



# City of Franklin, Tennessee

## FY 2019 Operating Budget

### Purchasing

Brian Wilcox, Purchasing Manager

#### Budget Summary

	2016 Actual	2017 Actual	2018		2019 Budget	2018 v. 2019	
			Budget	Estimated		\$	%
<b>Personnel</b>	196,702	209,894	233,013	238,648	239,563	6,550	2.8%
<b>Operations</b>	-20,573	-18,381	-2,178	-8,904	-4,131	-1,953	89.6%
<b>Capital</b>	0	0	0	0	0	-	0.0%
<b>Total</b>	<b>176,129</b>	<b>191,513</b>	<b>230,835</b>	<b>229,744</b>	<b>235,432</b>	<b>4,597</b>	<b>2.0%</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 2019 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 2019 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>	<b>Strategic Plan: FranklinForward</b>	
	<b>Sustainable Franklin</b>	
	<b>Tennessee Municipal Benchmarking Project</b>	
	<b>2016 Franklin Citizens Survey</b>	

### Workload (Output) Measures

	2015	2016	2017	2018*	2019*
Number of formal procurement solicitations processed by the Purchasing Office <sup>1,2</sup>	31	24	26	26	26
Number of city purchase orders prepared	44	61	65	55	55
Number of purchasing card transactions processed	18,885	20,363	20,500	20,700	20,700
Value of purchasing card transactions processed	\$ 7,088,331	\$ 7,459,567	\$ 8,196,041	\$ 7,800,000	\$ 7,800,000
Total organization purchasing dollar volume	\$ 58,430,618	\$ 59,699,527	\$ 79,130,426	\$ 62,000,000	\$ 62,000,000
Value of City's rebate earned for total spend, net of credits (by calendar year)	\$ 60,673	\$64,639	\$ 62,940	\$ 68,000	\$ 68,000
Number electronic auctions of surplus property	74	65	70	70	70
Value of proceeds from electronic auctions of surplus property <i>(before fee paid by City for electronic auction services)</i>	\$ 474,637	\$ 333,247	\$ 250,000	\$ 250,000	\$ 250,000
Fee paid by City for electronic auction services	\$ 35,602	\$ 24,996	\$ 18,750	\$ 18,750	\$ 18,750
Number of formal protests received	0	0	0	0	0
Number of vendor outreach events attended	3	1	1	1	1
# of emergency <sup>3</sup> purchases known to Purchasing	1	4	2	2	2
# of sole-source <sup>4</sup> purchases known to Purchasing	6	10	10	10	10

### Efficiency Measures

	2015	2016	2017	2018*	2019*
Average number of calendar days (from receipt of card request to receipt of delivered card) for...					
... purchasing card	6	4	4	4	4
... fleet fuel driver number	1	1	1	1	1
... fleet fuel vehicle card	5	7	20	20	20



# City of Franklin, Tennessee

## FY 2019 Operating Budget

### Performance Measures

	P-Card Purchasing Dollar Volume as a % of Total Purchasing Dollar Volume	12.13%	12.50%	10.36%	12.79%	12.79%
	<b>Tennessee Statewide Benchmarking Average</b>	<b>2.40%</b>	<b>10.99%</b>	<b>2.28%</b>	<b>TBD</b>	<b>TBD</b>

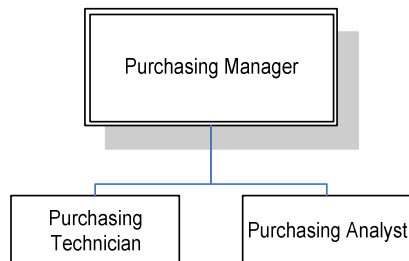
### Outcome (Effectiveness) Measures

		2015	2016	2017	2018*	2019*
	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	82	108	90	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>Yes</b>	<b>No</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</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 2017 and FY 2018 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 2019 Operating Budget

### Staffing by Position

Position	Pay Grade	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
		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	0	0	1	0	1	0	1	0	1	0
Purchasing Specialist	Grade E	1	0	0	0	0	0	0	0	0	0
Purchasing Technician	Grade D	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 2016	Actual 2017	Budget 2018	Estd 2018	Budget 2019	Difference	
						\$	%
<b>Personnel</b>							
Salaries & Wages	148,914	156,218	159,626	158,989	162,106	2,480	1.6%
Employee Benefits	47,788	53,676	73,387	79,659	77,457	4,070	5.5%
<b>Total Personnel</b>	<b>196,702</b>	<b>209,894</b>	<b>233,013</b>	<b>238,648</b>	<b>239,563</b>	<b>6,550</b>	<b>2.8%</b>
<b>Operations</b>							
Transportation Services	3	9	50	50	50	-	0.0%
Operating Services	119	53	400	300	400	-	0.0%
Notices, Subscriptions, etc.	3,118	2,249	3,505	2,924	3,684	179	5.1%
Utilities	652	774	1,137	1,120	1,140	3	0.3%
Contractual Services	14,020	13,621	13,825	15,500	15,500	1,675	12.1%
Repair & Maintenance Services	-	-	2,000	1,000	2,000	-	0.0%
Employee Programs	54	-	100	100	100	-	0.0%
Professional Development/Travel	5,457	2,622	15,162	12,020	17,945	2,783	18.4%
Office Supplies	177	1,714	3,025	2,125	3,025	-	0.0%
Operating Supplies	-	-	100	100	100	-	0.0%
Fuel & Mileage	71	12	290	293	300	10	3.4%
Machinery & Equipment (<\$25,000)	47	9,401	8,200	6,480	3,500	(4,700)	-57.3%
Property & Liability Costs	1,588	1,772	1,861	1,954	2,052	191	10.3%
Financial Fees	2	3	-	-	-	-	
Reimbursement of Interfund Trans.	(45,881)	(50,611)	(51,833)	(52,870)	(53,927)	(2,094)	4.0%
<b>Total Operations</b>	<b>(20,573)</b>	<b>(18,381)</b>	<b>(2,178)</b>	<b>(8,904)</b>	<b>(4,131)</b>	<b>(1,953)</b>	<b>89.6%</b>
<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>				<b>0.0%</b>

<b>Total Purchasing Department</b>	<b>176,129</b>	<b>191,513</b>	<b>230,835</b>	<b>229,744</b>	<b>235,432</b>	<b>4,597</b>	<b>2.0%</b>
------------------------------------	----------------	----------------	----------------	----------------	----------------	--------------	-------------

### Notes & Objectives

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@2/16/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
		<b>Personnel</b>								
=	81110	REGULAR PAY	148,895	156,082	164,860	102,384	164,445	167,792	174,504	181,484
	81120	OVERTIME PAY	19	136	300	323	300	300	300	300
	81199	VACANCY ADJUSTMENT			(5,534)		(5,756)	(5,986)	(6,108)	(6,352)
=	XWAGE	TOTAL WAGES	148,914	156,218	159,626	102,707	158,989	162,106	168,696	175,432
=	81410	FICA (EMPLOYER'S SHARE)	10,812	11,174	12,096	7,150	12,580	12,836	13,350	13,884
=	81420	MEDICAL PREMIUMS	30,889	34,342	51,973	33,035	57,170	54,467	59,914	65,905
=	81430	GROUP INSURANCE PREMIUMS	2,706	3,059	3,213	1,920	3,374	3,789	3,978	4,177
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(7,504)	(9,568)	(11,457)	(7,641)	(12,603)	(14,498)	(15,948)	(17,543)
!	81450	RETIREMENT CONTRIBUTIONS	8,896	12,152	13,975	10,481	15,372	16,910	18,601	20,461
	81455	DEFERRED COMP MATCH	2,200	2,435	3,247	2,466	3,409	3,579	3,758	3,946
	81470	WORKERS COMPENSATION PREMIUMS	(211)	82	340	52	357	374	393	412
=	XBEN	TOTAL BENEFITS	47,788	53,676	73,387	47,463	79,659	77,457	84,046	91,242
=	XPER	TOTAL PERSONNEL	196,702	209,894	233,013	150,170	238,648	239,563	252,742	266,674
		<b>Operations</b>								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	3	9	50	2	50	50	50	50
=	XTRC	TOTAL TRANSPORTATION CHARGES	3	9	50	2	50	50	50	50
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	53	53	200		100	200	200	200
	82250	TESTING & PHYSICALS	66		200		200	200	200	200
=	XOPSV	TOTAL OPERATING SERVICES	119	53	400		300	400	400	400
	82310	LEGAL NOTICES	38		50		50	50	50	50
+	82350	DUES FOR MEMBERSHIPS	2,107	1,459	1,898	649	1,724	2,059	2,069	2,429
	1	Various	942	879						
	2	Civic organization	75	150	305	150	300	320	320	320
	3	NIGP	430	430	436	439	439	439	439	439
	4	TAPP			61	60	60	75	75	75
	5	MTPPA	60		61		60	60	60	60
	6	ICMA	600		610		640	640	650	660
	7	UPPCC certification fees			425		225	525	525	525
	8	UPPCC recertification fees								350
	*	Amount missing from detail								
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	500							
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		300	1,000		600	1,000	1,000	1,000
	82373	RECRUITMENT			25		25	25	25	25
+	82390	PUBLICATIONS, NON-TRAINING	473	490	532		525	550	550	550
	1	Various	473	490						
	2	NIGP 5-digit commodity code annual license renewal			532		525	550	550	550
	*	Amount missing from detail								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	3,118	2,249	3,505	649	2,924	3,684	3,694	4,054
	82450	TELEPHONE SERVICE	317	311	491	170	520	530	540	550
	82470	INTERNET & RELATED SERVICES	335	463	646	180	600	610	620	630
=	XUTIL	TOTAL UTILITIES	652	774	1,137	350	1,120	1,140	1,160	1,180

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@2/16/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
+	82510	COMPUTER SERVICES	13,621	13,621	13,825	13,621	15,500	15,500	15,800	16,100
	1	Various								
	2	consulting services for Great Plains								
	3	e-procurement software, annual licensing fee for core system								
	4	e-procurement software, one-time implementation fee								
	5	Spend analysis	13,621	13,621	13,825	13,621	15,500	15,500	15,800	16,100
	6	Software for Tracking Certificates of Insurance								
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES	399							
=	XCTS	TOTAL CONTRACTUAL SERVICES	14,020	13,621	13,825	13,621	15,500	15,500	15,800	16,100
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES				15				
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES			2,000	265	1,000	2,000	2,000	2,000
	1	Various								
	2	Multi-function copier			2,000	265	1,000	2,000	2,000	2,000
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES			2,000	280	1,000	2,000	2,000	2,000
	82790	TRAINING, IN-HOUSE	54		100	27	100	100	100	100
=	XEPG	TOTAL EMPLOYEE PROGRAMS	54		100	27	100	100	100	100
+	82810	REGISTRATIONS	2,270	1,150	6,045	744	5,340	6,045	5,445	5,445
	1	Various	1,405	820						
	2	Annual NIGP Forum & Expo			2,233		2,500	2,000	2,000	2,000
	3	Various NIGP seminars	750		1,550	595	1,575	2,200	1,600	1,600
	4	Various NIGP webinars	115		510		520	570	570	570
	5	Fall conference of TAPP			620			250	250	250
	6	Spring conference of TAPP			620		225	250	250	250
	7	Summary of Public Acts presented by UT-MTAS			25		25	25	25	25
	8	Various SkillPath webinars/seminars		330	487	149	495	750	750	750
	*	Amount missing from detail								
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	463	130	1,726	337	1,122	2,385	1,710	1,710
	1	Various	71	21						
	2	Annual NIGP Forum & Expo	36		500	5	5	725	500	500
	3	Various NIGP seminars	281		580	256	590	750	300	300
	4	Fall conference of TAPP	28	24	150	34	153	150	150	150
	5	Spring conference of TAPP			102		104	250	250	250
	6	Monthly MTPPA chapter meetings		42	250	42	170	260	260	260
	7	DBE Outreach Events	47	20	94		50	100	100	100
	8	Various SkillPath seminars		23	50		50	150	150	150
	*	Amount missing from detail								
+	82830	AIR TRAVEL	272	50	1,520	460	1,485	2,030	2,030	2,030
	1	Various	272							
	2	Annual NIGP Forum & Expo		50	1,000	460	460	1,000	1,000	1,000
	3	Possible NIGP Committee Meetings			520		525	530	530	530
	4	NIGP Seminar					500	500	500	500
	*	Amount missing from detail								
+	82840	LODGING	2,290	1,162	4,645	1,832	3,288	5,735	4,835	4,835
	1	Various	679							
	2	Annual NIGP Forum & Expo	990	932	2,473	1,243	1,243	3,500	2,600	2,600
	3	Various NIGP seminars	376		412	117	418	425	425	425
	4	Fall conference of TAPP	245	230	620	472	472	640	640	640

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@2/16/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	5	Spring conference of TAPP			620		630	640	640	640
	6	Possible NIGP Committee Meetings			520		525	530	530	530
	*	Amount missing from detail								
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	162	130	1,126	193	685	1,650	1,400	1,400
	1	Various	162							
	2	Annual NIGP Forum & Expo		120	416	128	128	750	500	500
	3	Various NIGP seminars			208	48	200	200	200	200
	4	Fall conference of TAPP			208	17	17	200	200	200
	5	Spring conference of TAPP			150		150	150	150	150
	6	MTPPA annual banquet			104		150	300	300	300
	7	Various SkillPath seminars		10	40		40	50	50	50
	*	Amount missing from detail								
	82890	OTHER TRAVEL EXPENSES			100		100	100	100	100
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	5,457	2,622	15,162	3,566	12,020	17,945	15,520	15,520
	83110	OFFICE SUPPLIES	89	676	2,500	380	1,600	2,500	2,500	2,500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		748	250		250	250	255	255
	83130	EMPLOYEE BENEVOLENCE ITEMS			50		50	50	50	50
+	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	88	290	225	9	225	225	225	225
	1	Various	88	246		9				
	2	refreshments for quarterly meetings of Departmental Purchasing Agents		25	200		200	200	200	200
	3	Halloween Candy		19	25		25	25	25	25
	4	Spring TAPP								
	*	Amount missing from detail								
=	XOFS	TOTAL OFFICE SUPPLIES	177	1,714	3,025	389	2,125	3,025	3,030	3,030
	83299	OTHER OPERATING SUPPLIES			100		100	100	100	100
=	XOPS	TOTAL OPERATING SUPPLIES			100		100	100	100	100
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	71		240		243	250	250	250
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		12	50		50	50	50	50
=	XFUEL	TOTAL FUEL & MILEAGE	71	12	290		293	300	300	300
	83510	FURNITURE, FIXTURES (<\$25,000)		5,453	500	1,239	1,000	500	500	500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)		2,009	700		500	500	500	500
	1	Various		2,009	700		500	500	500	500
	2	Multi-function copier								
	*	Amount missing from detail								
	83540	COMPUTER HARDWARE (<\$25,000)	47	1,779	5,500	4,415	4,500	2,000	2,000	6,000
	83550	COMPUTER SOFTWARE (<\$25,000)		160	1,500	480	480	500	500	700
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	47	9,401	8,200	6,134	6,480	3,500	3,500	7,700
	85110	PROPERTY INSURANCE	978	955	1,003	941	1,053	1,106	1,161	1,219
	85111	FRAUD INSURANCE				43				
	85112	INLAND MARINE INSURANCE		30	32	30	33	35	37	39
	85113	AUTO PHYSICAL DAMAGE								
!	85115	LIABILITY INSURANCE	492	662	695	170	730	766	804	845
	85116	E&O LIABILITY INSURANCE				367				
	85119	UMBRELLA LIABILITY	118	125	131	142	138	145	152	160
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	1,588	1,772	1,861	1,693	1,954	2,052	2,154	2,263

	Account	Label	Actual 2016	Actual 2017	Budget 2018	YTD@2/16/2018	Estd 2018	Budget 2019	Forecast 2020	Forecast 2021
	85530	E-COMMERCE FEES	2	3						
=	XFLF	TOTAL FINANCIAL FEES	2	3						
	87510	REIMB OF INTERFUND SERVICES	(45,881)	(50,611)	(51,833)	(51,833)	(52,870)	(53,927)	(55,006)	(56,106)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(45,881)	(50,611)	(51,833)	(51,833)	(52,870)	(53,927)	(55,006)	(56,106)
=	XOP	TOTAL OPERATIONS	(20,573)	(18,381)	(2,178)	(25,122)	(8,904)	(4,131)	(7,198)	(3,309)
		Capital								
=	XTOT	TOTAL EXPENDITURES	176,129	191,513	230,835	125,048	229,744	235,432	245,544	263,365
=	PTHCT	PART-TIME HEADCOUNT								
=	PRHCT	PART-TIME REGULAR HEADCOUNT								