

2017
Mayor's Recommended
Budget

General Fund

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City of Franklin General Fund Revenue

City general fund revenues are normally relatively predictable. The majority of general fund revenue is obtained from property taxes, state shared revenue, and transportation aides which are known at the beginning of the year. Revenue has historically not been dependent on changes in economic factors. However, varying factors, including the local economy, can cause fluctuations from year to year in certain revenue items.

Property Taxes

Property taxes are levied upon all real property and business personal property owners at a calculated rate per \$1,000 of assessed value. As is typical for most Wisconsin municipalities, the property tax is the primary source of revenue for city government operations. The trend for property taxes, as a percentage of General Fund operating revenue, is as follows:

Year	2012	2013	2014	2015	2016	2017
Percentage	69	69	68	67	68	68

Property taxes as a percentage of general fund revenue will increase or decrease, depending on fluctuations in other revenue sources, the amount of growth in new construction or whether significant increases in expenditures are needed to meet service needs for the City. In 2017, Hotel Taxes are limited by State Statutes to 2014 levels, and will be further restricted to 2010 levels by 2021. The creation of TID5 related to the Baseball Commons development will result in increased 2017 Building Permit revenues. The 2012 percentage increase was attributable to the annual increase necessary to support City operations reflecting the switch of Solid Waste Collection to a special revenue fund and that other revenue sources still had not rebounded.

Looking at per capita tax levy:

	2012	2013	2014	2015	2016	2017
Population	35,520	35,810	35,702	35,655	35,741	35,825 Est
Tax Levy						
General Fund	\$16,226,000	\$16,330,000	\$16,220,400	\$16,209,000	\$16,248,800	16,525,400
Library	1,222,000	1,240,000	1,240,000	1,240,000	1,287,000	1,296,600
Capital	1,269,000	1,289,000	1,448,600	1,460,000	1,473,200	1,497,500
Debt Service	1,750,000	1,650,000	1,600,000	1,600,000	1,500,000	1,300,000
Total Tax Levy	\$20,467,000	\$20,509,000	\$20,509,000	\$20,509,000	\$20,509,000	20,619,500
Per Capita						
General Fund	\$455.79	\$456.02	\$454.33	\$452.77	\$455.46	\$461.28
Library	34.33	34.63	34.73	34.64	36.07	36.19
Capital	35.65	36.00	40.57	40.78	41.30	41.80
Debt Service	49.16	46.07	44.82	44.69	42.05	36.29
Total Tax Levy	\$574.92	\$572.72	\$574.45	\$572.88	\$574.88	\$575.56

The per capita property tax levy has ranged from a high of \$575.56 in 2017 to a low of \$572.72 in 2013. In 2016, Wisconsin Municipal Facts reported that cities of 30,000 to 150,000 had a median per capita property tax levy of \$598 – Franklin is below that.

Utility Tax Equivalent

The Franklin Water Utility makes a payment in lieu of property taxes, as permitted by the Public Service Commission, by applying the local municipal and school tax rates against the total value of plant in service (infrastructure). As the plant in service has grown due to the pace of development in the City, this revenue source has also increased. Much of the plant value added is contributed via developers or assessment projects. For 2017, that payment is estimated at \$1,050,000.

Hotel/Motel Room Tax

Hotels and motels charge a room tax that benefits the City of Franklin. The development of a hotel on South 27th Street resulted in the City receiving increased room taxes starting in 2009. A second hotel opened in July, 2015. The 2015-16 state budget included a provision which directs a portion of this revenue to tourism beginning in 2017. For 2017, this revenue source is capped at \$174,358, with the balance directed to a tourism commission for the City of Franklin.

Cable Franchise Fees

A franchise fee is charged by the City on cable television services, and has increased in recent years along with growth in the City and increases in cable rates charged by the service providers. For 2017, that tax should approximate \$530,000.

State Shared Revenue

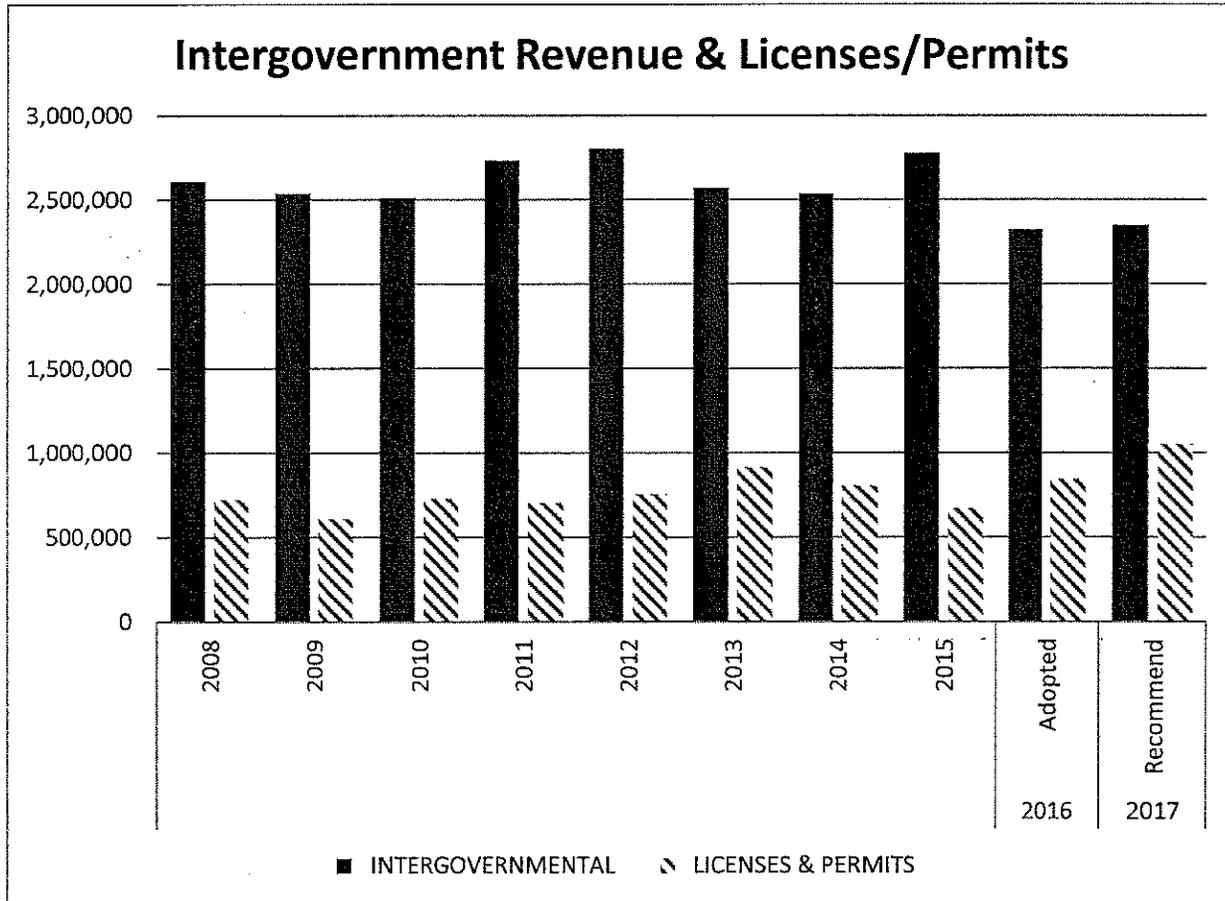
State Shared Revenue was based on a formula that considered per capita and aidable revenue factors that included relative property value of the City and local revenue generated. During recent years the State has either not increased or has decreased the amount received. In 2007 the City received \$635,667, ten years later, in 2017, shared revenue is anticipated to receive \$476,000 a 25% decrease. The 2017 shared revenue is unchanged from 2016.

Expenditure Restraint payments are provided by the State for communities that limited their General Fund budget spending to a specified percentage, which is 1.39% for 2017. The percentage limit considers inflation and growth in new construction in the City. The amount received is dependant on the amount of the equalized tax rate over 5 mils and the communities that qualify. The slowly rising tax levy and faster growing equalized values depresses the equalized tax rate closer to the 5 mil threshold. This reduces the value of the expenditure restraint program to the City. In 2007 the City of Franklin received \$372,313. In 2017, \$210,000 is anticipated. That represents a 44% reduction over the last ten years.

The State provides general transportation aids to local communities. Transportation aids are based on a formula established by the State that considers costs of maintaining the City's transportation system, including maintenance, traffic enforcement, and capital costs (street construction, etc.). This formula uses costs over a rolling 6-year period in determining the aid amount. In 2007 the City of Franklin received \$1,207,239. For 2017, transportation aids are anticipated to be \$1,100,000 – a 8.9% reduction.

A 1997 legislative change exempted business computers from being subject to property tax. It also provided for a state aid payment to municipalities to offset the loss of this income. The estimated state aid payment in 2017 is approximately \$337,900 compared to \$42,703 ten years earlier.

Overall support from the State of Wisconsin has decreased 4.6% over the last ten years.

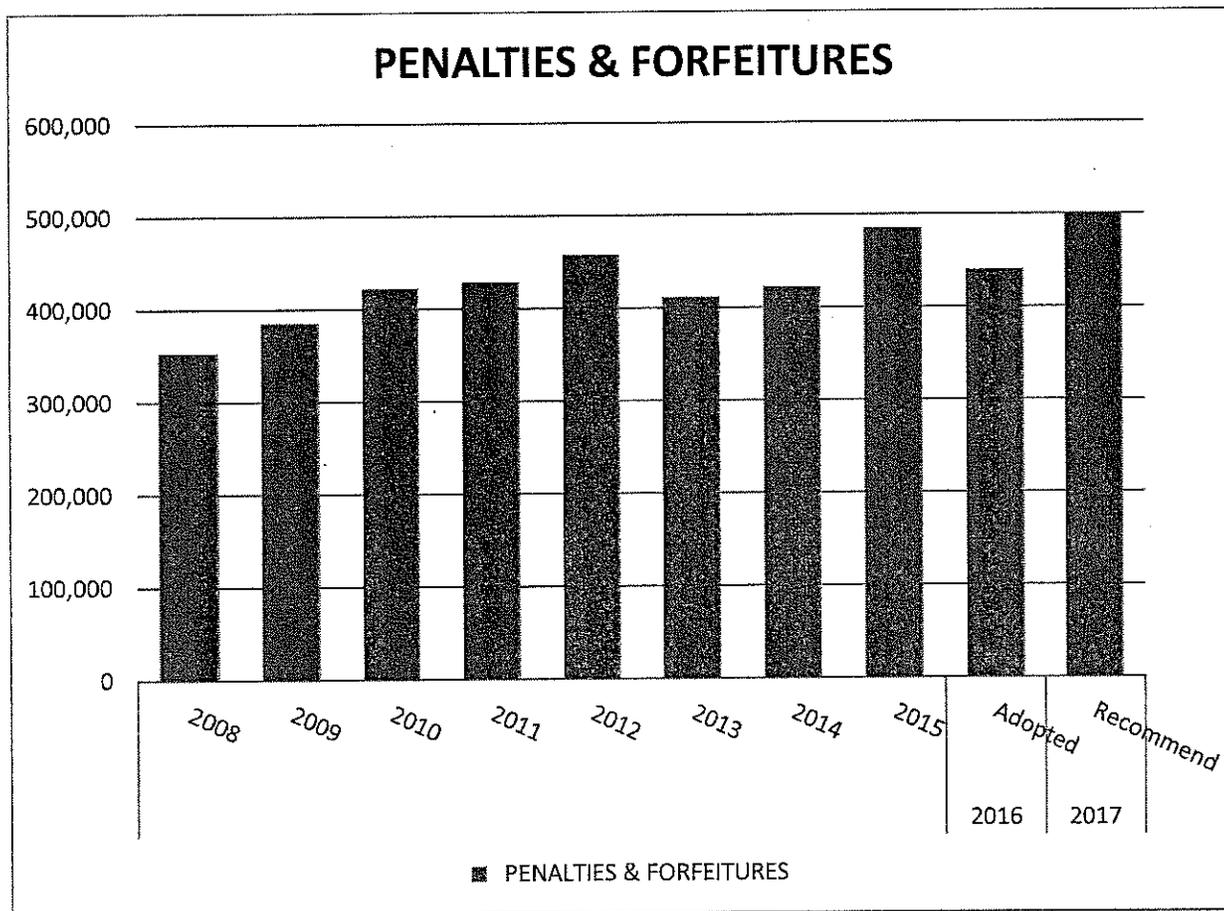


Licenses and Permits

The City issues numerous licenses and permits in performing its regulatory functions, such as liquor, bartender, peddler, food, pet, contractor, building, electrical, plumbing and others. The majority of such revenue items do not fluctuate greatly from year to year and in some cases change is limited by state statutes. The primary source of revenue in the permit category is building, plumbing and electrical permits (approximately 77%), which declined in 2008 and has not changed much since. The 2017 budget anticipates \$860,000 (a increase of \$199,365 compared to 2016) in Building, Plumbing and Electrical permit revenues. The Baseball Commons development provides the prospect of increased building permit revenue and a 6% rate increase is anticipated. This would bring permit revenues to levels not seen since 2006.

Penalties and Forfeitures

This category represents the City's share of fines from violation of City ordinances and state statutes, as well as parking ticket revenue. The 2017 projection is \$500,000 as compared to \$440,000 in 2016.

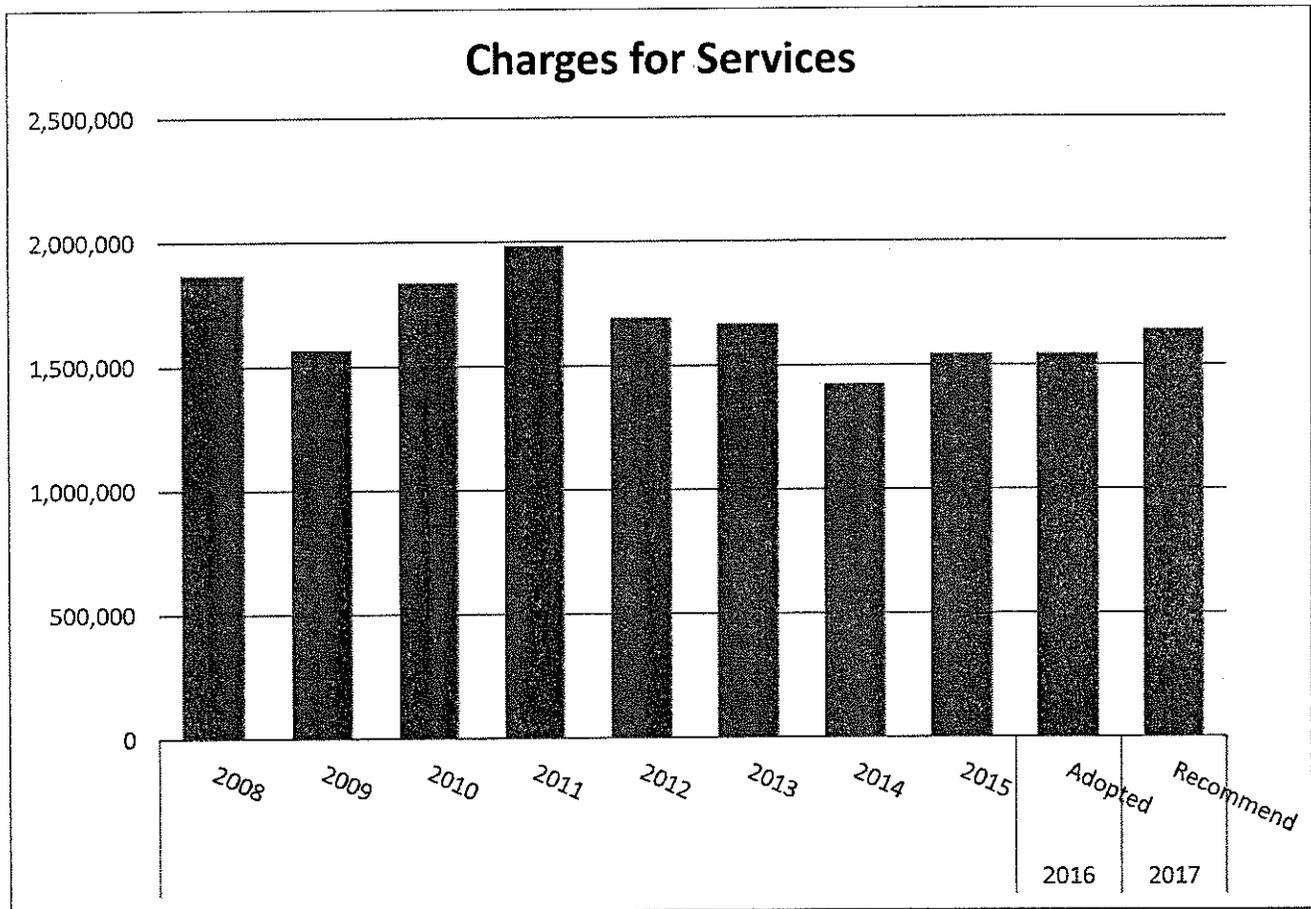


Charges for Services

This revenue source includes charges for use of City services. The majority of revenue in this category is generated from ambulance services (approximately two thirds), planning, engineering and administrative fees, and charges to developers in connection with development agreements.

The advanced life support program switched to a market driven system in 2007 where actual revenue created in each community is recorded by that community. Fees for basic and advanced life support services and ambulance transportation are billed on behalf of the City by an outside billing service.

2017 ambulance fees anticipate a 7% increase in the largest billing category.



Intergovernmental Charges for Services

In addition to the Emergency Medical Services revenue included in charges for services above, a County subsidy is received toward providing the service. In 2012, the County negotiated a three year agreement that has Franklin receiving \$125,000 per year in Emergency Medical Service aids. That agreement is subject to budget pressures at the County level. No change is anticipated in County support for the service, although discussions for a revised EMS contract are currently underway that could have a negative impact on revenues by about \$20,000.

In 2015, the Franklin School District resumed a program of a School Liaison Officer and will contribute 70% of the cost of that officer back to the City.

Interest Revenue

Investment Interest earnings is one, of two, main revenue sources in this category. Investment interest revenue has declined following the falling short-term interest rates since 2009. Short term investment returns are expected to remain low for the foreseeable future. A rebound in this revenue source will follow market interest rate movements.

Another component of Investment results are realized and unrealized gains/losses on fixed income investments. As Investments are anticipated to be held to maturity, any unrealized losses will be recovered.

The last major component is Interest charged at the statutory rate of 18% per annum on delinquent property taxes. Revenues have ranged from \$270,698 in 2008, to a low of \$82,157 in 2012. For 2017, interest on the tax roll is expected to be \$85,000.

Miscellaneous Revenue

Water Tower rentals to cell phone companies and insurance dividends are the main components of miscellaneous revenue.

**CITY OF FRANKLIN
2017 REVENUE BUDGET**

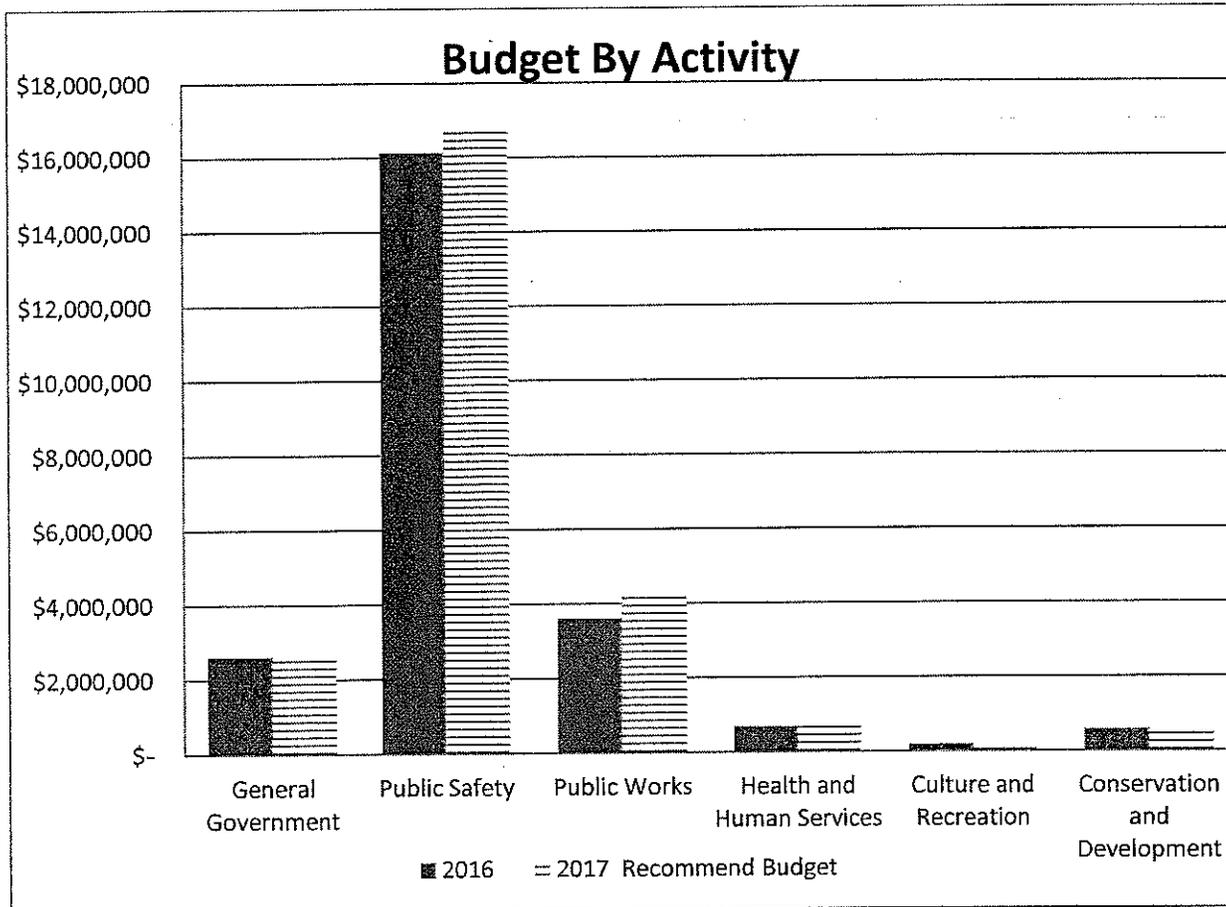
		2013	2014	2015	2016	2016	2017	2017	Percent	Change from
		Actual	Actual	Actual	Adopted	Estimated	Dept/Request	Recommend	Change	Prior Yr Adopted
GENERAL FUND										
TAXES										
PROPERTY TAXES	01.0000.4011	\$16,308,917	\$16,201,001	\$16,221,503	\$16,248,800	16,240,000	\$16,414,900	\$16,525,400		\$276,600
PERSONAL PROPERTY TAX	01.0000.4012	46,092	16,271	8,563	\$0	10,600	8,600	8,600		8,600
MOBILE HOME TAX	01.0000.4014	25,370	24,647	22,649	25,000	24,000	22,600	22,600		-2,400
MOTEL ROOM TAX	01.0000.4022	191,597	174,358	235,797	260,000	260,000	174,358	174,358		-85,642
CABLE TV FRANCHISE	Admin 01.0000.4025	507,019	509,767	526,750	500,000	500,000	515,000	530,000		30,000
UTILITY TAX EQUIVALENT	01.0000.4031	1,130,375	1,046,864	1,044,460	1,100,000	1,050,000	1,050,000	1,050,000		-50,000
Total Taxes		18,209,369	17,972,908	18,059,722	18,133,800	18,084,600	18,185,458	18,310,958	1.0%	177,158
INTERGOVERNMENTAL										
PER CAPITA	01.0000.4121	404,684	403,811	396,928	403,000	398,000	397,000	397,000		-6,000
MEDICAL TRANSPORT AID	01.0000.4122	28,700	29,600	36,456	30,000	33,000	30,000	30,000		0
SPECIAL UTILITY	01.0000.4125	46,783	47,679	55,453	43,000	50,000	49,000	49,000		6,000
STATE SHARED REVENUE		480,167	481,090	488,837	476,000	481,000	476,000	476,000	0.0%	0
EXPENDITURE RESTRAINT	01.0000.4124	217,114	252,238	284,070	220,100	220,000	210,000	210,000		-10,100
STATE EXEMPT COMPUTER AID	01.0000.4126	348,818	350,949	589,797	277,000	277,000	337,900	337,900		60,900
FIRE INSURANCE TAX	Fire 01.0000.4127	119,948	132,436	130,512	133,000	141,900	138,000	141,500		8,500
BLOCK GRANTS	01.0000.4143			0	8,500	0	0	0		-8,500
TRANSPORTATION AIDS	01.0000.4144	1,362,831	1,295,337	1,217,386	1,132,800	1,133,000	1,100,000	1,100,000		-32,600
LAW ENFORCEMENT TRAINING	Police 01.0000.4156		8,800	9,120	9,000	9,000	0	0		-9,000
OTHER POLICE GRANTS	Police 01.0000.4157	42,695	15,337	55,627	65,000	65,000	85,000	85,000		20,000
Total Intergovernmental		2,571,374	2,536,187	2,776,349	2,321,200	2,326,900	2,346,900	2,350,400	1.3%	29,200
LICENSES & PERMITS										
CLASS A BEER	Clerk 01.0000.4201	2,105	1,740	1,925	2,000	1,800	2,000	2,000		0
CLASS A LIQUOR	Clerk 01.0000.4202	9,375	8,520	10,677	9,500	9,010	9,500	9,500		0
CLASS B BEER	Clerk 01.0000.4203	3,930	3,765	3,817	3,500	3,600	3,800	3,800		300
CLASS B LIQUOR	Clerk 01.0000.4204	15,500	17,943	19,130	18,000	17,100	18,500	18,500		500
SPECIAL CLASS B BEER	Clerk 01.0000.4205	30	20	40	0	0	0	0		0
BARTENDERS LICENSE	Clerk 01.0000.4209	16,759	17,076	16,924	16,000	17,000	16,500	16,500		500
AMUSEMENT OPERATORS	Clerk 01.0000.4211	0	1,750	0	0	0	0	0		0
AMUSEMENT LICENSES	Clerk 01.0000.4213	8,040	4,695	6,400	7,000	6,700	5,500	6,500		-500
BOWLING AND POOL	Clerk 01.0000.4215	530	245	815	500	530	500	500		0
DANCE AND ENTERTAINMENT	Clerk 01.0000.4217	3,060	2,700	2,665	2,700	2,900	2,700	2,700		0
PEDDLERS LICENSE	Clerk 01.0000.4219	1,117	7,967	-2,216	1,700	3,500	2,500	2,500		800
COMB. FOOD/PEDDLERS/INSP	Clerk 01.0000.4221	60	550	-500	0	100	0	0		0
FOOD LICENSE/INSPECTION	Clerk 01.0000.4222-3	804	1,174	3,484	1,200	630	1,500	1,500		300
ICE LICENSE	Clerk 01.0000.4225	50	100	0	0	0	0	0		0
SODA LICENSE	Clerk 01.0000.4227	400	345	345	400	350	350	350		-50
CIGARETTE LICENSE	Clerk 01.0000.4229	2,800	2,200	2,200	2,200	2,100	2,200	2,200		0
COUNTRY CLUB LICENSE	Clerk 01.0000.4233	250	250	250	250	250	250	250		0
SALVAGE YARD LICENSE	Clerk 01.0000.4237	1,400	1,400	1,400	1,400	1,400	1,400	1,400		0
OTHER LICENSES	Clerk 01.0000.4241	2,766	3,325	2,140	3,200	2,200	2,500	2,500		-700
TECHNOLOGY FEE	01.0000.4242	8,387	8,278	8,660	8,000	8,500	8,500	8,500		500
ELECTRICAL CONTRACTORS	Inspection 01.0000.4253	1,856	168	0	0	0	0	0		0
BICYCLE LICENSE	Police 01.0000.4257	13	28	100	0	0	0	0		0
CAMPGROUND LICENSE	HEALTH 01.0000.4259			107	100	0	0	0		-100
CAT/DOG LICENSE	Treasurer 01.0000.4261	6,832	8,641	7,006	8,200	6,500	7,000	7,000		-1,200
HEALTH LICENSE/INSPECTION	01.0000.4262	60,903	13,675	16,667	18,000	16,500	16,000	16,500		500
RESTAURANT LICENSE	01.0000.4263		26,901	26,451	25,000	25,000	25,000	25,000		0
APPLICATION & OTHER HEALTH	01.0000.4264		8,404	8,400	8,000	8,000	8,400	8,400		400
POOL LICENSE	01.0000.4265		4,292	5,292	4,700	5,800	5,200	5,200		500
LODGING LICENSE	01.0000.4266		3,099	3,687	3,000	3,500	3,500	3,500		500
HEALTH REINSPECTION	01.0000.4269		275	1,550	300	600	500	500		200
HEALTH PRE-INSPECTION FEE	01.0000.4270		250	940	200	0	500	500		300
Total Licenses		146,967	149,776	146,356	143,050	143,570	144,300	145,800	1.9%	2,750
BUILDING PERMITS	Inspection 01.0000.4271	553,012	480,340	343,322	505,500	425,000	450,000	648,865		143,365
ELECTRICAL PERMITS	Inspection 01.0000.4273	83,097	74,155	68,689	75,000	85,000	75,000	105,500		30,500
PLUMBING PERMITS	Inspection 01.0000.4275	84,078	79,522	81,690	80,000	65,000	75,000	105,500		25,500
STREET EXCAVATION PERMITS	Engineering 01.0000.4277	11,510	12,644	14,565	11,000	11,500	13,000	13,000		2,000
FILL PERMITS	Engineering 01.0000.4279	3,950	250	1,955	2,000	500	1,500	1,500		-500
SIGN PERMITS	Inspection 01.0000.4281	8,860	5,902	9,360	7,500	7,000	7,500	7,500		0
SPECIAL EVENT PERMITS	Clerk 01.0000.4285	200	350	400	200	600	300	300		100
PARK PERMITS	01.0000.4287	12,864	13,606	13,364	12,000	14,000	13,000	14,000		2,000
MISC FIRE PERMITS	Fire 01.0000.4288	4,895	4,640	4,705	4,500	4,700	4,500	4,500		0
MINING & OTHER PERMITS	Clerk 01.0000.4289	2,925	2,892	2,960	2,800	3,000	2,900	2,900		100
Total Permits		765,391	654,301	521,010	700,500	596,300	642,700	903,565	29.0%	203,065
Total Licenses and Permits		912,357	804,077	669,366	843,550	739,870	787,000	1,049,365	24.4%	205,815

**CITY OF FRANKLIN
2017 REVENUE BUDGET**

			2013	2014	2015	2016	2016	2017	2017	Percent	Change from
			Actual	Actual	Actual	Adopted	Estimated	Dept/Request	Recommend	Change	Prior Yr Adopted
PENALTIES & FORFEITURES											
PENALTY/COST	Police	01.0000.4311	411,795	421,976	484,957	440,000	450,000	450,000	500,000		60,000
Total Penalties and Forfeitures			411,795	421,976	484,957	440,000	450,000	450,000	500,000	13.6%	60,000
CHARGES FOR SERVICES											
SUBDIVISION FILING	Planning	01.0000.4401	14,500	6,000	12,000	17,000	12,000	11,000	11,000		-6,000
LAND COMBINATION FILING	Planning	01.0000.4402	800	0	0	1,200	0	0	0		-1,200
CSM FILING	Planning	01.0000.4403	7,500	7,500	15,000	10,500	3,500	12,000	12,000		1,500
SITE PLAN REVIEW	Planning	01.0000.4404	6,125	7,065	10,675	9,875	6,000	8,500	8,500		-1,375
ZONING APPEALS	Planning	01.0000.4405	1,850	2,250	5,800	3,000	2,500	5,000	5,000		2,000
SPECIAL USE	Planning	01.0000.4406	11,250	15,250	11,250	10,500	10,000	12,500	12,500		2,000
ZONING FILING	Planning	01.0000.4407	2,850	350	2,850	3,200	7,000	5,000	5,000		1,800
OTHER FILING	Planning	01.0000.4409	9,631	10,100	9,325	10,000	10,000	10,000	10,000		0
Planning Sub total			54,506	48,515	66,900	65,275	51,000	64,000	64,000	-2.0%	-1,275
PUBLICATIONS & RECORDING	Clerk	01.0000.4411	2,069	982	3,254	1,500	3,000	2,500	2,500		1,000
PROPERTY STATUS REPORTS	Clerk	01.0000.4413	4,935	4,525	6,475	4,200	5,000	5,000	5,000		800
COPYING CHARGES	Clerk	01.0000.4415	6,077	827	606	650	700	750	750		100
SOIL TESTING	Clerk	01.0000.4416	0	0	2	0	0	0	0		0
MAP SALES	Clerk	01.0000.4421	612	771	787	300	400	700	700		400
ARCHITECTURAL BOARD REVIEW	Inspection	01.0000.4425	7,390	5,120	5,765	5,300	6,000	5,500	5,500		200
POLICE SERVICES	Police	01.0000.4431	3,786	2,761	3,136	2,000	3,000	3,000	3,000		1,000
SPECIAL EVENT PUBLIC SAFETY	Clerk	01.0000.4432	5,670	5,515	436	5,000	5,800	4,500	4,500		-500
CONSTABLE	Police	01.0000.4433	955	0	0	0	0	0	0		0
AMBULANCE SERVICES - ALS	Fire	01.0000.4440	613,924	611,691	674,244	675,000	675,000	675,000	716,000		41,000
AMBULANCE SERVICES - BLS	Fire	01.0000.4441	447,668	387,578	436,123	425,000	425,000	425,000	425,000		0
SAFETY & CPR TRAINING-FIRE	Fire	01.0000.4442	648	2,192	1,630	1,000	500	1,000	1,000		0
FIRE SPRINKLER PLAN REVIEW	Fire	01.0000.4443	68,528	76,900	54,435	70,000	30,000	60,000	60,000		-10,000
FIRE INSPECTION SERVICES	Fire	01.0000.4444	29,113	23,374	20,176	25,000	15,000	20,000	20,000		-5,000
QUARRY REIMBURSEMENT	Planning	01.0000.4445	23,517	23,950	39,410	42,000	35,000	43,300	43,300		1,300
WEIGHTS & MEASURES CHARGES	Clerk	01.0000.4449	14,512	7,837	8,909	8,000	7,000	8,000	8,000		0
CLINIC SERVICES	Health	01.0000.4452	93,599	99,433	95,002	80,000	85,000	90,000	90,000		10,000
SALE OF RADON KITS	Health	01.0000.4453	0	1,905	1,934	750	2,000	750	750		0
WEED CONTROL	Clerk	01.0000.4470	14,299	13,120	9,178	15,000	10,000	12,000	12,000		-3,000
STREET LIGHTING	Highway	01.0000.4471	15,443	13,688	9,647	8,000	12,500	10,500	10,500		2,500
ENGINEERING REVIEW FEES 2%	Engineering	01.0000.4478	450	15,156	0	750	0	0	0		-750
ENGINEERING INSPECTION FEES 5%	Engineering	01.0000.4479	1,410	293	1,065	750	0	750	750		0
DPW CHARGES	Highway	01.0000.4480	189,284	14,890	29,169	15,000	15,000	25,000	25,000		10,000
LANDFILL OPERATIONS-SEPARATE	01.0000.4493	0	0	0	19,500	0	19,500	69,500	69,500		50,000
LANDFILL OPERATIONS-EMERALD	01.0000.4496	42,894	62,163	76,328	75,000	62,000	75,000	75,000	75,000		0
Correction from Prior Year			26,596								
Total Charges for Services			1,667,884	1,423,186	1,544,611	1,544,975	1,448,900	1,561,750	1,642,750	6.3%	97,775
INTERGOVERNMENTAL CHARGES FOR SERVICES											
COUNTY EMT-P	Fire	01.0000.4611	\$162,308	\$99,375	\$118,278	125,000	125,000	125,000	125,000		0
SCHOOL LIAISON OFFICER	Police	01.0000.4615		\$36,997	\$73,910	78,200	76,300	78,200	78,200		0
Total Intergovernmental Charges			162,308	136,372	192,188	203,200	201,300	203,200	203,200	0.0%	0
INTEREST REVENUE											
INTEREST ON INVESTMENTS	Treasurer	01.0000.4711	111,224	103,716	126,504	105,000	125,000	135,000	135,000		30,000
INVESTMENT GAINS/LOSSES	Treasurer	01.0000.4713	-212,231	100,164	3,965	-15,000	0	0	0		15,000
INTEREST-TAX ROLL	Treasurer	01.0000.4715	87,424	85,862	107,885	114,700	85,000	85,000	85,000		-29,700
INTEREST-INTERFUND	Treasurer	01.0000.4716	0	0	0	0	0	0	0		0
MISCELLANEOUS INTEREST	01.0000.4719	2,068	388	208	500	500	0	0	0		-500
Total Interest Revenue			-11,514	290,132	238,562	205,200	210,500	220,000	220,000	7.2%	14,800
MISCELLANEOUS REVENUE											
RENTAL-MUNICIPAL PROP	01.0000.4725	41,492	43,753	61,852	49,000	45,000	45,000	45,000	45,000		-4,000
PROPERTY SALE	01.0000.4751-2	950	284	0	0	0	0	0	0		0
CULVERT PIPE SALES	Engineering	01.0000.4753	8,374	6,787	11,287	3,500	11,000	9,500	9,500		6,000
SALE OF STATE SEALS	Inspection	01.0000.4756	2,280	1,800	1,280	1,200	1,200	1,800	1,800		600
SALE OF HOUSE NUMBERS	Inspection	01.0000.4757	380	399	276	0	200	350	350		350
SALE OF RECYCLING BINS	Treasurer	01.0000.4759	0	0	0	0	0	0	0		0
SALE OF RECYCLABLES	Engineering	01.0000.4761	0	0	0	0	0	0	0		0
SALE OF RADON TEST KITS	01.0000.4763	0	0	0	0	0	0	0	0		0
INSURANCE DIVIDEND	Admin	01.0000.4771	58,192	66,395	52,162	35,000	38,300	45,000	45,000		10,000
REFUNDS/REIMBURSEMENTS	01.0000.4781	39,399	21,901	26,315	10,000	600	22,500	22,500	22,500		12,500
REFUNDS & REIMB - ELECTIONS	Clerk	01.0000.4782	0	0	0	0	0	0	0		0
REFUNDS & REIMB - MADACC	Admin	01.0000.4784	3,885	4,224	2,087	3,800	2,500	2,500	2,500		-1,300
MISCELLANEOUS REVENUE	01.0000.4798-9	1,461	1,696	323	61,400	500	1,500	1,500	1,500		-59,900
Total Miscellaneous Revenue			156,413	147,239	155,582	163,900	99,300	128,150	128,150	-21.8%	-35,750
TOTAL GENERAL FUND REVENUE			24,079,987	23,732,077	24,120,337	23,855,825	23,561,370	23,872,458	24,404,823	2.3%	548,998
OTHER FINANCING SOURCES											
TRANSFERS FROM FUND BALANCE	01.0000.4850				0	0	0	0	0		0
TRANSFER FR STR IMPROVEMENT - DPW	01.0000.4838		9,931		0	0	0	0	0		0
TRANSFER FR CAPITAL IMPROVEMENT - DPW	01.0000.4837				0	0	0	0	0		0
Total Other Financing Sources			0	9,931	0	0	0	0	0		0
TOTAL GENERAL FUND REVENUE & TRANSFERS			\$24,079,987	\$23,742,008	\$24,120,337	\$23,855,825	\$23,561,370	\$23,872,458	\$24,404,823	2.3%	\$548,998

City of Franklin General Fund Expenditures

City General Fund expenditures are divided into Activities and further reported by categories/departments. The activities are general government, public safety, public works, health & human services, culture & recreation, and conservation and development.

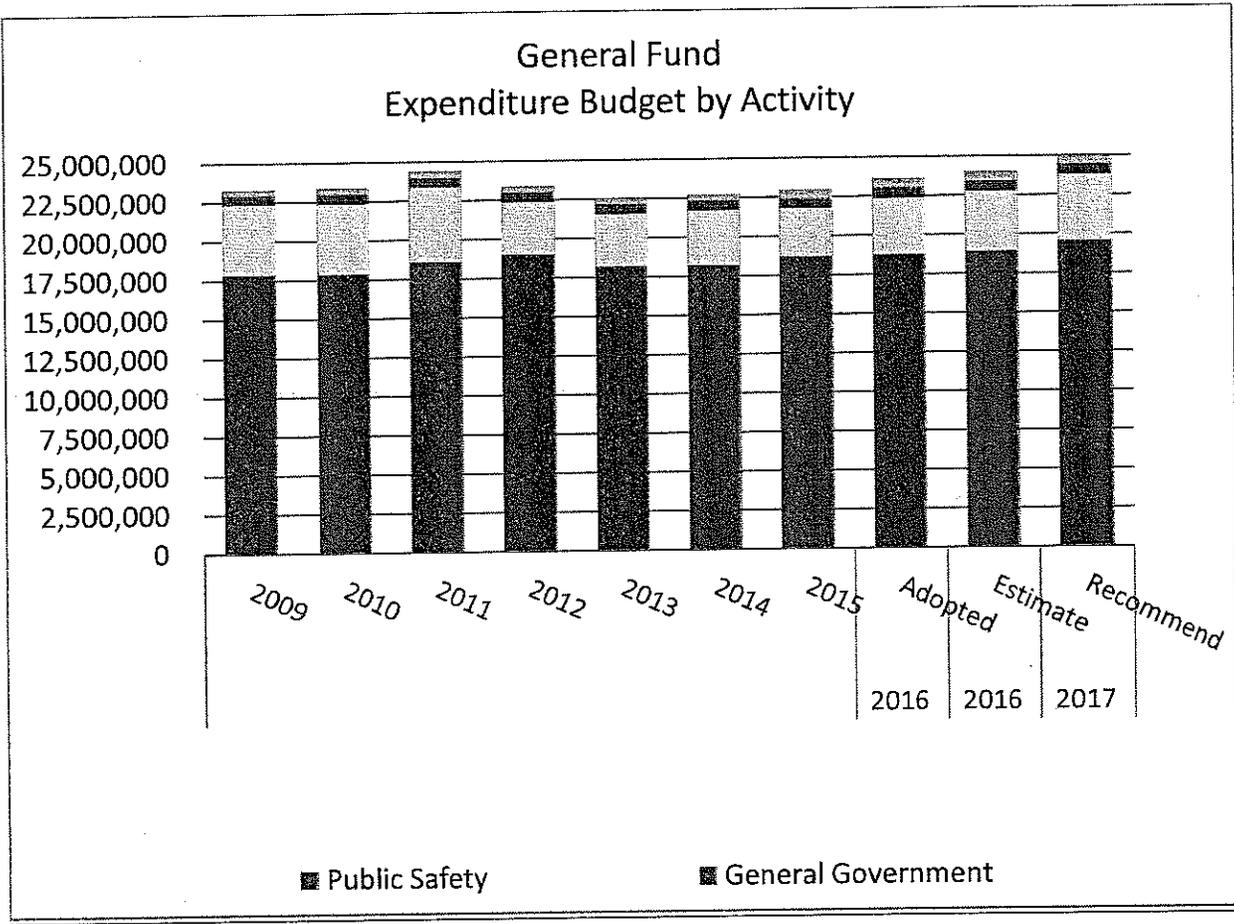


General Government

General government is comprised of 12 departments that provide either specific services for the City or provide services to or on behalf of the departments. Incorporated into the total General Fund Expenditure increase of 1.3%, the General Government category of expenditures is expected to increase 3.1% from the 2016 budget. General Government expenditures are 10.4% of the General Fund expenditure budget. General Government also includes a contingency and provision for personnel vacancies in all activities during the year.

Public Safety

Public safety is comprised of the departments that provide for the safety of the public. This includes police, fire, public fire protection, building inspection and weights and measures. Public Safety expenditures increased 4.5% from the 2016 budget and amounts to 65.1% of the General Fund expenditure budget, up from 63.1% in 2016.



Public Works

Public Works is comprised of the departments that provide the infrastructure for the City. This includes engineering, highway, street lighting, and weed control. Public Works expenditures have increased 16.7% from 2016. Public Works represent 16.2% of General Fund expenditures.

Health & Human Services

Health & Human Services is comprised of the health and the animal control expenses. Health & Human Services expenditures have increased 0.5% from 2016 and amount to 2.7% of the General Fund expenditure budget.

Culture & Recreation

Culture & Recreation is comprised of the Parks and Recreation expenses. Recreation expense includes amounts paid for St. Martins Fair and Civic Celebrations expenses. Culture & Recreation expenditures have increased 2.6% from 2016 and amount to 0.8% of the General Fund expenditure budget.

Conservation & Development

Conservation & Development is comprised of the economic development and planning functions. Conservation & Development expenditures have increased 8.2% from 2016 and amount to 2.4% of the General Fund expenditure budget.

Transfers to other funds

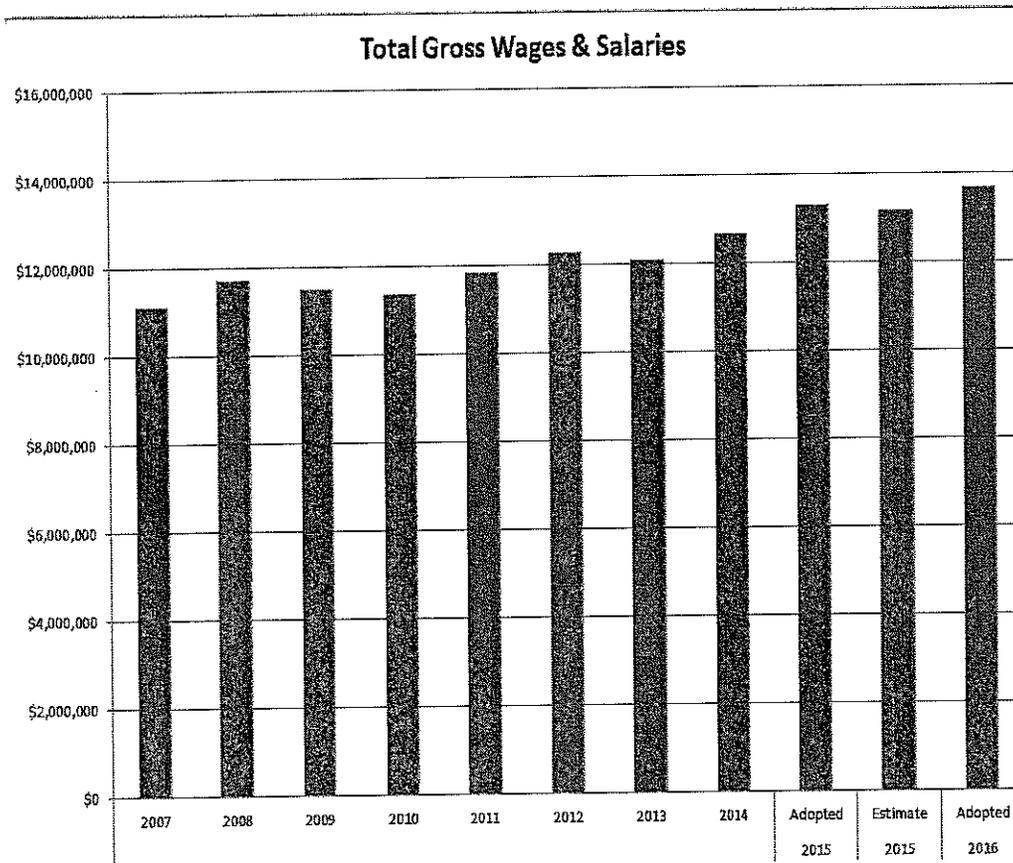
In January 2017, Milwaukee Metropolitan Sewer District will repay a \$2.198 million loan to the Sewer fund, which has an advance from the General Fund for that amount. In 2016, \$1.2 million was transferred from the General Fund to the Capital Improvement Fund. The purpose is to make the funds expendable in the Capital Improvement fund in 2017, while at the same time preserving the Expenditure Restraint program revenue from the State. Had the transfer of the entire balance occurred in 2017, the transfer of \$2.198 million would have dis-qualified the City from the State’s Expenditure Restraint program.

For 2017, the MMSD receipt will fund a ‘catch up’ pension contribution to the DPW defined benefit plan which is underfunded. This contribution will be recovered in future years by reduced funding contributions.

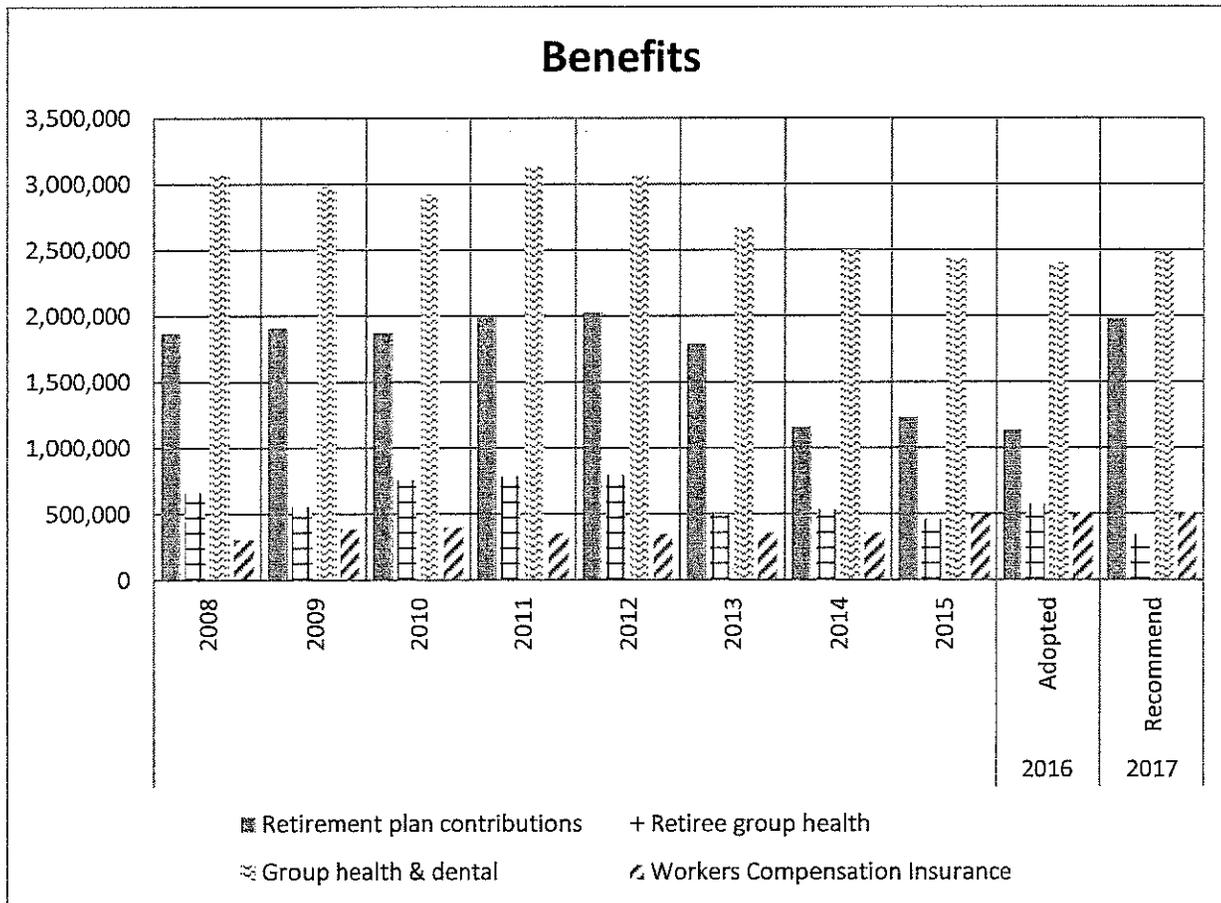
General Fund Expenditures By Functional Category

The 2017 General Fund expenditure budget is presented, on a following page, by functional categories. Salaries, wages and benefits comprise 79.7% of the General Fund budget. The most significant change in 2017 compared to the 2016 adopted budget is a one-time \$674,190 contribution to the DPW defined benefit pension plan, increased WRS retirement costs related to a WRS rate increase, reduced retiree health insurance costs related to improved experience, and the absence of transfers to other funds.

Wages have grown from \$12,095,062 in 2013 to \$14,172,436 in 2017 or 17.1%. At the same time authorized positions have declined from 234.8 in 2008 to 225.5 in 2017.



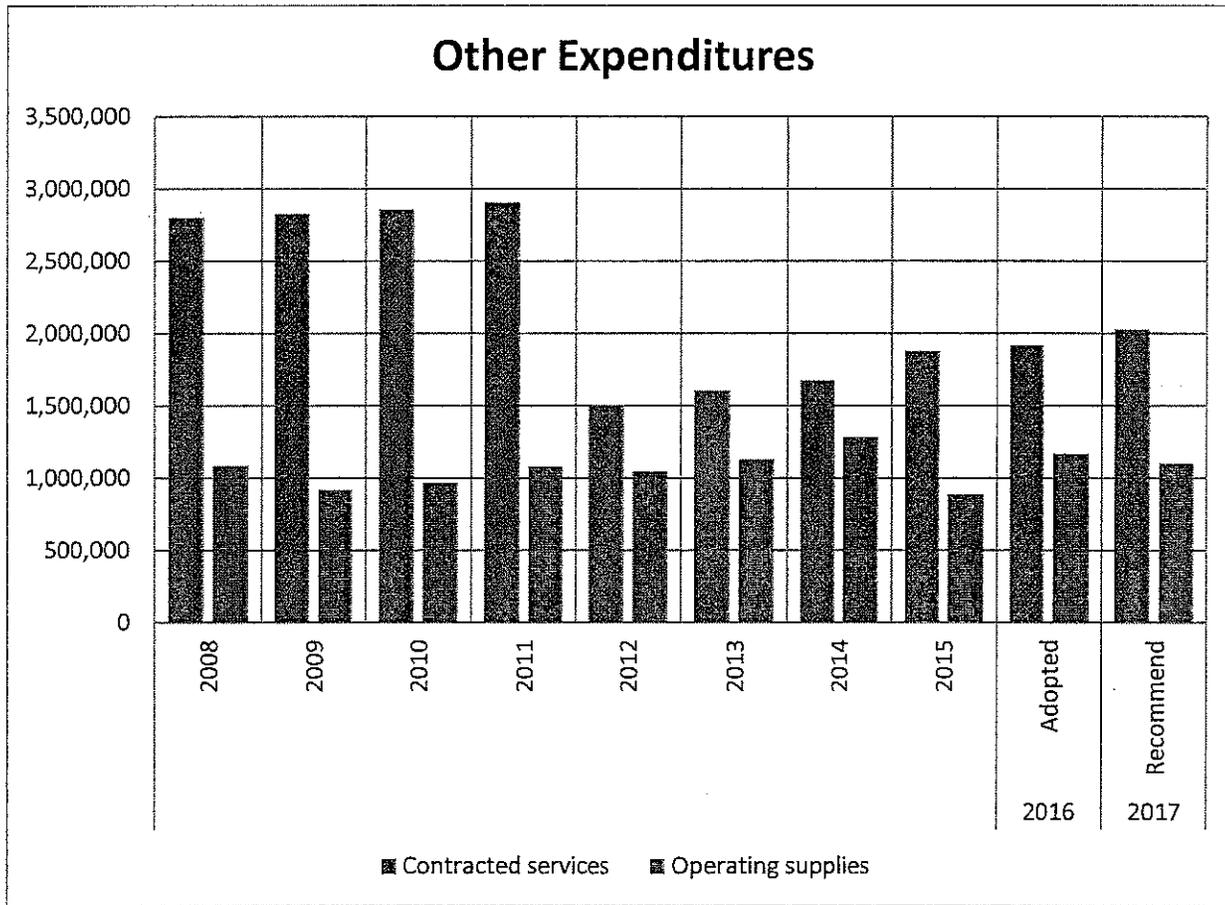
Employee benefits which consist of Group Health & Dental, Retirement, Retiree Health, life insurance and employment taxes have declined from \$6,856,226 in 2008 to \$6,462,925 in 2017 (5.8%). The reduction was possible by the sharing of retirement costs and controlling health care costs. 2017 Retirement costs include a one-time \$674,190 to the DPW pension for prior service costs. This will reduce future costs.



Non-personnel costs consist of property insurance, Contracted services, Utilities, Operating supplies, Services & Charges, facility charges, other costs and contingency. These costs have remained relatively unchanged from \$5,343,500 in 2008 to \$5,261,952 in 2017. This includes transfers out, which peaked at \$1,200,000 in 2016.

In 2012, the Solid Waste collection costs were removed from the General Fund and transferred to the Solid Waste Collection fund, with a fee established to the user group. That removed \$1.4 million of cost from the General Fund.

Fuel costs are another major expenditure and vary with the cost of oil. In 2008, the City spent \$372,850 on fuel but will only spend \$219,241 in 2017. Oil prices peaked over \$140/barrel in 2013, when City costs also peaked at \$373,647.



The explanations of individual departments and their budgets are detailed later.

**CITY OF FRANKLIN
2017 BUDGET**

General Fund expenditures by object:

	2013	2014	2015	2016	2016	2016 YTD	2016	2017	2017
	Actual	Actual	Actual	Adopted	Amended	6/30/2016	Estimate	Dept/Request	Recommend
Salaries-Full Time	9,571,449	10,184,930	10,444,390	10,878,286	10,841,186	5,356,673	11,073,886	12,041,994	11,326,333
Salaries-Part Time	380,872	384,053	400,089	442,370	442,370	210,161	427,214	425,591	475,057
Salaries-Temporary	79,732	102,523	50,591	82,015	82,015	35,914	83,052	64,056	149,303
Salaries-Overtime	541,150	497,764	634,391	483,191	483,191	264,740	734,120	501,539	473,526
Comptime Taken	202,003	207,532	225,762	212,000	212,000	113,203	0	0	205,000
Longevity	36,569	40,100	37,566	46,578	46,578	17,502	34,798	42,601	42,085
Holiday	778,421	732,800	858,407	912,628	912,628	481,828	882,700	939,555	928,643
Vacation	875,246	865,619	955,946	994,328	994,328	346,290	949,897	998,751	987,433
Hazardous Materials Pay	9,466	10,490	10,536	10,560	10,560	5,314	10,536	10,560	10,560
College Incentive	28,554	29,136	30,616	30,780	30,780	30,696	29,859	8,608	8,316
Recruitment	0	4,000	30,076	0	0	5,429	5,450	0	0
Vehicle Allowance	-408,400	-410,660	4,800	4,800	4,800	2,400	4,800	4,800	4,800
Allocated Payroll			-548,579	-411,180	-411,180	-205,560	-404,840	-416,720	-438,620
Total Salaries and wages	\$12,095,062	\$12,658,287	\$13,134,591	\$13,686,356	\$13,649,256	\$6,664,590	\$13,831,472	\$14,621,335	\$14,172,436
Social Security Tax	918,994	957,127	1,007,330	1,076,850	1,076,850	511,912	1,088,397	1,147,202	1,107,200
Retirement plan contributions	1,788,113	1,155,668	1,227,917	1,135,523	1,135,523	568,251	1,152,713	1,416,036	1,977,930
Retiree group health	503,643	530,892	458,102	570,665	570,665	116,478	184,612	351,630	338,525
Group health & dental	2,666,043	2,499,994	2,430,489	2,399,306	2,399,306	1,184,887	2,389,066	2,596,544	2,485,062
Life Insurance	36,826	37,814	41,166	44,689	44,689	21,293	43,936	48,034	46,339
Workers Compensation Insurance	356,335	356,001	498,390	506,968	506,968	255,258	510,357	533,972	507,869
Total Benefits	6,269,955	5,537,496	5,663,394	5,734,001	5,734,001	2,658,079	5,369,081	6,093,418	6,462,925
Total Salaries, Wages and Benefits	18,365,017	18,195,783	18,797,985	19,420,357	19,383,257	9,322,669	19,200,553	20,714,753	20,635,361
Salaries, Wages and Benefits % of Total	80.5%	79.5%	79.3%	76.0%	75.4%	77.4%	75.6%	81.1%	79.7%
Property & Casualty Insurance	276,200	287,562	238,665	294,886	294,886	235,418	289,378	283,553	283,353
Contracted services	1,604,160	1,676,056	1,878,020	1,915,851	2,081,232	881,958	2,302,610	1,993,179	2,026,662
Utilities	363,648	388,257	348,756	392,980	392,980	140,853	357,380	401,683	389,783
Operating supplies	1,128,465	1,281,564	887,097	1,166,061	1,204,064	363,410	1,001,105	1,184,956	1,101,356
Services & Charges	277,934	283,990	293,086	337,810	340,196	155,985	305,153	367,868	362,818
Facility Charges	434,571	435,114	400,937	450,300	455,000	205,958	435,209	540,680	540,580
Other operating expenditures	264,050	274,168	280,739	305,400	307,400	144,357	300,350	391,920	402,620
Contingency	400	67,988	28,257	550,000	513,700	0	0	125,000	625,000
Anticipated Un-spent appropriations			0	-470,220	-470,220	0	0	-470,220	-470,220
Transfers to other funds			0	1,200,000	1,200,000	600,000	1,200,000	0	0
Total Non-Personal Services costs	4,435,410	4,694,679	4,905,557	6,143,068	6,319,238	2,727,939	6,191,185	4,818,619	5,261,952
Total General Fund by object	\$22,800,427	\$22,890,462	\$23,703,542	\$25,563,425	\$25,702,495	\$12,050,608	\$25,391,738	\$25,533,372	\$25,897,313

**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 2017 budget remains the same as the 2016 budget.

City of Franklin, WI
Mayor

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2017	2017
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 12/31/16	PROJECTED ACTIVITY	DEPT REQUEST BUDGET	MAYOR'S RECOMMENDED BUDGET
Dept 0101-MAYOR									
PERSONNEL SERVICES									
01-0101-5113	SALARIES-PT	16,800	16,800	16,800	16,800	11,200	16,800	16,800	16,800
01-0101-5151	FICA	1,652	1,652	1,652	1,652	1,102	1,652	1,652	1,652
01-0101-5156	WORKERS COMPENSATION INS	48	60	56	56	40	60	56	56
	PERSONNEL SERVICES	18,500	18,512	18,508	18,508	12,342	18,512	18,508	18,508
NON PERSONNEL SERVICES									
01-0101-5312	OFFICE SUPPLIES	61	43						
01-0101-5313	PRINTING	72							
01-0101-5422	SUBSCRIPTIONS		44	100	100		40	100	100
01-0101-5424	MEMBERSHIPS			100	100			100	100
01-0101-5425	CONFERENCES AND SCHOOLS	40	476	2,000	2,000	125	400	2,000	1,500
01-0101-5432	MILEAGE	4,800	4,800	4,800	4,800	3,200	4,800	4,800	4,800
01-0101-5734	VOLUNTEER RECOGNITION	4,973	525	1,000	1,000		250	1,000	1,000
	NON PERSONNEL SERVICES	4,973	5,888	8,000	8,000	3,325	5,490	8,000	7,500
	Total General Fund	23,473	24,400	26,508	26,508	15,667	24,002	26,508	26,008

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0101-MAYOR			
PERSONNEL SERVICES			
01-0101-5113	SALARIES-PT	16,800	16,800
01-0101-5151	FICA	1,652	1,652
01-0101-5156	WORKERS COMPENSATION INS	56	56
PERSONNEL SERVICES		18,508	18,508
NON PERSONNEL SERVICES			
01-0101-5422	SUBSCRIPTIONS	100	100
	FOOTNOTE AMOUNTS:	100	100
	This line item can be used to obtain subscriptions and documents, such as the Municipal Facts booklet prepared by the League of Wisconsin Municipalities.		
01-0101-5424	MEMBERSHIPS	100	100
	FOOTNOTE AMOUNTS:	100	100
	This is an historic appropriation level that allows for an individual membership as maybe needed. Organizational memberships are budgeted elsewhere.		
01-0101-5425	CONFERENCES AND SCHOOLS	2,000	1,500
	FOOTNOTE AMOUNTS:	2,000	1,500
	This provides an annual allotment for travel and conference related expenditures.		
01-0101-5432	MILEAGE	4,800	4,800
	FOOTNOTE AMOUNTS:	4,800	4,800
	The "Mileage" amount is provided in accordance with the adopted ordinance.		
01-0101-5734	VOLUNTEER RECOGNITION	1,000	1,000
	FOOTNOTE AMOUNTS:	1,000	1,000
	This provides a basic appropriation sub-total for consideration of volunteer recognition. No specific program or use is currently identified.		
NON PERSONNEL SERVICES		8,000	7,500
Totals for dept 0101-MAYOR		26,508	26,008

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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
Economic Development Commission	Technology 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)	2012	2013	2014	2015	2016	2017
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	2012	2013	2014	2015	2016*	2017*
Ordinances passed	30	27	32	43	35	35
Resolutions passed	175	98	96	112	100	100
Common Council meeting hours	50	52	72	90	60	60

*Forecast

BUDGET SUMMARY:

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

Public Policy Forum	\$1,720
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities	8,675
Amer. Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Urban Alliance	870
Broadcast Music, Inc.	350
SESAC (Society of European Stage Authors and Composers)	<u>320</u>
Total	12,760

City of Franklin, WI
Aldermen

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET THRU 12/31/16	2016 ACTIVITY PROJECTED	2016 ACTIVITY	2017 DEPT REQUEST	2017 MAYOR'S RECOMMENDED BUDGET
General Fund									
Dept 0102-ALDERMEN									
PERSONNEL SERVICES									
01-0102-5113	SALARIES-PT	43,200	43,200	43,200	43,200	43,200	28,800	43,200	43,200
01-0102-5151	FICA	4,131	4,131	4,131	4,131	4,131	2,754	4,131	4,131
01-0102-5156	WORKERS COMPENSATION INS	120	156	140	140	151	96	140	140
	PERSONNEL SERVICES	47,451	47,487	47,471	47,471	47,482	31,650	47,471	47,471
NON PERSONNEL SERVICES									
01-0102-5219	OTHER PROFESSIONAL SERVICES	300		1,000	1,000	200		1,000	500
01-0102-5312	OFFICE SUPPLIES			100	100			100	100
01-0102-5313	PRINTING	64		100	100	50	32	100	100
01-0102-5329	OPERATING SUPPLIES			1,000	1,000			1,000	500
01-0102-5424	MEMBERSHIPS	10,612	10,419	11,500	11,500	11,100	11,081	12,760	12,760
01-0102-5425	CONFERENCES AND SCHOOLS	150	520			400	250	500	500
01-0102-5432	MILEAGE	10,800	10,800	10,800	10,800	10,800	7,200	10,800	10,800
01-0102-5734	VOLUNTEER RECOGNITION		126	5,000	5,000	1,000	630	5,000	5,000
	NON PERSONNEL SERVICES	21,926	21,865	29,500	29,500	23,550	19,193	31,260	30,260
	Total General Fund	69,377	69,352	76,971	76,971	71,032	50,843	78,731	77,731

Fund 28 - DONATIONS FUND

CAPITAL EXPENDITURES									
28-0102-5821.703	TREES&LANDSCAPING-EnvironmentalComr	134	144				363		

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0102-ALDERMEN			
PERSONNEL SERVICES			
01-0102-5113	SALARIES-PT	43,200	43,200
01-0102-5151	FICA	4,131	4,131
01-0102-5156	WORKERS COMPENSATION INS	140	140
PERSONNEL SERVICES		47,471	47,471
NON PERSONNEL SERVICES			
01-0102-5219	OTHER PROFESSIONAL SERVICES	1,000	500
01-0102-5312	OFFICE SUPPLIES	100	100
01-0102-5313	PRINTING	100	100
01-0102-5329	OPERATING SUPPLIES	1,000	500
01-0102-5424	MEMBERSHIPS	12,760	12,760
	FOOTNOTE AMOUNTS:	8,675	8,675
	League of WI Municipalities		
	FOOTNOTE AMOUNTS:	325	325
	ASCAP - music license		
	FOOTNOTE AMOUNTS:	150	150
	South Suburb Chamber of Commerce		
	FOOTNOTE AMOUNTS:	350	350
	Intergovernmental Cooperation Council of Milw County		
	FOOTNOTE AMOUNTS:	1,720	1,720
	Public Policy Forum		
	FOOTNOTE AMOUNTS:	350	350
	Broadcast music for Civic Celebration music use		
	FOOTNOTE AMOUNTS:	320	320
	EMI - music license		
	Other		
	FOOTNOTE AMOUNTS:	870	870
	Urban Alliance		
	GL # FOOTNOTE TOTAL:	12,760	12,760
01-0102-5425	CONFERENCES AND SCHOOLS	500	500
01-0102-5432	MILEAGE	10,800	10,800
01-0102-5734	VOLUNTEER RECOGNITION	5,000	5,000
	FOOTNOTE AMOUNTS:	5,000	5,000
	Volunteer recognition - Boards & Commissions		
NON PERSONNEL SERVICES		31,260	30,260
Totals for dept 0102-ALDERMEN		78,731	77,731

**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 some 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)	2012	2013	2014	2015	2016	2017
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	2.50	2.50	2.50	2.50	2.50	2.50
Total	2.50	2.50	2.50	2.50	2.50	2.50

* Administration and Human Resource support through the Police Department

ACTIVITY MEASURES:

Activity	2012	2013	2014	2015	2016*	2017*
Municipal court cases	11,661	8,569	8,585	9,113	10,500	10,500

* Forecast

BUDGET SUMMARY:

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

City of Franklin, WI
Municipal Court

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2017	2017	2017
		ACTIVITY	ACTIVITY	ORIGINAL	AMENDED	ACTIVITY	PROJECTED	DEPT	DEPT	MAYOR'S
				BUDGET	BUDGET	THRU 12/31/16	ACTIVITY	REQUEST	REQUEST	RECOMMENDED
								BUDGET	BUDGET	BUDGET
General Fund										
Dept 0121-MUNICIPAL COURT										
PERSONNEL SERVICES										
01-0121-5111	SALARIES-FT	78,446	82,570	90,452	90,452	57,526	84,241	89,556	89,556	87,199
01-0121-5113	SALARIES-PT	39,330	40,164	40,324	40,324	27,166	40,094	40,900	40,900	40,626
01-0121-5117	SALARIES-OT	266	400	1,200	1,200	110	200	1,200	1,200	1,000
01-0121-5118	COMPTIME TAKEN	889	1,258	420	420	824	420	450	450	450
01-0121-5133	LONGEVITY	390	390	6,157	6,157	4,453	6,348	6,585	6,585	6,584
01-0121-5134	HOLIDAY PAY	4,381	5,399	7,941	7,941	4,985	8,216	8,524	8,524	8,477
01-0121-5135	VACATION PAY	6,024	6,183	10,478	10,478	6,376	10,673	11,262	11,262	11,131
01-0121-5151	FICA	8,609	9,218	5,797	5,797	4,067	5,926	6,310	6,310	6,224
01-0121-5152	RETIREMENT	5,437	5,768	419	419	100	144	220	220	218
01-0121-5153	RETIRE GROUP HEALTH	397	350	17,071	17,071	18,521	26,147	27,278	27,278	27,278
01-0121-5154	GROUP HEALTH & DENTAL	23,886	18,064	537	537	351	551	570	570	574
01-0121-5155	LIFE INSURANCE	447	461	355	355	250	390	382	382	377
01-0121-5156	WORKERS COMPENSATION INS	283	386	181,151	181,151	124,999	183,350	193,237	193,237	191,308
	PERSONNEL SERVICES	168,785	170,611	181,151	181,151	124,999	183,350	193,237	193,237	191,308
NON PERSONNEL SERVICES										
01-0121-5219	OTHER PROFESSIONAL SERVICES	875	1,191	900	900	700	8,600	8,600	8,600	8,600
01-0121-5257	SOFTWARE MAINTENANCE	8,080	8,623	8,600	8,600	8,574	8,600	8,600	8,600	8,600
01-0121-5294	PRISONER BOARDING	36,153	38,919	33,000	33,000	20,327	26,500	33,000	33,000	33,000
01-0121-5298	COLLECTION SVCS/DOT SUSP FEE	515	330	650	650	400	400	650	650	650
01-0121-5312	OFFICE SUPPLIES	617	400	750	750	918	750	750	750	750
01-0121-5313	PRINTING	131	131	1,200	1,200	900	1,200	1,200	1,200	1,200
01-0121-5410	DMV ACCESS SERVICE	1,200	1,200	100	100	100	100	100	100	100
01-0121-5422	SUBSCRIPTIONS	180	180	200	200	180	180	200	200	200
01-0121-5424	MEMBERSHIPS	1,490	700	1,600	1,600	1,936	1,900	1,600	1,600	1,600
01-0121-5425	CONFERENCES AND SCHOOLS	84	(12)	150	150	(26)	150	150	150	150
01-0121-5429	JURY/WITNESS FEES	49,194	51,662	47,150	47,150	33,509	39,530	47,150	47,150	47,150
	NON PERSONNEL SERVICES	49,194	51,662	47,150	47,150	33,509	39,530	47,150	47,150	47,150
General Fund total		217,979	222,273	228,301	228,301	158,508	222,880	240,387	240,387	238,458

Fund 41 - CAPITAL OUTLAY FUND	
CAPITAL EXPENDITURES	
41-0121-5841	COMPUTER EQUIPMENT
41-0121-5843	SOFTWARE
CAPITAL EXPENDITURES	
	6,316
	1,100
	1,056
	1,056
	1,056
	1,056

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0121-MUNICIPAL COURT			
PERSONNEL SERVICES			
01-0121-5111	SALARIES-FT	89,556	87,199
01-0121-5113	SALARIES-PT	40,900	40,626
01-0121-5117	SALARIES-OT	1,200	1,200
01-0121-5118	COMPTIME TAKEN		1,000
01-0121-5133	LONGEVITY	450	450
01-0121-5134	HOLIDAY PAY	6,585	6,554
01-0121-5135	VACATION PAY	8,524	8,477
01-0121-5151	FICA	11,262	11,131
01-0121-5152	RETIREMENT	6,310	6,224
01-0121-5153	RETIREE GROUP HEALTH	220	218
01-0121-5154	GROUP HEALTH & DENTAL	27,278	27,278
01-0121-5155	LIFE INSURANCE	570	574
01-0121-5156	WORKERS COMPENSATION INS	382	377
PERSONNEL SERVICES		193,237	191,308
NON PERSONNEL SERVICES			
01-0121-5219	OTHER PROFESSIONAL SERVICES	900	900
01-0121-5257	SOFTWARE MAINTENANCE	8,600	8,600
	FOOTNOTE AMOUNTS:	8,600	8,600
	Software Maintenance -the Court Software program – TIPSS.		
01-0121-5294	PRISONER BOARDING	33,000	33,000
	FOOTNOTE AMOUNTS:	33,000	33,000
	Cost of housing prisoners at the House of Corrections, varies from year to year		
01-0121-5298	COLLECTION SVCS/DOT SUSP FEE	650	650
01-0121-5312	OFFICE SUPPLIES	750	750
01-0121-5410	DMV ACCESS SERVICE	1,200	1,200
01-0121-5422	SUBSCRIPTIONS	100	100
01-0121-5424	MEMBERSHIPS	200	200
01-0121-5425	CONFERENCES AND SCHOOLS	1,600	1,600
	FOOTNOTE AMOUNTS:	1,600	1,600
	Tuition grants may not continue		
01-0121-5429	JURY/WITNESS FEES	150	150
NON PERSONNEL SERVICES		47,150	47,150
Totals for dept 0121-MUNICIPAL COURT		240,387	238,458

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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. Administer process of Economic Interest Statement filing pursuant to Franklin Municipal Code.
- 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. Act as local election filing officer as required by State Statutes.
- Coordinate, prepare and distribute City directory and monthly calendar.

STAFFING:

Authorized Positions (FTE)	2012	2013	2014	2015	2016	2017
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Administration Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Typist	.62	.62	.62	.62	.62	.62
Secretary	.50	.50	.50	.50	.50	.50
Temporary Help	.02	.00	.00	.00	.00	.00
Total	4.14	4.14	4.12	4.12	4.12	4.12

ACTIVITY MEASURES:

Activity	2012	2013	2014	2015	2016*	2017*
Liquor licenses	55	55	53	56	55	55
Bartenders licenses	321	321	386	378	350	350
Property status reports	169	169	165	223	320	160
Burn permits	309	309	325	310	325	325
Complaints			250	386	350	350
Registered voters	21,597	21,694	21,756	21,713	22,274	23,000
Elections held	**6	***5	4	****3	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.

****Includes one special election.

BUDGET SUMMARY:

- 1) 01.141.5424 Memberships and 01.141.5425 Conferences/Schools in the City Clerk's budget includes funding of memberships and training/conferences for all employees in the Director of Clerk Services' office, which includes certification training, along with statutory training requirements.
- 2) 01.141.5471 Background Checks includes funding for all license applicants and Board/Commission recommended appointees (\$7 charge for each check conducted through the Wisconsin Department of Justice, Crime Information Bureau).
- 3) Election decrease in funding is due to two elections scheduled in 2017 vs. four scheduled elections held in 2016. [Note: 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) 01.142.5115 Salaries-Temporary in the Elections Budget covers Inspectors of Election (poll workers). While abiding by the restrictions of State law, the number of workers

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

- 5) 01.142.5242 Election Equipment Maintenance includes maintenance coverage for the voting systems. In addition, backup and preservation is required of electronic data (from electronic voting systems), pursuant to Wis. Stats §5.05(1)(e) and 5.06(6).
- 6) 01.142.5425 Conferences and Schools in the Elections Budget includes funding for State-mandated training for Chief Election Inspectors (poll worker chairmen at each polling location) and election-related training for City Clerk's office personnel.
- 7) 01.142.5433 Equipment Rental covers \$150 per election paid to The Polish Center and \$150 per election paid to St. Martin of Tours Church for use as polling locations.

City of Franklin, WI
City Clerk

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2017	2017	
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 12/31/16	PROJECTED ACTIVITY	DEPT REQUEST BUDGET	MAYOR'S RECOMMENDED BUDGET	
General Fund										
Dept 0141-CITY CLERK										
PERSONNEL SERVICES										
01-0141-5111	SALARIES-FT	172,553	156,779	150,677	150,677	115,964	162,377	168,993	162,466	
01-0141-5113	SALARIES-PT	35,153	37,160	44,925	44,925	26,152	32,372	45,512	45,057	
01-0141-5115	SALARIES-TEMP			600	600		593	601	601	
01-0141-5117	SALARIES-OT	(1,313)	1,888	1,000	1,000	(306)		2,500	1,000	
01-0141-5118	COMPTIME TAKEN	3,400	4,021	4,000	4,000	3,334			4,000	
01-0141-5133	LONGEVITY	461	420	475	475	280	448	468	468	
01-0141-5134	HOLIDAY PAY	8,847	12,655	12,723	12,723	8,274	12,494	13,100	12,985	
01-0141-5135	VACATION PAY	13,843	13,659	16,566	16,566	6,815	16,251	17,962	17,962	
01-0141-5151	FICA	17,217	16,898	18,230	18,230	12,014	17,177	18,944	18,694	
01-0141-5152	RETIREMENT	10,295	10,779	11,885	11,885	8,026	11,197	12,352	12,189	
01-0141-5153	RETIREE GROUP HEALTH	1,203	1,050	1,217	1,217	280	391	595	589	
01-0141-5154	GROUP HEALTH & DENTAL	37,727	34,362	32,521	32,521	22,521	31,778	34,144	34,144	
01-0141-5155	LIFE INSURANCE	845	874	1,102	1,102	638	1,021	1,139	1,130	
01-0141-5156	WORKERS COMPENSATION INS	481	632	619	619	420	629	643	634	
01-0141-5199	ALLOCATED PAYROLL COST	(7,700)	(7,600)	(7,900)	(7,900)	(5,280)	(7,900)	(8,200)	(8,200)	
	PERSONNEL SERVICES	293,012	283,577	288,640	288,640	199,132	278,828	308,753	303,553	
NON PERSONNEL SERVICES										
01-0141-5223	FILING FEES	690	870	1,200	1,200	510	900	1,200	1,200	
01-0141-5299	SUNDRY CONTRACTORS	4,566	9,485	6,000	6,000	2,012	5,000	6,000	6,000	
01-0141-5312	OFFICE SUPPLIES	689	881	900	900	252	900	900	900	
01-0141-5313	PRINTING	342	342	400	400	236	400	400	400	
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	10,286	11,116	12,000	12,000	6,120	11,500	9,000	9,000	
01-0141-5422	SUBSCRIPTIONS	87	87	100	100	118	100	100	100	
01-0141-5424	MEMBERSHIPS	625	750	800	800	610	700	800	800	
01-0141-5425	CONFERENCES AND SCHOOLS	2,031	1,867	3,000	3,000	2,097	2,000	3,000	3,000	
01-0141-5432	MILEAGE	750	742	800	800	765	800	800	800	
01-0141-5471	BACKGROUND CHECKS	4,361	3,829	5,800	5,800	2,968	4,500	5,800	5,800	
	NON PERSONNEL SERVICES	24,340	29,627	31,000	31,000	15,688	26,800	28,000	28,000	
	General Fund Total	317,352	313,204	319,640	319,640	214,820	305,628	336,753	331,553	
Fund 41 - CAPITAL OUTLAY FUND										
CAPITAL EXPENDITURES										
41-0141-5813	OFFICE EQUIPMENT		8,656	250	250			500	500	
41-0141-5841	COMPUTER EQUIPMENT	684	337					250	250	
	CAPITAL EXPENDITURES	684	8,993	250	250			750	750	
Fund 43 - TID 5 Baseball Commons - 76th & Rawson										
PERSONNEL SERVICES										
43-0141-5199	ALLOCATED PAYROLL COST						600		600	

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0141-CITY CLERK			
PERSONNEL SERVICES			
01-0141-5111	SALARIES-FT	168,993	162,466
01-0141-5113	SALARIES-PT	45,512	45,057
01-0141-5115	SALARIES-TEMP	601	601
01-0141-5117	SALARIES-OT	2,500	1,000
01-0141-5118	COMPTIME TAKEN		4,000
01-0141-5133	LONGEVITY	468	468
01-0141-5134	HOLIDAY PAY	13,100	12,985
01-0141-5135	VACATION PAY	17,962	17,796
01-0141-5151	FICA	18,944	18,694
01-0141-5152	RETIREMENT	12,352	12,189
01-0141-5153	RETIREE GROUP HEALTH	595	589
01-0141-5154	GROUP HEALTH & DENTAL	34,144	34,144
01-0141-5155	LIFE INSURANCE	1,139	1,130
01-0141-5156	WORKERS COMPENSATION INS	643	634
01-0141-5199	ALLOCATED PAYROLL COST	(8,200)	(8,200)
PERSONNEL SERVICES		308,753	303,553
NON PERSONNEL SERVICES			
01-0141-5223	FILING FEES	1,200	1,200
	FOOTNOTE AMOUNTS:	1,200	1,200
	Recording Resolutions and other Documents with Register of Deeds Office		
01-0141-5299	SUNDRY CONTRACTORS	6,000	6,000
	FOOTNOTE AMOUNTS:	5,000	5,000
	Quarterly updates to Municipal Code		
	FOOTNOTE AMOUNTS:	1,000	1,000
	Annual Maintenance charge		
	GL # FOOTNOTE TOTAL:	6,000	6,000
01-0141-5312	OFFICE SUPPLIES	900	900
01-0141-5313	PRINTING	400	400
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	9,000	9,000
	FOOTNOTE AMOUNTS:	9,000	9,000
	Charges for Public Notices on Ordances, Council Minutes, etc		
01-0141-5422	SUBSCRIPTIONS	100	100
01-0141-5424	MEMBERSHIPS	800	800
	FOOTNOTE AMOUNTS:	800	800
	Cost of memberships and training/conferences for all employees in the Director of Clerk Services' office, which includes certification training, along with statutory training requirements		
01-0141-5425	CONFERENCES AND SCHOOLS	3,000	3,000
01-0141-5432	MILEAGE	800	800
01-0141-5471	BACKGROUND CHECKS	5,800	5,800
	FOOTNOTE AMOUNTS:	5,800	5,800
	License applications and Board/Commission recommended appointees (\$7 charge for each check conducted through the WI Dept of Justice, Crime Information Bureau)		
NON PERSONNEL SERVICES		28,000	28,000
Totals for dept 0141-CITY CLERK		336,753	331,553

City of Franklin, WI
Elections

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 12/31/16	2016 PROJECTED ACTIVITY	2017	
								DEPT REQUEST BUDGET	MAYOR'S RECOMMENDED BUDGET
General Fund									
Dept 0142-ELECTIONS									
PERSONNEL SERVICES									
01-0142-5111	SALARIES-FT	2,225	824	2,990	2,990	1,857	966	829	820
01-0142-5113	SALARIES-PT	1,798	775	1,147	1,147	1,800	1,723	575	571
01-0142-5115	SALARIES-TEMP	28,019	9,924	23,353	23,353	29,046	25,143	10,353	25,700
01-0142-5117	SALARIES-OT	7,218	2,702	5,966	5,966	6,761	10,891	3,114	3,101
01-0142-5133	LONGEVITY	13		4	4		12	2	2
01-0142-5151	FICA	837	331	619	619	784	1,379	209	207
01-0142-5152	RETIREMENT	547	243	446	446	593	741	161	160
01-0142-5153	RETIREE GROUP HEALTH	62	28	54	54	49	11	15	15
01-0142-5154	GROUP HEALTH & DENTAL	1,595	599	786	786	988	1,371	401	397
01-0142-5155	LIFE INSURANCE	8	13	23	23	31	55	13	12
01-0142-5156	WORKERS COMPENSATION INS	140	74	160	160	183	161	76	115
	PERSONNEL SERVICES	42,462	15,513	35,548	35,548	42,092	42,453	15,748	31,100
NON PERSONNEL SERVICES									
01-0142-5214	DATA PROCESSING SERVICES	8,011	407	10,000	10,000	757	4,000	1,200	1,200
01-0142-5242	EQUIPMENT MAINTENANCE	3,240	2,400	3,300	3,300	3,182	3,200	3,800	3,800
01-0142-5312	OFFICE SUPPLIES	864	727	3,500	3,500	712	3,000	1,200	1,200
01-0142-5313	PRINTING	8,323	1,074	6,000	6,000	1,559	5,500	1,600	1,600
01-0142-5421	OFFICIAL NOTICES/ADVERTISING	576	301	600	600	407	600	400	400
01-0142-5425	CONFERENCES AND SCHOOLS	59		600	600			600	600
01-0142-5432	MILEAGE	77	237	400	400	83	100	200	200
01-0142-5532	FACILITY RENTAL	1,200	450	1,200	1,200	1,200	1,200	600	600
	NON PERSONNEL SERVICES	22,350	5,596	25,600	25,600	7,900	17,600	9,600	9,600
	General Fund total	64,812	21,109	61,148	61,148	49,992	60,053	25,348	40,700

Fund 41 - CAPITAL OUTLAY FUND

Dept 0142-ELECTIONS									
CAPITAL EXPENDITURES									
41-0142-5819	OTHER CAPITAL EQUIPMENT		18,138					12,600	12,600
41-0142-5841	COMPUTER EQUIPMENT								
	CAPITAL EXPENDITURES		18,138					12,600	12,600

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0142-ELECTIONS			
PERSONNEL SERVICES			
01-0142-5111	SALARIES-FT	829	820
01-0142-5113	SALARIES-PT	575	571
01-0142-5115	SALARIES-TEMP	10,353	25,700
	FOOTNOTE AMOUNTS:	10,353	10,353
	Cost of Inspectors of Election (poll workers). While abiding by the restriction 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		
01-0142-5117	SALARIES-OT	3,114	3,101
01-0142-5133	LONGEVITY	2	2
01-0142-5151	FICA	209	207
01-0142-5152	RETIREMENT	161	160
01-0142-5153	RETIREE GROUP HEALTH	15	15
01-0142-5154	GROUP HEALTH & DENTAL	401	397
01-0142-5155	LIFE INSURANCE	13	12
01-0142-5156	WORKERS COMPENSATION INS	76	115
PERSONNEL SERVICES		15,748	31,100
NON PERSONNEL SERVICES			
01-0142-5214	DATA PROCESSING SERVICES	1,200	1,200
	FOOTNOTE AMOUNTS:	1,200	1,200
	Milw County Election Commission - programming of voting machines		
01-0142-5242	EQUIPMENT MAINTENANCE	3,800	3,800
	FOOTNOTE AMOUNTS:	3,800	3,800
	Maintenance of the voting systems. Also backup and preservation is required of electronic data (from electronic voting systems), pursuant to Wis Stat 5.05(1)(e) and 5.06(6)		
01-0142-5312	OFFICE SUPPLIES	1,200	1,200
01-0142-5313	PRINTING	1,600	1,600
01-0142-5421	OFFICIAL NOTICES/ADVERTISING	400	400
	FOOTNOTE AMOUNTS:	400	400
	Franklin works with other Municipalities that share the same official newspaper, however when Franklin has a solo election, we bear full cost		
01-0142-5425	CONFERENCES AND SCHOOLS	600	600
	FOOTNOTE AMOUNTS:	600	600
	Funding for State Mandated training for Chief Election Inspectors (poll worker chairmen at each polling location) and election-related training for City Clerk's office personnel.		
01-0142-5432	MILEAGE	200	200
01-0142-5532	FACILITY RENTAL	600	600
	FOOTNOTE AMOUNTS:	600	600
	Dist 3 and Dist 6 x 4 elections x \$150/each location		
NON PERSONNEL SERVICES		9,600	9,600
Totals for dept 0142-ELECTIONS		25,348	40,700

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INFORMATION SERVICES

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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 historically was managed by the Director of Administration. The 2015 budget incorporated funding to hire an IT Director/Manager who is a professional in the information services area reporting to the Director of Administration. The IT Director was hired in February 2016. Primary staff support is provided through a professional services contract with an outside data processing technical support firm. 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	2012	2013	2014	2015*	2016*	2017*
Total City computers	257	255	260	260	268	275
Software applications	53	58	60	60	60	68
Est. Help Desk Requests	1,100	1,758	1,500	1,500	1,700	2,700

*Forecast

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. 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) An IT Director was hired in February 2016. This individual manages current staffing contracts, which covers the City Hall and Police Department contracted staff and the GIS contracted staff. The IT Director also addresses technology related issues such as phones. Effectively, issues under the advisory purview of the Technology Commission fall under the day-to-day purview of the IT Director. The IT Director is not a department head level position and reports to the Director of Administration.
- 3) Capital Outlay purchases include:
 - Computer Equipment: Emergency Hardware Replacements (\$7,500); Long-Term Data Storage (\$22,070); Wireless Access Points (\$20,300).
 - Software: Unanticipated Software Products (\$2,500); Perimeter Security (\$46,673); Email Upgrades (\$20,901); VPN & Internet Backup (\$5,460); Remote Office Infrastructure (\$11,000); Enterprise OCR for Preliminary Document Management (\$2,300).
- 4) Activity measures in this area are not historically precisely tracked or measurable. For example, Help Desk requests are always estimated. A project for 2017 for this division will be to identify appropriate measurable and relatable activity measures and accurate data gathering tools.

City of Franklin, WI
Information Systems

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 12/31/16	2016 PROJECTED ACTIVITY	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
General fund									
Dept 0144-INFORMATION SERVICES									
PERSONNEL SERVICES									
01-0144-5111	SALARIES-FT			82,351	82,351	48,664	77,807	83,456	82,638
01-0144-5134	HOLIDAY PAY			4,469	4,469	685		4,578	4,533
01-0144-5135	VACATION PAY			3,438	3,438	(1)		3,521	3,487
01-0144-5151	FICA			6,838	6,838	3,685	5,952	7,004	6,935
01-0144-5152	RETIREMENT			2,607	2,607	173	1,297	4,578	4,533
01-0144-5153	RETIREE GROUP HEALTH			787	787	248	218	375	372
01-0144-5154	GROUP HEALTH & DENTAL			16,617	16,617	9,005	14,545	17,327	17,327
01-0144-5155	LIFE INSURANCE			417	417	257	316	426	422
01-0144-5156	WORKERS COMPENSATION INS			232	232	130	218	238	236
01-0144-5160	RECRUITING COSTS		10,033		6,967	5,429	5,450		
			10,033	117,756	124,723	68,275	105,803	121,503	120,483
PERSONNEL SERVICES									
NON PERSONNEL SERVICES									
01-0144-5214	DATA PROCESSING SERVICES	138,337	150,556	140,500	144,900	74,238	140,000	137,778	137,778
01-0144-5215	GIS SUPPORT SERVICES	93,416	95,885	104,339	104,339	52,976	102,000	106,061	104,339
01-0144-5242	EQUIPMENT MAINTENANCE	13,076	14,198	14,250	14,250	16,615	14,000	15,250	15,250
01-0144-5257	SOFTWARE MAINTENANCE	48,864	47,405	57,000	57,000	45,745	50,000	58,500	58,500
01-0144-5299	SUNDRY CONTRACTORS	2,311	2,299	3,000	3,000	1,889	2,500	3,000	3,000
01-0144-5312	OFFICE SUPPLIES	66	6	200	200	140	200	200	200
01-0144-5329	OPERATING SUPPLIES	2,175	2,477	4,000	4,000	1,443	2,800	2,500	2,500
01-0144-5333	EQUIPMENT SUPPLIES	1,702	1,744	2,250	2,250	686	1,700	2,250	2,250
01-0144-5410	DATA COMMUN-INTERNET SERVICE	5,925	7,175	10,750	10,750	6,344	9,500	9,500	9,500
01-0144-5415	TELEPHONE	27,251	27,160	27,000	27,000	19,679	27,000	28,250	28,250
01-0144-5425	CONFERENCES AND SCHOOLS			1,500	1,500			1,500	1,500
		333,123	348,905	364,789	369,189	219,755	349,700	364,789	363,067
General Fund Total									
		333,123	358,938	482,545	493,912	288,030	455,503	486,292	483,550
Fund 41 - CAPITAL OUTLAY FUND									
CAPITAL EXPENDITURES									
41-0144-5819	OTHER CAPITAL EQUIPMENT		2,011	10,000	10,000		9,500		
41-0144-5841	COMPUTER EQUIPMENT	23,820	11,560	36,000	72,900	14,385	71,000	58,170	29,570
41-0144-5843	SOFTWARE	6,865	13,683	23,750	112,989		75,000	145,353	109,134
		30,685	27,254	69,750	195,889	14,385	155,500	203,523	138,704
Fund 46 - CAPITAL IMPROVEMENT FUND									
CAPITAL EXPENDITURES									
46-0144-5843.9995	EMAIL SECURITY SOFTWARE				4,500				

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0144-INFORMATION SERVICES			
PERSONNEL SERVICES			
01-0144-5111	SALARIES-FT	83,456	82,638
01-0144-5134	HOLIDAY PAY	4,578	4,533
01-0144-5135	VACATION PAY	3,521	3,487
01-0144-5151	FICA	7,004	6,935
01-0144-5152	RETIREMENT	4,578	4,533
01-0144-5153	RETIREE GROUP HEALTH	375	372
01-0144-5154	GROUP HEALTH & DENTAL	17,327	17,327
01-0144-5155	LIFE INSURANCE	426	422
01-0144-5156	WORKERS COMPENSATION INS	238	236
PERSONNEL SERVICES		121,503	120,483
NON PERSONNEL SERVICES			
01-0144-5214	DATA PROCESSING SERVICES	137,778	137,778
	FOOTNOTE AMOUNTS:	137,778	137,778
<p>Data Processing Services is used primarily to fund Heartland Business Systems (HBS), the contract agent that maintains our computer systems. Despite the hiring of the I.T. Director, continuation of the contract has always been anticipated. As such, core operations supporting the I.T. Director will likely continue with a "Dual Technician" funded herein, with a second Dual Technician funded in the Police Department. (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. 2015 included a budget modification that allowed for additional HBS staff to respond to some vacancies earlier in the year and to prepare for the new I.T. Director.</p>			
<p>The Director of Administration recommends continuing additional funding for specialty technical support to assist the director during 2017. IT has become a more specialized service over the years, so bringing in a specialist technician is a common requirement to obtain the best efficiency from certain hardware and software (such as Cisco, switch, or security specialists). Additionally, 2016 and 2017 will see a larger amount of capital projects as the new Director establishes important network upgrades, and those changes often drive the need for an initial increase in operating support, including operations testing of the new systems. Providing this continued resource and assistance will likely be of tremendous assistance to the I.T. Director and aid in the Departments overall success for 2017 and beyond. Importantly, the success of the department can easily transfer into the success of all of the operating departments as each and every other department benefits from efficiency and effectiveness increases in Information Services. Nonetheless, \$1,000 has been removed to fund a needed increase in line item #5242 and \$1,722 has been moved to #5215, GIS Support Services..</p>			
01-0144-5215	GIS SUPPORT SERVICES	106,061	104,339
	FOOTNOTE AMOUNTS:	106,061	106,061
<p>This account covers the Professional Services Agreement with Geographic Marketing Advantage for operation and support of the City's GIS and for performing updates and maintenance to the GIS database, which is approximately 800 hours of scheduled on-site administrative and project management support and approximately 800 hours of scheduled technical and mapping support. [800 hours is the equivalent of 2-days per week.] The additional service hours of the contract, used for special and off-schedule projects, have often been adjusted to fit within the available appropriation, so the line item has held relatively stable in recent years. A nominal rate increase of 2% is anticipated for 2017. \$1,722 of appropriations from line item #5214 was transferred here to fund the increase. 2017 is anticipated to continue to be a busy year as we continue to work toward implementation of an alternative to the Edit App program. These hours support the continued development of GIS operating alternatives as has been seen and implemented by DPW, Engineering, and the Fire Department, for example.</p>			
	FOOTNOTE AMOUNTS:		(1,722)
	Adjustment per Mayor's Recommended: Reduction in special mapping in order to balance budget.		
	GL # FOOTNOTE TOTAL:	106,061	104,339
01-0144-5242	EQUIPMENT MAINTENANCE	15,250	15,250
	FOOTNOTE AMOUNTS:	15,250	15,250

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0144-INFORMATION SERVICES NON PERSONNEL SERVICES			
	<p>This account largely reflects the Avaya telephone and voicemail system maintenance contract. In 2016, the City entered into a new 2-year contract with Avaya where the 5/26/2016 thru 5/25/2017 annual cost was \$12,005 and the 5/26/2017 thru 5/25/2018 annual cost will be \$9,605 plus a negotiated month-to-month price for the VM system after May 2017 as it will be out of support. That negotiated amount is unknown at this time. Additionally, added resources are likely needed to address software issues in the system to provide better services for the remote departments. The account also includes a portion of the annual maintenance support for the E-mail Archiver of \$850 and anticipates adding "System Maintenance Services", which provides extended warranty coverage for certain, important pieces of hardware. Other miscellaneous support and maintenance, such as printer repairs, are funded out of this account as well and as needed.</p>		
01-0144-5257	SOFTWARE MAINTENANCE	58,500	58,500
	FOOTNOTE AMOUNTS:	58,500	58,500
	<p>This account funds the software maintenance agreement costs for the City's primary software applications. Software maintenance is a ubiquitous aspect of information systems management. Every significant piece of software that runs through the network requires maintenance and technical support. It is the software maintenance costs that address this need. Approximately 18 different systems, including such things as Govern, Email Backups, network security, and website management, require software maintenance agreements. Additionally, new annual maintenance agreements will be needed for security software for remote devices and laptops. Due to the necessary increase, \$1,500 in appropriations are being transferred from Operating Supplies for this critical need.</p>		
01-0144-5299	SUNDRY CONTRACTORS	3,000	3,000
	FOOTNOTE AMOUNTS:	3,000	3,000
	<p>This account funds our web hosting company, assessment roll website updates, the Franklinwi.gov domain, and any necessary cable installations or miscellaneous outside work. The web hosting is currently on a month-to-month contract, so will need to be re-evaluated to ensure sufficient space is available for the growth in audio files, but at this point the current appropriation appears sufficient.</p>		
01-0144-5312	OFFICE SUPPLIES	200	200
	FOOTNOTE AMOUNTS:	200	200
	<p>Nominal appropriation for limited supplies.[See Equipment Supplies Description]</p>		
01-0144-5329	OPERATING SUPPLIES	2,500	2,500
	FOOTNOTE AMOUNTS:	2,500	2,500
	<p>[See description for Equipment Supplies] NOTE: \$1,500 of this appropriation was moved to Software Maintenance to cover essential maintenance contracts on software.</p>		
01-0144-5333	EQUIPMENT SUPPLIES	2,250	2,250
	FOOTNOTE AMOUNTS:	2,250	2,250
	<p>THIS DESCRIPTION COVERS THE 3 ITEMS ABOVE: OFFICE SUPPLIES, OPERATING EQUIPMENT, and EQUIPMENT SUPPLIES.</p>		
	<p>These three accounts provide the main funding for day-to-day departmental activity and repair/replacement efforts. These accounts can experience a lot of variation between years depending upon the nature of repairs required and the frequency of problems. Nonetheless, we have worked hard to remain frugal so that we retain an available balance throughout the year in the event of an unexpected problem. Funding levels were reduced slightly in 2012 and were reduced by another \$1,500 this year for a transfer to Software Maintenance. As such, the desire is not to reduce them further at this time due to their overall significance and to the unexpected nature of system problems and device failures. For example in 2011 the combined spending was \$6,451.</p>		
01-0144-5410	DATA COMMUN-INTERNET SERVICE	9,500	9,500
	FOOTNOTE AMOUNTS:	9,500	9,500

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0144-INFORMATION SERVICES			
NON PERSONNEL SERVICES			
	<p>This account continues to cover the cost of the high-speed data lines for City Hall, a standard/basic TV cable connection for the Senior TV in the Community Room (less than \$6 per month), the yearly cost for the AT&T Emergency Warning Call Database Extract Service, and non-grant funded portions of the Emergency Notification System (\$3,200), assuming sufficient Health Department funding (\$6,400) continues to be available. This account also funds miscellaneous cabling and phone service wiring charges during the year, which could be used up in one cable wiring solution. A reworking of the TWC contract this year has provided some appropriations (\$1,250) that can be transferred to fund an expected shortage in the Telephone line item.</p>		
01-0144-5415	TELEPHONE	28,250	28,250
	FOOTNOTE AMOUNTS:	28,250	28,250
	<p>This cost funds telephones through AT&T and most (non-Police Department) cell phones through State contracts with US Cellular. This also includes data back up routers for emergency internet service and an emergency IP phone line. Monthly costs for continued use of 6 Tablets for remote services data collection was squeezed into the existing appropriation in 2016. However, potential increases in 2017 could cause a shortage here, so \$1,250 was transferred from Data Communication Services.</p>		
01-0144-5425	CONFERENCES AND SCHOOLS	1,500	1,500
	FOOTNOTE AMOUNTS:	1,500	1,500
	<p>The establishment of an IT Director/Manager as an employee within the Department will necessitate continued education and training for the individual. Although vendors offer many free training opportunities, typically as veiled sales pitches, Wisconsin does have a professional, public sector IT managers association and other similar groups that provide good training. A new manager should get "plugged into" this network of peers.</p>		
NON PERSONNEL SERVICES		364,789	363,067
Totals for dept 0144-INFORMATION SERVICES		486,292	483,550

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:

Authorized Positions (FTE)	2012	2013	2014	2015	2016	2017
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	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst*	.00	.00	1.00	.00	.00	.00
Total	3.00	3.00	4.00	3.00	3.00	3.00

*Position was never created

ACTIVITY MEASURES:

Activity	2012	2013	2014	2015	2016*	2017*
Labor Contracts Having Negotiations	3	1	0	1	2	0
Worker's Comp Claims	36	45	43	37	40	40
Job Analyses Conducted & Job Description Revised	7	14	23	80	2	10
New Hires	14	20	19	14	13	8
Separations from Service	19	18	11	16	13	8
Turnover Rate	8.3%	8%	4.9%	7%	5.7%	3.5%
Civil Service Exams Administered	5	6	4	2	4	2

* Forecast

BUDGET SUMMARY:

1. No capital outlay appropriations are requested for 2017.
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, which are separately expensed by the fund. 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 2017, 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 2017 is approximately \$16,000 (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.

City of Franklin, WI
Administration

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2016	2017	2017	2017	MAYOR'S
		ACTIVITY	ACTIVITY	BUDGET	THRU	ACTIVITY	ACTIVITY	BUDGET	DEPT	BUDGET	BUDGET	BUDGET
					12/31/16							
Dept 0147-ADMINISTRATION												
General Fund												
PERSONNEL SERVICES												
01-0147-5111	SALARIES-FT	202,877	205,927	206,329	206,329	138,392	205,062	262,006	262,006	209,340		
01-0147-5117	SALARIES-OT	577	1,325	1,500	1,500	408	600	1,500	1,500	1,500		
01-0147-5133	COMPTIME TAKEN	11	23									
01-0147-5133	LONGEVITY	240	250	390	390	275	390	420	420	420		
01-0147-5134	HOLIDAY PAY	9,532	12,251	12,849	12,849	8,864	12,625	13,055	13,055	12,927		
01-0147-5135	VACATION PAY	13,764	13,749	17,092	17,092	13,903	16,778	18,650	18,650	18,467		
01-0147-5151	FICA	16,407	16,982	18,399	18,399	11,816	18,012	22,616	22,616	18,563		
01-0147-5152	RETIREMENT	11,350	11,676	12,026	12,026	8,092	11,773	14,782	14,782	12,133		
01-0147-5153	RETIREE GROUP HEALTH	4,176	1,900	2,100	2,100	475	657	1,199	1,199	984		
01-0147-5154	GROUP HEALTH & DENTAL	37,109	35,598	33,667	33,667	23,855	33,679	50,980	50,980	35,098		
01-0147-5155	LIFE INSURANCE	983	1,060	1,112	1,112	767	1,093	1,362	1,362	1,121		
01-0147-5156	WORKERS COMPENSATION INS	497	553	624	624	417	659	767	767	630		
01-0147-5199	ALLOCATED PAYROLL COST	(22,200)	(20,800)	(20,200)	(20,200)	(13,440)	(20,200)	(20,200)	(20,200)	(20,200)		
	PERSONNEL SERVICES	275,323	280,594	285,888	285,888	193,824	281,128	367,137	367,137	290,983		
NON PERSONNEL SERVICES												
01-0147-5211	MEDICAL SERVICES	6,505	12,985	7,500	7,500	3,107	4,500	7,500	7,500	7,500		
01-0147-5215	P/R & H/R PROCESSING FEES	9,520										
01-0147-5219	OTHER PROFESSIONAL SERVICES	13,526	20,381	17,000	17,000	10,100	35,000	17,000	17,000	17,000		
01-0147-5241	AUTO MAINTENANCE	439	514	600	600		500	600	600	600		
01-0147-5242	EQUIPMENT MAINTENANCE	883	362	1,500	1,500	214	1,000	1,500	1,500	1,500		
01-0147-5252	LABOR ATTORNEY	15,594	23,423	28,000	28,000	15,375	23,000	28,000	28,000	23,000		
01-0147-5287	UNEMPLOYMENT COSTS			5,000	5,000			5,000	5,000	4,000		
01-0147-5299	SUNDRY CONTRACTORS	3,772	3,772	4,500	4,500	1,886	4,000	4,500	4,500	4,500		
01-0147-5311	POSTAGE	44,636	35,532	48,000	48,000	26,798	40,000	48,000	48,000	47,000		
01-0147-5312	OFFICE SUPPLIES	753	1,154	1,150	1,150	758	1,200	1,150	1,150	1,150		
01-0147-5313	PRINTING	8,010	7,577	8,500	8,500	3,082	8,000	8,500	8,500	8,200		
01-0147-5328	EMPLOYMENT TESTING & EDUCATIC	2,319	175	5,850	5,850	1,894	2,500	3,000	3,000	3,000		
01-0147-5329	OPERATING SUPPLIES	2,221	2,024	5,650	5,650	2,736	2,500	5,000	5,000	4,000		
01-0147-5331	FUEL/LUBRICANTS	426	202	550	550	151	300	550	550	500		
01-0147-5332	VEHICLE SUPPORT	1,320	1,320	1,320	1,320	880	1,320	240	240	240		
01-0147-5399	MISCELLANEOUS SUPPLIES	113				90						
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	2,389	1,322	7,500	7,500	291	2,000	6,000	6,000	6,000		
01-0147-5422	SUBSCRIPTIONS	531	536	675	675	660	500	675	675	675		
01-0147-5424	MEMBERSHIPS	1,941	1,009	2,250	2,250	1,808	2,000	2,150	2,150	2,150		
01-0147-5425	CONFERENCES AND SCHOOLS	1,690	384	3,200	3,200	480	600	3,200	3,200	3,200		
01-0147-5428	ALLOCATED INSURANCE COST	200	200	200	200	133	200	200	200	200		
01-0147-5432	MILEAGE	423	525	600	600	293	400	600	600	600		
01-0147-5433	EQUIPMENT RENTAL	3,967	3,539	4,500	4,500	2,724	4,000	5,000	5,000	5,000		
01-0147-5470	RECRUITING	4,914										
01-0147-5726	EMPLOYEE RECOGNITION	332		3,000	3,000			3,000	3,000	3,000		
	NON PERSONNEL SERVICES	126,424	116,936	157,045	176,745	73,460	133,520	151,365	151,365	143,015		
	General Fund Total	401,747	397,530	442,933	462,633	267,284	414,648	518,502	518,502	433,998		

City of Franklin, WI
Administration

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2017	2017
		ACTIVITY	ACTIVITY	ORIGINAL	AMENDED	ACTIVITY	PROJECTED	DEPT	MAYOR'S
				BUDGET	BUDGET	THRU 12/31/16	ACTIVITY	REQUEST	RECOMMENDED
								BUDGET	BUDGET
Fund 41 - CAPITAL OUTLAY FUND									
Dept 0147-ADMINISTRATION									
CAPITAL EXPENDITURES									
41-0147-5813	OFFICE EQUIPMENT	7,607							
41-0147-5841	COMPUTER EQUIPMENT	815	1,072	900	900		875		
41-0147-5843	SOFTWARE	5,000						30,000	
CAPITAL EXPENDITURES		13,422	1,072	900	900		875	30,000	
Fund 43 - TID 5 Baseball Commons - 76th & Rawson									
Dept 0147-ADMINISTRATION									
PERSONNEL SERVICES									
43-0147-5199	ALLOCATED PAYROLL COST								600

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0147-ADMINISTRATION			
PERSONNEL SERVICES			
01-0147-5111	SALARIES-FT	262,006	209,340
01-0147-5117	SALARIES-OT	1,500	1,500
01-0147-5133	LONGEVITY	420	420
01-0147-5134	HOLIDAY PAY	13,055	12,927
01-0147-5135	VACATION PAY	18,650	18,467
01-0147-5151	FICA	22,616	18,563
01-0147-5152	RETIREMENT	14,782	12,133
01-0147-5153	RETIREE GROUP HEALTH	1,199	984
01-0147-5154	GROUP HEALTH & DENTAL	50,980	35,098
01-0147-5155	LIFE INSURANCE	1,362	1,121
01-0147-5156	WORKERS COMPENSATION INS	767	630
01-0147-5199	ALLOCATED PAYROLL COST	(20,200)	(20,200)
PERSONNEL SERVICES		367,137	290,983
NON PERSONNEL SERVICES			
01-0147-5211	MEDICAL SERVICES	7,500	7,500
	FOOTNOTE AMOUNTS:	7,500	7,500
<p>This account pays for new hire testing, random testing/drug screens of existing employees, pre-employee physicals, audiograms for Sewer & Water employees, respirator checks for Sewer & Water, and psychological testing for new firefighters/police officers (requirement of the Fire/Police Commission), etc. Costs are directly related to the number of vacancies and the individual results. For example if an officer candidate fails the psychological test, then additional individuals require testing at over \$500 each test. As such, it is recommended that \$7,500 continue to be budgeted going forward. The number of vacancies in 2016 may cause 2016 to exceed the anticipated budgeted amount.</p>			
01-0147-5219	OTHER PROFESSIONAL SERVICES	17,000	17,000
	FOOTNOTE AMOUNTS:	17,000	17,000
<p>This account pays for half of State filing fees whenever a grievance or contract is mediated or arbitrated. The City is down to two bargaining units (Police and Fire) with such rights, with the Police current contract expiring at the end of 2018 and the Fire contract currently expired and in negotiations. However, it is also possible that certain services, filings, or fees associated with the pension plans and IRS Qualification Letter costs or deferred compensation plan consolidation could occur. The 2014 budget included funding for the Class and Compensation study which was contracted for in 2014 and where \$40,000 was encumbered to 2015 as the Class & Compensation study continued into 2015. Similarly, some such expenditures carried forward into 2017. Although some of those appropriations can be reduced, the Director of Administration recommends some of the appropriation be retained as may be needed for professional services to further evaluate benefit level, such as if the City wanted an actuarial study of the cost of considering moving to WRS for non-unionized employees). This line item may also be used for expenses in external hiring agencies. As such, the increase from the 2016 budget amendment can be removed, but base appropriations should be retained.</p>			
01-0147-5241	AUTO MAINTENANCE	600	600
	FOOTNOTE AMOUNTS:	600	600
<p>This account pays for maintenance to the Administration car which is also used by the Clerk's Office, Building Maintenance (Facilities), and loaned out as needed. In 2014 it was upgraded from a 2006 used police car to a 2008 used police car. Although typically in fairly good condition, the cars are still old enough and a basic maintenance budget should be maintained. It is very hard to anticipate what can go wrong with such older vehicles, so the budgeted amount provides nominal funding for basic maintenance and is insufficient to cover costs if something substantial occurs.</p>			
01-0147-5242	EQUIPMENT MAINTENANCE	1,500	1,500
	FOOTNOTE AMOUNTS:	1,500	1,500
<p>This account covers the maintenance contracts on the small copier in the Clerk's Office and any repairs needed for laser printers. Additionally, the new postage machine acquired in 2015 will require a maintenance agreement in 2016. This contract can be absorbed in the existing appropriation as a previous maintenance agreement for a specialty printer has been dropped as the printer is now obsolete.</p>			
01-0147-5252	LABOR ATTORNEY	28,000	23,000
	FOOTNOTE AMOUNTS:	28,000	28,000

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0147-ADMINISTRATION NON PERSONNEL SERVICES			
	Funding should be retained at the current approved level. This cost historically fluctuates based upon specific case filings and arbitration matters. Even though we only have two unions that can still push an item to mediation or arbitration, each such occurrence can be costly, such as the last disciplinary matter that went to hearing. This account will also be used for attorney assistance with pension administration, such as the needed pension filings and plan amendments. An increase in this account was established in 2014 to be used for assistance in specific training activities for Human Resources to assist in avoiding activities that could result in federal employment filings, such as discrimination claims. This outside support for training is critical as the additional HR staff was not implemented in 2014. It would be very beneficial for the City to be more proactive in regards to training, particularly given the organizational impacts of the adoptions of Acts 10 and 32. Budgeted in this manner, years where labor matters are expensive, training can be backed off and vice versa.		
	FOOTNOTE AMOUNTS:		(5,000)
	Adjustment per Mayor's Recommended: Reduction in special training in order to balance budget.		
	GL # FOOTNOTE TOTAL:	28,000	23,000
01-0147-5287	UNEMPLOYMENT COSTS	5,000	4,000
	FOOTNOTE AMOUNTS:	5,000	5,000
	This line item addresses Unemployment Costs, specifically our charges by the Department of Workforce Development for the City's share of paid unemployment benefits. Costs have been zero for the past three years, but occasions come up where the City incurs costs even when we don't have layoffs, such as a past situation where an Engineering Intern left employment here but then lost the other job. Additionally the State had borrowed from the Federal government to pay extended unemployment cost liabilities and the added interest costs are passed along to all participants. Nonetheless, current appropriations should be sufficient, any scheduled layoffs. Note that the appropriation was reduced in 2016		
	FOOTNOTE AMOUNTS:		(1,000)
	Adjustment per Mayor's Recommend		
	GL # FOOTNOTE TOTAL:	5,000	4,000
01-0147-5299	SUNDRY CONTRACTORS	4,500	4,500
	FOOTNOTE AMOUNTS:	4,500	4,500
	This account covers the quarterly payments to Aurora for the Employee Assistance Program, which currently accounts for \$3,772 per year. An increase of about \$100 per quarter is anticipated as the employee count has not been updated for a number of years. Nonetheless, the current appropriation level should be sufficient. This line item can also be used similarly with Other Professional Services.		
01-0147-5311	POSTAGE	48,000	47,000
	FOOTNOTE AMOUNTS:	48,000	48,000
	This account primarily funds regular, daily postage (approximately \$3,000 per month), the 5 newsletters (approximately \$2,150 per newsletter), and costs associated with the postage machine maintenance and operations. It also can serve as a pass through account for special postage events (such as past mass reassessment notices) and some overnight postage which are charged back to department accounts. 5 newsletters are continued to be anticipated in 2017. The current letter rate for metered mail is \$0.465, but there is no information as to whether or if there are rate changes anticipated for 2017. This account historically fluctuates, but for 2016 through July, the expense of \$26,780 annualizes to nearly \$46,000. As such, the budget recommendation remains unchanged.		
	FOOTNOTE AMOUNTS:		(1,000)
	Adjustment per Mayor's Recommend		
	GL # FOOTNOTE TOTAL:	48,000	47,000
01-0147-5312	OFFICE SUPPLIES	1,150	1,150
	FOOTNOTE AMOUNTS:	1,150	1,150
	Account activity has been increasing with rising operating costs. Most of the costs in this account are associated with printer ink costs. This account was increased from \$950 to \$1,150 in 2016. 2016's cost through July was \$758, which amounts to approximately \$1,300 annually; nonetheless, the same appropriation of \$1,150 is recommended for 2017.		
01-0147-5313	PRINTING	8,500	8,200
	FOOTNOTE AMOUNTS:	8,500	8,500

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0147-ADMINISTRATION			
NON PERSONNEL SERVICES			
	This primarily funds the 5 newsletters, as established by the Mayor, but also includes some letterhead/business cards for the office. Publishing 5 newsletters continues to be anticipated in 2017. Newsletters typically run approximately \$1,550 each in printing charges, depending upon inserts and size. The current 2016 appropriation should be sufficient for 2017.		
	FOOTNOTE AMOUNTS:		(300)
	Adjustment per Mayor's Recommend		
	GL # FOOTNOTE TOTAL:	8,500	8,200
01-0147-5328	EMPLOYMENT TESTING & EDUCATION S	3,000	3,000
	FOOTNOTE AMOUNTS:	3,000	3,000
	This covers testing costs relative to hiring. The City will also need to address the typing (Office Skills) software used for the typing tests. In the end, it is difficult to fully anticipate the hiring that will occur from year to year because we cannot anticipate the vacancy rate. Nonetheless the requested appropriation has been reduced and if a spike occurs in 2017 it will be covered from elsewhere in the department.		
01-0147-5329	OPERATING SUPPLIES	5,000	4,000
	FOOTNOTE AMOUNTS:	5,000	5,000
	This covers office supplies, laser toner, copy paper, etc. used by all of the first floor of City Hall, although office supplies purchased and used by specific departments get charged back to each respective department. This account has been restricted in recent years and used to exceed \$6,000 annually. The account experiences a lot of fluctuation, but a small decrease has been scheduled from the 2016 appropriation.		
	FOOTNOTE AMOUNTS:		(1,000)
	Adjustment per Mayor's Recommend		
	GL # FOOTNOTE TOTAL:	5,000	4,000
01-0147-5331	FUEL/LUBRICANTS	550	500
	FOOTNOTE AMOUNTS:	550	500
	This account covers the fuel and lubricants needed for the Administration car (2008 Crown Vic). No change is requested.		
01-0147-5332	VEHICLE SUPPORT	240	240
	FOOTNOTE AMOUNTS:	240	240
	DPW time on vehicles, Established per Finance.		
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	6,000	6,000
	FOOTNOTE AMOUNTS:	6,000	6,000
	This account covers job advertisements and varies depending upon vacancies and hiring freezes. The amount was increased in 2014 anticipating retirements at higher level jobs where greater advertising costs would be required and anticipating a nationwide search for an Economic Development Director. Some of those costs where a consultant was used, however, were allocated to Personnel Services line items per the Council's authorization. This account should remain sufficient for at least two division level positions that could be filled without use of a consultant. This would ensure sufficient funding in the event broader advertising costs in searches for new employees. As such, only a small reduction is incorporated.		
01-0147-5422	SUBSCRIPTIONS	675	675
	FOOTNOTE AMOUNTS:	675	675
	This account includes subscriptions to the Milwaukee Journal Sentinel and the Wisconsin Taxpayer Alliance. Additional subscription costs could occur for the Business Journal or the construction industry newspaper serving the Milwaukee area; however, any cost over runs will be covered within the department.		
01-0147-5424	MEMBERSHIPS	2,150	2,150
	FOOTNOTE AMOUNTS:	2,150	2,150

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0147-ADMINISTRATION			
NON PERSONNEL SERVICES			
	Memberships primarily include ICMA and various Human Resources associations that provide valuable reports, current events updates, court action summaries, and access volumes of resources and policies. A lot of valuable training and updates are provided free through these memberships. The \$100 Gateway to Milwaukee EDC Membership has been transferred to the EDC budget for 2017 and on.		
01-0147-5425	CONFERENCES AND SCHOOLS	3,200	3,200
	FOOTNOTE AMOUNTS:	3,200	3,200
	This account covers any conferences and training for both the Director of Administration and the Human Resources Coordinator.		
01-0147-5428	ALLOCATED INSURANCE COST	200	200
	FOOTNOTE AMOUNTS:	200	200
	This account is established through the Finance Department as an internal funding mechanism for allocation of certain costs. No change.		
01-0147-5432	MILEAGE	600	600
	FOOTNOTE AMOUNTS:	600	600
	This provides mileage reimbursement when appropriate. No change. If the account were to run over, sufficient appropriations would be retained in the Conferences and Schools line to cover any overage.		
01-0147-5433	EQUIPMENT RENTAL	5,000	5,000
	FOOTNOTE AMOUNTS:	5,000	5,000
	This account reflects the continued lease of a large copier (the main, City Hall copier) and cost for rental of a postage meter. The current 4-year copier lease expires May 30, 2019 and the current 3-year postage meter rental agreement expires December 29, 2017. The Clerk's Office would like to consider upgrading the current contract to move to a color copier during 2017, which would entail an increase in the fee and a onetime charge related to data overwrite and security. The increased funding comes from the reduction in Official Notices/Advertising.		
01-0147-5726	EMPLOYEE RECOGNITION	3,000	3,000
	FOOTNOTE AMOUNTS:	3,000	3,000
	This amount was established as an appropriation for Employee Recognition in 2013. A specific program has not yet been developed, so the appropriation is set at the same level for 2016 as it was in 2013. It can be used to address individual or group recognitions and can cover items (such as plaques, awards, or prizes) or events (reservations, food, etc.).		
NON PERSONNEL SERVICES		151,365	143,015
Totals for dept 0147-ADMINISTRATION		518,502	433,998

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. In September, 2015 Fixed Asset Software was installed.

The Audit Department (No. 152) accounts for the cost of the annual City audit. An RFP was circulated in the summer of 2016 for audit services. New auditors were selected by the Common Council which will reduce audit costs in the future.

SERVICES:

- Serve as the City's Chief Financial Officer
- Preparation of monthly 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 Wisconsin Dept of Revenue financial reports and forms.
- Property tax collection and settlement with other governments
- Implement borrowing strategies and supervise all City borrowing.
- Disbursement of monies to vendors.
- Payroll processing for all City employees.
- Billing and collection for City services provided, including special assessments, weed control, development, inspection, and other services.
- Financial support and advice to the Franklin Water Utility
- Financial support and advice regarding the TIF Districts and the Community Development Authority.
- Cash management and investment of City funds.
- Receipting of all monies paid to the City.

- Manage City bank accounts.
- Dog and cat licensing.

STAFFING:

Authorized Positions (FTE)	2012	2013	2014	2015	2016	2017
Chief Financial Officer (Temp)	.50	.50	0.00	0.00	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	1.23	1.23	1.23	1.23	1.23	1.23
Lead Cashier	.56	.56	.56	.56	.56	.56
Cashier/Clerk	.56	.56	.56	.56	.56	.56
Cashier (seasonal)	.25	.25	.25	.25	.25	.25
Total	7.10	7.10	6.60	6.60	6.60	6.60

ACTIVITY MEASURES:

Activity	2012	2013	2014	2015	2016*	2017*
Disbursement Checks	6,652	7,164	6,634	6,026	6,700	6,800
Employees Paid bi-weekly	424	361	383	250	250	250
Property Tax Bills	13,724	13,732	13,743	13,773	13,800	13,800
Water/Sewer Payments	36,762	38,257	38,556	38,832	39,000	39,000
General Receipts Processed	8,034	8,307	16,051	16,408	20,000	20,000
Dog/Cat licenses	510	528	597	547	625	625
Assessment Invoices	26	20	23	11	30	30
Customer Invoices	751	779	1155	1,089	1,200	1,200
Purchase Requisitions Used	3,797	2,667	154	173	150	150

* Forecast

BUDGET SUMMARY:

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

	Requested	Recommended
Computer Equipment	\$2,700	\$2,700
Furniture	\$1,625	\$1,625

City of Franklin, WI
Finance & Audit

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 12/31/16	2016 PROJECTED ACTIVITY	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET	
General Fund										
Dept 0151-FINANCE										
PERSONNEL SERVICES										
01-0151-5111	SALARIES-FT	238,665	241,570	245,397	245,397	171,697	242,359	251,766	246,992	
01-0151-5113	SALARIES-PT	79,935	87,002	85,605	85,605	61,567	87,893	92,447	90,914	
01-0151-5115	SALARIES-TEMP	2,774	1,765	4,959	4,959	2,030	4,810			
01-0151-5117	SALARIES-OT	579		1,200	1,200			1,200	1,200	
01-0151-5118	COMPTIME TAKEN	1,658	858	2,000	2,000	579			1,000	
01-0151-5133	LONGEVITY	544	570	604	604	390	604	740	740	
01-0151-5134	HOLIDAY PAY	11,351	15,387	16,440	16,440	10,098	16,331	16,909	16,744	
01-0151-5135	VACATION PAY	16,215	18,935	21,220	21,220	9,279	21,133	23,847	23,613	
01-0151-5151	FICA	25,995	27,174	28,582	28,582	18,958	28,544	29,599	29,162	
01-0151-5152	RETIREMENT	14,816	15,355	15,717	15,717	10,670	15,548	16,294	16,070	
01-0151-5153	RETIRE GROUP HEALTH		1,700	1,945	1,945	450	618	938	928	
01-0151-5154	GROUP HEALTH & DENTAL	61,834	59,254	55,978	55,978	39,653	55,979	58,373	58,373	
01-0151-5155	LIFE INSURANCE	1,276	1,312	1,459	1,459	922	1,450	1,501	1,482	
01-0151-5156	WORKERS COMPENSATION INS	768	1,017	970	970	663	1,045	1,005	990	
01-0151-5199	ALLOCATED PAYROLL COST	(59,300)	(60,540)	(65,440)	(65,440)	(43,600)	(59,100)	(68,680)	(68,680)	
	PERSONNEL SERVICES	398,930	411,359	416,636	416,636	283,356	417,214	425,939	419,528	
NON PERSONNEL SERVICES										
01-0151-5215	P/R & H/R PROCESSING FEES	19,653	35,604	42,755	42,755	26,899	42,000	46,315	46,299	
01-0151-5219	OTHER PROFESSIONAL SERVICES		1,400	1,400	1,400		1,400	1,400	1,400	
01-0151-5242	EQUIPMENT MAINTENANCE	261	288	295	295	423	450	250	250	
01-0151-5257	SOFTWARE MAINTENANCE	9,078	19,233	27,750	27,750	20,022	22,100	27,750	20,800	
01-0151-5299	SUNDRY CONTRACTORS	12,278	13,199	12,678	12,678		12,675	12,875	12,875	
01-0151-5312	OFFICE SUPPLIES	3,969	1,792	2,325	2,325	897	1,755	1,725	1,725	
01-0151-5313	PRINTING	349	1,527	600	600		1,200	1,550	1,550	
01-0151-5421	OFFICIAL NOTICES/ADVERTISING		568			538	750	1,200	1,200	
01-0151-5422	SUBSCRIPTIONS			27	27	60				
01-0151-5424	MEMBERSHIPS	300	300	600	600	300	300	575	575	
01-0151-5425	CONFERENCES AND SCHOOLS	1,916	2,124	3,000	3,000	1,625	1,995	2,500	2,500	
01-0151-5428	ALLOCATED INSURANCE COST	1,500	1,300	1,500	1,500	1,000	1,500	1,500	1,500	
01-0151-5432	MILEAGE	54								
01-0151-5491	BANK FEES	3,817	5,719	6,000	6,000	4,403	5,850	6,050	6,050	
	NON PERSONNEL SERVICES	53,175	83,054	98,930	98,930	56,167	91,975	103,690	96,724	
Totals for dept 0151-FINANCE		452,105	494,413	515,566	515,566	339,523	509,189	529,629	516,252	
Dept 0152-AUDITOR										
NON PERSONNEL SERVICES										
01-0152-5213	ANNUAL AUDIT SERVICES	28,135	27,385	31,810	31,810	29,545	29,635	30,000	30,000	
01-0152-5219	ACTUARIAL SERVICES		5,900					6,500	6,500	
	NON PERSONNEL SERVICES	28,135	33,285	31,810	31,810	29,545	29,635	36,500	36,500	
General Fund Total		480,240	527,698	547,376	547,376	369,068	538,824	566,129	552,752	

City of Franklin, WI
Finance & Audit

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 12/31/16	2016 PROJECTED ACTIVITY	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Fund 41 - CAPITAL OUTLAY FUND									
CAPITAL EXPENDITURES									
41-0151-5812	FURNITURE/FIXTURES			1,000	1,000	1,236	1,250	1,625	1,625
41-0151-5841	COMPUTER EQUIPMENT	3,308		3,200	3,200	826	2,800	2,700	2,700
41-0151-5843	SOFTWARE			5,350	5,350	5,350	5,400		
	CAPITAL EXPENDITURES	3,308		4,200	9,550	7,412	9,450	4,325	4,325
Fund 43 - TID 5 Baseball Commons - 76th & Rawson									
PERSONNEL SERVICES									
43-0151-5199	ALLOCATED PAYROLL COST								4,020
NON PERSONNEL SERVICES									
43-0151-5691	BANK FEES								350
43-0151-6453	TIF CERTIFICATION FEE								150
	NON PERSONNEL SERVICES								500
	Total TID 5								4,520

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0151-FINANCE			
PERSONNEL SERVICES			
01-0151-5111	SALARIES-FT	251,766	246,992
01-0151-5113	SALARIES-PT	92,447	90,914
01-0151-5117	SALARIES-OT	1,200	1,200
01-0151-5118	COMPTIME TAKEN		1,000
01-0151-5133	LONGEVITY	740	740
01-0151-5134	HOLIDAY PAY	16,909	16,744
01-0151-5135	VACATION PAY	23,847	23,613
01-0151-5151	FICA	29,599	29,162
01-0151-5152	RETIREMENT	16,294	16,070
01-0151-5153	RETIREE GROUP HEALTH	938	928
01-0151-5154	GROUP HEALTH & DENTAL	58,373	58,373
01-0151-5155	LIFE INSURANCE	1,501	1,482
01-0151-5156	WORKERS COMPENSATION INS	1,005	990
01-0151-5199	ALLOCATED PAYROLL COST	(68,680)	(68,680)
	PERSONNEL SERVICES	425,939	419,528
NON PERSONNEL SERVICES			
01-0151-5215	P/R & H/R PROCESSING FEES	46,315	46,299
	FOOTNOTE AMOUNTS:	2,620	2,620
	W-2's 400 @ 6.55		
	FOOTNOTE AMOUNTS:	36,750	36,750
	Payroll processing (250 employees @ 4.89 x 26 payrolls) + \$78.40 fixed Charge/payroll Expected 3% rate increase in July - including provision for four elections		
	FOOTNOTE AMOUNTS:	1,995	1,995
	Base processing fee 26 x \$78.4 @		
	FOOTNOTE AMOUNTS:	4,950	4,950
	1095C processing 275 employees x 1.50/employee per month starting in April 2016		
	FOOTNOTE AMOUNTS:		(16)
	rounding		
	GL # FOOTNOTE TOTAL:	46,315	46,299
01-0151-5219	OTHER PROFESSIONAL SERVICES	1,400	1,400
	FOOTNOTE AMOUNTS:	1,400	1,400
	Continuing Disclosure Reporting for City Debt - The City has contracted with Ehlers thru 2019 to aid in required reporting thru Municipal Securities Regulation Board (MSRB). The City is required to provide information to the Securities Industry certain financial and other information, such as Annual Financial Reporting, Budget Documents and significant events of a financial nature		
01-0151-5242	EQUIPMENT MAINTENANCE	250	250
	FOOTNOTE AMOUNTS:	250	250
	Treasurer's copier maintenance - equipment replacement requested for 2017		
01-0151-5257	SOFTWARE MAINTENANCE	27,750	20,800
	FOOTNOTE AMOUNTS:	16,575	16,575
	BS&A SOFTWARE 12 MONTHS - 2015 is first year of maintenance on this software - assumed 3% increase in 2017		
	FOOTNOTE AMOUNTS:	1,600	
	GCS - WEB PORTAL		
	FOOTNOTE AMOUNTS:	2,675	
	GCS - PROPERTY ASSESSMENT system - used by Assessor's office		
	FOOTNOTE AMOUNTS:	2,675	
	GCS - PROPERTY TAX BILLING system for Real Estate tax billing and collection.		
	By Intergovernment agreement with Milw County, Milw County will pay Franklin's annual GCS maintenance costs thru 2019, so long as Franklin maintains the license. This facilitates the integration of Tax collections with the County's system of purchasing uncollected Real Estate taxes at the annual end of the collection cycle.		
	FOOTNOTE AMOUNTS:	1,675	1,675
	GOVERN - system for recording building permits, other permits, weed cutting, and collection		
	FOOTNOTE AMOUNTS:	1,600	1,600

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0151-FINANCE			
NON PERSONNEL SERVICES			
	BS&A web portal		
	FOOTNOTE AMOUNTS:	950	950
	Fixed Asset Software annual license		
	GL # FOOTNOTE TOTAL:	27,750	20,800
01-0151-5299	SUNDRY CONTRACTORS	12,875	12,875
	Postage on RE tax bills - 12,500 x .49 - cost of mailing Real Estate tax bills envelopes to mail Real Estate tax bills bill preparation & duplicates - cost of bill preparation of Real Estate Tax bills		
	FOOTNOTE AMOUNTS:	6,625	6,625
	The City contracts with a service who prints and mails the annual real estate tax bills - Postage on Bills - 12,500 x .53		
	FOOTNOTE AMOUNTS:	1,200	1,200
	envelopes to mail bills and receipts		
	FOOTNOTE AMOUNTS:	4,050	4,050
	Bill preparation & duplicates 13500 bills @ .30 net of postage		
	FOOTNOTE AMOUNTS:	1,000	1,000
	Contingency		
	GL # FOOTNOTE TOTAL:	12,875	12,875
01-0151-5312	OFFICE SUPPLIES	1,725	1,725
	FOOTNOTE AMOUNTS:	125	125
	binders		
	FOOTNOTE AMOUNTS:	50	50
	toner cartridge - lazer printer		
	FOOTNOTE AMOUNTS:	600	600
	Bank Deposit Bags		
	FOOTNOTE AMOUNTS:	750	750
	Misc		
	FOOTNOTE AMOUNTS:	200	200
	Printer toner		
	GL # FOOTNOTE TOTAL:	1,725	1,725
01-0151-5313	PRINTING	1,550	1,550
	FOOTNOTE AMOUNTS:	600	600
	Envelopes & Stationary		
	FOOTNOTE AMOUNTS:	600	600
	check supplies - Gen Fund - 4000 checks @ .15		
	FOOTNOTE AMOUNTS:	350	350
	Property Tax checks - 2100 @ .16		
	GL # FOOTNOTE TOTAL:	1,550	1,550
01-0151-5421	OFFICIAL NOTICES/ADVERTISING	1,200	1,200
	FOOTNOTE AMOUNTS:	1,200	1,200
01-0151-5424	Publication of Budget and modifications - 8 amendments @ \$150		
	MEMBERSHIPS	575	575
	FOOTNOTE AMOUNTS:	250	250
	GFOA		
	FOOTNOTE AMOUNTS:	75	75
	WGFOA		
	FOOTNOTE AMOUNTS:	250	250
	Other		
	GL # FOOTNOTE TOTAL:	575	575
01-0151-5425	CONFERENCES AND SCHOOLS	2,500	2,500
	FOOTNOTE AMOUNTS:	450	450
	GFOA conf - fee		
	FOOTNOTE AMOUNTS:	1,050	1,050
	GFOA - travel costs - \$300 flight, 3 nights Hotel @ \$200, meals \$150		
	FOOTNOTE AMOUNTS:	250	250
	WGFOA conferences - Conf \$75, Hotel \$125, Meals \$50		
	FOOTNOTE AMOUNTS:	400	400
	Ehlers conference		

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0151-FINANCE			
NON PERSONNEL SERVICES			
	FOOTNOTE AMOUNTS:	175	175
	BS&A User's meeting		
	FOOTNOTE AMOUNTS:	175	175
	Staff member to WI GFOA meeting		
	GL # FOOTNOTE TOTAL:	2,500	2,500
01-0151-5428	ALLOCATED INSURANCE COST	1,500	1,500
01-0151-5491	BANK FEES	6,050	6,050
	FOOTNOTE AMOUNTS:	4,200	4,200
	Prop Tax acct fees - The account maintains a lock box to rapidly deposit tax payments. Usage is heaviest in Dec/Jan for collections, and then rapidly slows down. The Lock box is closed in August and reopened in Dec each year.		
	FOOTNOTE AMOUNTS:	1,350	1,350
	Gen Checking City Checking account. Fees change from month to month depending upon the number of wire payments involved in investing activities. Generally fees range just over \$100 per month		
	FOOTNOTE AMOUNTS:	500	500
	Other banking fees - for payroll and suspense accounts		
	GL # FOOTNOTE TOTAL:	6,050	6,050
NON PERSONNEL SERVICES		103,690	96,724
Totals for dept 0151-FINANCE		529,629	516,252

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0152-AUDITOR			
NON PERSONNEL SERVICES			
01-0152-5213	ANNUAL AUDIT SERVICES	30,000	30,000
	FOOTNOTE AMOUNTS:	23,000	23,000
	Base Audit		
	FOOTNOTE AMOUNTS:	440	440
	GFOA review		
	FOOTNOTE AMOUNTS:	2,000	2,000
	Single Audit of Federal Grants		
	FOOTNOTE AMOUNTS:	2,000	2,000
	Form C state report prep		
	FOOTNOTE AMOUNTS:	2,560	2,560
	Other costs		
	GL # FOOTNOTE TOTAL:	30,000	30,000
01-0152-5219	ACTUARIAL SERVICES	6,500	6,500
	FOOTNOTE AMOUNTS:	6,500	6,500
	Biennially, the City causes an Actuarial report to be completed upon the OPEB benefit. 2017 is a year that this report would be completed.		
NON PERSONNEL SERVICES		<u>36,500</u>	<u>36,500</u>
Totals for dept 0152-AUDITOR		36,500	36,500

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. Historically, City staff provided support for a full-time Assessor Clerk; however, this position was vacated late 2015 due to a position change within the City. As of 2016, the Assessor Clerk position is now provided through the City's outside contractor and incorporated as part of their assessment services contract with the City.

SERVICES:

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- 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 historically occurred on a three-year cycle. (In 2015, however, the Common Council approved a contract to perform an "Interim Market Update" annually commencing with 2016.)

STAFFING:

Authorized Positions (FTE)	2012	2013	2014	2015	2016	2017
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk–Contracted ++	1.00	1.00	1.00	1.00	1.00	++
Total	1.00	1.00	1.00	1.00	1.00	0.00

ACTIVITY MEASURES:

Activity	2012	2013 Φ	2014	2015	2016 Φ	2017*
Properties Inspected	661	662	529	548	516	550
Assessment Notices Mailed	576	12,410	373	332	12,881	12,900
Open Book Hearings	160	162	26	15	309	250
Board of Review Hearings	25	18	1	9	30	25
Residential Parcels	11,818	11,822	11,822	11,836	11,837	11,850
Commercial Parcels	546	551	552	551	543	550
Total Parcels	12,859	12,820	12,821	12,833	12,881	12,901
Assessed Value Increase	1,058,500	-287m	17.5m	28m	289m	69m

* 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 spike 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 through 2018, the City has contracted with Tyler Technologies to perform an annual Interim Market Update Revaluation, but with the addition of digital photos taken and inserted into the electronic record for each parcel during 2016. For 2017, the total appropriation represents \$41,700 for annual maintenance services, \$39,000 for additional Clerical Services, and \$34,500 for 2017 Annual Revaluation Services.
- 4) No Capital Outlay funding is provided for 2017. The department has five computers. Replacement is generally scheduled as one per year in order to standardize the budget impact and avoid peaks, but one was not needed for 2017.

City of Franklin, WI
Assessor

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2017	2017
		ACTIVITY	ACTIVITY	ORIGINAL	AMENDED	ACTIVITY	PROJECTED	DEPT	MAYOR'S
				BUDGET	BUDGET	THRU 12/31/16	ACTIVITY	REQUEST	RECOMMENDED
								BUDGET	BUDGET
General Fund									
Dept 0154-ASSESSORS									
PERSONNEL SERVICES									
01-0154-5111	SALARIES-FT	39,944	41,961	40,368	3,268	5,922	5,922		
01-0154-5115	SALARIES-TEMP	51							
01-0154-5117	SALARIES-OT	41	75	300	300	78	78		
01-0154-5133	LONGEVITY	300	300	300	300	100	100		
01-0154-5134	HOLIDAY PAY	1,932	1,943	2,623	2,623	1,379	1,379		
01-0154-5135	VACATION PAY	4,190	3,207	4,684	4,684	904	904		
01-0154-5151	FICA	3,501	3,565	3,772	3,772	622	641		
01-0154-5152	RETIREMENT	2,320	2,374	2,466	2,466	419	419		
01-0154-5154	GROUP HEALTH & DENTAL	432	432	432	432	80	144		
01-0154-5155	LIFE INSURANCE	199	217	227	227	41	14		
01-0154-5156	WORKERS COMPENSATION INS	104	132	128	128	22	23		
	PERSONNEL SERVICES	53,014	54,206	55,300	18,200	9,567	9,624		
NON PERSONNEL SERVICES									
01-0154-5210	PROFESSIONAL SERVICES	73,000	65,500	81,500	118,600	67,960	118,600	115,200	115,200
01-0154-5219	OTHER PROFESSIONAL SERVICES	79,000	80,200	82,000	80,000	28,130	80,000	83,000	83,000
01-0154-5242	EQUIPMENT MAINTENANCE	78	20						
01-0154-5299	SUNDRY CONTRACTORS	9,601		11,500	11,500	11,136	22,000	12,000	12,000
01-0154-5311	POSTAGE			7,000	7,000	5,475	5,500	6,225	6,225
01-0154-5312	OFFICE SUPPLIES	938	959	1,500	1,500	777	1,000	1,500	1,500
01-0154-5313	PRINTING	486		4,050	4,050	4,213	3,500	4,250	4,250
01-0154-5421	OFFICIAL NOTICES/ADVERTISING	18	18	300	300	18		200	200
01-0154-5425	CONFERENCES AND SCHOOLS	20		250	250				
	NON PERSONNEL SERVICES	163,141	146,697	188,100	223,200	117,709	230,600	222,375	222,375
	General fund total	216,155	200,903	243,400	241,400	127,276	240,224	222,375	222,375
Fund 41 - CAPITAL OUTLAY FUND									
CAPITAL EXPENDITURES									
41-0154-5813	OFFICE EQUIPMENT	195		250	250				
41-0154-5841	COMPUTER EQUIPMENT	990	977						
	CAPITAL EXPENDITURES	1,185	977	250	250				

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0154-ASSESSORS NON PERSONNEL SERVICES			
01-0154-5210	PROFESSIONAL SERVICES	115,200	115,200
	FOOTNOTE AMOUNTS:	115,200	115,200
	<p>This account provides for the contracted annual Assessment Maintenance Services, additional Clerical Services by Tyler Technologies (new for 2016-2018 contract), and annual Revaluation Services. Historically, the City 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 spike in expenditures. The City has typically undertaken an Exterior Revaluation where each property is visited curb-side and evaluated (last full revaluation took place in 2010). For 2013, however, an "Interim Market Update" was performed as an allowable statutory alternative. For 2016 through 2018, the City has contracted with Tyler Technologies to perform an annual Interim Market Update Revaluation, but with the addition of digital photos taken and inserted into the electronic record for each parcel during 2016. For 2017, the total in this line item represents \$41,700 for annual maintenance services (an increase from \$41,000 in 2016), \$39,000 for additional Clerical Services by Tyler Technologies, and \$34,500 needed for the 2017 annual revaluation. In 2016, the additional clerical services replaced an employee position that became vacant. Overall, the new contract provides for improved services at a reduced cost.</p>		
01-0154-5219	OTHER PROFESSIONAL SERVICES	83,000	83,000
	FOOTNOTE AMOUNTS:	83,000	83,000
	<p>This account pays for the annual Assessor Services as is distinguished from the annual maintenance and reappraisal services. The 2016 contract cost was \$82,000. For 2017, the contract cost for these services is \$83,000, which reflects a 1.2% increase.</p>		
01-0154-5299	SUNDRY CONTRACTORS	12,000	12,000
	FOOTNOTE AMOUNTS:	12,000	12,000
	<p>This account provides for the manufacturing assessment services provided to the City by the State of Wisconsin. The City has no control over the amount and is statutorily required to pay the bill that is sent by the State. The 2013 amount shows as \$20,434 as both the 2012 and 2013 assessment fee amounts were charged to 2013 due to a lost 2012 invoice. The 2014 fee was \$9,600.84. The 2015 charge will be posted during 2016, which is why it is currently showing no activity for 2015. The current appropriation level, therefore, is sufficient to cover the 2017 fee. As such, no change is suggested.</p>		
01-0154-5311	2015 State assessing charged, missed in 2015 POSTAGE	6,225	6,225
	FOOTNOTE AMOUNTS:	6,225	6,225
	<p>Postage is only itemized in the Assessor budget during a revaluation year. A contractor is used that prints, stuffs, and mails revaluation notices. The cost is allocated between Postage and Printing for accounting purposes. There is a cost for an initial mailing and a second, smaller cost for notices following the Open Book period. Combined the costs should remain below the requested level.</p>		
01-0154-5312	OFFICE SUPPLIES	1,500	1,500
	FOOTNOTE AMOUNTS:	1,500	1,500
	<p>The "Supplies" accounts are Postage, Office Supplies, and Printing. Office Supplies covers a variety of miscellaneous office operating costs during the year. Revaluation years usually see a spike in supply costs due to the extra work. In the last revaluation year it was necessary to slightly increase the amount for the year (\$1,316 was spend in 2013). As the City has moved to an annual revaluation process, the request has remained the same until experience establishes a new baseline.</p>		
01-0154-5313	PRINTING	4,250	4,250
	FOOTNOTE AMOUNTS:	4,250	4,250
	<p>Printing is generally only itemized in the Assessor budget during a revaluation year. However, beginning with 2016, the City has moved to annual assessments. A contractor is used that prints, stuffs, and mails revaluation notices. The cost is allocated between Postage and Printing for accounting purposes. For 2016, the total cost of the service to print and mail assessment notices was \$9,648 of which \$4,173.24 was for printing. As the 2016-2018 Tyler Tech contract calls for an annual revaluation to also take place in 2017 and 2018 where new "notice of assessments" will be printed again in 2017 (and 2018), the budget appropriation needs to be maintained annually for this account.</p>		
01-0154-5421	OFFICIAL NOTICES/ADVERTISING	200	200
	FOOTNOTE AMOUNTS:	200	200

BUDGET REPORT FOR CITY OF FRANKLIN
Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0154-ASSESSORS			
NON PERSONNEL SERVICES			
The various "Services and Charges" reflect minor departmental operating costs that arise periodically. This cost covers a published notice related to the assessment cycle. No increase is proposed.			
NON PERSONNEL SERVICES		222,375	222,375
Totals for dept 0154-ASSESSORS		222,375	222,375

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LEGAL SERVICES

161

DEPARTMENT: Legal Services

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

- Attend all Common Council meetings.
- Attend all Plan Commission meetings.
- Attend all Community Development Authority meetings.
- Attend all Board of Review meetings.
- Prepare and/or review ordinances and resolutions.
- Consult with staff and elected officials on legal matters.
- Render legal opinions as requested.
- Hold instructional meetings.
- Coordinate legal defense of claims against the City.
- Represent the City, its boards and officers in civil claims and litigation.
- Prosecute ordinance violations.
- Prepare and/or review development agreements.
- Prepare and/or review City contracts.
- Provide Boards and Commissions support services drafting agendas, public hearing notices, resolutions, ordinances and/or motions for the Plan Commission, the Community Development Authority, the Economic Development Commission, the Environmental Commission, and the Parks Commission, and staff liaison services and support as required to the Community Development Authority, the Economic Development Commission, and the 27th Street Committee.

STAFFING - Contractual

ACTIVITY MEASURES:

Activity	2011	2012	2013	2014	2015	2016*	2017*
Hours of Service	4,657	4,862	4,774	5,206.95	5,615	5,300	5,300
Matters Litigated	4	9	5	2	2	15	15
Municipal Court Cases	12,304	10,390	8,569	8,585	9,279	11,000	11,000

* Forecast

City of Franklin, WI
Legal Services

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 12/31/16	2016 PROJECTED ACTIVITY	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
General Fund									
Dept 0161-LEGAL SERVICES									
NON PERSONNEL SERVICES									
01-0161-5212	LEGAL SERVICES	174,877	176,462	179,375	179,375	119,066	179,000	183,000	183,000
01-0161-5213	LEGAL SERVICES-COURT	61,184	61,728	64,100	64,100	41,912	64,100	65,382	65,382
01-0161-5214	BOARD&COMMISSN SUPPORT-PARALG	55,000	55,000	59,000	59,000	37,467	59,000	55,000	55,000
01-0161-5223	FILING FEES			5,100	5,100		5,100	5,100	1,100
01-0161-5253	ATTORNEY FEES - ADDITIONAL SERVICES	15,011	22,285	31,700	31,700	9,493	14,000	31,700	31,700
01-0161-5425	CONFERENCES AND SCHOOLS	500	275	500	500	500	500	900	900
01-0161-5427	COURT COSTS	505	255	450	450	60	250	450	450
	NON PERSONNEL SERVICES	307,077	316,005	340,225	340,225	208,498	316,850	341,532	337,532
	General Fund total	307,077	316,005	340,225	340,225	208,498	316,850	341,532	337,532

Fund 43 - TID 5 Baseball Commons - 76th & Rawson

NON PERSONNEL SERVICES									
43-0161-5212	LEGAL SERVICES							30,000	30,000

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0161-LEGAL SERVICES			
NON PERSONNEL SERVICES			
01-0161-5212	LEGAL SERVICES	183,000	183,000
	FOOTNOTE AMOUNTS:	183,000	183,000
	Legal fee services line items were increased 2% over the 2016 budgeted amounts		
01-0161-5213	LEGAL SERVICES-COURT	65,382	65,382
	FOOTNOTE AMOUNTS:	65,382	65,382
	Legal fee services line items were increased 2% over the 2016 budgeted amounts.		
01-0161-5214	BOARD&COMMSSN SUPPORT-PARALG	55,000	55,000
	FOOTNOTE AMOUNTS:	55,000	55,000
	City Attorney anticipates a decreased cost due to increased role of the Economic Development Director is serving 27th St Committee and the EDC.		
01-0161-5223	FILING FEES	5,100	1,100
01-0161-5253	ATTORNEY FEES - ADDITIONAL SERVICE	31,700	31,700
	FOOTNOTE AMOUNTS:	31,700	31,700
	Hold at same level.		
01-0161-5425	CONFERENCES AND SCHOOLS	900	900
	FOOTNOTE AMOUNTS:	900	900
	Increase to cove a historical cost increase that has never been adequately addressed.		
01-0161-5427	COURT COSTS	450	450
	NON PERSONNEL SERVICES	341,532	337,532
Totals for dept 0161-LEGAL SERVICES		341,532	337,532

MUNICIPAL BUILDINGS

181

DEPARTMENT: Municipal Buildings

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

PROGRAM DESCRIPTION:

The Municipal Buildings Department provides for the operation and maintenance of the City's buildings which include: the City Hall Complex; 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)	2012	2013	2014	2015	2016	2017
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Custodian	2.26	2.26	1.78	1.78	1.78	1.78
Custodian	0	0	0	1.25	1.25	1.25
Seasonal Maintenance	.48	.48	0	0	0	0
Total	3.74	3.74	2.78	4.03	4.03	4.03

ACTIVITY MEASURES:

Square Footage:	2012	2013	2014	2015	2016	2017
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
Total Square Footage	245,326	245,326	245,326	245,326	245,326	245,326

*Forecast

BUDGET SUMMARY:

- 1) Staffing for 2017 reflects a continuation of adopted 2016 staffing levels, consisting of one supervisor, one full-time maintenance custodian, two part-time maintenance custodians, and two part-time 2nd shift custodians.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay purchases include: Common Council Chambers Sound System (\$35,000); Office Carpeting Replacement (\$18,000); HVAC Engineering Study of Roof-Top Units (\$8,000).

City of Franklin, WI
Municipal Buildings

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 12/31/16	2016 PROJECTED ACTIVITY	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
General Fund									
Dept 0181-MUNICIPAL BUILDINGS									
PERSONNEL SERVICES									
01-0181-5111	SALARIES-FT	95,054	96,222	94,361	94,361	61,608	114,857	120,538	118,709
01-0181-5113	SALARIES-PT	34,523	40,907	80,463	80,463	52,603	54,523	57,315	56,302
01-0181-5117	SALARIES-OT	7,062	6,693	4,500	4,500	2,573	4,500	4,500	4,500
01-0181-5118	COMPTIME TAKEN					46			
01-0181-5133	LONGEVITY	209	209	313	313	139	313	358	358
01-0181-5134	HOLIDAY PAY	7,089	7,671	7,899	7,899	6,621	7,860	8,139	8,059
01-0181-5135	VACATION PAY	4,703	7,029	10,282	10,282	9,728	10,225	10,592	10,488
01-0181-5151	FICA	10,981	11,777	15,146	15,146	9,744	13,122	15,410	15,179
01-0181-5152	RETIREMENT	9,284	10,640	8,859	8,859	6,887	8,415	9,470	45,349
01-0181-5153	RETIREE GROUP HEALTH	2,074	1,750	2,152	2,152	525	709	1,143	1,131
01-0181-5154	GROUP HEALTH & DENTAL	35,957	34,446	32,515	32,515	23,040	32,527	33,922	33,922
01-0181-5155	LIFE INSURANCE	447	485	510	510	354	505	523	519
01-0181-5156	WORKERS COMPENSATION INS	4,931	7,016	10,040	10,040	6,763	7,702	9,797	9,649
01-0181-5199	ALLOCATED PAYROLL COST	(176,460)	(169,320)	(171,240)	(171,240)	(114,160)	(171,240)	(177,480)	(177,480)
	PERSONNEL SERVICES	35,854	55,525	95,800	95,800	66,471	84,018	94,227	126,685
NON PERSONNEL SERVICES									
01-0181-5299	SUNDRY CONTRACTORS	33,046	27,825	115	115		20	115	115
01-0181-5312	OFFICE SUPPLIES	150	9						
01-0181-5326	UNIFORMS	697	740	1,000	1,000	250	250	1,000	1,000
01-0181-5331	FUEL/LUBRICANTS	21	39	100	100	16	25	100	100
01-0181-5342	CONSUMABLE TOOLS	251	246	250	250	236	250	250	250
01-0181-5425	CONFERENCES AND SCHOOLS			250	250			250	250
01-0181-5551	WATER	1,661	1,449	1,600	1,600	766	700	1,600	1,600
01-0181-5552	ELECTRICITY	57,353	59,503	59,450	59,450	38,001	60,000	63,000	63,000
01-0181-5553	SEWER	621	521	750	750	292	250	750	750
01-0181-5554	NATURAL GAS	17,240	11,194	14,080	14,080	5,623	11,000	13,150	13,150
01-0181-5555	LANDSCAPE MATERIALS	816	959	1,000	1,000	345	959	1,000	1,000
01-0181-5556	JANITORIAL SUPPLIES	5,231	5,805	6,000	6,000	4,757	5,000	6,250	6,250
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	16,880	15,467	19,500	19,500	17,630	15,000	22,500	22,500
01-0181-5559	BUILDING MAINTENANCE-OTHER	7,929	9,216	9,500	9,500	8,046	9,500	9,500	9,500
	NON PERSONNEL SERVICES	141,896	132,973	113,595	113,595	75,962	102,954	119,465	119,465
	General Fund Total	177,750	188,498	209,395	209,395	142,433	186,972	213,692	246,150

Fund 26 - OTHER GRANTS

CAPITAL EXPENDITURES									
26-0181-5822.9654	SENIOR DINING ADA FIRE ALARM-Bldg					(2,275)			
26-0181-5822.9659	City Hall ADA Signage-Bldg Improvements	3,205	30,719			9,891	9,800		
26-0181-5822.9660	Senior Meal Site Kitchen Roof Venting					8,849	9,100		
26-0181-5922.9662	LAND IMPROVEMENT-CityHall Pk Lot Lighting								
	CAPITAL EXPENDITURES	3,205	30,719	340,000	340,000	16,465	18,900		

City of Franklin, WI
Municipal Buildings

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2017	2017
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 12/31/16	PROJECTED ACTIVITY	DEPT REQUEST BUDGET	MAYOR'S RECOMMENDED BUDGET
Fund 41 - CAPITAL OUTLAY FUND									
CAPITAL EXPENDITURES									
41-0181-5812	FURNITURE/FIXTURES			250	250	210	210	35,000	35,000
41-0181-5815	SHOP EQUIPMENT	811							
41-0181-5819	OTHER CAPITAL EQUIPMENT			50,000	50,000	48,000	48,000	79,000	26,000
41-0181-5822	BUILDING IMPROVEMENTS			29,100	29,100	28,000	28,000		
41-0181-5841	COMPUTER EQUIPMENT	780							
		1,591		29,350	79,350	210	76,210	114,000	61,000
Fund 46 - CAPITAL IMPROVEMENT FUND									
NON PERSONNEL SERVICES									
46-0181-5499	UNAPPROVED MUNI BLDG PROJECTS							1,800,000	1,800,000
CAPITAL EXPENDITURES									
46-0181-5822.9657	CITY HALL ROOF REPLACEMENT			475,000	475,000				
46-0181-5822.9687	FRANKLIN HISTORICAL SOCIETY BARN			20,000					
46-0181-5822.9690	DPW SALT STORAGE BLDG ROOF REI	68,310							
		68,310		495,000	475,000				
				495,000	475,000			1,800,000	1,800,000
	Capital Improvement Fund total	68,310		495,000	475,000			1,800,000	1,800,000

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0181-MUNICIPAL BUILDINGS			
PERSONNEL SERVICES			
01-0181-5111	SALARIES-FT	120,538	118,709
01-0181-5113	SALARIES-PT	57,315	56,302
01-0181-5117	SALARIES-OT	4,500	4,500
01-0181-5133	LONGEVITY	358	358
01-0181-5134	HOLIDAY PAY	8,139	8,059
01-0181-5135	VACATION PAY	10,592	10,488
01-0181-5151	FICA	15,410	15,179
01-0181-5152	RETIREMENT	9,470	45,349
	FOOTNOTE AMOUNTS:		9,349
	Regular Pension contribution		
	FOOTNOTE AMOUNTS:		36,000
	Impact of \$1 million contribution to DPW pension plan		
	GL # FOOTNOTE TOTAL:		45,349
01-0181-5153	RETIREE GROUP HEALTH	1,143	1,131
01-0181-5154	GROUP HEALTH & DENTAL	33,922	33,922
01-0181-5155	LIFE INSURANCE	523	519
01-0181-5156	WORKERS COMPENSATION INS	9,797	9,649
01-0181-5199	ALLOCATED PAYROLL COST	(177,480)	(177,480)
PERSONNEL SERVICES		94,227	126,685
NON PERSONNEL SERVICES			
01-0181-5312	OFFICE SUPPLIES	115	115
	FOOTNOTE AMOUNTS:	115	115
	This account provides funds to purchase office supplies for the Maintenance Department. It represents a nominal allocation.		
01-0181-5326	UNIFORMS	1,000	1,000
	FOOTNOTE AMOUNTS:	1,000	1,000
	This budget account provides funding for uniform allowance for the maintenance staff in accordance with adopted policy which provides for \$250.00 annually for full-time employees and \$125.00 for part-time employees. Current staff is two full-time and four part-time employees; therefore, the total as per adopted policy would then be \$1,000.		
01-0181-5331	FUEL/LUBRICANTS	100	100
	FOOTNOTE AMOUNTS:	100	100
	This account provides for fuels and lubricants used by municipal buildings in the snow removal equipment. The nominal amount budgeted for 2015 and 2016 should be adequate for 2017 as well.		
01-0181-5342	CONSUMABLE TOOLS	250	250
	FOOTNOTE AMOUNTS:	250	250
	This account provides funding for the purchase and replacement of small tools that are maintained in each of the three facilities. Expenditure history shows that demand is actually higher than the funding level, but the Department simply does without some tools that could provide some efficiency. Nonetheless, to provide for other increases that are either uncontrollable or of a higher priority, the current budgeted amount is retained for 2017. The strategy, therefore, will be to use excess appropriations as may become available at the end of the year in the entire appropriation unit to acquire some additional tools. As such, this line item could be slightly overspent, but the department's appropriation unit will not be overspent.		
01-0181-5425	CONFERENCES AND SCHOOLS	250	250
	FOOTNOTE AMOUNTS:	250	250
	This account provides funds for staff training. Maintenance products, techniques, and safety requirements change frequently; staff training is needed to stay current. Our current staff has completed all their initial training and currently only recertification/ refresher training will be needed. Blood borne pathogen training for all staff and confined space training for the two full time staff is anticipated as the primary sessions.		

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0181-MUNICIPAL BUILDINGS			
NON PERSONNEL SERVICES			
01-0181-5551	WATER	1,600	1,600
	FOOTNOTE AMOUNTS:	1,600	1,600
	This budget account provides funds to pay water bills from Franklin Water Utility. This account provides funding for the City Hall complex and Legend park. The existing \$1,6000 annual appropriation should continue to fund current activity and use levels, even though 2014 exceeded that level.		
01-0181-5552	ELECTRICITY	63,000	63,000
	FOOTNOTE AMOUNTS:	63,000	63,000
	This account provides for electric service to the City Hall complex and Legend Park. The 2016 budget only provided adequate funding for covering only a 1.5% rate increase in utility rates. Monthly costs, however, are significantly higher. 2016 is trending (compared to 2012 through 2015 monthly patterns) out at around \$63,400. Four of the first 6 months were the highest monthly amounts for that same month since 2012. Therefore, it appears the relative stability that was seen since 2012 is gone. Funding at \$63,000 does not even provide for an increase over the current year's level of activity. Some of the pressure may be from older HVAC systems continually running, but a replacement isn't scheduled for sometime. As such, an increase is warranted.		
01-0181-5553	SEWER	750	750
	FOOTNOTE AMOUNTS:	750	750
	The sewer account provides funds to pay the quarterly sanitary sewer bill for the City hall complex and Legend Park. Looking at past expenditures, the amount requested should be adequate to fund this account.		
01-0181-5554	NATURAL GAS	13,150	13,150
	FOOTNOTE AMOUNTS:	13,150	13,150
	This account is very uncontrollable and difficult to estimate as it is very weather dependent. For example, the average cost for Natural Gas use during January through June for 2012, 2013, and 2015 was only \$6,912, while 2014, which was very cold, was 50% greater at \$10,347. This account pays the gas bills for heating the City Hall complex. It is also highly subject to rate changes. The request has been reduced to match the average of the last 4 full completed years, which is \$13,150.		
01-0181-5555	LANDSCAPE MATERIALS	1,000	1,000
	FOOTNOTE AMOUNTS:	1,000	1,000
	This Budget account provides funds for landscaping materials such as lawn fertilizer, weed spray, top soil, trees and shrubs and other miscellaneous materials to be used at City Hall, Library, and the Law Enforcement Center. In recent years, the City has been moving away from the annual-type plantings to flowers and shrubs that return year after year to help reduce maintenance hours and expenses. The amount requested should be adequate for 2017.		
01-0181-5556	JANITORIAL SUPPLIES	6,250	6,250
	FOOTNOTE AMOUNTS:	6,250	6,250
	This account provides funds for cleaning and restroom supplies, paper products, and floor care materials. The cost of janitorial supplies and restroom paper products had been remaining stable in, but 2016 has seen an increase over prior years. As such, some increase has been incorporated into this year's request.		
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	22,500	22,500
	FOOTNOTE AMOUNTS:	22,500	22,500
	This budget account provides funds for contract services used for maintenance of the City Hall mechanical systems, such as elevator, generator, HVAC, pneumatic tube system, lighting, and etc. As the building gets older, this account should drift up some over time. That need is very evident this year with most of this year's allocation already spent, largely due to HVAC repairs. The HVAC system needs replacement but must be maintained until that occurs. An increase is warranted.		
01-0181-5559	BUILDING MAINTENANCE-OTHER	9,500	9,500
	FOOTNOTE AMOUNTS:	9,500	9,500

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0181-MUNICIPAL BUILDINGS			
NON PERSONNEL SERVICES			
This Budget account provides funds to purchase materials and equipment to handle the normal maintenance requirements for City Hall, such as screws, filters, paint, etc. Given the increase requested in Building Maintenance contracts, this line item has been requested at the same 2016 level.			
NON PERSONNEL SERVICES		119,465	119,465
Totals for dept 0181-MUNICIPAL BUILDINGS		213,692	246,150

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INSURANCE

194

DEPARTMENT: Insurance

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The City accounts for all insurance program activities in a separate general fund department. 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 offset an increase in the State-determined modification factor that is applied to the City of Franklin. The result is relative stability in Workers Compensation for 2017, with cost increases rising generally commensurate with salary/wage increase.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.
- 3) In 2016, the City moved its property insurance to Chubb. 2017 appropriations remain consistent to 2016 except that the boiler and machinery insurance appropriation is eliminated for 2017 as the coverage is already included in the property insurance premium for Chubb.

City of Franklin, WI
Insurance

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2016	2017	2017
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 12/31/16	PROJECTED ACTIVITY	DEPT REQUEST BUDGET	MAYOR'S RECOMMENDED BUDGET	
NON PERSONNEL SERVICES										
01-0194-5511	BUILDING INSURANCE	45,748	47,098	63,675	63,675	60,332	60,300	63,000	63,000	63,000
01-0194-5512	AUTO/EQUIPMENT INSURANCE	75,125	74,294	77,700	77,700	58,670	77,700	78,375	78,375	78,375
01-0194-5513	PUBLIC LIABILITY	110,636	96,481	100,000	100,000	73,962	98,000	100,000	100,000	100,000
01-0194-5514	PROFESSIONAL LIABILITY	44,064	38,016	40,000	40,000	28,712	40,000	40,000	40,000	40,000
01-0194-5515	BOILER INSURANCE	5,859	5,918	6,000	6,000	6,000	6,000	6,000	6,000	6,000
01-0194-5516	UMBRELLA INSURANCE	15,484	15,520	16,200	16,200	15,520	16,200	16,200	16,200	16,200
01-0194-5517	WORKERS COMPENSATION INS.	349,004	468,818	531,000	531,000	406,919	540,000	50,000	545,000	545,000
01-0194-5518	PUBLIC OFFICIALS E&O INSURCE	55,368	47,772	56,200	56,200	35,829	56,200	50,000	50,000	50,000
01-0194-5560	CHARGES&CREDITS-INTERDEPTMTL	(244,536)	(261,226)	(254,000)	(254,000)	(181,339)	(254,000)	(254,000)	(254,000)	(254,000)
01-0194-5561	WORKERS COMP-CONTRA	(349,004)	(480,710)	(530,867)	(530,867)	(361,707)	(540,000)	(254,000)	(545,000)	(545,000)
NON PERSONNEL SERVICES		107,748	51,981	105,908	105,908	136,898	100,400	93,575	93,575	93,575

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0194-INSURANCE			
NON PERSONNEL SERVICES			
01-0194-5511	BUILDING INSURANCE	63,000	63,000
	FOOTNOTE AMOUNTS:	63,000	63,000
	This account provides for the City's buildings, personal property, property in the open, and inland marine insurance through Chubb. The City moved to Chubb from the Local Government Property Insurance Fund in 2016 following a significant rate increase at LGPIF). Flat rates are anticipated for 2017; therefore, the appropriation can absorb a small deduction to transfer some additional appropriations to Auto/Equipment Insurance.		
01-0194-5512	AUTO/EQUIPMENT INSURANCE	78,375	78,375
	FOOTNOTE AMOUNTS:	78,375	78,375
	This account provides for the City's contractor's equipment insurance through Chubb (moved to Chubb from LGPIF in 2016), as well as the auto liability and auto physical damage insurance through R&R Insurance/League of Wisconsin Municipalities. A small transfer of appropriations from Building Insurance has been incorporated to provide enough appropriations for at least a 2% increase.		
01-0194-5513	PUBLIC LIABILITY	100,000	100,000
	FOOTNOTE AMOUNTS:	100,000	100,000
	This account provides for the City's annual general liability insurance, annual storage tank insurance, and crime insurance through R&R Insurance/League of Wisconsin Municipalities (LWMMI). The \$100,000 budget appropriation should remain sufficient for 2017.		
01-0194-5514	PROFESSIONAL LIABILITY	40,000	40,000
	FOOTNOTE AMOUNTS:	40,000	40,000
	This account provides for the City's annual professional liability insurance through R&R Insurance/League of Wisconsin Municipalities (LWMMI) as well as a bond for the Municipal Judge every 4 years (\$200—next renewal year will be 5/1/2020). The \$40,000 budget appropriation should remain sufficient for 2017.		
01-0194-5516	UMBRELLA INSURANCE	16,200	16,200
	FOOTNOTE AMOUNTS:	16,200	16,200
	This account provides for the City's annual umbrella insurance policy through R&R Insurance/League of Wisconsin Municipalities (LWMMI). The umbrella policy increases our coverage across all insured areas and is an essential component of our risk management. The current appropriation is sufficient to cover an increase of 5% over the current year's cost, so no increase is needed at this time.		
01-0194-5517	WORKERS COMPENSATION INS.		545,000
	FOOTNOTE AMOUNTS:		545,000
	Estimated Wages and tax from Dept Request used for Deposit Premium		
01-0194-5518	PUBLIC OFFICIALS E&O INSURCE	50,000	50,000
	FOOTNOTE AMOUNTS:	50,000	50,000
	This account provides for the City's annual Public Officials E&O Liability insurance policy through R&R Insurance/League of Wisconsin Municipalities (LWMMI). Expenditure patterns and expected rate changes suggest this appropriation can be reduced.		
01-0194-5560	CHARGES&CREDITS-INTERDEPTMTL	(254,000)	(254,000)
01-0194-5561	WORKERS COMP-CONTRA		(545,000)
	NON PERSONNEL SERVICES	93,575	93,575
	Totals for dept 0194-INSURANCE	93,575	93,575

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**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.

In 2016, the City billed Omitted taxes for a manufacturing property for four years totaling \$160,324 plus interest. The property owner is contesting the assessment. The City portion of the tax and interest is \$79,856. This amount was included here to provide for an appropriation should the taxpayer prevail in the appeal process.

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, WI
Unclassified & Contingency

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2016	2017	2017
		ACTIVITY	ACTIVITY	ORIGINAL	AMENDED	ACTIVITY	PROJECTED	DEPT	MAYOR'S
				BUDGET	BUDGET	THRU 12/31/16	ACTIVITY	REQUEST	RECOMMENDED
								BUDGET	BUDGET
General Fund									
Dept 0198-UNCLASSIFIED EXPENSES									
NON PERSONNEL SERVICES									
01-0198-5543	REFUNDED PROPERTY TAXES	1,939	325	2,500	2,500	14		82,500	82,500
Dept 0199-CONTINGENCY									
NON PERSONNEL SERVICES									
01-0199-5110	RESTRICTED	28,000	25,000	375,000	375,000				500,000
01-0199-5497	ANTICIPATED UNDEREXPENDITURE			(470,220)	(470,220)			(470,220)	(470,220)
01-0199-5499	UNRESTRICTED	39,968	3,257	175,000	138,700			125,000	125,000
NON PERSONNEL SERVICES		67,968	28,257	79,780	43,480			(345,220)	154,780
General Fund Total		67,968	28,257	79,780	43,480			(345,220)	154,780
Fund 41 - CAPITAL OUTLAY FUND									
NON PERSONNEL SERVICES									
41-0199-5499	SUNDRY CONTRACTS		3,600	50,000	44,743			50,000	30,000
Fund 43 - TID 5 Baseball Commons - 76th & Rawson									
NON PERSONNEL SERVICES									
43-0199-5499	UNRESTRICTED							2,046,375	
Fund 46 - CAPITAL IMPROVEMENT FUND									
NON PERSONNEL SERVICES									
46-0199-5499	UNRESTRICTED CONTINGENCY		35,233	68,350	25,007			2,196,375	2,196,375

BUDGET REPORT FOR CITY OF FRANKLIN
 Fund: 01 GENERAL FUND

GL NUMBER	DESCRIPTION	2017 DEPT REQUEST BUDGET	2017 MAYOR'S RECOMMENDED BUDGET
Dept 0198-UNCLASSIFIED EXPENSES			
NON PERSONNEL SERVICES			
01-0198-5543	REFUNDED PROPERTY TAXES	82,500	82,500
	FOOTNOTE AMOUNTS:	2,500	2,500
	Amount appropriated to refund taxes for contested city taxes on appeals of assessments or other property tax adjustments		
	FOOTNOTE AMOUNTS:	80,000	80,000
	Carma Lab's Ommitted taxes from 2010 to 2014 including interest		
	GL # FOOTNOTE TOTAL:	82,500	82,500
	NON PERSONNEL SERVICES	82,500	82,500
Totals for dept 0198-UNCLASSIFIED EXPENSES		82,500	82,500
Dept 0199-CONTINGENCY			
NON PERSONNEL SERVICES			
01-0199-5110	RESTRICTED		500,000
	FOOTNOTE AMOUNTS:		500,000
	This contingency appropriation is intended to preserve the States Expenditure Restraint program revenue for Franklin. It is intended that only a budget amendment can appropriate the use of this account.		
01-0199-5497	ANTICIPATED UNDEREXPENDITURE	(470,220)	(470,220)
	FOOTNOTE AMOUNTS:	(470,220)	(470,220)
	Provision for expected vacant positions during the year. All positions are fully funded in each dept. However, some positions will go vacant through normal attrition.		
01-0199-5499	UNRESTRICTED	125,000	125,000
	FOOTNOTE AMOUNTS:	125,000	125,000
	Appropriation for contingency (unforeseen expenditure)		
	NON PERSONNEL SERVICES	(345,220)	154,780
Totals for dept 0199-CONTINGENCY		(345,220)	154,780

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