



## City of Franklin, Tennessee

### FY 2020 Operating Budget

#### Purchasing

Brian Wilcox, Purchasing Manager

#### Budget Summary

	2017 Actual	2018 Actual	2019		2020 Budget	2019 v. 2020	
			Budget	Estimated		\$	%
<b>Personnel</b>	209,894	242,492	249,897	252,346	245,425	-4,472	-1.8%
<b>Operations</b>	-18,381	-20,231	-11,807	-15,134	-7,661	4,146	-35.1%
<b>Capital</b>	0	0	0	0	0	-	0.0%
<b>Total</b>	<b>191,513</b>	<b>222,261</b>	<b>238,090</b>	<b>237,212</b>	<b>237,764</b>	<b>-326</b>	<b>-0.1%</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 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 authorized 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 2020 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 2020 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

		2016	2017	2018	2019*	2020*
	Number of formal procurement solicitations processed by the Purchasing Office <sup>1,2</sup>	24	12	10	10	12
	Number of City purchase orders prepared	50	65	76	86	96
	Number of purchasing card transactions processed	20,374	20,877	21,363	21,750	22,250
	Value of purchasing card transactions processed	\$ 7,235,337	\$ 8,196,464	\$ 8,313,466	\$ 8,420,000	\$ 8,540,000
	Total organization purchasing dollar volume	\$ 59,596,341	\$ 79,142,015	\$ 82,160,081	\$ 85,000,000	\$ 88,000,000
	Value of City's rebate earned for total spend, net of credits (by calendar year)	\$ 64,639	\$ 62,940	\$ 68,125	\$ 69,600	\$ 70,500
	Number electronic auctions of surplus property	65	73	132	75	75
	Value of proceeds from electronic auctions of surplus property <i>(before fee paid by City for electronic auction services)</i>	\$ 333,247	\$ 345,512	\$ 114,417	\$ 150,000	\$ 200,000
	Fee paid by City for electronic auction services	\$ 24,996	\$ 25,920	\$ 8,611	\$ 11,264	\$ 15,018
	Number of formal protests received	0	0	0	0	0
	Number of vendor outreach events attended	1	0	1	1	1
	# of emergency <sup>3</sup> purchases known to Purchasing	4	4	2	3	3
	# of sole-source <sup>4</sup> purchases known to Purchasing	10	6	9	8	8



# City of Franklin, Tennessee

## FY 2020 Operating Budget

### Performance Measures

#### Efficiency Measures

		2016	2017	2018	2019*	2020*
	Average number of calendar days (from receipt of card request to receipt of delivered card) for...					
	... purchasing card	4	4	7	7	7
	... fleet fuel driver number	1	1	1	1	1
	... fleet fuel vehicle card	7	7	8	8	8
	P-Card Purchasing Dollar Volume as a % of Total Purchasing Dollar Volume	12.14%	10.36%	10.12%	9.91%	9.70%
	<b>Tennessee Statewide Benchmarking Average</b>	<b>10.99%</b>	<b>2.28%</b>	<b>2.38%</b>	<b>TBD</b>	<b>TBD</b>

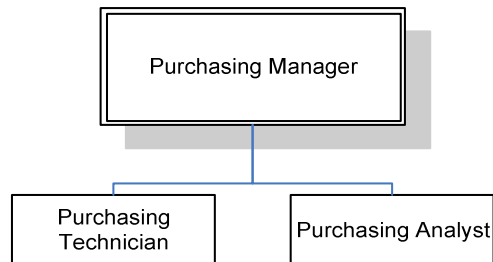
#### Outcome (Effectiveness) Measures

		2016	2017	2018	2019*	2020*
	Average number of calendar days from date of requisition to award of procurement for formal procurement solicitations <sup>1,2</sup> processed by the Purchasing Office	108	110	120	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>No</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 2019 and FY 2020 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 2020 Operating Budget

### Staffing by Position

Position	Pay Grade	FY 2016		FY 2017		FY 2018		FY 2019		FY 2020	
		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	1	0	1	0	1	0	1	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 2017	Actual 2018	Budget 2019	Estd 2019	Budget 2020	Difference	
						\$	%
<b>Personnel</b>							
Salaries & Wages	156,218	165,036	170,099	166,567	173,209	3,110	1.8%
Employee Benefits	53,676	77,456	79,798	85,779	72,216	(7,582)	-9.5%
<b>Total Personnel</b>	<b>209,894</b>	<b>242,492</b>	<b>249,897</b>	<b>252,346</b>	<b>245,425</b>	<b>(4,472)</b>	<b>-1.8%</b>
<b>Operations</b>							
Transportation Services	9	2	50	2,314	50	-	0.0%
Operating Services	53	85	400	427	550	150	37.5%
Notices, Subscriptions, etc.	2,249	1,972	3,684	2,894	3,694	10	0.3%
Utilities	774	728	1,140	900	1,160	20	1.8%
Contractual Services	13,621	13,621	20,595	20,600	21,445	850	4.1%
Repair & Maintenance Services	-	653	1,000	750	1,000	-	0.0%
Employee Programs	-	49	100	50	100	-	0.0%
Professional Development/Travel	2,622	5,666	10,380	8,378	14,525	4,145	39.9%
Office Supplies	1,714	966	1,525	1,000	1,530	5	0.3%
Operating Supplies	-	-	100	-	100	-	0.0%
Fuel & Mileage	12	-	300	-	300	-	0.0%
Machinery & Equipment (<\$25,000)	9,401	6,167	3,500	2,140	3,500	-	0.0%
Property & Liability Costs	1,772	1,693	2,139	2,133	2,240	101	4.7%
Financial Fees	3	-	-	-	-	-	
Reimbursement of Interfund Trans.	(50,611)	(51,833)	(56,720)	(56,720)	(57,854)	(1,134)	2.0%
<b>Total Operations</b>	<b>(18,381)</b>	<b>(20,231)</b>	<b>(11,807)</b>	<b>(15,134)</b>	<b>(7,661)</b>	<b>4,146</b>	<b>-35.1%</b>
<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>				<b>0.0%</b>

<b>Total Purchasing Department</b>	<b>191,513</b>	<b>222,261</b>	<b>238,090</b>	<b>237,212</b>	<b>237,764</b>	<b>(326)</b>	<b>-0.1%</b>
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	Account	Label	Actual 2017	Actual 2018	Budget 2019	YTD@1/31/2019	Estd 2019	Budget 2020	Forecast 2021	Forecast 2022
		<b>Personnel</b>								
=	81110	REGULAR PAY	156,082	164,510	175,791	101,383	166,267	179,180	188,139	197,546
	81120	OVERTIME PAY	136	526	300	50	300	300	300	300
	81199	VACANCY ADJUSTMENT			(5,992)			(6,271)	(6,585)	(6,914)
=	XWAGE	TOTAL WAGES	156,218	165,036	170,099	101,433	166,567	173,209	181,854	190,932
=	81410	FICA(EMPLOYER'S SHARE)	11,174	11,520	13,098	7,427	12,719	13,707	14,393	15,112
=	81420	MEDICAL PREMIUMS	34,342	56,631	56,631	23,437	56,249	40,373	44,410	48,851
=	81425	VISION PREMIUMS				207	497	437	481	529
=	81430	GROUP INSURANCE PREMIUMS	3,059	3,292	3,799	1,532	2,876	3,598	3,778	3,967
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(9,568)	(11,996)	(12,404)	(4,213)	(6,913)	(8,011)	(8,812)	(9,693)
!	81450	RETIREMENT CONTRIBUTIONS	12,152	13,975	14,721	11,041	14,721	16,193	17,812	19,594
	81455	DEFERRED COMP MATCH	2,435	3,980	3,579	3,639	5,256	5,519	5,795	6,084
	81470	WORKERS COMPENSATION PREMIUMS	82	54	374	40	374	400	400	400
=	XBEN	TOTAL BENEFITS	53,676	77,456	79,798	43,110	85,779	72,217	78,257	84,844
=	XPER	TOTAL PERSONNEL	209,894	242,492	249,897	144,543	252,346	245,426	260,111	275,776
		<b>Operations</b>								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	9	2	50	2,314	2,314	50	50	50
=	XTRC	TOTAL TRANSPORTATION CHARGES	9	2	50	2,314	2,314	50	50	50
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	53		200		100	200	200	200
	82250	TESTING & PHYSICALS		85	200	327	327	350	350	350
=	XOPSV	TOTAL OPERATING SERVICES	53	85	400	327	427	550	550	550
	82310	LEGAL NOTICES			50		25	50	50	50
+	82350	DUES FOR MEMBERSHIPS	1,459	1,490	2,059	439	1,724	2,069	2,429	2,089
	1	Various								
	2	Civic organization	300	300	320			320	320	320
	3	NIGP	430	439	439	439	439	439	439	439
	4	TAPP	60	60	75		60	75	75	75
	5	MTPPA	60	60	60		60	60	60	60
	6	ICMA	609	631	640		640	650	660	670
	7	UPPCC certification fees			525		525	525	525	525
	8	UPPCC recertification fees							350	
	*	Amount missing from detail								
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)								
	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	490	482	550		520	550	550	550
	1	Various	17							
	2	NIGP 5-digit commodity code annual license renewal	473	482	550		520	550	550	550
	*	Amount missing from detail								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	2,249	1,972	3,684	439	2,894	3,694	4,054	3,714
	82450	TELEPHONE SERVICE	311	368	530	228	400	540	550	550
	82470	INTERNET & RELATED SERVICES	463	360	610	247	500	620	630	630
=	XUTIL	TOTAL UTILITIES	774	728	1,140	475	900	1,160	1,180	1,180

	Account	Label	Actual 2017	Actual 2018	Budget 2019	YTD@1/31/2019	Estd 2019	Budget 2020	Forecast 2021	Forecast 2022
+	82510	COMPUTER SERVICES	13,621	13,621	20,595	310	20,600	21,445	21,945	22,445
	01	Various								
	02	consulting services for Great Plains								
	03	e-procurement software, annual licensing fee for core system								
	04	e-procurement software, one-time implementation fee								
	05	Spend analysis	13,621	13,621	15,500		15,900	16,350	16,850	17,350
	06	Software for Tracking Certificates of Insurance								
	07	FY 2019 PER - Quarterly Updates of Spend Analysis			5,095		4,700	5,095	5,095	5,095
	*	Amount missing from detail				310				
	82599	OTHER CONTRACTUAL SERVICES								
=	XCTS	TOTAL CONTRACTUAL SERVICES	13,621	13,621	20,595	310	20,600	21,445	21,945	22,445
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES								
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		653	1,000	357	750	1,000	1,000	1,000
	1	Various								
	2	Multi-function copier		653	1,000	357	750	1,000	1,000	1,000
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES		653	1,000	357	750	1,000	1,000	1,000
	82750	EMPLOYEE RECOGNITION/RECEPTIONS		22						
	82790	TRAINING, IN-HOUSE		27	100		50	100	100	100
=	XEPG	TOTAL EMPLOYEE PROGRAMS		49	100		50	100	100	100
+	82810	REGISTRATIONS	1,150	2,382	4,530		4,375	5,445	5,445	5,445
	1	Various		1,638	(1,515)					
	2	Annual NIGP Forum & Expo	595		2,000		1,700	2,000	2,000	2,000
	3	Various NIGP seminars		595	2,200		1,600	1,600	1,600	1,600
	4	Various NIGP webinars			570		450	570	570	570
	5	Fall conference of TAPP			250			250	250	250
	6	Spring conference of TAPP	225		250		225	250	250	250
	7	Summary of Public Acts presented by UT-MTAS			25		25	25	25	25
	8	Various SkillPath webinars/seminars	330	149	750		375	750	750	750
	*	Amount missing from detail								
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	130	459	1,750	171	1,408	2,230	2,030	2,030
	1	Various	21	122	(635)					
	2	Annual NIGP Forum & Expo		5	725	171	181	500	500	500
	3	Various NIGP seminars		256	750		750	500	300	300
	4	Fall conference of TAPP	24	34	150		37	550	550	550
	5	Spring conference of TAPP			250		300	300	300	300
	6	Monthly MTPPA chapter meetings	42	42	260		60	130	130	130
	7	DBE Outreach Events	20		100		40	100	100	100
	8	Various SkillPath seminars	23		150		40	150	150	150
	*	Amount missing from detail								
+	82830	AIR TRAVEL	50	460	500		1,500	1,500	1,500	1,500
	1	Various			500					
	2	Annual NIGP Forum & Expo	50	460			1,000	1,000	1,000	1,000
	3	Possible NIGP Committee Meetings								
	4	NIGP Seminar					500	500	500	500
	*	Amount missing from detail								
+	82840	LODGING	1,162	2,125	2,500		915	3,750	3,750	3,750
	1	Various		293	2,500					
	2	Annual NIGP Forum & Expo	932	1,243				2,500	2,500	2,500

	Account	Label	Actual 2017	Actual 2018	Budget 2019	YTD@1/31/2019	Estd 2019	Budget 2020	Forecast 2021	Forecast 2022
	3	Various NIGP seminars		117			300	300	300	300
	4	Fall conference of TAPP	230	472			315	650	650	650
	5	Spring conference of TAPP					300	300	300	300
	6	Possible NIGP Committee Meetings								
	*	Amount missing from detail								
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	130	240	1,000	19	180	1,500	1,500	1,500
	1	Various		47	(650)					
	2	Annual NIGP Forum & Expo	120	128	750			500	500	500
	3	Various NIGP seminars		48	200		100	200	200	200
	4	Fall conference of TAPP		17	200			200	200	200
	5	Spring conference of TAPP			150		50	150	150	150
	6	MTPPA annual banquet			300			300	300	300
	7	Various SkillPath seminars	10		50		30	50	50	50
	8	MTPPA meetings				19		100	100	100
	*	Amount missing from detail								
	82890	OTHER TRAVEL EXPENSES			100			100	100	100
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	2,622	5,666	10,380	190	8,378	14,525	14,325	14,325
	83110	OFFICE SUPPLIES	676	716	1,000	54	700	1,000	1,000	1,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	748	6	250		200	255	255	255
	83130	EMPLOYEE BENEVOLENCE ITEMS			50			50	50	50
+	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	290	244	225	39	100	225	225	225
	1	Various	149	244		39				
	2	refreshments for quarterly meetings of Departmental Purchasing Agents	122		200		100	200	200	200
	3	Halloween Candy	19		25			25	25	25
	4	Spring TAPP								
	*	Amount missing from detail								
=	XOFS	TOTAL OFFICE SUPPLIES	1,714	966	1,525	93	1,000	1,530	1,530	1,530
	83299	OTHER OPERATING SUPPLIES			100			100	100	100
=	XOPS	TOTAL OPERATING SUPPLIES			100			100	100	100
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)			250			250	250	250
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	12		50			50	50	50
=	XFUEL	TOTAL FUEL & MILEAGE	12		300			300	300	300
	83510	FURNITURE, FIXTURES (<\$25,000)	5,453	1,239	500		1,000	500	500	500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	2,009		500			500	500	500
	1	Various	2,009		500			500	500	500
	2	Multi-function copier								
	*	Amount missing from detail								
	83540	COMPUTER HARDWARE (<\$25,000)	1,779	4,448	2,000		640	2,000	6,000	2,000
	83550	COMPUTER SOFTWARE (<\$25,000)	160	480	500		500	500	700	500
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	9,401	6,167	3,500		2,140	3,500	7,700	3,500
	85110	PROPERTY INSURANCE	955	941	1,193	1,193	1,193	1,253	1,315	1,381
	85111	FRAUD INSURANCE		43	170	170	170	179	187	197
	85112	INLAND MARINE INSURANCE	30	30	35	29	29	30	32	34
	85113	AUTO PHYSICAL DAMAGE								
!	85115	LIABILITY INSURANCE	662	170	183	183	183	192	202	212
	85116	E&O LIABILITY INSURANCE		367	401	401	401	421	442	464

	Account	Label	Actual 2017	Actual 2018	Budget 2019	YTD@1/31/2019	Estd 2019	Budget 2020	Forecast 2021	Forecast 2022
	85119	UMBRELLA LIABILITY	125	142	157	157	157	165	173	182
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	1,772	1,693	2,139	2,133	2,133	2,240	2,351	2,470
	85530	E-COMMERCE FEES	3							
=	XFLF	TOTAL FINANCIAL FEES	3							
	87510	REIMB OF INTERFUND SERVICES	(50,611)	(51,833)	(56,720)	(56,720)	(56,720)	(57,854)	(59,011)	(60,192)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(50,611)	(51,833)	(56,720)	(56,720)	(56,720)	(57,854)	(59,011)	(60,192)
=	XOP	TOTAL OPERATIONS	(18,381)	(20,231)	(11,807)	(50,082)	(15,134)	(7,660)	(3,826)	(8,928)
		Capital								
=	XTOT	TOTAL EXPENDITURES	191,513	222,261	238,090	94,461	237,212	237,766	256,285	266,848