

**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 2014 budget remains the same as the 2013 budget except for a decrease in the Capital Outlay (\$700) as no appropriation is needed for 2014 for a replacement computer as this was done in 2013.

CITY OF FRANKLIN

2014 BUDGET

MAYOR

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>PERSONAL SERVICES</b>									
SALARIES-PT	01-0101-5113	16,800	16,800	16,800	16,800	16,800	16,800	16,800	
FICA	01-0101-5151	1,652	1,652	1,652	1,652	1,652	1,652	1,652	
WORKERS COMPENSATION INS	01-0101-5156	60	60	48	48	48	48	48	
Sub-total		18,512	18,512	18,500	18,500	18,500	18,500	18,500	0.0%
Percent of Department Total		79.3%	79.4%	67.8%	67.8%	67.8%	69.5%	69.5%	
<b>SERVICES AND CHARGES</b>									
SUBSCRIPTIONS	01-0101-5422	0	0	150	150	150	150	150	
MEMBERSHIPS	01-0101-5424	0	0	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01-0101-5425	35	4,800	2,000	2,000	2,000	2,000	2,000	
MILEAGE - AUTO ALLOWANCE	01-0101-5432	4,800	0	4,800	4,800	4,800	4,800	4,800	
Sub-total		4,835	4,800	7,100	7,100	7,100	7,100	7,100	0.0%
<b>CONTRIBUTIONS AND AWARDS</b>									
VOLUNTEER RECOGNITION/AWARDS	01-0101-5734	0	0	1,000	1,000	1,000	1,000	1,000	
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		4,835	4,800	8,100	8,100	8,100	8,100	8,100	0.0%
<b>TOTAL GENEAL FUND</b>									
		23,347	23,312	26,600	26,600	26,600	26,600	26,600	0.0%
<b>CAPITAL OUTLAY FUND</b>									
OTHER CAPITAL EQUIPMENT	41-0101-5841	0		700	700	680	0	0	
SOFTWARE	41-0101-5843	0		0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	0	700	700	680	0	0	
<b>GRAND TOTAL MAYOR</b>									
		23,347	23,312	27,300	27,300	27,280	26,600	26,600	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)	2009	2010	2011	2012	2013	2014
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Total	0.00	0.00	0.00	0.00	0.00	0.00

**ACTIVITY MEASURES:**

Activity	2009	2010	2011	2012	2013*	2014*
Ordinances passed	25	44	27	30	30	30
Resolutions passed	125	71	84	175	75	75
Common Council meeting hours	70	64	57	50	70	70

\* 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	8,650
Amer Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Urban Alliance	855
Broadcast Music, Inc.	350
SESAC (Society of European Stage Authors and Composers)	350

CITY OF FRANKLIN

2014 BUDGET

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>ALDERMEN</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-PT	01-0102-5113	43,200	43,200	43,200	43,200	43,200	43,200	43,200	
FICA	01-0102-5151	3,978	3,978	4,131	4,131	4,131	4,131	4,131	
WORKERS COMPENSATION INS	01-0102-5156	156	131	119	119	119	119	119	
Sub-total		47,334	47,309	47,450	47,450	47,450	47,450	47,450	0.0%
Percent of Department Total		69.3%	69.4%	66.5%	66.1%	66.1%	65.4%	65.4%	
<b>CONTRACTUAL SERVICES</b>									
OTHER PROFESSIONAL SERVICES	01-0102-5219	0	0	1,000	1,000	1,000	1,000	1,000	
SUNDRY CONTRACTORS	01-0102-5299	0	0	0	0	0	0	0	
Sub-total		0	0	1,000	1,000	1,000	1,000	1,000	0.0%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0102-5312	86	0	100	100	100	100	100	
PRINTING	01-0102-5313	0	0	100	100	100	100	100	
BOARDS AND COMMISSIONS EXP	01-0102-5329	65	136	650	1,050	1,050	1,050	1,050	
Sub-total		151	136	850	1,250	1,250	1,250	1,250	47.1%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0102-5421	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01-0102-5422	0	0	0	0	0	0	0	
MEMBERSHIPS	01-0102-5424	9,945	9,777	10,750	10,750	10,750	11,530	11,530	
CONFERENCES AND SCHOOLS	01-0102-5425	45	0	500	500	500	500	500	
MILEAGE - AUTO ALLOWANCE	01-0102-5432	10,800	10,800	10,800	10,800	10,800	10,800	10,800	
Sub-total		20,790	20,577	22,050	22,050	22,050	22,830	22,830	3.5%
<b>CONTRIBUTIONS AND AWARDS</b>									
AWARDS	01-0102-5726	0	116	0	0	0	0	0	
VOLUNTEER RECOGNITION/AWARDS	01-0102-5734	0	0	0	0	0	0	0	
Sub-total		0	116	0	0	0	0	0	
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		20,941	20,829	23,900	24,300	24,300	25,080	25,080	4.9%
<b>TOTAL GENERAL FUND</b>									
		68,275	68,138	71,350	71,750	71,750	72,530	72,530	1.7%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41-0102-5812	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>									
		0	0	0	0	0	0	0	
<b>GRAND TOTAL ALDERMEN</b>									
		68,275	68,138	71,350	71,750	71,750	72,530	72,530	

**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)	2009	2010	2011	2012	2013	2014
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	2.00	2.00	2.50	2.50	2.50	2.50
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.50</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	2009	2010	2011	2012	2013*	2014*
Municipal court cases	8,050	10,159	12,285	11,661	8,961	12,200

\* 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 and the Franklin Department of Public Works is currently available as an alternative to serving time at the House of Correction.

CITY OF FRANKLIN

2014 BUDGET

MUNICIPAL COURT

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0121-5111	62,222	73,724	45,250	45,250	72,698	75,883	75,883	
SALARIES-PT	01-0121-5113	38,403	36,599	71,400	71,400	39,320	39,689	39,689	
SALARIES-TEMP	01-0121-5115		1,460	0	0	0	0	0	
SALARIES-OT	01-0121-5117	1,150	0	1,200	1,200	2,500	1,200	1,200	
COMPTIME TAKEN	01-0121-5118	121	41	265	265	1,500	1,500	1,500	
LONGEVITY	01-0121-5133	342	510	435	435	410	390	390	
HOLIDAY PAY	01-0121-5134	5,185	5,469	4,046	4,046	7,925	5,826	5,826	
VACATION PAY	01-0121-5135	5,424	6,912	5,185	5,185	9,335	6,300	6,300	
FICA	01-0121-5151	7,248	8,140	9,775	9,775	10,227	10,005	10,005	
RETIREMENT	01-0121-5152	9,185	6,000	5,100	5,100	5,634	5,488	5,488	
RETIREE GROUP HEALTH	01-0121-5153	948	1,240	659	659	908	555	555	
GROUP HEALTH & DENTAL	01-0121-5154	24,971	24,555	38,004	38,004	28,268	31,063	31,063	
LIFE INSURANCE	01-0121-5155	388	402	404	404	395	485	485	
WORKERS COMPENSATION INS	01-0121-5156	330	307	270	270	276	287	287	
Sub-total		155,919	165,360	181,993	181,993	179,396	178,671	178,671	-1.8%
Percent of Department Total		69.9%	82.3%	79.4%	78.4%	78.2%	79.9%	79.9%	
<b>CONTRACTUAL SERVICES</b>									
OTHER PROFESSIONAL SERVICES	01-0121-5219	400	988	600	600	600	600	600	
EQUIPMENT MAINTENANCE	01-0121-5242	0	0	300	300	300	300	300	
SOFTWARE MAINTENANCE	01-0121-5257	3,723	6,742	8,400	8,400	8,400	8,700	8,700	
PRISONER BOARDING	01-0121-5294	29,236	24,786	30,900	30,900	30,900	30,900	30,900	
DOT SUSPENSION FEES/COLLECTION	01-0121-5298	820	0	650	650	650	650	650	
Sub-total		34,178	32,516	40,850	40,850	40,850	41,150	41,150	0.7%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0121-5312	780	610	400	400	400	400	400	
PRINTING	01-0121-5313	0		350	350	350	350	350	
Sub-total		780	610	750	750	750	750	750	0.0%
<b>SERVICES AND CHARGES</b>									
DMV ACCESS SERVICE	01-0121-5410		800	1,200	1,200	1,200	1,200	1,200	
SUBSCRIPTIONS	01-0121-5422	0	0	100	100	100	100	100	
MEMBERSHIPS	01-0121-5424	140	140	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01-0121-5425	2,206	1,384	1,250	1,250	1,250	1,250	1,250	
JURY/WITNESS FEES	01-0121-5429	196	21	250	250	250	250	250	
Sub-total		2,542	2,345	2,950	2,950	2,950	2,950	2,950	0.0%
SUB TOTAL NON PERSONAL SERVICES		37,500	35,471	44,550	44,550	44,550	44,850	44,850	0.7%
TOTAL GENERAL FUND		193,419	200,831	226,543	226,543	223,946	223,521	223,521	-1.3%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41-0121-5812	0		2,550	2,550	5,481	0	0	
COMPUTER EQUIPMENT	41-0121-5841	3,119		0	0			0	
SOFTWARE	41-0121-5843	26,554		0	3,000			0	
TOTAL CAPITAL OUTLAY FUND		29,672	0	2,550	5,550	5,481	0	0	
GRAND TOTAL MUNICIPAL COURT		223,091	200,831	229,093	232,093	229,427	223,521	223,521	-2.4%
Less Program Revenue:									
Penalties & Forfeitures @ 12%		-51,973	-54,900	-54,000	-54,000	-54,000	-51,240	-53,280	
Net Municipal Court Related Costs		171,118	145,931	175,093	178,093	175,427	172,281	170,241	

**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)	2009	2010	2011	2012	2013	2014
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	1.48	1.48	1.00	1.00	1.00	1.00
Clerk/Typist	.50	.50	.62	.62	.62	.62
Secretary	.00	.00	.50	.50	.50	.50
Temporary Help	.02	.02	.02	.02	.00	.02
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.14</b>	<b>4.14</b>	<b>4.14</b>	<b>4.14</b>

**ACTIVITY MEASURES:**

Activity	2009	2010	2011	2012	2013*	2014*
Liquor licenses	54	56	55	55	55	55
Bartenders licenses	446	383	367	321	350	350
Property status reports	101	96	127	169	150	150
Burn permits	378	375	332	309	325	325
Registered voters	**20,768	21,204	20,808	21,597	21,694	23,000
Elections held	2	4	2	6	2	4

\*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 increase in funding is due to four elections scheduled in 2014 vs. two elections held in 2013. 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 (poll worker 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  
2014 BUDGET

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>CITY CLERK</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0141-5111	146,084	156,569	153,672	153,672	154,582	154,091	154,091	
SALARIES-PT	01-0141-5113	32,778	36,235	39,978	39,978	36,191	37,893	37,893	
SALARIES-TEMP	01-0141-5115	0	0	601	601	593	601	601	
SALARIES-OT	01-0141-5117	390	269	500	500	500	500	500	
COMPTIME TAKEN	01-0141-5118	0	872	0	0	100	100	100	
LONGEVITY	01-0141-5133	890	846	900	900	750	600	600	
HOLIDAY PAY	01-0141-5134	11,283	12,083	11,994	11,994	10,929	11,808	11,808	
VACATION PAY	01-0141-5135	19,231	9,241	17,043	17,043	16,969	15,334	15,334	
FICA	01-0141-5151	15,469	15,821	17,189	17,189	16,877	16,901	16,901	
RETIREMENT	01-0141-5152	18,857	15,079	11,204	11,204	10,672	11,016	11,016	
RETIREE GROUP HEALTH	01-0141-5153	1,954	1,947	2,000	2,000	2,094	1,684	1,684	
GROUP HEALTH & DENTAL	01-0141-5154	49,771	49,758	48,849	48,849	43,473	46,019	46,019	
LIFE INSURANCE	01-0141-5155	811	835	808	808	806	965	965	
WORKERS COMPENSATION INS	01-0141-5156	601	533	494	494	472	486	486	
Allocated payroll cost	01-0141-5199	-14,800	-14,200	-13,600	-13,600	-13,600	-13,600	-13,600	
Sub-total		280,319	285,889	291,632	291,632	281,408	284,398	284,398	-2.5%
Percent of Department Total		91.3%	#DIV/0!	91.6%	91.6%	91.3%	89.5%	91.3%	
<b>CONTRACTUAL SERVICES</b>									
FILING FEES	01-0141-5223	570	630	1,500	1,500	1,500	1,500	1,500	
SUNDRY CONTRACTORS	01-0141-5299	5,434	6,993	5,900	5,900	5,900	6,000	6,000	
Sub-total		6,004	7,623	7,400	7,400	7,400	7,500	7,500	1.4%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0141-5312	1,208	784	900	900	900	900	900	
PRINTING	01-0141-5313	90	0	400	400	400	400	400	
Sub-total		1,298	784	1,300	1,300	1,300	1,300	1,300	0.0%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0141-5421	8,267	9,538	9,000	9,000	9,000	9,000	9,000	
SUBSCRIPTIONS	01-0141-5422	109	95	100	100	100	100	100	
MEMBERSHIPS	01-0141-5424	530	500	600	600	600	600	600	
CONFERENCES AND SCHOOLS	01-0141-5425	1,335	1,364	2,000	2,000	2,000	2,000	2,000	
MILEAGE	01-0141-5432	637	536	600	600	600	600	600	
BACKGROUND CHECKS	01-0141-5471	3,920	3,661	5,850	5,850	5,850	5,850	5,850	
Sub-total		14,798	15,694	18,150	18,150	18,150	18,150	18,150	0.0%
SUB TOTAL NON PERSONAL SERVICES		22,100	24,101	26,850	26,850	26,850	26,950	26,950	0.4%
TOTAL GENERAL FUND		302,419	309,990	318,482	318,482	308,258	311,348	311,348	-2.2%
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41-0141-5813	0		0	0	0	5,000	5,000	
COMPUTER EQUIPMENT	41-0141-5841	4,677		0	0	0	1,360	1,360	
SOFTWARE	41-0141-5843	0		0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		4,677		0	0	0	6,360	6,360	100.0%
GRAND TOTAL CITY CLERK		307,096		318,482	318,482	308,258	317,708	317,708	-0.2%
<b>Less Program Revenue:</b>									
Licenses: 4201-4217		-58,353	-59,590	-58,100	-58,100	-58,100	-58,750	-58,750	
Licenses: 4225-4241		-7,217	-8,381	-9,300	-9,300	-9,300	-8,400	-8,400	
PUBLICATIONS & RECORDING	C 01-0000-4411	-1,927	-2,464	-2,000	-2,000	-2,000	-2,000	-2,000	
PROPERTY STATUS REPORTS	01-0000-4413	-3,850	-6,011	-2,500	-2,500	-2,500	-2,500	-2,500	
Total Program Revenue		-71,347	-76,446	-71,900	-71,900	-71,900	-71,650	-71,650	
Net City Clerk Related Costs		235,749		246,582	246,582	236,358	246,058	246,058	

CITY OF FRANKLIN  
2014 BUDGET

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>ELECTIONS</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0142-5111	819	3,686	770	770	230	1,560	1,560	
SALARIES-PT	01-0142-5113	394	2,561	511	511	413	877	877	
SALARIES-TEMP	01-0142-5115	12,385	49,652	15,000	15,000	7,395	32,000	32,000	
SALARIES-OT	01-0142-5117	657	9,371	1,238	1,238	3,073	5,000	5,000	
LONGEVITY	01-0142-5133	14	76	8	8	11	8	8	
FICA	01-0142-5151	133	1,195	193	193	455	493	493	
RETIREMENT	01-0142-5152	153	1,476	156	156	313	355	355	
RETIREE GROUP HEALTH	01-0142-5153	36	187	44	44	13	70	70	
GROUP HEALTH & DENTAL	01-0142-5154	460	2,792	615	615	553	1,052	1,052	
LIFE INSURANCE	01-0142-5155	0	0	8	8	10	20	20	
WORKERS COMPENSATION INS	01-0142-5156	63	259	62	62	49	133	133	
Sub-total		15,115	71,266	18,605	18,605	12,515	41,568	41,568	123.4%
Percent of Department Total		66.5%	87.1%	60.4%	60.4%	50.6%	71.2%	71.2%	
<b>CONTRACTUAL SERVICES</b>									
DP SERVICES	01-0142-5214	860	1,217	2,000	2,000	2,000	6,000	6,000	
EQUIPMENT MAINTENANCE	01-0142-5242	3,060	3,360	3,800	3,800	3,800	3,800	3,800	
Sub-total		3,920	4,577	5,800	5,800	5,800	9,800	9,800	69.0%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0142-5312	1,375	1,897	1,500	1,500	1,500	1,500	1,500	
PRINTING	01-0142-5313	1,488	1,888	3,000	3,000	3,000	3,000	3,000	
Sub-total		2,863	3,786	4,500	4,500	4,500	4,500	4,500	0.0%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0142-5421	215	358	500	500	500	500	500	
CONFERENCES AND SCHOOLS	01-0142-5425	0	0	600	600	600	600	600	
MILEAGE	01-0142-5432	32	18	200	200	200	200	200	
EQUIPMENT RENTAL	01-0142-5532	600	1,800	600	600	600	1,200	1,200	
Sub-total		846	2,176	1,900	1,900	1,900	2,500	2,500	31.6%
<b>SUB TOTAL NON PERSONAL SERVICES</b>		<b>7,629</b>	<b>10,539</b>	<b>12,200</b>	<b>12,200</b>	<b>12,200</b>	<b>16,800</b>	<b>16,800</b>	<b>37.7%</b>
<b>TOTAL GENERAL FUND</b>		<b>22,744</b>	<b>81,795</b>	<b>30,805</b>	<b>30,805</b>	<b>24,715</b>	<b>58,368</b>	<b>58,368</b>	<b>89.5%</b>
<b>CAPITAL OUTLAY FUND</b>									
OTHER CAPITAL EQUIPMENT	41-0142-5819	0	0	0	0	0	0	0	
SOFTWARE	41-0142-5843	0	0	0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>GRAND TOTAL ELECTIONS</b>		<b>22,744</b>	<b>81,795</b>	<b>30,805</b>	<b>30,805</b>	<b>24,715</b>	<b>58,368</b>	<b>58,368</b>	<b>89.5%</b>
Less Program Revenue:									
REFUNDS & REIMB - ELECTIONS	01-0000-4782	-2,029	0	0	0	0	0	0	
<b>Net Elections Related Costs</b>		<b>20,715</b>	<b>81,795</b>	<b>30,805</b>	<b>30,805</b>	<b>24,715</b>	<b>58,368</b>	<b>58,368</b>	

**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	2009	2010	2011	2012	2013*	2014
Total City computers	190	203	215	257	255	260
Software applications	48	49	50	53	58	60
Est. Help Desk Requests	1,300	1,300	1,300	1,100	1,758	1,500

## **BUDGET SUMMARY:**

- 1) Data Processing Services is used primarily to fund Heartland Business Systems (HBS), the contract agent that maintains our computer systems. Operations continued with the Dual Technicians, with a second Dual Technician funded in the Police Department. Despite the total size of the IT operations, the bulk of the work is still done with only the two full-time technicians. Data Base Administrator services are also acquired from HBS out of this account as well. It is anticipated that more routine use of the DBA will be required going into 2014 to ensure the older software systems linked through GIS and the various SQL databases remain in communication despite software changes by vendors.
- 2) IT services have taken a bit of a hit in the last year as service demands from operating departments have continued to increase, particularly with the Fire Department and remote applications. As such, the budget request for 2014 includes two enhancements to service levels to try to ensure that we can maintain the level of customer service and responsiveness that departments need to maintain their own functionality. First it incorporates an additional 1 hour per day of "dual technician" services, costing \$12,345. We have been testing this during 2013 with some success. It adds one additional hour of technician time to run routine diagnostics and system checks prior to most employees arriving. It has proven useful in ensuring employees have systems up and can work when they get to work and it has made more time to work on projects. Second, it has added \$1,000 per month as an estimated flat fee for use of a new "Help Desk" function that HBS recently launched. Different than most help desks they have staffed this with a higher level person. They have created the function to enable them to provide service to their many customers while not having to interrupt network engineers and send them to new locations for routine tasks. For us, it will address an operating department concern relative to responsiveness. Often our technicians are on a project that cannot be interrupted while a department may be calling with a simple issue that is preventing them from moving forward. Through various remote access tools, an HBS Help Desk person can address these simple issues and allow our projects to avoid interruption. Details such as security and a ticket system are still to be worked out, but it is expected to increase efficiency for the operating departments we serve as well as the IT Department itself.
- 3) Capital Outlay purchases include Server Replacements (2) (\$13,500); Hard Drives for New Backup Server (8 terabytes) (\$2,000); Emergency Hardware/Software Replacements for system or device failures that were not budgeted and are not under warranty (\$7,500); minor Software Updates & Utilities (\$1,500); GIS Desktop Replacement (\$820); and Off-The-Shelf GIS EditApp Solution (Part 2) (\$10,000). Additionally, following review by the Technology Commission, an additional project to address a backup solution was included in the Mayor's Recommended Budget (\$20,000).
- 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 was required in the 2013 budget and two required in the 2014 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		2011	2012	2013	2013	2013	2014	2014	Change Pr
2014 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
	New Acct #								
<b>INFORMATION SERVICES</b>									
<b>CONTRACTUAL SERVICES</b>									
DATA PROCESSING SERVICES	01-0144-5214	104,847	96,094	122,000	122,000	122,000	148,785	148,785	
GIS SUPPORT SERVICES	01-0144-5215	90,493	83,595	98,350	98,350	98,350	101,300	101,300	
EQUIPMENT MAINTENANCE	01-0144-5242	12,783	12,461	13,000	13,000	13,000	13,500	13,500	
SOFTWARE MAINTENANCE	01-0144-5257	42,495	41,989	49,000	49,000	49,000	51,670	51,670	
SUNDRY CONTRACTORS	01-0144-5299	2,030	2,485	3,000	3,000	3,000	3,000	3,000	
Sub-total		252,648	236,624	285,350	285,350	285,350	318,255	318,255	11.5%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0144-5312	65	179	200	200	200	200	200	
OPERATING SUPPLIES - OTHER	01-0144-5329	4,843	3,076	4,650	4,650	4,650	4,650	4,650	
EQUIPMENT SUPPLIES	01-0144-5333	1,609	1,470	2,250	2,250	2,250	2,250	2,250	
Sub-total		6,516	4,725	7,100	7,100	7,100	7,100	7,100	0.0%
<b>SERVICES AND CHARGES</b>									
DATA COMMUNICATION SERVICES	01-0144-5410	8,962	8,680	14,000	14,000	14,000	9,500	9,500	
TELEPHONE	01-0144-5415	23,732	26,962	25,850	25,850	25,850	26,350	26,350	
Sub-total		32,694	35,642	39,850	39,850	39,850	35,850	35,850	-10.0%
<b>TOTAL GENERAL FUND</b>		<b>291,858</b>	<b>276,991</b>	<b>332,300</b>	<b>332,300</b>	<b>332,300</b>	<b>361,205</b>	<b>361,205</b>	<b>8.7%</b>
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41-0144-5812	0		0	0	0	0	0	
OTHER CAPITAL EQUIPMENT	41-0144-5819	0		0	0	0	0	0	
COMPUTER EQUIPMENT	41-0144-5841	39,872	34,058	40,000	40,000	40,000	23,000	23,000	
SOFTWARE	41-0144-5843	16,590	126	18,000	18,000	18,000	32,320	32,320	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>56,462</b>	<b>34,184</b>	<b>58,000</b>	<b>58,000</b>	<b>58,000</b>	<b>55,320</b>	<b>55,320</b>	<b>-4.6%</b>
<b>GRAND TOTAL INFORMATION SERVICES</b>		<b>348,320</b>	<b>311,175</b>	<b>390,300</b>	<b>390,300</b>	<b>390,300</b>	<b>416,525</b>	<b>416,525</b>	<b>6.7%</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 certain day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk. The Director has responsibility of overseeing the City's insurance program and serves as the Director of Human Resources. As of 2012, the Director of Administration was given the responsibility of overseeing/supervising the Finance Department and assumed the lead role in the annual preparation of the Mayor's recommended budget and coordinating the Common Council's annual budget process.

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

### **MAJOR SERVICES:**

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

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

**STAFFING:**

Authorized Positions (FTE)	2009	2010	2011	2012	2013	2014
Director of Administration	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Coordinator (reclassified to Human Resources Manager in 2014)	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	.00	.00	.00	.00	.00	1.00
Clerk Typist	.60	.60	.12	.00	.00	.00
<b>Total</b>	<b>3.60</b>	<b>3.60</b>	<b>3.12</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>

**ACTIVITY MEASURES:**

Activity	2009	2010	2011	2012	2013*	2014*
Labor Contracts Having Negotiations	6	4	0	3	1	0
Worker's Comp Claims	43	33	43	36	40	40
Job Analyses Conducted & Job Description Revised	4	3	4	7	11	4
New Hires	4	11	14	14	21	10
Separations from Service	10	10	7	19	16	10
Turnover Rate	4.4%	4.4%	3.0%	8.3%	7%	4.4%
Civil Service Exams Administered	0	3	5	5	1	3

\* Forecast

**BUDGET SUMMARY:**

1. The capital outlay appropriations are for a replacement computer (\$900); an Office Chair (\$300), and a fire-resistant filing cabinet for personnel records (\$4,400). The initial department submission requested an upgrade to the current Human Resources/Payroll Software, but upon further consideration, the Mayor's recommended budget has eliminated it from 2014 as it has become a pressing need which will be pursued as a modification to the 2013 fiscal year.
2. It is worth noting that the Administration and Human Resources budget does not directly include expenditures related to the continuation of the Wellness Program as established by the Common Council through the prior approval of certain union contracts for 2010 and beyond. As explained in conjunction with approval of the non-represented employee pay and benefits ordinances at that time, direct costs associated with the Wellness Program will be charged directly to the Group Health internal service fund. Costs include items such as printing, purchase of educational DVD's, speaker fees, rental fees, refreshments, employee incentives, and a myriad of other potential items that can educate, inform, or engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments. Additionally, the Fire Department is proposing a cooperative effort with a local fitness center and their staff that can provide some on-site

fitness consultations which could be incorporated into the Wellness Program. The costs will be capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2014 is approximately \$21,000. Said costs, amounting to less than two-thirds of one percent of expenditures, are built into the premium rates and projected costs for the Group Health fund.

CITY OF FRANKLIN  
2014 BUDGET

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>ADMINISTRATION</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0147-5111	190,007	191,565	193,469	193,469	193,538	244,150	244,150	
SALARIES-PT	01-0147-5113	3,846	0	0	0	0	0	0	
SALARIES-TEMP	01-0147-5115								
SALARIES-OT	01-0147-5117	998	444	1,500	1,500	500	1,500	1,500	
COMPTIME TAKEN	01-0147-5118	11	0	100	100	0	0	0	
LONGEVITY	01-0147-5133	233	240	240	240	240	240	240	
HOLIDAY PAY	01-0147-5134	11,803	11,661	11,918	11,918	11,916	12,431	12,431	
VACATION PAY	01-0147-5135	13,392	15,152	15,854	15,854	15,839	16,443	16,443	
FICA	01-0147-5151	16,101	15,997	17,066	17,066	16,986	21,019	21,019	
RETIREMENT	01-0147-5152	21,789	12,706	11,154	11,154	11,102	12,684	12,684	
RETIREE GROUP HEALTH	01-0147-5153	3,263	3,401	3,419	3,419	3,452	4,342	4,342	
GROUP HEALTH & DENTAL	01-0147-5154	42,552	41,682	38,568	38,568	38,638	58,750	58,750	
LIFE INSURANCE	01-0147-5155	862	848	879	879	970	1,206	1,206	
WORKERS COMPENSATIONINS	01-0147-5156	640	541	490	490	488	603	603	
Allocated payroll cost	01-0147-5199	-19,400	-18,800	-17,700	-17,700	-17,700	-17,700	-17,700	
Sub-total		286,096	275,436	276,957	276,957	275,969	355,668	355,668	28.4%
Percent of Department Total		71.1%	70.7%	63.5%	63.5%	63.9%	61.7%	61.7%	
<b>CONTRACTUAL SERVICES</b>									
MEDICAL SERVICES	01-0147-5211	4,377	9,832	7,500	7,500	7,500	7,500	7,500	
HR PROCESSING FEES	01-0147-5215	12,416	13,189	12,300	12,300	12,300	13,300	13,300	
OTHER PROFESSIONAL SERVICES	01-0147-5219	0	0	3,700	3,700	3,700	51,200	51,200	
AUTO MAINTENANCE	01-0147-5241	684	0	600	600	600	600	600	
EQUIPMENT MAINTENANCE	01-0147-5242	1,225	1,146	1,500	1,500	1,500	1,500	1,500	
LABOR ATTORNEY	01-0147-5252	13,110	9,121	23,000	23,000	23,000	28,000	28,000	
UNEMPLOYMENT COSTS	01-0147-5287	7,079	3,825	10,000	10,000	10,000	8,000	8,000	
SUNDRY CONTRACTORS	01-0147-5299	3,772	3,772	4,500	4,500	4,500	4,500	4,500	
Sub-total		42,664	40,885	63,100	63,100	63,100	114,600	114,600	81.6%
<b>SUPPLIES</b>									
POSTAGE	01-0147-5311	40,080	40,889	48,000	48,000	48,000	48,000	48,000	
OFFICE SUPPLIES	01-0147-5312	854	777	800	800	800	800	800	
PRINTING	01-0147-5313	11,955	8,150	8,700	8,700	8,700	8,700	8,700	
TRASH BAGS	01-0147-5323		0	0	0	0	0	0	
EDUCATION SUPPLIES-TESTING	01-0147-5328	2,149	3,018	6,000	6,000	6,000	6,000	6,000	
OPERATING SUPPLIES-OTHER	01-0147-5329	4,610	5,612	5,650	5,650	5,650	5,650	5,650	
FUEL & LUBRICANTS	01-0147-5331	657	516	550	550	550	550	550	
VEHICLE SUPPORT	01-0147-5332	300	300	300	300	300	300	300	
MISCELLANEOUS SUPPLIES	01-0147-5399	303	82	0	0	0	0	0	
Sub-total		60,908	59,344	70,000	70,000	70,000	70,000	70,000	0.0%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0147-5421	2,019	4,258	6,000	6,000	6,000	10,000	10,000	
SUBSCRIPTIONS	01-0147-5422	562	575	650	650	650	675	675	
MEMBERSHIPS	01-0147-5424	2,216	2,410	2,250	2,250	2,250	2,250	2,250	
CONFERENCES AND SCHOOLS	01-0147-5425	1,069	379	3,200	3,200	3,200	3,200	3,200	
ALLOCATED INSURANCE COST	01-0147-5426	200	166	200	200	200	200	200	
MILEAGE	01-0147-5432	899	423	600	600	600	600	600	
EQUIPMENT RENTAL	01-0147-5433	3,620	4,317	5,100	5,100	5,100	5,000	5,000	
Sub-total		10,586	12,527	18,000	18,000	18,000	21,925	21,925	21.8%
EMPLOYEE RECOGNITION	01-0147-5726	0	0	3,000	3,000	0	3,000	3,000	
<b>SUB TOTAL NON PERSONAL SERVICES</b>		<b>114,158</b>	<b>112,756</b>	<b>154,100</b>	<b>154,100</b>	<b>151,100</b>	<b>209,525</b>	<b>209,525</b>	<b>36.0%</b>
<b>TOTAL GENERAL FUND</b>		<b>400,254</b>	<b>388,192</b>	<b>431,057</b>	<b>431,057</b>	<b>427,069</b>	<b>565,193</b>	<b>565,193</b>	<b>31.1%</b>
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41-0147-5813	0		4,400	4,400	4,400	4,700	4,700	
COMPUTER EQUIPMENT	41-0147-5841	2,115	1,117	700	700	680	900	900	
SOFTWARE	41-0147-5843	0		0	0	0	5,500	5,500	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>2,115</b>	<b>1,117</b>	<b>5,100</b>	<b>5,100</b>	<b>5,080</b>	<b>11,100</b>	<b>11,100</b>	<b>117.6%</b>
<b>GRAND TOTAL ADMINISTRATION</b>		<b>402,369</b>	<b>389,309</b>	<b>436,157</b>	<b>436,157</b>	<b>432,149</b>	<b>576,293</b>	<b>576,293</b>	<b>32.1%</b>

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

**DEPARTMENT:** Finance

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

**PROGRAM DESCRIPTION:**

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

The Audit 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)	2009	2010	2011	2012	2013	2014
Chief Financial Officer (Temp)			.50	.50	.50	0.00
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.30	1.30	1.23	1.23	1.23	1.23
Lead Cashier	.75	.75	.56	.56	.56	.56
Cashier/Clerk	.80	.80	.56	.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>6.60</b>

**ACTIVITY MEASURES:**

Activity	2009	2010	2011	2012	2013*	2014*
Disbursement Checks	5,499	5,428	6,435	6,652	6,700	6,800
Employees Paid	333	351	342	424	425	425
Property Tax Bills	13,365	13,393	13,694	13,724	13,800	13,900
Water/Sewer Payments	37,454	37,588	37,769	36,762	37,800	38,000
General Receipts Processed	7,453	7,759	8,165	8,034	8,200	8,400
Dog/Cat licenses	709	689	591	510	550	550
Assessment Invoices	25	0	16	26	20	30
Customer Invoices	795	709	778	751	800	800
Purchase Requisitions Used	4,035	3,645	4,099	3,797	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:

	Requested	Approved
Computer Equipment	\$4,400	\$4,000
Office Furniture	\$750	\$750
Financial Software - payroll	\$20,000	0

**CITY OF FRANKLIN  
2014 BUDGET**

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>FINANCE</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0151-5111	204,756	187,253	219,492	219,492	293,101	227,518	227,518	
SALARIES-PT	01-0151-5113	102,549	137,024	121,256	121,256	47,002	70,393	70,393	
SALARIES-TEMP	01-0151-5115	5,317	3,551	4,882	4,882	4,810	4,882	4,882	
SALARIES-OT	01-0151-5117	1,185	356	1,200	1,200	300	1,200	1,200	
COMPTIME TAKEN	01-0151-5118	1,085	2,054	1,500	1,500	1,500	1,500	1,500	
LONGEVITY	01-0151-5133	524	548	570	570	570	545	545	
HOLIDAY PAY	01-0151-5134	15,299	15,588	19,263	19,263	19,006	16,518	16,518	
VACATION PAY	01-0151-5135	18,272	11,115	28,227	28,227	28,192	28,899	28,899	
FICA	01-0151-5151	26,039	26,721	30,324	30,324	30,178	26,886	26,886	
RETIREMENT	01-0151-5152	29,900	18,312	17,074	17,074	16,995	14,714	14,714	
RETIREE GROUP HEALTH	01-0151-5153	3,305	3,302	3,796	3,796	3,977	2,543	2,543	
GROUP HEALTH & DENTAL	01-0151-5154	73,778	82,108	85,382	85,382	85,501	66,419	66,419	
LIFE INSURANCE	01-0151-5155	1,054	1,189	1,358	1,358	1,498	1,289	1,289	
WORKERS COMPENSATION INS	01-0151-5156	1,013	887	871	871	868	772	772	
ALLOCATED PAYROLL COST	01-0151-5199	-62,000	-56,900	-59,100	-59,100	-59,100	-59,100	-59,100	
Sub-total		422,077	433,107	476,095	476,095	474,398	404,978	404,978	-14.9%
Percent of Department Total		87.4%	87.8%	87.5%	87.5%	88.4%	86.7%	87.7%	
<b>CONTRACTUAL SERVICES</b>									
PAYROLL PROCESSING FEES	01-0151-5215	16,092	17,430	17,700	17,700	17,000	17,700	17,700	
OTHER PROFESSIONAL SERVICE	01-0151-5219	610	0	0	0	0	0	0	
EQUIPMENT MAINTENANCE	01-0151-5242	846	906	1,000	1,000	1,000	500	500	
SOFTWARE MAINTENANCE	01-0151-5257	15,404	14,605	16,000	16,000	14,000	10,400	10,400	
COLLECTION SERVICES	01-0151-5298	55	141	0	0	0	0	0	
TAX BILL PREPARTION & MAILING	01-0151-5299	11,611	12,006	13,100	13,100	13,100	13,500	13,500	
Sub-total		44,618	45,088	47,800	47,800	45,100	42,100	42,100	-11.9%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0151-5312	2,236	2,422	2,300	2,300	2,300	2,800	2,800	
PRINTING	01-0151-5313	1,032	1,793	2,500	2,500	2,500	2,500	2,500	
Sub-total		3,268	4,215	4,800	4,800	4,800	5,300	5,300	10.4%
<b>SERVICES &amp; CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0151-5421	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01-0151-5422	0	0	0	0	0	0	0	
MEMBERSHIPS	01-0151-5424	300	325	400	400	400	400	400	
CONFERENCES & SEMINARS	01-0151-5425	2,372	3,055	5,000	5,000	4,300	3,000	3,000	
ALLOCATED INSURANCE COST	01-0151-5428	1,500	1,450	1,500	1,500	1,500	1,500	1,500	
MILEAGE	01-0151-5432	0	0	0	0	0	0	0	
BANK FEES	01-0151-5491	4,601	2,725	4,313	4,313	4,300	4,483	4,483	
Sub-total		8,773	7,555	11,213	11,213	10,500	9,383	9,383	-16.3%
<b>SUB TOTAL NON PERSONAL SERVICES</b>		<b>56,659</b>	<b>56,858</b>	<b>63,813</b>	<b>63,813</b>	<b>60,400</b>	<b>56,783</b>	<b>56,783</b>	<b>-11.0%</b>
<b>TOTAL GENERAL FUND</b>		<b>478,736</b>	<b>489,965</b>	<b>539,908</b>	<b>539,908</b>	<b>534,798</b>	<b>461,761</b>	<b>461,761</b>	<b>-14.5%</b>
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE & FIXTURES	41-0151-5812	0	0	0	0	0	750	750	
OFFICE EQUIPMENT	41-0151-5813	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41-0151-5841	4,212	3,345	4,000	4,000	2,100	0	0	
SOFTWARE	41-0151-5843	0	0	0	0	0	4,400	4,400	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>4,212</b>	<b>3,345</b>	<b>4,000</b>	<b>4,000</b>	<b>2,100</b>	<b>5,150</b>	<b>5,150</b>	<b>28.8%</b>
<b>GRAND TOTAL FINANCE</b>		<b>482,948</b>	<b>493,310</b>	<b>543,908</b>	<b>543,908</b>	<b>536,898</b>	<b>466,911</b>	<b>466,911</b>	<b>-14.2%</b>
<b>Less Program Revenue:</b>									
INTEREST ON INVESTMENTS	Treasurer	-89,964	-123,658	-75,000	-75,000	-75,000	-90,000	-90,000	
INVESTMENT GAINS/LOSSES	Treasurer	-14,233	-4,156	10,000	10,000	160,000	23,000	23,000	
INTEREST-TAX ROLL	Treasurer	-124,052	-82,157	-75,000	-75,000	-91,000	-70,000	-70,000	
<b>Total Program Revenue</b>		<b>-228,249</b>	<b>-209,971</b>	<b>-140,000</b>	<b>-140,000</b>	<b>-6,000</b>	<b>-137,000</b>	<b>-137,000</b>	
<b>Net Finance Related Costs</b>		<b>254,699</b>	<b>283,339</b>	<b>403,908</b>	<b>403,908</b>	<b>530,898</b>	<b>329,911</b>	<b>329,911</b>	
<b>AUDIT</b>									
<b>CONTRACTUAL SERVICES</b>									
SPECIAL AUDIT	01-0152-5210	0	0	0	0	0	0	0	
ANNUAL AUDIT	01-0152-5213	26,265	26,955	28,000	28,000	27,665	29,790	29,790	
ACTUARIAL REVIEW	01-0152-5219	5,600	0	6,500	6,500	6,500	0	0	
<b>GRAND TOTAL AUDIT</b>		<b>31,865</b>	<b>26,955</b>	<b>34,500</b>	<b>34,500</b>	<b>34,165</b>	<b>29,790</b>	<b>29,790</b>	<b>-13.7%</b>

**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. A revaluation is occurring in 2013.

**STAFFING:**

Authorized Positions (FTE)	2009	2010	2011	2012	2013	2014
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	2009	2010 Φ	2011	2012	2013 Φ	2014*
Properties Inspected	798	557	645	661	515	600
Assessment Notices Mailed	589	12,557	573	576	12,410	500
Open Book Hearings	170	705	111	160	158	50
Board of Review Hearings	12	67	13	25	18	15
Residential Parcels	11,786	11,833	11,826	11,818	11,822	11,850
Commercial Parcels	518	541	542	546	551	551
<b>Total Parcels</b>	<b>12,817</b>	<b>12,857</b>	<b>12,852</b>	<b>12,859</b>	<b>12,820</b>	<b>12,850</b>
Assessed Value Increase	59 m	-117 m	5 m	1,058,500	-284m	5 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. For 2013, however, an "Interim Market Update" was performed as an allowable statutory alternative. For 2016 we anticipate returning to the full revaluation process with more extensive field verification. The total appropriation represents \$39,000 for annual maintenance services in accordance with the approved 2013-15 contract with Tyler/CLT, \$34,000 as a one-third share of a 2016 revaluation cost, and \$2,000 for back-up clerical support as allowed for by the contract.
- 4) Capital Outlay funding is provided for the replacement of a staff computer (\$870) and purchase of Windows 7 software 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), and an office chair (\$200). 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  
2014 BUDGET

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>ASSESSOR</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0154-5111	36,179	37,359	38,203	38,203	38,025	38,736	38,736	
SALARIES-TEMP	01-0154-5115	0	132	0	0	0	0	0	
SALARIES-OT	01-0154-5117	0	31	300	300	0	300	300	
COMPTIME TAKEN	01-0154-5118	103	0	200	200	0	50	50	
LONGEVITY	01-0154-5133	300	300	300	300	300	300	300	
HOLIDAY PAY	01-0154-5134	2,321	2,531	2,433	2,433	2,409	2,457	2,457	
VACATION PAY	01-0154-5135	4,389	3,934	4,344	4,344	4,301	4,388	4,388	
FICA	01-0154-5151	3,130	3,252	3,502	3,502	3,445	3,537	3,537	
RETIREMENT	01-0154-5152	4,329	4,373	2,289	2,289	2,252	2,312	2,312	
RETIREE GROUP HEALTH	01-0154-5153		0	0	0	0	0	0	
GROUP HEALTH & DENTAL	01-0154-5154	20,382	20,273	18,366	18,366	396	408	408	
LIFE INSURANCE	01-0154-5155	170	172	182	182	197	201	201	
WORKERS COMPENSATION INS	01-0154-5156	129	110	100	100	99	101	101	
Sub-total		71,432	72,468	70,219	70,219	51,424	52,790	52,790	-24.8%
Percent of Department Total		31.3%	36.2%	27.6%	27.6%	21.6%	23.4%	23.5%	
<b>CONTRACTUAL SERVICES</b>									
PROF SERVICE - ANNUAL & REVAL	01-0154-5210	70,866	46,000	74,000	74,000	74,000	75,000	75,000	
PROF SERVICE - CONTRACT ASSESSC	01-0154-5219	71,913	80,000	82,400	82,400	82,400	79,000	79,000	
EQUIPMENT MAINTENANCE	01-0154-5242		7						
SOFTWARE MAINTENANCE	01-0154-5257	0	0	3,750	3,750	3,750	3,750	3,750	
STATE MFG ASSESSMENT	01-0154-5299	11,310	0	13,600	13,600	13,600	12,000	12,000	
Sub-total		154,089	126,007	173,750	173,750	173,750	169,750	169,750	-2.3%
<b>SUPPLIES</b>									
POSTAGE	01-0154-5311		0	5,000	5,000	5,000	0	0	
OFFICE SUPPLIES	01-0154-5312	967	698	1,000	1,000	1,000	1,000	1,000	
PRINTING	01-0154-5313	331	0	2,800	2,800	2,800	0	0	
Sub-total		1,298	698	8,800	8,800	8,800	1,000	1,000	-88.6%
<b>SERVICES AND CHARGES</b>									
PUBLICATIONS	01-0154-5421	96	83	300	300	300	300	300	
SUBSCRIPTIONS	01-0154-5422	0	0	150	150	150	150	150	
MEMBERSHIP	01-0154-5424		0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01-0154-5425	0	0	250	250	250	250	250	
MILEAGE	01-0154-5432		0	0	0	0	0	0	
Sub-total		96	83	700	700	700	700	700	0.0%
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		155,483	126,788	183,250	183,250	183,250	171,450	171,450	-6.4%
<b>TOTAL GENERAL FUND</b>									
		226,915	199,256	253,469	253,469	234,674	224,240	224,240	-11.5%
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41-0154-5813	0		0	0	0	200	200	
COMPUTER EQUIPMENT	41-0154-5841	1,199	1,200	750	750	680	870	870	
SOFTWARE	41-0154-5843	0		120	120	0	120	120	
TOTAL CAPITAL OUTLAY FUND		1,199	1,200	870	870	680	1,190	1,190	
<b>GRAND TOTAL ASSESSOR</b>									
		228,114	200,456	254,339	254,339	235,354	225,430	225,430	-11.4%

## 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	2009	2010	2011	2012	2013*	2014*
Hours of Service	4,264	4,652	4,657	4,862	4,900	4,900
Matters Litigated	1	1	4	9	5	5
Municipal Court Cases	8,950	10,159	12,304	10,390	8,061	11,000

\* Forecast

CITY OF FRANKLIN		2011	2012	2013	2013	2013	2014	2014	Change Pr
2014 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
New Acct #									
<b>LEGAL COUNSEL</b>									
<b>CONTRACTUAL SERVICES</b>									
LEGAL SERVICES - GENERAL	01-0161-5212	163,237	169,777	172,500	172,500	172,500	175,100	175,100	
LEGAL SERVICES - DAY COURT	01-0161-5213	56,390	59,731	60,645	60,645	60,645	61,600	61,600	
BOARDS AND COMMISSIONS SUPPOR	01-0161-5214	59,583	55,000	55,825	55,825	55,825	56,700	56,700	
SPECIAL ATTORNEY	01-0161-5251	300	0	5,000	5,000	5,000	5,100	5,100	
LEGAL SERVICES - LANDFILL SITING	01-0161-5252		0	0	0	0	0	0	
ATTORNEY FEES - ADD'L SERVICES	01-0161-5253		0	30,000	30,000	30,000	30,500	30,500	
Sub-total		279,511	284,508	323,970	323,970	323,970	329,000	329,000	1.6%
<b>SUPPLIES</b>									
PRINTING	01-0161-5313	0	0	0	0	0	0	0	
Sub-total		0	0	0	0	0	0	0	
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0161-5421	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01-0161-5422	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01-0161-5425	0	0	500	500	500	500	500	
COURT COSTS	01-0161-5427	590	1,149	450	450	450	450	450	
Sub-total		590	1,149	950	950	950	950	950	0.0%
<b>GRAND TOTAL LEGAL COUNSEL</b>		<b>280,101</b>	<b>285,657</b>	<b>324,920</b>	<b>324,920</b>	<b>324,920</b>	<b>329,950</b>	<b>329,950</b>	<b>1.5%</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)	2009	2010	2011	2012	2013	2014
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Custodian	3.26	2.42	2.33	2.26	2.26	1.78
Seasonal Maintenance	.48	.48	.48	.48	.48	0
<b>Total</b>	<b>4.74</b>	<b>3.90</b>	<b>3.81</b>	<b>3.74</b>	<b>3.74</b>	<b>2.78</b>

**ACTIVITY MEASURES:**

Square Footage:	2009	2010	2011	2012	2013	2014
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	32,392	37,750	37,750	37,750	37,750	37,750
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	6,620	6,620	6,620	6,620	6,620	6,620
Law Enforcement Building	68,300	68,300	68,300	68,300	68,300	68,300
Library Building	40,000	40,000	40,000	40,000	40,000	40,000
<b>Total Square Footage</b>	<b>239,968</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>

\*Forecast

## **BUDGET SUMMARY:**

- 1) The Mayor's Recommended Budget proposes moving the remaining summer worker to the Department of Public Work's budget. Additionally, 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 (which are paid for through the Sundry Contracts line item). Contract services are also used on a temporary basis to address short-term vacancies. The 2013 budget had been set up anticipating a return to staffing as opposed to the contract service. The 2014, budget, however, acknowledges the position as remaining as a contracted service. Therefore, although actual staffing for 2014 remains the same as in 2013, the 2014 budget reflects a reduction in staffing and an increase in contracted services.
- 2) Given current staffing levels, service levels to departments remain at a basic cleaning level. Deep cleaning is accomplished only sporadically.
- 3) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 4) The Fire Station roof project for 2012, funded in the Capital Improvement Fund, was moved back to 2013 and the second phase of that project was added (\$35,000). In the fall of 2013, however, following a recommendation from a roofing consultant, the entire roof of Fire Station No. 1 is recommended for replacement in 2014 as the same time as the City Hall roof and decorative framing is recommended for replacement.
- 5) Capital Outlay purchases include a Floor Burnishing Machine (\$950); Replacement of a laptop with a Desktop PC (\$780); and a Security System for City Hall (\$30,000).

CITY OF FRANKLIN  
2014 BUDGET

	New Acct #	2011 Actual	2012 Actual	2013 Adopted	2013 Amended	2013 Estimate	2014 Proposed	2014 Adopted	Change Pr Yr Adopted
<b>MUNICIPAL BUILDING</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0181-5111	85,830	67,734	88,059	88,059	88,564	89,838	89,838	
SALARIES-PT	01-0181-5113	50,907	50,258	46,726	46,726	30,237	31,595	31,595	
SALARIES-TEMP	01-0181-5115	7,971	10,781	9,627	9,627	9,610	0	0	
SALARIES-OT	01-0181-5117	5,733	4,406	3,000	3,000	5,000	3,000	3,000	
COMPTIME TAKEN	01-0181-5118	0	0	500	500	0	500	500	
LONGEVITY	01-0181-5133	238	210	239	239	239	269	269	
HOLIDAY PAY	01-0181-5134	7,748	6,760	8,228	8,228	7,250	7,440	7,440	
VACATION PAY	01-0181-5135	7,806	14,846	9,297	9,297	8,598	8,803	8,803	
FICA	01-0181-5151	12,442	11,417	12,674	12,674	11,436	10,821	10,821	
RETIREMENT	01-0181-5152	19,858	14,231	10,371	10,371	9,918	8,652	8,652	
RETIREE GROUP HEALTH	01-0181-5153	3,611	3,380	3,471	3,471	3,542	2,804	2,804	
GROUP HEALTH & DENTAL	01-0181-5154	41,592	35,546	37,464	37,464	37,522	38,647	38,647	
LIFE INSURANCE	01-0181-5155	378	347	400	400	441	450	450	
WORKERS COMPENSATION INS	01-0181-5156	6,409	5,013	5,583	5,583	5,011	4,761	4,761	
ALLOCATED PAYROLL COST	01-0181-5199	-177,100	-173,300	-173,300	-173,300	-173,300	-173,300	-173,300	
Sub-total		73,423	51,631	62,339	62,339	44,068	34,280	34,280	-45.0%
Percent of Department Total		35.0%	24.0%	29.5%	29.5%	22.8%	17.1%	17.1%	
<b>CONTRACTUAL SERVICES</b>									
MEDICAL SERVICES	01-0181-5211	0	0	0	0	0	0	0	
SUNDRY CONTRACTORS	01-0181-5299	18,209	30,251	20,240	20,240	20,240	20,847	20,847	
Sub-total		18,209	30,251	20,240	20,240	20,240	20,847	20,847	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0181-5312	38	127	100	100	100	100	100	
UNIFORMS	01-0181-5326	470	369	500	500	500	500	500	
FUEL/LUBRICANTS	01-0181-5331	90	12	100	100	100	100	100	
CONSUMABLE TOOLS	01-0181-5342	257	249	250	250	250	250	250	
Sub-total		856	756	950	950	950	950	950	0.0%
<b>SERVICES AND CHARGES</b>									
CONFERENCES AND SCHOOLS	01-0181-5425	143	0	300	300	300	300	300	
<b>FACILITY CHARGES</b>									
WATER	01-0181-5551	1,351	1,584	1,550	1,550	1,550	1,550	1,550	
ELECTRICITY	01-0181-5552	55,358	58,869	56,500	56,500	56,500	58,000	58,000	
SEWER	01-0181-5553	604	676	800	800	800	800	800	
NATURAL GAS	01-0181-5554	12,467	11,952	14,900	14,900	14,900	14,500	14,500	
LANDSCAPE MATERIALS	01-0181-5555	2,779	2,045	2,500	2,500	2,500	2,000	2,000	
JANITORIAL SUPPLIES	01-0181-5556	6,013	6,451	5,000	5,000	5,000	6,000	6,000	
BUILDING MAINTENANCE-SYSTEMS	01-0181-5557	19,958	22,816	19,600	19,600	19,600	19,992	19,992	
BUILDING MAINTENANCE-OTHER	01-0181-5559	12,287	9,979	9,700	9,700	9,700	9,894	9,894	
Sub-total		110,816	114,372	110,550	110,550	110,550	112,736	112,736	2.0%
SUB TOTAL NON PERSONAL SERVICES		130,024	145,379	132,040	132,040	132,040	134,833	134,833	2.1%
TOTAL GENERAL FUND		203,447	197,010	194,379	194,379	176,108	169,113	169,113	-13.0%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE & FIXTURES	41-0181-5812	0	0	0	0	0	0	0	
NON-MOTORIZED EQUIPMENT	41-0181-5814	0	0	0	0	0	0	0	
SHOP EQUIPMENT	41-0181-5815	0	0	0	0	0	950	950	
BUILDING IMPROVEMENTS	41-0181-5822	6,582	18,058	17,100	17,100	17,100	30,000	30,000	
COMPUTER EQUIPMENT	41-0181-5841	0	0	0	0	0	780	780	
TOTAL CAPITAL OUTLAY FUND		6,582	18,058	17,100	17,100	17,100	31,730	31,730	85.6%
<b>EQUIPMENT REVOLVING FUND</b>									
EQUIPMENT	42-0181-5811	0	0	0	0	0	0	0	
GRAND TOTAL MUNICIPAL BUILDING		210,029	215,068	211,479	211,479	193,208	200,843	200,843	-5.0%

CITY OF FRANKLIN 2014 BUDGET		2011	2012	2013	2013	2013	2014	2014	Change Pr
	New Acct #	Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
<b>INSURANCE</b>									
BUILDING INSURANCE	01-0194-5511	28,983	27,860	29,000	29,000	29,000	46,050	46,050	
AUTO/EQUIPMENT INSURANCE	01-0194-5512	70,832	70,257	73,000	73,000	73,000	75,661	75,661	
GENERAL LIABILITY	01-0194-5513	100,129	105,071	108,000	108,000	108,000	108,000	108,000	
PROFESSIONAL LIABILITY	01-0194-5514	38,796	40,940	41,000	41,000	41,000	43,410	43,410	
BOILER INSURANCE	01-0194-5515	6,017	6,017	6,200	6,200	6,200	6,000	6,000	
UMBRELLA INSURANCE	01-0194-5516	13,800	13,800	14,200	14,200	14,200	16,200	16,200	
PUBLIC OFFICIALS E & O LIABILITY	01-0194-5518	50,436	52,968	54,000	54,000	54,000	54,600	54,600	
MONEY & SECURITIES	01-0194-5521	1,599	1,599	1,850	1,850	1,850	1,850	1,850	
ALLOCATED INSURANCE COST	01-0194-5560	-241,400	-236,268	-246,200	-246,200	-246,200	-251,124	-251,124	
WORKERS COMPENSATION	01-0194-5517	399,280	359,315	403,563	403,563	403,563	411,634	411,634	
ALLOCATED WC INSURANCE COST	01-0194-5561	-399,280	-359,315	-403,563	-403,563	-403,563	-411,634	-411,634	
Sub-total		69,292	82,344	81,050	81,050	81,050	100,647	100,647	24.2%
GRAND TOTAL INSURANCE		69,292	82,344	81,050	81,050	81,050	100,647	100,647	24.2%
Less Program Revenue:									
INSURANCE DIVIDEND		-16,360	0	-15,000	-15,000	-58,200	-15,000	-15,000	
Net Insurance Related Costs		52,932	82,344	66,050	66,050	22,850	85,647	85,647	

## INSURANCE

194

**DEPARTMENT:** Insurance

**PROGRAM MANAGER:** Director of Administration

**PROGRAM DESCRIPTION:**

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

**BUDGET SUMMARY:**

- 1) The largest expense within the funding for this area is workers compensation costs. The State sets rates and calculates the City's modification factor based upon claims history. Workers Compensation expenses are charged out to the operating department budgets. Increases in total payroll and changes in State-set rates will be offset and supported by a reduction in the State-determined modification factor that is applied to the City of Franklin and will result in an estimated increase in appropriations of less than one percent for 2014.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.
- 3) The insurance market place is experiencing some increases that are reflected through increased appropriations. The largest increase is in the building and personal property insurance that the City has historically obtained through the Local Government Property Insurance Fund (LGPIF). New management at LGPIF has led to some changes that have pushed rates up resulting in an increase in appropriations of \$17,050. Although this is not inconsistent with the market, it does mean we will consider another provider to ensure competitiveness.

**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		2011	2012	2013	2013	2013	2014	2014	Change Pr
2014 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
	New Acct #								
<b>UNCLASSIFIED EXPENSES</b>									
CONTRIBUTIONS AND AWARDS									
UNEMPLOYMENT	01-0198-5158	0	0	0	0	0	0	0	
REFUNDED PROPERTY TAXES	01-0198-5543	3,906	978	2,500	2,500	2,500	2,500	2,500	
CLAIMS	01-0198-5731	0	0	0	0	0	0	0	
<b>GRAND TOTAL UNCLASSIFIED</b>		<b>3,906</b>	<b>978</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</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	01-0199-5110		0	950,000	950,000	0	950,000	950,000	
Sub-total		0	0	950,000	950,000	0	950,000	950,000	
UNRESTRICTED									
UNRESTRICTED	01-0199-5499		0	123,000	122,075	117,075	125,000	125,000	
<b>GRAND TOTAL CONTINGENCY</b>		<b>0</b>	<b>0</b>	<b>1,073,000</b>	<b>1,072,075</b>	<b>117,075</b>	<b>1,075,000</b>	<b>1,075,000</b>	<b>0.2%</b>
<b>ANTICIPATED UNDEREXPENDITURES</b>									
	01-0199-5497	0	0	-350,000	-350,000	-224,000	-350,000	-350,300	