

**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 2017.

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 2015 budget remains the same as the 2014 budget.

**CITY OF FRANKLIN  
2015 BUDGET**

	New Acct #	2012 Actual	2013 Actual	2014 Adopted	2014 Amended	2014 Estimate	2015 Proposed	2015 Adopted	Change Pr Yr Adopted
<b>GENERAL FUND EXPENDITURES</b>									
<b>MAYOR</b>									
<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	48	48	48	48	60	60	
Sub-total		18,512	18,500	18,500	18,500	18,500	18,512	18,512	0.1%
Percent of Department Total		79.4%	76.9%	69.5%	69.5%	69.5%	69.8%	69.8%	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01.0101.5212			0	0	150	100	100	
PRINTING	01.0101.5213			0	0	150	100	100	
Sub-total				0	0	300	200	200	#DIV/0!
<b>SERVICES AND CHARGES</b>									
SUBSCRIPTIONS	01-0101-5422	0		150	150	0	0	0	
MEMBERSHIPS	01-0101-5424	0		150	150	0	0	0	
CONFERENCES AND SCHOOLS	01-0101-5425	4,800	67	2,000	2,000	2,000	2,000	2,000	
MILEAGE - AUTO ALLOWANCE	01-0101-5432	0	4,800	4,800	4,800	4,800	4,800	4,800	
Sub-total		4,800	4,867	7,100	7,100	6,800	6,800	6,800	-4.2%
<b>CONTRIBUTIONS AND AWARDS</b>									
VOLUNTEER RECOGNITION/AWARDS	01-0101-5734	0		1,000	1,000	1,000	1,000	1,000	
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		4,800	4,867	8,100	8,100	8,100	8,000	8,000	-1.2%
<b>TOTAL GENERAL FUND</b>									
		23,312	23,367	26,600	26,600	26,600	26,512	26,512	-0.3%
<b>CAPITAL OUTLAY FUND</b>									
OTHER CAPITAL EQUIPMENT	41-0101-5841		680	0		0	0	0	
SOFTWARE	41-0101-5843			0	0	0		0	
TOTAL CAPITAL OUTLAY FUND		0	680	0	0	0	0	0	
<b>GRAND TOTAL MAYOR</b>									
		23,312	24,047	26,600	26,600	26,600	26,512	26,512	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
Economic Development Commission	Environmental Commission

Certain boards and commissions oversee programs with their own budget or fund (such as the Community Development Authority, Civic Celebrations Commission, Fair Commission, Library Board, and Board of Water Commissioners). The cost of supporting the remaining boards and commissions is included in the Common Council budget.

**SERVICES:**

- Adopt ordinances and resolutions, levy taxes and appropriate monies for the operation of the City.
- Adopt and review policies to meet needs of the City and its citizens.

**STAFFING:**

Authorized Positions (FTE)	2010	2011	2012	2013	2014	2015
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	2010	2011	2012	2013	2014*	2015*
Ordinances passed	44	27	30	27	30	30
Resolutions passed	71	84	175	98	75	75
Common Council meeting hours	64	57	50	52	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
<b>Total</b>	<b>11,530</b>

**CITY OF FRANKLIN  
2015 BUDGET**

	New Acct #	2012 Actual	2013 Actual	2014 Adopted	2014 Amended	2014 Estimate	2015 Proposed	2015 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	4,131	4,131	4,131	4,131	4,131	4,131	
WORKERS COMPENSATION INS	01-0102-5156	131	120	119	119	119	151	151	
Sub-total		47,309	47,451	47,450	47,450	47,450	47,482	47,482	0.1%
Percent of Department Total		69.4%	68.5%	65.4%	65.4%	67.4%	61.3%	61.3%	
<b>CONTRACTUAL SERVICES</b>									
OTHER PROFESSIONAL SERVICES	01-0102-5219	0	0	1,000	1,000	300	1,000	1,000	
SUNDRY CONTRACTORS	01-0102-5299	0	0	0	0	0	0	0	
Sub-total		0	0	1,000	1,000	300	1,000	1,000	0.0%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0102-5312	0	14	100	100	100	100	100	
PRINTING	01-0102-5313	0	64	100	100	100	100	100	
BOARDS AND COMMISSIONS EXP	01-0102-5329	136	551	1,050	1,050	0	1,000	1,000	
Sub-total		136	629	1,250	1,250	200	1,200	1,200	-4.0%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0102-5421	0		0	0	0	0	0	
SUBSCRIPTIONS	01-0102-5422	0		0	0	0	0	0	
MEMBERSHIPS	01-0102-5424	9,777	10,224	11,530	11,530	11,500	11,500	11,500	
CONFERENCES AND SCHOOLS	01-0102-5425	0	0	500	500	200	500	500	
MILEAGE - AUTO ALLOWANCE	01-0102-5432	10,800	10,800	10,800	10,800	10,800	10,800	10,800	
Sub-total		20,577	21,024	22,830	22,830	22,500	22,800	22,800	-0.1%
<b>CONTRIBUTIONS AND AWARDS</b>									
AWARDS	01-0102-5726	116		0	0	0	0	0	
VOLUNTEER RECOGNITION/AWARDS	01-0102-5734		124	0	0	0	5,000	5,000	
Sub-total		116	124	0	0	0	5,000	5,000	
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		20,829	21,777	25,080	25,080	23,000	30,000	30,000	19.6%
<b>TOTAL GENERAL FUND</b>									
		68,138	69,228	72,530	72,530	70,450	77,482	77,482	6.8%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41-0102-5812			0	0	0	0	0	
<b>TOTAL CAPITAL OUTLAY FUND</b>									
				0	0	0	0	0	
<b>GRAND TOTAL ALDERMEN</b>									
				72,530	72,530	70,450	77,482	77,482	

**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)	2010	2011	2012	2013	2014	2015
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	2.00	2.50	2.50	2.50	2.50	2.50
<b>Total</b>	<b>2.00</b>	<b>2.50</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	2010	2011	2012	2013	2014*	2015*
Municipal court cases	10,159	12,285	11,661	8,569	8,705	9,000

\* Forecast

**BUDGET SUMMARY:**

Two daytime and four nighttime court sessions per month are held.

**Capital Outlay:**

Replace 2 courtroom computers	\$2,200
Replace 3 staff computers	2,850
Courtroom laserjet printer	800
Replace receipt printer	750
<b>Total</b>	<b>\$6,600</b>

CITY OF FRANKLIN

2015 BUDGET

	New Acct #	2012 Actual	2013 Actual	2014 Adopted	2014 Amended	2014 Estimate	2015 Proposed	2015 Adopted	Change Pr Yr Adopted
<b>MUNICIPAL COURT</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0121-5111	73,724	75,659	75,883	75,883	77,379	77,434	77,434	
SALARIES-PT	01-0121-5113	36,599	38,711	39,689	39,689	39,688	40,063	40,063	
SALARIES-TEMP	01-0121-5115	1,460	2,209	0	0	0	0	0	
SALARIES-OT	01-0121-5117	0		1,200	1,200	500	1,200	1,200	
COMPTIME TAKEN	01-0121-5118	41	941	1,500	1,500	0	1,500	1,500	
LONGEVITY	01-0121-5133	510	410	390	390	390	390	390	
HOLIDAY PAY	01-0121-5134	5,469	6,327	5,826	5,826	5,826	5,943	5,943	
VACATION PAY	01-0121-5135	6,912	9,420	6,300	6,300	6,300	6,427	6,427	
FICA	01-0121-5151	8,140	8,791	10,005	10,005	9,951	10,171	10,171	
RETIREMENT	01-0121-5152	6,000	5,486	5,488	5,488	5,454	5,597	5,597	
RETIREE GROUP HEALTH	01-0121-5153	1,240	375	555	555	455	432	432	
GROUP HEALTH & DENTAL	01-0121-5154	24,555	28,046	31,063	31,063	28,926	28,956	28,956	
LIFE INSURANCE	01-0121-5155	402	435	485	485	485	485	485	
WORKERS COMPENSATION INS	01-0121-5156	307	295	287	287	286	371	371	
Sub-total		165,360	177,105	178,671	178,671	175,640	178,969	178,969	0.2%
Percent of Department Total		82.3%	77.3%	79.9%	79.9%	79.2%	76.9%	79.1%	
<b>CONTRACTUAL SERVICES</b>									
OTHER PROFESSIONAL SERVICES	01-0121-5219	988	1,128	600	600	900	600	600	
EQUIPMENT MAINTENANCE	01-0121-5242	0	0	300	300	0	300	300	
SOFTWARE MAINTENANCE	01-0121-5257	6,742	7,922	8,700	8,700	8,080	8,700	8,700	
PRISONER BOARDING	01-0121-5294	24,786	33,018	30,900	30,900	33,000	33,000	33,000	
DOT SUSPENSION FEES/COLLECTION	01-0121-5298	0	1,345	650	650	650	650	650	
Sub-total		32,516	43,413	41,150	41,150	42,630	43,250	43,250	5.1%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0121-5312	610	416	400	400	500	400	400	
PRINTING	01-0121-5313		45	350	350	0	350	350	
Sub-total		610	461	750	750	500	750	750	0.0%
<b>SERVICES AND CHARGES</b>									
DMV ACCESS SERVICE	01-0121-5410	800	900	1,200	1,200	1,200	1,200	1,200	
SUBSCRIPTIONS	01-0121-5422	0	0	100	100	0	100	100	
MEMBERSHIPS	01-0121-5424	140	180	150	150	180	150	150	
CONFERENCES AND SCHOOLS	01-0121-5425	1,384	1,585	1,250	1,250	1,600	1,500	1,500	
JURY/WITNESS FEES	01-0121-5429	21	-16	250	250	25	250	250	
Sub-total		2,345	2,649	2,950	2,950	3,005	3,200	3,200	8.5%
SUB TOTAL NON PERSONAL SERVICES		35,471	46,523	44,850	44,850	46,135	47,200	47,200	5.2%
TOTAL GENERAL FUND		200,831	223,628	223,521	223,521	221,775	226,169	226,169	1.2%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41-0121-5812		1,209	0			0	0	
COMPUTER EQUIPMENT	41-0121-5841		997	0			6,600	6,600	
SOFTWARE	41-0121-5843		3,275	0				0	
TOTAL CAPITAL OUTLAY FUND		0	5,481	0	0	0	6,600	6,600	
GRAND TOTAL MUNICIPAL COURT		200,831	229,109	223,521	223,521	221,775	232,769	232,769	4.1%
Less Program Revenue:									
Penalties & Forfeitures @ 12%		-54,900	-49,415	-53,280	-53,280	-49,200	-50,712	-50,712	
Net Municipal Court Related Costs		145,931	179,694	170,241	170,241	172,575	182,057	182,057	

**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:**

<b>Authorized Positions (FTE)</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
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	1.00	1.00	1.00	1.00	1.00
Clerk/Typist	.50	.62	.62	.62	.62	.62
Secretary	.00	.50	.50	.50	.50	.50
Temporary Help	.02	.02	.02	.00	.00	.00
<b>Total</b>	<b>4.00</b>	<b>4.14</b>	<b>4.14</b>	<b>4.12</b>	<b>4.12</b>	<b>4.12</b>

**ACTIVITY MEASURES:**

Activity	2010	2011	2012	2013	2014*	2015*
Liquor licenses	56	55	55	53	54	54
Bartenders licenses	383	367	321	388	350	350
Property status reports	96	127	169	109	150	125
Burn permits	375	332	309	345	325	325
Complaints				280	350	350
Registered voters	21,204	20,808	21,597	21,694	21,756	23,000
Elections held	4	2	6**	5***	4	2

\*Forecast

\*\*Includes two special elections

\*\*\*Includes four special elections. Actual number of elections administered was 6; however, two were held on the same day.

**BUDGET SUMMARY:**

- 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. Increase is due to new employees and Municipal Clerk/Deputy Clerk certification training, along with statutory training requirements.
- 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).
- Election decrease in funding is due to two elections scheduled in 2015 vs. four elections held in 2014. 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.
- 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.) This budget includes an increase from \$7.25 per hour to \$8.00 per hour for pollworkers.

- 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.
- 8) Purchase of voting machines - \$40,000

**CITY OF FRANKLIN  
2015 BUDGET**

	New Acct #	2012 Actual	2013 Actual	2014 Adopted	2014 Amended	2014 Estimate	2015 Proposed	2015 Adopted	Change Pr Yr Adopted
<b>CITY CLERK</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0141-5111	156,569	150,374	154,091	154,091	167,255	153,458	153,458	
SALARIES-PT	01-0141-5113	36,235	38,010	37,893	37,893	33,768	38,721	38,721	
SALARIES-TEMP	01-0141-5115	0	0	601	601	593	601	601	
SALARIES-OT	01-0141-5117	269	326	500	500	1,200	1,000	1,000	
COMPTIME TAKEN	01-0141-5118	872	40	100	100	0	2,000	2,000	
LONGEVITY	01-0141-5133	846	747	600	600	400	300	300	
HOLIDAY PAY	01-0141-5134	12,083	11,102	11,808	11,808	13,401	11,979	11,979	
VACATION PAY	01-0141-5135	9,241	20,311	15,334	15,334	17,315	16,249	16,249	
FICA	01-0141-5151	15,821	16,380	16,901	16,901	17,896	17,160	17,160	
RETIREMENT	01-0141-5152	15,079	10,619	11,016	11,016	10,859	11,185	11,185	
RETIREE GROUP HEALTH	01-0141-5153	1,947	1,126	1,684	1,684	1,031	1,255	1,255	
GROUP HEALTH & DENTAL	01-0141-5154	49,758	35,768	46,019	46,019	37,417	36,219	36,219	
LIFE INSURANCE	01-0141-5155	835	893	965	965	771	978	978	
WORKERS COMPENSATION INS	01-0141-5156	533	483	486	486	466	527	527	
Allocated payroll cost	01-0141-5199	-14,200	-13,600	-13,600	-13,600	-13,600	-7,600	-7,600	
Sub-total		285,889	272,577	284,398	284,398	288,772	284,032	284,032	-0.1%
Percent of Department Total		#DIV/0!	#DIV/0!	89.5%	89.5%	89.8%	91.0%	91.0%	
<b>CONTRACTUAL SERVICES</b>									
FILING FEES	01-0141-5223	630	450	1,500	1,500	1,200	1,200	1,200	
EQUIPMENT MAINTENANCE	01-0141-5242	0	0	0	0	0	0	0	
SUNDRY CONTRACTORS	01-0141-5299	6,993	4,045	6,000	6,000	6,000	6,000	6,000	
Sub-total		7,623	4,495	7,500	7,500	7,200	7,200	7,200	-4.0%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0141-5312	784	891	900	900	900	900	900	
PRINTING	01-0141-5313	0	142	400	400	400	400	400	
Sub-total		784	1,033	1,300	1,300	1,300	1,300	1,300	0.0%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0141-5421	9,538	8,656	9,000	9,000	9,000	9,000	9,000	
SUBSCRIPTIONS	01-0141-5422	95	88	100	100	100	100	100	
MEMBERSHIPS	01-0141-5424	500	520	600	600	600	600	600	
CONFERENCES AND SCHOOLS	01-0141-5425	1,364	765	2,000	2,000	2,500	3,000	3,000	
MILEAGE	01-0141-5432	536	686	600	600	700	800	800	
BACKGROUND CHECKS	01-0141-5471	3,661	5,208	5,850	5,850	5,800	5,800	5,800	
Sub-total		15,894	15,923	18,150	18,150	18,700	19,500	19,500	7.4%
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		24,101	21,451	26,950	26,950	27,200	28,000	28,000	3.9%
<b>TOTAL GENERAL FUND</b>									
		309,990	294,028	311,348	311,348	315,972	312,032	312,032	0.2%
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41-0141-5813			5,000	5,000	5,000		0	
COMPUTER EQUIPMENT	41-0141-5841			1,360	1,360	700		0	
SOFTWARE	41-0141-5843			0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND				6,360	6,360	5,700	0	0	100.0%
<b>GRAND TOTAL CITY CLERK</b>									
				317,708	317,708	321,672	312,032	312,032	-1.8%
<b>Less Program Revenue:</b>									
Licenses: 4201-4217		-59,590	-59,329	-58,750	-58,750	-57,600	-57,600	-57,600	
Licenses: 4225-4241		-8,381	-7,666	-8,400	-8,400	-7,900	-8,200	-8,200	
PUBLICATIONS & RECORDING	C 01-0000-4411	-2,464	-2,069	-2,000	-2,000	-2,000	-2,000	-2,000	
PROPERTY STATUS REPORTS	01-0000-4413	-6,011	-4,935	-2,500	-2,500	-2,500	-2,500	-2,500	
Total Program Revenue		-76,446	-73,999	-71,650	-71,650	-70,000	-70,300	-70,300	
<b>Net City Clerk Related Costs</b>									
		-76,446	-73,999	246,058	246,058	251,672	241,732	241,732	

CITY OF FRANKLIN  
2015 BUDGET

	New Acct #	2012 Actual	2013 Actual	2014 Adopted	2014 Amended	2014 Estimate	2015 Proposed	2015 Adopted	Change Pr Yr Adopted
<b>ELECTIONS</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0142-5111	3,686	1,984	1,560	1,560	937	800	800	
SALARIES-PT	01-0142-5113	2,561	1,068	877	877	1,578	517	517	
SALARIES-TEMP	01-0142-5115	49,652	22,010	32,000	32,000	29,580	13,000	13,000	
SALARIES-OT	01-0142-5117	9,371	2,124	5,000	5,000	10,162	3,000	3,000	
LONGEVITY	01-0142-5133	76	8	8	8	0	0	0	
FICA	01-0142-5151	1,195	377	493	493	1,649	193	193	
RETIREMENT	01-0142-5152	1,476	325	355	355	673	157	157	
RETIREE GROUP HEALTH	01-0142-5153	187	72	70	70	32	27	27	
GROUP HEALTH & DENTAL	01-0142-5154	2,792	193	1,052	1,052	1,495	398	398	
LIFE INSURANCE	01-0142-5155	0	0	20	20	36	11	11	
WORKERS COMPENSATION INS	01-0142-5156	259	116	133	133	132	81	81	
Sub-total		71,256	28,277	41,568	41,568	46,274	18,184	18,184	-56.3%
Percent of Department Total		87.1%	70.7%	71.2%	71.2%	61.9%	21.9%	21.9%	
<b>CONTRACTUAL SERVICES</b>									
DP SERVICES	01-0142-5214	1,217	3,509	6,000	6,000	13,000	10,000	10,000	
EQUIPMENT MAINTENANCE	01-0142-5242	3,360	3,180	3,800	3,800	3,300	3,300	3,300	
Sub-total		4,577	6,689	9,800	9,800	16,300	13,300	13,300	35.7%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0142-5312	1,897	993	1,500	1,500	1,500	1,500	1,500	
PRINTING	01-0142-5313	1,888	2,134	3,000	3,000	8,000	8,000	8,000	
Sub-total		3,786	3,127	4,500	4,500	9,500	9,500	9,500	111.1%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0142-5421	358	608	500	500	700	500	500	
CONFERENCES AND SCHOOLS	01-0142-5425	0	0	600	600	600	600	600	
MILEAGE	01-0142-5432	18	107	200	200	200	200	200	
EQUIPMENT RENTAL	01-0142-5532	1,800	1,200	1,200	1,200	1,200	600	600	
Sub-total		2,176	1,915	2,500	2,500	2,700	1,900	1,900	-24.0%
<b>SUB TOTAL NON PERSONAL SERVICES</b>		<b>10,539</b>	<b>11,731</b>	<b>16,800</b>	<b>16,800</b>	<b>28,500</b>	<b>24,700</b>	<b>24,700</b>	<b>47.0%</b>
<b>TOTAL GENERAL FUND</b>		<b>81,795</b>	<b>40,008</b>	<b>58,368</b>	<b>58,368</b>	<b>74,774</b>	<b>42,884</b>	<b>42,884</b>	<b>-26.5%</b>
<b>CAPITAL OUTLAY FUND</b>									
OTHER CAPITAL EQUIPMENT	41-0142-5819			0	0	0	40,000	40,000	
SOFTWARE	41-0142-5843			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>40,000</b>	<b>40,000</b>	<b>0.0%</b>
<b>GRAND TOTAL ELECTIONS</b>		<b>81,795</b>	<b>40,008</b>	<b>58,368</b>	<b>58,368</b>	<b>74,774</b>	<b>82,884</b>	<b>82,884</b>	<b>42.0%</b>
Less Program Revenue:									
REFUNDS & REIMB - ELECTIONS	01-0000-4782	0	0	0	0	0	0	0	
<b>Net Elections Related Costs</b>		<b>81,795</b>	<b>40,008</b>	<b>58,368</b>	<b>58,368</b>	<b>74,774</b>	<b>82,884</b>	<b>82,884</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 historically managed by the Director of Administration. The 2015 budget incorporates funding to hire an IT Director/Manager, reporting to the Director of Administration, who is a professional in the information services area. The demands of City departments, the risks associated with data and systems management, and the potential for service efficiencies through technology warranted adding this position. Primary staff support is provided through a professional services contract with an outside data processing technical support firm; however, beginning in mid-2010, one contracted 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	2010	2011	2012	2013	2014*	2015*
Total City computers	203	215	257	255	260	260
Software applications	49	50	53	58	60	60
Est. Help Desk Requests	1,300	1,300	1,100	1,758	1,500	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. Core operations continue with a "Dual Technician" 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. (Dual Technicians perform both Level 1 (help desk) work and Level 2 (network maintenance) work. Data Base Administrator (DBA) services are also acquired from HBS out of this account as well. 2014 saw an increase in use of the DBA as was planned in the budget. This is necessary to help ensure the older software systems linked through GIS and the various SQL databases remain in communication despite software changes by vendors.
- 2) The 2015 budget incorporates funding to hire an IT Director/Manager. The City currently operates the IT Department without a professional, IT-dedicated manager. Contracted staff provides good level 1 and level 2 support (help desk and technical systems, hardware, software, and network maintenance); however, there is no trained IT professional dedicated to major project development, network and systems design, and strategic planning and strategic initiatives. This individual would manage current staffing contracts, which covers the City Hall and Police Department contracted staff and the GIS contracted staff. The individual would also address technology related issues such as phones and the new low-powered FM radio station. Effectively, issues under the advisory purview of the Technology Commission would likely fall under the day-to-day purview of this manager. The manager would not be a department head level position and would report to the Director of Administration.
- 3) The 2015 IS budget establishes a new "Conferences & Schools" line item for \$1,500 as the establishment of an IT Director/Manager as an employee within the Department will necessitate continued education and training for the individual.
- 4) Capital Outlay purchases include Point-to-Point Wireless Network Connection for DPW (\$30,000); Network Back-Up and Business Continuity Solution (\$50,000); Emergency Hardware/Software Replacements (\$7,500); SAN Hard Drive Additions (\$5,000); RAM Additions to Cluster Servers in City Hall (\$6,000); Laptop for IT Dept (\$900); Tablets for Testing Remote Applications (\$3,500); Implementing Dual, Wide Screen Monitors (\$10,000); MS Office License Upgrades (\$16,250); Unanticipated Software Products (\$2,500); VPN Upgrade (\$25,000).
- 5) Note that due to the virtual server infrastructure, no new or replacement servers are required in 2015 (none were required in 2012, 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.

- 6) Activity measures in this area are not historically precisely tracked or measurable. For example, Help Desk requests are always estimated. A project for 2015 for this division will be to identify appropriate measurable and relatable activity measures and accurate data gathering tools.

CITY OF FRANKLIN 2015 BUDGET		2012	2013	2014	2014	2014	2015	2015	Change Pr
	New Acct #	Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
<b>INFORMATION SERVICES</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT				0	0	0	63,750	63,750	
FICA				0	0	0	4,877	4,877	
RETIREMENT				0	0	0	797	797	
RETIREE GROUP HEALTH							599	599	
GROUP HEALTH & DENTAL				0	0	0	13,225	13,225	
LIFE INSURANCE							210	210	
WORKERS COMPENSATION INS				0	0	0	179	179	
Sub-total				0	0	0	83,637	83,637	#DIV/0!
Percent of Department Total				0.0%	0.0%	0.0%	15.1%	19.7%	
<b>CONTRACTUAL SERVICES</b>									
DATA PROCESSING SERVICES	01-0144-5214	96,094	122,206	148,785	148,785	148,785	125,000	125,000	
GIS SUPPORT SERVICES	01-0144-5215	83,595	90,511	101,300	101,300	101,300	101,300	101,300	
EQUIPMENT MAINTENANCE	01-0144-5242	12,461	13,076	13,500	13,500	13,500	13,500	13,500	
SOFTWARE MAINTENANCE	01-0144-5257	41,989	43,143	51,670	51,670	51,670	53,200	53,200	
SUNDRY CONTRACTORS	01-0144-5299	2,485	3,110	3,000	3,000	3,000	3,000	3,000	
Sub-total		236,624	272,045	318,255	318,255	318,255	296,000	296,000	-7.0%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0144-5312	179	60	200	200	200	200	200	
OPERATING SUPPLIES - OTHER	01-0144-5329	3,076	1,220	4,650	4,650	4,650	4,650	4,650	
EQUIPMENT SUPPLIES	01-0144-5333	1,470	670	2,250	2,250	2,250	2,250	2,250	
Sub-total		4,725	1,950	7,100	7,100	7,100	7,100	7,100	0.0%
<b>SERVICES AND CHARGES</b>									
DATA COMMUNICATION SERVICES	01-0144-5410	8,680	12,121	9,500	9,500	9,500	9,500	9,500	
TELEPHONE	01-0144-5415	26,962	26,229	26,350	26,350	26,350	27,000	27,000	
CONFERENCES AND SCHOOLS				0			1,500	1,500	
Sub-total		35,642	38,351	35,850	35,850	35,850	38,000	38,000	6.0%
<b>TOTAL GENERAL FUND</b>		<b>276,991</b>	<b>312,346</b>	<b>361,205</b>	<b>361,205</b>	<b>361,205</b>	<b>424,737</b>	<b>424,737</b>	<b>17.6%</b>
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE/FIXTURES	41-0144-5812			0	0	0	0	0	
OTHER CAPITAL EQUIPMENT	41-0144-5819			0	0	0	85,000	85,000	
COMPUTER EQUIPMENT	41-0144-5841	34,058	33,111	23,000	23,000	23,000	24,400	24,400	
SOFTWARE	41-0144-5843	126	1,395	32,320	47,320	47,320	18,750	18,750	
<b>TOTAL CAPITAL OUTLAY FUND</b>		<b>34,184</b>	<b>34,505</b>	<b>55,320</b>	<b>70,320</b>	<b>70,320</b>	<b>128,150</b>	<b>128,150</b>	<b>131.7%</b>
<b>GRAND TOTAL INFORMATION SERVICES</b>		<b>311,175</b>	<b>346,851</b>	<b>416,525</b>	<b>431,525</b>	<b>431,525</b>	<b>552,887</b>	<b>552,887</b>	<b>32.7%</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, 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:**

<b>Authorized Positions (FTE)</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</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>Human Resources Analyst*</b>	.00	.00	.00	.00	1.00	.00
<b>Clerk Typist</b>	.60	.12	.00	.00	.00	.00
<b>Total</b>	<b>3.60</b>	<b>3.12</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.00</b>

\*Position was never created

**ACTIVITY MEASURES:**

<b>Activity</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014*</b>	<b>2015*</b>
Labor Contracts Having Negotiations	4	0	3	1	0	2
Worker's Comp Claims	33	43	36	45	50	45
Job Analyses Conducted & Job Description Revised	3	4	7	14	80	20
New Hires	11	14	14	20	16	10
Separations from Service	10	7	19	18	11	10
Turnover Rate	4.4%	3.0%	8.3%	8%	4.9%	4.4%
Civil Service Exams Administered	3	5	5	6	5	2

\* Forecast

**BUDGET SUMMARY:**

1. The capital outlay appropriation is for a replacement laptop computer and software (\$1,200).
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. The Fire Department is operating, as a pilot project, a cooperative effort with a local fitness center and their staff that provides some on-site fitness consultations. This pilot project is anticipated to continue in 2015, is incorporated into the Wellness Program, and may be expanded to other departments with Common Council approval following the pilot project. The costs for the Wellness Program, excluding the fitness component, are capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2015 is approximately \$21,000 (the final figure is set near the end of each calendar year). 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.

- The 2014 budget included funding for a Human Resources Analyst. This position has been eliminated for 2015 so as to provide a funding source for the Information Services Director/Manager.

CITY OF FRANKLIN		2012	2013	2014	2014	2014	2015	2015	Change Pr
2015 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
	New Acct #								
<b>ADMINISTRATION</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0147-5111	191,565	194,246	244,150	244,150	213,666	208,082	208,082	
SALARIES-PT	01-0147-5113	0	0	0	0	0	0	0	
SALARIES-TEMP	01-0147-5115		176	0	0	0	0	0	
SALARIES-OT	01-0147-5117	444	463	1,500	1,500	500	1,500	1,500	
COMPTIME TAKEN	01-0147-5118	0	0	0	0	0	0	0	
LONGEVITY	01-0147-5133	240	240	240	240	240	240	240	
HOLIDAY PAY	01-0147-5134	11,661	11,818	12,431	12,431	12,492	12,807	12,807	
VACATION PAY	01-0147-5135	15,152	15,493	16,443	16,443	16,531	16,954	16,954	
FICA	01-0147-5151	15,997	16,161	21,019	21,019	18,622	18,328	18,328	
RETIREMENT	01-0147-5152	12,706	11,173	12,684	12,684	11,637	11,979	11,979	
RETIREE GROUP HEALTH	01-0147-5153	3,401	2,290	4,342	4,342	2,343	2,236	2,236	
GROUP HEALTH & DENTAL	01-0147-5164	41,682	38,638	58,750	58,750	41,693	37,197	37,197	
LIFE INSURANCE	01-0147-5155	848	961	1,206	1,206	1,034	1,044	1,044	
WORKERS COMPENSATIONINS	01-0147-5156	541	483	603	603	535	670	670	
Allocated payroll cost	01-0147-5199	-18,800	-17,700	-17,700	-17,700	-17,700	-20,800	-20,800	
Sub-total		275,436	274,443	355,668	355,668	301,593	290,237	290,237	-18.4%
Percent of Department Total		70.7%	72.2%	61.7%	61.2%	57.8%	63.6%	63.6%	
<b>CONTRACTUAL SERVICES</b>									
MEDICAL SERVICES	01-0147-5211	9,832	6,990	7,500	7,500	7,500	7,500	7,500	
HR PROCESSING FEES	01-0147-5215	13,189	12,842	13,300	13,300	13,300	0	0	
OTHER PROFESSIONAL SERVICES	01-0147-5219	0	6,430	51,200	51,200	51,200	19,000	19,000	
AUTO MAINTENANCE	01-0147-5241	0	1,007	600	600	600	600	600	
EQUIPMENT MAINTENANCE	01-0147-5242	1,146	1,115	1,500	1,500	1,500	1,500	1,500	
LABOR ATTORNEY	01-0147-5252	9,121	7,508	28,000	28,000	28,000	28,000	28,000	
UNEMPLOYMENT COSTS	01-0147-5287	3,825	4,437	8,000	8,000	4,000	8,000	8,000	
SUNDRY CONTRACTORS	01-0147-5299	3,772	4,034	4,500	4,500	4,500	4,500	4,500	
Sub-total		40,885	44,363	114,600	114,600	110,600	69,100	69,100	-39.7%
<b>SUPPLIES</b>									
POSTAGE	01-0147-5311	40,889	37,377	48,000	48,000	48,000	48,000	48,000	
OFFICE SUPPLIES	01-0147-5312	777	1,110	800	800	800	950	950	
PRINTING	01-0147-5313	8,150	6,325	8,700	8,700	8,700	8,700	8,700	
TRASH BAGS	01-0147-5323	0	0	0	0	0	0	0	
EDUCATION SUPPLIES-TESTING	01-0147-5328	3,018	1,978	6,000	6,000	4,500	5,850	5,850	
OPERATING SUPPLIES-OTHER	01-0147-5329	5,612	2,624	5,650	5,650	5,650	5,650	5,650	
FUEL & LUBRICANTS	01-0147-5331	516	440	550	550	550	550	550	
VEHICLE SUPPORT	01-0147-5332	300	1,331	300	300	1,000	1,320	1,320	
MISCELLANEOUS SUPPLIES	01-0147-5399	82	111	0	0	60	0	0	
Sub-total		59,344	51,296	70,000	70,000	69,260	71,020	71,020	1.5%
<b>SERVICES AND CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0147-5421	4,258	872	10,000	10,000	10,000	10,000	10,000	
SUBSCRIPTIONS	01-0147-5422	575	443	675	675	675	675	675	
MEMBERSHIPS	01-0147-5424	2,410	2,105	2,250	2,250	2,250	2,250	2,250	
CONFERENCES AND SCHOOLS	01-0147-5425	379	615	3,200	3,200	3,200	3,200	3,200	
ALLOCATED INSURANCE COST	01-0147-5428	166	200	200	200	200	200	200	
MILEAGE	01-0147-5432	423	851	600	600	600	600	600	
EQUIPMENT RENTAL	01-0147-5433	4,317	4,033	5,000	5,000	5,000	5,000	5,000	
Sub-total		12,527	9,119	21,925	21,925	21,925	21,925	21,925	0.0%
EMPLOYEE RECOGNITION	01-0147-5726	0	0	3,000	3,000	3,000	3,000	3,000	0.0%
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		112,756	104,778	209,525	209,525	204,785	165,045	165,045	-21.2%
<b>TOTAL GENERAL FUND</b>									
		388,192	379,221	565,193	565,193	506,378	455,282	455,282	-19.4%
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41-0147-5813			4,700	9,100	9,100		0	
COMPUTER EQUIPMENT	41-0147-5841	1,117	680	900	900	900	1,200	1,200	
SOFTWARE	41-0147-5843			5,500	5,500	5,500		0	
TOTAL CAPITAL OUTLAY FUND		1,117	680	11,100	15,500	15,500	1,200	1,200	-89.2%
<b>GRAND TOTAL ADMINISTRATION</b>									
		389,309	379,901	576,293	580,693	521,878	456,482	456,482	-20.8%

**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. In late 2013 new financial software was implemented. In late 2014, upgraded payroll processing software was installed.

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)	2010	2011	2012	2013	2014	2015
Chief Financial Officer (Temp)	0.00	.50	.50	.50	0.00	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	1.23	1.23	1.23	1.23	1.23
Lead Cashier	.75	.56	.56	.56	.56	.56
Cashier/Clerk	.80	.56	.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>6.60</b>	<b>6.60</b>

**ACTIVITY MEASURES:**

Activity	2010	2011	2012	2013*	2014*	2015
Disbursement Checks	5,428	6,435	6,652	7,164	7,300	7,400
Employees Paid	351	342	424	361	375	375
Property Tax Bills	13,393	13,694	13,724	13,732	13,750	13,800
Water/Sewer Payments	37,588	37,769	36,762	38,257	38,330	38,400
General Receipts Processed	7,759	8,165	8,034	8,307	8,400	8,450
Dog/Cat licenses	689	591	510	528	550	550
Assessment Invoices	0	16	26	20	30	30
Customer Invoices	709	778	751	779	1100	1100
Purchase Requisitions Used	3,645	4,099	3,797	2,667	200	300

\* 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	\$4,400

**CITY OF FRANKLIN  
2015 BUDGET**

	New Acct #	2012 Actual	2013 Actual	2014 Adopted	2014 Amended	2014 Estimate	2015 Proposed	2015 Adopted	Change Pr Yr Adopted
<b>FINANCE</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0151-5111	187,253	239,502	227,518	227,518	264,237	234,230	234,230	
SALARIES-PT	01-0151-5113	137,024	118,990	70,393	70,393	47,707	82,489	82,489	
SALARIES-TEMP	01-0151-5115	3,551	5,556	4,882	4,882	4,810	4,882	4,882	
SALARIES-OT	01-0151-5117	356	275	1,200	1,200	300	1,200	1,200	
COMPTIME TAKEN	01-0151-5118	2,054	1,408	1,500	1,500	0	2,000	2,000	
LONGEVITY	01-0151-5133	548	585	545	545	545	570	570	
HOLIDAY PAY	01-0151-5134	15,588	15,949	16,518	16,518	16,661	17,028	17,028	
VACATION PAY	01-0151-5135	11,115	27,426	28,899	28,899	17,959	18,342	18,342	
FICA	01-0151-5151	26,721	30,311	26,886	26,886	26,945	27,597	27,597	
RETIREMENT	01-0151-5152	18,312	17,413	14,714	14,714	14,799	15,171	15,171	
RETIREE GROUP HEALTH	01-0151-5153	3,302	2,136	2,543	2,543	2,106	2,005	2,005	
GROUP HEALTH & DENTAL	01-0151-5154	82,108	83,750	66,419	66,419	61,834	61,941	61,941	
LIFE INSURANCE	01-0151-5155	1,189	1,447	1,289	1,289	1,302	1,328	1,328	
WORKERS COMPENSATION INS	01-0151-5156	887	892	772	772	775	1,009	1,009	
ALLOCATED PAYROLL COST	01-0151-5199	-56,900	-59,100	-59,100	-59,100	-59,100	-60,540	-60,540	
Sub-total		433,107	486,519	404,978	404,978	400,880	409,252	409,252	1.1%
Percent of Department Total		87.8%	89.2%	86.7%	86.7%	88.6%	82.2%	82.9%	
<b>CONTRACTUAL SERVICES</b>									
PAYROLL PROCESSING FEES	01-0151-5215	17,430	16,842	17,700	17,700	15,600	34,140	34,140	
OTHER PROFESSIONAL SERVICE	01-0151-5219	0	0	0	0	0	0	0	
EQUIPMENT MAINTENANCE	01-0151-5242	906	548	500	500	300	300	300	
SOFTWARE MAINTENANCE	01-0151-5257	14,605	12,473	10,400	10,400	7,800	24,500	24,500	
COLLECTION SERVICES	01-0151-5298	141	0	0	0	0	0	0	
TAX BILL PREPARTION & MAILING	01-0151-5299	12,006	11,545	13,500	13,500	12,400	12,700	12,700	
Sub-total		45,088	41,407	42,100	42,100	36,100	71,640	71,640	70.2%
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0151-5312	2,422	4,472	2,800	2,800	3,625	2,501	2,501	
PRINTING	01-0151-5313	1,793	1,194	2,500	2,500	500	600	600	
Sub-total		4,215	5,666	5,300	5,300	4,125	3,101	3,101	-41.5%
<b>SERVICES &amp; CHARGES</b>									
OFFICIAL NOTICES/ADVERTISING	01-0151-5421	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01-0151-5422	0	159	0	0	0	0	0	
MEMBERSHIPS	01-0151-5424	325	325	400	400	325	600	600	
CONFERENCES & SEMINARS	01-0151-5425	3,055	4,522	3,000	3,000	2,405	3,000	3,000	
ALLOCATED INSURANCE COST	01-0151-5428	1,450	1,500	1,500	1,500	1,500	1,300	1,300	
MILEAGE	01-0151-5432	0	16	0	0	55	0	0	
BANK FEES	01-0151-5491	2,725	3,169	4,483	4,483	4,475	4,600	4,600	
Sub-total		7,555	9,691	9,383	9,383	8,760	9,500	9,500	1.2%
<b>SUB TOTAL NON PERSONAL SERVICES</b>									
		56,858	56,764	56,783	56,783	48,985	84,241	84,241	48.4%
<b>TOTAL GENERAL FUND</b>									
		489,965	543,283	461,761	461,761	449,865	493,493	493,493	6.9%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE & FIXTURES	41-0151-5812			750	750	0	1,800	1,800	
OFFICE EQUIPMENT	41-0151-5813			0	0	2,600	0	0	
COMPUTER EQUIPMENT	41-0151-5841	3,345	2,188	0	0	0	2,600	2,600	
SOFTWARE	41-0151-5843			4,400	4,400	0	0	0	
TOTAL CAPITAL OUTLAY FUND		3,345	2,188	5,150	5,150	2,600	4,400	4,400	-14.6%
<b>GRAND TOTAL FINANCE</b>									
		493,310	545,471	466,911	466,911	452,465	497,893	497,893	6.5%
<b>Less Program Revenue:</b>									
INTEREST ON INVESTMENTS	Treasurer	-123,658	-111,224	-90,000	-90,000	-75,000	-105,000	-105,000	
INVESTMENT GAINS/LOSSES	Treasurer	-4,156	212,231	23,000	23,000	-50,000	0	0	
INTEREST-TAX ROLL	Treasurer	-82,157	-87,424	-70,000	-70,000	-97,200	-100,000	-100,000	
Total Program Revenue		-209,971	13,582	-137,000	-137,000	-222,200	-205,000	-205,000	
Net Finance Related Costs		283,339	559,053	329,911	329,911	230,265	292,893	292,893	
<b>AUDIT</b>									
<b>CONTRACTUAL SERVICES</b>									
SPECIAL AUDIT	01-0152-5210	0	0	0	0	0	0	0	
ANNUAL AUDIT	01-0152-5213	26,955	27,665	29,790	29,790	28,585	30,700	30,700	
ACTUARIAL REVIEW	01-0152-5219	0	5,600	0	0	0	5,800	5,800	
GRAND TOTAL AUDIT		26,955	33,265	29,790	29,790	28,585	36,500	36,500	22.5%

**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.
- Keeps 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. (An "Interim Market Update" was performed in 2013 as an allowable statutory alternative with anticipation of returning to the full revaluation process for 2016.)

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Assessor – Contracted ++</b>	<b>++</b>	<b>++</b>	<b>++</b>	<b>++</b>	<b>++</b>	<b>++</b>
<b>Assessor Clerk</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>
<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:**

<b>Activity</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014*</b>	<b>2015*</b>
	Φ			Φ		
Properties Inspected	557	645	661	662	529	550
Assessment Notices Mailed	12,557	573	576	12,410	373	400
Open Book Hearings	705	111	160	162	26	30
Board of Review Hearings	67	13	25	18	0-5	6
Residential Parcels	11,833	11,826	11,818	11,822	11,814	11,850
Commercial Parcels	541	542	546	551	547	547
Total Parcels	12,857	12,852	12,859	12,820	12,865	13,000
Assessed Value Increase	-117 m	5 m	1,058,500	-287m	22m	20m

\* 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 \$40,000 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 (\$1,400). 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 2015 BUDGET		2012	2013	2014	2014	2014	2015	2015	Change Pr
	New Acct #	Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
<b>ASSESSOR</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0154-5111	37,359	39,088	38,736	38,736	39,174	39,961	39,961	
SALARIES-TEMP	01-0154-5115	132	286	0	0	0	0	0	
SALARIES-OT	01-0154-5117	31	22	300	300	100	300	300	
COMPTIME TAKEN	01-0154-5118	0	0	50	50			0	
LONGEVITY	01-0154-5133	300	300	300	300	300	300	300	
HOLIDAY PAY	01-0154-5134	2,531	2,416	2,457	2,457	2,482	2,532	2,532	
VACATION PAY	01-0154-5135	3,934	3,832	4,388	4,388	4,432	4,521	4,521	
FICA	01-0154-5151	3,252	3,520	3,537	3,537	3,556	3,642	3,642	
RETIREMENT	01-0154-5152	4,373	2,960	2,312	2,312	2,324	2,381	2,381	
GROUP HEALTH & DENTAL	01-0154-5154	20,273	396	408	408	432	444	444	
LIFE INSURANCE	01-0154-5155	172	196	201	201	205	210	210	
WORKERS COMPENSATION INS	01-0154-5156	110	103	101	101	102	133	133	
Sub-total		72,468	52,519	52,790	52,790	53,107	54,424	54,424	3.1%
Percent of Department Total		36.2%	24.6%	23.4%	23.4%	23.4%	23.7%	23.9%	
<b>CONTRACTUAL SERVICES</b>									
PROF SERVICE - ANNUAL & REVAL	01-0154-5210	46,000	53,000	75,000	75,000	75,000	76,000	76,000	
PROF SERVICE - CONTRACT ASSESS	01-0154-5219	80,000	78,000	79,000	79,000	80,000	80,000	80,000	
EQUIPMENT MAINTENANCE	01-0154-5242	7	19						
SOFTWARE MAINTENANCE	01-0154-5257	0	0	3,750	3,750	3,750	3,750	3,750	
STATE MFG ASSESSMENT	01-0154-5299	0	20,434	12,000	12,000	12,000	12,000	12,000	
Sub-total		126,007	151,453	169,750	169,750	170,750	171,750	171,750	1.2%
<b>SUPPLIES</b>									
POSTAGE	01-0154-5311	0	5,125	0	0	0	0	0	
OFFICE SUPPLIES	01-0154-5312	698	1,316	1,000	1,000	1,000	1,000	1,000	
PRINTING	01-0154-5313	0	2,360	0	0	0	0	0	
Sub-total		698	6,801	1,000	1,000	1,000	1,000	1,000	0.0%
<b>SERVICES AND CHARGES</b>									
PUBLICATIONS	01-0154-5421	83	83	300	300	300	300	300	
SUBSCRIPTIONS	01-0154-5422	0	0	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01-0154-5425	0	0	250	250	250	250	250	
Sub-total		83	83	700	700	700	700	700	0.0%
SUB TOTAL NON PERSONAL SERVICES		126,788	160,337	171,450	171,450	172,450	173,450	173,450	1.2%
TOTAL GENERAL FUND		199,256	212,856	224,240	224,240	225,557	227,874	227,874	1.6%
<b>CAPITAL OUTLAY FUND</b>									
OFFICE EQUIPMENT	41-0154-5813			200	200	200		0	
COMPUTER EQUIPMENT	41-0154-5841	1,200	680	870	870	800	1,400	1,400	
SOFTWARE	41-0154-5843			120	120	120		0	
TOTAL CAPITAL OUTLAY FUND		1,200	680	1,190	1,190	1,120	1,400	1,400	
GRAND TOTAL ASSESSOR		200,456	213,536	225,430	225,430	226,677	229,274	229,274	1.7%

## 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	4**	4	4
Municipal Court Cases	8,950	10,159	12,304	12,300 **	12,300	12,300

\* Forecast

\*\*pending research

CITY OF FRANKLIN		2012	2013	2014	2014	2014	2015	2015	Change Pr
2015 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
LEGAL COUNSEL									
CONTRACTUAL SERVICES									
LEGAL SERVICES - GENERAL	01-0161-5212	169,777	172,461	175,100	175,100	175,100	177,725	177,725	
LEGAL SERVICES - DAY COURT	01-0161-5213	59,731	59,646	61,600	61,600	61,600	62,525	62,525	
BOARDS AND COMMISSIONS SUPPOR	01-0161-5214	55,000	55,000	56,700	56,700	56,700	57,550	57,550	
FILING FEES	01-0161-5223			0	0	5,100	5,100	5,100	
SPECIAL ATTORNEY	01-0161-5251	0		5,100	5,100	0	0	0	
ATTORNEY FEES - ADD'L SERVICES	01-0161-5253	0		30,500	30,500	30,500	30,950	30,950	
Sub-total		284,508	287,107	329,000	329,000	329,000	333,850	333,850	1.5%
SERVICES AND CHARGES									
CONFERENCES AND SCHOOLS	01-0161-5425	0	500	500	500	500	500	500	
COURT COSTS	01-0161-5427	1,149	40	450	450	450	450	450	
Sub-total		1,149	540	950	950	950	950	950	0.0%
GRAND TOTAL LEGAL COUNSEL		285,657	287,647	329,950	329,950	329,950	334,800	334,800	1.5%

## 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)	2010	2011	2012	2013	2014	2015
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Custodian	2.42	2.33	2.26	2.26	1.78	3.03
Seasonal Maintenance	.48	.48	.48	.48	0	0
<b>Total</b>	<b>3.90</b>	<b>3.81</b>	<b>3.74</b>	<b>3.74</b>	<b>2.78</b>	<b>4.03</b>

**ACTIVITY MEASURES:**

Square Footage:	2010	2011	2012	2013	2014	2015
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	37,750	37,750	37,750	37,750	37,750	37,750
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	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>245,326</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) In recent years departmental staff were supplemented by some part-time contracted custodial staff. This occurred prior to the adoption of Act 10. The qualifications of the individuals available have generally been more toward the custodial end than the general maintenance end, which has caused a slight general lessening of the overall service level of the department. As such, staff recommended eliminating the contracted service and returning to part-time personnel for 2015. The 2015 budget proposes eliminating the contracted services and adding two (2) 25-hour per week employees, one each serving City Hall and the Library. It is estimated that the overall hourly rate can be reduced to cover some of the cost increase. In 2014, the remaining summer help worker was moved to the Department of Public Work's budget and continues in this way for 2015.
- 2) Given current staffing levels, service levels to departments remain at a basic cleaning level. Deep cleaning is accomplished only sporadically, but will be enhanced by the actions described above.
- 3) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 4) The Fire Station No. 1 roof project remains scheduled for completion in 2014 with the City Hall roof and decorative framing replacement moved back to 2015.
- 5) Capital Outlay purchases include Conference Table & Chairs (\$3,000); and a Security System for City Hall (\$10,000).

CITY OF FRANKLIN  
2015 BUDGET

	New Acct #	2012 Actual	2013 Actual	2014 Adopted	2014 Amended	2014 Estimate	2015 Proposed	2015 Adopted	Change Pr Yr Adopted
<b>MUNICIPAL BUILDING</b>									
<b>PERSONAL SERVICES</b>									
SALARIES-FT	01-0181-5111	67,734	90,525	89,838	89,838	90,338	92,155	92,155	
SALARIES-PT	01-0181-5113	50,258	31,731	31,595	31,595	31,594	77,265	77,265	
SALARIES-TEMP	01-0181-5115	10,781	10,060	0	0	0	0	0	
SALARIES-OT	01-0181-5117	4,406	5,588	3,000	3,000	6,000	4,500	4,500	
COMPTIME TAKEN	01-0181-5118	0	0	500	500	0	0	0	
LONGEVITY	01-0181-5133	210	209	269	269	239	269	269	
HOLIDAY PAY	01-0181-5134	6,760	7,021	7,440	7,440	7,440	7,626	7,626	
VACATION PAY	01-0181-5135	14,846	6,427	8,803	8,803	8,803	9,006	9,006	
FICA	01-0181-5151	11,417	11,204	10,821	10,821	11,048	14,598	14,598	
RETIREMENT	01-0181-5152	14,231	9,826	8,652	8,652	8,169	9,503	9,503	
RETIREE GROUP HEALTH	01-0181-5153	3,380	1,879	2,804	2,804	2,151	2,126	2,126	
GROUP HEALTH & DENTAL	01-0181-5154	35,546	37,522	38,647	38,647	35,957	36,010	36,010	
LIFE INSURANCE	01-0181-5155	347	442	450	450	450	463	463	
WORKERS COMPENSATION INS	01-0181-5156	5,013	5,042	4,761	4,761	4,828	8,576	8,576	
ALLOCATED PAYROLL COST	01-0181-5199	-173,300	-173,000	-173,300	-173,300	-173,300	-169,320	-169,320	
Sub-total		51,631	44,476	34,280	34,280	33,717	92,777	92,777	170.6%
Percent of Department Total		24.0%	21.3%	17.1%	17.1%	16.9%	42.5%	42.5%	
<b>CONTRACTUAL SERVICES</b>									
SUNDRY CONTRACTORS	01-0181-5299	30,251	38,833	20,847	20,847	20,847	0	0	
Sub-total		30,251	38,833	20,847	20,847	20,847	0	0	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	01-0181-5312	127	86	100	100	100	100	100	
UNIFORMS	01-0181-5326	369	250	500	500	375	750	750	
FUEL/LUBRICANTS	01-0181-5331	12	37	100	100	100	100	100	
CONSUMABLE TOOLS	01-0181-5342	249	258	250	250	250	250	250	
Sub-total		756	630	950	950	825	1,200	1,200	26.3%
<b>SERVICES AND CHARGES</b>									
CONFERENCES AND SCHOOLS	01-0181-5425	0	0	300	300	200	250	250	
<b>FACILITY CHARGES</b>									
WATER	01-0181-5551	1,584	1,381	1,550	1,550	1,550	1,550	1,550	
ELECTRICITY	01-0181-5552	58,869	59,331	58,000	58,000	58,000	58,850	58,850	
SEWER	01-0181-5553	676	495	800	800	750	750	750	
NATURAL GAS	01-0181-5554	11,952	12,218	14,500	14,500	15,500	14,500	14,500	
LANDSCAPE MATERIALS	01-0181-5555	2,045	2,430	2,000	2,000	1,000	1,000	1,000	
JANITORIAL SUPPLIES	01-0181-5556	6,451	4,867	6,000	6,000	6,000	6,000	6,000	
BUILDING MAINTENANCE-SYSTEMS	01-0181-5557	22,816	18,952	19,992	19,992	19,992	19,000	19,000	
BUILDING MAINTENANCE-OTHER	01-0181-5559	9,979	9,488	9,894	9,894	9,894	9,500	9,500	
Sub-total		114,372	109,162	112,736	112,736	112,686	111,150	111,150	-1.4%
SUB TOTAL NON PERSONAL SERVICES		145,379	148,625	134,833	134,833	134,558	112,600	112,600	-16.5%
TOTAL GENERAL FUND		197,010	193,101	169,113	169,113	168,275	205,377	205,377	21.4%
<b>CAPITAL OUTLAY FUND</b>									
FURNITURE & FIXTURES	41-0181-5812			0	0	0	3,000	3,000	
NON-MOTORIZED EQUIPMENT	41-0181-5814			0	0	0	0	0	
SHOP EQUIPMENT	41-0181-5815		7,489	950	950	950	0	0	
BUILDING IMPROVEMENTS	41-0181-5822	18,058	8,059	30,000	30,000	30,000	10,000	10,000	
COMPUTER EQUIPMENT	41-0181-5841			780	780	780	0	0	
TOTAL CAPITAL OUTLAY FUND		18,058	15,548	31,730	31,730	31,730	13,000	13,000	-59.0%
<b>EQUIPMENT REVOLVING FUND</b>									
EQUIPMENT	42-0181-5811	0	0	0	0	0	0	0	
GRAND TOTAL MUNICIPAL BUILDING		215,068	208,649	200,843	200,843	200,005	218,377	218,377	8.7%

**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 significant increase in appropriations for 2015.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.
- 3) In 2014 the insurance market place experienced some increases that were reflected through increased appropriations. The largest increase was 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 led to some changes that pushed rates up resulting in an increase in appropriations of \$17,050 in 2014. For 2015, however, only a small increase is expected.

CITY OF FRANKLIN		2012	2013	2014	2014	2014	2015	2015	Change Pr
2015 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
	New Acct #								
<b>INSURANCE</b>									
BUILDING INSURANCE	01-0194-5511	27,860	37,628	46,050	46,050	46,050	46,650	46,650	
AUTO/EQUIPMENT INSURANCE	01-0194-5512	70,257	73,872	75,661	75,661	75,125	77,700	77,700	
GENERAL LIABILITY	01-0194-5513	105,071	108,024	108,000	108,000	110,636	112,300	112,300	
PROFESSIONAL LIABILITY	01-0194-5514	40,940	43,408	43,410	43,410	44,064	44,725	44,725	
BOILER INSURANCE	01-0194-5515	6,017	5,331	6,000	6,000	5,859	6,000	6,000	
UMBRELLA INSURANCE	01-0194-5516	13,800	15,484	16,200	16,200	15,485	16,200	16,200	
PUBLIC OFFICIALS E & O LIABILITY	01-0194-5518	52,968	54,552	54,600	54,600	55,369	56,200	56,200	
MONEY & SECURITIES	01-0194-5521	1,699	1,699	1,850	1,850	1,850	0	0	
ALLOCATED INSURANCE COST	01-0194-5560	-236,268	-242,998	-251,124	-251,124	-252,000	-254,000	-254,000	
WORKERS COMPENSATION	01-0194-5517	359,315	380,207	411,634	411,634	412,000	530,000	530,000	
ALLOCATED WC INSURANCE COST	01-0194-5561	-359,315	-380,207	-411,634	-411,634	-412,000	-530,000	-530,000	
Sub-total		82,344	96,800	100,647	100,647	102,438	105,775	105,775	5.1%
GRAND TOTAL INSURANCE		82,344	96,800	100,647	100,647	102,438	105,775	105,775	5.1%
Less Program Revenue:									
INSURANCE DIVIDEND		0	-58,192	-15,000	-15,000	-66,395	-15,000	-15,000	
Net Insurance Related Costs		82,344	38,608	85,647	85,647	36,043	90,775	90,775	

**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.

Contingency is composed of an unrestricted contingency which can be spent by a simple majority of the Common Council and a Restricted Contingency which would require four affirmative votes of Council members to expend.

**Department 199 Anticipated Under spending:** Historically the City budgets have been under spent for a variety of reasons. The primary reason is manpower positions that are vacant for a portion of the year due to natural turnover of staffing. While it is difficult to predict where 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		2012	2013	2014	2014	2014	2015	2015	Change Pr
2015 BUDGET		Actual	Actual	Adopted	Amended	Estimate	Proposed	Adopted	Yr Adopted
New Acct #									
<b>UNCLASSIFIED EXPENSES</b>									
CONTRIBUTIONS AND AWARDS									
REFUNDED PROPERTY TAXES	01-0198-5543	978	0	2,500	2,500	2,500	2,500	2,500	
CLAIMS	01-0198-5731	0		0	0	0	0	0	
<b>GRAND TOTAL UNCLASSIFIED</b>		<b>978</b>	<b>0</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									
OTHER	01-0199-5110	0	0	950,000	801,100	0	950,000	950,000	
Sub-total		0	0	950,000	801,100	0	950,000	950,000	
UNRESTRICTED									
UNRESTRICTED		0						0	
SUNDRY CONTRACTS-UNRESTRICTED	01-0199-5499	0	400	125,000	125,000	0	115,000	115,000	
Sub-total		0	400	125,000	125,000	0	115,000	115,000	
<b>GRAND TOTAL CONTINGENCY</b>		<b>0</b>	<b>400</b>	<b>1,075,000</b>	<b>926,100</b>	<b>0</b>	<b>1,065,000</b>	<b>1,065,000</b>	<b>-0.9%</b>
<b>ANTICIPATED UNDEREXPENDITURES</b>	01-0199-5497	0	0	-360,300	-360,300	0	-360,300	-360,300	