



# City of Franklin, Tennessee

## FY 2017 Operating Budget

### Purchasing

Brian Wilcox, Purchasing Manager

#### Budget Summary

	2014 Actual	2015 Actual	2016		2017 Budget	2016 v. 2017	
			Budget	Estimated		\$	%
<b>Personnel</b>	193,864	194,603	200,561	205,245	204,839	4,278	2.1%
<b>Operations</b>	-31,305	-22,591	-8,535	-13,715	-224	8,311	-97.4%
<b>Capital</b>	0	0	0	0	0	-	0.0%
<b>Total</b>	<b>162,559</b>	<b>172,012</b>	<b>192,026</b>	<b>191,530</b>	<b>204,615</b>	<b>12,589</b>	<b>6.6%</b>

#### 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, the Facilities Office 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 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 2017 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 2017 Operating Budget

### Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, 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

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

<b>Key:</b> Strategic Plan: FranklinForward	
Sustainable Franklin	
Tennessee Municipal Benchmarking Project	

### Workload (Output) Measures

	2013	2014	2015	2016*	2017*
Number of formal procurement solicitations processed by the Purchasing Office <sup>1,2</sup>	16	24	31	35	40
Number of city purchase orders prepared	32	45	53	60	65
Number of purchasing card transactions processed	19,061	19,561	18,885	19,000	19,000
Value of purchasing card transactions processed	\$ 6,197,097	\$ 6,680,614	\$ 7,088,331	\$ 7,500,000	\$ 7,900,000
Total organization purchasing dollar volume	\$ 57,901,958	\$ 64,174,250	\$ 59,825,116	\$ 62,000,000	\$ 63,000,000
Value of City's rebate earned for total spend, net of credits (by calendar year)	\$ 54,997	\$ 59,536	\$ 60,673	\$64,639	\$ 66,000
Number electronic auctions of surplus property	48	92	74	70	70
Value of proceeds from electronic auctions of surplus property (before fee paid by City for electronic auction services)	\$ 182,904	\$ 205,954	\$ 474,637	\$ 200,000	\$ 200,000
Fee paid by City for electronic auction services	\$ 13,723	\$ 15,464	\$ 35,602	\$ 15,000	\$ 15,000
Number of formal protests received	1	0	0	0	0
Number of vendor outreach events attended	3	1	3	3	3

### Performance Measures

# of emergency <sup>3</sup> purchases known to Purchasing	N/A	1	1	1	1
# of sole-source <sup>4</sup> purchases known to Purchasing	N/A	5	6	5	5

### Efficiency Measures

	2013	2014	2015	2016*	2017*
Average number of calendar days (from receipt of card request to receipt of delivered card) for...					
... purchasing card	6	6	6	6	6
... fleet fuel driver number	1	1	1	1	1
... fleet fuel vehicle card	5	5	5	5	10



# City of Franklin, Tennessee

## FY 2017 Operating Budget

	P-Card Purchasing Dollar Volume as a % of Total Purchasing Dollar Volume	10.70%	10.40%	11.85%	12.10%	12.54%
	<b>Tennessee Statewide Benchmarking Average</b>	<b>1.91%</b>	<b>2.47%</b>	<b>2.40%</b>	<b>TBD</b>	<b>TBD</b>

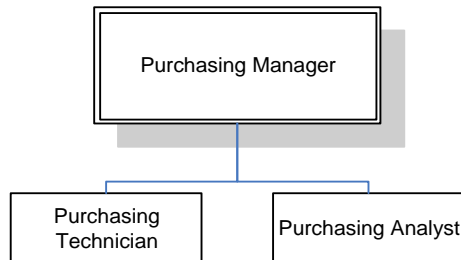
### Outcome (Effectiveness) Measures

		2013	2014	2015	2016*	2017*
	Average number of calendar days from date of requisition to award of procurement for formal procurement solicitations <sup>12</sup> processed by the Purchasing Office	120	108	82	90	90
	<b>Target (90 Days)</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>
	<b>Meets Target?</b>	<b>No</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

### 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 2016 and FY 2017 data are estimates

## Organizational Chart

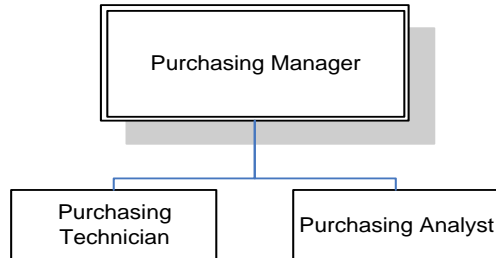


Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"



**City of Franklin, Tennessee**  
**FY 2017 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 2013		FY 2014		FY 2015		FY 2016	
		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
Purchasing Analyst	Grade F	1	0	0	0	0	0	1	0
Purchasing Specialist	Grade E	0	0	1	0	1	0	0	0
Purchasing Technician	Grade C	1	0	1	0	1	0	1	0
<b>Totals</b>		<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>



# City of Franklin, Tennessee

## FY 2017 Operating Budget

### Staffing by Position

Position	Pay Grade	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		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
Purchasing Analyst	Grade F	1	0	0	0	0	0	1	0	1	0
Purchasing Specialist	Grade E	0	0	1	0	1	0	0	0	0	0
Purchasing Technician	Grade C	1	0	1	0	1	0	1	0	1	0
<b>Totals</b>		<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

### Budget

	Actual 2014	Estd 2015	Budget 2016	Est 2016	Budget 2017	Difference	
						\$	%
<b>Personnel</b>							
Salaries & Wages	144,170	148,320	150,405	155,327	150,091	(314)	-0.2%
Employee Benefits	49,694	46,283	50,156	49,918	54,748	4,592	9.2%
<b>Total Personnel</b>	<b>193,864</b>	<b>194,603</b>	<b>200,561</b>	<b>205,245</b>	<b>204,839</b>	<b>4,278</b>	<b>2.1%</b>
<b>Operations</b>							
Transportation Services	10	3	50	50	50	-	0.0%
Operating Services	71	50	400	368	450	50	12.5%
Notices, Subscriptions, etc.	1,651	1,467	3,190	2,950	3,796	606	19.0%
Utilities	705	646	770	813	860	90	11.7%
Contractual Services	1,485	14,338	14,438	13,621	14,678	240	1.7%
Professional Development/Travel	3,406	1,656	12,440	11,449	14,380	1,940	15.6%
Office Supplies	275	507	950	417	963	13	1.4%
Operating Supplies	-	-	100	100	102	2	2.0%
Fuel & Mileage	234	173	275	170	286	11	4.1%
Machinery & Equipment (<\$25,000)	599	3,384	3,200	641	9,400	6,200	193.8%
Property & Liability Costs	1,220	1,551	1,532	1,587	1,609	77	5.0%
Reimbursement of Interfund Trans.	(40,961)	(46,366)	(45,881)	(45,881)	(46,799)	(918)	2.0%
<b>Total Operations</b>	<b>(31,305)</b>	<b>(22,591)</b>	<b>(8,535)</b>	<b>(13,715)</b>	<b>(224)</b>	<b>8,311</b>	<b>-97.4%</b>
<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Purchasing Department</b>	<b>162,559</b>	<b>172,012</b>	<b>192,026</b>	<b>191,530</b>	<b>204,615</b>	<b>12,589</b>	<b>6.6%</b>

### Notes & Objectives

The budget for FY 2017 provides funding to continue the operation of the Purchasing Office.

Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD @2/19/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
	<b>Personnel</b>								
= 81110	REGULAR PAY	144,150	148,192	155,317	93,928	155,317	155,229	158,334	161,501
81120	OVERTIME PAY	20	128	270	6	10	280	290	300
81199	VACANCY ADJUSTMENT			(5,182)			(5,418)	(5,581)	(5,653)
= XWAGE	<b>TOTAL WAGES</b>	144,170	148,320	150,405	93,934	155,327	150,091	153,043	156,148
= 81410	FICA (EMPLOYER'S SHARE)	10,587	10,880	11,717	6,828	11,717	11,875	12,113	12,355
= 81420	MEDICAL PREMIUMS	28,422	29,498	30,889	15,445	30,889	34,735	39,945	46,358
= 81430	GROUP INSURANCE PREMIUMS	2,518	2,529	2,507	1,278	2,507	3,202	3,362	3,600
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(5,624)	(5,956)	(6,170)	(4,610)	(6,170)	(7,727)	(8,160)	(9,000)
81450	RETIREMENT CONTRIBUTIONS	11,828	7,049	8,897	8,896	8,896	10,232	11,766	12,943
81455	DEFERRED COMP MATCH	1,934	2,002	2,007	1,333	2,007	2,108	2,214	2,325
81470	WORKERS COMPENSATION PREMIUMS	29	281	308	36	72	324	340	357
= XBEN	<b>TOTAL BENEFITS</b>	49,694	46,283	50,156	29,206	49,918	54,749	61,580	68,938
= XPER	<b>TOTAL PERSONNEL</b>	193,864	194,603	200,561	123,140	205,245	204,840	214,623	225,086
	<b>Operations</b>								
82110	MAILING & OUTBOUND SHIPPING SERVICES	10	3	50		50	50	50	50
= XTRC	<b>TOTAL TRANSPORTATION CHARGES</b>	10	3	50		50	50	50	50
82210	PRINTING & COPYING SERVICES, OUTSOURCED			250		170	250	255	260
82250	TESTING & PHYSICALS	71	50	150	66	198	200	204	207
= XOPSV	<b>TOTAL OPERATING SERVICES</b>	71	50	400	66	368	450	459	467
82310	LEGAL NOTICES		143	770					
+ 82350	DUES FOR MEMBERSHIPS	1,500	770	1,395	1,225	1,450	2,248	1,497	1,521
1	Various	1,500							
2	Civic organization			300	75	300	305	310	315
3	NIGP			425	430	430	436	443	450
4	TAPP			60	60	60	61	62	63
5	MTPPA			60	60	60	61	62	63
6	ICMA			550	600	600	610	620	630
7	UPPCC certification fees						425		
8	UPPCC recertification fees						350		
*	Amount missing from detail		770		60				
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)		100	500					
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		303	500		1,000	1,015	1,030	1,045
82375	RECRUITMENT			25			25	25	25
+ 82380	PUBLICATIONS, NON-TRAINING	151	151	500		500	508	515	523
1	Various	151							
2	NIGP 5-digit commodity code annual license renewal			500		500	508	515	523
*	Amount missing from detail		151						
= XWAGE	<b>TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY</b>	1,651	1,467	3,190	1,725	2,950	3,796	3,067	3,114
82450	TELEPHONE SERVICE	379	337	310	180	393	400	405	410
82470	INTERNET & RELATED SERVICES	326	309	460	196	420	460	465	470
= XUTIL	<b>TOTAL UTILITIES</b>	705	646	770	376	813	860	870	880

Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD @2/19/2016	Estid 2016	Base 2017	Forecast 2018	Forecast 2019
+ 82510	COMPUTER SERVICES	1,485	14,338	14,438	13,621	13,621	14,678	14,898	15,121
1	Various	1,485							
2	consulting services for Great Plains			100					
3	e-procurement software, annual licensing fee for core system								
4	e-procurement software, one-time implementation fee								
5	Spend analysis			14,338	13,621	13,621	14,678	14,898	15,121
*	Amount missing from detail		14,338						
=	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,485</b>	<b>14,338</b>	<b>14,438</b>	<b>13,621</b>	<b>13,621</b>	<b>14,678</b>	<b>14,898</b>	<b>15,121</b>
+ 82810	REGISTRATIONS	1,720	225	4,725	865	4,820	5,470	5,558	5,646
1	Various	1,720							
2	Annual NIGP Forum & Expo			2,200		1,000	2,200	2,233	2,266
3	Various NIGP seminars			1,500	750	2,250	1,525	1,550	1,575
4	Various NIGP webinars			500	115	345	500	510	520
5	Fall conference of TAPP			200		600	610	620	630
6	Spring conference of TAPP			300		600	610	620	630
7	Summary of Public Acts presented by UT-MTAS			25		25	25	25	25
*	Amount missing from detail		225						
+ 82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	109	90	1,190	392	914	1,665	1,697	1,723
1	Various	109							
2	Annual NIGP Forum & Expo			500	36	36	500	510	515
3	Various NIGP seminars			50	281	560	570	580	590
4	Fall conference of TAPP			150	28	28	153	156	159
5	Spring conference of TAPP			100		150	100	102	104
6	Monthly MTPPA chapter meetings			300		50	250	255	260
7	DBE Outreach Events			90	47	90	92	94	95
*	Amount missing from detail		90						
+ 82830	AIR TRAVEL	284	50	1,500		1,500	1,525	1,545	1,565
1	Various	284							
2	Annual NIGP Forum & Expo			1,000		1,000	1,015	1,030	1,045
3	Possible NIGP Committee Meetings			500		500	510	515	520
*	Amount missing from detail		50						
+ 82840	LODGING	1,210	1,176	3,900	1,590	3,090	4,572	4,645	4,718
1	Various	1,210							
2	Annual NIGP Forum & Expo			2,400	990	990	2,436	2,473	2,510
3	Various NIGP seminars			200	376	400	406	412	418
4	Fall conference of TAPP			400	245	600	610	620	630
5	Spring conference of TAPP			400		600	610	620	630
6	Possible NIGP Committee Meetings			500		500	510	520	530
*	Amount missing from detail		1,176		(21)				
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	32	45	1,050	79	1,050	1,071	1,092	1,106
1	Various	32							
2	Annual NIGP Forum & Expo			400		400	408	416	420
3	Various NIGP seminars			200	79	200	204	208	210
4	Fall conference of TAPP			200		200	204	208	210
5	Spring conference of TAPP			150		150	153	156	160
6	MTPPA annual banquet			100		100	102	104	106
*	Amount missing from detail		45						
82890	OTHER TRAVEL EXPENSES	51	70	75		75	77	79	80
=	<b>TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL</b>	<b>3,406</b>	<b>1,656</b>	<b>12,440</b>	<b>2,926</b>	<b>11,449</b>	<b>14,380</b>	<b>14,616</b>	<b>14,838</b>

Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD @2/19/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
83110	OFFICE SUPPLIES	227	443	500	89	192	510	518	525
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			250		50	250	254	258
83130	EMPLOYEE BENEVOLENCE ITEMS			50		50	51	52	53
+ 83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	48	64	150	20	125	152	155	157
1	Various	48							
2	refreshments for quarterly meetings of Departmental Purchasing Agents			125		125	127	130	132
3	Halloween Candy			25			25	25	25
4	Spring TAPP								
*	Amount missing from detail		64		20				
= XOFS	TOTAL OFFICE SUPPLIES	275	507	950	109	417	963	979	993
83299	OTHER OPERATING SUPPLIES			100		100	102	104	105
= XOPS	TOTAL OPERATING SUPPLIES			100		100	102	104	105
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	234	173	225	40	120	236	240	243
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			50		50	50	50	50
= XFUEL	TOTAL FUEL & MILEAGE	234	173	275	40	170	286	290	293
83510	FURNITURE, FIXTURES (<\$25,000)	599		500		500	2,500	500	500
83530	MACHINERY & EQUIPMENT (<\$25,000)			500			500	500	500
83540	COMPUTER HARDWARE (<\$25,000)		3,384	1,000	47	141	5,200	1,000	1,000
83550	COMPUTER SOFTWARE (<\$25,000)	599		1,200			1,200	1,200	1,200
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	599	3,384	3,200	47	641	9,400	3,200	3,200
85110	PROPERTY INSURANCE	746	923	927	978	978	973	1,022	1,075
85111	FRAUD INSURANCE								
85112	INLAND MARINE INSURANCE	6	30	34			36	37	38
85113	AUTO PHYSICAL DAMAGE								
85115	LIABILITY INSURANCE	294	418	431	492	492	453	475	500
85116	E&O LIABILITY INSURANCE	174	180	140			147	154	160
85119	UMBRELLA LIABILITY				117	117			
85121	PROPERTY DAMAGE COSTS								
= XPCS	TOTAL PROPERTY & LIABILITY COSTS	1,220	1,551	1,532	1,587	1,587	1,609	1,688	1,773
85520	E-COMMERCE FEES				2	2			
= XFFS	TOTAL FINANCIAL FEES				2	2			
87510	REIMB OF INTERFUND SERVICES	(40,961)	(46,366)	(45,881)	(45,881)	(45,881)	(46,799)	(47,735)	(48,500)
= XREMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(40,961)	(46,366)	(45,881)	(45,881)	(45,881)	(46,799)	(47,735)	(48,500)
= XOPS	TOTAL OPERATIONS	(31,305)	(22,591)	(8,536)	(25,382)	(13,713)	(225)	(7,514)	(7,666)
	Capital								



Account	Label	Actual 2014	Actual 2015	Budget 2016	YTD @2/19/2016	Estd 2016	Base 2017	Forecast 2018	Forecast 2019
= XTOT	TOTAL EXPENDITURES	162,559	172,012	192,025	97,758	191,532	204,615	207,109	217,420