

**MAYOR
101**

DEPARTMENT: Mayor

PROGRAM MANAGER: Mayor (Administered by Director of Administration)

PROGRAM DESCRIPTION:

The Mayor is the City's Chief Executive Officer, 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 the appointment of certain City employees and board and commission members to the Council 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 2026.

City Ordinances designate seven cabinet officers and other unclassified positions within the 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 the people of the City of Franklin.
- Administer City government following 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 2024 budget remains essentially the same as the 2023 budget.

City of Franklin, WI
Mayor - Dept 101

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 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	1,650	1,652	1,652
01-0101-5156	WORKERS COMPENSATION INS	30	30	35	34	36
	EMPLOYEE BENEFITS	1,682	1,682	1,685	1,686	1,688
SUPPLIES						
01-0101-5312	OFFICE SUPPLIES	100	100	10		
01-0101-5313	PRINTING	100	103	95	100	44
01-0101-5329	OPERATING SUPPLIES	1,000	1,030	440	1,000	110
	SUPPLIES	1,200	1,233	545	1,100	154
SERVICES & CHARGES						
01-0101-5422	SUBSCRIPTIONS	100	103	220	100	
01-0101-5425	CONFERENCES & SCHOOLS	1,000	1,050	300	1,000	480
01-0101-5432	MILEAGE & TECHNOLOGY	8,400	8,400	4,800	4,800	4,800
	SERVICES & CHARGES	9,500	9,553	5,320	5,900	5,280
CLAIMS, CONTRIB. AND AWARDS						
01-0101-5734	VOLUNTEER RECOGNITION	5,000	5,150	5,000	5,000	300
	CLAIMS, CONTRIB. AND AWARDS	5,000	5,150	5,000	5,000	300
	Totals for dept 0101 - MAYOR	34,182	34,418	29,350	30,486	24,222

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, the 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 serve its citizens best. 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 following Boards and Commissions serve the City:

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 budget or funds (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 the City's and its citizens' needs.

STAFFING:

Authorized Positions (FTE)	2019	2020	2021	2022	2023	2024
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	2019	2020	2021	2022	2023*	2024*
Ordinances passed	54	50	51	33	40	40
Resolutions passed	114	115	132	115	125	125
Common Council meeting hours	60	60	63	56	60	60

*Forecast

BUDGET SUMMARY:

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

Wisconsin Policy Forum Inc.	1,720
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities and Urban Alliance	12,200
Amer. Society of Composers, Authors, Publishers	420
South Suburban Chamber of Commerce	200
Broadcast Music, Inc.	350
SESAC (Society of European Stage Authors and Composers)	<u>350</u>
Total	\$15,590

**City of Franklin, WI
Aldermen - Dept 102**

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0102 - ALDERMEN						
PERSONAL SERVICES						
01-0102-5113	SALARIES-PT	43,200	43,200	43,200	43,200	43,200
	PERSONAL SERVICES	43,200	43,200	43,200	43,200	43,200
EMPLOYEE BENEFITS						
01-0102-5151	FICA	4,131	4,131	4,130	4,131	4,131
01-0102-5156	WORKERS COMPENSATION INS	52	52	60	60	83
	EMPLOYEE BENEFITS	4,183	4,183	4,190	4,191	4,214
SUPPLIES						
01-0102-5313	PRINTING	200	200	250	200	32
	SUPPLIES	200	200	250	200	32
SERVICES & CHARGES						
01-0102-5424	MEMBERSHIPS/DUES	14,945	15,445	14,945	14,945	13,545
01-0102-5425	CONFERENCES & SCHOOLS	1,000	1,000	150	1,000	200
01-0102-5432	MILEAGE & TECHNOLOGY	25,200	25,200	10,800	10,800	10,800
	SERVICES & CHARGES	41,145	41,645	25,895	26,745	24,545
CLAIMS, CONTRIB. AND AWARDS						
01-0102-5734	VOLUNTEER RECOGNITION	500	500		500	
	CLAIMS, CONTRIB. AND AWARDS	500	500		500	
Totals for dept 0102 - ALDERMEN		89,228	89,728	73,535	74,836	71,991

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**MUNICIPAL COURT
121**

DEPARTMENT: Municipal Court

PROGRAM MANAGER: Municipal Judge

PROGRAM DESCRIPTION:

The Municipal Court has jurisdiction over local ordinances and traffic citations issued in the City. The Court is presided over by a Municipal Judge elected every four years. Local Ordinance requires the Judge 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 Attorney's office represents the City's interests at trial, 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)	2019	2020	2021	2022	2023	2024
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	2019	2020	2021	2022	2023*	2024*
Municipal court cases	9,191	6,983	5,595	6,058	6,500	5,200

*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 2023 and maintained the same. Another review of fine rates will be conducted in 2024.

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 resulted in increasing revenue and effectively eliminating the boarding of prisoners.

City of Franklin, WI
Municipal Court - Dept 121

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0121 - MUNICIPAL COURT						
PERSONAL SERVICES						
01-0121-5111	SALARIES-FT	111,568	111,568	109,070	109,074	104,719
01-0121-5113	SALARIES-PT	44,090	44,090	43,450	43,469	43,634
01-0121-5117	SALARIES-OT	1,200	1,200	1,200	1,200	
01-0121-5118	COMPTIME TAKEN	1,600	1,600	1,500		1,226
01-0121-5133	LONGEVITY	420	420	420	420	420
01-0121-5134	HOLIDAY PAY	8,359	8,359	8,040	8,046	7,794
01-0121-5135	VACATION PAY	11,941	11,941	11,495	11,495	10,148
	PERSONAL SERVICES	179,178	179,178	175,175	173,704	167,941
EMPLOYEE BENEFITS						
01-0121-5151	FICA	13,707	13,707	13,285	13,288	12,403
01-0121-5152	RETIREMENT	9,111	9,111	6,420	6,422	7,957
01-0121-5153	RETIREE GROUP HEALTH	323	323	125	127	135
01-0121-5154	GROUP HEALTH & DENTAL	10,189	10,189	7,795	7,797	8,418
01-0121-5155	LIFE INSURANCE	686	686	660	660	446
01-0121-5156	WORKERS COMPENSATION INS	215	215	240	243	322
	EMPLOYEE BENEFITS	34,231	34,231	28,525	28,537	29,681
CONTRACTUAL SERVICES						
01-0121-5219	OTHER PROFESSIONAL SERVICES	1,900	2,200	1,900	1,900	2,300
01-0121-5257	SOFTWARE MAINTENANCE	12,000	12,100	11,705	12,000	11,365
01-0121-5298	COLLECTION SVCS/DOT SUSP FEE	700	700	400	700	354
	CONTRACTUAL SERVICES	14,600	15,000	14,005	14,600	14,019
SUPPLIES						
01-0121-5312	OFFICE SUPPLIES	1,000	1,500	700	1,000	3,996
	SUPPLIES	1,000	1,500	700	1,000	3,996
SERVICES & CHARGES						
01-0121-5410	DMV ACCESS SERVICE	1,600	1,600	1,600	1,600	1,500
01-0121-5422	SUBSCRIPTIONS	100	100		100	
01-0121-5424	MEMBERSHIPS/DUES	200	200	145	200	100
01-0121-5425	CONFERENCES & SCHOOLS	1,600	1,600	740	1,600	700
01-0121-5429	JURY/WITNESS FEES	100	100	30	100	28
	SERVICES & CHARGES	3,600	3,600	2,515	3,600	2,328
Totals for dept 0121 - MUNICIPAL COURT		232,609	233,509	220,920	221,441	217,965

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)	2019	2020	2021	2022	2023	2024
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	1.50	1.50	1.50	2.00	2.00
Temporary Help	.00	.00	.00	.00	.00	.00
Total	4.12	4.50	4.50	4.50	5.00	5.00

ACTIVITY MEASURES:

Activity	2019	2020	2021	2022	2023*	2024*
Liquor licenses	56	56	57	57	57	57
Bartenders licenses	370	300	394	392	350	350
Park Permits	220	**140	217	139	200	200
Property status reports	175	243	440	391	400	400
Burn permits	250	237	208	192	225	225
Complaints	509	500	469	496	500	500
Registered voters	21,683	22,700	22,900	23,014	23,097	23,097
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) 01-0141-5424 Memberships and 01-0141-5425 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) 01-0141-5471 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 increase in funding is due to four elections scheduled in 2024 vs. two scheduled elections held in 2023.
- 4) 01-0142-5115 Salaries-Temporary in the Elections Budget covers Inspectors of Election (poll workers). A \$2.00 per hour increase was added to poll workers in the budget, moving a regular poll worker from \$10.00 per hour to \$12.00 per hour, and Chief Inspectors from \$11.00 per hour to \$13.00 per hour. 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) 01-0142-5242 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) 01-0142-5425 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) 01-0142-5433 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.

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**City of Franklin, WI
Clerk/Elections - Dept 141 & 142**

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0141 - CITY CLERK						
PERSONAL SERVICES						
01-0141-5111	SALARIES-FT	275,387	275,387	178,690	184,590	197,048
01-0141-5113	SALARIES-PT			72,250	72,258	60,457
01-0141-5114	SEVERANCE PAYMENTS					31,483
01-0141-5115	SALARIES-TEMP	601	601	600	601	
01-0141-5117	SALARIES-OT	2,000	2,000	2,000	2,000	(154)
01-0141-5118	COMPTIME TAKEN	2,500	2,500	2,000		1,060
01-0141-5133	LONGEVITY	240	240	425	240	530
01-0141-5134	HOLIDAY PAY	16,795	16,795	15,100	15,109	14,816
01-0141-5135	VACATION PAY	19,424	19,424	16,250	16,259	30,036
	PERSONAL SERVICES	316,947	316,947	287,315	291,057	335,276
EMPLOYEE BENEFITS						
01-0141-5151	FICA	24,246	24,246	22,000	22,268	24,134
01-0141-5152	RETIREMENT	21,828	21,828	19,345	19,754	18,776
01-0141-5153	RETIREE GROUP HEALTH	780	780	310	329	353
01-0141-5154	GROUP HEALTH & DENTAL	50,726	50,726	40,895	41,095	44,243
01-0141-5155	LIFE INSURANCE	1,663	1,663	1,490	1,494	833
01-0141-5156	WORKERS COMPENSATION INS	380	380	395	408	580
01-0141-5199	ALLOCATED PAYROLL COST	(10,220)	(10,220)	(9,980)	(9,980)	(9,620)
	EMPLOYEE BENEFITS	89,403	89,403	74,455	75,368	79,299
CONTRACTUAL SERVICES						
01-0141-5223	FILING FEES	1,500	1,500	1,500	1,500	1,320
01-0141-5299	SUNDRY CONTRACTORS	7,000	7,000	6,000	7,000	3,145
	CONTRACTUAL SERVICES	8,500	8,500	7,500	8,500	4,465
SUPPLIES						
01-0141-5312	OFFICE SUPPLIES	900	900	900	900	891
01-0141-5313	PRINTING	500	500	500	500	76
	SUPPLIES	1,400	1,400	1,400	1,400	967
SERVICES & CHARGES						
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	9,000	9,000	9,000	9,000	7,967
01-0141-5422	SUBSCRIPTIONS	100	100	100	100	90
01-0141-5424	MEMBERSHIPS/DUES	800	800	800	800	560
01-0141-5425	CONFERENCES & SCHOOLS	3,000	3,000	1,500	3,000	190
01-0141-5432	MILEAGE & TECHNOLOGY	500	500	200	500	
01-0141-5471	BACKGROUND CHECKS	5,200	5,200	5,200	5,200	4,830
	SERVICES & CHARGES	18,600	18,600	16,800	18,600	13,637
	Totals for dept 0141 - CITY CLERK	434,850	434,850	387,470	394,925	433,644

City of Franklin, WI
Clerk/Elections - Dept 141 & 142

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0142 - ELECTIONS						
PERSONAL SERVICES						
01-0142-5111	SALARIES-FT	3,084	3,084	2,160	929	3,869
01-0142-5113	SALARIES-PT	1,903	1,903	1,195	575	2,169
01-0142-5115	SALARIES-TEMP	72,960	60,800	20,900	30,400	41,484
01-0142-5117	SALARIES-OT	8,295	8,295	6,500	4,726	10,353
01-0142-5133	LONGEVITY	6	6		3	
	PERSONAL SERVICES	86,248	74,088	30,755	36,633	57,875
EMPLOYEE BENEFITS						
01-0142-5151	FICA	765	765	700	225	1,179
01-0142-5152	RETIREMENT	567	774	700	246	1,122
01-0142-5153	RETIREE GROUP HEALTH	13	13	10	4	35
01-0142-5154	GROUP HEALTH & DENTAL	1,111	1,111	1,310	448	2,513
01-0142-5155	LIFE INSURANCE	35	35	25	15	42
01-0142-5156	WORKERS COMPENSATION INS	135	135	100	74	234
	EMPLOYEE BENEFITS	2,626	2,833	2,845	1,012	5,125
CONTRACTUAL SERVICES						
01-0142-5214	DATA PROCESSING SERVICES	1,500	3,000	1,500	1,500	1,305
01-0142-5242	EQUIPMENT MAINTENANCE	4,330	8,130	4,000	3,800	228
	CONTRACTUAL SERVICES	5,830	11,130	5,500	5,300	1,533
SUPPLIES						
01-0142-5312	OFFICE SUPPLIES	1,500	1,500	1,500	1,500	2,868
01-0142-5313	PRINTING	4,000	4,000	14,000	14,000	7,576
	SUPPLIES	5,500	5,500	15,500	15,500	10,444
SERVICES & CHARGES						
01-0142-5421	OFFICIAL NOTICES/ADVERTISING	700	1,400	700	700	577
01-0142-5425	CONFERENCES & SCHOOLS	500	500		500	
01-0142-5432	MILEAGE & TECHNOLOGY	100	100		100	
	SERVICES & CHARGES	1,300	2,000	700	1,300	577
FACILITY CHARGES						
01-0142-5532	FACILITY RENTAL	600	1,200	600	600	1,050
	FACILITY CHARGES	600	1,200	600	600	1,050
	Totals for dept 0142 - ELECTIONS	102,104	96,751	55,900	60,345	76,604

INFORMATION SERVICES

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DEPARTMENT: Information Services

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

This program administers city-wide computing and telecommunication needs. This includes the City Hall Complex local area network (LAN) and the City's wide area network (WAN), including 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 replacing individual workstations within other operating departments. Still, it includes staff support for installing and maintaining 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 the 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, 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. The hybrid model is anticipated to continue to be in place for 2024. 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 telecommunication services and equipment cost, excluding the Police Department, is also included in this budget.

ACTIVITY MEASURES:

Activity	2019	2020	2021	2022	2023*	2024*
Total City computers	325	353	358	339	339	351
Software applications	76	72	73	75	75	77
Est. Help Desk Requests	2,290	1,458	1,137	1,470	1,500	1,610

*Forecast

BUDGET SUMMARY:

- 1) 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. One helpdesk operation is a full-time employee; the second is an outsourced contractor. Data Base Administrator (DBA), firewall, security services, and specialty services are outsourced to third-party contractors.
- 2) The IT Director manages current staffing contracts covering the GIS contracted staff. The IT Director also addresses technology-related issues such as phones. Effectively, issues under the Technology Commission's advisory purview fall under the IT Director's day-to-day purview. 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:			
Unexpected Hardware & Software	\$12,000	\$12,000	\$12,000
PC Replacements for Windows 12	\$174,374	\$174,374	\$174,374
Document Management & Scanning Svc	\$71,835	\$71,835	\$71,835
Final SAN Disk & Storage Expansion	\$15,113	\$15,200	\$15,200
Office 365 Migration	\$129,692	\$129,692	\$129,692
Total	<u>\$403,014</u>	<u>\$403,101</u>	<u>\$403,101</u>

- 4) Activity measures in this area were not historically precisely tracked or measurable. However, beginning in 2022, IT staff started documenting all help desk requests and work completed, and a policy has been 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
Info Services - Dept 144

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0144 - INFORMATION SERVICES						
PERSONAL SERVICES						
01-0144-5111	SALARIES-FT	197,562	190,665	183,045	183,048	137,569
01-0144-5117	SALARIES-OT			250		
01-0144-5133	LONGEVITY	60	60	60	60	
01-0144-5134	HOLIDAY PAY	11,756	11,347	10,900	10,912	6,153
01-0144-5135	VACATION PAY	10,485	10,193	9,780	9,783	5,557
	PERSONAL SERVICES	219,863	212,265	204,035	203,803	149,279
EMPLOYEE BENEFITS						
01-0144-5151	FICA	16,820	16,238	15,590	15,591	11,026
01-0144-5152	RETIREMENT	15,171	14,646	13,850	13,859	9,703
01-0144-5153	RETIREE GROUP HEALTH	546	527	385	385	312
01-0144-5154	GROUP HEALTH & DENTAL	51,900	51,900	51,205	51,208	19,474
01-0144-5155	LIFE INSURANCE	1,162	1,125	1,075	1,077	496
01-0144-5156	WORKERS COMPENSATION INS	262	253	280	284	286
01-0144-5199	ALLOCATED PAYROLL COST	(154,060)	(154,060)	(126,600)	(126,600)	(40,600)
	EMPLOYEE BENEFITS	(68,199)	(69,371)	(44,215)	(44,196)	697
CONTRACTUAL SERVICES						
01-0144-5214	DATA PROCESSING SERVICES	127,000	127,000	25,000	25,000	3,889
01-0144-5215	GIS SUPPORT SERVICES	114,700	115,000	114,700	114,700	105,060
01-0144-5242	EQUIPMENT MAINTENANCE	27,975	27,975	34,300	34,300	47,065
01-0144-5257	SOFTWARE MAINTENANCE	101,946	231,637	75,000	76,400	66,372
01-0144-5299	SUNDRY CONTRACTORS	34,020	111,300	90,000	16,300	43,708
	CONTRACTUAL SERVICES	405,641	612,912	339,000	266,700	266,094
SUPPLIES						
01-0144-5312	OFFICE SUPPLIES	200	200	200	200	122
01-0144-5329	OPERATING SUPPLIES	1,500	1,500	1,500	1,500	863
01-0144-5333	EQUIPMENT SUPPLIES	7,000	7,000	7,000	7,000	8,022
	SUPPLIES	8,700	8,700	8,700	8,700	9,007
SERVICES & CHARGES						
01-0144-5410	DATA COMMUN-INTERNET SERVICE	12,400	14,492	12,400	12,400	9,436
01-0144-5415	TELEPHONE	18,400	727	18,400	18,400	13,515
01-0144-5425	CONFERENCES & SCHOOLS	1,800	1,800	1,800	1,800	1,737
	SERVICES & CHARGES	32,600	17,019	32,600	32,600	24,688
CAPITAL OUTLAY						
01-0144-5841	COMPUTER EQUIPMENT				25,000	
	CAPITAL OUTLAY	0	0	0	25,000	0
Totals for dept 0144 - INFORMATION SERVICES		598,605	781,525	540,120	492,607	449,765

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ADMINISTRATION and HUMAN RESOURCES

147

DEPARTMENT: Administration and Human Resources

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The Director of Administration serves as the Chief Administrative Officer of the municipal corporation, leading, planning, organizing, and directing portions of the central administration of the City of Franklin toward the fulfillment of goals and policies determined by the Mayor and Common Council. The Director coordinates certain day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk. The Director oversees the City's insurance program and serves as the Director of Human Resources. As of 2012, the Director of Administration is responsible for overseeing/supervising the Finance Department and assumed the lead role in preparing the Mayor's recommended budget annually 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 policymakers 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 developing and preparing the Mayor's Recommended Budget and Capital Improvement Plan and coordinating the Common Council's annual budget process.
- In conjunction with the Personnel Committee and with support from the Human Resources Manager, responsible for negotiating and administering 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 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)	2019	2020	2021	2022	2023	2024
Director of Administration	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Staff Position	0	*1.00	0	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	*4.00	3.00	3.00	3.00	3.00

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

ACTIVITY MEASURES:

Activity	2019	2020	2021	2022	2023*	2024*
Labor Contract Negotiations	2	1	1	1	2	1
Worker’s Compensation Claims	34	22	36	27	25	25
Job Analyses Conducted & Job Descriptions Revised	15	5	5	4	2	15
New Hires	26	22	28	30	39	28
Separations from Service	22	23	26	37	30	25
Turnover Rate	9.2%	9.6%	10.8%	15.4%	12.5%	10.4%
Civil Service Exams Administered	2	0	2	2	3	1

*Forecast

BUDGET SUMMARY:

1. No Capital Outlay appropriations are included in the 2024 budget.
2. Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to other funds for work completed for those funds.
3. The 2024 budget remains essentially the same as the 2023 budget.

City of Franklin, WI
Admin/HR - Dept 147

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0147 - ADMINISTRATION						
PERSONAL SERVICES						
01-0147-5111	SALARIES-FT	244,082	244,082	245,500	245,537	247,331
01-0147-5117	SALARIES-OT	1,500	1,500	1,500	1,500	1,032
01-0147-5133	LONGEVITY	420	420	420	420	420
01-0147-5134	HOLIDAY PAY	14,529	14,529	14,530	14,533	11,872
01-0147-5135	VACATION PAY	21,909	21,909	20,060	20,060	14,817
	PERSONAL SERVICES	282,440	282,440	282,010	282,050	275,472
EMPLOYEE BENEFITS						
01-0147-5151	FICA	21,607	21,607	21,550	21,577	20,045
01-0147-5152	RETIREMENT	19,488	19,488	19,175	19,179	17,906
01-0147-5153	RETIREE GROUP HEALTH	701	701	530	532	554
01-0147-5154	GROUP HEALTH & DENTAL	43,469	43,469	35,555	35,559	37,367
01-0147-5155	LIFE INSURANCE	1,478	1,478	1,480	1,484	870
01-0147-5156	WORKERS COMPENSATION INS	338	338	390	394	521
01-0147-5160	RECRUITING COSTS			14,425	10,000	9,154
01-0147-5199	ALLOCATED PAYROLL COST	(57,510)	(57,510)	(56,180)	(56,180)	(55,820)
	EMPLOYEE BENEFITS	29,571	29,571	36,925	32,545	30,597
CONTRACTUAL SERVICES						
01-0147-5211	MEDICAL SERVICES	11,300	11,639	11,300	11,300	12,984
01-0147-5219	OTHER PROFESSIONAL SERVICES	10,000	10,300		10,000	400
01-0147-5242	EQUIPMENT MAINTENANCE	1,900	1,957	1,900	1,900	795
01-0147-5252	LABOR ATTORNEY	20,000	20,600	40,000	20,000	16,220
01-0147-5287	UNEMPLOYMENT COSTS	4,000	4,120	650	4,000	
01-0147-5299	SUNDRY CONTRACTORS	19,800	19,800	55,000	55,000	4,120
	CONTRACTUAL SERVICES	67,000	68,416	108,850	102,200	34,519
SUPPLIES						
01-0147-5311	POSTAGE	44,100	45,423	44,000	44,100	43,801
01-0147-5312	OFFICE SUPPLIES	1,200	1,236	1,200	1,200	1,285
01-0147-5313	PRINTING	9,200	9,476	9,200	9,200	9,681
01-0147-5328	EMPLOYMENT TESTING & EDUCATION SUPPLIES	3,000	3,090		3,000	962
01-0147-5329	OPERATING SUPPLIES	3,500	3,500	3,600	3,500	2,189
01-0147-5331	FUEL/LUBRICANTS					113
01-0147-5332	VEHICLE SUPPORT	360	360	20		270
01-0147-5399	MISCELLANEOUS SUPPLIES	100	100	100	100	138
	SUPPLIES	61,460	63,185	58,120	61,100	58,439
SERVICES & CHARGES						
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	1,600	1,600	1,600	1,600	2,178
01-0147-5422	SUBSCRIPTIONS	800	800	800	800	768
01-0147-5424	MEMBERSHIPS/DUES	2,200	2,200	2,200	2,200	1,980
01-0147-5425	CONFERENCES & SCHOOLS	3,200	3,200	1,500	3,200	245
01-0147-5428	ALLOCATED INSURANCE COST	230	230	200	200	200
01-0147-5432	MILEAGE & TECHNOLOGY	600	600	500	600	383
01-0147-5433	EQUIPMENT RENTAL	6,200	6,200	6,200	6,200	6,196
	SERVICES & CHARGES	14,830	14,830	13,000	14,800	11,950
CLAIMS, CONTRIB. AND AWARDS						
01-0147-5726	EMPLOYEE RECOGNITION	1,000	2,000	1,000	1,000	
	CLAIMS, CONTRIB. AND AWARDS	1,000	2,000	1,000	1,000	0
	Totals for dept 0147 - ADMINISTRATION	456,301	460,442	499,905	493,695	410,977

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FINANCE & AUDIT DEPARTMENTS **151, 152**

DEPARTMENT: Finance

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

The City Finance Department is responsible for the cash receipting, accounting, investments, budgeting, banking, borrowing, and financial reporting of all City operations. This includes maintaining 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 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 the efficiency of services to other City departments and the public, increasing department staff knowledge, and 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 an automated lockbox collection application. 2019 included converting paper timesheets to an electronic format integrated with Public Safety's 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 for three years in the fall of 2021. This request is valid until 2024, with hopes of a recommendation for an additional two years.

SERVICES:

- Serve as the City's Chief Financial Officer.
- Preparation of monthly and annual financial statements.
- Coordination of the annual audit.
- Completion of the Annual Comprehensive Financial Report (ACFR).
- 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)	2019	2020	2021	2022	2023	2024
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	0	0	0.5	0	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	.75	.75	.75	.75	.75	.75
Cashier/Clerk	.50	.50	.50	.50	.50	.75
Cashiers (seasonal)	.25	.25	.25	.25	.25	.25
Total	6.73	6.73	7.23	6.73	6.73	6.73

ACTIVITY MEASURES:

Activity	2019	2020	2021	2022*	2023*	2024*
Disbursement Checks	5,111	4,839	5,000	5,200	5,500	5,500
Employees Paid Bi-weekly	246	243	243	247	250	250
Property Tax Bills	13,896	13,862	13,999	14,200	14,200	14,300
Water/Sewer Invoices	39,659	39,725	43,241	43,600	43,600	43,700
General Receipts Processed	13,506	18,715	39,126	42,271	42,300	42,500
Dog/Cat Licenses	511	433	435	435	435	435
Assessment Invoices	nil	nil	7	0	10	10
Customer Invoices	1,417	1,003	1,283	1,450	1,450	1,500
Purchase Requisitions Used	168	246	263	250	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/Audit - Dept 151 & 152

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0151 - FINANCE						
PERSONAL SERVICES						
01-0151-5111	SALARIES-FT	324,853	324,853	318,160	318,164	221,393
01-0151-5113	SALARIES-PT	59,545	59,545	78,820	78,824	114,039
01-0151-5115	SALARIES-TEMP	5,445	5,445	4,905	4,906	7,911
01-0151-5117	SALARIES-OT	1,200	1,200	1,200	1,200	256
01-0151-5133	LONGEVITY	635	635	600	600	600
01-0151-5134	HOLIDAY PAY	19,606	19,606	19,090	19,092	12,013
01-0151-5135	VACATION PAY	28,411	28,411	27,500	27,501	14,267
	PERSONAL SERVICES	439,695	439,695	450,275	450,287	370,479
EMPLOYEE BENEFITS						
01-0151-5151	FICA	33,637	33,637	34,440	34,447	27,293
01-0151-5152	RETIREMENT	26,824	26,824	25,760	25,763	19,502
01-0151-5153	RETIREE GROUP HEALTH	821	821	495	497	624
01-0151-5154	GROUP HEALTH & DENTAL	73,585	73,585	49,700	49,700	31,053
01-0151-5155	LIFE INSURANCE	1,975	1,975	1,925	1,927	720
01-0151-5156	WORKERS COMPENSATION INS	527	527	630	630	706
01-0151-5199	ALLOCATED PAYROLL COST	(93,265)	(93,265)	(93,660)	(93,660)	(90,690)
	EMPLOYEE BENEFITS	44,104	44,104	19,290	19,304	(10,792)
CONTRACTUAL SERVICES						
01-0151-5215	P/R & H/R PROCESSING FEES	43,260	43,260	36,060	42,000	42,934
01-0151-5219	OTHER PROFESSIONAL SERVICES	18,300	18,300	18,300	18,300	30,050
01-0151-5242	EQUIPMENT MAINTENANCE	4,000	4,000	2,000	2,000	1,449
01-0151-5257	SOFTWARE MAINTENANCE	34,095	34,095	36,000	27,100	27,134
01-0151-5299	REAL ESTATE TAX BILL PREP	16,500	16,500	16,500	16,500	15,046
	CONTRACTUAL SERVICES	116,155	116,155	108,860	105,900	116,613
SUPPLIES						
01-0151-5312	OFFICE SUPPLIES	4,000	4,000	2,000	2,000	1,799
01-0151-5313	PRINTING	2,500	2,500	2,000	1,600	1,816
	SUPPLIES	6,500	6,500	4,000	3,600	3,615
SERVICES & CHARGES						
01-0151-5421	OFFICIAL NOTICES/ADVERTISING	3,500	3,500	800	800	348
01-0151-5424	MEMBERSHIPS/DUES	360	360	275	300	275
01-0151-5425	CONFERENCES & SCHOOLS	3,200	3,200	3,200	3,200	25
01-0151-5428	ALLOCATED INSURANCE COST	1,725	1,725	1,500	1,500	1,500
01-0151-5491	BANK FEES	23,500	23,500	23,500	13,400	20,915
	SERVICES & CHARGES	32,285	32,285	29,275	19,200	23,063
CLAIMS, CONTRIB. AND AWARDS						
01-0151-5726	EMPLOYEE RECOGNITION	1,000	1,000			
	CLAIMS, CONTRIB. AND AWARDS	1,000	1,000	0	0	0
	Totals for dept 0151 - FINANCE	639,739	639,739	611,700	598,291	502,978
Dept 0152 - AUDITOR						
CONTRACTUAL SERVICES						
01-0152-5213	ANNUAL AUDIT SERVICES	56,590	56,590	60,000	38,000	37,887
01-0152-5219	ACTUARIAL SERVICES			8,000		
	CONTRACTUAL SERVICES	56,590	56,590	68,000	38,000	37,887
	Totals for dept 0152 - AUDITOR	56,590	56,590	68,000	38,000	37,887

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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, 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)	2019	2020	2021	2022	2023	2024
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk–Contracted ++	++	++	++	++	++	++
Total	0.00	0.00	0.00	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2019 Φ	2020 Φ	2021 Φ	2022 Φ	2023 Φ	2024* Φ
Properties Inspected	563	150	366	328	1073	395
Assessment Notices Mailed	12,240	12,264	12,459	13,250	12,036	13,000
Open Book Hearings	185	254	222	183	509	225
Board of Review Hearings	17	12	16	6	2	6
Residential Parcels	11,932	12,006	12,123	12,169	12,182	12,335
Commercial Parcels	561	564	562	564	568	570
Total Parcels	12,926	13,005	13,117	13,285	13,441	13,450
Assessed Value Increase	196m	275m	360m	563m	454m	350m

* 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 2024 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 2024.

**City of Franklin, WI
Assessor - Dept 154**

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0154 - CITY ASSESSORS						
CONTRACTUAL SERVICES						
01-0154-5210	PROFESSIONAL SERVICES	210,000	250,000	210,000	210,000	209,690
01-0154-5299	SUNDRY CONTRACTORS	11,800	15,000	11,800	11,800	10,623
	CONTRACTUAL SERVICES	221,800	265,000	221,800	221,800	220,313
SUPPLIES						
01-0154-5312	OFFICE SUPPLIES			5		37
01-0154-5313	PRINTING					210
	SUPPLIES	0	0	5	0	247
SERVICES & CHARGES						
01-0154-5421	OFFICIAL NOTICES/ADVERTISING	200	200	350	200	43
	SERVICES & CHARGES	200	200	350	200	43
	Totals for dept 0154 - CITY ASSESSORS	222,000	265,200	222,155	222,000	220,603

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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.

STAFFING – Contractual

ACTIVITY MEASURES:

Activity	2019	2020	2021	2022	2023*	2024*
Hours of Service	5,298	5,048	5,154	5,131	4,953	4,247
Matters Litigated	4	5	8	12	15	18
Municipal Court Cases	9,191	6,983	5,595	5,735	4,725	5,200

*Forecast

City of Franklin, WI
Legal Services - Dept 161

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0161 - LEGAL SERVICES						
CONTRACTUAL SERVICES						
01-0161-5212	LEGAL SERVICES	184,000	189,520	184,000	184,000	178,047
01-0161-5213	LEGAL SERVICES-COURT	58,000	59,740	58,000	58,000	53,101
01-0161-5214	BOARD&COMMSN SUPPORT-PARALG	22,700	22,700	61,000	61,000	58,798
01-0161-5251	SPECIAL ATTORNEY SERVICE	23,000	183,000	5,000	8,025	3,997
01-0161-5253	ATTORNEY FEES - ADDITIONAL SERVICES	30,000	30,000	30,000	30,000	7,137
	CONTRACTUAL SERVICES	317,700	484,960	338,000	341,025	301,080
SERVICES & CHARGES						
01-0161-5425	CONFERENCES & SCHOOLS	1,000	1,030	1,000	1,000	960
01-0161-5427	COURT COSTS	600	618	600	600	
01-0161-5452	CLAIMS SETTLEMENTS					51,500
	SERVICES & CHARGES	1,600	1,648	1,600	1,600	52,460
Totals for dept 0161 - LEGAL SERVICES		319,300	486,608	339,600	342,625	353,540

MUNICIPAL BUILDINGS

181

DEPARTMENT: Municipal Buildings

PROGRAM MANAGER: Director of Administration (Assisted by the Building Operations Supervisor)

PROGRAM DESCRIPTION:

The Municipal Buildings Department operates and maintains the City's buildings, including 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)	2019	2020	2021	2022	2023	2024
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	0
Seasonal Maintenance	0	0	0	0	0	0
Total	4.05	4.05	4.05	4.05	4.05	2.80

ACTIVITY MEASURES:

Square Footage:	2019	2020	2021	2022	2023	2024
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 2024 reflects a reduction of adopted 2023 staffing levels, consisting of one supervisor, one full-time maintenance custodian, two part-time maintenance custodians, and two part-time 2nd shift custodians replaced with a contracted cleaning service.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to Police and Library operations.

City of Franklin, WI
Municipal Buildings - Dept 181

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0181 - MUNICIPAL BUILDINGS						
PERSONAL SERVICES						
01-0181-5111	SALARIES-FT	139,616	139,616	110,380	110,383	106,166
01-0181-5113	SALARIES-PT	28,188	28,188	15,550	15,557	77,471
01-0181-5114	SEVERANCE PAYMENTS				12,762	
01-0181-5115	SALARIES-TEMP	11,174	11,174	11,170	11,174	
01-0181-5117	SALARIES-OT	4,500	4,500	9,800	9,838	6,812
01-0181-5133	LONGEVITY	96	96	300	301	258
01-0181-5134	HOLIDAY PAY	8,652	8,652	11,670	11,671	10,423
01-0181-5135	VACATION PAY	9,170	9,170	11,530	11,538	12,778
	PERSONAL SERVICES	201,396	201,396	170,400	183,224	213,908
EMPLOYEE BENEFITS						
01-0181-5151	FICA	15,407	15,407	17,985	17,987	15,908
01-0181-5152	RETIREMENT	9,193	9,193	14,085	14,087	12,698
01-0181-5153	RETIREE GROUP HEALTH	569	569	330	332	359
01-0181-5154	GROUP HEALTH & DENTAL	40,608	40,608	34,395	34,395	37,383
01-0181-5155	LIFE INSURANCE	611	611	655	655	316
01-0181-5156	WORKERS COMPENSATION INS	3,967	3,967	6,140	6,142	7,385
01-0181-5199	ALLOCATED PAYROLL COST	(146,880)	(146,880)	(180,480)	(180,480)	(174,034)
	EMPLOYEE BENEFITS	(76,525)	(76,525)	(106,890)	(106,882)	(99,985)
CONTRACTUAL SERVICES						
01-0181-5219	OTHER PROFESSIONAL SERVICES	2,500	2,500	80,240	80,244	17,411
01-0181-5287	OTHER COSTS - SHREDDING	800	800	800	800	916
01-0181-5299	SUNDRY CONTRACTORS	34,150	34,150	31,550	7,500	
	CONTRACTUAL SERVICES	37,450	37,450	112,590	88,544	18,327
SUPPLIES						
01-0181-5312	OFFICE SUPPLIES	100	100	135	135	97
01-0181-5326	UNIFORMS	900	900	900	900	598
01-0181-5331	FUEL/LUBRICANTS	100	100	100	100	91
01-0181-5342	CONSUMABLE TOOLS	300	300	300	300	264
	SUPPLIES	1,400	1,400	1,435	1,435	1,050
SERVICES & CHARGES						
01-0181-5415	TELEPHONE	500	500	500	500	327
	SERVICES & CHARGES	500	500	500	500	327
FACILITY CHARGES						
01-0181-5551	WATER	2,100	2,100	2,600	2,100	2,283
01-0181-5552	ELECTRICITY	58,000	58,000	58,000	58,000	48,879
01-0181-5553	SEWER	1,000	1,000	1,000	1,000	
01-0181-5554	NATURAL GAS	10,000	10,000	7,000	10,000	7,025
01-0181-5555	LANDSCAPE MATERIALS	1,500	1,500	1,500	1,500	1,423
01-0181-5556	JANITORIAL SUPPLIES	6,500	6,500	7,000	7,000	5,716
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	27,000	27,000	30,000	27,000	33,564
01-0181-5559	BUILDING MAINTENANCE-OTHER	10,000	10,000	10,000	10,000	8,264
	FACILITY CHARGES	116,100	116,100	117,100	116,600	107,154
Totals for dept 0181 - MUNICIPAL BUILDINGS		280,321	280,321	295,135	283,421	240,781

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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 in its 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 dividend amount 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) Workers' compensation costs are the largest expense within the funding for this area. The State sets rates and calculates the City's modification factor based on claims history. Workers' Compensation expenses are charged out to the operating department budgets. The State does not establish rate changes until October 1st; however, an estimate is included. The State-determined modification factor applied to the City of Franklin goes from .81 in 2023 to .69 in 2024.
- 2) The portion of the insurance budget not allocated to specific departments mainly represents public officials' liability insurance.

**City of Franklin, WI
Insurance - Dept 194**

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0194 - INSURANCE						
SERVICES & CHARGES						
01-0194-5501	INCURRED CLAIM-CURRENT YEAR	20,000	20,000	20,000	20,000	10,000
	SERVICES & CHARGES	20,000	20,000	20,000	20,000	10,000
FACILITY CHARGES						
01-0194-5511	BUILDING INSURANCE	109,250	109,250	95,000	95,000	88,952
01-0194-5512	AUTO/EQUIPMENT INSURANCE	110,000	110,000	100,000	100,000	95,703
01-0194-5513	PUBLIC LIABILITY	144,500	144,500	127,600	127,600	125,740
01-0194-5514	PROFESSIONAL LIABILITY	48,300	48,300	42,900	42,900	42,036
01-0194-5517	WORKERS COMPENSATION INS.	310,000	310,000	350,000	350,000	412,756
01-0194-5518	PUBLIC OFFICIALS E&O INSURCE	56,800	56,800	50,500	50,500	49,460
01-0194-5560	CHARGES&CREDITS-INTERDEPTMTL	(330,465)	(330,465)	(276,000)	(276,000)	(276,020)
01-0194-5561	WORKERS COMP-CONTRA	(310,000)	(310,000)	(350,000)	(350,000)	(412,756)
	FACILITY CHARGES	138,385	138,385	140,000	140,000	125,871
Totals for dept 0194 - INSURANCE		158,385	158,385	160,000	160,000	135,871

**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 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 the Common Council to retain control of uncertain program expenditures at the 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 were appropriations for the merit pay program.

Contingency comprises 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 titled Expenditure Restraint.

Department 199 Anticipated Underspending: The City budgets have historically been underspent for various reasons. The primary reason is manpower positions that are vacant for a portion of the year due to natural staffing turnover. While it is difficult to predict where the vacancies will occur from year to year, vacancies will probably 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 198 & Contingency - Dept 199

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 DEPT REQ BUDGET	2023 PROJECTED ACTIVITY	2023 AMENDED BUDGET	2022 ACTIVITY
Dept 0198 - UNCLASSIFIED EXPENSES						
FACILITY CHARGES						
01-0198-5543	REFUNDED PROPERTY TAXES	20,000	20,000	35,000	20,000	24,579
	FACILITY CHARGES	20,000	20,000	35,000	20,000	24,579
CLAIMS, CONTRIB. AND AWARDS						
01-0198-5731	CLAIMS			25,000	50,000	
	CLAIMS, CONTRIB. AND AWARDS			25,000	50,000	
Totals for dept 0198 - UNCLASS EXP		20,000	20,000	60,000	70,000	24,579
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)	(300,000)		(300,000)	
01-0199-5499	UNRESTRICTED CONTINGENCY	125,000	125,000		114,000	
	CONTINGENCY	2,325,000	2,325,000		2,314,000	
PERSONAL SERVICES						
01-0199-5111	SALARIES-FT	125,000	125,000		125,000	
01-0199-5114	SEVERANCE PAYMENTS	75,000	75,000	15,000	56,900	
	PERSONAL SERVICES	200,000	200,000	15,000	181,900	
Totals for dept 0199 - CONTINGENCY		2,525,000	2,525,000	15,000	2,495,900	