



**City of Franklin, Tennessee**  
**FY 2017 Operating Budget Request**

**Program Enhancement Summary**

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	<u>Funded</u>
<b>Finance</b>						
1	Copier Replacement		\$ -	\$ 16,000	\$ 16,000	\$ -
2	Temporary Assistance for Short-Term Projects	\$ 25,000		\$ -	\$ 25,000	
3	Additional Personnel - Finance Analyst	\$ 48,182	\$ 14,455	\$ 800	\$ 63,437	\$ -
Total		\$ 73,182	\$ 14,455	\$ 16,800	\$ 104,437	\$ -
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
<b>Total G/F Requests</b>		\$ 73,182	\$ 14,455	\$ 16,800	\$ 104,437	\$ -

(+1 FTE)

# FY2017 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 3

Department: 41500 FINANCE

Division:  

Title: Copier Replacement

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 (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
<b>Compensation</b>			
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<b>Benefits</b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>		\$0	\$0
<b>Expenses</b>			
83530 MACHINERY & EQUIPMENT (<\$25,000)	\$16,000	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$16,000</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<span style="border: 1px solid black; height: 15px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="border: 1px solid black; width: 100px;"> </span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>
<b>TOTAL</b>	<span style="background-color: #003366; color: white; padding: 2px;">\$16,000</span>	<span style="background-color: #003366; color: white; padding: 2px;">\$0</span>	<span style="background-color: #003366; color: white; padding: 2px;">\$16,000</span>

## PURPOSE / DESCRIPTION OF REQUEST

Color/Black & White Copier purchased in 2011 is used by 3 departments: Finance, Budget, and Purchasing. Current model is experiencing frequent mechanical troubles and printing troubles. Heavily used during budget season for production of materials for Budget & Finance Committee and BOMA.

## SERVICE IMPLICATION

# FY2017 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 3

Department: 41500 FINANCE

Division:  

Title: Position Evaluation - Finance Department

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 (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
<b>Compensation</b>			
81000 PERSONNEL		\$25,000	\$25,000
			\$0
<b>Benefits</b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>			
		\$0	\$0
<b>Expenses</b>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>

## PURPOSE / DESCRIPTION OF REQUEST

During 2016, the department was able to utilize temporary assistance for documentation of financial internal controls as required by state law by June 30, 2016, writing of policies and procedures for disbursements and grants, and working with Engineering and Finance on reporting of cost data from City projects.

Finance would like to request funding in the 2017 budget to assist with its annual review, and updating where needed, of current policies and procedures.

The assistance may either be from a temporary staffing agency or part-time temporary employee.

## SERVICE IMPLICATION

# FY2017 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 3 of 3

Department: 41500 FINANCE  
 Division:   
 Title: Additional Personnel - Financial 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 (FY17 Only)	Ongoing Annual Cost (FY17 & Future)	TOTAL FY17 Request
<b>Compensation</b>			
81000 PERSONNEL		\$48,182	\$48,182
			\$0
<b>Benefits</b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>		\$14,455	\$14,455
<b>Expenses</b>			
82810 REGISTRATIONS		\$500	\$500
82820 GROUND TRANSPORTATION (OUTSIDE WILLIAMSON)		\$250	\$250
82350 DUES FOR MEMBERSHIPS		\$50	\$50
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$63,437</b>	<b>\$63,437</b>

## PURPOSE / DESCRIPTION OF REQUEST

This request would add an additional Financial Analyst for the Budget & Analytics Division. As the division evolves into itself, there are a series of both requested analysis and future needs which current staff capacity (the Budget & Analytics Manager and one Financial Analyst) are unable to handle. These items include:

- Heightened maintenance of Operating Budget and operating components of the capital budget
- Implementation of the 10-year Capital Improvement Plan (in conjunction with CIP, Engineering)
- Development of longer range revenue & expense modeling (5-10 year horizon)
- Efficiency Studies
- Heightened data analytics and response to increased public demand for online data

The addition would allow the Finance Department as a whole to better meet the needs, requirements and requests of our ever-growing City, including analysis of financial information provided by other entities.

## SERVICE IMPLICATION

Failure to bring on additional staff will result in diminished ability for the division to respond to the needs and demands of the City Administrator, Assistant City Administrators, Board Members and citizens at large.