

**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 2014.

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

**SERVICES:**

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

**STAFFING:**

1 Elected position

**BUDGET SUMMARY:**

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998, under City Ordinance 98-1527.
- 2) The 2013 budget remains the same as the 2012 budget except for the addition of a Capital Outlay appropriation for a replacement computer as part of the overall strategy to eliminate XP computers prior to the discontinuation of XP support (\$700).

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr /r Adopted
<b>MAYOR</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-PT	01.101.0000.5113	0	16,800	16,800	16,800	16,800	16,800	16,800	
FICA	01.101.0000.5151	0	1,652	1,652	1,652	1,652	1,652	1,652	
WORKERS COMPENSATION INS	01.101.0000.5158	0	60	54	54	54	48	48	
Sub-total		0	18,512	18,506	18,506	18,506	18,500	18,500	0.0%
Percent of Department Total		#DIV/0!	79.3%	69.6%	69.6%	69.6%	67.8%	67.8%	
<b>SERVICES AND CHARGES</b>									
SUBSCRIPTIONS	01.101.0000.5422	0	0	150	150	150	150	150	
MEMBERSHIPS	01.101.0000.5424	0	0	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01.101.0000.5425	0	35	2,000	2,000	2,000	2,000	2,000	
MILEAGE - AUTO ALLOWANCE	01.101.0000.5432	0	4,800	4,800	4,800	4,800	4,800	4,800	
Sub-total		0	4,835	7,100	7,100	7,100	7,100	7,100	0.0%
<b>CONTRIBUTIONS AND AWARDS</b>									
VOLUNTEER RECOGNITION/AWARDS	01.101.0000.5734	0	0	1,000	1,000	1,000	1,000	1,000	
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		0	4,835	8,100	8,100	8,100	8,100	8,100	0.0%
<b>TOTAL GENERAL FUND</b>									
		0	23,347	26,606	26,606	26,606	26,600	26,600	0.0%
<b>CAPITAL OUTLAY FUND</b>									
OTHER CAPITAL EQUIPMENT	41.101.0000.5841		0	0	0	0	700	700	
SOFTWARE	41.101.0000.5843		0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>									
		0	0	0	0	0	700	700	
<b>GRAND TOTAL MAYOR</b>									
		0	23,347	26,606	26,606	26,606	27,300	27,300	0

## ALDERMEN

102

**DEPARTMENT:** Aldermen

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

### **PROGRAM DESCRIPTION:**

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

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

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

Certain boards and commissions oversee programs with their own budget or fund (such as the Community Development Authority, Civic Celebrations 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)	2008	2009	2010	2011	2012	2013
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Secretary	0.48	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ACTIVITY MEASURES:**

Activity	2008	2009	2010	2011	2012*	2013*
Ordinances passed	28	25	44	27	30	30
Resolutions passed	112	125	71	84	175	100
Common Council meeting hours	69	70	64	57	60	60

\* Forecast

**BUDGET SUMMARY:**

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

Public Policy Forum	\$ 500
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities	8,547
Amer Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Urban Alliance	855

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr /r Adopted
<b>ALDERMEN</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-PT	01.102.0000.5113	60,000	43,200	43,200	43,200	43,200	43,200	43,200	
FICA	01.102.0000.5151	5,783	3,978	4,131	4,131	4,131	4,131	4,131	
WORKERS COMPENSATION INS	01.102.0000.5156	252	156	135	135	135	119	119	
Sub-total		66,035	47,334	47,466	47,466	47,466	47,450	47,450	0.0%
Percent of Department Total		66.6%	69.3%	66.5%	66.5%	67.8%	66.5%	66.5%	
<b>CONTRACTUAL SERVICES</b>									
OTHER PROFESSIONAL SERVICES	01.102.0000.5219	0	0	1,000	1,000	0	1,000	1,000	
SUNDRY CONTRACTORS	01.102.0000.5299	0	0	0	0	0	0	0	
Sub-total		0	0	1,000	1,000	0	1,000	1,000	0.0%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01.102.0000.5312	97	86	100	100	100	100	100	
PRINTING	01.102.0000.5313	7,253	0	100	100	100	100	100	
BOARDS AND COMMISSIONS EXP	01.102.0000.5329	67	65	650	650	250	650	650	
Sub-total		7,417	151	850	850	450	850	850	0.0%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01.102.0000.5421	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01.102.0000.5422	0	0	0	0	0	0	0	
MEMBERSHIPS	01.102.0000.5424	9,930	9,945	10,750	10,750	10,750	10,750	10,750	
CONFERENCES AND SCHOOLS	01.102.0000.5425	60	45	500	500	500	500	500	
MILEAGE - AUTO ALLOWANCE	01.102.0000.5432	15,633	10,800	10,800	10,800	10,800	10,800	10,800	
Sub-total		25,623	20,790	22,050	22,050	22,050	22,050	22,050	0.0%
<b>CONTRIBUTIONS AND AWARDS</b>									
AWARDS	01.102.0000.5726	0	0	0	0	0	0	0	
VOLUNTEER RECOGNITION/AWARDS	01.102.0000.5734	111	0	0	0	0	0	0	
Sub-total		111	0	0	0	0	0	0	
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		33,151	20,941	23,900	23,900	22,500	23,900	23,900	0.0%
<b>TOTAL GENERAL FUND</b>									
		99,186	68,275	71,366	71,366	69,966	71,350	71,350	0.0%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41.102.0000.5812	3,731	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		3,731	0	0	0	0	0	0	
<b>GRAND TOTAL ALDERMEN</b>									
		102,917	68,275	71,366	71,366	69,966	71,350	71,350	

**MUNICIPAL COURT  
121**

**DEPARTMENT:** Municipal Court

**PROGRAM MANAGER:** Municipal Judge

**PROGRAM DESCRIPTION:**

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

**SERVICES:**

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

**STAFFING:**

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	2.00	2.00	2.00	2.50	2.50	2.50
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

\* Administration and Human Resource support through the Police Department

**ACTIVITY MEASURES:**

Activity	2008	2009	2010	2011	2012*	2013*
Municipal court cases	8,019	8,050	10,159	12,285	13,718	15,000

\* Forecast

**BUDGET SUMMARY:**

Two daytime and four nighttime court sessions per month are held. A community service alternative on a limited basis at the Franklin Public Library is currently available as an alternative to serving time at the House of Correction.

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr fr Adopted
<b>MUNICIPAL COURT</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01.121.0000.5111	53,145	62,222	73,000	73,000	73,320	45,250	45,250	
SALARIES-PT	01.121.0000.5113	37,675	38,403	36,450	36,450	36,519	71,400	71,400	
SALARIES-TEMP	01.121.0000.5115	0	0	0	0	0	0	0	
SALARIES-OT	01.121.0000.5117	568	1,150	1,200	1,200	1,200	1,200	1,200	
COMPTIME TAKEN	01.121.0000.5118	0	121	265	265	265	265	265	
LONGEVITY	01.121.0000.5133	300	342	390	390	510	435	435	
HOLIDAY PAY	01.121.0000.5134	4,808	5,185	5,840	5,840	5,451	4,046	4,046	
VACATION PAY	01.121.0000.5135	4,669	5,424	6,673	6,673	6,674	5,185	5,185	
FICA	01.121.0000.5151	8,369	7,248	9,472	9,472	9,481	9,775	9,775	
RETIREMENT	01.121.0000.5152	8,016	9,185	5,962	5,962	5,970	5,100	5,100	
RETIREE GROUP HEALTH	01.121.0000.5153	916	948	1,240	1,240	1,240	659	659	
GROUP HEALTH & DENTAL	01.121.0000.5154	23,748	24,971	25,365	25,365	24,555	38,004	38,004	
LIFE INSURANCE	01.121.0000.5155	386	388	408	408	408	404	404	
WORKERS COMPENSATION INS	01.121.0000.5156	342	330	309	309	309	270	270	
Sub-total		140,942	155,919	166,574	166,574	165,902	181,993	181,993	9.3%
Percent of Department Total		82.0%	69.9%	79.8%	78.6%	79.7%	79.4%	80.3%	
<b>CONTRACTUAL SERVICES</b>									
OTHER PROFESSIONAL SERVICES	01.121.0000.5219	850	400	600	600	600	600	600	
EQUIPMENT MAINTENANCE	01.121.0000.5242	0	0	300	300	300	300	300	
SOFTWARE MAINTENANCE	01.121.0000.5257	0	3,723	7,000	7,000	7,000	8,400	8,400	
PRISONER BOARDING	01.121.0000.5294	28,105	29,236	30,000	30,000	30,000	30,900	30,900	
DOT SUSPENSION FEES/COLLECTION SERV	01.121.0000.5298	65	820	650	650	650	650	650	
Sub-total		29,020	34,178	38,550	38,550	38,550	40,850	40,850	6.0%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01.121.0000.5312	362	780	400	400	400	400	400	
PRINTING	01.121.0000.5313	0	0	350	350	350	350	350	
Sub-total		362	780	750	750	750	750	750	0.0%
<b>SERVICES AND CHARGES</b>									
DMV ACCESS SERVICE	01.121.0000.5410	0	0	1,200	1,200	1,200	1,200	1,200	
SUBSCRIPTIONS	01.121.0000.5422	0	0	100	100	100	100	100	
MEMBERSHIPS	01.121.0000.5424	140	140	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01.121.0000.5425	1,231	2,206	1,250	1,250	1,250	1,250	1,250	
JURY/WITNESS FEES	01.121.0000.5429	175	196	250	250	250	250	250	
Sub-total		1,546	2,542	2,950	2,950	2,950	2,950	2,950	0.0%
SUB TOTAL NON PERSONAL SERVICES		30,928	37,500	42,250	42,250	42,250	44,550	44,550	5.4%
TOTAL GENERAL FUND		171,870	193,419	208,824	208,824	208,152	226,543	226,543	8.5%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41.121.0000.5812	0	0	0	0	0	2,550	2,550	
COMPUTER EQUIPMENT	41.121.0000.5841	28	3,119	0	0	0	0	0	
SOFTWARE	41.121.0000.5843	0	26,554	0	3,000	0	0	0	
TOTAL CAPITAL OUTLAY FUND		28	29,672	0	3,000	0	2,550	2,550	
GRAND TOTAL MUNICIPAL COURT		171,898	223,091	208,824	211,824	208,152	229,093	229,093	9.7%
Less Program Revenue:									
Penalties & Forfeitures @ 12%		-50,701	-51,973	-48,840	-48,840	-56,400	-54,000	-54,000	
Net Municipal Court Related Costs		121,195	171,118	159,984	162,984	151,752	175,093	175,093	

**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.
- Complaint handling
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents.
- Issue permits and licenses, as required by local and state laws. Also administers reservation requests for park rental, ball diamond rental, other recreation facility rental, burn permits, and alarm permits.
- Oversee City records management and retention program.
- Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, election inspector training, and preparation and processing of Federal, State, and local elections.
- Coordinate, prepare and distribute city directory and monthly calendar.

**STAFFING:**

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
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	1.48	1.48	1.00	1.00	1.00
Clerk/Typist	.50	.50	.50	.62	.62	.62
Secretary	.00	.00	.00	.50	.50	.50
Temporary Help	.03	.02	.02	.02	.02	.02
<b>Total</b>	<b>3.53</b>	<b>4.00</b>	<b>4.00</b>	<b>4.14</b>	<b>4.14</b>	<b>4.14</b>

**ACTIVITY MEASURES:**

Activity	2008	2009	2010	2011	2012*	2013*
Liquor licenses	55	54	56	55	55	55
Bartenders licenses	323	446	383	367	300	350
Property status reports	99	101	96	127	122	100
Burn permits	387	378	375	332	325	325
Registered voters	24,323	**20,768	21,204	20,808	21,825	22,500
Elections held	4	2	4	2	6	2

\*Forecast

\*\*State Statutes mandatory purge and update of voters' list

**BUDGET SUMMARY:**

- 1) 01.141.0000.5424 Memberships and 01.141.0000.5425 Conferences/Schools in the City Clerk's budget includes funding for all employees in the Director of Clerk Services' office.
- 2) 01.141.0000.5471 Background Checks includes funding for all license applicants and Board/Commission recommended appointees (\$7 charge for each check conducted through the Wisconsin Department of Justice, Crime Information Bureau).
- 3) Election decrease in funding is due to two elections scheduled in 2013 vs. six elections held in 2012 (four were scheduled and two were special). In addition, the boundaries created by the redistricting (completed in 2011) went into effect January 1, 2012, and, as required by State law, Franklin has exceeded the population of 35,000 and now is required to vote by "Ward" rather than "District". As a result of having three State Assembly Districts, two Senate Districts, three County Supervisory Districts, three School Districts, and twenty-five Wards, costs have increased for pollworkers, ballot printing, and machine tabulating.
- 4) 01.142.0000.5115 Salaries-Temporary in the Elections Budget covers Inspectors of Election (poll workers). Inspectors are currently paid minimum wage (\$7.25), with the Chairman of each location receiving an additional .25 cents per hour. Due to State election law changes enacted in 2011 and due to the effects of local changes outlined in Item 3 above, two additional workers are requested at each polling location to assist in the successful operation of Election day. (While abiding by the restrictions of State law,

the number of workers assigned to each polling location will vary depending on the voter turnout estimated by the Dir. of Clerk Services.)

- 5) 01.142.0000.5242 Election Equipment Maintenance includes maintenance coverage for touch screen elections machines required by the Help America Vote Act of 2002 (HAVA) whereby every polling place is required to have accessible equipment allowing all voters the ability to vote independently, without assistance. This account also includes a full year of maintenance on the six optical scan voting machines. In addition, backup and preservation of electronic data, pursuant to Wis. Stats §5.05(1)(e) and 5.06(6), is covered in the maintenance agreements.
- 6) 01.142.0000.5425 Conferences and Schools in the Elections Budget includes funding for State-mandated training for Chief Election Inspectors (pollworker chairmen at each polling location).
- 7) 01.142.0000.5433 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 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr yr Adopted
<b>CITY CLERK</b>									
<b>PERSONAL SERVICES</b>									
	01.141.0000.5111	145,404	146,094	150,766	150,766	150,237	153,672	153,672	
	01.141.0000.5113	28,663	32,778	35,574	35,574	35,875	39,978	39,978	
	01.141.0000.5115	0	0	601	601	800	601	601	
	01.141.0000.5117	344	390	500	500	500	500	500	
	01.141.0000.5118	10	0	163	163	900	0	0	
	01.141.0000.5133	863	890	900	900	900	900	900	
	01.141.0000.5134	10,857	11,283	11,188	11,188	10,707	11,994	11,994	
	01.141.0000.5135	15,313	16,231	15,727	15,727	16,524	17,043	17,043	
	01.141.0000.5151	15,288	15,469	16,480	16,480	16,558	17,189	17,189	
	01.141.0000.5152	18,633	18,857	15,910	15,910	15,992	11,204	11,204	
	01.141.0000.5153	1,897	1,954	1,947	1,947	1,947	2,000	2,000	
	01.141.0000.5154	47,015	49,771	50,475	50,475	51,146	48,849	48,849	
	01.141.0000.5155	717	811	772	772	851	808	808	
	01.141.0000.5156	694	601	538	538	541	494	494	
	01.141.0000.5199	-14,600	-14,800	-14,800	-14,800	-14,800	-13,600	-13,600	
	Sub-total	271,098	280,319	286,741	286,741	288,678	291,632	291,632	1.7%
	Percent of Department Total	91.1%	91.3%	91.3%	91.3%	91.3%	91.6%	91.6%	
<b>CONTRACTUAL SERVICES</b>									
	01.141.0000.5223	939	570	1,800	1,800	1,800	1,500	1,500	
	01.141.0000.5242	85	0	0	0	0	0	0	
	01.141.0000.5299	6,637	5,434	5,900	5,900	5,900	5,900	5,900	
	Sub-total	7,661	6,004	7,700	7,700	7,700	7,400	7,400	-3.9%
<b>SUPPLIES</b>									
	01.141.0000.5312	760	1,208	900	900	900	900	900	
	01.141.0000.5313	144	90	400	400	400	400	400	
	Sub-total	904	1,298	1,300	1,300	1,300	1,300	1,300	0.0%
<b>SERVICES AND CHARGES</b>									
	01.141.0000.5421	11,014	8,267	9,000	9,000	9,000	9,000	9,000	
	01.141.0000.5422	25	109	100	100	100	100	100	
	01.141.0000.5424	700	530	600	600	600	600	600	
	01.141.0000.5425	1,093	1,335	2,200	2,200	2,200	2,000	2,000	
	01.141.0000.5432	434	637	600	600	600	600	600	
	01.141.0000.5471	4,557	3,920	5,850	5,850	5,850	5,850	5,850	
	Sub-total	17,823	14,798	18,350	18,350	18,350	18,150	18,150	-1.1%
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		26,388	22,100	27,350	27,350	27,350	26,850	26,850	-1.8%
<b>TOTAL GENERAL FUND</b>									
		297,486	302,419	314,091	314,091	316,028	318,482	318,482	1.4%
<b>CAPITAL OUTLAY FUND</b>									
	41.141.0000.5813	0	0	0	0	0	0	0	
	41.141.0000.5841	0	4,677	0	0	0	0	0	
	41.141.0000.5843	0	0	0	0	0	0	0	
	TOTAL CAPITAL OUTLAY FUND	0	4,677	0	0	0	0	0	100.0%
<b>GRAND TOTAL CITY CLERK</b>									
		297,486	307,096	314,091	314,091	316,028	318,482	318,482	1.4%
<b>Less Program Revenue:</b>									
	Licenses: 4201 -4217	-60,051	-58,353	-58,100	-58,100	-58,100	-58,100	-58,100	
	Licenses: 4225 -4241	-10,002	-7,217	-9,300	-9,300	-9,600	-9,300	-9,300	
	PUBLICATIONS & RECORDING	-1,896	-1,927	-2,000	-2,000	-2,000	-2,000	-2,000	
	PROPERTY STATUS REPORTS	-2,430	-3,850	-2,500	-2,500	-3,000	-2,500	-2,500	
	Total Program Revenue	-74,379	-71,347	-71,900	-71,900	-71,700	-71,900	-71,900	
<b>Net City Clerk Related Costs</b>									
		223,107	235,749	242,191	242,191	244,328	246,582	246,582	

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr fr Adopted
<b>ELECTIONS</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01.142.0000.5111	1,155	819	1,500	1,500	900	770	770	
SALARIES-PT	01.142.0000.5113	174	394	936	936	1,502	511	511	
SALARIES-TEMP	01.142.0000.5115	17,573	12,385	24,843	24,843	25,143	15,000	15,000	
SALARIES-OT	01.142.0000.5117	2,045	657	4,000	4,000	9,002	1,238	1,238	
LONGEVITY	01.142.0000.5133	29	14	8	8	45	8	8	
FICA	01.142.0000.5151	248	133	493	493	1,215	193	193	
RETIREMENT	01.142.0000.5152	393	153	516	516	985	156	156	
RETIREE GROUP HEALTH	01.142.0000.5153	53	36	86	86	52	44	44	
GROUP HEALTH & DENTAL	01.142.0000.5154	969	460	1,223	1,223	2,584	615	615	
LIFE INSURANCE	01.142.0000.5155	0	0	15	15	41	8	8	
WORKERS COMPENSATION INS	01.142.0000.5156	113	63	121	121	130	62	62	
Sub-total		22,751	15,115	33,741	33,741	41,599	18,605	18,605	-44.9%
Percent of Department Total		74.6%	66.5%	71.9%	71.9%	77.3%	60.4%	60.4%	
<b>CONTRACTUAL SERVICES</b>									
DP SERVICES	01.142.0000.5214	741	880	2,000	2,000	2,000	2,000	2,000	
EQUIPMENT MAINTENANCE	01.142.0000.5242	2,060	3,060	3,700	3,700	3,700	3,800	3,800	
Sub-total		2,801	3,920	5,700	5,700	5,700	5,800	5,800	1.8%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01.142.0000.5312	665	1,375	1,500	1,500	500	1,500	1,500	
PRINTING	01.142.0000.5313	2,595	1,486	3,000	3,000	3,000	3,000	3,000	
Sub-total		3,160	2,863	4,500	4,500	3,500	4,500	4,500	0.0%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01.142.0000.5421	817	215	1,000	1,000	1,000	500	500	
CONFERENCES AND SCHOOLS	01.142.0000.5425	8	0	600	600	600	600	600	
MILEAGE	01.142.0000.5432	82	32	200	200	200	200	200	
EQUIPMENT RENTAL	01.142.0000.5532	900	600	1,200	1,200	1,200	600	600	
Sub-total		1,806	846	3,000	3,000	3,000	1,900	1,900	-36.7%
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		7,767	7,629	13,200	13,200	12,200	12,200	12,200	-7.6%
<b>TOTAL GENERAL FUND</b>									
		30,518	22,744	46,941	46,941	53,799	30,805	30,805	-34.4%
<b>CAPITAL OUTLAY FUND</b>									
OTHER CAPITAL EQUIPMENT	41.142.0000.5819	0	0	0	0	0	0	0	
SOFTWARE	41.142.0000.5843	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	0	0.0%
<b>GRAND TOTAL ELECTIONS</b>									
		30,518	22,744	46,941	46,941	53,799	30,805	30,805	-34.4%
<b>Less Program Revenue:</b>									
REFUNDS & REIMB - ELECTIONS	01.0000.4782	0	-2,029	0	0	0	0	0	
<b>Net Elections Related Costs</b>									
		30,518	20,715	46,941	46,941	53,799	30,805	30,805	

## INFORMATION SERVICES

144

**DEPARTMENT:** Information Services

**PROGRAM MANAGER:** Director of Administration

### PROGRAM DESCRIPTION:

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

### SERVICES:

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

### STAFFING:

The City's information services function is managed by the Director of Administration through a professional services contract with an outside data processing technical support firm; however, beginning in mid-2010, one technician was assigned under the day-to-day authority of the Police Chief. 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	2008	2009	2010	2011	2012	2013*
Total City computers	185	190	203	215	257	260
Software applications	45	48	49	50	53	56
Est. Help Desk Requests	1,500	1,300	1,300	1,300	1,100	1,000

### BUDGET SUMMARY:

- 1) Overall, the 2013 budget provides for continuation of contracted technical support services at approximately the same level provided for in 2012, although any increase in service rates will be offset by a comparable decrease in hours so that funding stays flat. With on-call services covering time outside regular business hours, the service coverage is 24 hours/day–7 days/week. Contracted services are estimated to be less than the cost of comparable coverage from full-time staff positions providing data processing support. A reduction in help desk requests is projected due to stability improvements anticipated from projects during this year and next.
- 2) The 2013 non-capital operating budget remains very stable, with an increase occurring in the capital budget.
- 3) Capital Outlay purchases include a Central Router & Filter Replacement (\$5,500); Backup System Upgrades (\$9,000); Server Replacement for a virtual host server that hosts non-clustered applications such as the domain controller and DNS server (\$8,500); replacement of Network Switches for those past their usable life and warranty (\$5,000); Emergency Hardware/Software Replacements for system or device failures that were not budgeted and are not under warranty (\$7,500); Off-The-Shelf GIS EditApp Solution (\$15,000); Server Room Remote Access Interfaces to ensure that all server and networking equipment is remotely accessible in case of any outages (\$2,000); Remote Link Monitoring System for troubleshooting (\$4,000); and minor Software Updates & Utilities (\$1,500) .
- 4) Note that due to the new virtual server infrastructure, no new or replacement servers were required in 2012, the first year in a long while that there were no actual servers in the budget. One new server is required in the 2013 budget. The virtual environment has enabled IT to significantly reduce the total required numbers of servers which can cost between \$5,000 and \$10,000 each. As such, the virtual server strategy is saving the City money.

CITY OF FRANKLIN		2010	2011	2012	2012	2012	2013	2013	Change Pr
2013 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	yr Adopted
<b>INFORMATION SERVICES</b>									
<b>CONTRACTUAL SERVICES</b>									
DATA PROCESSING SERVICES	01.144.0000.5214	159,083	104,847	122,000	122,000	122,000	122,000	122,000	
GIS SUPPORT SERVICES	01.144.0000.5215	98,992	90,493	98,350	98,350	98,350	98,350	98,350	
EQUIPMENT MAINTENANCE	01.144.0000.5242	13,443	12,783	13,550	13,550	13,550	13,000	13,000	
SOFTWARE MAINTENANCE	01.144.0000.5257	40,613	42,495	43,500	43,500	43,500	49,000	49,000	
SUNDRY CONTRACTORS	01.144.0000.5299	2,739	2,030	3,000	3,000	3,000	3,000	3,000	
Sub-total		314,866	252,648	280,400	280,400	280,400	285,350	285,350	1.8%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01.144.0000.5312	11	85	200	200	200	200	200	
OPERATING SUPPLIES - OTHER	01.144.0000.5329	3,724	4,843	4,650	4,650	4,650	4,650	4,650	
EQUIPMENT SUPPLIES	01.144.0000.5333	1,855	1,609	2,250	2,250	2,250	2,250	2,250	
Sub-total		5,590	6,516	7,100	7,100	7,100	7,100	7,100	0.0%
<b>SERVICES AND CHARGES</b>									
DATA COMMUNICATION SERVICES	01.144.0000.5410	8,828	8,982	14,000	14,000	14,000	14,000	14,000	
TELEPHONE	01.144.0000.5415	22,636	23,732	25,850	25,850	25,850	25,850	25,850	
Sub-total		31,464	32,694	39,850	39,850	39,850	39,850	39,850	0.0%
<b>TOTAL GENERAL FUND</b>		<b>351,920</b>	<b>291,858</b>	<b>327,350</b>	<b>327,350</b>	<b>327,350</b>	<b>332,300</b>	<b>332,300</b>	<b>1.5%</b>
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41.144.0000.5812	0	0	0	0	0	0	0	
OTHER CAPITAL EQUIPMENT	41.144.0000.5819	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.144.0000.5841	30,753	39,872	35,500	35,500	35,500	40,000	40,000	
SOFTWARE	41.144.0000.5843	11,423	16,590	7,500	7,500	7,500	18,000	18,000	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>42,176</b>	<b>56,462</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>58,000</b>	<b>58,000</b>	<b>34.9%</b>
<b>GRAND TOTAL INFORMATION SERVICES</b>		<b>394,096</b>	<b>348,320</b>	<b>370,350</b>	<b>370,350</b>	<b>370,350</b>	<b>390,300</b>	<b>390,300</b>	<b>5.4%</b>

## **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 day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk. The Director has responsibility of overseeing the City's insurance program and serves as the Director of Human Resources. As of 2012, the Director of Administration was given the responsibility of overseeing/supervising the Finance Department and assumed the lead role in the annual preparation of the Mayor's recommended budget and coordinating the Common Council's annual budget process.

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

### **MAJOR SERVICES:**

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

- Provide departmental staff support to the Personnel Committee, Finance Committee, Fire & Police Commission, and Technology Commission.
- Coordinate the City's annual employee performance evaluation procedure.
- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Finance, Information Services, and Building Inspection offices and staff.

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Director of Administration</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Administrative Assistant</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Human Resources Coordinator</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Clerk Typist</b>	.80	.60	.60	.12	.00	.00
<b>Total</b>	<b>3.80</b>	<b>3.60</b>	<b>3.60</b>	<b>3.12</b>	<b>3.00</b>	<b>3.00</b>

**ACTIVITY MEASURES:**

<b>Activity</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012*</b>	<b>2013*</b>
Labor Contracts Having Negotiations	3	6	4	0	3	1
Worker's Comp Claims	62	43	33	43	40	40
Job Analyses Conducted & Job Description Revised	5	4	3	4	7	4
New Hires	12	4	11	14	15	10
Separations from Service	17	10	10	7	19	10
Turnover Rate	7.2%	4.4%	4.4%	3.0%	8.3%	4.4%
Civil Service Exams Administered	3	0	3	5	5	3

\* Forecast

**BUDGET SUMMARY:**

1. The capital outlay appropriations are for a replacement computer (\$700) and fire-resistant filing cabinet for personnel records (\$4,400).
2. It is worth noting that the Administration and Human Resources budget does not include expenditures related to the continuation of the Wellness Program as established by the Common Council through the prior approval of certain union contracts for 2010 and beyond. As explained in conjunction with approval of the non-represented employee pay and benefits ordinances at that time, direct costs associated with the Wellness Program will be charged directly to the Group Health internal service fund. Costs include items such as printing, purchase of educational DVD's, speaker fees, rental fees, refreshments, employee incentives, and a myriad of other potential items that can educate, inform, or engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments. The costs will be capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2013 is approximately \$20,400. Said costs, amounting to less than two-thirds of one percent of expenditures, are built into the premium rates and projected costs for the Group Health fund.
3. A nominal appropriation has been re-established for employee recognition.

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr /r Adopted
<b>ADMINISTRATION</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01.147.0000.5111	187,599	190,007	186,485	186,485	189,764	193,469	193,469	
SALARIES-PT	01.147.0000.5113	18,829	3,846	0	0	0	0	0	
SALARIES-OT	01.147.0000.5117	418	998	1,500	1,500	700	1,500	1,500	
COMPTIME TAKEN	01.147.0000.5118	0	11	540	540	0	100	100	
LONGEVITY	01.147.0000.5133	185	233	240	240	240	240	240	
HOLIDAY PAY	01.147.0000.5134	13,389	11,803	12,392	12,392	11,684	11,918	11,918	
VACATION PAY	01.147.0000.5135	11,440	13,392	15,373	15,373	15,542	15,854	15,854	
FICA	01.147.0000.5151	16,941	16,101	16,565	16,565	16,672	17,066	17,066	
RETIREMENT	01.147.0000.5152	23,188	21,789	12,559	12,559	12,640	11,154	11,154	
RETIREE GROUP HEALTH	01.147.0000.5153	3,108	3,263	3,401	3,401	3,211	3,419	3,419	
GROUP HEALTH & DENTAL	01.147.0000.5154	40,428	42,552	43,145	43,145	41,682	38,568	38,568	
LIFE INSURANCE	01.147.0000.5155	914	862	855	855	863	879	879	
WORKERS COMPENSATION/INS	01.147.0000.5156	785	640	540	540	544	490	490	
Allocated payroll cost	01.147.0000.5199	-19,400	-19,400	-19,400	-19,400	-19,400	-17,700	-17,700	
Sub-total		287,820	286,096	274,195	274,195	274,142	276,957	276,957	1.0%
Percent of Department Total		73.5%	71.1%	63.8%	65.1%	63.6%	63.5%	63.5%	
<b>CONTRACTUAL SERVICES</b>									
MEDICAL SERVICES	01.147.0000.5211	10,460	4,377	6,300	6,300	7,050	7,500	7,500	
HR PROCESSING FEES	01.147.0000.5215	13,093	12,416	12,300	12,300	12,300	12,300	12,300	
OTHER PROFESSIONAL SERVICES	01.147.0000.5219	1,430	0	3,700	3,700	3,700	3,700	3,700	
AUTO MAINTENANCE	01.147.0000.5241	0	684	600	600	600	600	600	
EQUIPMENT MAINTENANCE	01.147.0000.5242	1,312	1,225	1,500	1,500	1,500	1,500	1,500	
LABOR ATTORNEY	01.147.0000.5252	13,422	13,110	24,000	24,000	23,000	23,000	23,000	
UNEMPLOYMENT COSTS	01.147.0000.5287	5,080	7,079	15,000	15,000	15,000	10,000	10,000	
SUNDRY CONTRACTORS	01.147.0000.5299	3,772	3,772	4,500	4,500	4,500	4,500	4,500	
Sub-total		48,569	42,664	67,900	68,875	67,650	63,100	63,100	-7.1%
<b>SUPPLIES</b>									
POSTAGE	01.147.0000.5311	36,804	40,080	46,500	46,500	48,000	48,000	48,000	
OFFICE SUPPLIES	01.147.0000.5312	1,015	854	800	800	800	800	800	
PRINTING	01.147.0000.5313	3,000	11,955	10,100	10,100	10,100	8,700	8,700	
TRASH BAGS	01.147.0000.5323	0	0	0	0	0	0	0	
EDUCATION SUPPLIES-TESTING	01.147.0000.5328	4,508	2,149	6,000	6,000	6,000	6,000	6,000	
OPERATING SUPPLIES-OTHER	01.147.0000.5329	3,698	4,610	5,650	5,650	5,650	5,650	5,650	
FUEL & LUBRICANTS	01.147.0000.5331	496	657	550	550	550	550	550	
VEHICLE SUPPORT	01.147.0000.5332	300	300	300	300	300	300	300	
MISCELLANEOUS SUPPLIES	01.147.0000.5399	169	303	0	0	0	0	0	
Sub-total		49,991	60,908	69,900	69,900	71,400	70,000	70,000	0.1%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01.147.0000.5421	167	2,019	4,800	4,800	4,800	6,000	6,000	
SUBSCRIPTIONS	01.147.0000.5422	458	562	650	650	650	650	650	
MEMBERSHIPS	01.147.0000.5424	1,751	2,216	2,200	2,200	2,200	2,250	2,250	
CONFERENCES AND SCHOOLS	01.147.0000.5425	579	1,069	3,200	3,200	3,200	3,200	3,200	
ALLOCATED INSURANCE COST	01.147.0000.5428	200	200	200	200	200	200	200	
MILEAGE	01.147.0000.5432	519	899	600	600	600	600	600	
EQUIPMENT RENTAL	01.147.0000.5433	4,951	3,620	5,100	5,100	5,100	5,100	5,100	
Sub-total		8,825	10,586	16,750	16,750	16,750	18,000	18,000	7.5%
EMPLOYEE RECOGNITION	01.147.0000.5726	0	0	0	0	0	3,000	3,000	
<b>SUB TOTAL NON PERSONAL SERVICES</b>		107,185	114,158	154,550	145,525	155,800	154,100	154,100	-0.3%
<b>TOTAL GENERAL FUND</b>		405,005	400,254	428,745	419,720	429,942	431,057	431,057	0.5%
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41.147.0000.5813	0	0	0	0	0	4,400	4,400	
COMPUTER EQUIPMENT	41.147.0000.5841	0	2,115	1,250	1,250	1,250	700	700	
SOFTWARE	41.147.0000.5843	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>		0	2,115	1,250	1,250	1,250	5,100	5,100	308.0%
<b>GRAND TOTAL ADMINISTRATION</b>		405,005	402,369	429,995	420,970	431,192	436,157	436,157	1.4%

**FINANCE DEPARTMENT**  
**151, 152**

**DEPARTMENT:** Finance

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

**PROGRAM DESCRIPTION:**

The City Finance Department is responsible for the cash receipting, accounting, investments, budgeting, banking, borrowing, and financial reporting of all City and Water Utility operations. This includes the maintenance of all financial records for the City and Water Utility, billing and collections, accounts payable processing, managing the City's borrowing, and processing payroll for all City employees. The Director is responsible for cash management and investment management with the assistance of an outside investment manager. The department is also responsible for property tax collections for the City and the other taxing jurisdictions from December through July of each year. Long-term department goals include increasing automation of accounting and treasury functions to improve efficiency of services to other City departments and the public, increasing the knowledge of department staff, maintaining timely, quality and useful financial information to City officials and citizens.

Department No. 152 accounts for the cost of the annual City audit.

**SERVICES:**

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

**STAFFING:**

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
Chief Financial Officer (Temp)				.50	.50	.50
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.30	1.30	1.30	1.23	1.23	1.23
Lead Cashier	.75	.75	.75	.56	.56	.56
Cashier/Clerk	.80	.80	.80	.56	.56	.56
Cashier (seasonal)	.25	.25	.25	.25	.25	.25
<b>Total</b>	<b>7.10</b>	<b>7.10</b>	<b>7.10</b>	<b>7.10</b>	<b>7.10</b>	<b>7.10</b>

**ACTIVITY MEASURES:**

Activity	2008	2009	2010	2011	2012*	2013*
Disbursement Checks	5,349	5,499	5,428	6,435	5,800	5,900
Employees Paid	393	333	351	342	350	350
Property Tax Bills	13,290	13,365	13,393	13,694	13,800	13,800
Water/Sewer Payments	37,537	37,454	37,588	37,769	37,800	37,800
General Receipts Processed	8,383	7,453	7,759	8,165	8,200	8,200
Dog/Cat licenses	681	709	689	591	700	700
Assessment Invoices	61	25	0	16	20	20
Customer Invoices	869	795	709	778	800	800
Purchase Requisitions Used	4,412	4,035	3,645	4,099	4,200	4,200

\* Forecast

**BUDGET SUMMARY:**

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

Computer Equipment	\$4,000
Financial Software	\$100,000

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr fr Adopted
<b>FINANCE</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01.151.0000.5111	244,531	204,756	227,278	227,278	224,378	219,492	219,492	
SALARIES-PT	01.151.0000.5113	85,989	102,549	75,796	75,796	82,294	121,266	121,266	
SALARIES-TEMP	01.151.0000.5115	3,873	5,317	4,834	4,834	4,810	4,882	4,882	
SALARIES-OT	01.151.0000.5117	866	1,185	1,200	1,200	400	1,200	1,200	
COMPTIME TAKEN	01.151.0000.5118	1,206	1,085	1,527	1,527	2,000	1,500	1,500	
LONGEVITY	01.151.0000.5133	629	524	500	500	550	570	570	
HOLIDAY PAY	01.151.0000.5134	19,065	15,299	22,241	22,241	20,410	19,263	19,263	
VACATION PAY	01.151.0000.5135	22,004	18,272	25,577	25,577	22,621	28,227	28,227	
FICA	01.151.0000.5151	27,560	26,039	27,460	27,460	27,346	30,324	30,324	
RETIREMENT	01.151.0000.5152	34,878	29,900	20,374	20,374	14,880	17,074	17,074	
RETIREE GROUP HEALTH	01.151.0000.5153	3,155	3,305	3,302	3,302	3,307	3,796	3,796	
GROUP HEALTH & DENTAL	01.151.0000.5154	74,140	73,778	95,348	95,348	81,782	85,382	85,382	
LIFE INSURANCE	01.151.0000.5155	1,240	1,054	1,172	1,172	1,014	1,358	1,358	
WORKERS COMPENSATION INS	01.151.0000.5166	1,271	1,013	896	896	893	871	871	
ALLOCATED PAYROLL COST	01.151.0000.5199	-62,400	-62,000	-62,000	-62,000	-62,000	-59,100	-59,100	
Sub-total		458,006	422,077	445,505	445,505	424,685	476,095	476,095	6.9%
Percent of Department Total		87.5%	87.4%	85.8%	85.8%	86.1%	87.5%	88.2%	
<b>CONTRACTUAL SERVICES</b>									
PAYROLL PROCESSING FEES	01.151.0000.5215	14,923	16,092	16,394	16,394	17,145	17,700	17,700	
OTHER PROFESSIONAL SERVICE	01.151.0000.5219		610					0	
EQUIPMENT MAINTENANCE	01.151.0000.5242	789	848	1,000	1,000	1,000	1,000	1,000	
SOFTWARE MAINTENANCE	01.151.0000.5257	13,073	15,404	16,000	16,000	14,605	16,000	16,000	
COLLECTION SERVICES	01.151.0000.5298	217	55	0	0	0	0	0	
TAX BILL PREPARATION & MAILING	01.151.0000.5299	11,245	11,611	12,700	12,700	12,700	13,100	13,100	
Sub-total		40,247	44,618	46,094	46,094	45,450	47,800	47,800	3.7%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01.151.0000.5312	1,670	2,236	2,300	2,300	2,300	2,300	2,300	
PRINTING	01.151.0000.5313	1,585	1,032	2,500	2,500	2,500	2,500	2,500	
Sub-total		3,255	3,268	4,800	4,800	4,800	4,800	4,800	0.0%
<b>SERVICES &amp; CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01.151.0000.5421					0		0	
SUBSCRIPTIONS	01.151.0000.5422					0		0	
MEMBERSHIPS	01.151.0000.5424	300	300	400	400	325	400	400	
CONFERENCES & SEMINARS	01.151.0000.5425	1,924	2,372	2,500	2,500	3,055	5,000	5,000	
ALLOCATED INSURANCE COST	01.151.0000.5428	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
BANK FEES	01.151.0000.5491	9,378	4,601	9,500	9,500	4,500	4,313	4,313	
Sub-total		13,103	8,773	13,900	13,900	9,380	11,213	11,213	-19.3%
SUB TOTAL NON PERSONAL SERVICES		56,605	56,659	64,794	64,794	59,630	63,813	63,813	-1.5%
TOTAL GENERAL FUND		514,611	478,736	510,299	510,299	484,315	539,908	539,908	5.8%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE & FIXTURES	41.151.0000.5812	0	0	0	0	0	0	0	
OFFICE EQUIPMENT	41.151.0000.5813	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.151.0000.5841	780	4,212	4,000	4,000	4,000	4,000	4,000	
SOFTWARE	41.151.0000.5843	8,000	0	5,000	5,000	5,000	0	0	
TOTAL CAPITAL OUTLAY FUND		8,780	4,212	9,000	9,000	9,000	4,000	4,000	-55.6%
GRAND TOTAL FINANCE		523,391	482,948	519,299	519,299	493,315	543,908	543,908	4.7%
<b>Less Program Revenue:</b>									
INTEREST ON INVESTMENTS	Treasu: 01.0000.4711	-131,901	-89,984	-314,000	-314,000	-59,103	-75,000	-75,000	
INVESTMENT GAINS/LOSSES	Treasu: 01.0000.4713	31,515	-14,233	10,000	10,000	-5,837	10,000	10,000	
INTEREST-TAX ROLL	Treasu: 01.0000.4715	-124,571	-124,052	-115,000	-115,000	-64,064	-75,000	-75,000	
Total Program Revenue		-224,957	-228,249	-419,000	-419,000	-129,004	-140,000	-140,000	
Net Finance Related Costs		298,434	254,699	100,299	100,299	364,311	403,908	403,908	
<b>AUDIT</b>									
<b>CONTRACTUAL SERVICES</b>									
SPECIAL AUDIT	01.152.0000.5210	0	0	0	0	0	0	0	
ANNUAL AUDIT	01.152.0000.5213	25,535	26,265	27,300	27,300	26,955	28,000	28,000	
ACTUARIAL REVIEW	01.152.0000.5219	0	6,800	0	0	0	6,500	6,500	
GRAND TOTAL AUDIT		25,535	31,865	27,300	27,300	26,955	34,500	34,500	26.4%

**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 with City staff support from a full-time Assessor Clerk.

**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.
- Keep an annual updated list of businesses for personal property reporting.
- Prepare the Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which typically occurs on a three-year cycle; however, the economic conditions led to delaying the planned 2009 revaluation to 2010. The next revaluation is scheduled to occur in 2013.

**STAFFING:**

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**ACTIVITY MEASURES:**

Activity	2008	2009	2010 Φ	2011	2012*	2013* Φ
Properties Inspected	953	798	557	645	661	650
Assessment Notices Mailed	733	589	12,557	573	576	550
Open Book Hearings	69	170	705	111	160	120
Board of Review Hearings	14	12	67	13	25	25
Residential Parcels	11,715	11,786	11,833	11,826	11,818	11,830
Commercial Parcels	523	518	541	542	546	550
<b>Total Parcels</b>	<b>12,663</b>	<b>12,817</b>	<b>12,857</b>	<b>12,852</b>	<b>12,859</b>	<b>12,859</b>
Assessed Value Increase	111 m	59 m	-117 m	5 m	1,058,500	2 m

\* Forecast

Φ Revaluation Year

## **BUDGET SUMMARY:**

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The City typically funds one-third of the cost of a revaluation each year so that a full revaluation can be done every third year without the budget suffering a significant, \$100,000 peak in expenditures. The City has typically undertaken an Exterior Revaluation where each property is visited curb-side and evaluated. Given how the real estate market has stalled in recent years and given the State's review of our overall assessment ratios, consideration of an "Interim Market Update" is a viable alternative. Having completed a full revaluation within the past 5 years (2010), the State allows for an Interim Market Update that considers the changes in the market place and sales that have occurred. It enables the values to be re-tuned without a complete revaluation with external site visits. Numerous residents have expressed concerns that they view the current assessment levels as not representative of their fair market value. An Interim Market Update would address that by realigning assessments to the current market. It would also correct for market place variability between property types over the few years since the last revaluation. This process is also cheaper than a full revaluation: \$45,000 to \$50,000 versus over \$100,000. By doing this the line item was reduced by \$10,000 in 2012 and \$8,000 in 2013.
- 4) Capital Outlay funding is provided for the replacement of a staff computer (\$750) and purchase of Windows 7 for another unit that is still new enough but needs to have XP eliminated from it prior to the discontinuation of support for XP (\$120). The department has five computers. Replacement is scheduled as one per year in order to standardize the budget impact and avoid peaks.

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr yr Adopted
<b>ASSESSOR</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01.154.0000.5111	35,857	36,179	37,583	37,583	36,924	38,203	38,203	
SALARIES-OT	01.154.0000.5117	0	0	300	300	50	300	300	
COMPTIME TAKEN	01.154.0000.5118	0	103	200	200	0	200	200	
LONGEVITY	01.154.0000.5133	305	300	300	300	300	300	300	
HOLIDAY PAY	01.154.0000.5134	2,605	2,321	2,518	2,518	2,518	2,433	2,433	
VACATION PAY	01.154.0000.5135	3,857	4,389	3,357	3,357	4,196	4,344	4,344	
FICA	01.154.0000.5151	3,089	3,130	3,384	3,384	3,365	3,502	3,502	
RETIREMENT	01.154.0000.5152	4,262	4,329	4,424	4,424	4,399	2,289	2,289	
RETIREE GROUP HEALTH	01.154.0000.5153	0	0	0	0	0	0	0	
GROUP HEALTH & DENTAL	01.154.0000.5154	19,344	20,382	20,892	20,992	20,273	18,366	18,366	
LIFE INSURANCE	01.154.0000.5155	166	170	174	174	174	182	182	
WORKERS COMPENSATION INS	01.154.0000.5156	144	129	110	110	110	100	100	
Sub-total		69,629	71,432	73,322	73,322	72,309	70,219	70,219	-4.2%
Percent of Department Total		29.3%	31.3%	28.5%	28.5%	29.4%	27.6%	27.7%	
<b>CONTRACTUAL SERVICES</b>									
PROF SERVICE - ANNUAL & REVAL	01.154.0000.5210	59,740	70,886	82,000	82,000	72,000	74,000	74,000	
PROF SERVICE - CONTRACT ASSESSOR	01.154.0000.5219	88,087	71,913	80,000	80,000	80,000	82,400	82,400	
SOFTWARE MAINTENANCE	01.154.0000.5257	0	0	3,750	3,750	3,750	3,750	3,750	
STATE MFG ASSESSMENT	01.154.0000.5299	11,800	11,310	13,700	13,700	13,700	13,600	13,600	
Sub-total		159,626	154,089	179,450	179,450	169,450	173,750	173,750	-3.2%
<b>SUPPLIES</b>									
POSTAGE	01.154.01.154.0000.5311	5,000	0	0	0	0	5,000	5,000	
OFFICE SUPPLIES	01.154.0000.5312	646	967	1,000	1,000	1,000	1,000	1,000	
PRINTING	01.154.0000.5313	2,820	331	1,100	1,100	1,100	2,800	2,800	
Sub-total		8,466	1,298	2,100	2,100	2,100	8,800	8,800	319.0%
<b>SERVICES AND CHARGES</b>									
PUBLICATIONS	01.154.0000.5421	96	96	300	300	300	300	300	
SUBSCRIPTIONS	01.154.0000.5422	0	0	150	150	150	150	150	
MEMBERSHIP	01.154.0000.5424	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.154.0000.5425	0	0	250	250	250	250	250	
MILEAGE	01.154.0000.5432	0	0	0	0	0	0	0	
Sub-total		96	96	700	700	700	700	700	0.0%
<b>SUB TOTAL NON PERSONAL SERVICES</b>		<b>168,188</b>	<b>155,483</b>	<b>182,250</b>	<b>182,250</b>	<b>172,250</b>	<b>183,250</b>	<b>183,250</b>	<b>0.5%</b>
<b>TOTAL GENERAL FUND</b>		<b>237,817</b>	<b>226,915</b>	<b>255,572</b>	<b>255,572</b>	<b>244,558</b>	<b>253,469</b>	<b>253,469</b>	<b>-0.8%</b>
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41.154.0000.5813	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.154.0000.5841	0	1,199	1,250	1,250	1,250	750	750	
SOFTWARE	41.154.0000.5843	0	0	0	0	0	120	120	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>0</b>	<b>1,199</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>	<b>870</b>	<b>870</b>	
<b>GRAND TOTAL ASSESSOR</b>		<b>237,817</b>	<b>228,114</b>	<b>256,822</b>	<b>256,822</b>	<b>245,809</b>	<b>254,339</b>	<b>254,339</b>	<b>-1.0%</b>

**LEGAL SERVICES**  
**161**

**DEPARTMENT:** Legal Services

**PROGRAM MANAGER:** City Attorney

**PROGRAM DESCRIPTION:**

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

**SERVICES:**

- Attend all Common Council meetings.
- Attend all Plan Commission meetings.
- Attend all Community Development Authority meetings.
- Attend all Forward Franklin Economic Development Commission meetings.
- Attend all 27th Street Committee meetings.
- 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 review development agreements.
- Prepare and/or review City contracts.
- Provide Boards and Commissions support services drafting agendas, public hearing notices, resolutions, ordinances and motions for the Plan Commission, the Community Development Authority, the Forward Franklin Economic Development Committee, the Environmental Commission and the Parks Commission, and staff liaison services to the Community Development Authority, the Forward Franklin Economic Development Committee and the 27th Street Committee.

**STAFFING - Contractual**

**ACTIVITY MEASURES:**

Activity	2008	2009	2010	2011	2012*	2013*
Hours of Service	4,485	4,264	4,652	4,657	4,900	4,900
Matters Litigated	4	1	1	4	4	4
Municipal Court Cases	8,019	8,950	10,159	12,304	12,300	12,300

\* Forecast

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr /r Adopted
<b>LEGAL COUNSEL</b>									
<b>CONTRACTUAL SERVICES</b>									
LEGAL SERVICES - GENERAL	01.161.0000.5212	159,919	163,237	169,950	169,950	169,950	172,500	172,500	
LEGAL SERVICES - DAY COURT	01.161.0000.5213	58,396	58,390	59,750	59,750	59,750	60,645	60,645	
BOARDS AND COMMISSIONS SUPPORT	01.161.0000.5214	48,563	59,583	55,000	55,000	55,000	55,825	55,825	
SPECIAL ATTORNEY	01.161.0000.5251	17,282	300	5,000	5,000	5,000	5,000	5,000	
LEGAL SERVICES - LANDFILL SITING	01.161.0000.5252	0	0	0	0	0	0	0	
ATTORNEY FEES - ADD'L SERVICES	01.161.0000.5253	0	0	0	0	0	30,000	30,000	
Sub-total		282,180	279,511	289,700	289,700	289,700	323,970	323,970	11.8%
<b>SUPPLIES</b>									
PRINTING	01.161.0000.5313	0	0	0	0	0	0	0	
Sub-total		0	0	0	0	0	0	0	#DIV/0!
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01.161.0000.5421	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01.161.0000.5422	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.161.0000.5425	0	0	500	500	500	500	500	
COURT COSTS	01.161.0000.5427	390	590	450	450	450	450	450	
Sub-total		390	590	950	950	950	950	950	0.0%
<b>GRAND TOTAL LEGAL COUNSEL</b>		<b>282,570</b>	<b>280,101</b>	<b>290,650</b>	<b>290,650</b>	<b>290,650</b>	<b>324,920</b>	<b>324,920</b>	<b>11.8%</b>

## MUNICIPAL BUILDINGS

181

**DEPARTMENT:** Municipal Buildings

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

**PROGRAM DESCRIPTION:**

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

**SERVICES:**

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

**STAFFING:**

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Custodian	3.26	3.26	2.42	2.33	2.26	2.26
Seasonal Maintenance	.57	.48	.48	.48	.48	.48
<b>Total</b>	<b>4.83</b>	<b>4.74</b>	<b>3.90</b>	<b>3.81</b>	<b>3.74</b>	<b>3.74</b>

**ACTIVITY MEASURES:**

Square Footage:	2008	2009	2010	2011	2012	2013
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	26,480	32,392	37,750	37,750	37,750	37,750
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	6,620	6,620	6,620	6,620	6,620	6,620
Law Enforcement Building	68,300	68,300	68,300	68,300	68,300	68,300
Library Building	40,000	40,000	40,000	40,000	40,000	40,000
<b>Total Square Footage</b>	<b>234,056</b>	<b>239,968</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>

\*Forecast

## BUDGET SUMMARY:

- 1) Staffing for 2013 remains the same as 2012. During 2011 a part-time employee who vacated the position was replaced by an individual working fewer hours. The lost hours were picked up in contract services (sundry contracts). Contract services are also used on a temporary basis to address short-term vacancies. Service levels to departments remain at a basic cleaning level. Deep cleaning is accomplished only sporadically.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) The Fire Station roof project for 2012, funded in the Capital Outlay Fund, was moved back to 2013 and the second phase of that project was added (\$35,000). Done in this fashion, the entire building can be bid out and completed at once.

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr r/ Adopted
<b>MUNICIPAL BUILDING</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01.181.0000.5111	66,562	65,830	65,508	65,508	80,338	88,059	88,059	
SALARIES-PT	01.181.0000.5113	55,382	50,907	49,702	49,702	40,203	46,726	46,726	
SALARIES-TEMP	01.181.0000.5115	8,648	7,971	9,532	9,532	9,485	9,627	9,627	
SALARIES-OT	01.181.0000.5117	5,001	5,733	3,000	3,000	5,000	3,000	3,000	
COMPTIME TAKEN	01.181.0000.5118	0	0	2,138	2,138	0	500	500	
LONGEVITY	01.181.0000.5133	135	238	180	180	212	239	239	
HOLIDAY PAY	01.181.0000.5134	8,655	7,748	8,504	8,504	7,649	8,228	8,228	
VACATION PAY	01.181.0000.5135	5,049	7,806	8,245	8,245	7,780	9,297	9,297	
FICA	01.181.0000.5151	12,711	12,442	12,761	12,761	11,526	12,674	12,674	
RETIREMENT	01.181.0000.5152	21,671	19,858	13,050	13,050	11,393	10,371	10,371	
RETIREE GROUP HEALTH	01.181.0000.5153	3,452	3,611	3,380	3,380	2,949	3,471	3,471	
GROUP HEALTH & DENTAL	01.181.0000.5154	39,372	41,592	42,041	42,041	37,278	37,464	37,464	
LIFE INSURANCE	01.181.0000.5155	372	378	396	396	339	400	400	
WORKERS COMPENSATION INS	01.181.0000.5156	7,686	6,409	5,472	5,472	4,879	5,583	5,583	
ALLOCATED PAYROLL COST	01.181.0000.5199	-170,500	-177,100	-173,300	-173,300	-173,300	-173,300	-173,300	
Sub-total		84,396	73,423	70,609	70,609	45,731	62,339	62,339	-11.7%
Percent of Department Total		40.1%	35.0%	34.9%	32.0%	26.2%	29.5%	28.5%	
<b>CONTRACTUAL SERVICES</b>									
MEDICAL SERVICES	01.181.0000.5211	0	0	0	0	0	0	0	
SUNDRY CONTRACTORS	01.181.0000.5299	15,375	18,209	19,650	19,650	20,150	20,240	20,240	
Sub-total		15,375	18,209	19,650	19,650	20,150	20,240	20,240	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01.181.0000.5312	63	38	100	100	95	100	100	
UNIFORMS	01.181.0000.5326	455	470	650	650	450	500	500	
FUEL/LUBRICANTS	01.181.0000.5331	48	90	100	100	65	100	100	
CONSUMABLE TOOLS	01.181.0000.5342	261	257	250	250	250	250	250	
Sub-total		828	856	1,100	1,100	860	950	950	-13.6%
<b>SERVICES AND CHARGES</b>									
CONFERENCES AND SCHOOLS	01.181.0000.5425	0	143	400	400	225	300	300	
<b>FACILITY CHARGES</b>									
WATER	01.181.0000.5551	1,834	1,351	1,400	1,400	1,250	1,550	1,550	
ELECTRICITY	01.181.0000.5552	52,012	55,358	54,800	54,800	54,800	56,500	56,500	
SEWER	01.181.0000.5553	792	604	800	800	725	800	800	
NATURAL GAS	01.181.0000.5554	13,765	12,467	16,750	16,750	12,750	14,900	14,900	
LANDSCAPE MATERIALS	01.181.0000.5555	2,518	2,779	2,500	2,500	2,200	2,500	2,500	
JANITORIAL SUPPLIES	01.181.0000.5556	6,367	6,013	5,000	5,000	4,500	5,000	5,000	
BUILDING MAINTENANCE-SYSTEMS	01.181.0000.5557	19,658	19,958	19,600	19,600	22,000	19,600	19,600	
BUILDING MAINTENANCE-OTHER	01.181.0000.5559	8,199	12,287	9,700	9,700	9,500	9,700	9,700	
Sub-total		105,145	110,816	110,550	110,550	107,725	110,550	110,550	0.0%
SUB TOTAL NON PERSONAL SERVICES		121,346	130,024	131,700	131,700	128,960	132,040	132,040	0.3%
TOTAL GENERAL FUND		205,742	203,447	202,309	202,309	174,691	194,379	194,379	-3.9%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE & FIXTURES	41.181.0000.5812	0	0	0	0	0	0	0	
NON-MOTORIZED EQUIPMENT	41.181.0000.5814	0	0	0	0	0	0	0	
SHOP EQUIPMENT	41.181.0000.5815	0	0	0	0	0	0	0	
BUILDING IMPROVEMENTS	41.181.0000.5822	4,600	6,582	0	18,050	0	17,100	17,100	
COMPUTER EQUIPMENT	41.181.0000.5841	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		4,600	6,582	0	18,050	0	17,100	17,100	#DIV/0!
EQUIPMENT REVOLVING FUND									
EQUIPMENT	42.181.0000.5811	0	0	0	0	0	0	0	
GRAND TOTAL MUNICIPAL BUILDING		210,342	210,029	202,309	220,359	174,691	211,479	211,479	4.5%

# INSURANCE

194

**DEPARTMENT:** Insurance

**PROGRAM MANAGER:** Director of Administration

**PROGRAM DESCRIPTION:**

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

**BUDGET SUMMARY:**

- 1) The largest expense within the funding for this area is workers compensation costs. The State sets rates and calculates the City's modification factor based upon claims history. Workers Compensation expenses are charged out to the operating department budgets. Increases in total payroll and increases in State-set rates will be offset by a reduction in the State-determined modification factor that is applied to the City of Franklin will result in an estimated increase in appropriations of less than three percent.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.

CITY OF FRANKLIN 2013 BUDGET	2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr /r Adopted
<b>INSURANCE</b>								
BUILDING INSURANCE	01.194.0000.5511	27,532	28,983	30,500	30,500	28,400	29,000	
AUTO/EQUIPMENT INSURANCE	01.194.0000.5512	70,883	70,832	73,000	73,000	73,000	73,000	73,000
GENERAL LIABILITY	01.194.0000.5513	99,818	100,129	103,000	103,000	105,100	108,000	108,000
PROFESSIONAL LIABILITY	01.194.0000.5514	37,452	38,796	40,100	40,100	41,000	41,000	41,000
BOILER INSURANCE	01.194.0000.5515	6,017	6,017	6,200	6,200	6,100	6,200	6,200
UMBRELLA INSURANCE	01.194.0000.5516	13,800	13,800	14,200	14,200	14,200	14,200	14,200
PUBLIC OFFICIALS E & O LIABILITY	01.194.0000.5518	50,496	50,436	52,000	52,000	53,000	54,000	54,000
MONEY & SECURITIES	01.194.0000.5521	1,899	1,899	1,850	1,850	1,850	1,850	1,850
ALLOCATED INSURANCE COST	01.194.0000.5580	-237,200	-241,400	-246,200	-246,200	-246,200	-246,200	-246,200
WORKERS COMPENSATION	01.194.0000.5517	415,604	399,280	395,650	395,650	395,650	403,563	403,563
ALLOCATED WC INSURANCE COST	01.194.0000.5561	-415,604	-399,280	-395,650	-395,650	-395,650	-403,563	-403,563
Sub-total		70,477	69,292	74,650	74,650	76,450	81,050	81,050 8.6%
GRAND TOTAL INSURANCE		70,477	69,292	74,650	74,650	76,450	81,050	81,050 8.6%
Less Program Revenue:								
INSURANCE DIVIDEND	01.0000.4771	-15,263	-16,360	-15,000	-15,000	-15,000	-15,000	-15,000
Net Insurance Related Costs		55,224	52,932	59,650	59,650	61,450	66,050	66,050

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

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

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

**PROGRAM DESCRIPTION:**

These programs provide for miscellaneous accounts that are not contained in department operating budgets.

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

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

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

CITY OF FRANKLIN 2013 BUDGET	2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 Estimate	2013 Proposed	2013 Adopted	Change Pr r Adopted
<b>UNCLASSIFIED EXPENSES</b>								
CONTRIBUTIONS AND AWARDS								
UNEMPLOYMENT			0	0	0	0	0	
REFUNDED PROPERTY TAXES	01.198.0000.5158	0	0	0	0	0	0	
CLAIMS	01.198.0000.5543	337	3,906	2,500	2,500	3,500	2,500	2,500
	01.198.0000.5731	1,300	0	0	0	0	0	0
<b>GRAND TOTAL UNCLASSIFIED</b>		<b>1,637</b>	<b>3,906</b>	<b>2,500</b>	<b>2,500</b>	<b>3,500</b>	<b>2,500</b>	<b>0.0%</b>
<b>CONTINGENCY</b>								
RESTRICTED								
ADMINISTRATION			0	0	0			0
BUILDING INSPECTION			0	0	0			0
FIRE			0	0	0			0
PLANNING			0	0	0			0
OTHER	01.199.0000.5110		0	0	0		950,000	
Sub-total		0	0	0	0	0	950,000	
UNRESTRICTED								
UNRESTRICTED	01.199.0000.5499		142,000	127,500	142,000	123,000	123,000	
<b>GRAND TOTAL CONTINGENCY</b>		<b>0</b>	<b>142,000</b>	<b>127,500</b>	<b>142,000</b>	<b>123,000</b>	<b>1,073,000</b>	<b>656.6%</b>
ANTICIPATED UNDEREXPENDITURES	01.199.0000.5497	0	0	-407,000	-407,000	-274,000	-350,000	-350,000