

**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 seven 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 2023 budget remains essentially the same as the 2022 budget.

City of Franklin, WI
 Mayor - Dept 0101

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0101 MAYOR						
PERSONAL SERVICES						
01-0101-5113	SALARIES-PT	16,800	16,800	16,800	16,800	16,800
	PERSONAL SERVICES	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
01-0101-5156	WORKERS COMPENSATION INS	34	34	39	42	36
	EMPLOYEE BENEFITS	1,686	1,686	1,691	1,694	1,688
SUPPLIES						
01-0101-5313	PRINTING	100	100	100	100	-
01-0101-5329	OPERATING SUPPLIES	1,000	1,000	200	1,000	105
	SUPPLIES	1,100	1,100	300	1,100	105
SERVICES & CHARGES						
01-0101-5422	SUBSCRIPTIONS	100	100	100	100	110
01-0101-5425	CONFERENCES & SCHOOLS	1,000	1,000	500	1,000	510
01-0101-5432	MILEAGE	4,800	4,800	4,800	4,800	4,800
	SERVICES & CHARGES	5,900	5,900	5,400	5,900	5,420
CLAIMS CONTRIB AND AWARDS						
01-0101-5734	VOLUNTEER RECOGNITION	5,000	5,000	1,000	5,000	2,152
	CLAIMS CONTRIB AND AWARDS	5,000	5,000	1,000	5,000	2,152
	Totals for dept 0101 - MAYOR	30,486	30,486	25,191	30,494	26,165

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)	2018	2019	2020	2021	2022	2023
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Total	0.00	0.00	0.00	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2018	2019	2020	2021	2022*	2023
Ordinances passed	39	54	50	37	65	50
Resolutions passed	115	114	115	111	100	100
Common Council meeting hours	57	60	60	53	65	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	11,700
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	14,945

City of Franklin, WI
Aldermen - Dept 0102

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0102 - ALDERMEN						
PERSONAL SERVICES						
01-0102-5113	SALARIES-PT	43,200	43,200	43,200	43,200	42,400
	PERSONAL SERVICES	43,200	43,200	43,200	43,200	42,400
EMPLOYEE BENEFITS						
01-0102-5151	FICA	4,131	4,131	4,131	4,131	4,055
01-0102-5156	WORKERS COMPENSATION INS	60	60	97	82	83
	EMPLOYEE BENEFITS	4,191	4,191	4,228	4,213	4,138
SUPPLIES						
01-0102-5313	PRINTING	200	200	100	200	32
	SUPPLIES	200	200	100	200	32
SERVICES & CHARGES						
01-0102-5424	MEMBERSHIPS/DUES	14,945	14,945	13,750	13,750	12,110
01-0102-5425	CONFERENCES & SCHOOLS	1,000	1,000	600	1,000	100
01-0102-5432	MILEAGE	10,800	10,800	10,800	10,800	10,600
	SERVICES & CHARGES	26,745	26,745	25,150	25,550	22,810
CLAIMS CONTRIB AND AWARDS						
01-0102-5734	VOLUNTEER RECOGNITION	500	500	500	500	-
	CLAIMS CONTRIB AND AWARDS	500	500	500	500	-
Totals for dept 0102 - ALDERMEN		74,836	74,836	73,178	73,663	69,380

This page left intentionally blank.

**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 four 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)	2018	2019	2020	2021	2022	2023
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 other City Departments

ACTIVITY MEASURES:

Activity	2018	2019	2020	2021	2022*	2023*
Municipal court cases	9,999	9,191	6,983	5,595	6,066	8,000

*2020/2021/2022 cases lower due to the COVID-19 Pandemic

BUDGET SUMMARY:

Three day-time and one night-time court sessions per month are generally held. Associated revenues from fines and forfeitures have continued to trend upward. Fine rates were reviewed in 2022 and maintained the same. Another review of fine rates will be conducted in 2023.

Beginning in 2018, the Court uses 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.

City of Franklin, WI
Municipal Court - Dept 0121

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0121 MUNICIPAL COURT						
PERSONAL SERVICES						
01-0121 5111	SALARIES-FT	109 074	109 074	107 133	107 351	102 302
01-0121 5113	SALARIES-PT	43 469	43 469	43 245	42 704	42 174
01 0121-5115	SALARIES-TEMP	-	-	-	-	166
01-0121 5117	SALARIES-OT	1 200	1 200	500	1 200	33
01-0121 5118	COMPTIME TAKEN	-	-	-	-	1 717
01 0121-5133	LONGEVITY	420	420	420	390	390
01-0121-5134	HOLIDAY PAY	8 046	8 046	7 889	7 774	7 414
01-0121-5135	VACATION PAY	11 495	11,495	9 237	10,032	7 406
	PERSONAL SERVICES	173 704	173 704	168 424	169 451	161 602
EMPLOYEE BENEFITS						
01-0121-5151	FICA	13 288	13 288	12 884	12,963	12 061
01-0121-5152	RETIREMENT	6 422	6 422	7 990	6 258	7 896
01-0121-5153	RETIREE GROUP HEALTH	127	127	105	258	184
01-0121-5154	GROUP HEALTH & DENTAL	7 797	7 797	7 799	7,719	7 815
01-0121-5155	LIFE INSURANCE	660	660	781	639	650
01-0121-5156	WORKERS COMPENSATION INS	243	243	303	321	318
	EMPLOYEE BENEFITS	28 537	28 537	29 862	28 158	28 924
CONTRACTUAL SERVICES						
01-0121-5219	OTHER PROFESSIONAL SERVICES	1 900	1 900	1 900	1 400	400
01-0121-5257	SOFTWARE MAINTENANCE	12 000	12 000	12 000	14 435	13 324
01 0121-5298	COLLECTION SVCS/DOT SUSP FEE	700	700	700	700	573
	CONTRACTUAL SERVICES	14,600	14 600	14 600	16 535	14 297
SUPPLIES						
01-0121-5312	OFFICE SUPPLIES	1 000	1,000	2 800	4 200	2,578
	SUPPLIES	1 000	1 000	2 800	4 200	2 578
SERVICES & CHARGES						
01-0121-5410	DMV ACCESS SERVICE	1 600	1 600	1 600	1 250	1 500
01-0121-5421	OFFICIAL NOTICES/ADVERTISING	-	-	-	-	71
01-0121-5422	SUBSCRIPTIONS	100	100	-	100	-
01-0121-5424	MEMBERSHIPS/DUES	200	200	100	200	75
01-0121-5425	CONFERENCES & SCHOOLS	1 600	1 600	700	1 600	794
01-0121 5429	JURY/WITNESS FEES	100	100	100	100	(126)
	SERVICES & CHARGES	3 600	3 600	2 500	3 250	2 314
	Totals for dept 0121 - MUNICIPAL COURT	221 441	221 441	218 186	221 594	209 715

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)	2018	2019	2020	2021	2022	2023
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
Secretary	1.12	1.12	1.50	1.50	1.50	1.50
Temporary Help	.00	.00	.00	.00	.00	.00
Total	4.12	4.12	4.50	4.50	4.50	4.50

ACTIVITY MEASURES:

Activity	2018	2019	2020	2021	2022*	2023
Liquor licenses	56	56	56	57	57	57
Bartenders licenses	378	370	300	394	350	350
Park Permits	216	220	**140	217	200	200
Property status reports	186	175	243	440	400	400
Burn permits	235	250	237	208	225	225
Complaints	383	509	500	469	500	500
Registered voters	21,500	21,683	22,700	22,900	23,014	24,000
Elections held	4	2	4***	2	4	2

*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 2023 vs. four scheduled elections held in 2022.
- 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 Director of Clerk Services

- 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
 Clerk - Dept 0141 & Elections - Dept 0142

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0141 CITY CLERK						
PERSONAL SERVICES						
01 0141 5111	SALARIES-FT	178 690	178 690	194 610	183 533	183 233
01-0141-5113	SALARIES-PT	72 258	72 258	58 866	67 893	54 401
01 0141-5115	SALARIES-TEMP	601	601	593	601	
01-0141 5117	SALARIES-OT	2 000	2 000	500	2 000	68
01-0141 5118	COMPTIME TAKEN		-			2 147
01-0141 5133	LONGEVITY	225	225	505	425	424
01-0141-5134	HOLIDAY PAY	15 109	15 109	15 256	15 212	13 755
01-0141-5135	VACATION PAY	16 259	16,259	19 695	18 742	17,249
	PERSONAL SERVICES	285 142	285 142	290 025	288 406	271 277
EMPLOYEE BENEFITS						
01 0141-5151	FICA	21 813	21 813	26 384	22 063	20 014
01-0141-5152	RETIREMENT	19 349	19 349	19 492	18 707	18 198
01 0141-5153	RETIREE GROUP HEALTH	314	314	295	672	469
01-0141-5154	GROUP HEALTH & DENTAL	40 895	24 691	40 406	24 509	24 913
01-0141-5155	LIFE INSURANCE	1 494	1 494	1 454	1 505	1 185
01 0141-5156	WORKERS COMPENSATION INS	398	398	537	547	541
01-0141-5199	ALLOCATED PAYROLL COST	(9,980)	(9,980)	(9 980)	(9 980)	(10,200)
	EMPLOYEE BENEFITS	74 283	58 079	78 588	58 023	55 120
CONTRACTUAL SERVICES						
01-0141-5223	FILING FEES	1 500	1 500	1 500	1 000	960
01-0141-5299	SUNDRY CONTRACTORS	7,000	7 000	7 000	7 000	6 645
	CONTRACTUAL SERVICES	8 500	8 500	8 500	8 000	7 605
SUPPLIES						
01-0141 5312	OFFICE SUPPLIES	900	900	900	900	873
01-0141 5313	PRINTING	500	500	400	500	387
	SUPPLIES	1 400	1 400	1 300	1 400	1 260
SERVICES & CHARGES						
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	9 000	9 000	7 000	9 000	6 525
01-0141 5422	SUBSCRIPTIONS	100	100	100	100	70
01-0141-5424	MEMBERSHIPS/DUES	800	800	700	1 100	650
01-0141 5425	CONFERENCES & SCHOOLS	3 000	3 000	500	3 000	620
01-0141 5432	MILEAGE	500	500	200	800	
01-0141 5471	BACKGROUND CHECKS	5 200	5,200	4 500	5 200	4,200
	SERVICES & CHARGES	18 600	18 600	13 000	19 200	12 065
	Totals for dept 0141 CITY CLERK	387 925	371 721	391 413	375 029	347 327

City of Franklin, WI
 Clerk - Dept 0141 & Elections - Dept 0142

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0142 - ELECTIONS						
PERSONAL SERVICES						
01-0142-5111	SALARIES-FT	929	929	1 093	3 121	1 658
01-0142-5113	SALARIES-PT	575	575	1 847	1 093	451
01-0142-5115	SALARIES-TEMP	30 400	30 400	30 120	60 800	14 699
01-0142-5117	SALARIES-OT	4 726	4 726	12 238	8 143	2 822
01-0142 5133	LONGEVITY	3	3	17	3	-
	PERSONAL SERVICES	36 633	36 633	45 315	73 160	19 630
EMPLOYEE BENEFITS						
01-0142-5151	FICA	225	225	1 631	694	372
01-0142 5152	RETIREMENT	246	246	960	586	461
01-0142-5153	RETIREE GROUP HEALTH	4	4	4	19	18
01-0142-5154	GROUP HEALTH & DENTAL	448	242	2 014	478	256
01-0142-5155	LIFE INSURANCE	15	15	75	30	19
01-0142-5156	WORKERS COMPENSATION INS	74	74	134	204	104
	EMPLOYEE BENEFITS	1 012	806	4 818	2 011	1 230
CONTRACTUAL SERVICES						
01-0142 5214	DATA PROCESSING SERVICES	1 500	1 500	1 500	3 000	210
01-0142 5242	EQUIPMENT MAINTENANCE	3,800	3 800	2 000	3 800	2 829
	CONTRACTUAL SERVICES	5 300	5 300	3 500	6 800	3 039
SUPPLIES						
01-0142-5312	OFFICE SUPPLIES	1 500	1 500	2 500	2 500	886
01-0142-5313	PRINTING	4 000	4 000	6 700	6 000	2 419
	SUPPLIES	5 500	5 500	9 200	8 500	3 305
SERVICES & CHARGES						
01-0142-5421	OFFICIAL NOTICES/ADVERTISING	700	700	700	700	339
01-0142-5425	CONFERENCES & SCHOOLS	500	500	200	600	
01-0142-5432	MILEAGE	100	100	100	200	113
	SERVICES & CHARGES	1 300	1 300	1 000	1 500	452
FACILITY CHARGES						
01-0142-5532	FACILITY RENTAL	600	600	1,200	1,200	600
	FACILITY CHARGES	600	600	1 200	1 200	600
	Totals for dept 0142 - ELECTIONS	50 345	50 139	65 033	93 171	28 256

This page left intentionally blank.

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 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 a hybrid of one staff employee and one contract employee; one at City Hall and the other at the Police Department. However, the hybrid model is expected to be changed to a full internal staff model in 2023. 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	2018	2019	2020	2021	2022*	2023*
Total City computers	289	325	353	358	339	339
Software applications	72	76	72	73	75	75
Est. Help Desk Requests	2,850	2,290	1,458	1,137	1,470	1,500

*Forecast

BUDGET SUMMARY:

- 1) In 2022, Data Processing Services are being converted over to a full in-house IT staff. Currently, core operations continue with three staff members, the IT Director and two Desktop and User Support Administrators; one at City Hall and the other at the Police Department. 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 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: **Please refer to pages 191-230 of the 2023 Adopted Budget book for Capital projects requested and approved related to this department.**

	Requested	Recommended	Adopted
Computer Equipment:			
Unexpected Hardware	\$12,000		
SAN & Infrastructure Warranty Ext. (City Hall \$20,753 / PD \$20,753)	\$41,506		
LTO Tape Drives (City Hall \$9,745 / PD \$9,745)	\$19,490		
GPS Time Server	\$9,275		
HP Wolf Secure Printer Replacements (City Hall \$7,100 / PD \$2,077)	<u>\$9,177</u>		
Total	<u>\$91,448</u>		

- 4) Activity measures in this area were not historically precisely tracked or measurable. However, beginning in 2022, IT staff is now documenting all help desk requests and work completed and a policy is now in place where IT requires a ticket to be implemented before any troubleshooting is begun.
- 5) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Utility Operations, which are operated as Enterprise Funds, and other City Departments.

City of Franklin, WI
Information Services - Dept 0144

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0144 INFORMATION SERVICES						
PERSONAL SERVICES						
01-0144-5111	SALARIES-FT	183 048	187 699	136 130	133 610	106 233
01-0144-5133	LONGEVITY	60	60	55	60	
01-0144-5134	HOLIDAY PAY	10 912	8 199	5 459	8 001	5 462
01-0144-5135	VACATION PAY	9,783	7 845	7,691	7,664	1 911
	PERSONAL SERVICES	203 803	203 803	149 335	149 335	113 606
EMPLOYEE BENEFITS						
01-0144-5151	FICA	15 591	15 591	11 424	11 424	8 293
01-0144-5152	RETIREMENT	13 859	13 859	9 707	9 707	7 668
01-0144-5153	RETIREE GROUP HEALTH	385	385	239	594	275
01-0144-5154	GROUP HEALTH & DENTAL	51 208	51 208	17 981	18 777	17 797
01-0144-5155	LIFE INSURANCE	1 077	1 077	792	792	556
01-0144-5156	WORKERS COMPENSATION INS	284	284	269	282	223
01-0144-5199	ALLOCATED PAYROLL COST	(126,600)	(40 600)	(40 600)	(40 600)	(30 000)
	EMPLOYEE BENEFITS	(44 196)	41 804	(188)	976	4 812
CONTRACTUAL SERVICES						
01 0144-5214	DATA PROCESSING SERVICES	25 000	25 000	10 000	39 324	53 359
01 0144-5215	GIS SUPPORT SERVICES	114 700	114 700	110 000	112,400	106 048
01-0144-5242	EQUIPMENT MAINTENANCE	34 300	34 300	46 000	29 457	41 100
01 0144-5257	SOFTWARE MAINTENANCE	76 400	76 400	75 000	68 564	68 140
01-0144-5299	SUNDRY CONTRACTORS	16 300	16,300	16 300	16,370	14,230
	CONTRACTUAL SERVICES	266 700	266 700	257 300	266 115	282 877
SUPPLIES						
01-0144-5312	OFFICE SUPPLIES	200	200	200	200	55
01-0144-5329	OPERATING SUPPLIES	1 500	1 500	1 500	1 500	127
01 0144-5333	EQUIPMENT SUPPLIES	7 000	7 000	7,500	13,450	5,415
	SUPPLIES	8 700	8 700	9 200	15 150	5 597
SERVICES & CHARGES						
01-0144-5410	DATA COMMUN-INTERNET SERVICE	12 400	12 400	11 800	11 755	9 005
01-0144-5415	TELEPHONE	18 400	18 400	14 000	14 368	14 950
01 0144-5425	CONFERENCES & SCHOOLS	1 800	1 800	1,800	1,750	1 737
	SERVICES & CHARGES	32 600	32 600	27 600	27 873	25 692
CAPITAL OUTLAY						
01-0144-5841	COMPUTER EQUIPMENT	25 000	32,000			
	CAPITAL OUTLAY	25 000	32 000			
	Totals for dept 0144 - INFORMATION SERVICES	492 607	585 607	443 247	459 449	432 584

This page left intentionally blank.

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, for the 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 for departmental staff support to the Personnel Committee, Finance Committee, Fire & Police Commission, Technology Commission, and Civil Service Sub-Committee.

- 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 Inspection Services offices and staff

STAFFING:

Authorized Positions (FTE)	2018	2019	2020	2021	2022	2023
Director of Administration	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Staff Position	0	0	*1.00	0	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	*4.00	3.00	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	2018	2019	2020	2021	2022*	2023*
Labor Contract Negotiations	2	2	1	1	1	2
Worker's Compensation Claims	48	34	22	36	35	35
Job Analyses Conducted & Job Descriptions Revised	7	15	5	5	5	5
New Hires	25	26	22	28	33	21
Separations from Service	20	22	23	26	27	17
Turnover Rate	8.4%	9.2%	9.6%	10.8%	11.25%	7.1%
Civil Service Exams Administered	4	2	0	2	2	1

* Forecast

BUDGET SUMMARY:

1. No Capital Outlay appropriations are included for the 2023 budget.
2. Note 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 charged 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.

City of Franklin, WI
Administration - Dept 0147

GL_NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0147 ADMINISTRATION						
PERSONAL SERVICES						
01 0147 5111	SALARIES-FT	245 537	245 537	240 106	232 839	229 767
01 0147 5113	SALARIES-PT		15 600			
01 0147 5117	SALARIES-OT	1 500	1 500	1 500	1 500	915
01 0147 5118	COMPTIME TAKEN				6 565	847
01-0147 5133	LONGEVITY	420	420	420	420	420
01 0147 5134	HOLIDAY PAY	14 533	14 533	14 248	13 722	13 665
01 0147 5135	VACATION PAY	20 060	20 060	19 666	17 868	11,113
	PERSONAL SERVICES	282 050	297 650	275 940	272 914	256 727
EMPLOYEE BENEFITS						
01 0147 5151	FICA	21 577	22 770	21 109	20 376	18 608
01 0147 5152	RETIREMENT	19 179	19 179	17 936	17 313	17 329
01-0147 5153	RETIREE GROUP HEALTH	532	532	438	1 055	737
01 0147-5154	GROUP HEALTH & DENTAL	35 559	35 559	35 566	35 466	35 930
01-0147-5155	LIFE INSURANCE	1 484	1 484	1 452	1 404	1 325
01 0147-5156	WORKERS COMPENSATION INS	394	416	495	505	508
01 0147-5160	RECRUITING COSTS	10 000	10 000	10 000		-
01 0147 5199	ALLOCATED PAYROLL COST	(56,180)	(56 180)	(56 180)	(56,180)	(59,760)
	EMPLOYEE BENEFITS	32 545	33 760	30 816	19 939	14 677
CONTRACTUAL SERVICES						
01-0147 5211	MEDICAL SERVICES	11 300	11 300	11 300	11 285	14 309
01-0147 5219	OTHER PROFESSIONAL SERVICES	10 000	15 000	5 000	15 000	
01-0147-5241	AUTO MAINTENANCE		-		600	101
01 0147-5242	EQUIPMENT MAINTENANCE	1 900	1 900	800	1 900	1 187
01 0147 5252	LABOR ATTORNEY	20 000	20 000	20 000	20 000	7 408
01 0147 5287	UNEMPLOYMENT COSTS	4 000	4 000	2 500	4 000	1 894
01 0147 5299	SUNDRY CONTRACTORS	55,000	55 000	5 000	5,000	3 772
	CONTRACTUAL SERVICES	102 200	107 200	44 600	57 785	28 671
SUPPLIES						
01 0147-5311	POSTAGE	44 100	44 100	43 000	42 840	39 453
01 0147-5312	OFFICE SUPPLIES	1 200	1 200	1 200	1 150	1 140
01-0147 5313	PRINTING	9 200	9 200	9 200	8 400	9 484
01-0147 5328	EMPLOYMENT TESTING & EDUCATION SUPP	3 000	3 000	3 000	3 000	-
01-0147-5329	OPERATING SUPPLIES	3 500	3 500	3 500	4 000	2 521
01 0147-5331	FUEL/LUBRICANTS-Admin		-	200	300	111
01-0147-5332	VEHICLE SUPPORT			300	480	480
01 0147 5399	MISCELLANEOUS SUPPLIES	100	100	100	100	124
	SUPPLIES	61 100	61 100	60 500	60 270	53 313
SERVICES & CHARGES						
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	1 600	1 600	1 600	1 600	1 064
01-0147-5422	SUBSCRIPTIONS	800	800	800	800	768
01 0147 5424	MEMBERSHIPS/DUES	2 200	2 200	2 200	2 150	1 898
01 0147 5425	CONFERENCES & SCHOOLS	3 200	3 200	1 000	3 200	90
01-0147 5428	ALLOCATED INSURANCE COST	200	200	200	200	200
01-0147-5432	MILEAGE	600	600	400	600	
01-0147-5433	EQUIPMENT RENTAL	6,200	6,200	6 200	6,200	5,576
	SERVICES & CHARGES	14 800	14 800	12 400	14 750	9 596
CLAIMS CONTRIB AND AWARDS						
01 0147 5726	EMPLOYEE RECOGNITION	1 000	1 000	1,000	1,000	
	CLAIMS CONTRIB AND AWARDS	1 000	1 000	1 000	1 000	
	Totals for dept 0147 ADMINISTRATION	493 695	515 510	425 256	426 658	362 984

This page left intentionally blank.

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 online payments, escrow payments and automating lockbox collection application. 2019 included 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
- Coordination of the annual audit.
- Completion of the Comprehensive Annual Financial Report (CAFR).
- Coordinate and supervise the preparation of the 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)	2018	2019	2020	2021	2022	2023
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	0	0	0	0.5	0	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	.75	.75	.75	.75	.75
Cashier/Clerk	.56	.50	.50	.50	.50	.50
Cashiers (seasonal)	.25	.25	.25	.25	.25	.25
Total	6.60	6.73	6.73	7.23	6.73	6.73

ACTIVITY MEASURES:

Activity	2018	2019	2020	2021	2022*	2023*
Disbursement Checks	5,224	5,111	4,839	5,000	5,200	5,500
Employees Paid Bi-weekly		246	243	243	247	250
Property Tax Bills	13,280	13,896	13,862	13,999	14,200	14,200
Water/Sewer Invoices	39,505	39,659	39,725	43,241	43,600	43,600
General Receipts Processed	11,290	13,506	18,715	39,126	42,271	42,300
Dog/Cat Licenses	516	511	433	435	435	435
Assessment Invoices		nil	nil	7	0	10
Customer Invoices	1,373	1,417	1,003	1,283	1,450	1,450
Purchase Requisitions Used	155	168	246	263	250	250

* 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)

City of Franklin, WI
Finance - Dept 0151 & Audit - Dept 0152

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0151 - FINANCE						
PERSONAL SERVICES						
01-0151-5111	SALARIES-FT	318 164	318 164	212 094	288 340	220 139
01-0151-5113	SALARIES-PT	78 824	70 730	102 834	73 242	106 646
01-0151-5114	SEVERANCE PAYMENTS			-	-	7 575
01-0151-5115	SALARIES-TEMP	4 906	4 906	9 407	4 906	8 677
01-0151-5117	SALARIES-OT	1 200	1 200	300	1 200	131
01-0151-5133	LONGEVITY	600	600	600	595	584
01-0151-5134	HOLIDAY PAY	19 092	19 092	15 644	18 662	13 512
01-0151-5135	VACATION PAY	27,501	27,501	22,371	22,187	20 126
	PERSONAL SERVICES	450 287	442 193	363 250	409 132	377 390
EMPLOYEE BENEFITS						
01-0151-5151	FICA	34 447	33 828	27 789	31 299	27 940
01-0151-5152	RETIREMENT	25 763	25 212	18 936	21 393	18 292
01-0151-5153	RETIREE GROUP HEALTH	497	497	365	1 189	874
01-0151-5154	GROUP HEALTH & DENTAL	49,700	49,700	29 597	38 260	32 839
01-0151-5155	LIFE INSURANCE	1 927	1 927	1 253	1 423	1 029
01-0151-5156	WORKERS COMPENSATION INS	630	619	645	824	737
01-0151-5199	ALLOCATED PAYROLL COST	(93,660)	(93,660)	(93,660)	(93,660)	(92,340)
	EMPLOYEE BENEFITS	19 304	18 123	(15,075)	728	(10 629)
CONTRACTUAL SERVICES						
01-0151-5215	P/R & H/R PROCESSING FEES	42 000	42 000	42 000	53 600	42 334
01-0151-5219	OTHER PROFESSIONAL SERVICES	18,300	18 300	30,000	4 000	3 800
01-0151-5242	EQUIPMENT MAINTENANCE	2,000	2 000	2,000	1 000	2 243
01-0151-5257	SOFTWARE MAINTENANCE	27 100	27 100	27 100	35,450	24 509
01-0151-5299	REAL ESTATE TAX BILL PREP	16,500	16 500	16,000	16,000	15,094
	CONTRACTUAL SERVICES	105 900	105 900	117 100	110 050	87 980
SUPPLIES						
01-0151-5312	OFFICE SUPPLIES	2 000	2 000	2 000	2,000	2,378
01-0151-5313	PRINTING	1,600	1 600	1,850	1,700	1,531
	SUPPLIES	3,600	3 600	3 850	3 700	3 909
SERVICES & CHARGES						
01-0151-5421	OFFICIAL NOTICES/ADVERTISING	800	800	800	2 000	2 537
01-0151-5424	MEMBERSHIPS/DUES	300	300	300	325	300
01-0151-5425	CONFERENCES & SCHOOLS	3 200	3,200	800	3,260	420
01-0151-5428	ALLOCATED INSURANCE COST	1 500	1 500	1 500	1 500	1 500
01-0151-5491	BANK FEES	13 400	13,400	25 000	13,400	28,552
	SERVICES & CHARGES	19,200	19,200	28 400	20,485	33 309
	Totals for dept 0151 - FINANCE	598 291	589 016	497 525	544 095	491 959
Dept 0152 - AUDITOR						
CONTRACTUAL SERVICES						
01-0152-5210	SPECIAL AUDIT SERVICES	-	-	-	-	7 925
01-0152-5213	ANNUAL AUDIT SERVICES	38 000	38,000	37 300	42 525	30,455
	CONTRACTUAL SERVICES	38 000	38 000	37 300	42 525	38,380
	Totals for dept 0152 - AUDITOR	38 000	38 000	37 300	42 525	38 380

This page left intentionally blank.

**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, prior to 2016, occurred on a three-year cycle.
- In 2022, the City entered into a 3-year contract with Accurate Appraisal for 2022-2024 where the City will continue to perform Annual Market Revaluations.

STAFFING:

Authorized Positions (FTE)	2018	2019	2020	2021	2022	2023
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk–Contracted ++	++	++	++	++	++	++
Total	0.00	0.00	0.00	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2018 Φ	2019 Φ	2020 Φ	2021 Φ	2022 Φ	2023* Φ
Properties Inspected	479	563	150	366	328	390
Assessment Notices Mailed	12,142	12,240	12,264	12,459	13,250	12,900
Open Book Hearings	221	185	254	222	183	200
Board of Review Hearings	15	17	12	16	6	5
Residential Parcels	11,864	11,932	12,006	12,123	12,169	12,240
Commercial Parcels	560	561	564	562	564	566
Total Parcels	12,890	12,926	13,005	13117	13,285	13,320
Assessed Value Increase	201m	196m	275m	360m	563m	340m

* Forecast / Φ Revaluation Year

BUDGET SUMMARY:

- 1) The City contracts for Assessor Services. It has been determined that the cost to contract is less than the cost of a full-time, hired City Assessor and needed support positions.
- 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 contracts to perform Annual Market Revaluations.
- 4) The budgeted amount for these services for 2023 is \$210,000. The City engaged in an RFP process for Assessor/Assessment Services in November of 2021. Per that RFP process, the City entered into a 3-year agreement with Accurate Appraisal, LLC for the years 2022-2024 at an amount not to exceed \$210,000 annually for each year of the agreement.
- 5) No Capital Outlay funding is requested for 2023.

City of Franklin, WI
Assessor - Dept 0154

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0154 CITY ASSESSORS						
CONTRACTUAL SERVICES						
01-0154-5210	PROFESSIONAL SERVICES	210 000	210 000	210 000	125 050	125 000
01-0154-5219	OTHER PROFESSIONAL SERVICES				88 445	88 500
01-0154-5257	SOFTWARE MAINTENANCE				2 500	
01-0154-5299	SUNDRY CONTRACTORS	11 800	11 800	11 400	11 000	11 025
	CONTRACTUAL SERVICES	221 800	221 800	221 400	226 995	224 525
SUPPLIES						
01-0154-5311	POSTAGE	-	-	-	8 200	7 766
01-0154-5312	OFFICE SUPPLIES			100	1 500	1 283
01-0154-5313	PRINTING			200	4 000	1,653
	SUPPLIES			300	13 700	10 702
SERVICES & CHARGES						
01 0154-5421	OFFICIAL NOTICES/ADVERTISING	200	200	100	200	169
	SERVICES & CHARGES	200	200	100	200	169
	Totals for dept 0154 CITY ASSESSORS	222 000	222 000	221 800	240 895	235 396

This page left intentionally blank.

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 and the Economic Development Commission.

STAFFING – Contractual

ACTIVITY MEASURES:

Activity	2018	2019	2020	2021	2022*	2023*
Hours of Service	5,094	5,298	5,048	5,154	4,940	4,940
Matters Litigated	6	4	5	8	11	12
Municipal Court Cases	9,999	9,191	6,983	5,595	6,066	8,000

* Forecast - 2020/2021/2022 Municipal Court Cases down due to COVID-19

City of Franklin, WI
Legal Services - Dept 0161

<u>GL NUMBER</u>	<u>DESCRIPTION</u>	<u>2023 ADOPTED BUDGET</u>	<u>2023 DEPT REQ BUDGET</u>	<u>2022 PROJECTED ACTIVITY</u>	<u>2022 AMENDED BUDGET</u>	<u>2021 ACTIVITY</u>
	Dept 0161 LEGAL SERVICES					
CONTRACTUAL SERVICES						
01-0161-5212	LEGAL SERVICES	184 000	184 000	181 000	184 000	180 621
01 0161 5213	LEGAL SERVICES-COURT	58 000	58 000	56 000	59,000	55 404
01 0161 5214	BOARD&COMMSSN SUPPORT PARALG	61 000	61 000	60 000	61 000	59 873
01-0161-5251	SPECIAL ATTORNEY SERVICE	3 000	4 000	1 000	4 000	
01-0161 5253	ATTORNEY FEES ADDITIONAL SERVICES	25,000	25 000	10,000	25 000	5 584
	CONTRACTUAL SERVICES	331 000	332 000	308 000	333 000	301 482
SERVICES & CHARGES						
01 0161-5425	CONFERENCES & SCHOOLS	1 000	1 000	1 000	1 000	885
01-0161 5427	COURT COSTS	600	600	300	600	169
01 0161-5452	CLAIMS SETTLEMENTS	-	-	52 000	-	23 000
	SERVICES & CHARGES	1 600	1 600	53 300	1 600	24 054
	Totals for dept 0161 - LEGAL SERVICES	332 600	333 600	361 300	334 600	325 536

MUNICIPAL BUILDINGS

181

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)	2018	2019	2020	2021	2022	2023
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:	2018	2019	2020	2021	2022	2023
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 2023 reflects a continuation of adopted 2022 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: **Please refer to pages 191-230 of the 2023 Adopted Budget book for Capital projects requested and approved related to this department.**

	Requested	Recommended	Adopted
AC Unit Replacement in IT Server Room	\$6,000.00		

City of Franklin, WI
Municipal Buildings - Dept 0181

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0181 - MUNICIPAL BUILDINGS						
PERSONAL SERVICES						
01-0181-5111	SALARIES-FT	110 383	110 383	106 984	107 122	104 544
01-0181-5113	SALARIES-PT	85 557	85 557	82 761	82,871	79,943
01-0181-5115	SALARIES-TEMP	11 174	11,174	-	11 174	-
01-0181-5117	SALARIES-OT	4,500	4,500	4 500	4 500	6 258
01-0181-5133	LONGEVITY	301	301	258	258	218
01-0181-5134	HOLIDAY PAY	11,671	11 671	11 442	11,309	10 903
01-0181-5135	VACATION PAY	11,538	11 538	11,311	11,195	8,938
	PERSONAL SERVICES	235 124	235 124	217,256	228,429	210,804
EMPLOYEE BENEFITS						
01-0181-5151	FICA	17 987	17 987	16,620	17,475	15,592
01-0181-5152	RETIREMENT	14,087	14 087	13 427	13,053	13,055
01-0181-5153	RETIREE GROUP HEALTH	332	332	303	774	599
01-0181-5154	GROUP HEALTH & DENTAL	34,395	34,395	34,398	34 170	34,635
01-0181-5155	LIFE INSURANCE	655	655	391	634	472
01-0181-5156	WORKERS COMPENSATION INS	6,142	6,142	8 263	9,211	8 662
01-0181-5199	ALLOCATED PAYROLL COST	(180,480)	(180,480)	(180,480)	(180,480)	(172,320)
	EMPLOYEE BENEFITS	(106 882)	(106,882)	(107 078)	(105 163)	(99,305)
CONTRACTUAL SERVICES						
01-0181-5219	OTHER PROFESSIONAL SERVICES	2,500	10 000	10 300	25,000	-
01-0181-5287	OTHER COSTS - SHREDDING	800	800	800	625	932
01-0181-5299	SUNDRY CONTRACTORS	7,500	-	-	-	-
	CONTRACTUAL SERVICES	10 800	10,800	11 100	25,625	932
SUPPLIES						
01-0181-5312	OFFICE SUPPLIES	135	135	100	125	164
01-0181-5326	UNIFORMS	900	900	900	900	656
01-0181-5331	FUEL/LUBRICANTS	100	150	100	100	76
01-0181-5342	CONSUMABLE TOOLS	300	250	300	250	264
	SUPPLIES	1 435	1,435	1,400	1,375	1,160
SERVICES & CHARGES						
01-0181-5415	TELEPHONE	500	500	400	500	426
	SERVICES & CHARGES	500	500	400	500	426
FACILITY CHARGES						
01-0181-5551	WATER	2,100	2,100	2,100	1,950	2,489
01-0181-5552	ELECTRICITY	58,000	63 000	55,000	61,000	51 827
01-0181-5553	SEWER	1 000	1,000	1,000	1,000	-
01-0181-5554	NATURAL GAS	10,000	13,000	8,000	12,200	4,521
01-0181-5555	LANDSCAPE MATERIALS	1,500	1,500	1,500	2,000	1 639
01-0181-5556	JANITORIAL SUPPLIES	7 000	7,000	6,300	6,300	6,498
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	27,000	27,000	30 000	24,500	30,190
01-0181-5559	BUILDING MAINTENANCE-OTHER	10,000	11,000	9,000	10,000	7,929
	FACILITY CHARGES	116 600	125,600	112 900	118,950	105 093
	Totals for dept 0181 - MUNICIPAL BU	257 577	266 577	235,978	269 716	219 110

This page left intentionally blank.

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 1.01 in 2022 to .81 in 2023.
- 2) The portion of the insurance budget that is not allocated to specific departments mainly represents public officials' liability insurance.

City of Franklin, WI
Insurance - Dept - 0194

<u>GL NUMBER</u>	<u>DESCRIPTION</u>	<u>2023 ADOPTED BUDGET</u>	<u>2023 DEPT REQ BUDGET</u>	<u>2022 PROJECTED ACTIVITY</u>	<u>2022 AMENDED BUDGET</u>	<u>2021 ACTIVITY</u>
Dept 0194 - INSURANCE						
SERVICES & CHARGES						
01-0194-5501	INCURRED CLAIM-CURRENT YEAR	20 000	10 000	-	-	1,297
	SERVICES & CHARGES	20 000	10 000	-	-	1 297
FACILITY CHARGES						
01-0194-5511	BUILDING INSURANCE	95,000	95,000	90,300	89 125	82 378
01-0194-5512	AUTO/EQUIPMENT INSURANCE	100,000	100 000	95 700	94 000	92 534
01-0194-5513	PUBLIC LIABILITY	127 600	127 600	125 800	113 660	111 973
01 0194-5514	PROFESSIONAL LIABILITY	42,900	42,900	42,000	42 900	42 852
01-0194-5517	WORKERS COMPENSATION INS	350,000	350,000	412 800	460 000	456 194
01 0194-5518	PUBLIC OFFICIALS E&O INSURCE	50,500	50 500	49 500	51 900	50 420
01-0194-5560	CHARGES&CREDITS-INTERDEPTMTL	(276 000)	(276 000)	(276 000)	(265 000)	(268 589)
01 0194-5561	WORKERS COMP-CONTRA	(350,000)	(350,000)	(412 800)	(460,000)	(418,423)
	FACILITY CHARGES	140 000	140 000	127 300	126,585	149 339
Totals for dept 0194 - INSURANCE		160 000	150 000	127 300	126 585	150 636

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

DEPARTMENT: Unclassified, Contingency & Anticipated Underspending

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 2023, 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 a super majority affirmative vote 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 Underspending: Historically, the City budgets have been underspent 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

City of Franklin, WI
 Unclassified - Dept 0198 & Contingency - Dept 0199

GL NUMBER	DESCRIPTION	2023 ADOPTED BUDGET	2023 DEPT REQ BUDGET	2022 PROJECTED ACTIVITY	2022 AMENDED BUDGET	2021 ACTIVITY
Dept 0198 UNCLASSIFIED EXPENSES						
FACILITY CHARGES						
01-0198-5543	REFUNDED PROPERTY TAXES	20,000	20,000	2,500	2,500	8,384
	FACILITY CHARGES	20,000	20,000	2,500	2,500	8,384
CLAIMS CONTRIB AND AWARDS						
01-0198-5731	CLAIMS	50,000	50,000			
	CLAIMS CONTRIB AND AWARDS	50,000	50,000			
Totals for dept 0198 UNCLASSIFIED EXPENSES		70,000	70,000	2,500	2,500	8,384
Dept 0199 CONTINGENCY						
CONTINGENCY						
01-0199-5110	RESTRICTED CONTINGENCY	2,500,000	2,500,000		2,500,000	
01-0199-5497	ANTICIPATED UNDEREXPENDITURE	(300,000)	(390,000)	(390,000)	(390,000)	
01-0199-5499	UNRESTRICTED CONTINGENCY	125,000	125,000	25,000	125,000	
	CONTINGENCY	2,325,000	2,235,000	(365,000)	2,235,000	-
PERSONAL SERVICES						
01-0199-5111	SALARIES-FT	125,000	125,000	122,329	122,329	
01-0199-5114	SEVERANCE PAYMENTS	75,000	75,000		75,000	
	PERSONAL SERVICES	200,000	200,000	122,329	197,329	
Totals for dept 0199 CONTINGENCY		2,525,000	2,435,000	(242,671)	2,432,329	-