

**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 2023.

City Ordinances designate eight cabinet officers, as well as other unclassified positions within City government, who 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 2022 budget remains essentially the same as the 2021 budget

BUDGET REPORT FOR CITY OF FRANKLIN
Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0101 - MAYOR							
PERSONAL SERVICES							
01-0101-5113	SALARIES-PT	16,800	16,800	16,800	16,800	16,800	16,800
	PERSONAL SERVICES	16,800	16,800	16,800	16,800	16,800	16,800
EMPLOYEE BENEFITS							
01-0101-5151	FICA	1,652	1,652	1,652	1,652	1,652	1,652
01-0101-5156	WORKERS COMPENSATION INS	42	44	48	34	35	30
	EMPLOYEE BENEFITS	1,694	1,696	1,700	1,686	1,687	1,682
SUPPLIES							
01-0101-5313	PRINTING	100	100	50	100	32	0
01-0101-5329	OPERATING SUPPLIES	1,000	1,000	500	1,000	527	0
	SUPPLIES	1,100	1,100	550	1,100	559	0
SERVICES & CHARGES							
01-0101-5422	SUBSCRIPTIONS	100	100	100	100	100	90
01-0101-5425	CONFERENCES & SCHOOLS	1,000	1,000	250	1,000	0	0
01-0101-5432	MILEAGE	4,800	4,800	4,000	4,800	4,800	4,800
	SERVICES & CHARGES	5,900	5,900	4,350	5,900	4,900	4,890
CLAIMS, CONTRIB. AND AWARDS							
01-0101-5734	VOLUNTEER RECOGNITION	5,000	5,000	5,000	5,000	0	156
01	CLAIMS, CONTRIB. AND AWARDS	5,000	5,000	5,000	5,000	0	156
Totals for dept 0101 - MAYOR		30,494	30,496	28,400	30,486	23,946	23,528
APPROPRIATIONS - FUND 01		30,494	30,496	28,400	30,486	23,946	23,528

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	Finance Committee
Board of Health	Library Board
Board of Review	License Committee
Board of Public Works	Parks Commission
Board of Water Commissioners	Personnel Committee
Board of Zoning and Building Appeals	Plan Commission
Civic Celebrations Commission	Police and Fire Commission
Community Development Authority	Quarry Monitoring Committee
Economic Development Commission	Technology Commission
Environmental Commission	Tourism Commission
Fair 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)	2017	2018	2019	2020	2021	2022
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	NA
Total	0.00	0.00	0.00	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2017	2018	2019	2020	2021	2022*
Ordinances passed	61	39	54	50	51	40
Resolutions passed	100	115	114	115	132	100
Common Council meeting hours	45	57	60	60	63	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:

Wisconsin Policy Forum Inc.	\$1,720
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities and Urban Alliance	10,506
Amer. Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Broadcast Music, Inc	350
SESAC (Society of European Stage Authors and Composers)	350
Total	13,751

BUDGET REPORT FOR CITY OF FRANKLIN

Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0102 - ALDERMEN							
PERSONAL SERVICES							
01-0102-5113	SALARIES-PT	43,200	43,200	43,200	43,200	43,200	43,200
	PERSONAL SERVICES	43,200	43,200	43,200	43,200	43,200	43,200
EMPLOYEE BENEFITS							
01-0102-5151	FICA	4,131	4,131	4,131	4,131	4,131	4,131
01-0102-5156	WORKERS COMPENSATION INS	82	86	69	86	72	78
	EMPLOYEE BENEFITS	4,213	4,217	4,200	4,217	4,203	4,209
SUPPLIES							
01-0102-5313	PRINTING	200	200	0	100	32	192
	SUPPLIES	200	200	0	100	32	192
SERVICES & CHARGES							
01-0102-5424 *	MEMBERSHIPS/DUES	13,750	13,751	13,750	13,750	11,442	12,040
01-0102-5425 *	CONFERENCES & SCHOOLS	1,000	200	200	200	70	0
01-0102-5432	MILEAGE	10,800	10,800	10,800	10,800	10,800	10,800
	SERVICES & CHARGES	25,550	24,751	24,750	24,750	22,312	22,840
CLAIMS, CONTRIB. AND AWARDS							
01-0102-5734 *	VOLUNTEER RECOGNITION	500	500	150	500	138	0
	CLAIMS, CONTRIB AND AWARDS	500	500	150	500	138	0
Totals for dept 0102 - ALDERMEN		73,663	72,868	72,300	72,767	69,885	70,441

* NOTES TO BUDGET: DEPARTMENT 0102 ALDERMEN

5424	MEMBERSHIPS/DUES						
	FOOTNOTE AMOUNTS.	9,620	9,620	9,325			
	League of WI Municipalities						
	FOOTNOTE AMOUNTS:	325	325	335			
	ASCAP - music license						
	FOOTNOTE AMOUNTS:	150	150	165			
	South Surburb Chamber of Commerce						
	FOOTNOTE AMOUNTS:	350	350	700			
	Intergovernmental Cooperation Council						
	FOOTNOTE AMOUNTS:	1,720	1,720	430			
	Public Policy Forum						
	FOOTNOTE AMOUNTS	350	350	0			
	Broadcast Music, Inc for Civic Celebration music use						
	FOOTNOTE AMOUNTS:	350	350	0			
	SESAC (Society of European Stage Authors and Composers)						
	FOOTNOTE AMOUNTS:	0	0	2,245			
	Other						
	FOOTNOTE AMOUNTS:	885	886	0			
	Urban Alliance						
	ACCOUNT '5424' TOTAL	13,750	13,751	13,200			
5425	CONFERENCES & SCHOOLS						
	FOOTNOTE AMOUNTS	200	200	0			
	Dept Request						
	FOOTNOTE AMOUNTS	800	0	0			
	Mayor's Recommend change						
	ACCOUNT '5425' TOTAL	1,000	200				

BUDGET REPORT FOR CITY OF FRANKLIN
Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0102 - ALDERMEN							
5734	VOLUNTEER RECOGNITION						
	FOOTNOTE AMOUNTS.	500	500	250			
	Volunteer recognition - Boards & Commissions						
	DEPT '0102' TOTAL	15,250	14,451	13,450			
APPROPRIATIONS - FUND 01		<u>73,663</u>	<u>72,868</u>	<u>72,300</u>	<u>72,767</u>	<u>69,885</u>	<u>70,441</u>

**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, who is 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, very limited, 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 is accounted for in a separate program.

SERVICES:

- Presides over Municipal Court, adjudicating violations of municipal ordinances and traffic citations and imposing forfeitures where provided by law

STAFFING:

Authorized Positions (FTE)	2017	2018	2019	2020	2021	2022
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	2.50	2.50	2.50	2.50	2.50	2.50
Total	2.50	2.50	2.50	2.50	2.50	2.50

* Administration and Human Resource support through the Police Department.

ACTIVITY MEASURES:

Activity	2017	2018	2019	2020	2021*	2022*
Municipal court cases	9,447	9,999	9,191	6,983	4,872	10,000

*Forecast / 2020 & 2021 cases much lower due to the COVID-19 Pandemic

BUDGET SUMMARY:

Two daytime and four nighttime court sessions per month are generally held. Associated revenues from fines and forfeitures have continued to trend upward. Fine rates were reviewed in 2021 and maintained the same. Another review of fine rates will be conducted in 2022.

Beginning in 2018, the Court pursued the State Debt Collection (SDC) program which diverts individual state income tax refunds to settle outstanding court-imposed municipal fines and forfeitures. This program has had the result of increasing revenue and effectively eliminating the boarding of prisoners.

BUDGET REPORT FOR CITY OF FRANKLIN

Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0121 - MUNICIPAL COURT							
PERSONAL SERVICES							
01-0121-5111	SALARIES-FT	107,351	107,351	101,969	101,830	97,141	94,344
01-0121-5113	SALARIES-PT	42,704	42,704	38,318	41,419	43,513	41,288
01-0121-5115	SALARIES-TEMP	0	0	0	0	624	0
01-0121-5117	SALARIES-OT	1,200	1,200	1,200	1,200	488	273
01-0121-5118	COMPTIME TAKEN	0	0	0	0	1,873	2,168
01-0121-5133	LONGEVITY	390	390	390	390	375	450
01-0121-5134	HOLIDAY PAY	7,774	7,774	7,436	7,436	7,502	7,118
01-0121-5135	VACATION PAY	10,032	10,032	8,707	9,595	7,319	8,927
PERSONAL SERVICES		169,451	169,451	158,020	161,870	158,835	154,568
EMPLOYEE BENEFITS							
01-0121-5151	FICA	12,963	12,963	12,089	12,383	11,874	11,104
01-0121-5152	RETIREMENT	6,258	6,258	7,946	5,923	7,783	8,384
01-0121-5153	RETIREE GROUP HEALTH	258	258	234	234	268	251
01-0121-5154	GROUP HEALTH & DENTAL	7,719	8,434	8,434	7,839	8,434	12,215
01-0121-5155	LIFE INSURANCE	639	639	700	537	588	540
01-0121-5156	WORKERS COMPENSATION INS	321	338	277	323	287	271
EMPLOYEE BENEFITS		28,158	28,890	29,680	27,239	29,234	32,765
CONTRACTUAL SERVICES							
01-0121-5219	OTHER PROFESSIONAL SERVICES	1,400	1,400	500	1,400	400	1,340
01-0121-5257	SOFTWARE MAINTENANCE	14,435	14,435	13,350	11,500	10,720	10,409
01-0121-5294	PRISONER BOARDING	0	0	0	2,000	0	0
01-0121-5298	COLLECTION SVCS/DOT SUSP FEE	700	700	700	650	357	213
CONTRACTUAL SERVICES		16,535	16,535	14,550	15,550	11,477	11,962
SUPPLIES							
01-0121-5312	OFFICE SUPPLIES	4,200	4,200	2,500	2,675	701	2,057
SUPPLIES		4,200	4,200	2,500	2,675	701	2,057
SERVICES & CHARGES							
01-0121-5410	DMV ACCESS SERVICE	1,250	1,250	1,200	1,250	1,200	1,200
01-0121-5422	SUBSCRIPTIONS	100	100	0	100	0	0
01-0121-5424	MEMBERSHIPS/DUES	200	200	200	200	100	100
01-0121-5425	CONFERENCES & SCHOOLS	1,600	1,600	1,000	1,600	700	700
01-0121-5429	JURY/WITNESS FEES	100	100	100	100	(34)	(77)
SERVICES & CHARGES		3,250	3,250	2,500	3,250	1,966	1,923
Totals for dept 0121 - MUNICIPAL COURT		221,594	222,326	207,250	210,584	202,213	203,275
APPROPRIATIONS - FUND 01		221,594	222,326	207,250	210,584	202,213	203,275

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, administration of reservation requests for park rental, ball diamond rental, other recreation facility rental, burn permits, weights and measures, and alarm permits, conducts background checks, and processes park deposit refunds.
- 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.
- Coordinate and administer Federal Census projects on a municipal level, and prepare redistricting information for Common Council approval.

STAFFING:

Authorized Positions (FTE)	2017	2018	2019	2020	2021	2022
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	0	0	0	0	0
Secretary	.50	1.12	1.12	1.50	1.50	1.50
Temporary Help	.00	.00	.00	.00	.00	.00
Total	4.12	4.12	4.12	4.50	4.50	4.50

ACTIVITY MEASURES:

Activity	2017	2018	2019	2020	2021	2022
Liquor licenses	56	56	56	56	56	56
Bartenders licenses	392	378	370	300	411	425
Park Permits	202	216	220	**140	173	200
Property status reports	193	186	175	243	373	350
Burn permits	261	235	250	237	241	250
Complaints	372	383	509	500	522	500
Registered voters	21,862	21,500	21,683	22,700	24,450	25,000
Elections held	2	4	2	4***	2	4

*Forecast

**The City Clerk's office processed 70 cancellations of reservations due to COVID-19.

***In addition to 4 elections, a Recount was held following the November General 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, with CIBR checks now performed by Clerk's office staff).
- 3) Election decrease in funding is due to two elections scheduled in 2021 vs. four scheduled elections held in 2020. [Note: 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 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 poll workers, 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 statewide registration 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 and covering the requirement for separate ward poll books.]

- 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). One additional ballot scanner was purchased in 2020.
- 6) 01.0142.5313 Printing has been increased to provide for printing and postage of redistricting information to all registered voters following County, then City, then State approvals based upon Federal Census results.
- 7) 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.
- 8) 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.

BUDGET REPORT FOR CITY OF FRANKLIN
Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0141 - CITY CLERK							
PERSONAL SERVICES							
01-0141-5111	SALARIES-FT	183,533	183,533	181,632	175,784	178,495	177,779
01-0141-5113	SALARIES-PT	67,893	67,893	57,729	65,118	53,731	41,093
01-0141-5115	SALARIES-TEMP	601	601	593	601	0	0
01-0141-5117 *	SALARIES-OT	2,000	2,000	2,000	2,000	(2,423)	35
01-0141-5118	COMPTIME TAKEN	0	0	0	0	667	1,267
01-0141-5133	LONGEVITY	425	425	405	405	480	540
01-0141-5134	HOLIDAY PAY	15,212	15,212	14,598	14,651	14,582	13,236
01-0141-5135	VACATION PAY	18,742	18,742	18,044	18,081	11,376	17,158
		<u>288,406</u>	<u>288,406</u>	<u>275,001</u>	<u>276,640</u>	<u>256,908</u>	<u>251,108</u>
PERSONAL SERVICES							
EMPLOYEE BENEFITS							
01-0141-5151	FICA	22,063	22,063	21,106	21,163	18,940	18,437
01-0141-5152	RETIREMENT	18,707	18,707	18,583	18,633	17,352	15,139
01-0141-5153	RETIREE GROUP HEALTH	672	672	616	616	707	673
01-0141-5154	GROUP HEALTH & DENTAL	24,509	26,930	26,850	25,599	26,399	27,923
01-0141-5155	LIFE INSURANCE	1,505	1,505	1,441	1,269	1,089	966
01-0141-5156	WORKERS COMPENSATION INS	547	575	503	552	472	443
01-0141-5180	COVID LABOR & BENES NOT GRANT FU	0	0	0	0	18,982	0
01-0141-5199	ALLOCATED PAYROLL COST	(9,980)	(10,200)	(10,200)	(10,200)	(9,900)	(8,900)
		<u>58,023</u>	<u>60,252</u>	<u>58,899</u>	<u>57,632</u>	<u>74,041</u>	<u>54,681</u>
EMPLOYEE BENEFITS							
CONTRACTUAL SERVICES							
01-0141-5223 *	FILING FEES	1,000	1,000	1,000	1,000	1,470	720
01-0141-5299 *	SUNDRY CONTRACTORS	7,000	7,000	6,600	7,000	4,850	4,227
		<u>8,000</u>	<u>8,000</u>	<u>7,600</u>	<u>8,000</u>	<u>6,320</u>	<u>4,947</u>
CONTRACTUAL SERVICES							
SUPPLIES							
01-0141-5312	OFFICE SUPPLIES	900	900	900	900	700	993
01-0141-5313	PRINTING	500	500	500	400	541	127
		<u>1,400</u>	<u>1,400</u>	<u>1,400</u>	<u>1,300</u>	<u>1,241</u>	<u>1,120</u>
SUPPLIES							
SERVICES & CHARGES							
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	9,000	9,000	9,000	9,000	7,718	8,010
01-0141-5422	SUBSCRIPTIONS	100	100	100	100	100	115
01-0141-5424	MEMBERSHIPS/DUES	1,100	1,100	800	1,100	640	685
01-0141-5425	CONFERENCES & SCHOOLS	3,000	3,000	2,500	3,000	40	1,027
01-0141-5432	MILEAGE	800	800	800	800	0	444
01-0141-5471	BACKGROUND CHECKS	5,200	5,200	5,000	5,200	3,458	5,488
		<u>19,200</u>	<u>19,200</u>	<u>18,200</u>	<u>19,200</u>	<u>11,956</u>	<u>15,769</u>
SERVICES & CHARGES							
Totals for dept 0141 - CITY CLERK		375,029	377,258	361,100	362,772	350,466	327,625

* NOTES TO BUDGET DEPARTMENT 0141 CITY CLERK

5117 SALARIES-OT
FOOTNOTE AMOUNTS 2,000 2,000 1,000
Initial Budget prep

5223 FILING FEES
FOOTNOTE AMOUNTS. 1,000 1,000 750
Recording Resolutions and other Documents with Register of Deeds Office

5299 SUNDRY CONTRACTORS

BUDGET REPORT FOR CITY OF FRANKLIN
Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0141 - CITY CLERK							
	FOOTNOTE AMOUNTS	7,000	7,000	6,000			
	Quarterly updates to Municipal Code and annual maintenance charge						
	DEPT '0141' TOTAL	10,000	10,000	7,750			
APPROPRIATIONS - FUND 01		375,029	377,258	361,100	362,772	350,466	327,625

BUDGET REPORT FOR CITY OF FRANKLIN
Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0142 - ELECTIONS							
PERSONAL SERVICES							
01-0142-5111	SALARIES-FT	3,121	3,121	530	884	2,975	1,021
01-0142-5113 *	SALARIES-PT	1,093	1,029	899	532	2,598	616
01-0142-5115 *	SALARIES-TEMP	60,800	49,074	12,000	22,040	53,808	10,150
01-0142-5117 *	SALARIES-OT	8,143	8,000	6,289	4,676	17,664	1,504
01-0142-5133	LONGEVITY	3	3	4	1	0	0
	PERSONAL SERVICES	73,160	61,227	19,722	28,133	77,045	13,291
EMPLOYEE BENEFITS							
01-0142-5151	FICA	694	694	591	215	1,709	247
01-0142-5152	RETIREMENT	586	544	508	213	1,672	238
01-0142-5153	RETIREE GROUP HEALTH	19	19	5	10	41	17
01-0142-5154	GROUP HEALTH & DENTAL	478	538	373	248	1,147	168
01-0142-5155	LIFE INSURANCE	30	30	36	13	79	10
01-0142-5156	WORKERS COMPENSATION INS	204	213	65	90	210	55
01-0142-5180	COVID LABOR & BENES NOT GRANT FU	0	0	0	0	4,145	0
01-0142-5199.9999	ALLOCATED PAYROLL COST-COVID 19	0	0	0	0	(8,090)	0
	EMPLOYEE BENEFITS	2,011	2,038	1,578	789	913	735
CONTRACTUAL SERVICES							
01-0142-5214 *	DATA PROCESSING SERVICES	3,000	3,000	2,500	2,500	362	2,678
01-0142-5242 *	EQUIPMENT MAINTENANCE	3,800	3,800	4,100	4,100	3,215	3,215
	CONTRACTUAL SERVICES	6,800	6,800	6,600	6,600	3,577	5,893
SUPPLIES							
01-0142-5311.9999	POSTAGE-COVID-19	0	0	0	0	26	0
01-0142-5312 *	OFFICE SUPPLIES	2,500	7,300	1,000	2,500	3,097	375
01-0142-5313 *	PRINTING	6,000	6,000	13,800	13,800	2,600	1,326
	SUPPLIES	8,500	13,300	14,800	16,300	5,723	1,701
SERVICES & CHARGES							
01-0142-5421 *	OFFICIAL NOTICES/ADVERTISING	700	700	700	700	632	605
01-0142-5425 *	CONFERENCES & SCHOOLS	600	600	0	600	0	38
01-0142-5432 *	MILEAGE	200	200	200	200	0	16
	SERVICES & CHARGES	1,500	1,500	900	1,500	632	659
FACILITY CHARGES							
01-0142-5532 *	FACILITY RENTAL	1,200	1,200	600	600	1,200	450
	FACILITY CHARGES	1,200	1,200	600	600	1,200	450
CAPITAL OUTLAY							
01-0142-5819 *	OTHER CAPITAL EQUIPMENT	0	4,800	0	0	0	0
	CAPITAL OUTLAY	0	4,800	0	0	0	0
Totals for dept 0142 - ELECTIONS		93,171	90,865	44,200	53,922	89,090	22,729

* NOTES TO BUDGET: DEPARTMENT 0142 ELECTIONS

5113	SALARIES-PT						
	FOOTNOTE AMOUNTS -	1,093	1,029	850			
	Initial Budget request						
5115	SALARIES-TEMP						
	FOOTNOTE AMOUNTS -	60,800	49,074	10,150			

BUDGET REPORT FOR CITY OF FRANKLIN
Fund. 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0142 - ELECTIONS							
Cost of Inspectors of Election (poll workers). While abiding by the restriction 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							
5117	SALARIES-OT						
	FOOTNOTE AMOUNTS:	8,143	8,000	1,500			
	Initial Budget preparation						
5214	DATA PROCESSING SERVICES						
	FOOTNOTE AMOUNTS:	3,000	3,000	0			
	Four municipal offices will be on the Spring ballot and will increase voting system programming costs						
5242	EQUIPMENT MAINTENANCE						
	FOOTNOTE AMOUNTS:	3,800	3,800	3,500			
	Maintenance of the voting systems. Also backup and preservation is required of electronic data (from electronic voting systems), pursuant to Wis Stat 5.05(1)(e) and 5.06(6)						
5312	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:	2,500	2,500	1,000			
94	Dept Req						
	FOOTNOTE AMOUNTS:	0	4,800	0			
	Computer equipment						
	ACCOUNT '5312' TOTAL	2,500	7,300	1,000			
5313	PRINTING						
	FOOTNOTE AMOUNTS:	6,000	6,000	2,000			
5421	OFFICIAL NOTICES/ADVERTISING						
	FOOTNOTE AMOUNTS:	700	700	500			
	Franklin shares publication of certain official notices with municipalities that share the same official newspaper, however when Franklin has a solo election or requires separate notices, we bear full cost						
5425	CONFERENCES & SCHOOLS						
	FOOTNOTE AMOUNTS:	600	600	0			
	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.						
5432	MILEAGE						
	FOOTNOTE AMOUNTS	200	200	100			
5532	FACILITY RENTAL						
	FOOTNOTE AMOUNTS.	1,200	1,200	0			
	4 Elections @ \$150/election per location x 2 locations (The Polish Center and St. Martin of Tours Church) = \$1,200						

BUDGET REPORT FOR CITY OF FRANKLIN

Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0142 - ELECTIONS							
5819	OTHER CAPITAL EQUIPMENT						
	FOOTNOTE AMOUNTS:	0	4,800	0			
	AIO PC'S & ELECTIONS EQUIPMENT						
	DEPT '0142' TOTAL	88,036	85,703	19,600			
APPROPRIATIONS - FUND 01		93,171	90,865	44,200	53,922	89,090	22,729

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 website.
- 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 is managed by the IT Director/Manager who is a professional in the information services area and reports to the Director of Administration. Primary staff support is currently provided with one internal employee and one contract employee engaged through 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	2017	2018	2019	2020	2021*	2022*
Total City computers	289	289	325	353	353	337
Software applications	70	72	76	72	72	75
Est. Help Desk Requests	2,228	2,850	2,290	1,458	1,650	968

*Forecast

BUDGET SUMMARY:

- 1) Data Processing Services has been used primarily to fund services through Heartland Business Systems (HBS), the contract agent that has sourced contract employees to maintain the City’s computer systems. However, there is a transition planned for 2022, to convert over to a full in-house IT staff. Currently, core operations continue with two in-house staff members, the IT Director and the Desktop and User Support Administrator, and one contract employee, a Level 2 Network Maintenance Technician at the Police Department. It is anticipated that the hybrid model will continue into 2022, but the transition is expected to be completed by the end of 2022, when it is expected that there will be three in-house IT staff members. Data Base Administrator (DBA) and specialty services are acquired through contract services out of this account as well.
- 2) The IT Director 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:

	Requested	Recommended	Adopted
Computer Equipment:			
Emergency Replacements	\$ 6,000	\$ 6,000	
Laptop & Micro Server	\$ 5,587	\$ 5,587	
Email Archiver Replacement	\$ 13,425	\$ 13,425	
VMWare Server Replacement	\$170,811	\$134,723	
City Hall UPS Replacement	\$ 9,265	\$ 9,265	
Software:			
Emergency Replacements	\$ 6,000	\$ 6,000	

- 4) Activity measures in this area are not historically precisely tracked or measurable. For example, Help Desk requests have always been estimated. A project for this division will be to identify appropriate measurable and relatable activity measures and accurate data gathering tools. To assist in this effort, the City is considering utilizing an outsourced ticket management system with reporting capabilities.
- 5) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Utility Operations, which are operated as Enterprise Funds.

BUDGET REPORT FOR CITY OF FRANKLIN

Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0144 - INFORMATION SERVICES							
PERSONAL SERVICES							
01-0144-5111	SALARIES-FT	133,610	90,072	87,409	72,776	87,747	88,484
01-0144-5133	LONGEVITY	60	60	55	55	0	0
01-0144-5134	HOLIDAY PAY	8,001	5,459	5,297	13,930	5,521	3,656
01-0144-5135	VACATION PAY	7,664	5,849	5,676	12,316	3,474	3,291
	PERSONAL SERVICES	149,335	101,440	98,437	99,077	96,742	95,431
EMPLOYEE BENEFITS							
01-0144-5151	FICA	11,424	7,760	7,530	7,579	7,067	6,784
01-0144-5152	RETIREMENT	9,707	6,594	6,644	6,688	6,530	6,256
01-0144-5153	RETIREE GROUP HEALTH	594	406	374	374	435	413
01-0144-5154	GROUP HEALTH & DENTAL	18,777	19,206	19,206	17,969	19,461	19,752
01-0144-5155	LIFE INSURANCE	792	539	523	459	504	432
01-0144-5156	WORKERS COMPENSATION INS	282	203	186	197	189	182
01-0144-5199	ALLOCATED PAYROLL COST	(40,600)	(30,000)	(30,000)	(30,000)	0	0
	EMPLOYEE BENEFITS	976	4,708	4,463	3,266	34,186	33,819
CONTRACTUAL SERVICES							
01-0144-5214 *	DATA PROCESSING SERVICES	30,000	104,400	145,000	145,000	42,462	125,025
01-0144-5215	GIS SUPPORT SERVICES	112,400	112,400	109,000	109,122	105,683	103,565
01-0144-5242 *	EQUIPMENT MAINTENANCE	29,457	40,457	35,000	35,115	43,062	20,685
01-0144-5257	SOFTWARE MAINTENANCE	68,564	68,564	68,000	68,726	75,778	89,733
01-0144-5299 *	SUNDRY CONTRACTORS	16,370	89,713	15,000	15,920	9,152	5,735
	CONTRACTUAL SERVICES	256,791	415,534	372,000	373,883	276,137	344,743
SUPPLIES							
01-0144-5312	OFFICE SUPPLIES	200	200	100	200	73	97
01-0144-5329	OPERATING SUPPLIES	1,500	1,500	1,500	1,500	724	1,366
01-0144-5333	EQUIPMENT SUPPLIES	5,450	5,450	5,500	5,450	5,215	5,249
	SUPPLIES	7,150	7,150	7,100	7,150	6,012	6,712
SERVICES & CHARGES							
01-0144-5410	DATA COMMUN-INTERNET SERVICE	11,755	11,755	16,000	16,794	10,477	8,166
01-0144-5415	TELEPHONE	14,368	14,368	30,000	33,409	28,353	51,166
01-0144-5425	CONFERENCES & SCHOOLS	1,750	1,750	1,700	1,500	0	658
	SERVICES & CHARGES	27,873	27,873	47,700	51,703	38,830	59,990
CAPITAL OUTLAY							
01-0144-5841 *	COMPUTER EQUIPMENT	0	21,265	0	0	0	0
	CAPITAL OUTLAY	0	21,265	0	0	0	0
Totals for dept 0144 - INFORMATION SERVICES		442,125	577,970	529,700	535,079	451,907	540,695

* NOTES TO BUDGET DEPARTMENT 0144 INFORMATION SERVICES

5214	DATA PROCESSING SERVICES						
	FOOTNOTE AMOUNTS:	104,400	104,400	0			
	Dept Req						
	FOOTNOTE AMOUNTS.	(74,400)	0	0			
	Mayor's Recommended Change						
	ACCOUNT '5214' TOTAL	30,000	104,400				
5242	EQUIPMENT MAINTENANCE						
	FOOTNOTE AMOUNTS	40,457	40,457	0			

BUDGET REPORT FOR CITY OF FRANKLIN
Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0144 -	INFORMATION SERVICES						
	Dept Request						
	FOOTNOTE AMOUNTS:	(11,000)	0	0			
	Mayor's Recommended change						
	ACCOUNT '5242' TOTAL	29,457	40,457				
5299	SUNDRY CONTRACTORS						
	FOOTNOTE AMOUNTS:	89,713	89,713	0			
	Dept Request						
	FOOTNOTE AMOUNTS:	(73,343)	0	0			
	Mayor's Recommended change						
	ACCOUNT '5299' TOTAL	16,370	89,713				
5841	COMPUTER EQUIPMENT						
	FOOTNOTE AMOUNTS:	0	12,000	0			
	Emergency IT Replacements						
	FOOTNOTE AMOUNTS:	0	9,265	0			
	UPS Replacements						
	ACCOUNT '5841' TOTAL		21,265				
	DEPT '0144' TOTAL	75,827	255,835				
APPROPRIATIONS - FUND 01		442,125	577,970	529,700	535,079	451,907	540,695

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 charged with 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 recruit, 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.
- Responsible for the development and preparation of the Mayor's Recommended Budget and Capital Improvement Plan, and coordinates the Common Council's annual budget process.
- In conjunction with the Personnel Committee, and with support from the Human Resources Manager, 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 Resources Manager, administer human resources systems, including the City's workers' compensation and employee health insurance programs, and address all State implemented changes, including Acts 10 and 32.
- Develop, recommend, and maintain Human Resources policies and procedures.
- Coordinate staff training and development as requested by Department Heads.
- Administer the City's liability and property insurance.
- Coordinate the development and publication of the City's newsletter.
- Represent the City at 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 or provide for departmental staff support to the Personnel Committee, Finance Committee, Fire & Police Commission, Technology Commission, and Civil Service Subcommittee.
- Participate in the development activities for the City.
- Coordinate and manage various special projects and initiatives.
- Develop and coordinate the City's annual employee performance evaluation program.
- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Finance, Human Resources, Information Services, and Building Inspection offices and staff.

STAFFING:

Authorized Positions (FTE)	2017	2018	2019	2020	2021	2022
Director of Administration	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Staff Position	0	0	0	*1.00	0	0
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	*4.00	3.00	3.00

* Position was not filled in 2020 when created and there are no plans to fill it due to other City priorities

ACTIVITY MEASURES:

Activity	2017	2018	2019	2020	2021*	2022*
Labor Contract Negotiations	0	2	2	1	1	1
Worker's Compensation Claims	43	48	34	22	35	40
Job Analyses Conducted & Job Descriptions Revised	3	7	15	5	5	15
New Hires	14	25	26	22	27	20
Separations from Service	23	20	22	23	23	18
Turnover Rate	10%	8.4%	9.2%	9.6%	7.9%	7.5%
Civil Service Exams Administered	3	4	2	0	2	0

* Forecast

BUDGET SUMMARY:

1. No Capital Outlay appropriations are included for the 2022 budget.
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 previously established by the Common Council. As detailed 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 to educate, inform, and engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments or any replacement programs, which are separately expensed to the fund.
3. Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to other funds for work completed for those funds.

BUDGET REPORT FOR CITY OF FRANKLIN

Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0147 - ADMINISTRATION							
PERSONAL SERVICES							
01-0147-5111	SALARIES-FT	232,839	232,839	223,834	219,812	167,859	222,048
01-0147-5117	SALARIES-OT	1,500	1,500	1,500	1,500	729	3,575
01-0147-5118 *	COMPTIME TAKEN	6,565	0	0	0	610	640
01-0147-5133	LONGEVITY	420	420	420	420	345	420
01-0147-5134	HOLIDAY PAY	13,722	13,722	13,192	13,421	12,269	13,745
01-0147-5135	VACATION PAY	17,868	17,868	17,182	16,929	19,065	20,093
	PERSONAL SERVICES	272,914	266,349	256,128	252,082	200,877	260,521
EMPLOYEE BENEFITS							
01-0147-5151	FICA	20,376	20,376	19,594	19,284	14,534	18,531
01-0147-5152 *	RETIREMENT	17,313	13,317	17,289	12,604	12,901	17,078
01-0147-5153	RETIREE GROUP HEALTH	1,055	1,055	964	947	1,167	1,108
01-0147-5154	GROUP HEALTH & DENTAL	35,466	38,916	38,916	35,993	29,296	39,280
01-0147-5155	LIFE INSURANCE	1,404	1,404	1,352	1,163	972	1,145
01-0147-5156	WORKERS COMPENSATION INS	505	532	467	503	375	468
01-0147-5160	RECRUITING COSTS	0	0	0	0	18,429	0
01-0147-5162	EMPLOYER HSA CONTRIBUTION	0	0	0	0	938	0
01-0147-5180	COVID LABOR & BENES NOT GRANT FU	0	0	0	0	1,931	0
01-0147-5199	ALLOCATED PAYROLL COST	(56,180)	(59,760)	(59,760)	(59,760)	(21,600)	(20,400)
	EMPLOYEE BENEFITS	19,939	15,840	18,822	10,734	58,943	57,210
CONTRACTUAL SERVICES							
01-0147-5211	MEDICAL SERVICES	11,285	11,285	9,500	9,500	12,354	6,585
01-0147-5219	OTHER PROFESSIONAL SERVICES	15,000	15,000	7,500	15,000	2,080	0
01-0147-5241	AUTO MAINTENANCE	600	600	500	600	133	0
01-0147-5242	EQUIPMENT MAINTENANCE	1,900	1,900	1,500	1,900	757	1,422
01-0147-5252	LABOR ATTORNEY	20,000	20,000	15,000	20,000	2,651	2,870
01-0147-5287	UNEMPLOYMENT COSTS	4,000	4,000	2,500	4,000	951	2,813
01-0147-5299	SUNDRY CONTRACTORS	5,000	5,000	4,200	4,200	3,772	3,772
	CONTRACTUAL SERVICES	57,785	57,785	40,700	55,200	22,698	17,462
SUPPLIES							
01-0147-5311	POSTAGE	42,840	42,840	40,000	42,000	55,354	30,310
01-0147-5312	OFFICE SUPPLIES	1,150	1,150	1,100	1,150	1,125	1,145
01-0147-5313	PRINTING	8,400	8,400	8,000	8,100	7,778	7,983
01-0147-5328	EMPLOYMENT TESTING & EDUCATION S	3,000	3,000	2,500	3,000	181	1,525
01-0147-5329	OPERATING SUPPLIES	4,000	4,000	3,500	4,000	3,278	2,197
01-0147-5331	FUEL/LUBRICANTS-Admin	300	300	250	300	77	127
01-0147-5332	VEHICLE SUPPORT	480	480	480	480	480	5,880
01-0147-5399	MISCELLANEOUS SUPPLIES	100	100	150	100	163	225
	SUPPLIES	60,270	60,270	55,980	59,130	68,436	49,392
SERVICES & CHARGES							
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	1,600	1,600	1,200	1,600	374	100
01-0147-5422	SUBSCRIPTIONS	800	800	900	675	650	650
01-0147-5424	MEMBERSHIPS/DUES	2,150	2,150	2,000	1,950	392	2,872
01-0147-5425	CONFERENCES & SCHOOLS	3,200	3,200	500	3,200	0	25
01-0147-5428	ALLOCATED INSURANCE COST	200	200	200	200	200	200
01-0147-5432	MILEAGE	600	600	0	600	0	418
01-0147-5433	EQUIPMENT RENTAL	6,200	6,200	4,000	6,200	5,857	4,871
	SERVICES & CHARGES	14,750	14,750	8,800	14,425	7,473	9,136
CLAIMS, CONTRIB AND AWARDS							
01-0147-5726	EMPLOYEE RECOGNITION	1,000	1,000	0	1,000	66	0
	CLAIMS, CONTRIB AND AWARDS	1,000	1,000	0	1,000	66	0

BUDGET REPORT FOR CITY OF FRANKLIN
Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0147 - ADMINISTRATION							
Totals for dept 0147 - ADMINISTRATION		426,658	415,994	380,430	392,571	358,493	393,721
* NOTES TO BUDGET DEPARTMENT 0147 ADMINISTRATION							
5118	COMPTIME TAKEN						
	FOOTNOTE AMOUNTS·	6,565	0	0			
	Addition of Title change						
5152	RETIREMENT						
	FOOTNOTE AMOUNTS:	13,317	13,317	0			
	Dept Request						
	FOOTNOTE AMOUNTS:	3,996	0	0			
	Correct to WRS rate						
	ACCOUNT '5152' TOTAL	17,313	13,317				
	DEPT '0147' TOTAL	23,878	13,317				
APPROPRIATIONS - FUND 01		426,658	415,994	380,430	392,571	358,493	393,721

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 operations. This includes the maintenance of all financial records for the City and Utilities, 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 outside investment managers. The department is also responsible for property tax billing and 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 for 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. In the fall of 2017, new Special Assessment software was installed. The 2018 tax collection included on line payments, escrow payments and automating lockbox collection application. 2019 plans include converting paper timesheets to an electronic format integrated with Public Safety longer term scheduling. In April 2021, new utility billing software was launched, which provided greater visibility to those cash receipts, and permitted acceptance of credit cards for utility, permits and miscellaneous billings for the first time.

The Audit Department (No.152) accounts for the cost of the annual City audit. The Council considered an audit Request for Proposal in fall 2021 for a three-year period

SERVICES:

- Serve as the City's Chief Financial Officer
- Preparation of monthly and annual financial statements
- Preparation of the Comprehensive Annual Financial Report (CAFR) 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 City monies (except Library, Municipal Court & Police)
- Manage City bank accounts (except Library accounts)
- Dog and cat licensing.

STAFFING:

Authorized Positions (FTE)	2017	2018	2019	2020	2021	2022
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	0	0	0	0	0.5	0
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	.75	.75	.75	.75
Cashier/Clerk	.56	.56	.50	.50	.50	.50
Cashiers (seasonal)	.25	.25	.25	.25	.25	.25
Total	6.60	6.60	6.73	6.73	7.23	6.73

* The Director of Finance & Treasurer since November 2013 plans to retire in Q4 of 2021. It is expected that staffing will return to 2020 levels by the end of 2022 after the transition to a new Director.

ACTIVITY MEASURES:

Activity	2017	2018	2019	2020	2021*	2022*
Disbursement Checks	5,552	5,224	5,111	4839	5,200	5,200
Employees Paid bi-weekly	244		246	243	250	250
Property Tax Bills	13,362	13,280	13,896	13,862	13,200	13,000
Water/Sewer Invoices	39,378	39,505	39,659	39,725	39,700	42,000
General Receipts Processed	10,064	11,290	13,506	18,715	13,750	30,000
Dog/Cat licenses	542	516	511	433	500	500
Assessment Invoices	nil		Nil	nil	nil	20
Customer Invoices	1,172	1,373	1,417	1,003	1,350	1,200
Purchase Requisitions Used	128	155	168	246	160	175

* 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 – This represents the portion of the departmental personal expense charged to other funds (i.e. TIF Districts, sewer and water operations).
- 3) In 2021, a temporary charge to the OPEB Trust for management of the investment portfolio was initiated, however that is removed for 2022.
- 4) In 2021, the OPEB Actuarial report was charged to the OPEB Trust, rather than the City

BUDGET REPORT FOR CITY OF FRANKLIN

Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0151 - FINANCE							
PERSONAL SERVICES							
01-0151-5111	SALARIES-FT	288,340	323,340	242,782	302,467	244,245	265,506
01-0151-5113	SALARIES-PT	73,242	73,242	97,778	71,259	100,901	94,279
01-0151-5115	SALARIES-TEMP	4,906	4,906	4,810	4,880	3,622	1,958
01-0151-5117	SALARIES-OT	1,200	1,200	1,200	1,200	0	72
01-0151-5118	COMPTIME TAKEN	0	0	0	0	340	0
01-0151-5133	LONGEVITY	595	595	600	600	730	830
01-0151-5134	HOLIDAY PAY	18,662	18,662	18,919	15,679	19,167	18,824
01-0151-5135	VACATION PAY	22,187	22,187	21,304	21,738	23,786	20,231
		<u>409,132</u>	<u>444,132</u>	<u>387,393</u>	<u>417,823</u>	<u>392,791</u>	<u>401,700</u>
PERSONAL SERVICES							
EMPLOYEE BENEFITS							
01-0151-5151	FICA	31,299	33,976	29,636	31,963	28,830	29,811
01-0151-5152	RETIREMENT	21,393	23,668	19,756	21,399	19,078	18,573
01-0151-5153	RETIREE GROUP HEALTH	1,189	1,189	1,049	1,141	1,110	1,045
01-0151-5154	GROUP HEALTH & DENTAL	38,260	53,084	40,602	42,180	48,426	37,134
01-0151-5155	LIFE INSURANCE	1,423	1,423	1,584	1,473	1,392	1,242
01-0151-5156	WORKERS COMPENSATION INS	824	867	695	835	728	720
01-0151-5180	COVID LABOR & BENES NOT GRANT FU	0	0	0	0	907	0
01-0151-5199	ALLOCATED PAYROLL COST	(93,660)	(92,340)	(92,340)	(92,340)	(88,900)	(81,200)
		<u>728</u>	<u>21,867</u>	<u>982</u>	<u>6,651</u>	<u>11,571</u>	<u>7,325</u>
EMPLOYEE BENEFITS							
CONTRACTUAL SERVICES							
01-0151-5215 *	P/R & H/R PROCESSING FEES	53,600	53,600	43,000	53,300	42,423	42,569
01-0151-5219 *	OTHER PROFESSIONAL SERVICES	4,000	4,000	3,800	3,800	20,936	2,500
01-0151-5242	EQUIPMENT MAINTENANCE	1,000	1,000	1,800	900	983	884
01-0151-5257 *	SOFTWARE MAINTENANCE	35,450	35,450	24,000	25,000	24,338	25,073
01-0151-5299 *	REAL ESTATE TAX BILL PREP	16,000	16,000	15,000	15,000	15,010	14,771
		<u>110,050</u>	<u>110,050</u>	<u>87,600</u>	<u>98,000</u>	<u>103,690</u>	<u>85,797</u>
CONTRACTUAL SERVICES							
SUPPLIES							
01-0151-5312	OFFICE SUPPLIES	2,000	2,000	2,200	2,200	1,625	2,236
01-0151-5313 *	PRINTING	1,700	1,700	1,700	1,700	1,000	1,478
		<u>3,700</u>	<u>3,700</u>	<u>3,900</u>	<u>3,900</u>	<u>2,625</u>	<u>3,714</u>
SUPPLIES							
SERVICES & CHARGES							
01-0151-5421 *	OFFICIAL NOTICES/ADVERTISING	2,000	2,000	750	2,500	1,217	2,858
01-0151-5424	MEMBERSHIPS/DUES	325	325	300	300	300	300
01-0151-5425 *	CONFERENCES & SCHOOLS	3,260	3,260	1,000	3,090	347	1,424
01-0151-5428	ALLOCATED INSURANCE COST	1,500	1,500	1,500	1,500	1,500	1,500
01-0151-5491 *	BANK FEES	13,400	13,400	20,000	13,200	14,330	9,150
		<u>20,485</u>	<u>20,485</u>	<u>23,550</u>	<u>20,590</u>	<u>17,694</u>	<u>15,232</u>
SERVICES & CHARGES							
Totals for dept 0151 - FINANCE		544,095	600,234	503,425	546,964	528,371	513,768

* NOTES TO BUDGET: DEPARTMENT 0151 FINANCE

5215 P/R & H/R PROCESSING FEES

FOOTNOTE AMOUNTS. 41,600 41,600 43,000
 The City contracts with ADP to provide payroll processing Payrolls occur every two weeks. The service includes a Human Resource benefits module that tracks benefits elections and costs ADP updates tax withholding tables as the Federal Government or WI Legislature updates tax tables. In addition, benefit costs are calculated and allocated at the Activity level by functionality in the ADP software.

 FOOTNOTE AMOUNTS 12,000 12,000 0

BUDGET REPORT FOR CITY OF FRANKLIN

Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0151 - FINANCE	The City plans to install electronic time & attendance software to replace paper time sheets/cards. The service cost is \$11,400 for the approximate employees using the software. The Police implimented a system in 2020, and are not expected to be involved with this software. 250 FTE's less 77 Police,= 173 staffers, 173 staffers x \$3/employee/mo plus fees, for 6 months. Elections workers will not use this process						
	ACCOUNT '5215' TOTAL	53,600	53,600	43,000			
5219	OTHER PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:	4,000	4,000	3,800			
	The City has contracted with Ehler's & Associates to assist with annual reports filed with Municipal Securities Rulemaking Board for compliance reporting on City Debt. The initial agreement terminated in Dec 2019. The City now has over eight Issues outstanding, all of which have disclosure requirements. Ehler's maximum fee for 2021 is \$3,800						
5257	SOFTWARE MAINTENANCE						
	FOOTNOTE AMOUNTS:	18,025	18,025	17,500			
	BS&A financial software is the City's financial software. It captures payments to vendors, cash receipting, miscellaneous billing, purchase committments, special assessment billings and financial reporting. The software is the backbone of the budgeting process for all funds						
	Assumed 3% increase in 2022						
	FOOTNOTE AMOUNTS:	3,550	3,550	3,400			
	Special Assessment software maintenance agreement. Special Assessments are billed to residential property owners with a deferral period and then over 12 years. This software allows the record keeping associated with those billings at the property level.						
	Assumed a 4% increase in rate for 2020.						
	FOOTNOTE AMOUNTS:	1,150	1,150	1,100			
	Real Asset Management provides the fixed Asset software This software contains all the fixed asset records for City and Utility assets.						
	Assumed a 2% increase in cost.						
	FOOTNOTE AMOUNTS:	1,000	1,000	1,000			
	GCS Web portal for on-line tax payments. Over 1200 property owners used this service in its first year of service Payment via the EPay service collects the payments faster via ACH transfer and the electronic information facilitates the faster application of the payments to property owner accounts.						
	FOOTNOTE AMOUNTS.	1,725	1,725	1,000			
	BS&A web portal - allowing Managers to approve invoices away from the office on smart phones and tablets. This facilitates the timely payment of vendor invoices for the bi-monthly payment cycle with Common Council meetings.						
	Assumed a 3% increase in license fees						

BUDGET REPORT FOR CITY OF FRANKLIN
Fund. 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0151 - FINANCE	By Intergovernmental agreement, Milwaukee County pays the annual maintenance on the property tax billing and collection software - GCS thru Dec 2019. The agreement has a automatic five year estension provision, which is assumed for 2020. in 2014, the last year of that the City paid the maintenance itself, GCS billed \$6,170.						
	The County purchases unpaid property tax bills in August each year. By using the same software as the County, integration of the information transfer from the City to the County facilitates that sale of uncollected receivables.						
	FOOTNOTE AMOUNTS:	10,000	10,000	0			
	Personnel budgeting software - to replace the manual spreadsheets currently used. Vendors charge an annual fee for the software in a Cloud format. With Personnel Costs comprising 75+% of Operating costs, a more robust budgeting and planning tool is advisable						
	ACCOUNT '5257' TOTAL	35,450	35,450	24,000			
5299	REAL ESTATE TAX BILL PREP						
	FOOTNOTE AMOUNTS:	16,000	16,000	15,000			
	Vendor cost of printing and mailing 14,000 Real Estate & Personal Property Tax bills including postage and supplies						
	Postage on 12,500 real estate account and 800 personal property accounts @ 52 cents each						
	Postage is included in the base fee identified above.						
	Envelopes to mail and return envelopes for the bills - 26,600 envelopes. The cost of envelopes is included in the above base fee.						
108 5313	PRINTING						
	FOOTNOTE AMOUNTS:	750	750	750			
	Envelopes for outbound mail						
	FOOTNOTE AMOUNTS:	950	950	950			
	Check supply for vendor payments and tax refunds						
	ACCOUNT '5313' TOTAL	1,700	1,700	1,700			
5421	OFFICIAL NOTICES/ADVERTISING						
	FOOTNOTE AMOUNTS.	2,000	2,000	750			
	Public Notice and Budget Ordinance publication. Each budget ordinance and budget amendment requires publication in the local newspaper						
	In 2021, the City amended Ordinance providing for budget amendments to be posted to City web site, without newspaper publication. Reducing the cost of budget amendments.						
5425	CONFERENCES & SCHOOLS						
	FOOTNOTE AMOUNTS:	425	425	400			
	Attendance fee for National GFOA Conference						
	FOOTNOTE AMOUNTS:	1,550	1,550	0			
	Travel costs for National GFOA conference - 3 nights hotel @ \$215, misc local travel \$105 for the Director						
	FOOTNOTE AMOUNTS.	235	235	0			
	WI GFOA - Spring Conference - Conference fee - \$85, Hotel \$100, mileage \$50						
	FOOTNOTE AMOUNTS.	500	500	600			

BUDGET REPORT FOR CITY OF FRANKLIN
Fund. 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0151 - FINANCE	WI GFOA - Winter Conference - Confernce Fee - \$85, Hotel - \$100, mileage - \$50 x 2 persons						
	FOOTNOTE AMOUNTS:	550	550	0			
	Ehler's Economic Development Conference - Fee - \$280 - Hotel - \$220, mileage - \$50						
	ACCOUNT '5425' TOTAL	3,260	3,260	1,000			
5491	BANK FEES						
	FOOTNOTE AMOUNTS:	6,600	6,600	6,800			
	The City bears the cost of bank services such as lock box processing of tax billings, online access to account activity and transfers between accounts, protections on check issuance to prevent un-authorized clearing of checks, fraud protections on electronic collection from the City by vendors, electronic collection of tax bills via ACH, electronic payment of employees via ACH, wire transfer fees on payments to other taxing authorities and vendors, etc. Fees are offset by earnings on balances in checking accounts.						
	Utility lock box and credit card processing fees are accounted in the Utility funds.						
	In the summer of 2019, the banking services noted above, protected the City from someone who attempted to process fake checks upon City bank accounts. The bank protection services is a very small cost to protect from much greater loss potentials						
	FOOTNOTE AMOUNTS:	3,200	3,200	3,000			
	Bank services during tax collection period of Dec - Feb this cost is offset by the interest earnings on cash balances until the settlement with other taxing authorities						
	2022 will be the last year US Bank offers the Online bank payment process for Tax collections A new service will need to be found for future years.						
	FOOTNOTE AMOUNTS:	3,600	3,600	10,200			
	CD fees - The City's liquidity custodian charges \$300 per CD, CD's raise the interest income the City can earn on invested balances CD's are only used when the net investment earnings provides added return over expected daily liquid funds.						

	ACCOUNT '5491' TOTAL	13,400	13,400	20,000			
	DEPT '0151' TOTAL	129,410	129,410	109,250			
APPROPRIATIONS - FUND 01		544,095	600,234	503,425	546,964	528,371	513,768

BUDGET REPORT FOR CITY OF FRANKLIN

Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0152 - AUDITOR							
CONTRACTUAL SERVICES							
01-0152-5210	SPECIAL AUDIT SERVICES	0	0	0	0	11,000	0
01-0152-5213 *	ANNUAL AUDIT SERVICES	42,525	42,525	25,500	30,050	25,480	25,055
01-0152-5219 *	ACTUARIAL SERVICES	0	0	0	0	0	6,400
	CONTRACTUAL SERVICES	42,525	42,525	25,500	30,050	36,480	31,455
Totals for dept 0152 - AUDITOR		42,525	42,525	25,500	30,050	36,480	31,455
* NOTES TO BUDGET: DEPARTMENT 0152 AUDITOR							
5213	ANNUAL AUDIT SERVICES						
	FOOTNOTE AMOUNTS:	32,000	32,000	25,000			
	Audit Fee as quoted in 2016 Baker Tilly proposal						
	FOOTNOTE AMOUNTS:	525	525	500			
	Application fee for GFOA CAFR review						
	FOOTNOTE AMOUNTS:	2,000	2,000	0			
	Annual State Report (form C)						
	FOOTNOTE AMOUNTS:	5,500	5,500	0			
	Preparation of the Annual Financial Report						
	FOOTNOTE AMOUNTS:	2,500	2,500	0			
	Other services						
	ACCOUNT '5213' TOTAL	42,525	42,525	25,500			
5219	ACTUARIAL SERVICES						
	The OPEB Trust financial reporting requires a bi-annual actuarial report. 2021 is a report year.						
	Starting In 2021 charge direct to OPEB Trust						
	DEPT '0152' TOTAL	42,525	42,525	25,500			
APPROPRIATIONS - FUND 01		42,525	42,525	25,500	30,050	36,480	31,455

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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. Since 2016, the Assessor Clerk position has been 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.
- Maintain an annual, updated list of businesses for personal property reporting.
- Prepare the Municipal Assessor's 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. This "Interim Market Update" is anticipated for 2022 as well.

STAFFING:

Authorized Positions (FTE)	2017	2018	2019	2020	2021	2022
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk–Contracted ++	++	++	++	++	++	++
Total	0.00	0.00	0.00	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2017	2018	2019	2020	2021*	2022*
	Φ	Φ	Φ	Φ	Φ	Φ
Properties Inspected	489	479	563	150	366	400
Assessment Notices Mailed	12,296	12,142	12,240	12,264	12,459	12500
Open Book Hearings	222	221	185	254	222	220
Board of Review Hearings	20	15	17	12	16	15
Residential Parcels	11,842	11,864	11,932	12,006	12,123	12180
Commercial Parcels	557	560	561	564	562	565
Total Parcels	12,885	12,890	12,926	13,005	13117	13180
Assessed Value Increase	161m	201m	196m	275m	360m	320m

* Forecast / Φ Revaluation Year

BUDGET SUMMARY:

- 1) The City contracts for Assessor Services. At the time of the last contract, it was determined that the cost to contract was 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 historically funded one-third of the cost of a revaluation each year so that a full revaluation could be done every third year without the budget suffering a significant, \$100,000 spike in expenditures. When the City did so, it undertook an Exterior Revaluation where each property is visited curb-side and evaluated. Since 2013, however, an "Interim Market Update" has been performed as an allowable statutory alternative. Beginning with 2016, the City contracted with Tyler Technologies to perform the Interim Market Update Revaluation annually. An Interim Market Update Revaluation is currently anticipated for 2022
- 4) The budgeted amount for these services remains the same as the 2021 budgeted amount. However, please note that the contract with the current contract Assessor expires on December 31, 2021, and staff and the Contract Assessor are considering a short-term extension to allow the contract to expire in August of 2022, which is the most appropriate time to engage in a request for proposal (RFP) process for those services. If those discussions are not successful, staff will plan on engaging in the RFP process before the end of 2021 since the last RFP process was a substantial number of years ago.
- 5) No Capital Outlay funding is requested for 2022

BUDGET REPORT FOR CITY OF FRANKLIN

Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0154 - CITY ASSESSORS							
CONTRACTUAL SERVICES							
01-0154-5210 *	PROFESSIONAL SERVICES	125,050	128,800	125,000	125,000	122,700	120,400
01-0154-5219 *	OTHER PROFESSIONAL SERVICES	88,445	91,100	88,000	88,500	87,000	85,500
01-0154-5257	SOFTWARE MAINTENANCE	2,500	2,500	0	0	0	0
01-0154-5299	SUNDRY CONTRACTORS	11,000	11,000	10,000	11,000	10,684	10,695
	CONTRACTUAL SERVICES	226,995	233,400	223,000	224,500	220,384	216,595
SUPPLIES							
01-0154-5311	POSTAGE	8,200	8,200	8,000	7,500	7,480	5,605
01-0154-5312	OFFICE SUPPLIES	1,500	1,500	1,300	1,500	1,372	543
01-0154-5313	PRINTING	4,000	4,000	1,800	4,000	1,353	3,962
	SUPPLIES	13,700	13,700	11,100	13,000	10,205	10,110
SERVICES & CHARGES							
01-0154-5421	OFFICIAL NOTICES/ADVERTISING	200	200	150	150	154	183
	SERVICES & CHARGES	200	200	150	150	154	183
Totals for dept 0154 - CITY ASSESSORS		240,895	247,300	234,250	237,650	230,743	226,888
* NOTES TO BUDGET. DEPARTMENT 0154 CITY ASSESSORS							
5210	PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:	128,800	128,800	0			
	Dept Request						
	FOOTNOTE AMOUNTS:	(3,750)	0	0			
	Mayor's recommend						
	ACCOUNT '5210' TOTAL	125,050	128,800				
5219	OTHER PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:	91,100	91,100	0			
	Dept Request						
	FOOTNOTE AMOUNTS:	(2,655)	0	0			
	Mayor's recommended						
	ACCOUNT '5219' TOTAL	88,445	91,100				
	DEPT '0154' TOTAL	213,495	219,900				
APPROPRIATIONS - FUND 01		240,895	247,300	234,250	237,650	230,743	226,888

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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, Eduardo M. Borda, and Cooper S. Prindl 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 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	2017	2018	2019	2020	2021*	2022*
Hours of Service	5,327	5,094	5,298	5,048	5,069	5,069
Matters Litigated	17	6	4	5	6	8
Municipal Court Cases	9,447	9,999	9,191	6,983	4,872	10,000

* Forecast - 2020/2021 Municipal Court Cases down due to the COVID-19 Pandemic

BUDGET REPORT FOR CITY OF FRANKLIN

Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0161 - LEGAL SERVICES							
CONTRACTUAL SERVICES							
01-0161-5212 *	LEGAL SERVICES	184,000	192,000	192,000	192,000	177,183	188,223
01-0161-5213 *	LEGAL SERVICES-COURT	59,000	65,000	60,000	65,000	47,882	52,574
01-0161-5214	BOARD&COMSSSN SUPPORT-PARALG	61,000	61,000	60,000	61,000	59,279	57,788
01-0161-5251	SPECIAL ATTORNEY SERVICE	4,000	4,000	3,000	4,000	3,096	0
01-0161-5253 *	ATTORNEY FEES - ADDITIONAL SERVI	25,000	30,000	5,000	30,000	0	280
	CONTRACTUAL SERVICES	333,000	352,000	320,000	352,000	287,440	298,865
SERVICES & CHARGES							
01-0161-5425	CONFERENCES & SCHOOLS	1,000	1,000	1,000	1,000	125	625
01-0161-5427	COURT COSTS	600	600	600	600	0	210
	SERVICES & CHARGES	1,600	1,600	1,600	1,600	125	835
Totals for dept 0161 - LEGAL SERVICES		334,600	353,600	321,600	353,600	287,565	299,700
* NOTES TO BUDGET: DEPARTMENT 0161 LEGAL SERVICES							
5212	LEGAL SERVICES						
	Dept Request	FOOTNOTE AMOUNTS:	192,000	192,000	0		
	Mayor's Recommended change	FOOTNOTE AMOUNTS:	(8,000)	0	0		
	ACCOUNT '5212' TOTAL		184,000	192,000			
5213	LEGAL SERVICES-COURT						
	Dept Request	FOOTNOTE AMOUNTS:	65,000	65,000	0		
	Mayor's Recommend	FOOTNOTE AMOUNTS:	(6,000)	0	0		
	ACCOUNT '5213' TOTAL		59,000	65,000			
5253	ATTORNEY FEES - ADDITIONAL SERVICES						
	Dept Request	FOOTNOTE AMOUNTS.	30,000	30,000	0		
	Mayor's Recommend change	FOOTNOTE AMOUNTS.	(5,000)	0	0		
	ACCOUNT '5253' TOTAL		25,000	30,000			
	DEPT '0161' TOTAL		268,000	287,000			
APPROPRIATIONS - FUND 01		334,600	353,600	321,600	353,600	287,565	299,700

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MUNICIPAL BUILDINGS

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DEPARTMENT: Municipal Buildings

PROGRAM MANAGER: Director of Administration (Assisted by the 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; Law Enforcement Building; and Library. To a lesser extent, the division may support or assist with other buildings such as Legend Park Buildings; Fire Stations 1, 2, and 3; the Public Works Garage and accessory buildings. Custodial service employees are provided to City Hall, the Law Enforcement Building, and the Library.

SERVICES:

- Provide custodial services at City Hall, the Law Enforcement Building, and the Library.
- Operate and maintain City buildings and aspects of grounds maintenance not performed by Department of Public Works staff.
- Coordinate repairs and major maintenance projects in City facilities, including ADA compliance activities.
- Procure maintenance materials and supplies for respective municipal buildings. The cost of maintenance materials, supplies, and utilities are included in the budgets of the Law Enforcement Building, Library, Fire Stations, and Public Works Garage.

STAFFING:

Authorized Positions (FTE)	2017	2018	2019	2020	2021	2022
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Custodian	1.80	1.80	1.80	1.80	1.80	1.80
Custodian	1.25	1.25	1.25	1.25	1.25	1.25
Seasonal Maintenance	0	0	0	0	0	0
Total	4.05	4.05	4.05	4.05	4.05	4.05

ACTIVITY MEASURES:

Square Footage	2017	2018	2019	2020	2021	2022
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	22,304	22,304	22,304	22,304	22,304	22,304
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
Total Square Footage	261,010	261,010	261,010	261,010	261,010	261,010

BUDGET SUMMARY:

- 1) Staffing for 2022 reflects a continuation of adopted 2021 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 Police and Library operations.
- 3) Capital Outlay purchases include

	Requested	Recommended	Adopted
HVAC Evaluation	\$8,200	\$8,200	
Fuel Tank Upgrade	\$3,900	\$3,900	
Fence Replacement-Dumpster Enclosure	\$6,640	\$6,640	

BUDGET REPORT FOR CITY OF FRANKLIN

Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0181 - MUNICIPAL BUILDINGS							
PERSONAL SERVICES							
01-0181-5111	SALARIES-FT	107,122	107,122	102,306	102,176	94,937	102,897
01-0181-5113	SALARIES-PT	82,871	82,871	78,710	77,646	76,144	76,094
01-0181-5114	SEVERANCE PAYMENTS	0	0	0	0	9,614	0
01-0181-5115	SALARIES-TEMP	11,174	0	0	0	0	0
01-0181-5117	SALARIES-OT	4,500	4,500	4,500	4,500	3,490	1,519
01-0181-5118	COMPTIME TAKEN	0	0	0	0	42	0
01-0181-5133	LONGEVITY	258	258	213	195	208	318
01-0181-5134	HOLIDAY PAY	11,309	11,309	10,811	10,754	11,457	10,397
01-0181-5135	VACATION PAY	11,195	11,195	10,728	10,667	9,319	12,564
PERSONAL SERVICES		228,429	217,255	207,268	205,938	205,211	203,789
EMPLOYEE BENEFITS							
01-0181-5151	FICA	17,475	16,620	15,856	15,754	15,258	14,777
01-0181-5152	RETIREMENT	13,053	13,053	13,206	12,897	25,475	13,497
01-0181-5153	RETIREE GROUP HEALTH	774	774	725	774	1,288	1,220
01-0181-5154	GROUP HEALTH & DENTAL	34,170	37,620	37,620	34,673	38,083	38,391
01-0181-5155	LIFE INSURANCE	634	634	365	537	590	534
01-0181-5156	WORKERS COMPENSATION INS	9,211	8,997	7,880	8,525	4,331	7,735
01-0181-5180	COVID LABOR & BENES NOT GRANT FU	0	0	0	0	7,691	0
01-0181-5199	ALLOCATED PAYROLL COST	(180,480)	(172,320)	(172,320)	(172,320)	(186,000)	(171,980)
EMPLOYEE BENEFITS		(105,163)	(94,622)	(96,668)	(99,160)	(93,284)	(95,826)
CONTRACTUAL SERVICES							
01-0181-5219	OTHER PROFESSIONAL SERVICES	0	0	0	0	37,775	0
01-0181-5287	OTHER COSTS - SHREDDING	625	625	600	600	464	0
CONTRACTUAL SERVICES		625	625	600	600	38,239	0
SUPPLIES							
01-0181-5312	OFFICE SUPPLIES	125	125	175	115	6	43
01-0181-5326	UNIFORMS	900	900	750	1,000	596	749
01-0181-5331	FUEL/LUBRICANTS	100	100	100	100	69	26
01-0181-5342	CONSUMABLE TOOLS	250	250	250	250	239	239
SUPPLIES		1,375	1,375	1,275	1,465	910	1,057
SERVICES & CHARGES							
01-0181-5415	TELEPHONE	500	500	250	500	238	0
SERVICES & CHARGES		500	500	250	500	238	0
FACILITY CHARGES							
01-0181-5551	WATER	1,950	1,950	1,900	1,900	2,781	1,967
01-0181-5552	ELECTRICITY	61,000	61,000	55,000	60,000	51,342	56,430
01-0181-5553	SEWER	1,000	1,000	1,000	900	1,036	857
01-0181-5554	NATURAL GAS	12,200	12,200	10,500	12,000	3,412	9,012
01-0181-5555	LANDSCAPE MATERIALS	2,000	2,000	1,500	3,000	1,768	923
01-0181-5556	JANITORIAL SUPPLIES	6,300	6,300	6,900	6,250	7,359	6,348
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	24,500	24,500	24,000	24,000	24,918	24,171
01-0181-5559	BUILDING MAINTENANCE-OTHER	10,000	10,000	10,000	10,000	21,171	9,958
FACILITY CHARGES		118,950	118,950	110,800	118,050	113,787	109,666
CAPITAL OUTLAY							
01-0181-5819 *	OTHER CAPITAL EQUIPMENT	0	3,900	0	0	0	0
01-0181-5822 *	BUILDING IMPROVEMENTS	0	8,200	250,000	0	96,021	0
CAPITAL OUTLAY		0	12,100	250,000	0	96,021	0
Totals for dept 0181 - MUNICIPAL BUILDINGS		244,716	256,183	473,525	227,393	361,122	218,686

BUDGET REPORT FOR CITY OF FRANKLIN
Fund. 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0181 - MUNICIPAL BUILDINGS							
* NOTES TO BUDGET. DEPARTMENT 0181 MUNICIPAL BUILDINGS							
5819	OTHER CAPITAL EQUIPMENT						
	FOOTNOTE AMOUNTS:	0	3,900	0			
	Fuel Tank Upgrade						
5822	BUILDING IMPROVEMENTS						
	FOOTNOTE AMOUNTS:	0	8,200	0			
	HVAC evaluation						
	DEPT '0181' TOTAL		12,100				
APPROPRIATIONS - FUND 01		244,716	256,183	473,525	227,393	361,122	218,686

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, excluding employee health insurance which is in its own fund. Insurance coverage maintained by the City includes general liability, property, auto, professional liability, cyber enterprise risk management, 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. Positive 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, including 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. Changes in rates are not established by the State until October 1st, however an estimate is included. The State-determined modification factor that is applied to the City of Franklin is going from 1.08 in 2021 to 1.01 in 2022.
- 2) The portion of the insurance budget that is not allocated to specific departments mainly represents public officials' liability insurance.

BUDGET REPORT FOR CITY OF FRANKLIN
Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0194 - INSURANCE							
SERVICES & CHARGES							
01-0194-5501	INCURRED CLAIM-CURRENT YEAR	0	0	0	0	5,000	0
	SERVICES & CHARGES	0	0	0	0	5,000	0
FACILITY CHARGES							
01-0194-5511	BUILDING INSURANCE	89,125	89,125	74,000	74,125	70,595	62,220
01-0194-5512	AUTO/EQUIPMENT INSURANCE	94,000	94,000	94,000	94,040	92,196	84,942
01-0194-5513	PUBLIC LIABILITY	113,660	113,660	108,000	108,600	106,166	101,852
01-0194-5514	PROFESSIONAL LIABILITY	42,900	42,900	43,000	42,900	42,105	41,437
01-0194-5517	WORKERS COMPENSATION INS.	460,000	460,000	410,000	450,000	367,956	425,971
01-0194-5518	PUBLIC OFFICIALS E&O INSURCE	51,900	51,900	52,000	51,900	50,594	50,394
01-0194-5560	CHARGES&CREDITS-INTERDEPTMTL	(265,000)	(265,000)	(265,000)	(265,000)	(276,908)	(275,408)
01-0194-5561	WORKERS COMP-CONTRA	(460,000)	(460,000)	(410,000)	(450,000)	(367,956)	(425,971)
	FACILITY CHARGES	126,585	126,585	106,000	106,565	84,748	65,437
Totals for dept 0194 - INSURANCE		126,585	126,585	106,000	106,565	89,748	65,437
APPROPRIATIONS - FUND 01		126,585	126,585	106,000	106,565	89,748	65,437

**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.

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 may be expended directly from the contingency account, but are generally transferred to General Fund operating budgets by specific Common Council action.

In 2022, there are appropriations for the merit pay program.

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.

Another purpose of the Restricted Contingency is to create appropriations that protect the City's position should it again qualify for a state aid program title Expenditure Restraint.

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 the vacancies will occur from year to year it is probable that 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

BUDGET REPORT FOR CITY OF FRANKLIN
Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0198 - UNCLASSIFIED EXPENSES							
FACILITY CHARGES							
01-0198-5543	REFUNDED PROPERTY TAXES	2,500	2,500	30,000	2,500	0	15,979
	FACILITY CHARGES	2,500	2,500	30,000	2,500	0	15,979
Totals for dept 0198 - UNCLASSIFIED EXPENSES		2,500	2,500	30,000	2,500	0	15,979
APPROPRIATIONS - FUND 01		2,500	2,500	30,000	2,500	0	15,979

BUDGET REPORT FOR CITY OF FRANKLIN
Fund 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2022 MAYOR RECOMMEND BUDGET	2022 DEPT REQUEST BUDGET	2021 PROJECTED ACTIVITY	2021 ORIGINAL BUDGET	2020 ACTIVITY	2019 ACTIVITY
Dept 0199 - CONTINGENCY							
CONTINGENCY							
01-0199-5110 *	RESTRICTED CONTINGENCY	2,500,000	0	0	2,500,000	0	0
01-0199-5497 *	ANTICIPATED UNDEREXPENDITURE	(390,000)	(315,000)	0	(315,000)	0	0
01-0199-5499	UNRESTRICTED CONTINGENCY	125,000	125,000	0	375,000	0	0
	CONTINGENCY	<u>2,235,000</u>	<u>(190,000)</u>	<u>0</u>	<u>2,560,000</u>	<u>0</u>	<u>0</u>
PERSONAL SERVICES							
01-0199-5111 *	SALARIES-FT	122,329	50,000	0	0	0	0
01-0199-5114 *	SEVERANCE PAYMENTS	75,000	50,000	0	200,000	0	0
	PERSONAL SERVICES	<u>197,329</u>	<u>100,000</u>	<u>0</u>	<u>200,000</u>	<u>0</u>	<u>0</u>
Totals for dept 0199 - CONTINGENCY		<u>2,432,329</u>	<u>(90,000)</u>	<u>0</u>	<u>2,760,000</u>	<u>0</u>	<u>0</u>
* NOTES TO BUDGET DEPARTMENT 0199 CONTINGENCY							
5110	RESTRICTED CONTINGENCY						
	FOOTNOTE AMOUNTS:	2,500,000	0	0			
	Expenditure Restraint preservation - approximately 10% of expenditures, appropriation requires four votes by Council to authorize use of this appropriation.						
5497	ANTICIPATED UNDEREXPENDITURE						
	FOOTNOTE AMOUNTS:	(315,000)	(315,000)	0			
	Dept Request						
	FOOTNOTE AMOUNTS:	(75,000)	0	0			
	Mayor's Recommend						
	ACCOUNT '5497' TOTAL	(390,000)	(315,000)				
5111	SALARIES-FT						
	FOOTNOTE AMOUNTS:	50,000	50,000	0			
	Severance Provisions						
	FOOTNOTE AMOUNTS:	55,829	0	0			
	Additional Merit Pay pool						
	FOOTNOTE AMOUNTS.	16,500	0	0			
	Additional Mayor's recommend						
	ACCOUNT '5111' TOTAL	122,329	50,000				
5114	SEVERANCE PAYMENTS						
	FOOTNOTE AMOUNTS:	50,000	50,000	0			
	Dept Request						
	FOOTNOTE AMOUNTS.	25,000	0	0			
	Mayor's Recommend						
	ACCOUNT '5114' TOTAL	75,000	50,000				
	DEPT '0199' TOTAL	<u>2,307,329</u>	<u>(215,000)</u>	<u>0</u>	<u>2,760,000</u>	<u>0</u>	<u>0</u>
APPROPRIATIONS - FUND 01		<u>2,432,329</u>	<u>(90,000)</u>	<u>0</u>	<u>2,760,000</u>	<u>0</u>	<u>0</u>

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