

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 Council the appointment of certain City employees, 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 2011.

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 a financial forecast for use in development of the City's annual budget

STAFFING:

1 Part-time (elected)

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.

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
GENERAL FUND EXPENDITURES MAYOR										
PERSONAL SERVICES										
SALARIES-PT	01.101.0000.5113		0	0	0	0	0	16,800	16,800	
FICA	01.101.0000.5151		0	0	0	0	0	1,652	1,652	
WORKERS COMPENSATION INS	01.101.0000.5156							63	63	
Sub-total			0	0	0	0	0	18,515	18,515	#DIV/0!
Percent of Department Total			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	69.6%	69.6%	
CONTRACTUAL SERVICES										
OTHER PROFESSIONAL SERVICES	01.102.0000.5219		0	0	0	0	0	0	0	0.0%
Sub-total			0	0	0	0	0	0	0	0.0%
SUPPLIES										
OFFICE SUPPLIES	01.101.0000.5312		0	0	0	0	200	0	0	
PRINTING	01.101.0000.5313		0	0	0	0	200	0	0	
Sub-total			0	0	0	0	400	0	0	#DIV/0!
SERVICES AND CHARGES										
SUBSCRIPTIONS	01.101.0000.5422		0	0	0	0	150	150	150	
MEMBERSHIPS	01.101.0000.5424		0	0	0	0	150	150	150	
CONFERENCES AND SCHOOLS	01.101.0000.5425		0	0	0	0	2,000	2,000	2,000	
MILEAGE - AUTO ALLOWANCE	01.101.0000.5432		0	0	0	0	4,800	4,800	4,800	
Sub-total			0	0	0	0	7,100	7,100	7,100	#DIV/0!
CONTRIBUTIONS AND AWARDS										
VOLUNTEER RECOGNITION/AWARDS	01.101.0000.5734		0	0	0	0	1,000	1,000	1,000	
GRAND TOTAL MAYOR			0	0	0	0	8,500	26,615	26,615	#DIV/0!

ALDERMEN
102

DEPARTMENT: Aldermen

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

PROGRAM DESCRIPTION:

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

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

Architectural Board	Fair Commission
Board of Health	Finance Committee
Board of Review	Library Board
Board of Public Works	License Committee
Board of Water Commissioners	Parks Commission
Board of Zoning and Building Appeals	Personnel Committee
Civic Celebrations Commission	Plan Commission
Community Development Authority	Police and Fire Commission
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, 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)	2006	2007	2008	2009	2010	2011
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Secretary	0.48	0.48	0.48	0.00	0.00	0.00
Total	0.48	0.48	0.48	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2006	2007	2008	2009	2010*	2011*
Ordinances passed	34	29	28	25	30	30
Resolutions passed	221	167	112	125	130	130
Common Council meeting hours	74.5	69.5	69	70	70	70

* Forecast

BUDGET SUMMARY:

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

Public Policy Forum	\$ 500
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities	8,704
Amer Society of Composers, Authors, Publishers	325
Wisconsin Taxpayers Alliance	200
South Suburban Chamber of Commerce	150

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
ALDERMEN										
PERSONAL SERVICES										
SALARIES-PT	01.102.0000.5113	76,155	60,000	60,000	30,000	60,000	60,000	43,200	43,200	
FICA	01.102.0000.5151	6,866	5,630	5,783	2,892	5,783	5,783	4,131	4,131	
WORKERS COMPENSATION INS	01.102.0000.5156	212	207	257	126	257	219	157	157	
Sub-total		83,233	65,837	66,040	33,018	66,040	66,002	47,488	47,488	-28.1%
Percent of Department Total		70.8%	71.4%	62.6%	56.8%	62.6%	73.1%	66.2%	66.2%	
CONTRACTUAL SERVICES										
OTHER PROFESSIONAL SERVICES	01.102.0000.5219	0	0	1,000	0	1,000	1,000	1,000	1,000	
SUNDRY CONTRACTORS	01.102.0000.5299	0	0	0	0	0	0	0	0	
Sub-total		0	0	1,000	0	1,000	1,000	1,000	1,000	0.0%
SUPPLIES										
OFFICE SUPPLIES	01.102.0000.5312	157	61	300	59	300	100	100	100	
PRINTING	01.102.0000.5313	128	179	7,450	7,216	7,450	50	50	50	
BOARDS AND COMMISSIONS EXP	01.102.0000.5329	319	201	1,000	15	1,000	1,000	1,000	1,000	
Sub-total		604	441	8,750	7,291	8,750	1,150	1,150	1,150	-25.8%
SERVICES AND CHARGES										
OFFICIAL NOTICES/ADVERTISING	01.102.0000.5421	0	0	150	0	150	150	150	150	
SUBSCRIPTIONS	01.102.0000.5422	100	0	150	0	150	0	0	0	
MEMBERSHIPS	01.102.0000.5424	17,425	10,361	10,250	9,930	10,250	10,650	10,650	10,650	
CONFERENCES AND SCHOOLS	01.102.0000.5425	0	0	2,500	60	2,500	500	500	500	
MILEAGE - AUTO ALLOWANCE	01.102.0000.5432	15,600	15,600	15,600	7,833	15,600	10,800	10,800	10,800	
Sub-total		33,125	25,961	28,650	17,823	28,650	22,100	22,100	22,100	-22.9%
CONTRIBUTIONS AND AWARDS										
AWARDS	01.102.0000.5726	0	0	0	0	0	0	0	0	
VOLUNTEER RECOGNITION/AWARDS	01.102.0000.5734	562	0	1,000	0	1,000	0	0	0	
Sub-total		562	0	1,000	0	1,000	0	0	0	
SUB TOTAL NON PERSONAL SERVICES										
		34,291	26,402	39,400	25,114	39,400	24,250	24,250	24,250	-24.7%
TOTAL GENERAL FUND										
		117,524	92,239	105,440	58,132	105,440	90,252	71,738	71,738	-27.0%
CAPITAL OUTLAY FUND										
FURNITURE/FIXTURES	41.102.0000.5812	0	0	3,800	3,731	3,800	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	0	3,800	3,731	3,800	0	0	0	
GRAND TOTAL ALDERMEN										
		117,524	92,239	109,240	61,863	109,240	90,252	71,738	71,738	

**MUNICIPAL COURT
121**

DEPARTMENT: Municipal Court

PROGRAM MANAGER: Municipal Judge

PROGRAM DESCRIPTION:

The Municipal Court has jurisdiction over local ordinance and traffic citations issued in the City. The Court is presided over by a Municipal Judge, elected every three years. The Judge is required by Local Ordinance to be a licensed attorney. The cost of the court clerks for the weekly trial and pleading sessions is also included in this program. The Police Department provides administrative services for the Court which are accounted for in a separate program. The City's interests at trial are represented by the City Attorney's office are also 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)	2006	2007	2008	2009	2010	2011
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	2.00	2.00	2.00	2.00	2.00	2.00
Total	2.00	2.00	2.00	2.00	2.00	2.00

* Administration and Human Resource support through the Police Department

ACTIVITY MEASURES:

Activity	2006	2007	2008	2009	2010*	2011*
Municipal court cases	7,995	9811	8,019	8,050	8,100	8,100

* Forecast

BUDGET SUMMARY:

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

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
MUNICIPAL COURT										
PERSONAL SERVICES										
SALARIES-FT	01.121.0000.5111	52,291	53,728	53,195	26,305	53,217	53,759	53,759	53,759	
SALARIES-PT	01.121.0000.5113	36,197	35,814	35,973	18,674	35,913	36,135	36,135	36,135	
SALARIES-OT	01.121.0000.5117	384	162	2,575	66	500	2,575	2,575	1,200	
COMPTIME TAKEN	01.121.0000.5118	554	68	260	0	0	260	260	260	
LONGEVITY	01.121.0000.5133	270	300	270	150	270	270	270	270	
HOLIDAY PAY	01.121.0000.5134	4,051	4,336	4,127	2,165	4,427	4,493	4,493	4,493	
VACATION PAY	01.121.0000.5135	4,962	3,773	5,292	2,421	5,292	5,372	5,372	5,372	
FICA	01.121.0000.5151	6,217	6,126	7,779	3,083	7,621	7,869	7,869	7,764	
RETIREMENT	01.121.0000.5152	7,771	7,718	8,068	3,928	7,862	8,185	8,185	8,049	
RETIREE GROUP HEALTH	01.121.0000.5153	947	880	916	460	916	948	948	948	
GROUP HEALTH & DENTAL	01.121.0000.5154	24,024	24,276	23,772	12,863	23,748	24,907	24,907	24,907	
LIFE INSURANCE	01.121.0000.5155	383	420	347	225	284	292	292	292	
WORKERS COMPENSATION INS	01.121.0000.5156	228	274	343	160	338	296	296	293	
Sub-total		138,278	137,874	142,917	70,500	140,388	145,361	145,361	143,742	0.6%
Percent of Department Total		78.7%	76.6%	80.7%	83.0%	80.4%	67.7%	67.7%	67.5%	
CONTRACTUAL SERVICES										
EQUIPMENT MAINTENANCE	01.121.0000.5242	0	0	300	0	300	300	300	300	
OTHER PROFESSIONAL SERVICES	01.121.0000.5219	398	0	600	150	600	600	600	600	
PRISONER BOARDING	01.121.0000.5294	34,424	35,949	30,000	12,938	30,000	30,000	30,000	30,000	
COLLECTION SERVICES	01.121.0000.5298	740	0	500	0	500	500	500	619	
DOT SUSPENSION FEES	01.121.0000.5298	0	910	300	0	300	300	300	300	
Sub-total		35,561	36,859	31,700	13,088	31,700	31,700	31,700	31,819	0.4%
SUPPLIES										
OFFICE SUPPLIES	01.121.0000.5312	175	278	400	185	400	400	400	400	
PRINTING	01.121.0000.5313	319	167	350	0	350	350	350	350	
Sub-total		494	445	750	185	750	750	750	750	0.0%
SERVICES AND CHARGES										
SUBSCRIPTIONS	01.121.0000.5422	0	0	100	0	100	100	100	100	
MEMBERSHIPS	01.121.0000.5424	135	140	150	140	150	150	150	150	
CONFERENCES AND SCHOOLS	01.121.0000.5425	1,157	1,212	1,250	1,001	1,250	1,250	1,250	1,250	
JURY/WITNESS FEES	01.121.0000.5429	59	20	250	22	250	250	250	250	
Sub-total		1,351	1,372	1,750	1,162	1,750	1,750	1,750	1,750	0.0%
SUB TOTAL NON PERSONAL SERVICES		37,406	38,676	34,200	14,435	34,200	34,200	34,200	34,319	0.3%
TOTAL GENERAL FUND		175,684	176,550	177,117	84,935	174,588	179,561	179,561	178,061	0.5%
CAPITAL OUTLAY FUND										
COMPUTER EQUIPMENT	41.121.0000.5841	0	3,378		26		35,000	35,000	35,000	
SOFTWARE	41.121.0000.5843	0								
TOTAL CAPITAL OUTLAY FUND		0	3,378	0	26	0	35,000	35,000	35,000	
GRAND TOTAL MUNICIPAL COURT		175,684	179,928	177,117	84,961	174,588	214,561	214,561	213,061	20.3%
Less Program Revenue:										
Penalties & Forfeitures @ 12%		-43,551	-48,000	-4,449	0	-48,000	-48,000	-48,000	-48,000	
Net Municipal Court Related Costs		132,133	131,928	172,668	84,961	126,588	166,561	166,561	165,061	

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 Mayor, Common Council, various boards, commissions and committees, and responds to informational requests from the general public. . In 2011, an extensive project in this Office of City-wide redistricting will begin, which is required every 10 years based upon the results of the decennial federal census, and this Office will continue work relating to the federal census.

In addition, the Clerk's office is responsible for the Elections budget. The Elections budget provides funding for the operation of local, school, state, and federal elections in the City of Franklin. All election records and voter files are maintained and all elections are conducted through the Office of the City Clerk.

SERVICES:

- Prepare and review Common Council agenda.
- Attend all Council meetings; Board and Commission meetings as necessary.
- Maintain custody of city's official records, providing access to and responding to public records requests.
- Prepare, distribute and process resolutions, ordinances, proclamations, agendas and minutes for meetings of the Common Council and various city boards, commissions and committees, including ad hoc groups.
- Complaint handling
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents.
- Issue permits and licenses, as required by local and state laws. Also administers reservation requests for park rental, ball diamond rental, other recreation facility rental, burn permits, and alarm permits.
- Oversee City records management and retention program.
- Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, election inspector training, and preparation and processing of Federal, State, and local elections.
- Coordinate, prepare and distribute city directory and monthly calendar.

STAFFING:

Authorized Positions (FTE)	2006	2007	2008	2009	2010	2011
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	1.48	1.48	1.48
Clerk/Typist	.50	.50	.50	.50	.50	.50
Temporary Help	.00	.00	.03	.02	.02	.02
Total	3.50	3.50	3.53	4.00	4.00	4.00

ACTIVITY MEASURES:

Activity	2006	2007	2008	2009	2010*	2011*
Liquor licenses	51	52	55	54	56	56
Bartenders licenses	275	303	323	446	400	400
Property status reports	82	120	99	101	90	90
Burn permits	358	372	387	378	375	375
Registered voters	22,981	23,400	24,323	**20,768	22,000	22,000
Elections held	4	2	4	2	4	2

*Forecast

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

BUDGET SUMMARY:

- 1) The annual fee paid to General Code for placing Franklin's Municipal Code online has increased to \$1,195 in 2011.
- 2) Election decrease in funding is due to two elections scheduled in 2011 vs. four elections held in 2010.
- 3) Election equipment maintenance increase includes maintenance coverage for touch screen elections machines required by the Help America Vote Act of 2002 (HAVA) whereby every polling place is required to have accessible equipment allowing all voters the ability to vote independently, without assistance. This account also includes a full year of maintenance on the six optical scan voting machines. In addition, backup and preservation of electronic data, pursuant to Wis. Stats §5.05(1)(e) and 5.06(6), is covered in the maintenance agreements.
- 4) Equipment rental includes \$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 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
CITY CLERK										
PERSONAL SERVICES										
SALARIES-FT	01.141.0000.5111	145,688	141,685	145,275	74,247	143,844	146,942	146,942	146,942	
SALARIES-PT	01.141.0000.5113	16,481	32,870	35,247	16,411	35,178	35,687	35,687	35,687	
SALARIES-TEMP	01.141.0000.5115	0	0	601	0	600	601	601	601	
SALARIES-OT	01.141.0000.5117	479	719	600	101	600	600	600	600	
COMPTIME TAKEN	01.141.0000.5118	167	30	160	0	0	160	160	160	
LONGEVITY	01.141.0000.5133	793	802	818	426	810	818	818	818	
HOLIDAY PAY	01.141.0000.5134	9,534	10,347	10,503	3,792	10,733	10,875	10,875	10,875	
VACATION PAY	01.141.0000.5135	10,529	15,597	13,962	6,651	15,473	14,145	14,145	14,145	
FICA	01.141.0000.5151	13,760	15,122	15,848	7,794	15,869	16,052	16,052	16,052	
RETIREMENT	01.141.0000.5152	18,340	18,525	18,738	9,318	18,745	18,985	18,985	18,985	
RETIREE GROUP HEALTH	01.141.0000.5153	1,948	1,822	1,897	949	1,897	1,954	1,954	1,954	
GROUP HEALTH & DENTAL	01.141.0000.5154	47,345	48,329	47,112	25,734	47,090	49,749	49,749	49,749	
LIFE INSURANCE	01.141.0000.5155	990	799	826	425	677	688	688	688	
WORKERS COMPENSATION INS	01.141.0000.5156	418	562	704	328	705	608	608	608	
Allocated payroll cost	01.141.0000.5199	-13,500	-13,800	-14,600	-7,298	-14,600	-14,800	-14,800	-14,800	
Sub-total		252,974	273,409	277,691	138,878	277,821	283,064	283,064	283,064	1.9%
Percent of Department Total		92.2%	92.0%	90.9%	92.6%	90.9%	89.7%	89.7%	89.7%	
CONTRACTUAL SERVICES										
FILING FEES	01.141.0000.5223	1,172	1,385	2,000	336	2,000	2,000	2,000	2,000	
EQUIPMENT MAINTENANCE	01.141.0000.5242	0	178	0	0	0	0	0	0	
SUNDRY CONTRACTORS	01.141.0000.5299	4,602	4,990	5,600	3,662	5,600	5,768	5,750	5,750	
Sub-total		5,774	6,553	7,600	3,998	7,600	7,768	7,750	7,750	2.0%
SUPPLIES										
OFFICE SUPPLIES	01.141.0000.5312	672	507	1,000	133	1,000	1,000	1,000	1,000	
PRINTING	01.141.0000.5313	191	225	400	109	400	400	400	400	
Sub-total		863	732	1,400	242	1,400	1,400	1,400	1,400	0.0%
SERVICES AND CHARGES										
OFFICIAL NOTICES/ADVERTISING	01.141.0000.5421	7,810	10,093	9,000	3,139	9,000	9,000	9,000	9,000	
SUBSCRIPTIONS	01.141.0000.5422	52	55	100	0	100	100	100	100	
MEMBERSHIPS	01.141.0000.5424	475	505	600	475	600	600	600	600	
CONFERENCES AND SCHOOLS	01.141.0000.5425	1,366	1,842	2,500	799	2,500	2,500	2,500	2,500	
MILEAGE	01.141.0000.5432	712	818	600	35	600	600	600	600	
BACKGROUND CHECKS	01.141.0000.5471	4,290	2,886	5,950	2,422	5,950	5,950	5,950	5,950	
Sub-total		14,706	16,199	18,750	6,870	18,750	18,750	18,750	18,750	0.0%
SUB TOTAL NON PERSONAL SERVICES		21,343	23,484	27,750	11,110	27,750	27,918	27,900	27,900	0.5%
TOTAL GENERAL FUND		274,317	296,893	305,441	149,988	305,571	310,982	310,964	310,964	1.8%
CAPITAL OUTLAY FUND										
OFFICE EQUIPMENT	41.141.0000.5813	0	130	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.141.0000.5841	0	0	0	0	0	4,700	4,700	4,700	
SOFTWARE	41.141.0000.5843	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	130	0	0	0	4,700	4,700	4,700	100.0%
GRAND TOTAL CITY CLERK		274,317	297,023	305,441	149,988	305,571	315,682	315,664	315,664	3.3%
Less Program Revenue:										
Licenses: 4201 -4217		-67,947	-59,174	-65,600	-53,323	-55,500	-56,500	-56,500	-56,500	
Licenses: 4225 -4241		-35,471	-10,919	-7,100	-7,465	-9,100	-9,100	-9,100	-9,100	
PUBLICATIONS & RECORDING	01.0000.4411	-2,108	-3,102	-6,300	-1,122	-3,300	-3,300	-3,300	-3,300	
PROPERTY STATUS REPORTS	01.0000.4413	-2,875	-3,270	-3,300	-1,385	-3,300	-3,300	-3,300	-3,300	
Net City Clerk Related Costs		165,916	220,558	223,141	86,693	234,371	243,482	243,464	243,464	

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
ELECTIONS										
PERSONAL SERVICES										
SALARIES-FT	01.142.0000.5111	2,347	680	1,440	254	862	730	730	730	
SALARIES-PT	01.142.0000.5113	3,508	0	977	0	977	495	495	495	
SALARIES-TEMP	01.142.0000.5115	25,557	7,890	23,976	4,626	25,143	10,053	10,053	10,053	
SALARIES-OT	01.142.0000.5117	5,013	717	3,871	311	2,673	1,178	1,178	1,178	
LONGEVITY	01.142.0000.5133	24	13	8	5	8	4	4	4	
FICA	01.142.0000.5151	806	97	482	39	685	184	184	184	
RETIREMENT	01.142.0000.5152	646	109	589	58	405	220	220	220	
RETIREE GROUP HEALTH	01.142.0000.5153	133	35	89	0	56	46	46	46	
GROUP HEALTH & DENTAL	01.142.0000.5154	1,509	487	1,137	156	972	604	607	607	
LIFE INSURANCE	01.142.0000.5155	0	0	17	0	12	7	7	7	
WORKERS COMPENSATION INS	01.142.0000.5156	149	52	160	26	144	61	61	61	
Sub-total		39,691	10,078	32,746	5,475	31,937	13,582	13,585	13,585	-58.5%
Percent of Department Total		82.2%	80.6%	76.2%	68.3%	75.7%	59.5%	59.5%	59.5%	
CONTRACTUAL SERVICES										
DP SERVICES	01.142.0000.5214	768	213	1,500	0	1,500	1,545	1,550	1,550	
EQUIPMENT MAINTENANCE	01.142.0000.5242	3,300	0	3,500	1,590	3,500	3,600	3,600	3,600	
Sub-total		4,068	213	5,000	1,590	5,000	5,145	5,150	5,150	3.0%
SUPPLIES										
OFFICE SUPPLIES	01.142.0000.5312	2,377	777	2,000	3	2,000	1,500	1,500	1,500	
PRINTING	01.142.0000.5313	817	197	1,000	0	1,000	1,000	1,000	1,000	
Sub-total		3,195	974	3,000	3	3,000	2,500	2,500	2,500	-16.7%
SERVICES AND CHARGES										
OFFICIAL NOTICES/ADVERTISING	01.142.0000.5421	257	157	250	52	250	200	200	200	
CONFERENCES AND SCHOOLS	01.142.0000.5425	19	122	600	0	600	600	600	600	
MILEAGE	01.142.0000.5432	305	368	200	0	200	200	200	200	
EQUIPMENT RENTAL	01.142.0000.5433	750	600	1,200	900	1,200	600	600	600	
Sub-total		1,331	1,246	2,250	952	2,250	1,600	1,600	1,600	-28.9%
SUB TOTAL NON PERSONAL SERVICES		8,594	2,433	10,250	2,545	10,250	9,245	9,250	9,250	-9.8%
TOTAL GENERAL FUND		48,285	12,511	42,996	8,020	42,187	22,827	22,835	22,835	-46.9%
CAPITAL OUTLAY FUND										
OTHER CAPITAL EQUIPMENT	41.142.0000.5819	0	0	0	0	0	0	0	0	
SOFTWARE	41.142.0000.5843	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	0	0	0.0%
GRAND TOTAL ELECTIONS		48,285	12,511	42,996	8,020	42,187	22,827	22,835	22,835	-46.9%
Less Program Revenue:										
REFUNDS & REIMB - ELECTIONS	01.0000.4782	0	0	0	0	0	0	0	0	
Net Elections Related Costs		48,285	12,511	42,996	8,020	42,187	22,827	22,835	22,835	

INFORMATION SERVICES
144

DEPARTMENT: Information Services

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING:

The City's information services function is managed by the Director of Administration through a professional services contract with an outside data processing technical support firm; however, beginning in mid-2010, one technician was assigned under the day-to-day authority of the Police Chief. In addition, the Information Services budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is also included in this budget.

ACTIVITY MEASURES:

Activity	2006	2007	2008	2009	2010*	2011*
Total City computers	175	178	185	190	203	203
Software applications	45	44	45	48	49	49
Est. Help Desk Requests	1,500	1,480	1,500	1,300	1,300	1,300

BUDGET SUMMARY:

- 1) Overall, the 2011 Budget provides for continuation of contracted technical support services at approximately the same level provided for in 2008 – 2010; however, a two changes occurred that are reflected in the budget. First, beginning in mid-2010 staffing was changed from level 1 and level 2 technicians to use of a Dual Technician, as provided for by the contract approved by the Common Council. This enabled one of the individuals to be assigned directly to the Police Department and to operate under the Chief's daily direction. The second change is to have the allocation of the costs for this one position attributed directly Police Department's budget. With on-call services covering time outside regular business hours, the service coverage is 24 hours/day – 7 days/week. Contracted services are estimated to be less than the cost of comparable coverage from full-time staff positions providing data processing support.
- 2) Excluding the adjustment reflected above, the 2010 non-capital operating budget remains very stable
- 3) Capital Outlay purchases include replacement of a fiber switch (\$4,000), a virtual host server replacement for the Police Department (\$8,500), a virtual host server replacement for the City Hall (\$8,500), a dedicated SQL Server replacement (\$8,000), Virtualization backbone Cabling (\$500), Firewall replacement for the Police Department (\$2,200), Server 2008 Client Access Licenses (\$2,900), 2 web filters, (\$9,800), Exchange Server 2010 software (\$12,000), replacement projector for Council Chambers (\$1,500), and Emergency Hardware/Software replacement for system or device failures that were not budgeted and are not under warranty (\$5,000).

CITY OF FRANKLIN 2011 BUDGET	2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change	
INFORMATION SERVICES										
CONTRACTUAL SERVICES										
DATA PROCESSING SERVICES	01.144.0000.5214	206,207	176,005	158,500	86,773	164,883	123,000	123,000	123,000	
GIS SUPPORT SERVICES	01.144.0000.5215	95,648	110,137	101,750	35,252	101,750	101,750	101,750	101,750	
EQUIPMENT MAINTENANCE	01.144.0000.5242	10,906	11,332	12,700	5,866	12,200	12,700	12,700	12,700	
SOFTWARE MAINTENANCE	01.144.0000.5257	32,074	37,945	36,500	34,309	39,400	40,000	40,000	40,000	
SUNDRY CONTRACTORS	01.144.0000.5299	2,541	2,852	3,000	961	2,500	3,000	3,000	3,000	
Sub-total		347,376	338,271	312,450	163,161	320,733	280,450	280,450	280,450	-22.5%
SUPPLIES										
OFFICE SUPPLIES	01.144.0000.5312	56	189	200	11	200	200	200	200	
OPERATING SUPPLIES - OTHER	01.144.0000.5329	4,136	3,048	5,500	460	4,750	5,500	5,500	5,500	
EQUIPMENT SUPPLIES	01.144.0000.5333	1,336	1,236	2,500	927	2,000	2,500	2,500	2,500	
Sub-total		5,528	4,473	8,200	1,398	6,950	8,200	8,200	8,200	0.0%
SERVICES AND CHARGES										
DATA COMMUNICATION SERVICES	01.144.0000.5410	9,025	10,788	10,250	5,134	10,250	10,250	10,250	10,250	
TELEPHONE	01.144.0000.5415	42,113	28,567	24,500	11,564	24,000	24,500	24,500	24,500	
CONFERENCES AND SCHOOLS	01.144.0000.5425	0	0	0	0	0	0	0	0	
Sub-total		51,138	39,355	34,750	16,698	34,250	34,750	34,750	34,750	0.0%
TOTAL GENERAL FUND		404,042	382,099	355,400	181,257	361,933	323,400	323,400	323,400	-20.1%
CAPITAL OUTLAY FUND										
FURNITURE/FIXTURES	41.144.0000.5812	0	0	0	0	0	0	0	0	
OTHER CAPITAL EQUIPMENT	41.144.0000.5819	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.144.0000.5841	22,688	18,445	28,700	6,104	28,700	45,000	45,000	45,000	
SOFTWARE	41.144.0000.5843	39,113	24,449	14,000	8,631	14,000	17,900	16,400	16,400	
Sub-total		61,801	42,894	42,700	14,735	42,700	62,900	61,400	61,400	43.8%
TOTAL CAPITAL OUTLAY FUND		61,801	42,894	42,700	14,735	42,700	62,900	61,400	61,400	-14.0%
GRAND TOTAL INFORMATION SERVICES		465,843	424,993	398,100	195,992	404,633	386,300	384,800	384,800	-14.0%

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 Common Council. The Director coordinates day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk and Finance Departments. The Director has responsibility of overseeing the City's insurance program and serves as the Director of Human Resources.

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.
- In conjunction with the Personnel Committee and with support from the Human Resource Coordinator, responsible for negotiation and administration of collectively bargained labor agreements 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.
- Develop, recommend, and maintain Human Resources policies and procedures.
- Coordinate staff training and development as requested by Department Heads.
- Administration of the City's liability and property insurance.
- Coordinate the development and publication of the City's newsletter.
- Represent the City in intergovernmental and legislative functions.
- Maintain and upgrade the City's web site and cable television channel.
- Maintain the City's information technology and voice communications systems.
- Provide staff support to the Personnel and Technology Committees.
- Coordinate the City's annual employee performance evaluation procedure.
- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Planning, and Building Inspection offices and staff.

STAFFING:

Authorized Positions (FTE)	2006	2007	2008	2009	2010	2011
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
Clerk Typist	.80	.80	.80	.60	.60	.60
Total	3.80	3.80	3.80	3.60	3.60	3.60

ACTIVITY MEASURES:

Activity	2006	2007	2008	2009	2010*	2011*
Labor Contracts Having Negotiations	6	3	3	6	4	2
Worker's Comp Claims	60	83	62	43	40	40
Job Analyses Conducted & Job Description Revised	12	39	5	4	2	3
New Hires	23	17	12	4	9	6
Separations from Service	9	12	17	10	9	6
Turnover Rate	3.8%	5.1%	7.2%	4.4%	4.0%	2.6%
Civil Service Exams Administered	260	3	3	0	2	4

* Forecast

BUDGET SUMMARY:

1. This budget continues to reflect the consolidation of the Administration (Dept. 147) and the Human Resources (Dept. 148) budgets into the Administration Department budget as first occurred in the 2006 Budget.
2. There is no increase for 2010 non-personal services items in this operating budget.
3. The capital outlay appropriations are for a digital tape recorder for the Common Council Chambers (\$1,000) and replacement computer equipment (\$1,500).
4. It is worth noting that the Administration and Human Resources budget does not include expenditures related to the establishment of a new Wellness Program as authorized by the Common Council through the approval of certain union contracts for 2010 and beyond. As explained in conjunction with approval of the non-represented employee pay and benefits ordinances and in conjunction with the recently approved labor contracts, direct costs associated with the Wellness Program will be charged directly to the Group Health internal service fund. Costs include items such as printing, purchase of educational DVD's, speaker fees, rental fees, refreshments, employee incentives, and a myriad of other potential items that can educate, inform, or engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments. The costs will be capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2010 is \$18,972. 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. Authorization for their expenditure will be incorporated into the annual approval of stop loss insurance premiums and group health fund administrative expenses.

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dep/Request	2011 Proposed	2011 Adopted	Percent Change
ADMINISTRATION										
PERSONAL SERVICES										
SALARIES-FT	01.147.0000.5111	183,966	182,570	184,368	93,393	184,907	186,032	186,032	186,032	
SALARIES-PT	01.147.0000.5113	19,560	18,987	19,403	9,852	19,054	19,432	19,432	19,432	
SALARIES-OT	01.147.0000.5117	1,066	461	1,500	196	500	1,500	1,500	1,500	
COMPTIME TAKEN	01.147.0000.5118	231	0	530	0	0	530	530	530	
LONGEVITY	01.147.0000.5133	147	150	185	75	185	185	185	185	
HOLIDAY PAY	01.147.0000.5134	11,103	12,063	12,523	6,476	12,871	13,582	13,582	13,582	
VACATION PAY	01.147.0000.5135	8,219	12,390	13,423	4,313	13,423	15,850	15,850	15,850	
FICA	01.147.0000.5151	16,507	16,525	17,743	8,286	17,667	18,139	18,139	18,139	
RETIREMENT	01.147.0000.5152	22,429	22,662	23,193	11,431	23,094	23,711	23,711	23,711	
RETIREE GROUP HEALTH	01.147.0000.5153	3,157	2,991	3,128	1,562	3,128	3,263	3,263	3,263	
GROUP HEALTH & DENTAL	01.147.0000.5154	40,798	41,038	40,440	21,899	40,428	42,332	42,332	42,332	
LIFE INSURANCE	01.147.0000.5155	1,998	999	1,019	525	835	857	857	857	
WORKERS COMPENSATIONINS	01.147.0000.5156	513	631	787	359	785	686	686	686	
Allocated payroll cost	01.147.0000.5199	-18,300	-17,475	-19,400	-9,698	-19,400	-19,400	-19,400	-19,400	
Sub-total		291,394	293,992	298,842	148,668	297,477	306,699	306,699	306,699	2.6%
Percent of Department Total		68.4%	67.6%	64.8%	72.3%	64.7%	65.7%	65.7%	65.7%	
CONTRACTUAL SERVICES										
MEDICAL SERVICES	01.147.0000.5211	5,541	4,014	6,650	5,851	6,650	6,650	6,650	6,650	
HR PROCESSING FEES	01.147.0000.5215	11,962	12,099	12,300	5,545	12,300	12,300	12,300	12,300	
OTHER PROFESSIONAL SERVICES	01.147.0000.5219	1,693	2,351	2,200	683	2,200	5,700	5,700	5,700	
AUTO MAINTENANCE	01.147.0000.5241	0	66	600	0	600	600	600	600	
EQUIPMENT MAINTENANCE	01.147.0000.5242	2,221	929	1,500	861	1,500	1,500	1,500	1,500	
LABOR ATTORNEY	01.147.0000.5252	34,512	31,914	29,000	6,413	29,000	25,500	25,500	25,500	
UNEMPLOYMENT COSTS	01.147.0000.5287	6,110	20,584	15,050	4,093	15,050	15,000	15,000	15,000	
SUNDRY CONTRACTORS	01.147.0000.5299	3,772	2,347	4,500	1,886	4,500	4,500	4,500	4,500	
Sub-total		65,810	74,305	71,800	25,332	71,800	71,750	71,750	71,750	-12.3%
SUPPLIES										
POSTAGE	01.147.0000.5311	40,191	38,574	45,500	18,042	45,500	45,500	45,500	45,500	
OFFICE SUPPLIES	01.147.0000.5312	472	484	800	105	800	800	800	800	
PRINTING	01.147.0000.5313	9,551	9,750	10,100	0	10,100	10,100	10,100	10,100	
EDUCATION SUPPLIES-TESTING	01.147.0000.5328	896	112	6,150	4,334	6,150	6,000	6,000	6,000	
OPERATING SUPPLIES-OTHER	01.147.0000.5329	4,085	5,502	5,650	2,760	5,650	5,650	5,650	5,650	
FUEL & LUBRICANTS	01.147.0000.5331	494	298	700	246	700	550	550	550	
VEHICLE SUPPORT	01.147.0000.5332	0	0	300	150	300	300	300	300	
MISCELLANEOUS SUPPLIES	01.147.0000.5399	304	96	0	58	0	0	0	0	
Sub-total		55,993	54,816	69,200	25,694	69,200	68,900	68,900	68,900	-0.4%
SERVICES AND CHARGES										
OFFICIAL NOTICES/ADVERTISING	01.147.0000.5421	681	2,340	5,500	0	5,500	5,300	5,300	5,300	
SUBSCRIPTIONS	01.147.0000.5422	552	621	650	117	650	650	650	650	
MEMBERSHIPS	01.147.0000.5424	1,346	1,821	2,000	235	2,000	2,100	2,100	2,100	
CONFERENCES AND SCHOOLS	01.147.0000.5425	791	471	3,500	389	3,500	3,500	3,500	3,500	
ALLOCATED INSURANCE COST	01.147.0000.5428	200	200	200	100	200	200	200	200	
MILEAGE	01.147.0000.5432	597	399	600	346	600	600	600	600	
EQUIPMENT RENTAL	01.147.0000.5433	4,946	5,110	5,000	4,631	5,000	5,100	5,100	5,100	
Sub-total		9,113	10,962	17,450	5,818	17,450	17,450	17,450	17,450	0.0%
SUB TOTAL NON PERSONAL SERVICES		130,916	140,093	158,450	56,844	158,450	158,100	158,100	158,100	-6.1%
TOTAL GENERAL FUND		422,310	434,075	457,292	205,512	455,927	484,799	464,799	464,799	-0.5%
CAPITAL OUTLAY FUND										
OFFICE EQUIPMENT	41.147.0000.5813	2,024	0	2,100	0	2,100	1,000	1,000	1,000	
COMPUTER EQUIPMENT	41.147.0000.5841	1,634	1,033	1,500	0	1,500	1,250	1,250	1,250	
SOFTWARE	41.147.0000.5843	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		3,658	1,033	3,600	0	3,600	2,250	2,250	2,250	-37.5%
GRAND TOTAL ADMINISTRATION		425,968	435,108	460,892	205,512	459,527	467,049	467,049	467,049	-0.8%

**FINANCE DEPARTMENT
151, 152**

DEPARTMENT: Finance

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

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

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

SERVICES:

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

STAFFING:

Authorized Positions (FTE)	2006	2007	2008	2009	2010	2011
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.30	1.30	1.30	1.30	1.30	1.23
Lead Cashier	0.75	0.75	0.75	0.75	0.75	0.75
Cashier/Clerk	.80	.80	.80	.80	.80	.80
Cashier (seasonal)	.45	.45	.25	.25	.25	.25
Total	7.30	7.30	7.10	7.10	7.10	7.03

ACTIVITY MEASURES:

Activity	2006	2007	2008	2009	2010*	2011*
Disbursement Checks	6,831	5,923	5,349	5,499	5,550	5,600
Employees Paid	348	349	393	333	370	350
Property Tax Bills	13,065	13,192	13,290	13,365	13,500	13,800
Water/Sewer Payments	36,483	37,119	37,537	37,454	37,600	37,700
General Receipts Processed	10,781	8,562	8,383	7,453	7,800	8,200
Dog/Cat licenses	1,148	1,107	681	709	700	700
Assessment Invoices	72	10	61	25	0	20
Customer Invoices	1,492	999	869	795	850	900
Purchase Requisitions Used	4,555	4,094	4,412	4,035	4,500	4,500

* Forecast

BUDGET SUMMARY:

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

Computer Equipment	\$4,000
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CITY OF FRANKLIN 2011 BUDGET	2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
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FINANCE

PERSONAL SERVICES									
SALARIES-FT	01.151.0000.5111	227,328	236,778	236,331	122,973	235,935	234,709	234,709	234,709
SALARIES-PT	01.151.0000.5113	86,139	88,258	94,269	46,637	99,727	91,741	91,741	91,741
SALARIES-TEMP	01.151.0000.5115	4,477	4,309	4,774	2,741	4,810	4,858	4,858	4,858
SALARIES-OT	01.151.0000.5117	622	35	1,200	866	1,000	1,200	1,200	1,200
COMPTIME TAKEN	01.151.0000.5118	960	1,503	1,061	1,166	1,200	1,500	1,500	1,500
LONGEVITY	01.151.0000.5133	659	670	775	345	681	559	559	559
HOLIDAY PAY	01.151.0000.5134	17,498	18,586	19,290	7,905	19,792	18,757	18,757	18,757
VACATION PAY	01.151.0000.5135	21,280	19,888	23,979	6,819	23,977	22,368	22,368	22,368
FICA	01.151.0000.5151	26,676	26,914	29,198	13,990	29,615	28,740	28,740	28,740
RETIREMENT	01.151.0000.5152	33,932	34,969	35,547	17,841	34,839	33,229	33,229	33,229
RETIREE GROUP HEALTH	01.151.0000.5153	3,206	3,036	3,175	1,585	3,175	3,312	3,312	3,312
GROUP HEALTH & DENTAL	01.151.0000.5154	75,252	75,579	74,505	40,357	74,361	77,757	77,757	77,757
LIFE INSURANCE	01.151.0000.5155	3,217	1,395	1,524	750	1,047	1,177	1,177	1,177
WORKERS COMPENSATION INS	01.151.0000.5156	815	1,038	1,296	583	1,293	1,088	1,088	1,088
ALLOCATED PAYROLL COST	01.151.0000.5199	-55,300	-63,300	-62,400	-31,200	-62,400	-62,000	-62,000	-62,000
Sub-total		446,762	449,656	464,524	233,357	469,052	458,995	458,995	458,995
Percent of Department Total		87.5%	87.5%	86.3%	88.6%	87.0%	86.8%	86.7%	86.7%
CONTRACTUAL SERVICES									
PAYROLL PROCESSING FEES	01.151.0000.5215	14,641	15,746	15,800	7,055	15,553	16,100	16,208	16,208
EQUIPMENT MAINTENANCE	01.151.0000.5242	1,010	857	1,000	0	857	1,000	1,000	1,000
SOFTWARE MAINTENANCE	01.151.0000.5257	11,086	12,598	13,000	13,073	13,073	14,200	14,200	14,200
COLLECTION SERVICES	01.151.0000.5288	0	52	0	217	217	0	0	0
TAX BILL PREPARTION & MAILING	01.151.0000.5299	10,395	10,590	11,400	0	11,000	12,800	12,800	12,800
Sub-total		37,131	39,843	41,200	20,345	40,700	44,100	44,208	44,208
SUPPLIES									
OFFICE SUPPLIES	01.151.0000.5312	2,087	1,854	2,100	685	1,900	2,100	2,100	2,100
PRINTING	01.151.0000.5313	2,837	2,395	3,000	158	2,500	2,500	2,500	2,500
Sub-total		4,924	4,249	5,100	843	4,400	4,600	4,600	4,600
SERVICES & CHARGES									
MEMBERSHIPS	01.151.0000.5424	295	300	400	300	300	400	400	400
CONFERENCES & SEMINARS	01.151.0000.5425	2,117	2,237	2,700	1,794	1,870	2,500	2,500	2,500
ALLOCATED INSURANCE COST	01.151.0000.5428	1,500	1,500	1,500	750	1,500	1,500	1,500	1,500
BANK FEES	01.151.0000.5491	13,946	12,665	14,000	5,907	12,000	12,500	12,500	12,500
Sub-total		17,858	16,702	18,600	8,751	15,670	16,900	16,900	16,900
SUB TOTAL NON PERSONAL SERVICES		59,913	60,794	64,900	29,939	60,770	65,600	65,708	65,708
TOTAL GENERAL FUND		506,675	510,450	529,424	263,296	529,822	524,595	524,703	524,703
CAPITAL OUTLAY FUND									
FURNITURE & FIXTURES	41.151.0000.5812	0	0	0	0	0	0	0	0
OFFICE EQUIPMENT	41.151.0000.5813	0	3,258	0	0	0	0	0	0
COMPUTER EQUIPMENT	41.151.0000.5841	3,971	0	0	141	141	4,000	4,600	4,600
SOFTWARE	41.151.0000.5843	0	0	9,000	0	9,000	0	0	0
TOTAL CAPITAL OUTLAY FUND		3,971	3,258	9,000	141	9,141	4,000	4,600	4,600
GRAND TOTAL FINANCE		510,646	513,708	538,424	263,437	538,963	528,595	529,303	529,303
Less Program Revenue:									
INTEREST ON INVESTMENTS	01.0000.4711	-358,893	-255,168	-275,000	-72,379	-140,000	-140,000	-140,000	-140,000
INVESTMENT GAINS/LOSSES	01.0000.4713	-95,714	-24,330	0	3,032	10,000	10,000	10,000	10,000
INTEREST-TAX ROLL	01.0000.4715	-270,698	-116,839	-115,000	-91,208	-115,000	-115,000	-115,000	-115,000
Net Finance Related Costs		-214,659	117,371	148,424	102,882	293,963	283,595	284,303	284,303

AUDIT

CONTRACTUAL SERVICES

SPECIAL AUDIT	01.152.0000.5210	474	0	0	0	0	0	0	0
ANNUAL AUDIT	01.152.0000.5213	25,815	26,909	26,000	25,435	26,000	26,500	26,500	26,500
ACTUARIAL REVIEW	01.152.0000.5219	0	5,600	0	0	0	6,500	6,500	6,500
GRAND TOTAL AUDIT		26,289	32,509	26,000	25,435	26,000	33,000	33,000	33,000

CITY ASSESSOR

154

DEPARTMENT: Assessor

PROGRAM MANAGER: Director of Administration and City Assessor

PROGRAM DESCRIPTION:

The Assessor's Office is responsible for setting the value of all property within the City for the purposes of determining the taxable value of real and personal property, upon which is levied the municipal, county, and school property tax. The City Assessor is an outside contractor with City staff support from a full-time Assessor Clerk.

SERVICES:

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- Keep an annual updated list of businesses for personal property reporting.
- Prepare the Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which typically occurs on a three-year cycle; however, the economic conditions led to delaying the planned 2009 revaluation to 2010. The last revaluation occurred in 2006.

STAFFING:

Authorized Positions (FTE)	2006	2007	2008	2009	2010	2011
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00	1.00

ACTIVITY MEASURES:

Activity	2006 Φ	2007	2008	2009	2010* Φ	2011*
Properties Inspected	1,500	1,422	953	798	557	600
Assessment Notices Mailed	12,500	1,154	733	589	12,557	450
Open Book Hearings	600	101	69	170	698	75
Board of Review Hearings	40	25	14	12	60	15
Residential Parcels	11,573	11,648	11,715	11,786	11,834	11,850
Commercial Parcels	529	524	523	518	541	545
Total Parcels	12,573	12,645	12,663	12,817	12,852	12,872
Assessed Value Increase	817 m	104 m	111 m	59 m	-115 m	30 m

* Forecast

Φ Revaluation Year

BUDGET SUMMARY:

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The 2011 Budget includes reinstating the revaluation of real property every third year. Resources are set aside annually to smooth out the expenditure; however, an increase is necessary to revert to the three-year schedule.
- 4) Capital Outlay funding is provided for the replacement of a staff computer. The department has five computers. Replacement should be scheduled as one per year in order to standardize the budget impact and avoid peaks. Additionally, with the advent of cross-trained personnel in the department which began early in 2007, the additional front-counter computer is routinely relied upon.

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
ASSESSOR										
PERSONAL SERVICES										
SALARIES-FT	01.154.0000.5111	36,224	36,676	36,435	17,509	36,368	36,997	36,997	36,997	
SALARIES-OT	01.154.0000.5117	0	0	300	0	0	300	300	300	
COMPTIME TAKEN	01.154.0000.5118	83	101	196	0	100	200	200	200	
LONGEVITY	01.154.0000.5133	240	240	300	155	300	300	300	300	
HOLIDAY PAY	01.154.0000.5134	2,187	2,258	2,269	963	2,431	2,480	2,480	2,480	
VACATION PAY	01.154.0000.5135	2,525	3,059	3,242	2,495	3,242	3,306	3,306	3,306	
FICA	01.154.0000.5151	3,004	3,069	3,270	1,520	3,247	3,334	3,334	3,334	
RETIREMENT	01.154.0000.5152	4,126	4,233	4,274	2,112	4,244	4,358	4,358	4,358	
RETIREE GROUP HEALTH	01.154.0000.5153	0	0	0	0	0	0	0	0	
GROUP HEALTH & DENTAL	01.154.0000.5154	19,572	19,656	19,356	10,478	19,344	20,278	20,278	20,278	
LIFE INSURANCE	01.154.0000.5155	170	180	189	97	155	155	155	155	
WORKERS COMPENSATION INS	01.154.0000.5156	92	120	145	66	144	126	126	126	
Sub-total		68,223	69,592	69,976	35,395	69,575	71,834	71,834	71,834	2.7%
Percent of Department Total		27.5%	30.4%	29.2%	54.0%	29.1%	27.8%	27.8%	27.8%	
CONTRACTUAL SERVICES										
PROF SERVICE - ANNUAL & REVAL	01.154.0000.5210	83,100	64,800	57,560	13,350	57,560	83,000	83,000	83,000	
PROF SERVICE - CONTRACT ASSESSOR	01.154.0000.5219	78,600	80,000	80,000	11,543	80,000	80,000	80,000	80,000	
SOFTWARE MAINTENANCE	01.154.0000.5257	3,400	0	3,750	28	3,750	3,750	3,750	3,750	
STATE MFG ASSESSMENT	01.154.0000.5299	12,863	12,983	14,000		14,000	14,000	13,700	13,700	
Sub-total		177,963	157,783	155,310	24,922	155,310	180,750	180,450	180,450	16.2%
SUPPLIES										
POSTAGE	01.154.0000.5311	0	0	8,100	5,000	8,100	0	0	0	
OFFICE SUPPLIES	01.154.0000.5312	404	1,068	1,000	247	1,000	1,000	1,000	1,000	
PRINTING	01.154.0000.5313	421	123	2,100	0	2,100	2,100	2,100	2,100	
Sub-total		825	1,191	11,200	5,247	11,200	3,100	3,100	3,100	-72.3%
SERVICES AND CHARGES										
PUBLICATIONS	01.154.0000.5421	96	95	300	14	300	300	300	300	
SUBSCRIPTIONS	01.154.0000.5422	275	0	500	0	500	500	500	500	
MEMBERSHIP	01.154.0000.5424	0	20	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.154.0000.5425	0	0	500	0	500	500	500	500	
MILEAGE	01.154.0000.5432	0	0	0	0	0	0	0	0	
Sub-total		371	115	1,300	14	1,300	1,300	1,300	1,300	0.0%
SUB TOTAL NON PERSONAL SERVICES		179,159	159,089	167,810	30,183	167,810	185,150	184,850	184,850	10.2%
TOTAL GENERAL FUND		247,382	228,681	237,786	65,578	237,385	258,984	256,684	256,684	7.9%
CAPITAL OUTLAY FUND										
OFFICE EQUIPMENT	41.154.0000.5813	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.154.0000.5841	919	0	1,500	0	1,500	1,250	1,250	1,250	
SOFTWARE	41.154.0000.5843	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		919	0	1,500	0	1,500	1,250	1,250	1,250	
GRAND TOTAL ASSESSOR		248,301	228,681	239,286	65,578	238,885	258,234	257,934	257,934	7.8%

LEGAL SERVICES
161

DEPARTMENT: Legal Services

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING - Contractual

ACTIVITY MEASURES:

Activity	2006	2007	2008	2009	2010*	2011*
Hours of Service	2,909	3,429	4,485	4,264	4,719	4,719
Matters Litigated	3	4	4	1	1	4
Municipal Court Cases	7,995	9,811	8,019	8,950	9,500	10,000

* Forecast (Note: Beginning September 2010 the Police Department began using the Badger TraCS electronic reporting system for traffic matters. Reports from other departments in the State who have adopted this system report significant increases in the number of citations issued with this system. Forecast figures may be low for this reason).

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
LEGAL COUNSEL										
CONTRACTUAL SERVICES										
LEGAL SERVICES - GENERAL	01.161.0000.5212	154,902	159,802	160,000	65,779	160,000	160,000	165,000	165,000	
LEGAL SERVICES - DAY COURT	01.161.0000.5213	53,917	55,056	56,400	24,148	56,400	56,400	58,000	58,000	
BOARDS AND COMMISSIONS SUPPORT	01.161.0000.5214	50,930	53,000	53,000	22,083	53,000	53,000	55,000	55,000	
SPECIAL ATTORNEY	01.161.0000.5251	8,584	31,908	30,300	13,635	30,300	5,000	5,000	5,000	
ATTORNEY FEES - ADD'L SERVICES	01.161.0000.5253	0	0	0	0	0	0	0	0	
Sub-total		268,333	299,766	299,700	125,645	299,700	274,400	283,000	283,000	2.9%
SUPPLIES										
PRINTING	01.161.0000.5313	0	35	100	0	100	100	100	100	
Sub-total		0	35	100	0	100	100	100	100	0.0%
SERVICES AND CHARGES										
CONFERENCES AND SCHOOLS	01.161.0000.5425	0	0	650	0	650	650	650	650	
COURT COSTS	01.161.0000.5427	1,128	470	450	150	450	450	450	450	
Sub-total		1,128	470	1,100	150	1,100	1,100	1,100	1,100	0.0%
GRAND TOTAL LEGAL COUNSEL		269,461	300,271	300,900	125,795	300,900	275,600	284,200	284,200	2.9%

MUNICIPAL BUILDINGS

181

DEPARTMENT: Municipal Buildings

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

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING:

Authorized Positions (FTE)	2006	2007	2008	2009	2010	2011
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Custodian	3.26	3.26	3.26	3.26	2.42	2.42
Seasonal Maintenance	.64	.57	.57	.48	.48	.48
Total	4.90	4.83	4.83	4.74	3.92	3.92

ACTIVITY MEASURES:

Square Footage:	2006	2007	2008	2009	2010*	2011*
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	26,480	26,480	26,480	32,392	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	234,056	234,056	234,056	239,968	245,326	245,326

* Forecast

BUDGET SUMMARY:

- 1) Staffing for 2011 reflects a continuation of the 2010 reduction of one FTE following the 2009 retirement of a custodian. The service level was partially retained through a slight adjustment in hours to one existing part-time custodian and the continuation of a service contract which provides approximately 20 hours per week of custodial support.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay provides \$2,750 for repair of stairway treads, which currently present a potential safety hazard, and \$3,600 for replacement of the air conditioner serving the Information Systems server room, which protects thousands of dollars of equipment essential to daily operations.

CITY OF FRANKLIN 2011 BUDGET		2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
MUNICIPAL BUILDING										
PERSONAL SERVICES										
SALARIES-FT	01.181.0000.5111	121,867	107,576	100,841	44,230	85,299	124,120	83,793	83,793	-16.9%
SALARIES-PT	01.181.0000.5113	48,269	52,901	35,550	27,611	52,894	37,259	56,617	56,617	59.3%
SALARIES-TEMP	01.181.0000.5115	6,526	9,127	9,420	3,743	9,485	9,580	9,580	9,580	1.7%
SALARIES-OT	01.181.0000.5117	3,434	4,135	3,000	2,519	3,000	3,000	3,000	3,000	0.0%
COMPTIME TAKEN	01.181.0000.5118	1,761	3,668	2,060	0	500	2,100	2,100	2,100	1.9%
LONGEVITY	01.181.0000.5133	130	95	60	30	60	60	60	60	0.0%
HOLIDAY PAY	01.181.0000.5134	9,323	8,847	8,532	3,045	7,539	10,047	8,803	8,803	3.2%
VACATION PAY	01.181.0000.5135	6,994	8,163	7,777	2,003	7,067	9,306	8,417	8,417	8.2%
FICA	01.181.0000.5151	14,969	14,558	12,794	6,201	12,687	14,954	13,186	13,186	3.1%
RETIREMENT	01.181.0000.5152	10,841	14,657	18,434	9,483	18,251	21,923	19,035	19,035	3.3%
RETIREE GROUP HEALTH	01.181.0000.5153	6,240	5,101	3,452	1,724	3,564	6,419	3,611	3,611	4.6%
GROUP HEALTH & DENTAL	01.181.0000.5154	57,780	51,591	39,384	21,327	39,372	61,530	41,252	41,252	4.7%
LIFE INSURANCE	01.181.0000.5155	854	517	422	217	346	515	353	353	-16.4%
WORKERS COMPENSATION INS	01.181.0000.5156	7,497	8,732	7,647	3,460	7,583	7,584	6,683	6,683	-12.6%
ALLOCATED PAYROLL COST	01.181.0000.5199	-147,600	-153,500	-157,200	-85,250	-170,500	-177,100	-177,100	-177,100	12.7%
Sub-total		148,886	136,167	92,173	40,342	77,147	131,297	79,390	79,390	-13.9%
Percent of Department Total		55.8%	54.6%	40.9%	42.7%	36.7%	49.3%	37.0%	37.0%	
CONTRACTUAL SERVICES										
DATA & TELEPHONE CABLING	01.181.0000.5247	13	0	0	0	0	0	0	0	
SUNDRY CONTRACTORS	01.181.0000.5299	0	6,435	15,000	7,350	15,000	15,450	15,450	15,450	
Sub-total		13	6,435	15,000	7,350	15,000	15,450	15,450	15,450	
SUPPLIES										
OFFICE SUPPLIES	01.181.0000.5312	81	292	150	31	150	125	150	150	
UNIFORMS	01.181.0000.5326	532	551	900	32	900	875	850	850	
FUEL/LUBRICANTS	01.181.0000.5331	120	57	100	27	100	100	100	100	
CONSUMABLE TOOLS	01.181.0000.5342	245	268	250	210	250	250	250	250	
Sub-total		977	1,169	1,400	300	1,400	1,350	1,350	1,350	-3.6%
SERVICES AND CHARGES										
CONFERENCES AND SCHOOLS	01.181.0000.5425	475	908	500	0	500	400	400	400	
FACILITY CHARGES										
WATER	01.181.0000.5551	1,420	1,362	1,350	835	1,350	1,400	1,400	1,400	
ELECTRICITY	01.181.0000.5552	48,892	50,002	53,000	20,482	53,000	54,000	53,800	53,800	
SEWER	01.181.0000.5553	590	574	450	408	450	575	800	800	
NATURAL GAS	01.181.0000.5554	15,727	15,496	18,750	8,068	18,750	17,750	17,750	17,750	
LANDSCAPE MATERIALS	01.181.0000.5555	2,992	3,000	3,000	1,350	3,000	2,800	2,800	2,800	
JANITORIAL SUPPLIES	01.181.0000.5556	5,248	5,544	5,000	4,578	5,000	5,200	5,200	5,200	
BUILDING MAINTENANCE-SYSTEMS	01.181.0000.5557	19,607	19,786	20,000	7,354	20,000	20,000	20,000	20,000	
BUILDING MAINTENANCE-OTHER	01.181.0000.5559	10,342	9,119	10,000	3,306	10,000	10,000	10,000	10,000	
Sub-total		104,819	104,882	111,550	46,380	111,550	111,725	111,750	111,750	0.2%
SUB TOTAL NON PERSONAL SERVICES		106,264	113,394	128,450	54,030	128,450	128,925	128,950	128,950	0.4%
TOTAL GENERAL FUND		255,170	249,561	220,623	94,372	205,597	260,222	208,340	208,340	-5.6%
CAPITAL OUTLAY FUND										
FURNITURE & FIXTURES	41.181.0000.5812	0	0	0	0	0	0	0	0	
NON-MOTORIZED EQUIPMENT	41.181.0000.5814	0	0	0	0	0	0	0	0	
SHOP EQUIPMENT	41.181.0000.5815	0	0	0	0	0	0	0	0	
BUILDING IMPROVEMENTS	41.181.0000.5822	11,497	0	4,600	0	4,600	6,350	6,350	6,350	
COMPUTER EQUIPMENT	41.181.0000.5841	0	0	0	0	0	0	0	0	
Sub-total		11,497	0	4,600	0	4,600	6,350	6,350	6,350	38.0%
TOTAL CAPITAL OUTLAY FUND		11,497	0	4,600	0	4,600	6,350	6,350	6,350	38.0%
EQUIPMENT REVOLVING FUND										
EQUIPMENT	42.181.0000.5811	0	0	0	0	0	0	0	0	
Sub-total		0	0	0	0	0	0	0	0	
GRAND TOTAL MUNICIPAL BUILDING		266,667	249,561	225,223	94,372	210,197	266,572	214,690	214,690	-4.7%

INSURANCE

194

DEPARTMENT: Insurance

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

CITY OF FRANKLIN		2008	2009	2010	2010 YTD	2010	2011	2011	2011	Percent
2011 BUDGET		Actual	Actual	Amended	6/30/2010	Estimate	Dept/Request	Proposed	Adopted	Change
INSURANCE										
BUILDING INSURANCE	01.194.0000.5511	26,891	27,963	28,000	27,532	27,532	29,000	29,000	29,000	
AUTO/EQUIPMENT INSURANCE	01.194.0000.5512	69,908	68,033	71,000	58,518	70,863	72,000	72,000	72,000	
GENERAL LIABILITY	01.194.0000.5513	96,162	96,240	101,000	59,988	99,818	101,000	101,000	101,000	
PROFESSIONAL LIABILITY	01.194.0000.5514	37,764	37,281	38,500	21,847	37,452	38,200	38,200	38,200	
BOILER INSURANCE	01.194.0000.5515	7,392	7,318	7,550	6,017	6,017	6,200	6,200	6,200	
UMBRELLA INSURANCE	01.194.0000.5516	13,800	13,800	14,200	13,800	13,800	14,200	14,200	14,200	
PUBLIC OFFICIALS E & O LIABILITY	01.194.0000.5518	48,264	48,269	50,000	29,456	50,496	51,250	51,250	51,250	
MONEY & SECURITIES	01.194.0000.5521	1,695	1,699	2,000	1,699	1,699	1,850	1,850	1,850	
ALLOCATED INSURANCE COST	01.194.0000.5560	-235,000	-242,500	-245,150	-118,600	-237,200	-241,400	-241,400	-241,400	
WORKERS COMPENSATION	01.194.0000.5517	344,468	384,608	431,836	243,319	428,437	387,900	387,900	387,900	
ALLOCATED WC INSURANCE COST	01.194.0000.5561	-344,468	-384,608	-431,836	-208,862	-428,437	-387,900	-387,900	-387,900	
Sub-total		66,876	58,102	67,100	134,714	70,477	72,300	72,300	72,300	7.7%
GRAND TOTAL INSURANCE		66,876	58,102	67,100	134,714	70,477	72,300	72,300	72,300	7.7%
Less Program Revenue:										
INSURANCE DIVIDEND	01.0000.4771	-11,049	-86,803	-15,000	-15,253	-15,000	-15,000	-15,000	-15,000	
Net Insurance Related Costs		55,827	-28,701	52,100	119,461	55,477	57,300	57,300	57,300	

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

DEPARTMENT: Unclassified, Contingency & Anticipated Underspending

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

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

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

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

Department 199 Anticipated Underspending: Historically the City budgets have been under spent for a variety of reasons. The primary reason is manpower positions that are vacant for a portion of the year due natural turnover of staffing. While it is difficult to predict where in City Departments the vacancies will occur from year to year it is predictable that within the entire City operations vacancies will occur. It is reasonable to budget for a vacancy factor as a negative budget. By doing so the resident are not taxed for an expenditure that will not be made. This has been a longstanding practice in the City of Franklin but in the past the vacancy estimate has been shown as an anticipated revenue. The change to a negative expenditure will make a better comparison on both the revenue and the expenditure sections of the budget.

CITY OF FRANKLIN 2011 BUDGET	2008 Actual	2009 Actual	2010 Amended	2010 YTD 6/30/2010	2010 Estimate	2011 Dept/Request	2011 Proposed	2011 Adopted	Percent Change
UNCLASSIFIED EXPENSES									
CONTRIBUTIONS AND AWARDS									
REFUNDED PROPERTY TAXES	01.198.0000.5543	11,776	6,169	12,500	0	12,500	12,500	12,500	
CLAIMS	01.198.0000.5731	0	0	0	1,300	0	0	0	
GRAND TOTAL UNCLASSIFIED		11,776	6,169	12,500	1,300	12,500	12,500	12,500	0.0%
CONTINGENCY									
RESTRICTED									
FIRE							19,400	19,400	
OTHER	01.199.0000.5110			0	0	200,000	195,000	255,000	
Sub-total		0	0	0	0	200,000	214,400	274,400	
UNRESTRICTED									
UNRESTRICTED	01.199.0000.5499		0	49,042	24,000	50,000	50,000	50,000	
GRAND TOTAL CONTINGENCY		0	0	49,042	0	24,000	264,400	324,400	-39.5%
ANTICIPATED UNDEREXPENDITURES	01.199.0000.xxxx	0	0	-271,000	0	-400,000	-350,000	-406,000	
TOTAL GENERAL GOVERNMENT		\$2,825,791	\$2,780,110	\$2,616,061	\$1,398,334	\$2,852,327	\$2,685,522	\$2,708,539	-6.7%
General Fund		\$61,846	\$50,593	\$61,400	\$14,902	\$61,541	\$116,450	\$115,550	104.9%
Capital Outlay Fund		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment Revolving Fund		\$0	\$0	\$0	\$0	\$0	\$0	\$0	