

RESOLUTION 2018-11

TO BE ENTITLED: "A RESOLUTION TO REVISE THE ORGANIZATIONAL CHARTS WITHIN THE REVENUE MANAGEMENT DEPARTMENT AND CITY COURT"

WHEREAS, the Board of Mayor and Aldermen established the annual budget for the City of Franklin for the Fiscal Year 2017-2018, by Ordinance 2017-19, effective July 1, 2017; and

WHEREAS, the Assistant City Recorder – Revenue Management and City Court Clerk desires to adjust the Organizational Chart in both the Revenue Management Department and City Court; and

WHEREAS, with respect to both the Revenue Management Department and the City Court the reorganization will provide for more appropriate division of duties to maximize operational effectiveness and customer service; and

WHEREAS, the Board of Mayor and Aldermen desires to support the minor reorganizations of the Revenue Management Department and the City Court to include this initiative as there would be no increase in anticipated costs; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to adopt such change.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen for the City of Franklin as follows:

Section 1. The City of Franklin hereby adopts the amended Organization and Personnel Charts for the Revenue Management Department, to be incorporated within the FY 2017-18 Budget, as shown in Exhibit A, attached, with one (1) Financial Technician position being reclassified to one (1) Billing/Collections Technician position and one part-time Billing/Collections Technician being reclassified to one (1) full-time Billing/Collections Technician without amending the expenditures currently adopted in the Budget for FY 2017-18.

Section 2. The City of Franklin hereby adopts the amended Organization and Personnel Charts for the City Court, to be incorporated within the FY 2017-18 Budget, as shown in Exhibit B, attached, to correct the organizational chart to properly show the current appropriated level of staffing of one (1) full-time Deputy Court Clerk and two (2) part-time Deputy Court Clerk positions as shown within the Staffing by Position Table on page 143 of the currently adopted Budget for FY 2017-18.

Section 3. That the Resolution shall be effective upon adoption.

IT IS SO RESOLVED AND DONE on this _____ day of _____ 2018.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
ERIC S. STUCKEY
City Administrator

By: _____
DR. KEN MOORE
Mayor

Approved as to Form:

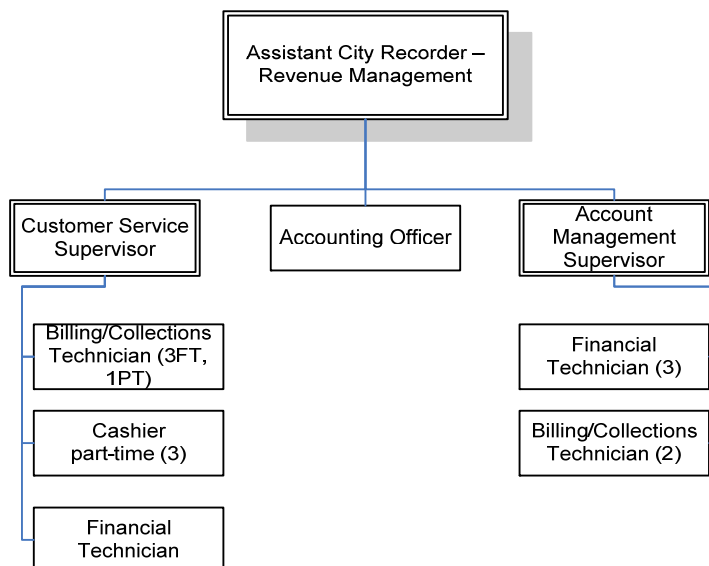
By: _____
Shauna R. Billingsley
City Attorney



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart (Current)



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

Staffing by Position (Current)

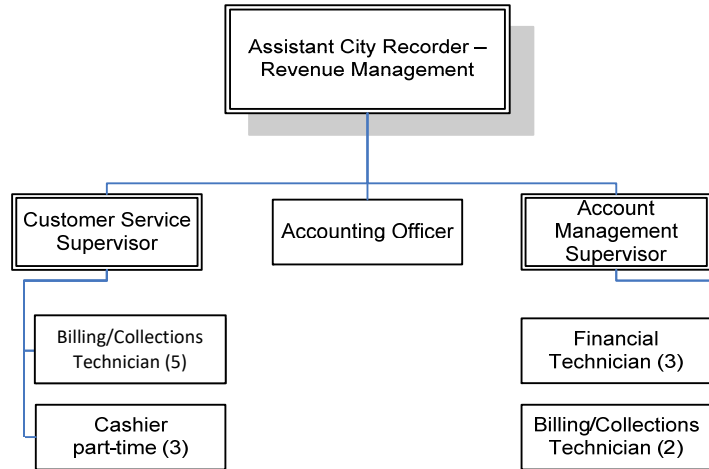
Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Asst City Recorder - Rev. Mgmt	Grade G	1	0	1	0	1	0	1	0	1	0
Account Mgmt Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Customer Service Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Accounting Officer	Grade E	1	0	1	0	1	0	1	0	1	0
Financial Technician I	Grade D	4	0	4	0	4	0	4	0	4	0
Billing/Collections Technician	Grade C	6	1	5	1	5	1	5	1	5	1
Cashier Part-Time	Grade B	0	3	0	5	0	5	0	5	0	3
TOTALS		14	4	13	6	13	6	13	6	13	4



City of Franklin, Tennessee

FY 2018 Operating Budget

Organizational Chart (Proposed)



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

Staffing by Position (Proposed)

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Asst City Recorder - Rev. Mgmt	Grade G	1	0	1	0	1	0	1	0	1	0
Account Mgmt Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Customer Service Supervisor	Grade F	1	0	1	0	1	0	1	0	1	0
Accounting Officer	Grade E	1	0	1	0	1	0	1	0	1	0
Financial Technician I	Grade D	4	0	4	0	4	0	4	0	3	0
Billing/Collections Technician	Grade C	6	1	5	1	5	1	5	1	7	0
Cashier Part-Time	Grade B	0	3	0	5	0	5	0	5	0	3
TOTALS		14	4	13	6	13	6	13	6	14	3



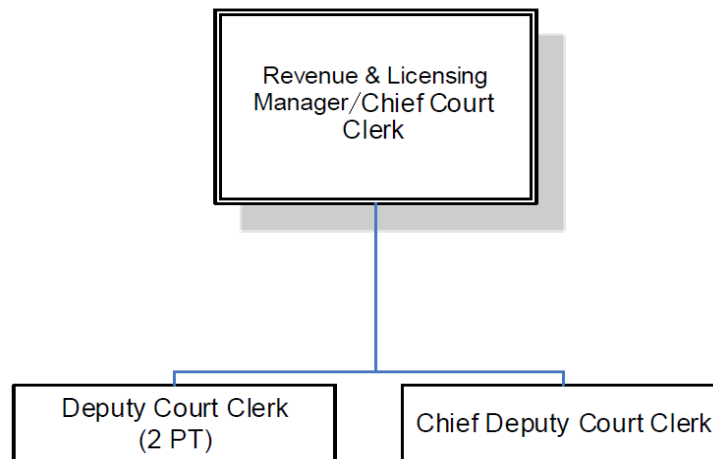
City of Franklin, Tennessee FY 2018 Operating Budget

Performance Measures

Goal: Deliver customer oriented quality service						
	Deploy tool for online payments	NA	YES	YES	YES	YES
	Customer feedback tool deployed and responding within 2 business days 100% of the time to those needing responses	NA	100.0%	100.0%	100.0%	100.0%
Goal: Collect the monies owed the City of Franklin by taking actions to pursue obligations in accordance with State and City requirements.						
	Actions taken due to citations not satisfied (% that Meet Follow Up Criteria)	95.0%	95.0%	95.0%	95.0%	95.0%

* 2017 and 2018 Data Estimated

Organizational Chart (Current)



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

Staffing by Position (Current)

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade E	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade C	1	2	1	2	2	0	2	0	1	2
Totals		2	2	2	2	3	0	3	0	2	2



City of Franklin, Tennessee

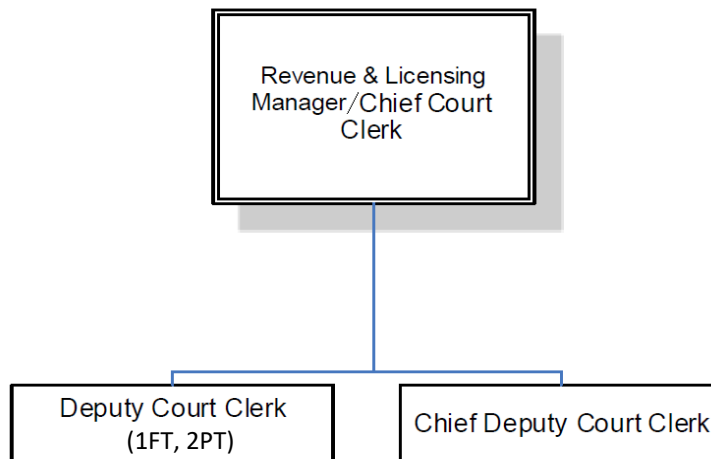
FY 2018 Operating Budget

Performance Measures

Goal: Deliver customer oriented quality service						
	Deploy tool for online payments	NA	YES	YES	YES	YES
	Customer feedback tool deployed and responding within 2 business days 100% of the time to those needing responses	NA	100.0%	100.0%	100.0%	100.0%
Goal: Collect the monies owed the City of Franklin by taking actions to pursue obligations in accordance with State and City requirements.						
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* 2017 and 2018 Data Estimated

Organizational Chart (Proposed)



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

Staffing by Position (Proposed)

Position	Pay Grade	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade E	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade C	1	2	1	2	2	0	2	0	1	2
Totals		2	2	2	2	3	0	3	0	2	2