.9%
Operations							
Transportation Services	2	2,314	50	50	50	-	0.0%
Operating Services	85	327	550	550	550	-	0.0%
Notices, Subscriptions, etc.	1,972	1,727	3,894	2,985	4,475	581	14.9%
Utilities	728	857	1,285	1,295	1,325	40	3.1%
Contractual Services	13,621	14,298	44,445	13,274	22,245	(22,200)	-49.9%
Repair & Maintenance Services	653	743	1,000	1,000	1,020	20	2.0%
Employee Programs	49	-	100	100	100	-	0.0%
Professional Development/Travel	5,666	2,032	20,745	16,968	20,775	30	0.1%
Office Supplies	966	559	1,530	1,450	1,575	45	2.9%
Operating Supplies	-	-	100	-	100	-	0.0%
Fuel & Mileage	-	-	300	25	50	(250)	-83.3%
Machinery & Equipment (<\$25,000)	6,167	141	7,000	5,500	10,600	3,600	51.4%
Property & Liability Costs	1,693	2,133	2,240	2,513	2,639	399	17.8%
Reimbursement of Interfund Trans.	(51,833)	(56,720)	(58,962)	(58,962)	(60,731)	(1,769)	3.0%
Total Operations	(20,231)	(31,589)	24,277	(13,252)	4,772	(19,505)	-80.3%
Capital	-	-	-	-	-	-	0.0%
Total Purchasing Department	222,261	224,772	368,650	280,022	352,118	(16,532)	-4.5%

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
= 81110	REGULAR PAY	164,510	170,096	265,136	114,356	213,012	248,908	261,353	274,421
81120	OVERTIME PAY	526	64	300	118	300	300	300	300
81199	VACANCY ADJUSTMENT			(9,045)			(8,712)	(9,147)	(9,605)
= XWAGE	TOTAL WAGES	165,036	170,160	256,391	114,474	213,312	240,496	252,506	265,116
= 81410	FICA (EMPLOYER'S SHARE)	11,520	12,344	19,771	8,297	16,295	19,041	19,994	20,993
= 81420	MEDICAL PREMIUMS	56,631	57,661	52,249	29,908	51,270	74,410	81,851	90,036
= 81425	VISION PREMIUMS		505	415	252	432	2,188	2,422	2,664
= 81430	GROUP INSURANCE PREMIUMS	3,292	3,266	4,572	1,894	3,426	4,796	3,602	3,782
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(11,996)	(8,587)	(11,136)	(5,977)	(11,954)	(16,481)	(18,129)	(19,942)
! 81450	RETIREMENT CONTRIBUTIONS	13,975	14,721	16,193	11,302	9,541	10,495	11,545	12,699
81455	DEFERRED COMP MATCH	3,980	6,251	5,519	2,887	5,166	5,683	5,967	6,265
81456	TCRS CONTRIBUTIONS (CITY)				1,588	5,744	6,319	6,635	6,966
81470	WORKERS COMPENSATION PREMIUMS	54	40	400	41	40	400	400	400
= XBEN	TOTAL BENEFITS	77,456	86,201	87,982	50,192	79,960	106,852	114,287	123,863
= XPER	TOTAL PERSONNEL	242,492	256,361	344,373	164,666	293,272	347,347	366,793	388,979
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	2	2,314	50	(589)	50	50	50	50
= XTRC	TOTAL TRANSPORTATION CHARGES	2	2,314	50	(589)	50	50	50	50
82210	PRINTING & COPYING SERVICES, OUTSOURCED			200		200	200	200	200
82250	TESTING & PHYSICALS	85	327	350	240	350	350	350	350
= XOPSV	TOTAL OPERATING SERVICES	85	327	550	240	550	550	550	550
82310	LEGAL NOTICES			50		50	50	50	50
+ 82350	DUES FOR MEMBERSHIPS	1,490	1,232	2,269	439	1,765	2,825	2,490	2,505
1	Various		733						
2	Civic organization	300		320		320	320	320	320
3	NIGP	439	439	439	439	439	500	500	500
4	TAPP	60	60	75		60	100	100	100
5	MTPPA	60		60		60	100	100	100
6	ICMA	631		650		686	700	715	730
7	UPPCC certification fees			525			555	555	555
8	UPPCC recertification fees						350		
9	FY 2020 PER - Procurement Officer IV			200		200	200	200	200
*	Amount missing from detail								
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)								
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)			1,000		600	1,000	1,000	1,000
82373	RECRUITMENT			25		50	50	50	50
+ 82390	PUBLICATIONS, NON-TRAINING	482	495	550		520	550	550	550
1	Various								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	2	NIGP 5-digit commodity code annual license renewal	482	495	550		520	550	550	550
	*	Amount missing from detail								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,972	1,727	3,894	439	2,985	4,475	4,140	4,155
	82450	TELEPHONE SERVICE	368	365	665	139	665	675	690	700
	82470	INTERNET & RELATED SERVICES	360	492	620	264	630	650	660	670
=	XUTIL	TOTAL UTILITIES	728	857	1,285	403	1,295	1,325	1,350	1,370
	82510	COMPUTER SERVICES	13,621	14,298	44,445	337	13,274	22,245	22,650	23,105
	01	Various								
	02	consulting services for Gre at Plains								
	03	e-procurement software, annual licensing fee for core system								
	04	e-procurement software, one-time implementation fee								
	05	Spend analysis	13,621	13,988	16,350		12,937	16,700	17,000	17,350
	06	Software for Tracking Certificates of Insurance								
	07	FY 2019 PER - Quarterly Updates of Spend Analysis			5,095			5,200	5,300	5,400
	8	FY 2020 PER - Paramount WorkPlace Setup			23,000					
	9	Adobe renewals		310		337	337	345	350	355
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES								
=	XCTS	TOTAL CONTRACTUAL SERVICES	13,621	14,298	44,445	337	13,274	22,245	22,650	23,105
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	653	743	1,000	218	1,000	1,020	1,040	1,060
	1	Various								
	2	Multi-function copier	653	743	1,000	218	1,000	1,020	1,040	1,060
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	653	743	1,000	218	1,000	1,020	1,040	1,060
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	22							
	82790	TRAINING, IN-HOUSE	27		100		100	100	100	100
=	XEPG	TOTAL EMPLOYEE PROGRAMS	49		100		100	100	100	100
	82810	REGISTRATIONS	2,382	1,025	8,445	1,765	8,510	8,575	8,705	8,845
	1	Various	50							
	10	CPPB Exam Fee				315	315			
	2	Annual NIGP Forum & Expo	1,438	800	2,000	940	2,000	2,040	2,080	2,120
	3	Various NIGP seminars	595		1,600	510	1,600	1,630	1,660	1,700
	4	Various NIGP webinars		150	570		570	570	570	570
	5	Fall conference of TAPP			250		250	250	250	250
	6	Spring conference of TAPP	150	75	250		250	250	250	250
	7	Summary of Public Acts presented by UT-MTAS			25		25	25	25	25
	8	Various SkillPath webinars/seminars	149		750		750	750	750	750
	9	FY 2020 PER - Procurement Officer IV			3,000		3,000	3,060	3,120	3,180
	*	Amount missing from detail								
+ 82820		GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	459	248	2,230	141	1,497	2,550	2,550	2,550
	1	Various	122							
	2	Annual NIGP Forum & Expo	5	171	500	141	141	500	500	500
	3	Various NIGP seminars	256		500		500	500	500	500
	4	Fall conference of TAPP	34		550		256	800	800	800

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	5	Spring conference of TAPP		77	300		300	450	450	450
	6	Monthly MTPPA chapter meetings	42		130		100	100	100	100
	7	DBE Outreach Events			100		50	50	50	50
	8	Various SkillPath seminars			150		150	150	150	150
	*	Amount missing from detail								
+	82830	AIR TRAVEL	460	218	2,500	392	2,500	2,500	2,500	2,500
	1	Various								
	2	Annual NIGP Forum & Expo	460	218	1,000	392	1,000	1,000	1,000	1,000
	3	Possible NIGP Committee Meetings								
	4	NIGP Seminar			500		500	500	500	500
	5	FY 2020 PER - Procurement Officer IV			1,000		1,000	1,000	1,000	1,000
	*	Amount missing from detail								
+	82840	LODGING	2,125	513	5,750	1,880	3,520	5,380	5,610	5,830
	1	Various	293							
	2	Annual NIGP Forum & Expo	1,243		2,500	1,880	1,880	2,100	2,300	2,500
	3	Various NIGP seminars	117		300		300	300	300	300
	4	Fall conference of TAPP	472	316	650		340	680	700	710
	5	Spring conference of TAPP		197	300			300	310	320
	6	Possible NIGP Committee Meetings								
	7	FY 2020 PER - Procurement Officer IV			2,000		1,000	2,000	2,000	2,000
	*	Amount missing from detail								
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	240	28	1,700	346	881	1,650	1,650	1,650
	1	Various	47							
	2	Annual NIGP Forum & Expo	128		500	346	346	500	500	500
	3	Various NIGP seminars	48		200		200	200	200	200
	4	Fall conference of TAPP	17		200			200	200	200
	5	Spring conference of TAPP			150		60	150	150	150
	6	MTPPA annual banquet			300			200	200	200
	7	Various SkillPath seminars			50		25	50	50	50
	8	MTPPA meetings		28	100		50	150	150	150
	9	FY 2020 PER - Procurement Officer IV			200		200	200	200	200
	*	Amount missing from detail								
	82890	OTHER TRAVEL EXPENSES			120		60	120	120	120
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	5,666	2,032	20,745	4,524	16,968	20,775	21,135	21,495
	83110	OFFICE SUPPLIES	716	471	1,000	128	1,000	1,000	1,000	1,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	6		255		250	250	250	250
	83130	EMPLOYEE BENEVOLENCE ITEMS			50		100	100	100	100
+	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	244	88	225		100	225	225	225
	1	Various	244							
	2	refreshments for quarterly meetings of Departmental Purchasing Agents		88	200		100	200	200	200
	3	Halloween Candy			25			25	25	25
	4	Spring TAPP								
	*	Amount missing from detail								
=	XOFS	TOTAL OFFICE SUPPLIES	966	559	1,530	128	1,450	1,575	1,575	1,575
	83299	OTHER OPERATING SUPPLIES			100			100	100	100
=	XOPS	TOTAL OPERATING SUPPLIES			100			100	100	100

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)			250					
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			50		25	50	50	50
= XFUEL	TOTAL FUEL & MILEAGE			300		25	50	50	50
83510	FURNITURE, FIXTURES (<\$25,000)	1,239		1,500		2,000	2,500	500	500
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)		119	1,000		500	500	500	500
1	Various		119	1,000		500	500	500	500
2	Multi-function copier								
*	Amount missing from detail								
83540	COMPUTER HARDWARE (<\$25,000)	4,448	22	3,500		2,000	6,600	2,000	2,000
83550	COMPUTER SOFTWARE (<\$25,000)	480		1,000		1,000	1,000	1,000	1,000
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	6,167	141	7,000		5,500	10,600	4,000	4,000
85110	PROPERTY INSURANCE	941	1,193	1,253	1,095	1,095	1,150	1,207	1,268
85111	FRAUD INSURANCE	43	170	179					
85112	INLAND MARINE INSURANCE	30	29	30	29	29	30	32	34
85113	AUTO PHYSICAL DAMAGE								
! 85115	LIABILITY INSURANCE	170	183	192	552	552	580	609	639
85116	E&O LIABILITY INSURANCE	367	401	421	589	589	618	649	682
85119	UMBRELLA LIABILITY	142	157	165	248	248	260	273	287
85120	PROPERTY DAMAGE COSTS								
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	1,693	2,133	2,240	2,513	2,513	2,638	2,770	2,910
85530	E-COMMERCE FEES								
= XFLF	TOTAL FINANCIAL FEES								
87510	REIMB OF INTERFUND SERVICES	(51,833)	(56,720)	(58,962)	(39,308)	(58,962)	(60,731)	(62,553)	(64,429)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(51,833)	(56,720)	(58,962)	(39,308)	(58,962)	(60,731)	(62,553)	(64,429)
= XOP	TOTAL OPERATIONS	(20,231)	(31,589)	24,277	(31,095)	(13,252)	4,772	(3,043)	(3,909)
	Capital								
= XTOT	TOTAL EXPENDITURES	222,261	224,772	368,650	133,571	280,020	352,119	363,750	385,070