

## City of Franklin General Fund Revenue

City general fund revenues are normally relatively predictable. The majority of general fund revenue is obtained from property taxes, state shared revenue, and transportation aides which are known at the beginning of the year. Revenue has historically not been dependent on changes in economic factors. However, varying factors, including the local economy, can cause fluctuations from year to year in certain revenue items.

### Property Taxes

Property taxes are levied upon all real property and business personal property owners at a calculated rate per \$1,000 of assessed value. As is typical for most Wisconsin municipalities, the property tax is the primary source of revenue for city government operations. The trend for property taxes, as a percentage of General Fund operating revenue, is as follows:

Year	2012	2013	2014	2015	2016	2017
Percentage	<b>69</b>	<b>69</b>	<b>68</b>	<b>67</b>	<b>68</b>	<b>68</b>

Property taxes as a percentage of general fund revenue will increase or decrease, depending on fluctuations in other revenue sources, the amount of growth in new construction or whether significant increases in expenditures are needed to meet service needs for the City. In 2017, Hotel Taxes are limited by State Statutes to 2014 levels, and will be further restricted to 2010 levels by 2021. The creation of TID5 related to the Baseball Commons development will result in increased 2017 Building Permit revenues. The 2012 percentage increase was attributable to the annual increase necessary to support City operations reflecting the switch of Solid Waste Collection to a special revenue fund and that other revenue sources still had not rebounded.

### Looking at per capita tax levy:

	2012	2013	2014	2015	2016	2017
Population	35,520	35,810	35,702	35,655	35,741	35,825 Est
Tax Levy						
General Fund	\$16,226,000	\$16,330,000	\$16,220,400	\$16,209,000	\$16,248,800	16,414,900
Library	1,222,000	1,240,000	1,240,000	1,240,000	1,287,000	1,296,600
Capital	1,269,000	1,289,000	1,448,600	1,460,000	1,473,200	1,497,500
Debt Service	1,750,000	1,650,000	1,600,000	1,600,000	1,500,000	1,300,000
Total Tax Levy	\$20,467,000	\$20,509,000	\$20,509,000	\$20,509,000	\$20,509,000	20,509,000
Per Capita						
General Fund	\$455.79	\$456.02	\$454.33	\$452.77	\$455.46	\$458.20
Library	34.33	34.63	34.73	34.64	36.07	36.19
Capital	35.65	36.00	40.57	40.78	41.30	41.80
Debt Service	49.16	46.07	44.82	44.69	42.05	36.29
Total Tax Levy	\$574.92	\$572.72	\$574.45	\$572.88	\$574.88	\$5752.48

The per capita property tax levy has ranged from a high of \$574.92 in 2012 to a low of \$572.48 in 2017. In 2016, Wisconsin Municipal Facts reported that cities of 30,000 to 150,000 had a median per capita property tax levy of \$598 – Franklin is below that.

### Utility Tax Equivalent

The Franklin Water Utility makes a payment in lieu of property taxes, as permitted by the Public Service Commission, by applying the local municipal and school tax rates against the total value of plant in service (infrastructure). As the plant in service has grown due to the pace of development in the City, this revenue source has also increased. Much of the plant value added is contributed via developers or assessment projects. For 2017, that payment is estimated at \$1,050,000.

### Hotel/Motel Room Tax

Hotels and motels charge a room tax that benefits the City of Franklin. The development of a hotel on South 27<sup>th</sup> Street resulted in the City receiving increased room taxes starting in 2009. A second hotel opened in July, 2015. The 2015-16 state budget included a provision which directs a portion of this revenue to tourism beginning in 2017. For 2017, this revenue source is capped at \$174,358, with the balance directed to a tourism commission for the City of Franklin.

### Cable Franchise Fees

A franchise fee is charged by the City on cable television services, and has increased in recent years along with growth in the City and increases in cable rates charged by the service providers. For 2017, that tax should approximate \$530,000.

### State Shared Revenue

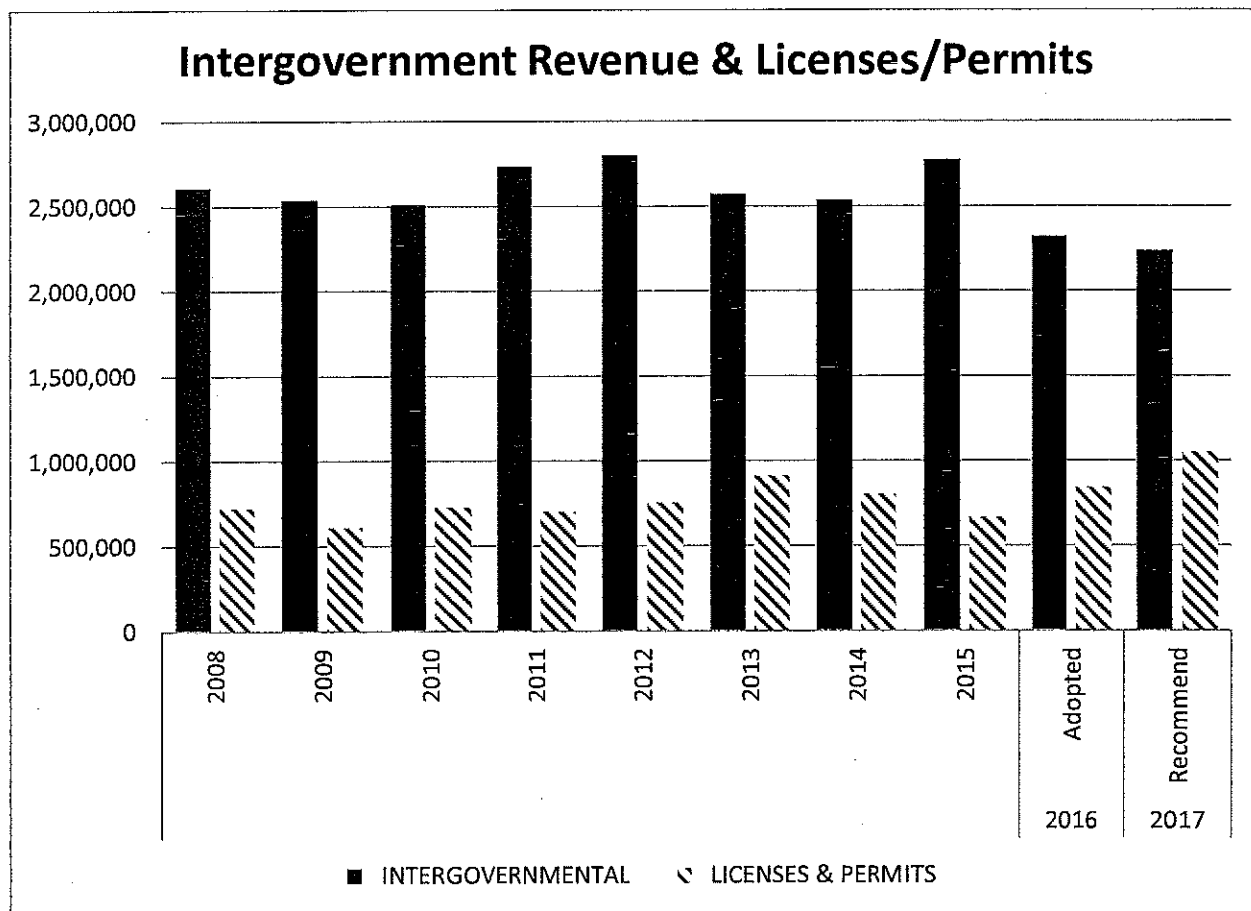
State Shared Revenue was based on a formula that considered per capita and aidable revenue factors that included relative property value of the City and local revenue generated. During recent years the State has either not increased or has decreased the amount received. In 2007 the City received \$635,667, ten years later, in 2017, shared revenue is anticipated to receive \$690,300 a 8.6% decrease. The 2017 shared revenue is expected to fall \$5,800 related to reduced exempt computer aids.

Expenditure Restraint payments are provided by the State for communities that limited their General Fund budget spending to a specified percentage, which is 1.3% for 2017. The percentage limit considers inflation and growth in new construction in the City. The amount received is dependant on the amount of the equalized tax rate over 5 mils and the communities that qualify. The frozen tax levy and faster growing equalized values depresses the equalized tax rate closer to the 5 mil threshold. This reduces the value of the expenditure restraint program to the City. In 2007 the City of Franklin received \$372,313. In 2017, \$207,900 is anticipated. That represents a 44% reduction over the last ten years.

The State provides general transportation aids to local communities. Transportation aids are based on a formula established by the State that considers costs of maintaining the City's transportation system, including maintenance, traffic enforcement, and capital costs (street construction, etc.). This formula uses costs over a rolling 6-year period in determining the aid amount. In 2007 the City of Franklin received \$1,207,239. For 2017, transportation aids are anticipated to be \$1,100,000 – a 8.9% reduction.

A 1997 legislative change exempted business computers from being subject to property tax. It also provided for a state aid payment to municipalities to offset the loss of this income. The estimated state aid payment in 2017 is approximately \$220,600 compared to \$42,703 ten years earlier.

Overall support from the State of Wisconsin has decreased 4.6% over the last ten years.

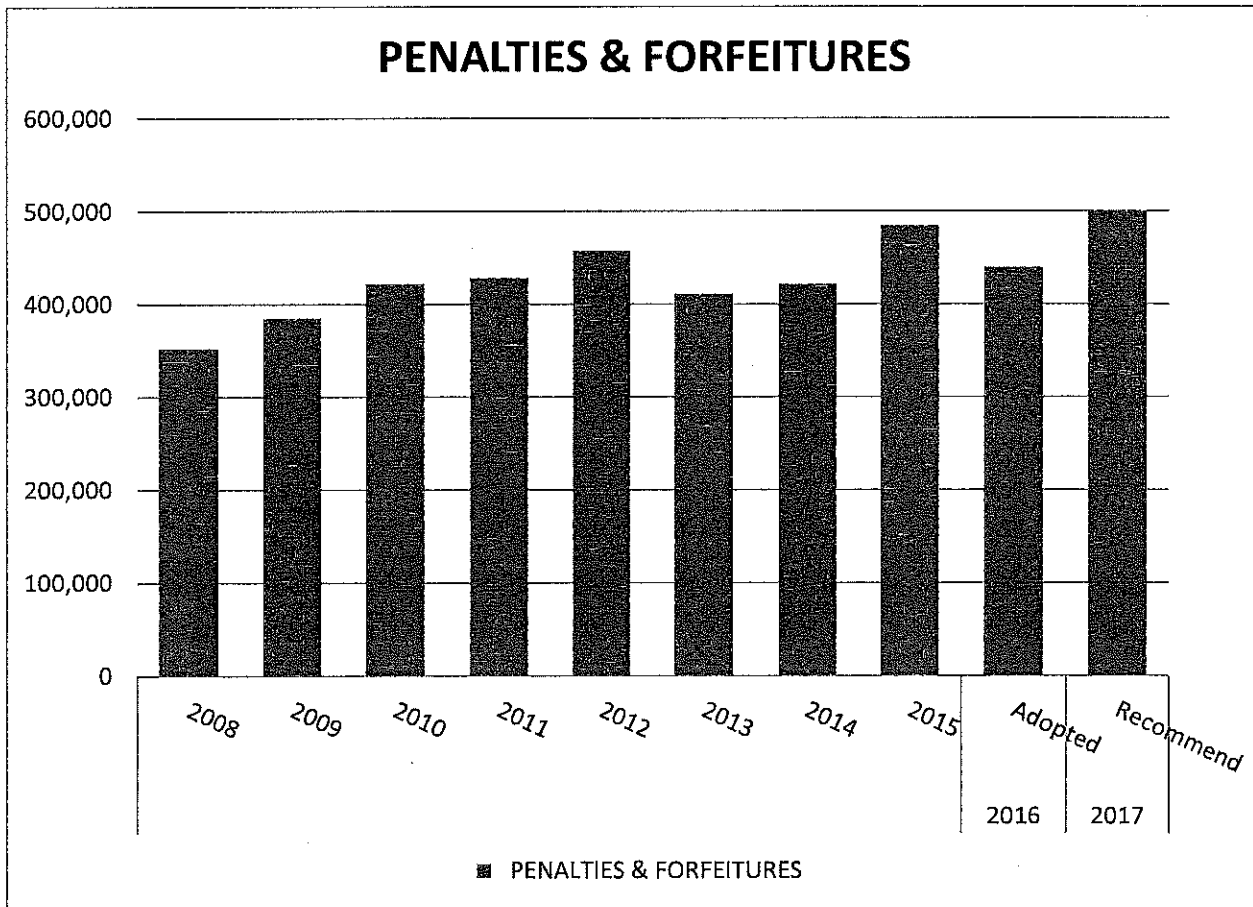


### Licenses and Permits

The City issues numerous licenses and permits in performing its regulatory functions, such as liquor, bartender, peddler, food, pet, contractor, building, electrical, plumbing and others. The majority of such revenue items do not fluctuate greatly from year to year and in some cases change is limited by state statutes. The primary source of revenue in the permit category is building, plumbing and electrical permits (approximately 77%), which declined in 2008 and has not changed much since. The 2017 budget anticipates \$859,865 (a increase of \$199,365 compared to 2016) in Building, Plumbing and Electrical permit revenues. The Baseball Commons development provides the prospect of increased building permit revenue and a 6% rate increase is anticipated. This would bring permit revenues to levels not seen since 2006.

Penalties and Forfeitures

This category represents the City's share of fines from violation of City ordinances and state statutes, as well as parking ticket revenue. The 2017 projection is \$500,000 as compared to \$440,000 in 2016.

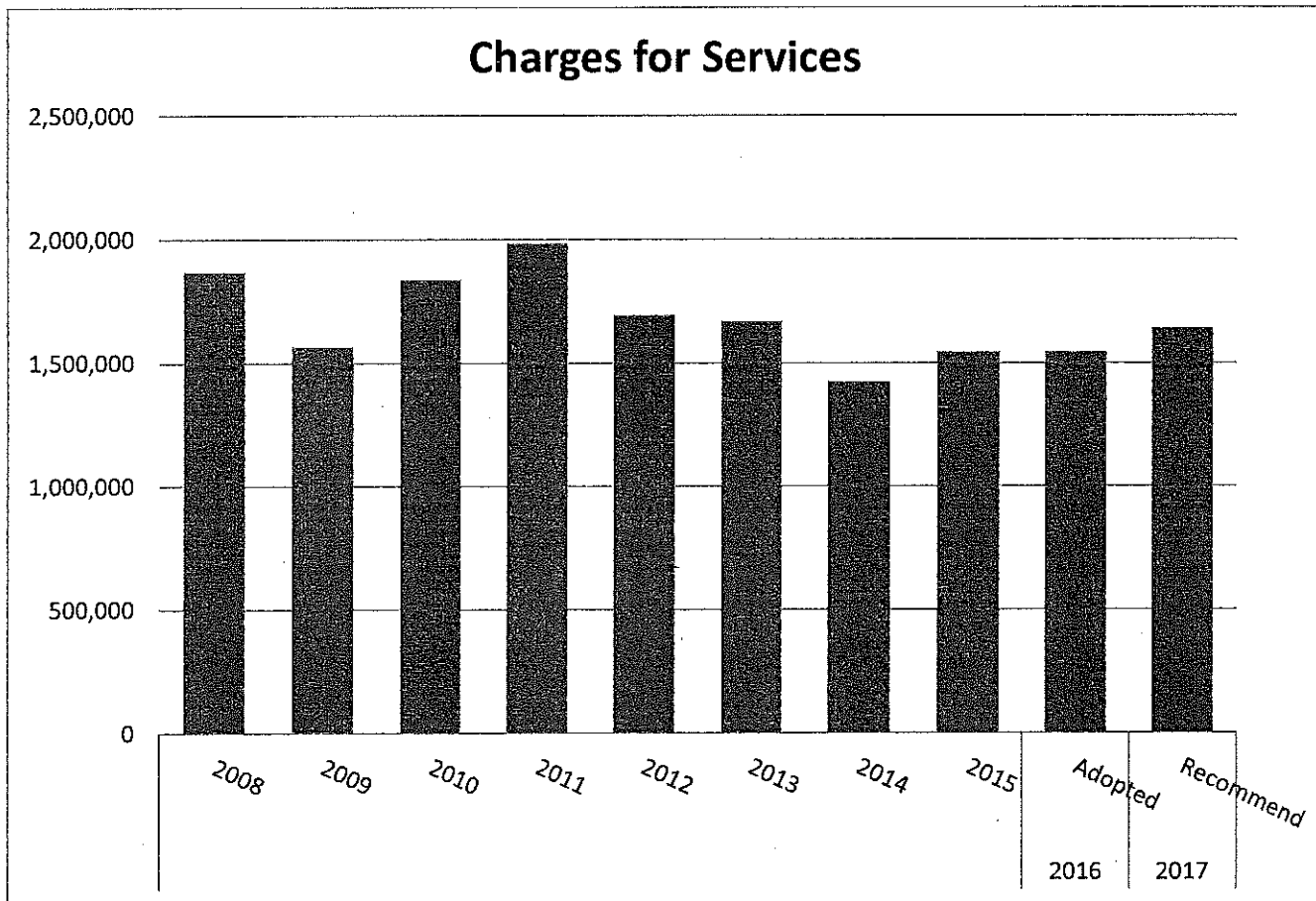


## Charges for Services

This revenue source includes charges for use of City services. The majority of revenue in this category is generated from ambulance services (approximately two thirds), planning, engineering and administrative fees, and charges to developers in connection with development agreements.

The advanced life support program switched to a market driven system in 2007 where actual revenue created in each community is recorded by that community. Fees for basic and advanced life support services and ambulance transportation are billed on behalf of the City by an outside billing service.

2017 ambulance fees anticipate a 7% increase in the largest billing category.



## Intergovernmental Charges for Services

In addition to the Emergency Medical Services revenue included in charges for services above, a County subsidy is received toward providing the service. In 2012, the County negotiated a three year agreement that has Franklin receiving \$125,000 per year in Emergency Medical Service aids. That agreement is subject to budget pressures at the County level. No change is anticipated in County support for the service, although discussions for a

revised EMS contract are currently underway that could have a negative impact on revenues by about \$20,000.

In 2015, the Franklin School District resumed a program of a School Liaison Officer and will contribute 70% of the cost of that officer back to the City.

### Interest Revenue

Investment Interest earnings is one, of two, main revenue sources in this category. Investment interest revenue has declined following the falling short-term interest rates since 2009. Short term investment returns are expected to remain low for the foreseeable future. A rebound in this revenue source will follow market interest rate movements.

Another component of Investment results are realized and unrealized gains/losses on fixed income investments. As Investments are anticipated to be held to maturity, any unrealized losses will be recovered.

The last major component is Interest charged at the statutory rate of 18% per annum on delinquent property taxes. Revenues have ranged from \$270,698 in 2008, to a low of \$82,157 in 2012. For 2017, interest on the tax roll is expected to be \$85,000.

### Miscellaneous Revenue

Water Tower rentals to cell phone companies and insurance dividends are the main components of miscellaneous revenue.

City of Franklin, WI  
General Fund - Revenues

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ADOPTED BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 ADOPTED BUDGET
<b>REAL ESTATE TAXES</b>							
01-0000-4011	GENERAL PROPERTY TAX	16,201,001	16,221,503	16,248,800	16,248,800	16,248,800	16,414,900
<b>TAXES</b>							
01-0000-4012	PROPERTY TAX-SPECIAL	16,271	8,563			10,600	8,600
01-0000-4014	MOBILE HOME TAX	24,647	22,648	25,000	25,000	24,000	22,600
01-0000-4022	MOTEL ROOM TAX	174,359	235,797	260,000	260,000	260,000	174,358
01-0000-4025	CABLE TV&VIDEO FRANCHISE FEE	509,767	526,750	500,000	500,000	500,000	530,000
	<b>TAXES</b>	<b>725,044</b>	<b>793,758</b>	<b>785,000</b>	<b>785,000</b>	<b>794,600</b>	<b>735,558</b>
<b>FUND TRANSFERS</b>							
01-0000-4031	TAX EQUIVALENT	1,046,864	1,044,460	1,100,000	1,100,000	1,050,000	1,050,000
01-0000-4830	TRANSFERS FROM OTHER FUNDS	9,931					
	<b>FUND TRANSFERS</b>	<b>1,056,795</b>	<b>1,044,460</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,050,000</b>	<b>1,050,000</b>
<b>INTERGOVERNMENTAL</b>							
01-0000-4121	PER CAPITA	403,811	396,928	403,000	403,000	398,000	403,400
01-0000-4122	STATE MEDICAL TRANSPORT AID	29,600	36,456	30,000	30,000	33,000	30,000
01-0000-4124	EXPENDITURE RESTRAINT	252,238	284,070	220,100	220,100	220,000	207,900
01-0000-4125	SPECIAL UTILITY	47,680	55,453	43,000	43,000	50,000	49,000
01-0000-4126	STATE EXEMPT COMPUTER AID	350,949	589,797	277,000	277,000	277,000	220,600
01-0000-4127	FIRE INSURANCE TAX	132,436	130,512	133,000	133,000	141,878	141,500
01-0000-4143	BLOCK GRANTS			8,500	8,500		
01-0000-4144	TRANSPORTATION AIDS	1,295,337	1,217,386	1,132,600	1,132,600	1,133,000	1,100,000
01-0000-4156	LAW ENFORCEMENT TRAINING	8,800	9,120	9,000	9,000	9,000	
01-0000-4157	OTHER POLICE GRANTS	15,337	55,627	65,000	65,000	65,000	85,000
	<b>INTERGOVERNMENTAL</b>	<b>2,536,188</b>	<b>2,775,349</b>	<b>2,321,200</b>	<b>2,321,200</b>	<b>2,326,878</b>	<b>2,237,400</b>
<b>LICENSES &amp; PERMITS</b>							
01-0000-4201	CLASS A BEER	1,740	1,925	2,000	2,000	1,800	2,000
01-0000-4202	CLASS A LIQUOR	8,520	10,677	9,500	9,500	9,010	9,500
01-0000-4203	CLASS B BEER	3,765	3,817	3,500	3,500	3,600	3,800
01-0000-4204	CLASS B LIQUOR & RESERVE FEE	17,943	19,130	18,000	18,000	17,100	18,500
01-0000-4205	SPECIAL CLASS B BEER	20	40				
01-0000-4209	BARTENDER/OPERATOR LICENSE	17,076	16,924	16,000	16,000	17,000	16,500
01-0000-4211	COINMACHINEOPERATOR-USE 4213	1,750					
01-0000-4213	AMUSEMENT LICENSES	4,695	6,400	7,000	7,000	6,700	6,500
01-0000-4215	BOWLING AND POOL	245	815	500	500	530	500
01-0000-4217	ENTERTAINMENT & AMUSEMENT	2,700	2,665	2,700	2,700	2,900	2,700
01-0000-4219	PEDDLER-NONFOOD-DOOR-TO-DOOR	7,967	(2,216)	1,700	1,700	3,500	2,500
01-0000-4221	COMBINATION-FOOD&PEDDLER LIC	550	(500)			100	
01-0000-4222	FOOD PRE-INSPECTION	1,174	3,484	1,200	1,200	630	1,500
01-0000-4223	FOOD LICENSE	100					
01-0000-4227	SODA LICENSE	345	345	400	400	350	350
01-0000-4229	CIGARETTE LICENSE	2,200	2,200	2,200	2,200	2,100	2,200
01-0000-4233	COUNTRY CLUB LICENSE	250	250	250	250	250	250
01-0000-4237	SALVAGE YARD/WASTE DISPOSAL	1,400	1,400	1,400	1,400	1,400	1,400
01-0000-4241	OTHERLIC/PUBLIC GRT/TAXEXMPT	3,325	2,140	3,200	3,200	2,200	2,500
01-0000-4242	TECHNOLOGY FEE	8,278	8,660	8,000	8,000	8,500	8,500
01-0000-4253	ELECTRICAL CONTRACTR LICENSE	168					
01-0000-4257	BICYCLE LICENSE	28	100				
01-0000-4259	CAMPGROUND LICENSE		108	100	100		
01-0000-4261	ANIMAL LICENSE	8,641	7,006	8,200	8,200	6,500	7,000
01-0000-4262	RETAIL FOOD ESTABLMT LICENSE	13,675	16,667	16,000	16,000	16,500	16,500
01-0000-4263	RESTAURANT LICENSE & MISC FEES	26,901	26,451	25,000	25,000	25,000	25,000
01-0000-4264	APPLICATION&OTHER HEALTH LIC	8,404	8,400	8,000	8,000	8,000	8,400
01-0000-4265	POOL LICENSE FEES	4,292	5,292	4,700	4,700	5,800	5,200
01-0000-4266	LODGING LICENSE FEES	3,099	3,687	3,000	3,000	3,500	3,500
01-0000-4269	HEALTH REINSPECTION FEES	275	1,550	300	300	600	500
01-0000-4270	HEALTH PREINSPECTION FEES	250	940	200	200		500
01-0000-4271	BUILDING PERMITS	460,340	343,322	505,500	505,500	425,000	648,865
01-0000-4273	ELECTRICAL PERMITS	74,156	68,689	75,000	75,000	65,000	105,500
01-0000-4275	PLUMBING PERMITS	79,522	61,690	80,000	80,000	65,000	105,500
01-0000-4277	STREET EXCAVATION PERMITS	12,644	14,566	11,000	11,000	11,500	13,000
01-0000-4279	FILL PERMITS	250	1,955	2,000	2,000	500	1,500
01-0000-4281	SIGN PERMITS	5,902	9,360	7,500	7,500	7,000	7,500
01-0000-4285	SPECIAL EVENT PERMIT	350	400	200	200	600	300
01-0000-4287	PARK & FIELD RESERVATION-TAXABLE	13,606	13,364	12,000	12,000	14,000	14,000
01-0000-4288	FIRE BURNING & OTHER PERMITS	4,640	4,705	4,500	4,500	4,700	4,500
01-0000-4289	MINING & OTHER PERMITS	2,892	2,960	2,800	2,800	3,000	2,900
	<b>LICENSES &amp; PERMITS</b>	<b>804,078</b>	<b>669,368</b>	<b>843,550</b>	<b>843,550</b>	<b>739,870</b>	<b>1,049,365</b>
<b>PENALTIES &amp; FORFEITURES</b>							
01-0000-4311	FINES/PENALTY/RESTITUTION/MISC POI	421,976	484,957	440,000	440,000	450,000	500,000

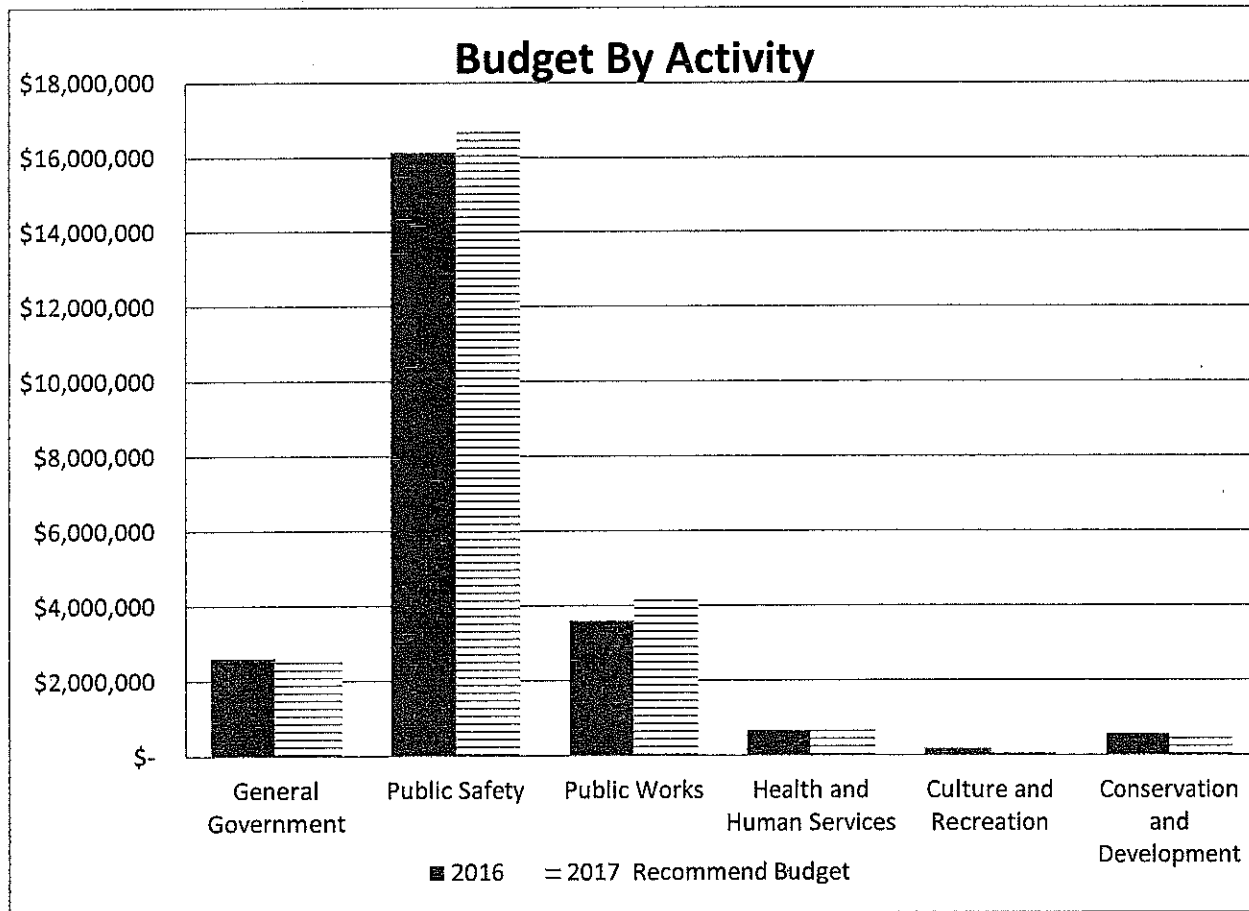
City of Franklin, WI  
General Fund - Revenues

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ADOPTED BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 ADOPTED BUDGET
<b>CHARGES FOR SERVICES</b>							
01-0000-4401	SUBDIVISION FILING	6,000	12,000	17,000	17,000	12,000	11,000
01-0000-4402	LAND COMBINATION FILING			1,200	1,200		
01-0000-4403	CSM FILING	7,500	15,000	10,500	10,500	3,500	12,000
01-0000-4404	SITE PLAN REVIEW FILING	7,065	10,675	9,875	9,875	6,000	8,500
01-0000-4405	VARIANCE & APPEALS FILING	2,250	5,800	3,000	3,000	2,500	5,000
01-0000-4406	SPECIAL USE FILING	15,250	11,250	10,500	10,500	10,000	12,500
01-0000-4407	REZONING FILING	350	2,850	3,200	3,200	7,000	5,000
01-0000-4409	OTHER FILING&PLANNING CHARGE	10,100	9,325	10,000	10,000	10,000	10,000
01-0000-4411	PUBLICATIONS & RECORDING	982	3,254	1,500	1,500	3,000	2,500
01-0000-4413	PROPERTY STATUS REPORTS	4,525	6,475	4,200	4,200	5,000	5,000
01-0000-4415	COPYING CHARGES	827	606	650	650	700	750
01-0000-4416	SOIL TESTING		2				
01-0000-4421	MAP & CD SALES-TAXABLE	771	787	300	300	400	700
01-0000-4425	ARCHITECTURAL BOARD REVIEW	5,120	5,765	5,300	5,300	6,000	5,500
01-0000-4431	POLICE SERVICES	2,761	3,136	2,000	2,000	3,000	3,000
01-0000-4432	SPECIAL EVENT PUBLIC SAFETY	5,515	436	5,000	5,000	5,800	4,500
01-0000-4440	AMBULANCE SERVICES - ALS	611,691	674,244	675,000	675,000	655,000	716,000
01-0000-4441	AMBULANCE SERVICES-BLS	387,578	436,123	425,000	425,000	425,000	425,000
01-0000-4442	FIRE SAFETY, CPR TRAINING, FINES & M	2,192	1,630	1,000	1,000	500	1,000
01-0000-4443	FIRE PLAN REVW/WITNESS/TEST	76,900	54,435	70,000	70,000	30,000	60,000
01-0000-4444	FIRE INSPECTION&REINSPECTION	23,374	20,176	25,000	25,000	15,000	20,000
01-0000-4445	QUARRY REIMBURSEMENT	23,950	39,410	42,000	42,000	35,000	43,300
01-0000-4449	WEIGHTS & MEASURES CHARGES	7,837	8,909	8,000	8,000	7,000	8,000
01-0000-4452	CLINIC SERVICES	99,433	95,002	80,000	80,000	85,000	90,000
01-0000-4453	SALE OF RADON TEST KITS	1,905	1,934	750	750	2,000	750
01-0000-4470	WEED CONTROL	13,120	9,178	15,000	15,000	10,000	12,000
01-0000-4471	STREET LIGHTING	13,688	9,647	8,000	8,000	12,500	10,500
01-0000-4478	ENGINEERING REVIEW FEES 2%	15,156		750	750		
01-0000-4479	ENGINEERING INSPECTN FEES 5%	293	1,065	750	750		750
01-0000-4480	DPW CHARGES	14,890	29,169	15,000	15,000	15,000	25,000
01-0000-4493	LANDFILL OPERATIONS-SITING			19,500	19,500		180,000
01-0000-4496	LANDFILL OPERTN-EMERALD PARK	62,163	76,328	75,000	75,000	62,000	75,000
<b>CHARGES FOR SERVICES</b>		<b>1,423,186</b>	<b>1,544,611</b>	<b>1,544,975</b>	<b>1,544,975</b>	<b>1,428,900</b>	<b>1,753,250</b>
<b>INTERGOVT CHGS FOR SERVICES</b>							
01-0000-4611	COUNTY EMT-PARAMEDIC-ALS	99,375	118,278	125,000	125,000	125,000	125,000
01-0000-4615	SCHOOL LIAISON OFFICER	36,997	73,910	78,200	78,200	76,300	78,200
<b>INTERGOVT CHGS FOR SERVICES</b>		<b>136,372</b>	<b>192,188</b>	<b>203,200</b>	<b>203,200</b>	<b>201,300</b>	<b>203,200</b>
<b>INVESTMENT EARNINGS</b>							
01-0000-4711	INTEREST ON INVESTMENTS	103,718	126,504	105,000	105,000	125,000	135,000
01-0000-4713	INVESTMENT GAINS/LOSSES	100,164	3,965	(15,000)	(15,000)		
01-0000-4715	INTEREST-TAX ROLL	85,862	107,885	114,700	114,700	85,000	85,000
01-0000-4719	MISCELLANEOUS INTEREST	388	208	500	500	500	
<b>INVESTMENT EARNINGS</b>		<b>290,132</b>	<b>238,562</b>	<b>205,200</b>	<b>205,200</b>	<b>210,500</b>	<b>220,000</b>
<b>MISCELLANEOUS REVENUE</b>							
01-0000-4725	RENTAL-MUNICIPAL PROP	43,753	61,852	49,000	49,000	45,000	45,000
01-0000-4752	SALE OF CONFISCATED PROPERTY	284					
01-0000-4753	CULVERT SALES-NO TAX	6,787	11,287	3,500	3,500	11,000	9,500
01-0000-4756	SALE OF STATE SEALS	1,800	1,280	1,200	1,200	1,200	1,800
01-0000-4757	HOUSE NUMBER SALES	399	276			200	350
01-0000-4771	INSURANCE DIVIDEND	66,395	52,162	35,000	35,000	38,300	45,000
01-0000-4781	REFUNDS/REIMBURSEMENTS	7,111	23,146	10,000	10,000	600	22,500
01-0000-4784	MADACC ANML LIC SOLD/ORD FEE	4,224	2,087	3,800	3,800	2,500	2,500
01-0000-4798	CASH OVER(SHORT)	20	(198)				
01-0000-4799	MISCELLANEOUS REVENUE	1,676	515	61,400	61,400	500	1,500
<b>MISCELLANEOUS REVENUE</b>		<b>132,449</b>	<b>152,407</b>	<b>163,900</b>	<b>163,900</b>	<b>99,300</b>	<b>128,150</b>
<b>Totals for dept 0000-GENERAL</b>		<b>23,727,221</b>	<b>24,117,163</b>	<b>23,855,825</b>	<b>23,855,825</b>	<b>23,550,148</b>	<b>24,291,823</b>



## City of Franklin General Fund Expenditures

City General Fund expenditures are divided into Activities and further reported by categories/departments. The activities are general government, public safety, public works, health & human services, culture & recreation, and conservation and development.

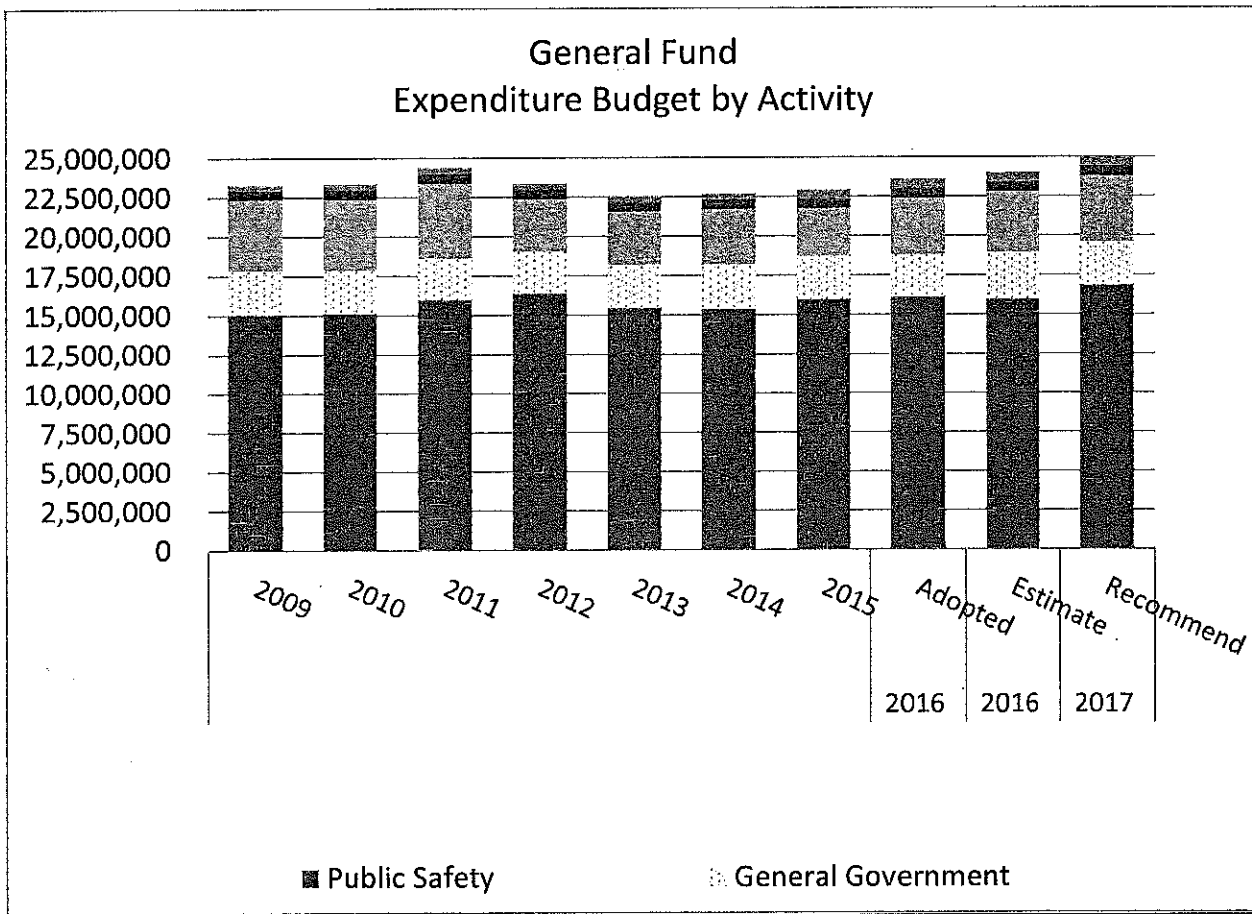


### General Government

General government is comprised of 12 departments that provide either specific services for the City or provide services to or on behalf of the departments. Incorporated into the total General Fund Expenditure increase of 1.3%, the General Government category of expenditures is expected to increase 3.1% from the 2016 budget. General Government expenditures are 10.4% of the General Fund expenditure budget. General Government also includes a contingency and provision for personnel vacancies in all activities during the year.

### Public Safety

Public safety is comprised of the departments that provide for the safety of the public. This includes police, fire, public fire protection, building inspection and weights and measures. Public Safety expenditures increased 4.5% from the 2016 budget and amounts to 65.1% of the General Fund expenditure budget, up from 63.1% in 2016.



**Public Works**

Public Works is comprised of the departments that provide the infrastructure for the City. This includes engineering, highway, street lighting, and weed control. Public Works expenditures have increased 16.7% from 2016. Public Works represent 16.2% of General Fund expenditures.

**Health & Human Services**

Health & Human Services is comprised of the health and the animal control expenses. Health & Human Services expenditures have increased 0.5% from 2016 and amount to 2.7% of the General Fund expenditure budget.

**Culture & Recreation**

Culture & Recreation is comprised of the Parks and Recreation expenses. Recreation expense includes amounts paid for St. Martins Fair and Civic Celebrations expenses. Culture & Recreation expenditures have increased 2.6% from 2016 and amount to 0.8% of the General Fund expenditure budget.

**Conservation & Development**

Conservation & Development is comprised of the economic development and planning functions. Conservation & Development expenditures have increased 8.2% from 2016 and amount to 2.4% of the General Fund expenditure budget.

Transfers to other funds

In January 2017, Milwaukee Metropolitan Sewer District will repay a \$2.198 million loan to the Sewer fund, which has an advance from the General Fund for that amount. In 2016, \$1.2 million was transferred from the General Fund to the Capital Improvement Fund. The purpose is to make the funds expendable in the Capital Improvement fund in 2017, while at the same time preserving the Expenditure Restraint program revenue from the State. Had the transfer of the entire balance occurred in 2017, the transfer of \$2.198 million would have dis-qualified the City from the State's Expenditure Restraint program.

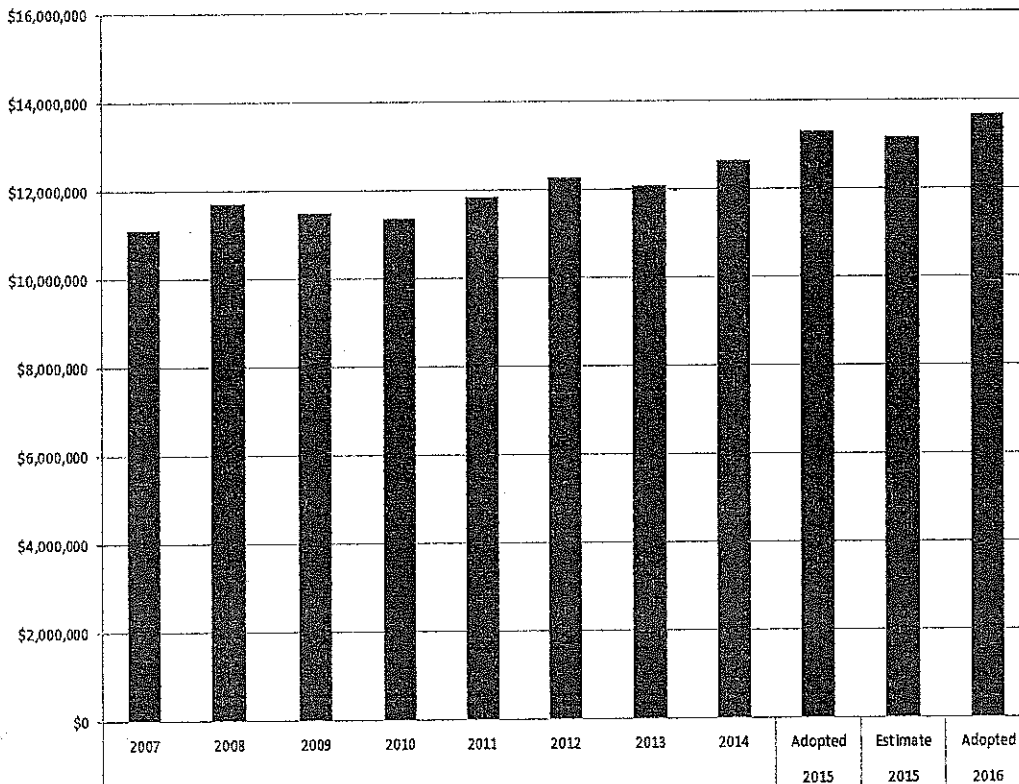
For 2017, the MMSD receipt will fund a 'catch up' pension contribution to the DPW defined benefit plan which is underfunded. This contribution will be recovered in future years by reduced funding contributions.

General Fund Expenditures By Functional Category

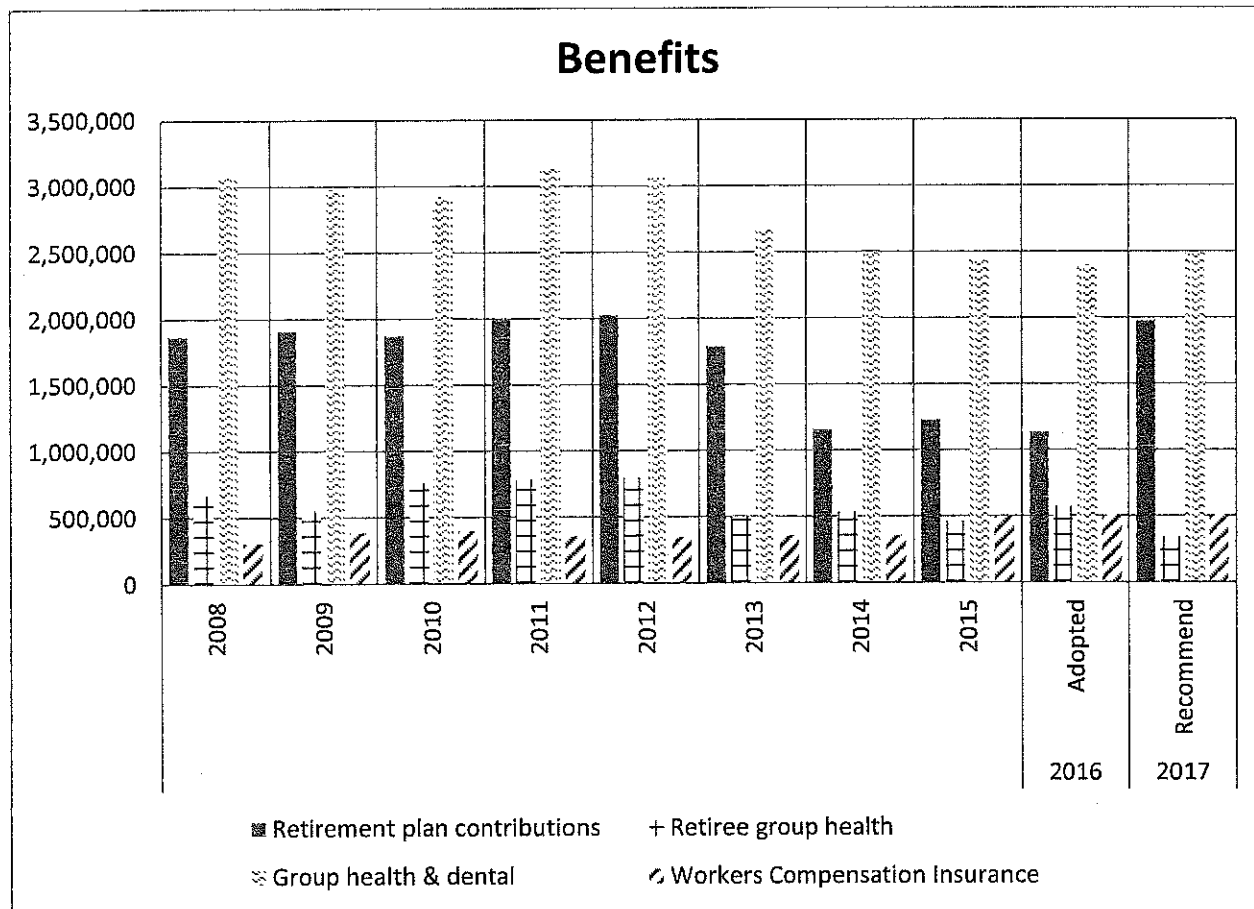
The 2017 General Fund expenditure budget is presented, on a following page, by functional categories. Salaries, wages and benefits comprise 79.7% of the General Fund budget. The most significant change in 2017 compared to the 2016 adopted budget is a one-time \$674,190 contribution to the DPW defined benefit pension plan, increased WRS retirement costs related to a WRS rate increase, reduced retiree health insurance costs related to improved experience, and the absence of transfers to other funds.

Wages have grown from \$12,095,062 in 2013 to \$14,172,436 in 2017 or 17.1%. At the same time authorized positions have declined from 234.8 in 2008 to 225.5 in 2017.

**Total Gross Wages & Salaries**



Employee benefits which consist of Group Health & Dental, Retirement, Retiree Health, life insurance and employment taxes have declined from \$6,856,226 in 2008 to \$6,349,925 in 2017 (7.4%). The reduction was possible by the sharing of retirement costs and controlling health care costs. 2017 Retirement costs include a one-time \$674,190 contribution to the DPW pension for prior service costs. This will reduce future costs.

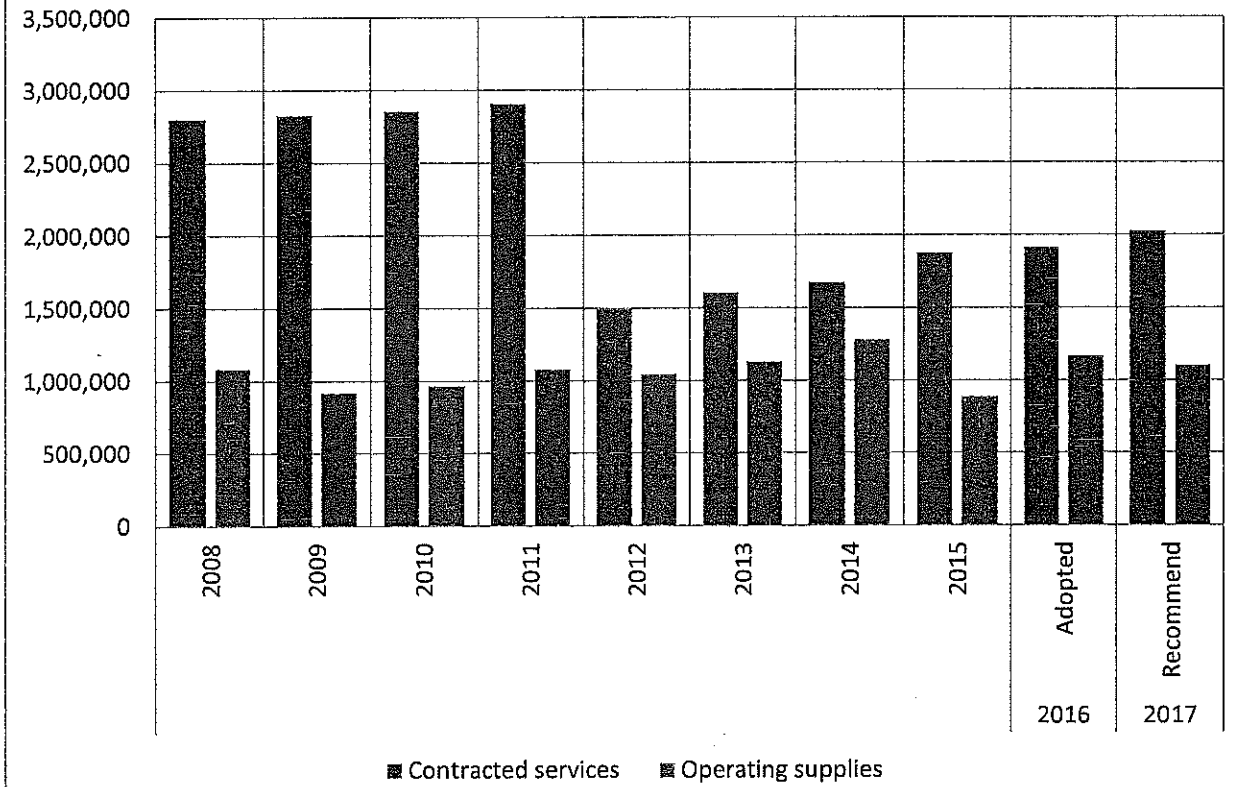


Non-personnel costs consist of property insurance, Contracted services, Utilities, Operating supplies, Services & Charges, facility charges, other costs and contingency. These costs have remained relatively unchanged from \$5,343,500 in 2008 to \$5,261,952 in 2017. This includes transfers out, which peaked at \$1,200,000 in 2016.

In 2012, the Solid Waste collection costs were removed from the General Fund and transferred to the Solid Waste Collection fund, with a fee established to the user group. That removed \$1.4 million of cost from the General Fund.

Fuel costs are another major expenditure and vary with the cost of oil. In 2008, the City spent \$372,850 on fuel but will only spend \$219,241 in 2017. Oil prices peaked over \$140/barrel in 2013, when City costs also peaked at \$373,647.

## Other Expenditures



The explanations of individual departments and their budgets are detailed later.

**City of Franklin, WI**  
**General Fund - Expenditures by Category**

Description	2014 ACTIVITY	2015 ACTIVITY	2016 ADOPTED BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 ADOPTED BUDGET
Fund 01 - GENERAL FUND						
PERSONAL SERVICES	\$ 13,035,815	\$ 13,617,678	\$ 14,061,955	\$ 14,054,855	\$ 14,196,202	\$ 14,597,941
EMPLOYEE BENEFITS	5,159,972	5,180,308	5,358,401	5,365,368	5,004,167	5,924,421
Total Compensation & Benefits	18,195,787 79.5%	18,797,986 79.3%	19,420,356 76.0%	19,420,223 75.5%	19,200,369 75.6%	20,522,362 79.6%
SUPPLIES	1,268,569	874,098	1,153,061	1,191,063	988,105	1,087,856
SERVICES & CHARGES	491,572	471,576	219,368	185,454	481,981	206,576
CLAIMS, CONTRIB. AND AWARDS	16,064	19,651	29,700	31,700	20,850	29,720
CONTRACTUAL SERVICES	1,676,058	1,878,021	1,915,852	2,081,233	1,912,610	2,022,861
FACILITY CHARGES	1,178,300	1,050,734	1,212,588	1,217,288	1,160,189	1,377,438
CONTINGENCY	28,000	25,000	375,000	345,000	390,000	500,000
PRINCIPAL	12,126	12,482	13,500	13,500	13,500	13,500
TRANSFERS OUT	24,000	574,000	1,224,000	1,224,000	1,224,000	24,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 22,890,476</b>	<b>\$ 23,703,548</b>	<b>\$ 25,563,425</b>	<b>\$ 25,709,461</b>	<b>\$ 25,391,604</b>	<b>\$ 25,784,313</b>

Details of Personnel Costs	2014	2015	2016 Adopted	2016 Amended	2016 Projected	2017 Adopted
SALARIES-FT	\$ 10,194,931	\$ 10,444,390	\$ 10,881,786	\$ 10,844,686	\$ 11,073,886	\$ 11,346,279
SALARIES-OT	497,010	624,746	476,191	476,191	734,119	473,026
SALARIES-PT	384,053	399,232	442,370	442,370	427,214	455,112
PUBLIC SERVICE OVERTIME	755	707	3,500	3,500		500
SALARIES-TEMP	102,523	60,617	82,014	112,014	83,052	149,303
SPECIAL TEAMS PAY	10,490	10,536	10,560	10,560	10,536	10,560
HOLIDAY PAY	732,800	858,407	912,628	912,628	882,700	928,643
VACATION PAY	865,619	955,946	998,174	998,174	949,897	991,078
LONGEVITY	40,101	37,335	42,732	42,732	34,798	38,440
VEHICLE ALLOWANCE	4,000	4,800	4,800	4,800	4,800	4,800
COLLEGE INCENTIVE	29,136	30,616	30,780	30,780	29,859	8,316
COMPTIME TAKEN	207,533	225,762	212,000	212,000		205,000
ALLOCATED PAYROLL COST	(410,660)	(548,579)	(411,180)	(411,180)	(404,840)	(438,620)
	12,658,291	13,104,515	13,686,355	13,679,255	13,826,021	14,172,437
FICA	957,127	1,007,330	1,076,850	1,076,850	1,088,197	1,107,200
GROUP HEALTH & DENTAL	2,499,995	2,430,490	2,399,306	2,399,306	2,389,066	2,371,514
RETIREE GROUP HEALTH	530,892	458,102	570,665	570,665	184,612	338,525
RETIREMENT	1,155,668	1,227,917	1,135,523	1,135,523	1,152,715	1,977,930
LIFE INSURANCE	37,813	41,166	44,689	44,689	43,936	46,641
RECRUITING COSTS		30,076		6,967	5,450	
WORKERS COMPENSATION INS	356,001	498,390	506,968	506,968	510,372	508,115
<b>Total</b>	<b>\$ 18,195,787</b>	<b>\$ 18,797,986</b>	<b>\$ 19,420,356</b>	<b>\$ 19,420,223</b>	<b>\$ 19,200,369</b>	<b>\$ 20,522,362</b>

**MAYOR  
101**

**DEPARTMENT:** Mayor

**PROGRAM MANAGER:** Mayor (administered by Director of Administration)

**PROGRAM DESCRIPTION:**

The Mayor is the Chief Executive Officer of the City, responsible for ensuring that all City ordinances and State laws are observed and enforced and that all City officers, boards, and commissions properly discharge their duties. The Mayor nominates to the Council the appointment of certain City employees and board and commission members and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council, voting only in cases relating to tie votes. The Mayor is elected for a three-year term of office, with the current term expiring April 2017.

City Ordinances designate eight cabinet officers, as well as other unclassified positions within City government, that shall be appointed by the Mayor subject to the confirmation by a majority of all members of the Common Council.

**SERVICES:**

- Represent people of the City of Franklin.
- Administer City government in accordance with City Ordinances and State Statutes.
- Annually prepare and submit to the Common Council a proposed annual budget.

**STAFFING:**

1 Elected position

**BUDGET SUMMARY:**

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998, under City Ordinance 98-1527.
- 2) The 2017 budget remains the same as the 2016 budget.

City of Franklin, WI  
Mayor - 101

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>PERSONNEL SERVICES</b>								
01-0101-5113	SALARIES-PT	16,800	16,800	16,800	16,800	16,800	16,800	16,800
01-0101-5151	FICA	1,652	1,652	1,652	1,652	1,652	1,652	1,652
01-0101-5156	WORKERS COMPENSATION	48	60	56	56	60	56	56
<b>PERSONNEL SERVICES</b>		<b>18,500</b>	<b>18,512</b>	<b>18,508</b>	<b>18,508</b>	<b>18,512</b>	<b>18,508</b>	<b>18,508</b>
<b>NON PERSONNEL SERVICES</b>								
01-0101-5312	OFFICE SUPPLIES	61	43					
01-0101-5313	PRINTING	72						
01-0101-5422	SUBSCRIPTIONS		44	100	100	40	100	50
01-0101-5424	MEMBERSHIPS/DUES			100	100		100	
01-0101-5425	CONFERENCES & SCHOOLS	40	476	2,000	2,000	400	1,500	500
01-0101-5432	MILEAGE	4,800	4,800	4,800	4,800	4,800	4,800	4,800
01-0101-5734	VOLUNTEER RECOGNITION		525	1,000	1,000	250	1,000	1,000
<b>NON PERSONNEL SERVICES</b>		<b>4,973</b>	<b>5,888</b>	<b>8,000</b>	<b>8,000</b>	<b>5,490</b>	<b>7,500</b>	<b>6,350</b>
<b>Totals for dept 0101-MAYOR</b>		<b>23,473</b>	<b>24,400</b>	<b>26,508</b>	<b>26,508</b>	<b>24,002</b>	<b>26,008</b>	<b>24,858</b>



**ALDERMEN**  
**102**

**DEPARTMENT:** Aldermen

**PROGRAM MANAGER:** Mayor (administered by the Director of Clerk Services)

**PROGRAM DESCRIPTION:**

The Common Council is the legislative branch of City government. Its primary purpose is the passage of laws, ordinances and policies, establishment of pay ranges for city employees and official management of the city's financial affairs; its budget, its revenues and the raising of funds for the operation of the city. The Common Council is comprised of the Mayor and six members representing the six Aldermanic Districts, serving three-year overlapping terms. One Alderman is elected and serves as Common Council President.

Boards and Commissions of the City serve primarily in an advisory role to the Mayor and Common Council in developing policies and managing the affairs of the City to best serve its citizens. Boards and commissions allow for additional citizen input beyond that of the elected officials. Certain boards and commissions are required under Wisconsin statutes (e.g., the Board of Public Works and Plan Commission); others have been established to oversee certain activities (e.g., Civic Celebrations Commission). The City is served by the following Boards and Commissions:

Architectural Board	Fair Commission
Board of Health	Finance Committee
Board of Review	Library Board
Board of Public Works	License Committee
Board of Water Commissioners	Parks Commission
Board of Zoning and Building Appeals	Personnel Committee
Civic Celebrations Commission	Plan Commission
Community Development Authority	Police and Fire Commission
Economic Development Commission	Technology Commission
	Environmental Commission

Certain boards and commissions oversee programs with their own budget or fund (such as the Community Development Authority, Civic Celebrations Commission, Fair Commission, Library Board, and Board of Water Commissioners). The cost of supporting the remaining boards and commissions is included in the Common Council budget.

**SERVICES:**

- Adopt ordinances and resolutions, levy taxes and appropriate monies for the operation of the City.
- Adopt and review policies to meet needs of the City and its citizens.

**STAFFING:**

Authorized Positions (FTE)	2012	2013	2014	2015	2016	2017
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ACTIVITY MEASURES:**

Activity	2012	2013	2014	2015	2016*	2017*
Ordinances passed	30	27	32	43	35	35
Resolutions passed	175	98	96	112	100	100
Common Council meeting hours	50	52	72	90	60	60

\*Forecast

**BUDGET SUMMARY:**

- 1) The annual salary for Aldermen is currently established at \$7,200. In addition, Aldermen also receive \$1,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 2) Clerical support is provided through the Director of Clerk Services office.
- 3) Memberships include:

Public Policy Forum	\$1,720
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities	8,675
Amer. Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Urban Alliance	870
Broadcast Music, Inc.	350
SESAC (Society of European Stage Authors and Composers)	320
<b>Total</b>	<b>12,760</b>

**City of Franklin, WI  
Alderman - 102**

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>General Fund</b>								
Dept 0102-ALDERMEN								
PERSONNEL SERVICES								
01-0102-5113	SALARIES-PT	43,200	43,200	43,200	43,200	43,200	43,200	43,200
01-0102-5151	FICA	4,131	4,131	4,131	4,131	4,131	4,131	4,131
01-0102-5156	WORKERS COMPENSATION	120	156	140	140	151	140	140
PERSONNEL SERVICES		47,451	47,487	47,471	47,471	47,482	47,471	47,471
NON PERSONNEL SERVICES								
01-0102-5219	OTHER PROFESSIONAL SERVI	300		1,000	1,000	200	500	
01-0102-5312	OFFICE SUPPLIES			100	100		100	100
01-0102-5313	PRINTING	64		100	100	50	100	100
01-0102-5329	OPERATING SUPPLIES			1,000	1,000		500	
01-0102-5734	VOLUNTEER RECOGNITION		126	5,000	5,000	1,000	5,000	500
01-0102-5424	MEMBERSHIPS/DUES	10,612	10,419	11,500	11,500	11,100	12,760	12,760
01-0102-5425	CONFERENCES & SCHOOLS	150	520			400	500	500
01-0102-5432	MILEAGE	10,800	10,800	10,800	10,800	10,800	10,800	10,800
NON PERSONNEL SERVICES		21,926	21,865	29,500	29,500	23,550	30,260	24,760
<b>Totals for dept 0102-ALDERMEN</b>		<b>69,377</b>	<b>69,352</b>	<b>76,971</b>	<b>76,971</b>	<b>71,032</b>	<b>77,731</b>	<b>72,231</b>

**Fund 28 - DONATIONS FUND  
Dept 0102-ALDERMEN**

CAPITAL EXPENDITURES		
28-0102-5821.703(TREES&LANDSCAPING-Enviro	134	144

**MUNICIPAL COURT  
121**

**DEPARTMENT:** Municipal Court

**PROGRAM MANAGER:** Municipal Judge

**PROGRAM DESCRIPTION:**

The Municipal Court has jurisdiction over local ordinance and traffic citations issued in the City. The Court is presided over by a Municipal Judge, elected every three years. The Judge is required by Local Ordinance to be a licensed attorney. The cost of the court clerks for the weekly trial and pleading sessions is also included in this program. The Police Department provides some administrative services for the Court which are accounted for in a separate program. The City's interests at trial are represented by the City Attorney's office, which are accounted for in a separate program. Also included in this program is the cost of boarding prisoners.

**SERVICES:**

- Presides over Municipal Court, adjudicating violations of municipal ordinances and traffic citations and imposing forfeitures where provided by law.
- Provides for the boarding of Prisoners.

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Municipal Judge</b> (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
<b>Court Clerk *</b>	2.50	2.50	2.50	2.50	2.50	2.50
<b>Total</b>	2.50	2.50	2.50	2.50	2.50	2.50

\* Administration and Human Resource support through the Police Department

**ACTIVITY MEASURES:**

<b>Activity</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016*</b>	<b>2017*</b>
<b>Municipal court cases</b>	<b>11,661</b>	<b>8,569</b>	<b>8,585</b>	<b>9,113</b>	<b>10,500</b>	<b>10,500</b>

\* Forecast

**BUDGET SUMMARY:**

Two daytime and four nighttime court sessions per month are held.

City of Franklin, WI  
Municipal Court - 121

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>General Fund</b>								
<b>Dept 0121-MUNICIPAL COURT</b>								
<b>PERSONNEL SERVICES</b>								
01-0121-5111	SALARIES-FT	78,446	82,570	90,452	90,452	84,241	87,199	87,199
01-0121-5113	SALARIES-PT	39,330	40,164	40,324	40,324	40,094	40,626	40,626
01-0121-5117	SALARIES-OT	266	400	1,200	1,200	200	1,200	1,200
01-0121-5118	COMPTIME TAKEN	889	1,258				1,000	1,000
01-0121-5133	LONGEVITY	390	390	420	420	420	450	450
01-0121-5134	HOLIDAY PAY	4,381	5,399	6,157	6,157	6,348	6,554	6,554
01-0121-5135	VACATION PAY	6,024	6,183	7,941	7,941	8,216	8,477	8,477
01-0121-5151	FICA	8,609	9,218	10,478	10,478	10,673	11,131	11,131
01-0121-5152	RETIREMENT	5,437	5,768	5,797	5,797	5,926	6,224	6,224
01-0121-5153	RETIREE GROUP HEALTH	397	350	419	419	144	218	218
01-0121-5154	GROUP HEALTH & DENTAL	23,886	18,064	17,071	17,071	26,147	26,031	26,031
01-0121-5155	LIFE INSURANCE	447	461	537	537	551	574	574
01-0121-5156	WORKERS COMPENSATION	283	386	355	355	390	377	377
<b>PERSONNEL SERVICES</b>		<b>168,785</b>	<b>170,611</b>	<b>181,151</b>	<b>181,151</b>	<b>183,350</b>	<b>190,061</b>	<b>190,061</b>
<b>NON PERSONNEL SERVICES</b>								
01-0121-5219	OTHER PROFESSIONAL SERVI	875	1,191	900	900		900	900
01-0121-5257	SOFTWARE MAINTENANCE	8,080	8,623	8,600	8,600	8,600	8,600	8,600
01-0121-5294	PRISONER BOARDING	36,153	38,919	33,000	33,000	26,500	33,000	33,000
01-0121-5298	COLLECTION SVCS/DOT SUSP	515	330	650	650	400	650	650
01-0121-5312	OFFICE SUPPLIES	617	400	750	750	750	750	750
01-0121-5313	PRINTING		131					
01-0121-5410	DMV ACCESS SERVICE	1,200	1,200	1,200	1,200	1,200	1,200	1,200
01-0121-5422	SUBSCRIPTIONS			100	100		100	100
01-0121-5424	MEMBERSHIPS/DUES	180	180	200	200	180	200	200
01-0121-5425	CONFERENCES & SCHOOLS	1,490	700	1,600	1,600	1,900	1,600	1,600
01-0121-5429	JURY/WITNESS FEES	84	(12)	150	150		150	150
<b>NON PERSONNEL SERVICES</b>		<b>49,194</b>	<b>51,662</b>	<b>47,150</b>	<b>47,150</b>	<b>39,530</b>	<b>47,150</b>	<b>47,150</b>
<b>Totals for dept 0121-MUNICIPAL COURT</b>		<b>217,979</b>	<b>222,273</b>	<b>228,301</b>	<b>228,301</b>	<b>222,880</b>	<b>237,211</b>	<b>237,211</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
41-0121-5841	COMPUTER EQUIPMENT		6,316					
41-0121-5843	SOFTWARE			1,100	1,100	1,056		
<b>CAPITAL EXPENDITURES</b>			<b>6,316</b>	<b>1,100</b>	<b>1,100</b>	<b>1,056</b>		

## **CITY CLERK/ELECTIONS**

### **141, 142**

**DEPARTMENT:** City Clerk

**PROGRAM MANAGER:** Director of Clerk Services

#### **PROGRAM DESCRIPTION:**

The City Clerk is the legal custodian of the city's official records, responsible for the administration of elections, complaint handling, legal notification to the public, the issuance of licenses and permits, and the preparation of agendas and the official minutes. The Clerk's Office provides administrative support to the Common Council, various boards, commissions and committees, and responds to informational requests from the general public.

In addition, the Clerk's office is responsible for the Elections budget. The Elections budget provides funding for the operation of local, school, state, and federal elections in the City of Franklin. All election records and voter files are maintained and all elections are conducted through the Office of the City Clerk.

#### **SERVICES:**

- Prepare and review Common Council agenda.
- Attend all Council meetings; Board and Commission meetings as necessary.
- Maintain custody of City's official records, providing access to and responding to public records requests.
- Prepare, distribute and process resolutions, ordinances, proclamations, agendas and minutes for meetings of the Common Council and various city boards, commissions and committees, including ad hoc groups. Act as Clerk of the Board of Review as mandated by State Statutes.
- Complaint handling.
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents. Administer process of Economic Interest Statement filing pursuant to Franklin Municipal Code.
- Issue permits and licenses, as required by local and state laws. Also administers reservation requests for park rental, ball diamond rental, other recreation facility rental, burn permits, weights and measures, and alarm permits.
- Oversee City records management and retention program.
- Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, election inspector training, and preparation and processing of Federal, State, and local elections. Act as local election filing officer as required by State Statutes.
- Coordinate, prepare and distribute City directory and monthly calendar.

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Administration Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Typist	.62	.62	.62	.62	.62	.62
Secretary	.50	.50	.50	.50	.50	.50
Temporary Help	.02	.00	.00	.00	.00	.00
<b>Total</b>	<b>4.14</b>	<b>4.14</b>	<b>4.12</b>	<b>4.12</b>	<b>4.12</b>	<b>4.12</b>

**ACTIVITY MEASURES:**

Activity	2012	2013	2014	2015	2016*	2017*
Liquor licenses	55	55	53	56	55	55
Bartenders licenses	321	321	386	378	350	350
Property status reports	169	169	165	223	320	160
Burn permits	309	309	325	310	325	325
Complaints			250	386	350	350
Registered voters	21,597	21,694	21,756	21,713	22,274	23,000
Elections held	**6	***5	4	****3	4	2

\*Forecast

\*\*Includes two special elections.

\*\*\*Includes four special elections. Actual number of elections administered was 6; however, two were held on the same day.

\*\*\*\*Includes one special election.

**BUDGET SUMMARY:**

- 1) 01.141.5424 Memberships and 01.141.5425 Conferences/Schools in the City Clerk's budget includes funding of memberships and training/conferences for all employees in the Director of Clerk Services' office, which includes certification training, along with statutory training requirements.
- 2) 01.141.5471 Background Checks includes funding for all license applicants and Board/Commission recommended appointees (\$7 charge for each check conducted through the Wisconsin Department of Justice, Crime Information Bureau).
- 3) Election decrease in funding is due to two elections scheduled in 2017 vs. four scheduled elections held in 2016. The boundaries created by the redistricting (completed in 2011) went into effect January 1, 2012, and, as required by State law, Franklin has exceeded the population of 35,000 and now is required to vote by "Ward" rather than "District". As a result of having three State Assembly Districts, two Senate Districts, three County Supervisory Districts, three School Districts, and twenty-five Wards, costs have increased for pollworkers, ballot printing, and machine tabulating. In addition, the State of Wisconsin Statewide Voter Registration System was replaced at the 2016 February Spring Primary, with costly impacts to the process for municipalities required to conduct and report elections by ward. With the prior software, Franklin was able to combine poll lists in each

Aldermanic District and still report by ward due to coding which designated the specific ballot voters were to receive by ward. The new system, WisVote, requires separate poll lists for each ward, thereby increasing the pre-election work from "six Aldermanic Districts times everything" to "twenty-five Wards times everything". This also increased the number of poll workers needed on election day just to work at the poll lists and directing voters to the correct ward line.

- 4) 01.142.5115 Salaries-Temporary in the Elections Budget covers Inspectors of Election (poll workers). While abiding by the restrictions of State law, the number of workers assigned to each polling location will vary depending on the voter turnout estimated by the Dir. of Clerk Services. (See explanation in #3 above.)
- 5) 01.142.5242 Election Equipment Maintenance includes maintenance coverage for the voting systems. In addition, backup and preservation is required of electronic data (from electronic voting systems), pursuant to Wis. Stats §5.05(1)(e) and 5.06(6).
- 6) 01.142.5425 Conferences and Schools in the Elections Budget includes funding for State-mandated training for Chief Election Inspectors (poll worker chairmen at each polling location) and election-related training for City Clerk's office personnel.
- 7) 01.142.5433 Equipment Rental covers \$150 per election paid to The Polish Center and \$150 per election paid to St. Martin of Tours Church for use as polling locations.

City of Franklin, WI

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>Dept 0141-CITY CLERK</b>								
PERSONNEL SERVICES								
01-0141-5111	SALARIES-FT	172,553	156,779	150,677	150,677	162,377	162,466	162,466
01-0141-5113	SALARIES-PT	35,153	37,160	44,925	44,925	32,372	45,057	45,057
01-0141-5115	SALARIES-TEMP			600	600	593	601	601
01-0141-5117	SALARIES-OT	(1,313)	1,888	1,000	1,000		1,000	1,000
01-0141-5118	COMPTIME TAKEN	3,400	4,021	4,000	4,000		4,000	4,000
01-0141-5133	LONGEVITY	461	420	475	475	448	468	468
01-0141-5134	HOLIDAY PAY	8,847	12,655	12,723	12,723	12,494	12,985	12,985
01-0141-5135	VACATION PAY	13,843	13,659	16,566	16,566	16,251	17,796	17,796
01-0141-5151	FICA	17,217	16,898	18,230	18,230	17,177	18,694	18,694
01-0141-5152	RETIREMENT	10,295	10,779	11,885	11,885	11,197	12,189	12,189
01-0141-5153	RETIREE GROUP HEALTH	1,203	1,050	1,217	1,217	391	589	589
01-0141-5154	GROUP HEALTH & DENTAL	37,727	34,362	32,521	32,521	31,778	32,629	32,629
01-0141-5155	LIFE INSURANCE	845	874	1,102	1,102	1,021	1,130	1,130
01-0141-5156	WORKERS COMPENSATION INS	481	632	619	619	629	634	634
01-0141-5199	ALLOCATED PAYROLL COST	(7,700)	(7,600)	(7,900)	(7,900)	(7,900)	(8,200)	(8,200)
PERSONNEL SERVICES		293,012	283,577	288,640	288,640	278,828	302,038	302,038
NON PERSONNEL SERVICES								
01-0141-5223	FILING FEES	690	870	1,200	1,200	900	1,200	1,200
01-0141-5299	SUNDRY CONTRACTORS	4,566	9,485	6,000	6,000	5,000	6,000	6,000
01-0141-5312	OFFICE SUPPLIES	689	881	900	900	900	900	900
01-0141-5313	PRINTING	342		400	400	400	400	400
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	10,286	11,116	12,000	12,000	11,500	9,000	9,000
01-0141-5422	SUBSCRIPTIONS		87	100	100	100	100	100
01-0141-5424	MEMBERSHIPS/DUES	625	750	800	800	700	800	800
01-0141-5425	CONFERENCES & SCHOOLS	2,031	1,867	3,000	3,000	2,000	3,000	3,000
01-0141-5432	MILEAGE	750	742	800	800	800	800	800
01-0141-5471	BACKGROUND CHECKS	4,361	3,829	5,800	5,800	4,500	5,800	5,800
NON PERSONNEL SERVICES		24,340	29,627	31,000	31,000	26,800	28,000	28,000
Totals for dept 0141-CITY CLERK		317,352	313,204	319,640	319,640	305,628	330,038	330,038
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
CAPITAL EXPENDITURES								
41-0141-5813	OFFICE EQUIPMENT		8,656	250	250		500	500
41-0141-5841	COMPUTER EQUIPMENT	684	337				250	250
CAPITAL EXPENDITURES		684	8,993	250	250		750	750
<b>Fund 43 - TID 5 Baseball Commons - 76th &amp; Rawson</b>								
43-0141-5199	ALLOCATED PAYROLL COST						600	600
<b>Dept 0142-ELECTIONS</b>								
PERSONNEL SERVICES								
01-0142-5111	SALARIES-FT	2,225	824	2,990	2,990	966	820	820
01-0142-5113	SALARIES-PT	1,798	775	1,147	1,147	1,723	571	571
01-0142-5115	SALARIES-TEMP	28,019	9,924	23,353	53,353	25,143	25,700	25,700
01-0142-5117	SALARIES-OT	7,218	2,702	5,966	5,966	10,891	3,101	3,101
01-0142-5133	LONGEVITY	13		4	4	12	2	2
01-0142-5151	FICA	837	331	619	619	1,379	207	207
01-0142-5152	RETIREMENT	547	243	446	446	741	160	160
01-0142-5153	RETIREE GROUP HEALTH	62	28	54	54	11	15	15
01-0142-5154	GROUP HEALTH & DENTAL	1,595	599	786	786	1,371	379	379
01-0142-5155	LIFE INSURANCE	8	13	23	23	55	12	12
01-0142-5156	WORKERS COMPENSATION INS	140	74	160	160	161	115	115
PERSONNEL SERVICES		42,462	15,513	35,548	65,548	42,453	31,082	31,082
NON PERSONNEL SERVICES								
01-0142-5214	DATA PROCESSING SERVICES	8,011	407	10,000	10,000	4,000	1,200	1,200
01-0142-5242	EQUIPMENT MAINTENANCE	3,240	2,400	3,300	3,300	3,200	3,800	3,800
01-0142-5312	OFFICE SUPPLIES	864	727	3,500	3,500	3,000	1,200	1,200
01-0142-5313	PRINTING	8,323	1,074	6,000	6,000	5,500	1,600	1,600
01-0142-5421	OFFICIAL NOTICES/ADVERTISING	576	301	600	600	600	400	400
01-0142-5425	CONFERENCES & SCHOOLS	59		600	600		600	600
01-0142-5432	MILEAGE	77	237	400	400	100	200	200
01-0142-5532	FACILITY RENTAL	1,200	450	1,200	1,200	1,200	600	600
NON PERSONNEL SERVICES		22,350	5,596	25,600	25,600	17,600	9,600	9,600
Totals for dept 0142-ELECTIONS		64,812	21,109	61,148	91,148	60,053	40,682	40,682
CAPITAL EXPENDITURES								
41-0142-5819	OTHER CAPITAL EQUIPMENT		18,138				12,600	12,600
41-0142-5841	COMPUTER EQUIPMENT						12,600	12,600
CAPITAL EXPENDITURES			18,138				12,600	12,600



## INFORMATION SERVICES

144

**DEPARTMENT:** Information Services

**PROGRAM MANAGER:** Director of Administration

### PROGRAM DESCRIPTION:

City-wide computing and telecommunication needs are administered by this program. This includes the City Hall Complex local area network (LAN), as well as the City's wide area network (WAN), which includes all Fire Station locations, the Public Works Garage, Sewer/Water operations, the Police Department Facility, and the Library. The program does not generally include the purchase price for replacement of individual workstations within other operating departments, but it does include the contracted staff support for installation and maintenance of the network computers and network components.

### SERVICES:

- Maintain and grow the City WAN structure.
- Perform maintenance and repair work on City-owned computing equipment.
- Provide training and software support to City personnel.
- Maintain and assist in development of the City's World Wide Web page.
- Coordinate and monitor Internet and email access for City employees.
- Overall responsibility for GIS, Land Management, and Utility Billing software systems.
- Maintain the City's telecommunication services and equipment and the City's public access television channel.

### STAFFING:

The City's information services function historically was managed by the Director of Administration. The 2015 budget incorporated funding to hire an IT Director/Manager who is a professional in the information services area reporting to the Director of Administration. The IT Director was hired in February 2016. Primary staff support is provided through a professional services contract with an outside data processing technical support firm. In addition, the Information Services budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is also included in this budget.

### ACTIVITY MEASURES:

Activity	2012	2013	2014	2015*	2016*	2017*
Total City computers	257	255	260	260	268	275
Software applications	53	58	60	60	60	68
Est. Help Desk Requests	1,100	1,758	1,500	1,500	1,700	2,700

\*Forecast

## BUDGET SUMMARY:

- 1) Data Processing Services is used primarily to fund Heartland Business Systems (HBS), the contract agent that maintains our computer systems. Core operations continue with a "Dual Technician" with a second Dual Technician funded in the Police Department. Despite the total size of the IT operations, the bulk of the work is still done with only the two full-time technicians. (Dual Technicians perform both Level 1 (help desk) work and Level 2 (network maintenance) work. Data Base Administrator (DBA) services are also acquired from HBS out of this account as well. This is necessary to help ensure the older software systems linked through GIS and the various SQL databases remain in communication despite software changes by vendors.
- 2) An IT Director was hired in February 2016. This individual manages current staffing contracts, which covers the City Hall and Police Department contracted staff and the GIS contracted staff. The IT Director also addresses technology related issues such as phones. Effectively, issues under the advisory purview of the Technology Commission fall under the day-to-day purview of the IT Director. The IT Director is not a department head level position and reports to the Director of Administration.
- 3) Capital Outlay purchases include:
  - Computer Equipment: Emergency Hardware Replacements (\$7,500); Long-Term Data Storage (\$22,070); Wireless Access Points (\$20,300).
  - Software: Unanticipated Software Products (\$2,500); Perimeter Security (\$46,673); Email Upgrades (\$20,901); VPN & Internet Backup (\$5,460); Remote Office Infrastructure (\$11,000); Enterprise OCR for Preliminary Document Management (\$2,300).
- 4) Activity measures in this area are not historically precisely tracked or measurable. For example, Help Desk requests are always estimated. A project for 2017 for this division will be to identify appropriate measurable and relatable activity measures and accurate data gathering tools.

City of Franklin, WI  
Info Systems - 144

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>Dept 0144-INFORMATION SERVICES</b>								
<b>PERSONNEL SERVICES</b>								
01-0144-5111	SALARIES-FT			82,351	82,351	77,807	82,638	82,638
01-0144-5134	HOLIDAY PAY			4,469	4,469		4,533	4,533
01-0144-5135	VACATION PAY			3,438	3,438		3,487	3,487
01-0144-5151	FICA			6,838	6,838	5,952	6,935	6,935
01-0144-5152	RETIREMENT			2,607	2,607	1,297	4,533	4,533
01-0144-5153	RETIREE GROUP HEALTH			787	787	218	372	372
01-0144-5154	GROUP HEALTH & DENTAL			16,617	16,617	14,545	16,564	16,564
01-0144-5155	LIFE INSURANCE			417	417	316	422	422
01-0144-5156	WORKERS COMPENSATION			232	232	218	236	236
01-0144-5160	RECRUITING COSTS		10,033		6,967	5,450		
<b>PERSONNEL SERVICES</b>			<b>10,033</b>	<b>117,756</b>	<b>124,723</b>	<b>105,803</b>	<b>119,720</b>	<b>119,720</b>
<b>NON PERSONNEL SERVICES</b>								
01-0144-5214	DATA PROCESSING SERVICES	138,337	150,556	140,500	144,900	140,000	137,778	137,778
01-0144-5215	GIS SUPPORT SERVICES	93,416	95,885	104,339	104,339	102,000	104,339	104,339
01-0144-5242	EQUIPMENT MAINTENANCE	13,076	14,198	14,250	14,250	14,000	15,250	15,250
01-0144-5257	SOFTWARE MAINTENANCE	48,864	47,405	57,000	57,000	50,000	58,500	58,500
01-0144-5299	SUNDRY CONTRACTORS	2,311	2,299	3,000	3,000	2,500	3,000	3,000
01-0144-5312	OFFICE SUPPLIES	66	6	200	200	200	200	200
01-0144-5329	OPERATING SUPPLIES	2,175	2,477	4,000	4,000	2,800	2,500	2,500
01-0144-5333	EQUIPMENT SUPPLIES	1,702	1,744	2,250	2,250	1,700	2,250	2,250
01-0144-5410	DATA COMMUN-INTERNET SERVICE	5,925	7,175	10,750	10,750	9,500	9,500	9,500
01-0144-5415	TELEPHONE	27,251	27,160	27,000	27,000	27,000	28,250	28,250
01-0144-5425	CONFERENCES & SCHOOLS			1,500	1,500		1,500	1,500
<b>NON PERSONNEL SERVICES</b>		<b>333,123</b>	<b>348,905</b>	<b>364,789</b>	<b>369,189</b>	<b>349,700</b>	<b>363,067</b>	<b>363,067</b>
<b>Totals for dept 0144-INFORMATION SERVICES</b>		<b>333,123</b>	<b>358,938</b>	<b>482,545</b>	<b>493,912</b>	<b>455,503</b>	<b>482,787</b>	<b>482,787</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
<b>CAPITAL EXPENDITURES</b>								
41-0144-5819	OTHER CAPITAL EQUIPMENT		2,011	10,000	10,000	9,500		
41-0144-5841	COMPUTER EQUIPMENT	23,820	11,560	36,000	72,900	71,000	29,570	29,570
41-0144-5843	SOFTWARE	6,865	13,683	23,750	112,989	75,000	109,134	109,134
<b>CAPITAL EXPENDITURES</b>		<b>30,685</b>	<b>27,254</b>	<b>69,750</b>	<b>195,889</b>	<b>155,500</b>	<b>138,704</b>	<b>138,704</b>
<b>Fund 46 - CAPITAL IMPROVEMENT FUND</b>								
16-0144-5843.999: EMAIL SECURITY SOFTWARE					4,500			

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## **ADMINISTRATION and HUMAN RESOURCES**

**147**

**DEPARTMENT:** Administration and Human Resources

**PROGRAM MANAGER:** Director of Administration

### **PROGRAM DESCRIPTION:**

The Director of Administration serves as the Chief Administrative Officer of the municipal corporation; leading, planning, organizing and directing portions of the central administration of the City of Franklin toward the fulfillment of goals and policies determined by the Mayor and Common Council. The Director coordinates certain day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk. The Director has responsibility of overseeing the City's insurance program and serves as the Director of Human Resources. As of 2012, the Director of Administration was given the responsibility of overseeing/supervising the Finance Department and assumed the lead role in the annual preparation of the Mayor's recommended budget and coordinating the Common Council's annual budget process.

The mission of the Human Resources function is to develop and maintain a high functioning workforce through strategic, flexible, progressive, and cost-effective human resources systems. The services provided by Human Resources range from analysis and recommendations regarding complex compensation and benefits issues, to consultation with management and policy makers, to direct service to employees. The functional areas encompassing Human Resources are summarized as follows: staffing, labor relations, compensation, benefits, training and development, employee records, equal employment opportunity, and human resources information systems.

### **MAJOR SERVICES:**

- Attend Common Council meetings; provide staff support and attend Board and Commission meetings as necessary.
- Assumes the lead role in the annual preparation of the Mayor's recommended budget and coordinating the Common Council's annual budget process.
- In conjunction with the Personnel Committee and with support from the Human Resource Coordinator, responsible for negotiation and administration of collectively bargained labor agreements (Fire and Police Associations) and recruitment of non-sworn personnel;
- In coordination with the Human Resource Coordinator, administer human resources systems, including the City's workers' compensation and employee health insurance programs, and addressing all of the State instigated changes from Acts 10 and 32.
- Develop, recommend, and maintain Human Resources policies and procedures.
- Coordinate staff training and development as requested by Department Heads.
- Administration of the City's liability and property insurance.
- Coordinate the development and publication of the City's newsletter.
- Represent the City in intergovernmental and legislative functions.
- Maintain and upgrade the City's website and cable television channel.
- Maintain the City's information technology and voice communications systems.
- Provide departmental staff support to the Personnel Committee, Finance Committee, Fire & Police Commission, and Technology Commission.
- Coordinate the City's annual employee performance evaluation procedure.

- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Finance, Information Services, and Building Inspection offices and staff.

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Director of Administration</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Administrative Assistant</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Human Resources Coordinator</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Human Resources Analyst*</b>	.00	.00	1.00	.00	.00	.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

\*Position was never created

**ACTIVITY MEASURES:**

<b>Activity</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016*</b>	<b>2017*</b>
Labor Contracts Having Negotiations	3	1	0	1	2	0
Worker's Comp Claims	36	45	43	37	40	40
Job Analyses Conducted & Job Description Revised	7	14	23	80	2	10
New Hires	14	20	19	14	13	8
Separations from Service	19	18	11	16	13	8
Turnover Rate	8.3%	8%	4.9%	7%	5.7%	3.5%
Civil Service Exams Administered	5	6	4	2	4	2

\* Forecast

**BUDGET SUMMARY:**

1. No capital outlay appropriations are requested for 2017.
2. It is worth noting that the Administration and Human Resources budget does not directly include expenditures related to the continuation of the Wellness Program as established by the Common Council through the prior approval of certain union contracts for 2010 and beyond. As explained in conjunction with approval of the non-represented employee pay and benefits ordinances at that time, direct costs associated with the Wellness Program will be charged directly to the Group Health internal service fund. Costs include items such as printing, purchase of educational DVD's, speaker fees, rental fees, refreshments, employee incentives, and a myriad of other potential items that can educate, inform, or engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments, which are separately expensed by the fund. The Fire Department is operating, as a pilot project, a cooperative effort with a local fitness center and their staff that provides some on-site fitness consultations. This pilot project is anticipated to continue in 2017, is incorporated into the Wellness Program, and may be expanded to other departments with Common Council approval following the pilot project. The costs for the Wellness Program, excluding the fitness component, are capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2017 is approximately \$16,000 (the final figure is set near the end of each calendar year). Said costs, amounting to less than two-thirds of one percent of expenditures, are built into the premium rates and projected costs for the Group Health fund.

City of Franklin, WI  
Administration - 147

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>General Fund</b>								
Dept 0147-ADMINISTRATION								
PERSONNEL SERVICES								
01-0147-5111	SALARIES-FT	202,877	205,927	206,329	206,329	205,062	209,340	209,340
01-0147-5117	SALARIES-OT	577	1,325	1,500	1,500	600	1,500	1,500
01-0147-5118	COMPTIME TAKEN	11	23					
01-0147-5133	LONGEVITY	240	250	390	390	390	420	420
01-0147-5134	HOLIDAY PAY	9,532	12,251	12,849	12,849	12,625	12,927	12,927
01-0147-5135	VACATION PAY	13,764	13,749	17,092	17,092	16,778	18,467	18,467
01-0147-5151	FICA	16,407	16,982	18,399	18,399	18,012	18,563	18,563
01-0147-5152	RETIREMENT	11,350	11,676	12,026	12,026	11,773	12,133	12,133
01-0147-5153	RETIREE GROUP HEALTH	4,176	1,900	2,100		657	984	984
01-0147-5154	GROUP HEALTH & DENTAL	37,109	35,598	33,667	33,667	33,679	33,572	33,572
01-0147-5155	LIFE INSURANCE	983	1,060	1,112	1,112	1,093	1,121	1,121
01-0147-5156	WORKERS COMPENSATION INS	497	653	624	624	659	630	630
01-0147-5199	ALLOCATED PAYROLL COST	(22,200)	(20,800)	(20,200)	(20,200)	(20,200)	(20,200)	(20,200)
PERSONNEL SERVICES		275,323	280,594	285,888	285,888	281,128	289,457	289,457
NON PERSONNEL SERVICES								
01-0147-5211	MEDICAL SERVICES	6,505	12,986	7,500	7,500	4,500	7,500	7,500
01-0147-5215	P/R & H/R PROCESSING FEES	9,520						
01-0147-5219	OTHER PROFESSIONAL SERVICE	13,526	20,381	17,000	36,700	35,000	17,000	17,000
01-0147-5241	AUTO MAINTENANCE	439	514	600	600	500	600	600
01-0147-5242	EQUIPMENT MAINTENANCE	883	362	1,500	1,500	1,000	1,500	1,500
01-0147-5252	LABOR ATTORNEY	15,594	23,423	28,000	28,000	23,000	23,000	20,000
01-0147-5287	UNEMPLOYMENT COSTS			5,000	5,000		4,000	4,000
01-0147-5299	SUNDRY CONTRACTORS	3,772	3,772	4,500	4,500	4,000	4,500	4,500
01-0147-5311	POSTAGE	44,636	35,532	48,000	48,000	40,000	47,000	47,000
01-0147-5312	OFFICE SUPPLIES	753	1,154	1,150	1,150	1,200	1,150	1,150
01-0147-5313	PRINTING	8,010	7,577	8,500	8,500	8,000	8,200	8,200
01-0147-5328	EMPLOYMENT TESTING & EDUCA'	2,319	175	5,850	5,850	2,500	3,000	3,000
01-0147-5329	OPERATING SUPPLIES	2,221	2,024	5,650	5,650	2,500	4,000	4,000
01-0147-5331	FUEL/LUBRICANTS	426	202	550	550	300	500	500
01-0147-5332	VEHICLE SUPPORT	1,320	1,320	1,320	1,320	1,320	240	240
01-0147-5399	MISCELLANEOUS SUPPLIES	113						
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	2,389	1,322	7,500	7,500	2,000	6,000	6,000
01-0147-5422	SUBSCRIPTIONS	531	536	675	675	500	675	675
01-0147-5424	MEMBERSHIPS/DUES	1,941	1,009	2,250	2,250	2,000	2,150	2,150
01-0147-5425	CONFERENCES & SCHOOLS	1,690	384	3,200	3,200	600	3,200	3,200
01-0147-5428	ALLOCATED INSURANCE COST	200	200	200	200	200	200	200
01-0147-5432	MILEAGE	423	525	600	600	400	600	600
01-0147-5433	EQUIPMENT RENTAL	3,967	3,539	4,500	4,500	4,000	5,000	5,000
01-0147-5470	RECRUITING	4,914						
01-0147-5726	EMPLOYEE RECOGNITION	332		3,000	3,000		3,000	1,000
NON PERSONNEL SERVICES		126,424	116,936	157,045	176,745	133,520	143,015	138,015
Totals for dept 0147-ADMINISTRATION		401,747	397,530	442,933	462,633	414,648	432,472	427,472
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
41-0147-5813	OFFICE EQUIPMENT	7,607						
41-0147-5841	COMPUTER EQUIPMENT	815	1,072	900	900	875		
41-0147-5843	SOFTWARE	5,000						
CAPITAL EXPENDITURES		13,422	1,072	900	900	875		
<b>Fund 43 - TID 5 Baseball Commons - 76th &amp; Rawson</b>								
43-0147-5199	ALLOCATED PAYROLL COST						600	600

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**FINANCE & AUDIT DEPARTMENTS**  
**151, 152**

**DEPARTMENT:** Finance

**PROGRAM MANAGER:** Director of Finance & Treasurer

**PROGRAM DESCRIPTION:**

The City Finance Department is responsible for the cash receipting, accounting, investments, budgeting, banking, borrowing, and financial reporting of all City and Water Utility operations. This includes the maintenance of all financial records for the City and Water Utility, billing and collections, accounts payable processing, managing the City's borrowing, and processing payroll for all City employees. The Director is responsible for cash management and investment management with the assistance of an outside investment manager. The department is also responsible for property tax collections for the City and the other taxing jurisdictions from December through July of each year.

Long-term department goals include increasing automation of accounting and treasury functions to improve efficiency of services to other City departments and the public, increasing the knowledge of department staff, maintaining timely, quality and useful financial information to City officials and citizens. In late 2013 new financial software was implemented. In late 2014, upgraded payroll processing software was installed. In September, 2015 Fixed Asset Software was installed.

The Audit Department (No. 152) accounts for the cost of the annual City audit. An RFP was circulated in the summer of 2016 for audit services. New auditors were selected by the Common Council which will reduce audit costs in the future.

**SERVICES:**

- Serve as the City's Chief Financial Officer
- Preparation of monthly and annual financial statements
- Preparation of the comprehensive annual financial statements and coordination of the annual audit.
- Coordinate and supervise the preparation of annual City budget.
- Preparation of required Wisconsin Dept of Revenue financial reports and forms.
- Property tax collection and settlement with other governments
- Implement borrowing strategies and supervise all City borrowing.
- Disbursement of monies to vendors.
- Payroll processing for all City employees.
- Billing and collection for City services provided, including special assessments, weed control, development, inspection, and other services.
- Financial support and advice to the Franklin Water Utility
- Financial support and advice regarding the TIF Districts and the Community Development Authority.
- Cash management and investment of City funds.
- Receipting of all monies paid to the City.

- Manage City bank accounts.
- Dog and cat licensing.

**STAFFING:**

Authorized Positions (FTE)	2012	2013	2014	2015	2016	2017
Chief Financial Officer (Temp)	.50	.50	0.00	0.00	0.00	0.00
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.23	1.23	1.23	1.23	1.23	1.23
Lead Cashier	.56	.56	.56	.56	.56	.56
Cashier/Clerk	.56	.56	.56	.56	.56	.56
Cashier (seasonal)	.25	.25	.25	.25	.25	.25
<b>Total</b>	<b>7.10</b>	<b>7.10</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>

**ACTIVITY MEASURES:**

Activity	2012	2013	2014	2015	2016*	2017*
Disbursement Checks	6,652	7,164	6,634	6,026	6,700	6,800
Employees Paid bi-weekly	424	361	383	250	250	250
Property Tax Bills	13,724	13,732	13,743	13,773	13,800	13,800
Water/Sewer Payments	36,762	38,257	38,556	38,832	39,000	39,000
General Receipts Processed	8,034	8,307	16,051	16,408	20,000	20,000
Dog/Cat licenses	510	528	597	547	625	625
Assessment Invoices	26	20	23	11	30	30
Customer Invoices	751	779	1155	1,089	1,200	1,200
Purchase Requisitions Used	3,797	2,667	154	173	150	150

\* Forecast

**BUDGET SUMMARY:**

- 1) The department uses lockbox processing, outsourced payroll processing, outsourced property tax bill printing and mailing and temporary seasonal help to minimize staffing while maintaining efficient customer services.
- 2) Allocated Payroll Costs – These credits represent the portion of the departmental personal expense charged to TIF Districts, sewer and water operations.
- 3) Capital Outlay:

	Requested	Recommended
Computer Equipment	\$2,700	\$2,700
Furniture	\$1,625	\$1,625

City of Franklin, WI  
Finance & Audit - 151 & 152

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>Dept 0151-FINANCE</b>								
<b>PERSONNEL SERVICES</b>								
01-0151-5111	SALARIES-FT	238,665	241,570	245,397	245,397	242,359	246,992	246,992
01-0151-5113	SALARIES-PT	78,935	87,002	85,605	85,605	87,893	90,914	90,914
01-0151-5115	SALARIES-TEMP	2,774	1,765	4,959	4,959	4,810		
01-0151-5117	SALARIES-OT	579		1,200	1,200		1,200	1,200
01-0151-5118	COMPTIME TAKEN	1,658	858	2,000	2,000		1,000	1,000
01-0151-5133	LONGEVITY	544	570	604	604	604	740	740
01-0151-5134	HOLIDAY PAY	11,351	15,387	16,440	16,440	16,331	16,744	16,744
01-0151-5135	VACATION PAY	16,215	18,935	21,220	21,220	21,133	23,613	23,613
01-0151-5151	FICA	25,995	27,174	28,582	28,582	28,544	29,162	29,162
01-0151-5152	RETIREMENT	14,816	15,355	15,717	15,717	15,548	16,070	16,070
01-0151-5153	RETIREE GROUP HEALTH	1,820	1,700	1,945	1,945	618	928	928
01-0151-5154	GROUP HEALTH & DENTAL	61,834	59,254	55,978	55,978	55,979	55,743	55,743
01-0151-5155	LIFE INSURANCE	1,276	1,312	1,459	1,459	1,450	1,482	1,482
01-0151-5156	WORKERS COMPENSATION INS	768	1,017	970	970	1,045	990	990
01-0151-5199	ALLOCATED PAYROLL COST	(59,300)	(60,540)	(65,440)	(65,440)	(59,100)	(63,680)	(68,680)
<b>PERSONNEL SERVICES</b>		<b>398,930</b>	<b>411,359</b>	<b>416,636</b>	<b>416,636</b>	<b>417,214</b>	<b>416,898</b>	<b>416,898</b>
<b>NON PERSONNEL SERVICES</b>								
01-0151-5215	P/R & H/R PROCESSING FEES	19,653	35,604	42,755	42,755	42,000	46,299	46,299
01-0151-5219	OTHER PROFESSIONAL SERVICES		1,400	1,400	1,400	1,400	1,400	1,400
01-0151-5242	EQUIPMENT MAINTENANCE	261	288	295	295	450	250	250
01-0151-5257	SOFTWARE MAINTENANCE	9,078	19,233	27,750	27,750	22,100	20,800	20,800
01-0151-5299	SUNDRY CONTRACTORS	12,278	13,199	12,678	12,678	12,675	12,875	12,875
01-0151-5312	OFFICE SUPPLIES	3,969	1,792	2,325	2,325	1,755	1,725	1,725
01-0151-5313	PRINTING	349	1,527	600	600	1,200	1,550	1,550
01-0151-5421	OFFICIAL NOTICES/ADVERTISING		568			750	1,200	1,200
01-0151-5422	SUBSCRIPTIONS			27	27			
01-0151-5424	MEMBERSHIPS/DUES	300	300	600	600	300	575	575
01-0151-5425	CONFERENCES & SCHOOLS	1,916	2,124	3,000	3,000	1,995	2,500	2,500
01-0151-5428	ALLOCATED INSURANCE COST	1,500	1,300	1,500	1,500	1,500	1,500	1,500
01-0151-5432	MILEAGE	54						
01-0151-5491	BANK FEES	3,817	5,719	6,000	6,000	5,850	6,050	6,050
<b>NON PERSONNEL SERVICES</b>		<b>53,175</b>	<b>83,054</b>	<b>98,930</b>	<b>98,930</b>	<b>91,975</b>	<b>96,724</b>	<b>96,724</b>
<b>Totals for dept 0151-FINANCE</b>		<b>452,105</b>	<b>494,413</b>	<b>515,566</b>	<b>515,566</b>	<b>509,189</b>	<b>513,622</b>	<b>513,622</b>
<b>Dept 0152-AUDITOR</b>								
01-0152-5213	ANNUAL AUDIT SERVICES	28,135	27,385	31,810	31,810	29,635	30,000	30,000
01-0152-5219	ACTUARIAL SERVICES		5,900				6,500	6,500
<b>NON PERSONNEL SERVICES</b>		<b>28,135</b>	<b>33,285</b>	<b>31,810</b>	<b>31,810</b>	<b>29,635</b>	<b>36,500</b>	<b>36,500</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
41-0151-5812	FURNITURE/FIXTURES			1,000	1,000	1,250	1,625	1,625
41-0151-5841	COMPUTER EQUIPMENT	3,308		3,200	3,200	2,800	2,700	2,700
41-0151-5843	SOFTWARE				5,350	5,400		
<b>CAPITAL EXPENDITURES</b>		<b>3,308</b>		<b>4,200</b>	<b>9,550</b>	<b>9,450</b>	<b>4,325</b>	<b>4,325</b>
<b>Fund 43 - TID 5 Baseball Commons - 76th &amp; Rawson</b>								
<b>Dept 0151-FINANCE</b>								
43-0151-5199	ALLOCATED PAYROLL COST						4,020	4,020
<b>NON PERSONNEL SERVICES</b>								
43-0151-5691	BANK FEES						350	350
43-0151-6453	TIF CERTIFICATION FEE						150	150
<b>NON PERSONNEL SERVICES</b>							<b>500</b>	<b>500</b>
<b>Totals for dept 0151-FINANCE</b>							<b>4,520</b>	<b>4,520</b>

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**CITY ASSESSOR  
154**

**DEPARTMENT:** Assessor

**PROGRAM MANAGER:** Director of Administration and City Assessor

**PROGRAM DESCRIPTION:**

The Assessor's Office is responsible for setting the value of all property within the City for the purposes of determining the taxable value of real and personal property, upon which is levied the municipal, county, and school property tax. The City Assessor is an outside contractor. Historically, City staff provided support for a full-time Assessor Clerk; however, this position was vacated late 2015 due to a position change within the City. As of 2016, the Assessor Clerk position is now provided through the City's outside contractor and incorporated as part of their assessment services contract with the City.

**SERVICES:**

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- Keeps an annual, updated list of businesses for personal property reporting.
- Prepare the Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which historically occurred on a three-year cycle. (In 2015, however, the Common Council approved a contract to perform an "Interim Market Update" annually commencing with 2016.)

**STAFFING:**

Authorized Positions (FTE)	2012	2013	2014	2015	2016	2017
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk–Contracted ++	1.00	1.00	1.00	1.00	1.00	++
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

**ACTIVITY MEASURES:**

Activity	2012	2013 Φ	2014	2015	2016 Φ	2017*
Properties Inspected	661	662	529	548	516	550
Assessment Notices Mailed	576	12,410	373	332	12,881	12,900
Open Book Hearings	160	162	26	15	309	250
Board of Review Hearings	25	18	1	9	30	25
Residential Parcels	11,818	11,822	11,822	11,836	11,837	11,850
Commercial Parcels	546	551	552	551	543	550
<b>Total Parcels</b>	<b>12,859</b>	<b>12,820</b>	<b>12,821</b>	<b>12,833</b>	<b>12,881</b>	<b>12,901</b>
Assessed Value Increase	1,058,500	-287m	17.5m	28m	289m	69m

\* Forecast

Φ Revaluation Year

**BUDGET SUMMARY:**

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The City typically funds one-third of the cost of a revaluation each year so that a full revaluation can be done every third year without the budget suffering a significant, \$100,000 spike in expenditures. The City has typically undertaken an Exterior Revaluation where each property is visited curb-side and evaluated. For 2013, however, an "Interim Market Update" was performed as an allowable statutory alternative. For 2016 through 2018, the City has contracted with Tyler Technologies to perform an annual Interim Market Update Revaluation, but with the addition of digital photos taken and inserted into the electronic record for each parcel during 2016. For 2017, the total appropriation represents \$41,700 for annual maintenance services, \$39,000 for additional Clerical Services, and \$34,500 for 2017 Annual Revaluation Services.
- 4) No Capital Outlay funding is provided for 2017. The department has five computers. Replacement is generally scheduled as one per year in order to standardize the budget impact and avoid peaks, but one was not needed for 2017.

City of Franklin, WI Assessor - 154		2014	2015	2016	2016	2016	2017	2017
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	PROJECTED ACTIVITY	PROPOSED BUDGET	ADOPTED BUDGET
<b>General Fund</b>								
<b>PERSONNEL SERVICES</b>								
01-0154-5111	SALARIES-FT	39,944	41,961	40,368	3,268	5,922		
01-0154-5116	SALARIES-TEMP	51						
01-0154-5117	SALARIES-OT	41	75	300	300	78		
01-0154-5133	LONGEVITY	300	300	300	300	100		
01-0154-5134	HOLIDAY PAY	1,932	1,943	2,623	2,623	1,379		
01-0154-5135	VACATION PAY	4,190	3,207	4,684	4,684	904		
01-0154-5151	FICA	3,501	3,565	3,772	3,772	641		
01-0154-5152	RETIREMENT	2,320	2,374	2,466	2,466	419		
01-0154-5154	GROUP HEALTH & DENTAL	432	432	432	432	144		
01-0154-5155	LIFE INSURANCE	199	217	227	227	14		
01-0154-5156	WORKERS COMPENSATION INS	104	132	128	128	23		
<b>PERSONNEL SERVICES</b>		<b>53,014</b>	<b>54,206</b>	<b>55,300</b>	<b>18,200</b>	<b>9,624</b>		
<b>NON PERSONNEL SERVICES</b>								
01-0154-5210	PROFESSIONAL SERVICES	73,000	65,500	81,500	118,600	118,600	115,200	115,200
01-0154-5219	OTHER PROFESSIONAL SERVICE	79,000	80,200	82,000	80,000	80,000	83,000	83,000
01-0154-5242	EQUIPMENT MAINTENANCE	78	20					
01-0154-5299	SUNDRY CONTRACTORS	9,601		11,500	11,500	22,000	12,000	12,000
01-0154-5311	POSTAGE			7,000	7,000	5,500	6,225	6,225
01-0154-5312	OFFICE SUPPLIES	938	959	1,500	1,500	1,000	1,500	1,500
01-0154-5313	PRINTING	486		4,050	4,050	3,500	4,250	4,250
01-0154-5421	OFFICIAL NOTICES/ADVERTISING	18	18	300	300		200	200
01-0154-5425	CONFERENCES & SCHOOLS	20		250	250			
<b>NON PERSONNEL SERVICES</b>		<b>183,141</b>	<b>146,697</b>	<b>188,100</b>	<b>223,200</b>	<b>230,600</b>	<b>222,375</b>	<b>222,375</b>
<b>Totals for dept 0154-ASSESSORS</b>		<b>216,155</b>	<b>200,903</b>	<b>243,400</b>	<b>241,400</b>	<b>240,224</b>	<b>222,375</b>	<b>222,375</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
Dept 0154-ASSESSORS								
CAPITAL EXPENDITURES								
41-0154-5813	OFFICE EQUIPMENT	195		250	250			
41-0154-5841	COMPUTER EQUIPMENT	990	977					
<b>CAPITAL EXPENDITURES</b>		<b>1,185</b>	<b>977</b>	<b>250</b>	<b>250</b>			

**LEGAL SERVICES**  
**161**

**DEPARTMENT:** Legal Services

**PROGRAM MANAGER:** City Attorney

**PROGRAM DESCRIPTION:**

The law firm of Wesolowski, Reidenbach & Sajdak, S.C. is responsible for conducting most of the legal business in which the City is involved, such as researching and preparing legal opinions, researching and drafting ordinances, drafting resolutions, providing general legal counsel services, providing representation for the purchase and sale of property, providing general litigation services and for the prosecution of ordinance and traffic code violations. Jesse A. Wesolowski serves as the City Attorney and Brian C. Sajdak and Christopher R. Smith serve as Assistant City Attorneys.

**SERVICES:**

- Attend all Common Council meetings.
- Attend all Plan Commission meetings.
- Attend all Community Development Authority meetings.
- Attend all Board of Review meetings.
- Prepare and/or review ordinances and resolutions.
- Consult with staff and elected officials on legal matters.
- Render legal opinions as requested.
- Hold instructional meetings.
- Coordinate legal defense of claims against the City.
- Represent the City, its boards and officers in civil claims and litigation.
- Prosecute ordinance violations.
- Prepare and/or review development agreements.
- Prepare and/or review City contracts.
- Provide Boards and Commissions support services drafting agendas, public hearing notices, resolutions, ordinances and/or motions for the Plan Commission, the Community Development Authority, the Economic Development Commission, the Environmental Commission, and the Parks Commission, and staff liaison services and support as required to the Community Development Authority, the Economic Development Commission, and the 27th Street Committee.

**STAFFING** - Contractual

**ACTIVITY MEASURES:**

Activity	2011	2012	2013	2014	2015	2016*	2017*
Hours of Service	4,657	4,862	4,774	5,206.95	5,615	5,300	5,300
Matters Litigated	4	9	5	2	2	15	15
Municipal Court Cases	12,304	10,390	8,569	8,585	9,279	11,000	11,000

\* Forecast

City of Franklin, WI  
Legal - 161

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>General Fund</b>								
Dept 0161-LEGAL SERVICES								
NON PERSONNEL SERVICES								
01-0161-6212	LEGAL SERVICES	174,877	176,462	179,375	179,375	179,000	183,000	183,000
01-0161-5213	LEGAL SERVICES-COURT	61,184	61,728	64,100	64,100	64,100	65,382	65,382
01-0161-5214	BOARD&COMMSSN SUPPORT-PARALG	55,000	55,000	59,000	59,000	59,000	55,000	55,000
01-0161-5223	FILING FEES			5,100	5,100		1,100	1,100
01-0161-5253	ATTORNEY FEES - ADDITIONAL SERVICES	15,011	22,285	31,700	31,700	14,000	31,700	31,700
01-0161-5425	CONFERENCES & SCHOOLS	500	275	500	500	500	900	900
01-0161-5427	COURT COSTS	505	255	450	450	250	450	450
	NON PERSONNEL SERVICES	307,077	316,005	340,225	340,225	316,850	337,532	337,532
<b>Fund 43 - TID 5 Baseball Commons - 76th &amp; Rawson</b>								
43-0161-5212	LEGAL SERVICES						30,000	30,000



**MUNICIPAL BUILDINGS  
181**

**DEPARTMENT:** Municipal Buildings

**PROGRAM MANAGER:** Director of Administration (assisted by Building Operations Supervisor)

**PROGRAM DESCRIPTION:**

The Municipal Buildings Department provides for the operation and maintenance of the City's buildings which include: the City Hall Complex; Fire Stations 1, 2, and 3; Law Enforcement Building; Library; Legend Park Buildings; the Public Works Garage and accessory buildings. Custodial service employees are provided to City Hall, Law Enforcement Building, and Library.

**SERVICES:**

- Provide custodial services at City Hall, Law Enforcement Building, and Library.
- Operate and maintain City grounds and buildings.
- Coordinate repairs and major maintenance projects in City facilities, including ADA compliance activities.
- Procure maintenance materials and supplies for all municipal buildings. The cost of maintenance materials, supplies, and utilities are included in the budgets of the Law Enforcement Building, Library, Fire Stations, Public Works Garage, and the Sewer and Water Building.

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Custodian	2.26	2.26	1.78	1.78	1.78	1.78
Custodian	0	0	0	1.25	1.25	1.25
Seasonal Maintenance	.48	.48	0	0	0	0
<b>Total</b>	<b>3.74</b>	<b>3.74</b>	<b>2.78</b>	<b>4.03</b>	<b>4.03</b>	<b>4.03</b>

**ACTIVITY MEASURES:**

<b>Square Footage:</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	37,750	37,750	37,750	37,750	37,750	37,750
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	6,620	6,620	6,620	6,620	6,620	6,620
Law Enforcement Building	68,300	68,300	68,300	68,300	68,300	68,300
Library Building	40,000	40,000	40,000	40,000	40,000	40,000
<b>Total Square Footage</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>

\*Forecast

**BUDGET SUMMARY:**

- 1) Staffing for 2017 reflects a continuation of adopted 2016 staffing levels, consisting of one supervisor, one full-time maintenance custodian, two part-time maintenance custodians, and two part-time 2nd shift custodians.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay purchases include: Common Council Chambers Sound System (\$35,000); Office Carpeting Replacement (\$18,000); HVAC Engineering Study of Roof-Top Units (\$8,000).

**City of Franklin, WI  
Municipal Buildings - 181**

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>General Fund</b>								
<b>PERSONNEL SERVICES</b>								
01-0181-5111	SALARIES-FT	95,054	96,222	94,361	94,361	114,857	118,709	118,709
01-0181-5113	SALARIES-PT	34,523	40,907	80,463	80,463	54,523	56,302	56,302
01-0181-5117	SALARIES-OT	7,062	6,693	4,500	4,500	4,500	4,500	4,500
01-0181-5133	LONGEVITY	209	209	313	313	313	358	358
01-0181-5134	HOLIDAY PAY	7,089	7,671	7,899	7,899	7,860	8,059	8,059
01-0181-5135	VACATION PAY	4,703	7,029	10,282	10,282	10,225	10,488	10,488
01-0181-5151	FICA	10,981	11,777	15,146	15,146	13,122	15,179	15,179
01-0181-5152	RETIREMENT	9,284	10,640	8,859	8,859	8,415	45,349	45,349
01-0181-5153	RETIREE GROUP HEALTH	2,074	1,750	2,152	2,152	709	1,131	1,131
01-0181-5154	GROUP HEALTH & DENTAL	35,957	34,446	32,515	32,515	32,527	32,396	32,396
01-0181-5155	LIFE INSURANCE	447	485	510	510	505	519	519
01-0181-5156	WORKERS COMPENSATION INS	4,931	7,016	10,040	10,040	7,702	9,649	9,649
01-0181-5199	ALLOCATED PAYROLL COST	(176,460)	(169,320)	(171,240)	(171,240)	(171,240)	(177,480)	(177,480)
<b>PERSONNEL SERVICES</b>		<b>35,854</b>	<b>55,525</b>	<b>95,600</b>	<b>95,600</b>	<b>84,018</b>	<b>125,159</b>	<b>125,159</b>
<b>NON PERSONNEL SERVICES</b>								
01-0181-5299	SUNDRY CONTRACTORS	33,046	27,825					
01-0181-5312	OFFICE SUPPLIES	150	9	115	115	20	115	115
01-0181-5326	UNIFORMS	697	740	1,000	1,000	250	1,000	1,000
01-0181-5331	FUEL/LUBRICANTS	21	39	100	100	25	100	100
01-0181-5342	CONSUMABLE TOOLS	251	246	250	250	250	250	250
01-0181-5425	CONFERENCES & SCHOOLS			250	250			
01-0181-5551	WATER	1,661	1,449	1,600	1,600	700	1,600	1,600
01-0181-5552	ELECTRICITY	57,353	59,503	59,450	59,450	60,000	63,000	63,000
01-0181-5553	SEWER	621	521	750	750	250	750	750
01-0181-5554	NATURAL GAS	17,240	11,194	14,080	14,080	11,000	13,150	13,150
01-0181-5555	LANDSCAPE MATERIALS	816	959	1,000	1,000	959	1,000	1,000
01-0181-5556	JANITORIAL SUPPLIES	5,231	5,805	6,000	6,000	5,000	6,250	6,250
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	16,880	15,467	19,500	19,500	15,000	22,500	22,500
01-0181-5559	BUILDING MAINTENANCE-OTHER	7,929	9,216	9,500	9,500	9,500	9,500	9,500
<b>NON PERSONNEL SERVICES</b>		<b>141,896</b>	<b>132,973</b>	<b>113,595</b>	<b>113,595</b>	<b>102,954</b>	<b>119,465</b>	<b>119,215</b>
<b>Totals for dept 0181-MUNICIPAL BUILDINGS</b>		<b>177,750</b>	<b>188,498</b>	<b>209,395</b>	<b>209,395</b>	<b>186,972</b>	<b>244,624</b>	<b>244,374</b>
<b>Fund 26 - OTHER GRANTS</b>								
<b>CAPITAL EXPENDITURES</b>								
26-0181-5822.9654	SENIOR DINING ADA FIRE ALARM-Bldg Im	3,205	30,719					
26-0181-5822.9659	City Hall ADA Signage-Bldg Improvements					9,800		
26-0181-5822.9660	Senior Meal Site Kitchen Roof Venting					9,100		
26-0181-5822.9662	LAND IMPROVEMT-CityHall Pk Lot Lighting			340,000	340,000			
<b>Total CAPITAL EXPENDITURES</b>		<b>3,205</b>	<b>30,719</b>	<b>340,000</b>	<b>340,000</b>	<b>18,900</b>		
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
41-0181-5812	FURNITURE/FIXTURES			250	250	210	35,000	35,000
41-0181-5815	SHOP EQUIPMENT	811						
41-0181-5819	OTHER CAPITAL EQUIPMENT				50,000	48,000		
41-0181-5822	BUILDING IMPROVEMENTS			29,100	29,100	28,000	26,000	26,000
41-0181-5841	COMPUTER EQUIPMENT	780						
<b>CAPITAL EXPENDITURES</b>		<b>1,591</b>		<b>29,350</b>	<b>79,350</b>	<b>76,210</b>	<b>61,000</b>	<b>61,000</b>
<b>Fund 46 - CAPITAL IMPROVEMENT FUND</b>								
46-0181-5499	UNAPPROVED MUNI BLDG PROJECTS						1,800,000	1,800,000
<b>CAPITAL EXPENDITURES</b>								
46-0181-5822.9657	CITY HALL ROOF REPLACEMENT			475,000	475,000			
46-0181-5822.9687	FRANKLIN HISTORICAL SOCIETY BARN			20,000				
46-0181-5822.9690	DPW SALT STORAGE BLDG ROOF REPLA	68,310						
<b>CAPITAL EXPENDITURES</b>		<b>68,310</b>		<b>495,000</b>	<b>475,000</b>			

**INSURANCE**  
**194**

**DEPARTMENT:** Insurance

**PROGRAM MANAGER:** Director of Administration

**PROGRAM DESCRIPTION:**

The City accounts for all insurance program activities in a separate general fund department. Insurance coverage maintained by the City includes general and umbrella liability, property, auto, professional liability, and worker compensation policies. Third party insurance companies provide all insurance coverage for the City. Workers Compensation costs are based on covered payroll amounts multiplied by standard rates established by the State. The City's worker compensation insurance carrier also offers a dividend program, which makes the City eligible to earn dividends if claim costs fall below specified thresholds. Good claims experience may increase the amount of the dividend available to the City. The full-expected premium cost is budgeted as expenditure; estimated dividends are budgeted as revenues on a conservative basis, as the amounts are subject to change based on claims experience. Insurance amounts are allocated to various City departments, the Library, Water Utility, and Sewer Fund through an ongoing administrative allocation.

**BUDGET SUMMARY:**

- 1) The largest expense within the funding for this area is workers compensation costs. The State sets rates and calculates the City's modification factor based upon claims history. Workers Compensation expenses are charged out to the operating department budgets. Increases in total payroll and changes in State-set rates will offset an increase in the State-determined modification factor that is applied to the City of Franklin. The result is relative stability in Workers Compensation for 2017, with cost increases rising generally commensurate with salary/wage increase.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.
- 3) In 2016, the City moved its property insurance to Chubb. 2017 appropriations remain consistent to 2016 except that the boiler and machinery insurance appropriation is eliminated for 2017 as the coverage is already included in the property insurance premium for Chubb.

City of Franklin, WI Insurance - 194								
GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>General Fund</b>								
<b>NON PERSONNEL SERVICES</b>								
01-0194-5511	BUILDING INSURANCE	45,748	47,098	63,675	63,675	60,300	63,000	63,000
01-0194-5512	AUTO/EQUIPMENT INSURANCE	75,125	74,294	77,700	77,700	77,700	78,375	78,375
01-0194-5513	PUBLIC LIABILITY	110,636	96,481	100,000	100,000	98,000	100,000	100,000
01-0194-5514	PROFESSIONAL LIABILITY	44,064	38,016	40,000	40,000	40,000	40,000	40,000
01-0194-5515	BOILER INSURANCE	5,859	5,918	6,000	6,000	6,000		
01-0194-5516	UMBRELLA INSURANCE	15,484	15,520	16,200	16,200	16,200	16,200	16,200
01-0194-5517	WORKERS COMPENSATION INS.	349,004	468,818	531,000	531,000	540,000	545,000	545,000
01-0194-5518	PUBLIC OFFICIALS E&O INSURCE	55,368	47,772	56,200	56,200	56,200	50,000	50,000
01-0194-5560	CHARGES&CREDITS-INTERDEPTV	(244,536)	(261,226)	(254,000)	(254,000)	(254,000)	(254,000)	(254,000)
01-0194-5561	WORKERS COMP-CONTRA	(349,004)	(480,710)	(530,867)	(530,867)	(540,000)	(545,000)	(545,000)
<b>NON PERSONNEL SERVICES</b>		<b>107,748</b>	<b>51,981</b>	<b>105,908</b>	<b>105,908</b>	<b>100,400</b>	<b>93,575</b>	<b>93,575</b>

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**UNCLASSIFIED, CONTINGENCY & ANTICIPATED UNDERSPENDING  
198, 199**

**DEPARTMENT:** Unclassified, Contingency & Anticipated Under spending

**PROGRAM MANAGER:** Director of Finance & Treasurer

**PROGRAM DESCRIPTION:** These programs provide for miscellaneous accounts that are not contained in department operating budgets.

**Department 198 Unclassified:** Items accounted for in this department include refunded taxes, special assessments on City owned property (if any) and claims or judgment costs.

In 2016, the City billed Omitted taxes for a manufacturing property for four years totaling \$160,324 plus interest. The property owner is contesting the assessment. The City portion of the tax and interest is \$79,856. This amount was included here to provide for an appropriation should the taxpayer prevail in the appeal process.

**Department 199 Contingency:** This area carries the annual contingency appropriation. This appropriation is made to address unforeseen expenditures in the General Fund or to allow Common Council to retain control of program expenditures that are uncertain at time of budget adoption. Funds are not expended directly from the contingency account, but are transferred to General Fund operating budgets by specific Common Council action.

Contingency is composed of an unrestricted contingency which can be spent by a simple majority of the Common Council and a Restricted Contingency which would require four affirmative votes of Council members to expend.

**Department 199 Anticipated Under spending:** Historically the City budgets have been under spent for a variety of reasons. The primary reason is manpower positions that are vacant for a portion of the year due to natural turnover of staffing. While it is difficult to predict where in City Departments the vacancies will occur from year to year it is predictable that within the entire City operations, vacancies will occur. It is reasonable to budget for a vacancy factor. By doing so the residents are not taxed for an expenditure that will not be made. This has been a longstanding practice in the City of Franklin.

City of Franklin, WI Unclassified - 198 & 199		2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 PROJECTED ACTIVITY	2017 PROPOSED BUDGET	2017 ADOPTED BUDGET
<b>General Fund</b>								
<b>Dept 0198-UNCLASSIFIED EXPENSES</b>								
NON PERSONNEL SERVICES								
01-0198-5543	REFUNDED PROPERTY TAXES	1,939	325	2,500	2,500		82,500	82,500
<b>Dept 0199-CONTINGENCY</b>								
NON PERSONNEL SERVICES								
01-0199-5110	RESTRICTED	28,000	25,000	375,000	345,000	390,000	500,000	500,000
01-0199-5497	ANTICIPATED UNDEREXPENDITURE			(470,220)	(470,220)		(470,220)	(455,820)
01-0199-5499	UNRESTRICTED	39,968	3,257	175,000	138,700		125,000	125,000
NON PERSONNEL SERVICES		67,968	28,257	79,780	13,480	390,000	154,780	169,180

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