



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Building and Neighborhood Services & CDBG Fund

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City of Franklin, Tennessee - FY 2018 Budget Request

Building and Neighborhood Services

Outline

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City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

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.

The deployment of the One Stop process held every Monday and Wednesday has been a tremendous success. Hundreds of applications have been processed and approved at One Stop.

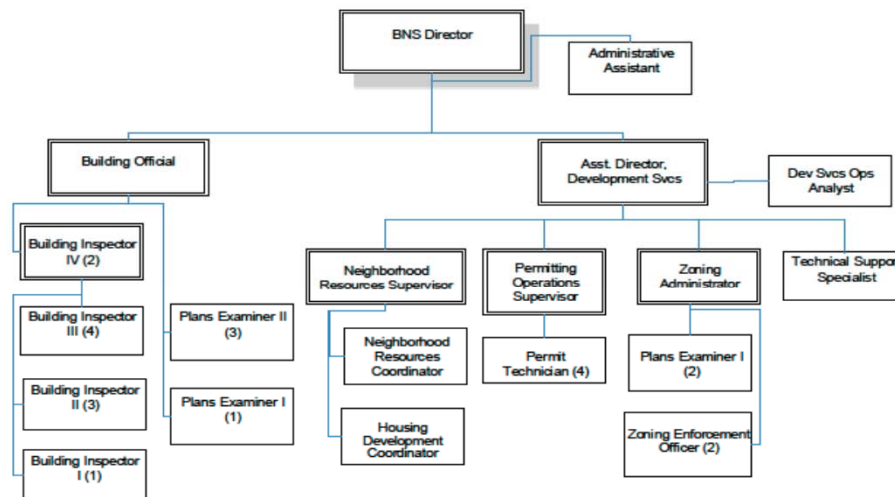


City of Franklin, Tennessee - FY 2017 Budget Request

Building and Neighborhood Services

Organization Chart

Building and Neighborhood Services Department Organizational Chart
[Proposed B & F 2/9/2017]





City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Base Budget Request: Personnel

BNS currently has 35 positions. It is proposed to transfer the Operations Analyst position to BNS bringing the total to 36 positions.

There are three personnel requests proposed as Program Enhancements:

The Quality Control Manager will support meeting ISO standards for Building Code Effectiveness and Floodplain Community Ratings. Also, this position will collect data and generate reports to better focus the work output of BNS.

The part-time Housing Planner is intended to focus on development regulations that can be altered to allow the construction market to provide a spectrum of housing options while still being supportive of quality of life.

The temporary Administrative personnel (1000 hours) will work to organize and scan commonly requested documents such as plats, plot plans, and Certificates of Occupancy. Citizens routinely need prompt access and the long term goal is to have an electronic portal that allows access to these documents.

Overall, it is expected that the peak workloads from several large construction projects currently in the approval pipeline will be challenging in the coming year.



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Base Budget Request: Operations

The base budget request for BNS is expected to be about the same. Additional amounts have been programmed for increases in training costs, licensing, and costs associated with additional personnel. One time program enhancements that have been implemented have been removed. A one time vehicle purchase associated with adding 2 inspectors has also been removed. Manual purchases will increase by \$20,000 to purchase updated 2018 ICC Building codes and 2017 National Electrical Codes. Training costs have increased to prepare for the new code cycles, instruct new personnel, and meet specific technical training requirements for ISO.

The BNS Operational budget also includes approximately \$60,000 for a pass-through grant from THDA for the Emergency Shelter Program. This has been budgeted for many years previously and will continue unchanged.



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Base Budget Request: Capital

BNS does not have any anticipated Capital expenditures in the base budget.



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

- **Program Enhancement Requests**

BNS has proposed five program enhancement requests:

- 1) Routine vehicle replacement of aging vehicles (2 Chevy Equinoxes).**
- 2) Use of Technology Fee to make service delivery improvements:**
 - Update Infor database fields from IDT**
 - Inspection Request portal**
 - Add Valet Parking, Street Closure, and Zoning Certification processes**
 - Inspection and Plan Review Checklists (helps with ISO ratings)**
- 3) Quality Control Manager – manages ISO programs and statistically focuses our work product**
- 4) Housing Planner PT – focuses on achieving housing goals through planning and public communication**
- 5) ISO Training and Public Awareness Requirements**



City of Franklin, Tennessee - FY 2018 Budget Request **Building and Neighborhood Services**

Summary

The focus for the Department in the coming year is to work to meet ISO standards for Building Code Effectiveness and the Community Rating System for floodplain development.

BNS will continue to focus on improving our online processes and services. The deployment of tablets and a Mobile Inspection app for inspectors in the coming year will enhance customer service greatly.

The Development Services One Stop will play a key role in timely feedback and approval of construction and development processes.



City of Franklin, Tennessee
FY 2018 Operating Budget Request

Community Development Block Grant (CDBG) Fund



City of Franklin, Tennessee - **FY 2018 Budget Request** **Community Development Block Grant (CDBG) Fund**

Outline

- Purpose of Department**
- Budget Request & Goals**



City of Franklin, Tennessee - FY 2018 Budget Request **Community Development Block Grant (CDBG) Fund**

Purpose of Department

The Community Development Block Grant is funded by the Department of Housing and Urban Development based on an annual formula provided by HUD. Under the formula guideline the City receives about Two-Hundred and Fifty Thousand Dollars annually (\$250,000). To date the City of Franklin has received approximately Two-Million Dollars (\$2,000,000) which has been used for emergency rehabilitation of about 66 homes within the City of Franklin for our elderly and low income residents, furthering Fair Housing education, new construction of single family homes within the Hard Bargain and Natchez neighborhoods and administering homeless assistance on an as-needed basis.

The City continues to build strong relationships within the community and with the existing non-profits.



City of Franklin, Tennessee - **FY 2018 Budget Request** **Community Development Block Grant (CDBG) Fund**

Budget Request & Goals

	2015 Actual	2016 Actual	2017		2018 Budget	2017 v. 2018	
			Budget	Estimated		\$	%
Beginning Fund Balance	23,717	21,513	86,487	86,487	50,287		
Revenues	448,200	330,297	280,560	250,300	250,300	-30,260	-10.79%
Expenditures	451,705	265,323	286,975	286,500	284,000	-2,975	-1.04%
Ending Balance	20,212	86,487	80,072	50,287	16,587		

- Prepare an Annual Action Plan and a Consolidated Annual Performance Evaluation Report for public review & BOMA approval.
- Efforts may include rehabilitation of homes, new construction, neighborhood signs and/or land acquisition for the purpose of building affordable single family homes.